



GVHS GRIEVANCE PROCEDURE

INTRODUCTION

The grievance process is intended to provide a structured, fair, and orderly method for resolving disputes within the Gypsy Vanner Horse Society (GVHS).

The GVHS Grievance Committee is established to privately and fairly evaluate the validity of any grievances. The Committee conducts investigations and provides recommendations as part of the grievance process to the Board of Directors.

The Committee will only take official action when a formal grievance has been received.

GRIEVANCE TYPES

Informal Complaint

If a member feels there is an error on a registration, a transfer, show points or any other day-to-day business issue, the procedure is to first contact the GVHS office at gvhs@vanners.org or by telephone at 1-888-520-9777, Extension 2.

Most of these types of complaints may be simple errors or misunderstandings and can often be resolved administratively.

If this type of issue cannot be resolved administratively, it may proceed as a Formal Grievance.

Formal Grievance

1. The complainant must submit:

- Completed GVHS grievance form
- Supporting documentation and evidence
- \$100 filing fee. The filing fee will be refunded if the grievance is resolved in favor of the complainant, or in some other circumstances. Receipt of a refund does not always indicate a victory by the complainant.

2. The grievance will be reviewed by the Grievance Committee and served on the respondent.

3. The respondent will have thirty (30) days to submit a written response and supporting documentation.

RESOLUTIONS

Informal Resolutions

4. If the respondent resolves the matter with the complainant, written confirmation may be submitted to the committee, and the matter will be closed. Documentation will remain on file.

5. If the complainant determines the matter has been resolved, they may submit a written request to withdraw the grievance. The committee will close the matter and retain documentation consistent with record retention policies.

Formal Resolution/Investigation

6. The Grievance Committee may:

- Review documents
- Verify witness statements
- Conduct recorded video conferences with both parties
- Determine whether a formal hearing is necessary

7. Within sixty (60) days of completing its investigation or hearing, the Grievance Committee will issue a recommendation to the Adjudication committee.

8. The Adjudication committee will issue a Final Decision within thirty (30) days.

APPEALS

Right Of Appeal

Any party who disagrees with the Adjudication Committee decision may appeal to the Board of Directors.

- Appeals must be filed within **30 days**
- Appeals are based on the **existing record**
- New evidence allowed only for **good cause or extraordinary circumstances**

The Board will conduct a hearing and will issue a **Final Appeal Decision within 60 days**.

Following the hearing, the decision of the Board of Directors is final.

INTERNAL DISPUTE RESOLUTION

Any dispute involving GVHS directors, officers, committee members, staff, volunteers, or members regarding GVHS rules, bylaws, policies, or procedures must first be addressed through the GVHS grievance process.

Members agree to exhaust internal remedies before pursuing outside legal action.

LITIGATION PROVISIONS

Threats of litigation related to internal GVHS disputes during the grievance process may result in disciplinary action.

Such actions include dismissal of grievance or response and placement of the member on probation for one (1) year for the first offense. A second offense will result in suspension of membership for one (1) year. Each subsequent offense will result in an additional one (1) year suspension.

MEDIATION / ARBITRATION

If disputes cannot be resolved internally, mediation is required and, if still not resolved, binding arbitration must be utilized to reach a final decision, binding in the courts.

INDEMNIFICATION

GVHS shall indemnify directors, officers, committee members, and volunteers acting in good faith within the scope of their duties, consistent with GVHS bylaws and applicable law.



GVHS FORMAL GRIEVANCE FORM

This form is to be used when filing a formal grievance with the **Gypsy Vanner Horse Society (GVHS)**.

1. The form must be completed in full and signed. Incomplete forms will be returned by the committee.
2. Supporting documentation must be included.
3. The completed form and documentation should be emailed to: GVHS, gvhs@vanners.org
4. A **\$100 grievance filing fee** must accompany this form.

SECTION 1 — COMPLAINANT INFORMATION

Name

Address

City _____ State/Province _____

Postal Code _____

Telephone _____

Email _____

GVHS Membership Type _____

SECTION 2 — RESPONDENT INFORMATION

Name of person(s) involved

Position or role (if applicable)

Relationship to GVHS (member, judge, exhibitor, etc.)

SECTION 3 — RULE, POLICY, OR ISSUE INVOLVED

Identify the GVHS rule, bylaw, or policy you believe has been violated.

SECTION 4 — DESCRIPTION OF GRIEVANCE

Briefly describe the grievance.

Attach additional pages and supporting documentation as necessary.

Date(s) of incident(s)

Location (if applicable)

SECTION 5 — SUPPORTING DOCUMENTATION

List all documents or evidence included with this grievance.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

SECTION 6 — REQUESTED RESOLUTION

What outcome or resolution would resolve this grievance?

SECTION 7 — ACKNOWLEDGEMENT AND AGREEMENT

Please read and **initial** each statement.

_____ I understand the GVHS grievance process.

_____ I have reviewed the applicable GVHS rules, bylaws, policies, or procedures related to this grievance.

_____ I understand the respondent will have thirty (30) days to respond.

_____ I understand the Grievance Committee may conduct interviews or hearings as part of the investigation.

_____ I understand that the Adjudication committee will issue a Decision following the Grievance Committee recommendation.

_____ I understand that I may appeal the decision to the Board of Directors within thirty (30) days, for a final decision within GVHS.

_____ I understand that disputes involving GVHS rules, policies, or governance must first be addressed through the GVHS grievance process.

_____ I understand that this grievance process is confidential, and I agree to refrain from discussing the grievance publicly while the process is ongoing.

_____ I certify that the information provided in this grievance is true and accurate to the best of my knowledge.

SIGNATURE

Signature

Printed Name

Date
