



## RULES, BYLAWS, AND GRIEVANCE COMMITTEE

**PURPOSE:** The GVHS Rules, Bylaws and Grievance Committee is established to privately and fairly evaluate the validity of any formal grievances, and review proposals of changes or additions of general rules and bylaws, and to recommend appropriate action to the Board of Directors

Committee members are GVHS member volunteers assigned by the GVHS Board of Directors.

The Committee will meet as needed.

### **Rules and Bylaws:**

1. Request for rule or bylaw change or updates are to be submitted to the gvhs office in writing.
2. The administrative office personnel will acknowledge receipt of the proposal or request with the person who initiated it, and will forward the request to the committee for review.
3. The committee can communicate via email, or request use of the GVHS teleconference system.
4. Another committee may be combined with the Rules, Bylaws, and Grievance Committee if appropriate.
5. If the committee has a proposal of change or addition to a rule or bylaw they will submit it to the GVHS office in writing in detail and the administrative office will schedule it on the agenda of the next available board meeting.
6. Within 90 days of the initial request the administrative office will communicate with the originator of the proposal letting them know the result, or that the issue is still under review.

**Formal Grievance:** A formal grievance may be a registry business issue that has not been able to be resolved with the GVHS office representative, or it may be an ethics grievance, or other serious grievance requiring the attention of the Board of Directors.

1. The person making the grievance will complete and submit a GVHS grievance form along with the grievance investigation fee and any current or additional documentation.
2. The GVHS Administration office will contact the Rules, Bylaws and Grievance Committee chairperson and provide them with any documentation and information already accrued regarding the grievance.
3. The committee will review and send a copy of the grievance to the person(s) about whom it was written, giving them the opportunity to respond and resolve it informally with the sender, if possible.
4. If the person about whom the report was written resolves the matter with the sender, he/she may submit that information to the Rules, Bylaws and Grievance Committee. The Committee will appropriately file the information but will take no further action. The report and any informal resolution of the matter will remain on file.

5. If at any time the sender of the grievance feels the matter is fully resolved, they may request that the grievance be withdrawn. In this case the Committee will remove all copies of the initial information regarding the grievance from the files of the GVHS.
6. Based on the content of the responses and the response from the accused, the Committee shall determine whether additional investigation or action is necessary. If the complainant(s) fail to provide adequate substantiation, the Committee will submit a report to the Board of Directors but will take no further investigatory action. If the accused provides adequate substantiation to refute the allegations, the Committee will submit a report to the Board of Directors but will take no further investigatory action.
7. If the issue is not resolved then upon completion of the review and based on the facts of the case, the Committee will recommend to the Board of Directors that:
  - A. No further action be taken due to insufficient evidence, OR
  - B. No further action be taken due to the nature of the grievance, OR
  - C. The formal grievance be filed for review by the Board of Directors.
  - D. The Board of Directors will then decide the course of action by a 2/3 vote.
8. If the issue is voted on the side of the complainant(s) the grievance fee will be refunded.
9. The investigation process will be completed within 90 days and the complainant will receive a written (or email) notice from the Committee as to the action taken.