



### **3. Complaint & Appeal Termination of Membership Policy**

Privacy and confidentiality are essential to the image and integrity of both the individual and the club and must be preserved to the fullest extent possible. For this reason, any grievance or allegation against another member regarding ineligible membership or repeated violation of club policies or unlawful activity/behavior or egregious behavior/activity must be presented in writing and signed by the author, who must be a member in good standing of the club. It can be addressed to any Board member who will submit it to the Board at its next regular meeting.

The Board will take such complaints seriously, but will not address frivolous and/or ungrounded complaints, rumors or personality conflicts.

#### **Procedure**

1. The Board Chair will appoint three impartial Board members to investigate the complaint.
  
1. The Committee will meet with each party and at its discretion, may request a face-to-face meeting with both parties. Failure of the complainant to cooperate will be considered a withdrawal of the complaint.
  
1. The Committee will report its findings at the next regular Board meeting. Upon completion of the Committee's investigation, the Board will have two additional Board meeting in which to make its decision.
  
1. The Board's decision will be presented in writing, giving its reason(s) for the termination, the effective date of termination, and enclosing a check, refunding dues for the current year in full.

#### **Appeal Process**

A Terminated member will have until the third regular Board meeting following termination date of the decision to file a signed written appeal. The appeal should be based on new or additional information not previously presented to the Board. The appellant may request a hearing with the Board Chair, individually, or with the full Board. The decision from the appeal hearing will be final.

Board of Directors  
Quad City Singles, Inc.  
July 18, 2005