

Steps for Addressing a Code of Conduct Complaint

The Board of Directors, or a designated committee of at least three board members, will review all Code of Conduct complaints in a fair and timely manner.

1. **Notification of Allegation** If a credible allegation of a Code of Conduct violation is received, the Board will notify the accused member via email. If the email is not acknowledged within a reasonable time frame, the Board will send a certified letter by USPS to ensure the accused is informed of the complaint.
2. **Specific Violations Cited** The Board will clearly identify the specific Code of Conduct violation(s) alleged. The member receiving the notice is prohibited from retaliating against the accuser or any other individual involved in the matter. Retaliation includes, but is not limited to, threatening communications, slander via social media, or any form of harassment.
3. **Response Deadline** The member accused of violating the Code of Conduct has 20 calendar days from the date of notification to respond or dispute the complaint. If no response is received within this period, the Board may take action, including suspension or permanent revocation of membership.
4. **Defense Submission** A member wishing to present a defense must do so in writing to the Board (provide specific instructions and contact details). Upon receiving the member's written response, the Board will schedule a teleconference to review the case. If the member does not participate in the teleconference within 30 days of the request, the review request will be considered void. The Board will also review any supporting documentation submitted by the member. Following the member's defense, a subsequent teleconference may be scheduled to review the complaint with the accuser, along with any supporting documentation they may submit. The Board may schedule additional teleconferences if necessary to clarify facts.
5. **Board Deliberation and Action** After reviewing all relevant information, the Board will deliberate and issue a final recommendation, which may include one of the following:
 - No action required.
 - Probation with a zero-tolerance policy.
 - Revocation of membership, either temporarily or permanently.
6. **Final Notification and Appeal** The final decision will be communicated to both the accused member and the accuser. If either party disagrees with the decision, they may request a final teleconference to present new or additional evidence. Following this review, the Board will issue a final determination.
7. **Documentation and Enforcement** The Board will record the final recommendation in the meeting minutes. If membership is revoked, the affected member must immediately cease all participation in CLUB activities. If probation is imposed, the Board will outline specific conditions for the member to follow in order to remain in good standing.
8. **Non-Compliance** If a revoked member attempts to attend CLUB functions, local law enforcement may be contacted for assistance.