

Hazing / Bullying Complaint Procedures

The Organizational Director and CEO or designee, have responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, and/or acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

Step 1: Any hazing, harassment, intimidation or bullying, menacing, and/or acts of cyberbullying information shall be presented to the Organizational Director. Complaints against the Organizational Director shall be filed with the CEO. Complaints against the CEO shall be filed with the Board President. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2: The official receiving the complaint shall begin an investigation within five days. Parents will be notified of the nature of any complaint involving their member, if the member is a minor. As part of the investigation, the parties will have an opportunity to submit evidence and a list of witnesses. If at any point in the investigation information reveals that possible criminal activity may have occurred, law enforcement officials may be notified. Any further investigation by Organization officials will wait, if it may impede the criminal investigation.

The Organization official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the CEO or designee.

Step 3: If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the CEO or designee. Such appeal must be filed within 10 days after receipt of the Step 2 decision. The CEO or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The CEO or designee shall provide a written decision to the complainant's appeal within 10 days.

Step 4: If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 days after receipt of the Step 3 decision. The Board shall, within 20 days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 days following completion of the hearing.

A copy of all hazing, harassment, intimidation, menacing or bullying, and/or acts of cyberbullying complaints and documentation will be maintained as a confidential file.