

# Quelab Disciplinary Action & Grievance Form

Members and officers should use this form when taking an action (officers) or initiating a grievance (members) pursuant to the Quelab Disciplinary and Automatic Grievance Policy.

This form should be filled out and a copy and/or notice sent *within three hours* to the President of Quelab and the Board of Directors of Quelab:

[board@quelab.net](mailto:board@quelab.net)

[president@quelab.net](mailto:president@quelab.net)

Date \_\_\_\_\_

Time \_\_\_\_\_

*Fill in only one of the below, as applicable:*

Member initiating grievance \_\_\_\_\_

or

Officer initiating grievance/action \_\_\_\_\_

*If officer, state action taken, if any* \_\_\_\_\_

\_\_\_\_\_

Grievance is lodged against (member) \_\_\_\_\_

Date and time of infraction \_\_\_\_\_

Briefly describe the nature of the grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Instructions

Officer shall inform the member or visitor verbally of the nature of infraction and the action to be taken.

The Board of Directors shall respond within two days. The Board of Directors shall take up the grievance formally within sixty days if the President fails to mediate a solution. The member shall be heard by the board, as well as the officer making the grievance.