



MPUMALANGA PRACTICAL SHOOTING ASSOCIATION

Policy on the Grievance Process (As amended at xxx on xxx)

1. OBJECTIVES

- 1.1. To determine the Rules & Regulations pertaining to a Grievance between Members.

2. DEFINITIONS AND INTERPRETATION

- 2.1. Unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular number shall include the plural and vice versa.
- 2.2. Unless already defined in the Association's Constitution, the following expressions shall have the following meanings assigned to them:
 - 2.2.1. **Complainant**
A Member submitting a grievance
 - 2.2.2. **Executive Committee Grievance**
A grievance relating to the functioning of the Executive Committee.
 - 2.2.3. **Grievance Committee**
A committee constituted to resolve the grievance.
 - 2.2.4. **Member Grievance**
A grievance between two (2) or more members.
 - 2.2.5. **Recipient**
The Executive Committee member who receives the grievance.
 - 2.2.6. **Respondent/s**
The Member/s or Affiliated Club against whom a grievance has been made.
- 2.3. In the event of any doubt as to the meaning of any of the provisions of this agreement, the interpretation placed thereon by the Executive Committee shall be final and binding upon all members of the Association.



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3. SUBMISSION OF A GRIEVANCE

- 3.1. A written grievance, stating all relevant facts, must be submitted to the Secretary, within seven (7) days of the incident giving rise to the grievance.
 - 3.1.1. Should the grievance be with the Secretary in his personal capacity, the grievance may be submitted to another Executive Committee member.
- 3.2. In the event of a grievance relating to the performance of an Executive Committee member, the written grievance must be supported by the signatures of at least ten (10) Members or half ($\frac{1}{2}$) of the Members, whichever is the lower number.
- 3.3. The Recipient will notify all Clubs within seven (7) days of receipt of a grievance.

4. GRIEVANCE COMMITTEE

Member Grievance

- 4.1. The Grievance Committee will comprise one (1) representative as nominated by each Club.
- 4.2. Within seven (7) days of receipt of notification of a grievance, each Club must notify the Recipient of their representative.
- 4.3. Within two (2) days of final receipt of the nominated Grievance Committee members, the Recipient will liaise with the nominees, in order to appoint a Presiding Officer from within their ranks.

Executive Committee Grievance

- 4.4. The Grievance Committee will comprise all Members present at a duly-constituted Grievance Committee meeting.
- 4.5. Within seven (7) days of receipt of notification of a grievance, each Club must notify the Recipient of their choice of Member to perform the functions of the Presiding Officer.



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GRIEVANCE COMMITTEE [Cont.]

General

- 4.6. Within two (2) days of final receipt of nominations, the Recipient will liaise with the Clubs, in order to appoint a Presiding Officer.
- 4.7. Members of the Executive Committee may not be nominated by a Club.
- 4.8. The Recipient must conclude the process of appointing a Presiding Officer and Grievance Committee as applicable, within seven (7) days of final receipt of applicable nominations.

5. GRIEVANCE COMMITTEE MEETING

Member Grievance

- 5.1. The Presiding Officer will convene a Grievance Committee meeting within seven (7) days of his appointment.
- 5.2. The Presiding Officer and the Grievance Committee members who are present, shall constitute a quorum.
 - 5.2.1. If less than half ($\frac{1}{2}$) plus one (1) of the Grievance Committee members are present, the meeting will be adjourned for a quarter ($\frac{1}{4}$) of an hour, after which the meeting shall proceed with those members present constituting a quorum.

Executive Committee Grievance

- 5.3. Within thirty (30) days of his appointment, the Presiding Officer will notify all Members, of a Grievance Committee meeting.
 - 5.3.1. Such notification must include the date, time and venue / format of such meeting.
- 5.4. At least one-third ($\frac{1}{3}$) of the Members present, shall constitute a quorum.
 - 5.4.1. If a quorum is not present the meeting will be adjourned for a quarter ($\frac{1}{4}$) of an hour, after which the meeting shall proceed with those members present constituting a quorum.



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- 5.5. The Presiding Officer will present the reported details of the grievance.
- 5.6. The Respondent/s must be given the opportunity to state their case.
- 5.7. The Presiding Officer may allow discussion on the relevant facts.
- 5.8. Any decision taken by the Grievance Committee will be by majority vote of the Members present.

GRIEVANCE COMMITTEE MEETING [Cont.]

- 5.9. The members of the Grievance Committee, excluding the Presiding Officer, will have one (1) vote each.
 - 5.9.1. In the event of an equality of votes, the Presiding Officer shall have a casting vote.
- 5.10. In the event an Executive Committee grievance, the meeting will determine whether the member remains in office or not.
 - 5.10.1. Should the Executive Committee member resign or the determination of the meeting is that the member cannot remain in office, the meeting will immediately elect a replacement.
- 5.11. Any decision of the Grievance Committee is final and binding.
- 5.12. The proceedings of a Grievance Committee meeting will be recorded by the Recipient and distributed to the Executive Committee, Complainant and Respondent/s, within seven (7) of the meeting.
- 5.13. On the written request by a Member, the Secretary will make available all documentation relating to the grievance.