

## **Amendments to AQUA Bylaws**

### **Amendment 1. Grievance policy (or problem resolution)**

#### **Intent and purpose**

AQUA is committed to creating and sustaining an environment and a community that is positive, healthy, supportive and empowering of Asian/Pacific Islander LGBTQ people. AQUA strives to ensure fair and honest treatment of all members. Members are expected to treat each other with mutual respect.

Part of this commitment is encouraging an open and frank atmosphere in which a problem, complaint, suggestion, or question receives a timely response from the AQUA board. Grievances that are not addressed have the potential to grow into major problems that can cause tension and low morale.

AQUA's own best interest lies in ensuring fair treatment of all members and guests and in making certain that problem resolution is prompt, uniform, and impartial. The major purpose is to correct the problem and prevent recurrence.

No member will be penalized, formally or informally, for voicing a complaint with the AQUA board in a reasonable manner, or for using the problem resolution procedure. AQUA will respect (and requests the respect of) the confidentiality of all involved and will strive to resolve issues raised within a timely manner.

#### **Coverage**

All AQUA members may use this policy to raise issues or concerns to the AQUA Board regarding other AQUA members or guests of AQUA events. Members should not raise grievances that are frivolous or malicious. All members are expected to participate in the grievance resolution process in good faith.

#### **Procedures to raise a grievance**

Before initiating the grievance procedures, the complainant should try to resolve any grievance directly with the person/s concerned. If this is not possible or appropriate, the member should proceed to Step 1 of these Procedures.

Step 1: Present the problem to an AQUA Board member as soon as possible after incident occurs.

Step 2: The AQUA Board member responds to problem during discussion or as soon as possible, after consulting with other Board members when necessary. The Board member documents discussion.

Step 3: The AQUA Board reviews and considers problem, next steps, and potential resolution. The Board has full authority to make any adjustment deemed appropriate to resolve the problem.

Step 4: The Board notifies the member filing grievance and other parties as necessary of its decision, and follows up with any action needed.

## **Resolution**

Wherever possible, grievances should be resolved by a process of discussion and cooperation. Although membership in AQUA is based on mutual consent and both the member and AQUA has the right to terminate membership at will, with or without cause or advance notice, AQUA may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning membership on probation, or termination of membership -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense, depending in severity, may be followed by a written warning, membership on probation, or termination of membership.

AQUA recognizes that there are certain types of issues that are serious enough to justify either membership on probation, or, in extreme situations, termination of membership, without going through the usual progressive steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, examples of problems that may result in immediate suspension or termination of employment include:

- Sexual or other unlawful or unwelcome harassment.

Submitted by:

Joseph Truong

AQUA Co-Chair 2003

Ratified by membership: (date)