

# ByLaws of the Feel the Bern San Fernando Valley



In order to fulfill our responsibilities inherent in a democratic society, to stimulate active participation at all levels of government, and to perpetuate the progressive ideals of social justice, we do hereby associate ourselves together to establish Feel The Bern San Fernando Valley.

## **ARTICLE I - Mission**

Through all of our endeavors, we strive to expand community involvement in social justice by uplifting the values of a truly people-powered movement. We will inspire and cultivate leadership among progressives in the San Fernando Valley, guided by the principles championed by Senator Bernie Sanders:

- **People before profits**
- **Money out of politics**
- **Fighting for income equality**
- **Racial and social justice**
- **Environmental justice**
- **Single-payer healthcare for all**
- **Canceling student debt & tuition-free college**
- **Comprehensive immigration reform**
- **Protecting election integrity**
- **Ending Citizens United**
- **Criminal justice reform**
- **Defending LGBTQIA+ rights**
- **Opposing imperialism & advocating for global peace**

We will work in solidarity with other clubs and all grassroots organizations fighting for

these fundamental human rights, ensuring that our communities remain at the forefront of progressive change.

## **ARTICLE II - Membership**

### **Section 1**

All members of Feel the Bern San Fernando Valley shall remain civically engaged while a member. This is done by participating in meetings and events when possible and by committing to uphold the club's Mission Statement. The minimum age for membership shall be 14 years.

### **Section 2**

A “member in good standing” is one who has affirmatively applied for membership and has paid dues for the current year or had them waived due to being a student or experiencing economic hardship. A Lifetime Member does not have to renew their membership at any time. A grace period of 60 days following expiration of membership shall be granted, during which a person may exercise all privileges of membership, provided dues are paid or have been waived before exercising the right to vote on any matter within the Club.

### **Section 3**

Annual dues shall be proposed by the Executive Board and adopted by the membership at duly-noticed regular or special meetings on an annual basis. Membership shall be for the calendar year, ending December 31st of each year. Membership is effective 60 days after receipt of dues, except that in the case of a renewing Member who pays dues or has them waived before March 1st of the year, membership shall be effective immediately upon payment. A renewing Member who does not pay dues (or arrange for a hardship waiver) before March 1st of each year shall be automatically deemed inactive and subject to the 60-day waiting period. Payment of dues shall not be obligatory for anyone for whom it constitutes an economic hardship or for students; hardship and student applications shall be considered by the Executive Board.

### **Section 4**

Members become active upon approval of their application by the Executive Board and will be approved within seven (7) days. These days are included in the 60-day membership waiting period.

### **Section 5**

A member may be removed from the Club roster for non-payment of dues by the date required in these Bylaws or upon a vote of the Executive Board for cause (defined as an ongoing violation of the Bylaws of the Club).

### **Section 6**

The Club's President or Secretary shall maintain a membership roster with the names and contact information of all current Club members. The membership roster shall not be shared with entities outside of the Executive Board.

## **ARTICLE III – Meetings**

### **Section 1**

The President and the Executive Board shall schedule a minimum of six (6) regular membership meetings per year.

### **Section 2**

Written notice of regular and special meetings shall be sent via email no later than ten (10) days and no fewer than seven (7) days prior to the meeting. Notice shall be considered sufficient if it includes the date, time, and location of the meeting and is sent in a manner reasonably calculated to ensure receipt within the required timeframe.

### **Section 3**

The President or the Executive Board may call a special meeting with at least forty-eight (48) hours' notice if urgent matters arise. The notice must specify the limited purpose(s) for which the meeting is convened, and no other business shall be discussed or voted upon during that meeting.

### **Section 4**

A quorum for any official Club meeting shall be the lesser of twenty-five percent (25%) of the total organizational membership or eight (8) active members physically present. The Presiding Officer shall confirm and report the quorum at the start of the meeting. Once established, the quorum shall remain valid for the duration of the meeting, and the departure of any member after the meeting has commenced shall not affect the quorum or the validity of any vote taken.

### **Section 5**

A quorum for any meeting of the Executive Board shall consist of a majority of its members.

### **Section 6**

Proxy voting shall not be permitted at any meeting of the Club or its Executive Board.

### **Section 7**

All meetings shall be open to the public; however, only active members shall have voting rights during general meetings.

### **Section 8**

Unless otherwise specified in these Bylaws, the Club may adopt events and conduct regular business by a simple majority vote of the members present at any duly

constituted meeting where a quorum was established at the start. Resolutions not related to endorsements may be adopted with a vote of at least sixty percent (60%) of those present and voting at any duly constituted meeting.

## **ARTICLE IV - Elected Officers and Committees**

### **Section 1**

The elected officers of this Club shall include the following positions:

- **President**
- **Vice President**
- **Recording Secretary**
- **Treasurer**
- **Parliamentarian**
- **Web Development/Content Director**
- **Communications Director**
- **Student Director**
- **Bilingual Lead**

### **Section 2**

The Executive Board may, with the approval of the membership, establish and dissolve Ad Hoc and Standing Committees. Committee members shall be appointed by the approval of the majority of the Executive Board. When Standing Committees are established, their creation and dissolution must be ratified by the members of the club.

## **ARTICLE V - The Executive Board**

### **Section 1**

The Executive Board shall be composed of the following elected officers:

- **President**
- **Vice President**
- **Recording Secretary**
- **Treasurer**
- **Past President**
- **Parliamentarian**
- **Web Development/Content Director**
- **Communications Director**
- **Student Director**
- **Bilingual Lead**

## **Section 2**

The Executive Board shall convene at the call of the President, who shall schedule at least one Executive Board meeting prior to each general membership meeting to plan Club activities and set the agenda for the membership meetings.

## **Section 3**

Meetings of the Executive Board shall be open to all members of the Club; however, only members of the Executive Board shall have voting privileges during these meetings.

## **ARTICLE VI - Duties of Elected Officers**

**Section 1** - The President serves as the primary leader and representative of the club, responsible for guiding its mission, ensuring effective operations, and fostering a collaborative and inclusive environment. **Specific duties include:** Provide overall direction and leadership for the club in alignment with its mission and values. Oversee the work of all officers, committees, and directors to ensure the club's objectives are met. Preside over all club and Executive Board meetings, ensuring they are conducted efficiently and in accordance with the ByLaws and parliamentary procedure. Set meeting agendas in collaboration with other officers and distribute them in advance. Lead the development and implementation of the club's goals, initiatives, and strategies. Work with officers and members to evaluate progress and make adjustments as needed. Represent the club at external meetings, events, and community partnerships. Serve as the spokesperson for the club in public and media engagements, advocating for its mission and values. Address conflicts or issues within the club with fairness and impartiality, fostering a respectful and inclusive environment. Ensure adherence to the club's ByLaws and decorum to maintain productive and respectful interactions. Work closely with all officers to support their roles and responsibilities. Collaborate with the Treasurer on financial planning and reports, the Communications Director on messaging, and other officers on their respective duties. Encourage active participation from members by fostering a sense of community and inclusion. Support recruitment efforts to grow the membership base. Identify opportunities for growth, partnerships, and new initiatives that align with the club's mission. Support fundraising efforts and resource development to sustain club operations. Ensure the club complies with all legal, financial, and operational requirements, including ByLaws and reporting obligations. Mentor and support future leaders within the club to ensure continuity and sustainability. The President serves as the guiding force for the club, fostering collaboration, ensuring accountability, and inspiring members to advance the club's mission for social justice and community impact. **Membership Requirement:** Must have been a member of the club in good standing for at least one year to be eligible for

this position.

**Section 2** - The Vice President serves as the second-in-command of the club, providing support to the President, overseeing specific initiatives, and ensuring the smooth functioning of the club in alignment with its mission. **Specific duties include:** Assist the President in overseeing the club's activities, operations, and initiatives. Step in to preside over meetings and represent the club in the President's absence. Collaborate with other officers and committee chairs to ensure the successful execution of club events, actions, and campaigns. Provide guidance and support to specific projects or committees as assigned by the President or Executive Board. Actively engage with members to encourage participation in club activities and leadership opportunities. Serve as a point of contact for members with questions, concerns, or suggestions. Assist in the planning, organization, and execution of club events, ensuring alignment with the club's mission and goals. Take the lead on specific events or initiatives as directed by the Executive Board. Support the President in fostering a respectful and inclusive environment within the club. Help address conflicts or issues within the membership in a fair and impartial manner. Mentor members interested in leadership roles to build the club's capacity for the future. Prepare to step into the role of President if needed, ensuring a smooth leadership transition. Work closely with all officers and directors to ensure the club operates efficiently and effectively. Provide input on decisions and contribute to strategic planning. Represent the club at meetings, events, and community partnerships in collaboration with the President. Advocate for the club's mission and values in external engagements. The Vice President plays a critical role in supporting the leadership of the club, fostering collaboration, and ensuring the club remains effective, inclusive, and mission-driven. **Membership Requirement:** Must have been a member of the club in good standing for at least one year to be eligible for this position.

**Section 3** - The Recording Secretary is responsible for maintaining accurate records and supporting the communication needs of the club. **Specific duties include:** Present the minutes of the previous meeting and provide a report on all Executive Board meetings held since the last membership meeting. Record and document all voting proceedings conducted within the club. Maintain an up-to-date roll of members, as well as a list of officers and committee members. Send approved minutes of past meetings to all members through the Monthly Newsletter Email. When requested by the Executive Board, draft press releases and handle correspondence for the club. The Recording Secretary plays a vital role in ensuring the club's operations are documented, organized, and communicated effectively. **Membership Requirement:** Must have been a member of the club in good standing for at least six months to be eligible for this position.

**Section 4** - The Treasurer shall oversee the receipt, disbursement, and accounting of all club funds, ensuring full compliance with federal, state, and local laws. The Treasurer's responsibilities include the following: Providing a financial update at monthly meetings. Collaborate with the President to prepare financial reports as needed and to maintain accurate and up-to-date financial records. Process routine, recurring expenditures. Disburse emergency funds of less than one hundred dollars (\$100.00) with prior authorization from the Executive Board. Assist the President in preparing and processing annual tax filings, as needed. Provide a financial statement to the Executive Board upon request. The Treasurer plays a critical role in ensuring the club's financial health, transparency, and compliance with all relevant regulations. **Membership Requirement:** Must have been a member of the club in good standing for at least six months to be eligible for this position.

**Section 5** - The Parliamentarian serves as an advisor to the club on procedural matters, ensuring meetings and decisions are conducted in an orderly and compliant manner. **Specific responsibilities include:** Providing guidance on the proper use of parliamentary rules, such as Robert's Rules of Order or the club's governing documents, to ensure meetings are conducted efficiently and fairly. Assist the President and Vice President in maintaining order during meetings. Interpret and advise on the club's ByLaws and standing rules to ensure all actions and decisions are in compliance. Recommend updates or amendments to the ByLaws as necessary. Ensure all members have the opportunity to participate in discussions and that voting processes are conducted transparently and fairly. Offer guidance to committees and officers on procedural matters, especially during elections, amendments, or other significant club actions. The Parliamentarian ensures the club operates within its established framework, promoting fairness, transparency, and order in all activities. **Membership Requirement:** Must have been a member of the club in good standing for at least sixty (60) days to be eligible for this position. Also, must have concise knowledge of Robert's Rules.

**Section 6** - The Web Design & Graphics Director is responsible for managing the club's online presence, branding, and visual communication to effectively support the club's mission and goals. **Specific duties include:** Design, develop, and maintain the club's website to ensure it is up-to-date, functional, and visually engaging. Regularly update content, including events, announcements, resources, and member information. Ensure the website is accessible and user-friendly for all visitors. Create visually appealing graphics for social media, newsletters, flyers, event promotions, and other club materials. Develop branding assets that align with the club's mission, including logos, banners, and templates. Collaborate with the Communications team (if applicable) to provide graphics and visuals for campaigns, posts, and events. Design and format email campaigns and newsletters, ensuring professional, engaging, and accessible layouts.

Provide technical assistance related to the club's digital tools, including website updates, email platforms, and graphic design software. Troubleshoot website issues and coordinate with hosting providers or technical support teams as needed. Work closely with the club's leadership team to align all digital and graphic materials with the club's mission and goals. The Web Design & Graphics Director plays a critical role in amplifying the club's message, fostering engagement, and maintaining a strong digital presence. **Membership Requirement:** Must have been a member of the club in good standing for at least sixty (60) days to be eligible for this position. Also, must have concise knowledge of graphic design.

**Section 7** - The Communications Director is responsible for managing the club's internal and external communications to ensure consistent, effective messaging that aligns with the club's mission and goals. **Specific duties include:** Develop and implement a comprehensive communication strategy to promote the club's mission, events, and initiatives. Ensure all messaging is consistent, inclusive, and aligned with the club's social justice values. Manage communication with members through email newsletters, meeting updates, and announcements. Draft and distribute press releases for major events, campaigns, and initiatives. Serve as the primary contact for media inquiries and coordinate media outreach. Oversee the club's social media accounts, ensuring engaging and timely content. Work with the Web Design & Graphics Director to create visually appealing posts and campaigns. Monitor social media activity and respond to messages or comments appropriately. Create compelling written, visual, and multimedia content to promote the club's events, actions, and campaigns. Work closely with the Executive Board, committees, and other club leaders to support their communication needs. Provide messaging support for campaigns, events, and actions. Track the impact of communication efforts, including email open rates, social media engagement, and public outreach, and adjust strategies as needed. The Communications Director is vital in amplifying the club's voice, fostering community connections, and ensuring effective, consistent communication with members, partners, and the public. **Membership Requirement:** Must have been a member of the club in good standing for at least sixty (60) days to be eligible for this position. Also, must have an interest in marketing and communications.

**Section 8** – The Student Director serves as a liaison between the club and student communities, ensuring the club engages effectively with younger generations and supports their participation in social justice initiatives. **Specific duties include:** Act as a representative of the club to student organizations, schools, and youth-focused groups. Develop and implement strategies to recruit and retain student members. Promote the club's mission, events, and initiatives to students through outreach and communication



efforts. Assist in organizing events and actions that are student-focused or youth-friendly. Encourage and facilitate student involvement in the club's events, campaigns, and leadership opportunities. Serve as a mentor to student members, providing guidance on how to get involved in activism and civic engagement. Collaborate with the leadership team to develop programs that empower students to lead and contribute. Act as the voice of students within the club, ensuring their perspectives, needs, and ideas are represented in decision-making processes. Facilitate communication between student members and highlight and address issues that are important to students and youth, aligning them with the club's mission and goals. Encourage students to take leadership roles in these activities and advocate for causes they care about. The Student Director plays a vital role in bridging the gap between the club and student communities, fostering youth leadership, and ensuring the club remains relevant and impactful to the next generation of social justice advocates. **Membership Requirement:** Must have been a member of the club in good standing for at least sixty (60) days to be eligible for this position. Also, must be a student.

**Section 9** - The Bilingual Lead plays a crucial role in ensuring inclusivity and accessibility by supporting the club's bilingual and multilingual initiatives. **Specific responsibilities include:** Translate written materials, including meeting agendas, minutes, flyers, newsletters, and social media posts, into the target language(s). Provide live interpretation during meetings, events, and webinars, as needed. Assist in connecting with bilingual or multilingual communities to promote the club's mission and events. Develop strategies to engage non-English-speaking communities in the club's social justice work. Ensure all communications and materials are culturally sensitive and respectful to the diverse communities the club serves. Provide insights or feedback on how to adapt messaging to resonate with different cultural groups. Serve as a resource for bilingual or multilingual club members, ensuring they feel included and have access to necessary information. Facilitate language support during volunteer activities and actions when needed. Monitor the effectiveness of bilingual initiatives and suggest improvements as necessary. The Bilingual Lead is instrumental in fostering an inclusive environment, ensuring that language is never a barrier to participation, and amplifying the club's mission across diverse communities. **Membership Requirement:** Must have been a member of the club in good standing for at sixty (60) days to be eligible for this position. Also, must be fluent in Spanish.

**Subsection A:** The past president shall serve for one year as a counsel to the board, and support for the club.

**Subsection B:** An elected officer may be removed from office by a resolution passed with a two-thirds majority vote of the Regular Members at a General Meeting. Grounds for removal include, but are not limited to, failure to perform official duties or absence from three consecutive meetings without an excused absence. Both the officer in question and the membership must receive written notice of the proposed action at least ten (10) days prior to the meeting.

**Subsection C:** At the end of every year, the Eboard will select a Volunteer of the Year, who will be voted for nomination at the last Eboard meeting of the year. Volunteer of the year is selected according to participation in actions/events, donations, or any other related activities. All active membership is eligible for this reward except for the Eboard.

## **ARTICLE VII - Elections**

### **Section 1 - Election Process**

The election of Executive Board members shall take place in December, with voting conducted online. If an office has three or more candidates, the election shall utilize ranked-choice voting. Newly elected officers shall assume their positions at the conclusion of the meeting in which they were elected and shall serve a term of at least one year or until successors are installed. If only one candidate is nominated for an Executive Board position, no formal vote shall be required. Instead, the election may be decided by acclamation through a motion or, if requested, by a voice vote of yea or nay at the election meeting.

### **Section 2 - Nomination Acceptance**

To be included on the published list of nominees, candidates must explicitly accept their nomination, either orally at the time of nomination or in writing after the club's November meeting.

### **Section 3 - Voting Eligibility**

Members must be in good standing for at least 60 days and be actively engaged in the club to be eligible to vote.

## **ARTICLE VIII - Endorsements**

This club may endorse candidates for elective office or take positions on ballot measures only according to the following procedures:

### **Section 1 - Candidate Eligibility**

Only candidates that do not accept any money from special interests groups/corporations may be considered for endorsement or financial support by the club.

### **Section 2 - Notification**

This article, along with the offices and measures to be considered for endorsement, shall be included in the meeting notice where endorsements will be discussed.

### **Section 3 - Candidate Engagement**

All candidates eligible for endorsement shall have the opportunity to address the club or be represented at the endorsement meeting.

### **Subsection A - Timing of Endorsements**

No endorsement shall be made until the filing deadline for the election has passed. However:

**Subsection B - Seal of Approval**  
Candidates completing the club's approved candidate questionnaire may qualify for the club's Seal of Approval, with the voting process adhering to Sections 4 through 8.

**Subsection C - Early Fundraising Support**  
Candidates who have previously received the club's endorsement but were unsuccessful in their election and have obtained the club's Seal of Approval for the same seat, may be eligible for early fundraising support as long as they do not accept money from special interest groups/corporations.

**Section 4 - Voting Eligibility for Endorsements**  
To vote on endorsements, members must be active and in good standing for at least 60 days prior to the endorsement meeting.

**Section 5 - Voting Procedure**  
A single vote shall be taken on each office or ballot measure being considered for endorsement. Voting may take place online or in person. If an endorsement meeting is live streamed, online voting shall be used. If an office has three or more candidates and online voting is utilized, ranked-choice voting shall be implemented. The Executive Board shall determine the duration of online voting.

**Section 6 - No Endorsement Option**  
The option of "No Endorsement" shall be available on all ballots.

**Section 7 - Vote Threshold for Endorsement**  
Endorsement requires at least 60% of those present and voting. Blank ballots shall be considered abstentions and will not count toward the total vote count. Votes for "No Endorsement" shall be included in the total.

**Section 8 - Reconsideration in Run-Off Elections**  
The club may reconsider an endorsement in a run-off election if the endorsed candidate is no longer in the race or if a "No Endorsement" decision was previously made.

**Section 9 - Financial Support Restrictions**  
No financial support shall be given to any candidate or ballot measure that has not received the club's endorsement or Seal of Approval.

**Section 10 - Endorsement Agreement**  
Candidates seeking endorsement or the Seal of Approval must agree to the club's Endorsement Agreement before appearing at an endorsement meeting. The agreement states:

**"I hereby acknowledge that the Feel the Bern San Fernando Valley reserves the right to hold a vote among its membership to formally and publicly withdraw its endorsement, should my actions and votes no longer align with the Feel the Bern San Fernando Valley Mission Statement and pledge, should I no longer uphold those values."**

If the club establishes additional eligibility criteria, the Executive Board may require candidates to sign pledges or statements demonstrating compliance. The club may revoke an endorsement if a candidate violates these criteria, following the same voting procedure as an endorsement vote.

#### **Section 11 - Club Recommendations Post-Endorsement Period**

The club may issue a "Club Recommendation" for candidates seeking support after the Federal Election Commission (FEC) deadline and after the club's official endorsement period has closed. Candidates seeking a recommendation must adhere to the criteria outlined in Article VII and Sections 1-10 above.

### **ARTICLE VIII - Amendments and Bylaws Changes**

**Section 1** – These bylaws may be amended by a two-thirds vote at a general membership meeting, provided that the proposed amendment has been presented at a prior meeting. Members must receive at least two weeks' notice of both meetings.

**Section 2** – Any amendment passed under Section 1 shall take effect at the next regular meeting following its adoption.

### **ARTICLE X - Parliamentary Authority**

All procedural matters not otherwise addressed in these bylaws shall be governed by the most recent edition of *Robert's Rules of Order – Newly Revised*. In the absence of a Past President, the Parliamentarian shall serve as the tiebreaker for votes within the Executive Board.

Unless otherwise specified by the presiding officer, membership meeting discussions shall adhere to the following Member Conduct Rules:

1. Comments are limited to two minutes per person, subject to the Board's discretion to adjust time limits.
2. The Board may verify the identity of a speaker if they are not known to the Board.
3. Members shall speak in the order established by the Presiding Officer.
4. Speakers must adhere to the Rules of Decorum.
5. A maximum of five speakers per agenda item shall be allowed; the presiding officer may adjust this number as necessary.
6. Meetings may be recorded or livestreamed; attendance constitutes consent to the use of a member's likeness and/or voice in such recordings.

**Decorum:** While meetings are in session, the following rules of decorum shall be observed:

- All remarks must be directed to the Board or the Presiding Officer, not to individual members, unless responding to a direct question.
- Personal attacks, slander, profanity, loud or threatening speech, intimidation, or

any other disruptive conduct is strictly prohibited.

- The Presiding Officer shall direct any individual who violates these rules to cease their disruptive behavior. If the individual continues to disrupt the meeting, the Presiding Officer may order their removal. Failure to comply may result in meeting adjournment or additional disciplinary action.
- Any individual removed from a meeting shall be prohibited from further participation in that meeting. The Executive Board may implement additional measures, including potential suspension or expulsion from the organization.

## **ARTICLE XI - Nondiscrimination**

Feel The Bern San Fernando Valley does not impose any membership requirement or loyalty test that compels members to condone or support discrimination. Membership is open to all individuals regardless of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation, or economic status. The Executive Board may adopt and enforce nondiscrimination and anti-harassment policies in alignment with broader organizational and community standards.

## **Article XII – Grievance Procedure**

### **Section 1 - Purpose**

Feel The Bern San Fernando Valley seeks to address conflicts and grievances in a way that promotes equity, accountability, and community healing. Whenever possible, the club will employ Restorative Justice principles to resolve disputes, focusing on repairing harm and fostering understanding.

### **Section 2 - Informal Resolution Process**

- 1.** Members are encouraged to first attempt direct resolution of conflicts when safe and appropriate.
- 2.** If direct resolution is not feasible, members may request a facilitated conversation through a designated Conflict Resolution Officer (CRO) or another neutral party appointed by the Executive Board.
- 3.** The CRO or facilitator will offer mediation or a restorative justice circle if both parties agree. This approach seeks to resolve disputes through open dialogue and mutual understanding.

### **Section 3 - Formal Grievance Process**

If an informal resolution is not possible or appropriate, a formal grievance may be submitted in writing to the Executive Board. The process will proceed as follows:

### **Step 1: Filing a Grievance**

- 1.** A grievance must be submitted in writing to the **Grievance Committee** (or the Executive Board if no such committee exists).
- 2.** The grievance must include:
  - A description of the issue and the parties involved
  - Any relevant evidence or documentation
  - A statement of the desired resolution

### **Step 2: Review and Response**

- 1.** The Grievance Committee will review the complaint within **14 days** and determine if it meets the criteria for formal review.
- 2.** If accepted, both parties will be notified, and each will have the opportunity to provide additional context.

### **Step 3: Resolution Process**

- 1.** The committee may take any of the following steps based on the situation:
  - **Restorative justice dialogue** (if all parties agree)
  - **A mediated resolution process** with a neutral facilitator
  - **A formal hearing** if the grievance involves serious misconduct
- 2.** If a hearing is necessary, both parties may present their case before the Grievance Committee. A decision will be made within **7 days of the hearing** based on fairness and the club's values.

### **Step 4: Decision & Appeal**

- 1.** The committee's decision will be communicated in writing to all involved parties.
- 2.** If a party wishes to appeal, they must submit a written appeal within **7 days**, outlining specific reasons (e.g., new evidence, procedural errors).
- 3.** The appeal will be reviewed by a neutral panel (which may include senior members or external mediators), and a final decision will be made within **14 days**.

### **Section 4 - Confidentiality & Anti-Retaliation**

- All grievance proceedings will be kept confidential to protect the privacy of members.
- No member shall face retaliation for filing a grievance in good faith. Any retaliation should be reported and may result in disciplinary action.

