National BPA Grievance Form

This form should be completed with relevant accompanying documentation to the current National Board of Trustees Chair.

A. This form is to be used for any grievance outside of Executive Council and National Leadership Conference specific occurrences.

Name: __________________________ Date: __________________

School: _________________________________________________________________

Nature of Grievance (Indicate area being addressed) (circle one):

Policy and Procedure
Leadership
Organizational Code of Ethics
Code of Conduct
By-Laws
Discrimination
Other: ________________________________________________________________

Grievance:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Action by Grievance Committee:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Signatures of Corporate Members of the Grievance Committee:

_________________________           __________________           __________________
Corporate Member           Corporate Member           Corporate Member

_________________________           __________________
Corporate Member           Corporate Member
Note: The Board Chair should establish a Grievance Committee made up of five Corporate Body Members annually.

Grievance file on the Grievance form sent within 72 hours after the alleged violation to the chair of the BOT or the vice-chair.

Grievance committee shall notify of receipt of complaint and of the appropriate deadlines for response and the committee's decision.

Committee has 15 days to complete an investigation and to decide whether to take action.

The committee will notify the BOT if they decide to uphold the complaint. BOT meets within 5 days to vote on the committee's recommendation.

Board must notify complainant and respondent of BOT's decision within 24 hours of decision. Either party has the right to appeal within 72 hours to the Corporate body.