

American Racing Pigeon Union, Inc.

AU Complaint Form

COMPLAINT PROCEDURE

It is the belief of the AU Board of Directors that most complaints can be solved at the local level (club, combine, center). For that reason a procedure has been enacted to insure that complaints reach the AU only after all efforts have been exhausted at the local level. All parties agree that any complaint will be kept as confidential as is appropriate and processed as expeditiously as possible. All complaints shall be submitted in writing to the appropriate local official via certified mail, return receipt requested. For example, a question concerning racing would be submitted to the race committee. Most other issues would be submitted to the local president or top unaffected officer. Where appropriate, the local official will form a committee, which would normally consist of all elected officers, to study the issue if a committee is not already in place.

The cover letter with the complaint should reference complaint(s) and the completed AU Formal Complaint Form. It should respectfully request a special meeting be called within (2) weeks of receipt of the letter so that complaints may be presented and a possible solution obtained at the special meeting.

TIME LIMITS

1. In order that complaints may be processed as rapidly as possible, the number of days indicated at each level is the maximum. Every effort will be made to expedite the procedures; however, the time limits may be extended in writing by mutual agreement of both parties. Absence of a party-in-interest will automatically provide a five-day extension.
2. If the complainant does not file a complaint in writing within 45 days of discovery, then the complaint shall be considered waived.
3. Failure at any step of these procedures to communicate the decision on a complaint within the specified time limits shall automatically entitle the complainant to proceed to the next level.
4. All notices of hearing, dispositions of complaints, written complaints, and appeals shall be in writing and hand-delivered or mailed by certified mail, return receipt requested.
5. Hearings held under this procedure shall be conducted at a time and place, which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.

INFORMAL PROCEDURE

Prior to initiating a complaint through formal procedures described herein, the person claiming to have been aggrieved shall first meet and confer with the appropriate local official whose actions gave rise to the alleged complaint. Such meeting will be held for the purpose of attempting to resolve the complaint at the lowest possible level. The complaint may be accompanied by a club representative of his/her choice.

FORMAL PROCEDURE

In the event the complainant elects not to use the informal procedure, he/she may elect to complete the Complaint Report Form. A copy of this form shall be submitted by the complainant to all members of the race committee or all elected officials, whichever is appropriate. Within two weeks, the race committee chairman or president of the club or organization receiving the complaint shall meet with the complainant. Within five days after the meeting, the official shall respond to the complainant by completing his/her portion of the Complaint Report Form, forwarding the form to the complainant, and retaining a copy in case of an appeal to the AU.

If the complainant is not satisfied with the disposition of the complaint, the complainant shall complete the Complaint Report Form and forward it to the AU Executive Director for forwarding to the Infraction Committee for review and final disposition.

COMMITTEE PROCEDURES

In the event that the AU Infractions Committee is asked to investigate an issue, the Committee may interview witnesses by telephone or elect to hold a live hearing. All parties will be given notice of any hearing.

CONTACT WITH COMMITTEE MEMBERS

No party to a complaint is to contact any Infractions Committee member except the Chair unless instructed to do so by the Committee Chair.

PUBLIC STATEMENTS ABOUT COMPLAINTS

The Committee desires to keep all complaints confidential and that no party make any public statements until a complaint has been investigated, heard, and a ruling given. This is for the protection of all parties involved. Any AU member who divulges confidential information about a pending complaint may be disciplined by the AU.

FALSE COMPLAINTS

The AU Rules of conduct make it a violation of those rules to file a complaint that is known to be false. Therefore, any member filing a complaint is urged to stick with the facts and to be careful that any charge he/she makes is factual and accurate. In filing a complaint with the Committee you are certifying that the facts you state are true and correct to the best of your knowledge.

THE TYPE OF COMPLAINT

A copy of the AU Rules of Conduct and Disciplinary Rules is provided to each person who requests a Complaint Form. It is the responsibility of the complaining member to carefully study those Rules and to identify, on the Complaint Form, the sections he/she contends that another member or an affiliated organization has violated.

FILING OF THE COMPLAINT

The Complaint Form should be sent to: AU Executive Director, American Racing Pigeon Union, P.O. Box 18465, Oklahoma City, OK 73154-0465 along with the \$50 filing fee made out to The American Racing Pigeon Union. The Complaint Form will then be forwarded to the Infractions Committee.

**American Racing Pigeon Union, Inc.
AU Complaint Form**

Information About You:

Name: _____
Street or Mailing Address: _____
City, State, and Zip: _____
Telephone Number: _____
Club Name: _____
Center (if any): _____

Information Concerning the Subject of Your Complaint:

My complaint concerns _____ (member or organization).

His/her/club's address is: _____

City, State, and Zip: _____

Telephone: _____

If your complaint is about a club or organization, please list the name, address, and telephone number of each officer of that organization: _____

Facts About Your Complaint:

Please state what occurred: _____

(If additional space is needed, please use back of page.)

When did the action occur? (If on more than one date, give each date.)

List the name, address and telephone number of each person who has knowledge of relevant facts about this complaint _____

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List each letter, notice, or other written document which you believe to be connected to your Complaint. _____

If your Complaint involves some action your club has taken, have you made your complaint known to the officers of your club? _____

When? _____ How? _____

Did the club consider your complaint and rule on it? _____ When? _____

What was the ruling? _____

How the AU Rules of Conduct Were Violated:

Section(s) of Rules of Conduct which you claim have been violated: _____

How the person/organization violated those rules: _____

Official Response by Official or Organization: _____

Certification by Complainant

I hereby certify that the information I have included in this complaint is true and correct. I understand that if I have willfully supplied the AU Committee on Infractions with false information or knowingly made a false complaint about another AU member that I may be subject to disciplinary sanctions. I agree that if I learn that any information I have supplied the Committee is false that I will notify the Committee immediately and correct that false information.

Date: _____

Complainant: _____