



Republican Liberty Caucus of Pasco County

Bylaws and Rules of Procedure

(Approved, January 26, 2023)

Article I: Name

The name of this organization shall be the Republican Liberty Caucus of Pasco County, hereinafter referred to as "RLCPC", a Chartered local Chapter of the Republican Liberty Caucus of Florida, hereinafter referred to as "RLCFL".

Article II: Purpose

The RLCPC is a political action organization, operating within Pasco County, dedicated to promoting the ideals of liberty, individual rights, limited government, and free enterprise within the Republican Party by:

1. Promoting these ideals among Party officials and its various organizations.
2. Identifying and supporting candidates sympathetic with these ideals.
3. Promoting membership in the RLC among Party registrants, officials, officeholders, and voters.

Article III: Language Definitions

Section 1: Vote - a group activity, in which the privilege of participation is only available to Regular members, pursuant to RLCFL state bylaws. To qualify for a vote, an individual must have been a Regular member of the RLCPC for at least one month and verified as current with their membership dues. Any member who is behind with their dues may qualify by paying the balance owed during the credentialing process prior to the vote. At a Regular meeting of the RLCPC, no qualified member physically present may be denied from participating in a vote. At Board meetings, only Officers and Chapter Directors and in the case of absences, any Alternate that has been designated a voting member by the Chairman as outlined in Article VII Section 1 may participate in a vote.

Section 2: Written Correspondence - correspondence that is sent either via electronic or postal mailing to the most recently confirmed address of a member.

Section 3: Notice - For an issue concerning an individual member that is not on the Board of Directors of the RLCPC, the term "notice" shall be satisfactorily met when that individual member has been sent written correspondence. For all other issues concerning the RLCPC, the term "notice" shall be satisfactorily met when all Regular members of the RLC Pasco have been sent written correspondence.

All notices shall contain the reason for notification and, when notice is in preparation for a vote, the notice shall contain the date on which the vote is scheduled to occur. To allow time to draft and send written correspondence to the Regular members that must be notified, "notice" shall be met if sent within the first 3 days of a notification period when "notice" is required for an official action to occur.

Article IV: Membership

Section 1: There shall be three categories of membership: Regular, Associate, and Honorary.

A. Regular membership shall be limited to individuals who are affiliated with the Republican Party, as verified by the RLCPC secretary, who have paid current minimum dues and who support the purposes of the RLCPC. Regular members are qualified to serve in any official capacity in the RLCPC, to act as delegates at any Convention and to enjoy all the privileges extended in these Bylaws.

B. Associate membership shall be open to individuals, no matter their political affiliation, who have affirmatively indicated their support for the purposes of the RLCPC. Associate members shall receive such services and privileges as the Board of Directors may specify. Associate members who have paid current minimum dues will have full member voting privileges but are not eligible to hold elected office within the RLCPC or to act as delegates at any Convention. Associate members shall enjoy all other privileges extended in these Bylaws and may be appointed to internal RLCPC positions as the RLCPC Chair shall see fit.

C. Honorary membership may be extended to any person designated by the Board of Directors. Honorary members shall enjoy such rights, privileges or honors as may be explicitly conferred thereby, either individually or as a group.

Section 2: The RLCPC board shall set the minimum annual dues requirement for Regular membership in the RLCPC, within the extent allowed, delegated, or otherwise approved by the RLCFL. The RLCPC board shall set the anniversary dates for membership dues in conjunction with National and State RLC guidelines.

Section 3: Dues payments received by the RLCPC shall be shared with the state RLCFL in a fixed amount, and disbursed to the RLCFL on an agreed schedule, at least quarterly and at least thirty days before a RLCFL Convention. Dues payments received by the RLCFL shall be shared in the same fixed amount and disbursed to the RLCPC on the same agreed schedule. No Regular membership shall be offered for a period in excess of two years.

Section 4: The RLCPC board may waive its portion of dues for any special circumstance or condition approved by the RLCPC board but shall pay the fixed shared amount of dues to the RLCFL, either from the exceptional membership dues payment or from general revenues. Either entity may offer periodic payments smaller than the Regular minimum dues but shall disburse the shared portion before any other allocation of receipts.

Section 5: All contributions or donations may be expended as specified by the Board of Directors of the RLCPC.

Section 6: ~~Any membership may be suspended or revoked by a three-fourths vote of the Board of Directors of the RLCPC for just cause after providing one month notice to the member. However, a person who has had their membership suspended or~~

~~revoked shall have the right to petition, via written correspondence, the Secretary of the RLCPC requiring that a vote be scheduled for the Regular members to consider an appeal of the suspension or revocation during the next regular meeting of the RLCPC. If the RLCPC approves the appeal by majority vote of the Regular members, then that person shall be invited to the following regular meeting to state their grievance. After that person has been provided an opportunity to speak, they shall be asked to leave so that the RLCPC may debate prior to moving to vote in consideration of that person's suspension or revocation. Should an appeal be denied by a majority vote of the Regular members at a regular meeting, or the suspension or revocation is upheld by a majority vote of the Regular members at a regular meeting, then that person may appeal to the Board of Directors of the RLCFL.~~ All member disputes will be resolved using Rule 6.

Article V: Officers

Section 1: The Officers of the RLCPC shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer, who shall all be voting members of the Board and subject to the provisions of Article IV. Candidates for Officer shall have been Regular members of the RLCPC for at least three months prior to their nomination. Candidates for Chairman and Vice-Chairman shall have been Regular members of the RLCPC for at least six months. Terms of office shall be for two years, or the next Annual meeting, whichever occurs first. Duration of membership shall be waived for a newly formed chapter.

Section 2: Elected Officers shall assume office at the close of the annual meeting at which they are elected. Any Officer may be dismissed for misconduct or malfeasance upon resolution of Rule 6 one month notice by a two-thirds vote of the Board of Directors of the RLCPC, or by a majority vote of Regular members at a regular meeting upon one month notice. Any Officer vacancy may be filled pro-temp by a majority vote of the Board of Directors of the RLCPC for a period not to exceed 90 days from appointment. After providing at least one month notice of the vacancy, the position shall be filled for the remainder of the current term by a majority vote of Regular members at a regular meeting. New Officers must qualify under the provisions of Article V Section 1 and shall assume office immediately upon election.

Section 3: The Officers shall perform such duties as are prescribed in these Bylaws. The Chairman shall be the primary spokesman of the RLCPC; shall execute the resolutions of the Board of Directors of the RLCPC; shall preside at meetings of the Board of Directors of the RLCPC and official sessions of any annual meeting, unless absent or replaced by an Acting Chairman, and shall ensure the administration of all provisions of these Bylaws. The Chairman may appoint any Regular members as special project or liaison directors of such standing or special executive committees or projects as he deems appropriate for the performance of these duties. Chair shall have no more than \$50 discretionary spending authority per month. Led by the Chair, the RLCPC Board of Directors can vote on discretionary expenditures not to exceed \$100 per month. All other expenditures require a vote by assembled members in the affirmative.

B. The Vice-Chairman shall assume the duties and obligations of Chairman in the Chairman's absence and assist the Chairman in his/her duties.

C. The Secretary shall record and distribute the minutes of all meetings, certify members, and conduct such ballots as the Board of Directors of the RLCPC may direct. The Secretary shall also ensure that members are provided the opportunity

to update their contact information at least once a quarter, credential members for voting, and provide notification to members in all cases in which a rule or bylaw requires notification prior to conducting an action.

D. The Treasurer shall be the custodian of all RLCPC funds, safeguard the financial resources of the RLCPC and make such periodic reports of finances as the Board of Directors of the RLCPC may require. The Treasurer shall receive and disburse dues sharing payments in cooperation with the Treasurer of the RLCFL. The Treasure shall create and maintain a re-imbursement process for all pre-agreed spending by members. No reimbursement shall be approved by the Treasure without a documented vote on the expenditure.

Article VI: Meetings

Section 1: Regular Meetings. The regular meetings of the RLCPC shall be held on a recurring date to be set by the RLCPC Board.

Section 2: Board Meetings. Board meetings are defined by Article VII Section 4.

Section 3: Annual Meetings. The regular meeting held in April shall be the annual meeting and shall be for such purposes as electing officers, receiving reports of officers and committees, and for all other business that may arise.

Section 4: Special Meetings. Special Meetings may be called after 1 weeks' notice to all members by the Chairman or by the Board of Directors, and/or upon the written request of fifteen members.

Section 5: Quorum. Forty percent of the Regular members in good standing of the RLCPC shall constitute a quorum.

Article VII: Board of Directors

Section 1: The Board of Directors of the RLCPC, hereinafter "RLCPC Board", shall consist of at least three Officers of the RLCPC. The immediate past chairman shall be an ex-officio non-voting member of the board provided they are a member in good standing, except that in the event of a tie vote on any motion before the RLCPC Board, the past chairman shall be able to cast a vote in order to break the tie. Board members shall be Regular members of the RLCPC, elected for two-year terms by delegates at an annual meeting of the RLCPC occurring on an odd-numbered year. The Chairman may designate Alternate members as voting members of the RLCPC Board whenever voting RLCPC Board members are absent from any meeting or fail to participate in any electronic ballot. Any member of the RLCPC Board electable by the RLCPC, with the exception of Officers as described in Article IV, may be removed for just cause upon one month notice by a two-thirds vote of the RLCPC Board, or by a majority vote of Regular members at a regular meeting upon one month notice. Vacancies of any member of the RLCPC Board, electable by the RLCPC, with the exception of Officers as described in Article IV, may be filled for the remainder of the current term by a two-thirds vote of the RLCPC Board upon one month notice, or by a majority vote of Regular members at a regular meeting upon one month notice. In the event that a member of the RLCPC Board is elected to a position that would provide them with more than one vote, they shall be limited to only one vote, and that member's remaining vote made available to the Chairman to assign to an alternate as previously prescribed during situations involving absences.

Section 2: The RLCPC Board shall ensure the effective implementation of these Bylaws, provide for effective communications among members of the RLCPC and the general public, and make arrangements for all meetings of the RLCPC.

Section 3: The RLCPC Board shall have full power and authority to govern all the affairs of the RLCPC between meetings and shall have the sole, ultimate, final, and exclusive control over all property, assets, liabilities and other resources of the RLCPC. The RLCPC Board shall have the authority to hire, fire, contract, and take such legal actions as will affect the will of the RLCPC Board.

Section 4: The RLCPC Board shall conduct its meetings in conformance with the most recent edition of *Robert's Rules of Order Newly Revised* in the absence of standard or special rules it may adopt that conform to these Bylaws and Rules. The RLCPC Board may conduct meetings or ballots by telephone or email only when approved by a two-thirds majority vote of the RLCPC Board. Regular meetings of the RLCPC Board shall occur at least quarterly, with at least one week's notice. A special meeting of the RLCPC Board shall occur within fourteen days following the annual meeting. Other special, emergency, or informal meetings of the RLCPC Board may be called at the written request of any three voting RLCPC Board members, on three days' notice, to all RLCPC Board members. Any Regular member may attend or obtain the minutes of any RLCPC Board meeting, unless two-thirds of the RLCPC voting Board members agree to an executive session.

Article VIII: Statements of Position

Section 1: Statements of Position may be adopted by a two-thirds vote of the Regular members at any regular meeting, or the official sessions of any special meeting that may be authorized by the RLCPC Board under these Bylaws.

Section 2: Statements proposed by a majority vote of the RLCPC Board or in a Petition signed by no less than twenty-five Regular members at least forty-five days prior to the regular meeting date may be submitted to the members for adoption.

Section 3: All proposed Statements shall conform to the RLCFL Statement of Positions and state and regional applications of the RLCPC Purpose.

Section 4: Notice of all proposed Statements shall be distributed to Regular members with the notice of meeting.

Article IX: Local and Area Chapters

Section 1: Local and Area chapters which engage in public outreach or communications shall use standard authorized RLC or RLCFL materials including, but not limited to, printed and online publications, unless they submit any new materials or representations of the RLC to the RLCFL Board for advance approval.

Section 2: In any dispute between the RLCFL and any local or county chapter, the decision of the RLCFL Board shall be final.

Article X: Parliamentary Authority

Section 1: The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the RLCPC in all cases to which they are applicable,

and which are not inconsistent with these bylaws and any special rules of order the RLCPC may adopt.

Article XI: Amendment

Section 1: These Bylaws may be amended by a two-thirds vote of the Regular members at any regular meeting. Amendments proposed by a majority vote of the RLCPC Board or in a Petition signed by no less than a 2/3 majority of Regular members may be submitted to the members for adoption. No less than one month notice shall be provided to all Regular members for consideration of proposed amendments, and that notice shall contain both the proposed amendments and the date in which the vote is scheduled to occur.

Section 2: Amendments shall go into effect immediately, unless otherwise dated in the proposed Amendment.

Section 3: RLCPC Rules may be amended by a majority of the members at a regular meeting without notice, or by a two-thirds vote of the RLCPC Board, after at least one month notice. Should RLCPC Rules be amended, notice shall be provided to all Regular members along with the approved rule changes, within 3 business days.

RLCPC Rules

Rule 1: Candidate Endorsements

Any candidate endorsement by the RLCPC shall comply with the National RLC and RLCFL rules and guidelines for candidate endorsement. Endorsement decisions shall be made by the RLCPC Board after hearing the report of the candidate vetting committee.

Rule 2: Public Policy Statements

The RLCPC Board may adopt and issue public policy statements, which do not conflict with the Statements of Positions specified in these Bylaws and the Bylaws of the National RLC and RLCFL, under the following rules:

A. Public positions related to state and federal legislation may only be adopted by a majority vote of the RLCPC Board or by a majority vote of the RLCPC general membership but shall not conflict with any prior policy position adopted by the National RLC or RLCFL.

B. Prior to consideration at a meeting of the Regular members, copies of the proposed Statements shall be submitted in writing to the RLCPC Board at least ten days before the meeting for review, advice, and consent.

C. No vote on a public policy statement may occur until 14 days have passed after notice has been conspicuously provided to Regular members during a regular meeting:

D. No resources of the RLCPC shall be used to promote any commercial enterprise without the advance contractual approval of the RLCPC Board.

Rule 3: Electronic Voting

Votes of the Board may be taken by **Virtual meeting**; electronic ballot via either; eMail or eGroup tabulations conducted by the Secretary under the following rules:

- A. Electronic ballots shall be issued to all RLCPC Board members on any resolution submitted by at least three RLCPC Board members to the Secretary.
- B. The Secretary shall issue an electronic ballot within seven days and shall receive and tabulate all ballots received within seven days of issue.
- C. If any Board member permanently eligible to vote fails to cast a ballot, the Secretary shall record them as absent and substitute the ballots of Alternate members in the chronological sequence in which they were received.
- D. The Secretary shall inform RLCPC Board members of ballots cast and provide RLCPC Board members who have not cast a ballot with a two-day reminder of the ballot deadline.
- E. In the event that fewer than two-thirds of the ballots are cast prior to the deadline, the resolution will fail for lack of a quorum;
- F. The results of the balloting shall be reported to RLCPC Board members immediately after the deadline and also be recorded in the minutes of the next RLCPC Board meeting.

G. Electronic voting without ballot shall require:

- 1) A meeting to be called by the board or the chairman to take place on a conference call, virtual meeting, or instant messaging platform that all voting members are active members of.
- 2) Only members who can be seen live or verified voice recognition or their login credentials verified by the RLCPC Chair will be allowed to vote electronically/virtually.
- 3) Attendance shall be called prior to voting.
- 4) Voting shall only occur during the meeting.

H. Electronic voting with electronic ballot shall require:

- 1) A resolution submitted to the Secretary or Board by the chairman or at least 3 board members, with vote by electronic ballot specified.
- 2) Within 24 hours, an officer of the board shall issue an electronic ballot and clarify the ballot submission deadline and instructions to all voting members. The Secretary shall receive and tabulate all ballots submitted within 3 days of issue.
- 3) If a voting member fails to cast a vote, the secretary shall record them as abstained. In the event that the majority of voting members abstain, the resolution will fail for lack of quorum.
- 4) The results of the balloting shall be reported to respective RLCPC members immediately after the deadline and recorded in the minutes of the next respective RLCPC meeting.

Rule 4: Committees

The RLCPC shall have committees to perform its duties, defined by the RLCPC Board, with committee chairs appointed by a majority vote of the RLCPC Board.

Rule 5: Local and Area Chapter Certification

RLC Chapter Certification may be granted to Local or Area organizations at the discretion of the RLCFL Board when the following conditions have been met:

- A. At least ten current dues paid RLC members residing in the area or locality have signed, or at least given verifiable assent to, a petition requesting Chapter Recognition.
- B. The petition shall include a slate of initial Chapter Officers, including at least a Chairperson, Secretary, and Treasurer, and a set of Chapter rules which specify Officer terms, the frequency of elections and formal membership meetings as well as an acknowledgement that the Chapter will comply with all RLCFL Bylaws and that the RLCFL Board shall be the final arbiter in any disputes.
- C. Provide such additional documents as may be specified by the Chapter Certification Committee of the RLCFL.

Rule 6: Grievance Policy & Procedures

(These rules establish the basis and procedures for the resolution of disputes internally to RLCPC)

A. GRIEVANCE COMMITTEE

1. The RLCPC Chair shall appoint a standing Grievance Committee consisting of three members. Committee Chair; Vice-Chair; Secretary
 - a. Chair: shall host the meeting and conduct the preliminary enquiry to the facts of the grievance to determine if it is within the Pasco RLC jurisdiction.
 - b. Vice Chair: shall fill in for the Chair in their absence, they also will be the one to collect witness statement of fact during the investigation if the grievance is found warranted to be within the Pasco RLC jurisdiction.
 - c. Secretary: shall maintain minutes of all meetings; maintain all written facts and communications both electronically and physically.
2. The RLCPC Chair shall also appoint one board member to act as a Liaison of the Board which will observe and report back to the entire Board the Committees findings or recommendations.
 - a. Liaison is only to observe and report; The Board member is there to ensure bylaws are not violated and that the RLC Constitution is adhered to. They may not provide any influence or interference to the investigation led by the Committee Chair.
3. If an appointed member cannot serve, the Grievance Committee Chair shall select an alternate to serve in the absent member's place. The alternate member shall continue serving until the conclusion of the matter before the Grievance Committee.
4. The Grievance Committee shall meet at the call of the Committee Chair and requires at least two (2) members present for a quorum for grievance hearings.
5. All grievance hearings shall be held in Pasco County unless otherwise determined by the Chair of the Committee.

B. FILING GRIEVANCE

1. Definitive & legitimate grievances:

- a. Violation of existing chapter/state/national rules/guidelines
- b. Violation of accepted rules of order:

Members:

- 1. Speaking out of turn
- 2. Directing comments directly towards individuals, instead to Chair, Board, or Speaker on the floor
- 3. Side-bar discussions during business meetings
- 4. Besmirching the character of any RLC member
- 5. Failure to recognize Point-of-Order
- 6. Conduct affecting the mission of the RLC (persistent/repeated bad conduct)

Officers & Special Committees:

- 1. Willful negligence or malfeasance
- 2. Unauthorized absence from 2 consecutive meetings, without prior notice/approval
- 3. Failure to perform assigned duties
- 4. Three or more successful grievances against an elected Officer. Subject Officer will be taken to a vote-of-confidence by membership, subject to quorum
- 5. Failure to maintain membership in good standing

2. Within thirty (30) days of the event giving rise to the grievance or knowledge thereof, any member regular or associate of a State or County RLC may file a grievance with the Pasco RLC Grievance Committee.

3. The grievance must be in writing, addressed to the Chairman of Pasco RLC and contain the following:

- 1.) Detailed facts upon which the grievance is based, including but not limited to, the event, the date of the event, and the aggrieved person or persons.
- 2.) Statement from the grievant that there was a good faith attempt to resolve the dispute prior to filing the grievance.
- 3.) References to the specific sections of the RLC Constitution, RLC Bylaws alleged to have been violated.
- 4.) The remedy sought.
- 5.) Any documentation the grievant intends to rely on.
- 6.) The printed name, email address, telephone number, and signature of the State or County RLC Member who is filing the grievance.

4. All grievances shall be sent via email or U.S. mail to Pasco RLC Chairman and the Chairman of the Pasco RLC Grievance Committee. Unless the RLC receives an alternative email address, all notices to the Grievant will be provided by email to the email address provided by the Grievant.

5. Upon receipt of a written grievance, the RLCPC Chair shall refer the grievance to the Committee within 72 hours, but only if the grievance has been properly filed and by a member of the State or County RLC in good standing.

- a. Upon referral of a grievance to the Grievance Committee, the RLCPC Chair shall appoint one of the Board members to the position of Board Liaison to the Committee.

b. The Chair of the Grievance Committee shall request within ten (10) days a response from the aggrieved. Upon receipt of the response from the aggrieved, the Chair of the Committee shall determine whether a hearing is necessary. If the Chair of the Committee determines that a hearing is not necessary, the grievance may be dismissed or considered by the Committee without a hearing.

c. In deciding whether a hearing is necessary, the Chair of the Committee in consultation with the Board Liasson shall consider whether any facts are in dispute, the number of allegations, and the benefit of additional information for the Committee to consider.

C. HEARINGS

When a hearing is determined to be necessary, the hearing shall be conducted within thirty (30) days after referral of the grievance to the Committee, unless the Chair of the Committee determines that more time is necessary. Notice of the written grievance to be considered shall be provided to the parties not less than ten (10) days in advance of the hearing.

The hearing shall be held in Pasco County unless the Chair of the Committee selects another location. All parties to the dispute shall be invited to the hearing. Others not party to the dispute but who may be of help to settle the dispute may be invited upon approval by the Chair of the Committee.

Parties or their representatives must appear in person. Telephonic or electronic appearances are not permitted, unless approved by a majority vote of the full Committee. Parties to a grievance may be represented by counsel. All parties represented by counsel must inform the Chair of the Committee of such representation in writing prior to any such appearance.

D. HEARING PROCEDURES

The Committee shall conduct the hearing in accordance with these adopted rules of procedure, with at least three (3) members or alternates of the Committee present. The Chair of the Committee shall allot equal time to both parties. The grievance hearing shall be an informal hearing and the Chair of the Committee may determine what evidence to hear and the amount of time to allot to each side.

All statements and comments during the hearing will be **addressed only to the Chair** of the committee and all parties will yield the floor at the Chairs request. Each party will have an opportunity to provide opening statements, responses, and closing statements. The grievance committee may ask questions of the Grievant, Respondent, and any witness(es).

The Grievant and Respondent will have an opportunity to clarify the evidence supporting their cases and call witnesses. The Committee may request additional documentation from either party and include additional witnesses at any time during the process. The Committee may disregard or discount evidence that is not credible, material, competent, relevant, or

based on hearsay and not personal knowledge. Prior to and during the hearing, the Chair of the Committee may rule that evidence or testimony presented is not applicable to or relevant to the basis of the hearing.

E. RECOMMENDATION

The Committee shall within (7) seven days after the hearing make a written report to the RLCPC Chairman, setting forth its findings and recommendations as to settling the dispute. Recommendations of the Committee may include but are not limited to the following:

- 1.) Removal or suspension of an officer or member from the membership rolls.
- 2.) Censoring an officer or member.
- 3.) Dismissing grievance outright or with prejudice.
- 4.) Suspension of a member from no more than two consecutive member meetings
- 5.) Whatever the aggrieved requests to resolve the issue if it is reasonable and proportionate to the level of the violation

Upon receipt of the Recommendation, the RLCPC Chairman may:

- 1.) Adopt the Recommendation in writing, which becomes final, subject to any modification by the State RLC.
- 2.) Refer the matter back to the Committee for further consideration with objections noted in writing.
- 3.) Refer the Recommendation to a Grievance Review Committee consisting of the RLCPC Chairman, Vice Chairman, Secretary, Treasurer; in closed session at its next meeting and make a final determination. Pursuant to Article VII, of the RLC Constitution, all actions by the RLCPC Chairman are final, unless modified by the State Executive Committee.

F. RPOF GRIEVANCE PROCEDURE CHECKLIST

1. Grievances must be filed by a member in good standing of the State or County RLC within thirty (30) days of the event(s) giving rise to the grievance.
2. The Grievance must be submitted to the RLCPC **in writing** via email or U.S. mail and contain the following items.

(IF YOUR GRIEVANCE DOES NOT CONTAIN ALL THESE ITEMS, IT WILL NOT BE CONSIDERED)

- a. Detailed facts upon which the grievance is based, including but not limited to, the event, the date of the event, and the aggrieved person or persons.

- b. Statement from the Grievant that there was a good faith attempt to resolve the dispute prior to filing the grievance.
 - c. References to the specific sections of the RLC Constitution, RLC Rules of Procedure, or RLCPC County Bylaws & or Rules of Procedure alleged to have been violated.
 - d. The remedy sought.
 - e. Any documentation the Grievant intends to rely on.
 - f. The printed name, email address, telephone number, and signature of the Member in good standing who is filing the grievance.
3. All grievances shall be sent via email or U.S. mail to RLCPC Chair with a copy to the Chairman of the Grievance Committee.
4. Unless an alternative email address is provided, all notices to the Grievant will be provided by email to the email address provided by the Grievant.