

SOCIETY FOR PEDIATRIC RADIOLOGY

MEMBER GRIEVANCE POLICY & PROCEDURE

I. PURPOSE

The purpose of this policy is to provide a process for both voting and non-voting members to raise concerns or grievances related to the subjects defined below, to promote the resolution of disputes, and to protect the integrity and openness of the Society's community.

Conflict, while often avoided, is not necessarily bad. In fact, conflict can encourage diversity of viewpoints, provide valuable feedback, or clear a path for change when needed.

This policy is intended to create a neutral process. It is not intended to become a vehicle for obstructing the Society's process or mission work. The Society will take steps to prevent this policy from being used to harass or intimidate any person, group, or agency.

II. ELIGIBILITY

This policy covers grievances of the Society's voting and non-voting members. This policy does not create any legal rights for any person(s). The public may submit feedback to SPR through the Society's regular communication channels or online contact form at any time.

A. Qualification Criteria

Those who fulfill all the following criteria may file a grievance:

1. Grievant is either a voting or non-voting member of the Society.
2. Grievant is or was materially affected¹ by the actions in question, or, has direct knowledge² of the actions and a reasonable, good-faith basis to believe they constitute a material violation of SPR governing documents, policies, or applicable law, and is filing this grievance to protect the legitimate interests of SPR or its members.

The Society reserves the right to decline to process grievances that are duplicative of previous grievances; constitute a pattern of vexatious or harassing complaints; lack a good faith basis; or are filed for an improper purpose.

B. Subject Matter Criteria

Complaints that may become recognized as grievances will fulfill all the following criteria.

The complaint:

1. Is directed at the Society's process, procedure, organizational action or conduct.
2. Cites with specificity the violation of a rule, regulation, policy, or principle.
3. Is submitted within 90 calendar days of the action(s) or issue(s) in question.

Complaints outside these criteria or this policy (for example, legal claims or violations such as defamation, harassment, or discrimination) are not eligible under this policy and must be addressed through other methods.

¹ Materially affected means there has been a significant or large effect. The effect must be more than minor. It will depend on individual facts circumstances and the Society's assessment of them.

² Direct knowledge means the Grievant personally observed the conduct or has firsthand documentary evidence, not speculation or information learned through rumor or third parties.

III. FILING PROCEDURE

A member grievance is initiated by submitting an online grievance form ([accessible here](#)) or written notice of the grievance to the Society's CEO via email at info@spr.org. The grievance must identify all the following:

1. The Grievant's full name, preferred address, preferred phone number, and member status as of the date of filing, along with their signature.
2. A detailed description of the action(s) or issue(s).
3. The date the action(s) or issue(s) occurred or started, and, if known, the full names of those responsible, as well as their member status or role in the Society.
4. All supporting documentation substantiating the grievance.
5. Any proposed solution or suggested change.

IV. ROUTING OF GRIEVANCES

Upon receiving a grievance, the CEO will consult with the Board Chair or the next appropriate board member to conduct an initial assessment to determine whether the matter is a member-related ethical issue as defined within the Society's Ethics Policy or not.

If the grievance involves an ethical concern, then the issue may be removed from the Grievance process and referred for an Ethics Complaint and resolution under the Ethics Policy & Procedure.

For all other matters, the following routing process will be observed:

A. Organizational Matters

Grievances related to organizational operations, procedures, or general administrative matters will be forwarded to the CEO for review and processing. In consultation with the Board Chair or the next appropriate board member, the CEO will identify the appropriate party or Society organizational unit to review and address the issue. This may include the CEO, relevant committees, or other internal or external bodies with subject-matter expertise

B. Member or Staff-Related Concerns (Non-CEO)

Grievances involving members or staff (other than the Chief Executive Officer (CEO)) will be forwarded to the CEO for review and processing under the Society's personnel policies.

C. Concerns Involving the CEO

Grievances involving the conduct, actions, or decisions of the CEO will be directed to the Board Chair, for review and processing under the Society's personnel policies.

In any instance, the reviewing body may seek legal advice or other professional advice as needed.

Issues concerning personnel (i.e., employees or independent contractors) are governed by personnel policies, employment or contract law and the Society's human resources policies.

V. CONFIDENTIALITY

Grievance proceedings are generally confidential. However, SPR reserves the right to disclose information regarding complaints, proceedings, or Society actions including but not limited to circumstances where disclosure is:

- Required by law
- Necessary to respond to public inquiries or media coverage
- Necessary to protect SPR's reputation, interests, or tax-exempt status

- The underlying conduct that is the subject of the complaint is already public

SPR may issue public statements regarding any Society matter as the Society deems appropriate. Nothing in this Policy restricts SPR's ability to share information with legal counsel, insurers, or other advisors as necessary.

VI. RESOLUTION AND COMMUNICATION

Members are encouraged to participate in providing feedback to the Society and to file a grievance if they deem it necessary. Membership status will not be affected for simply submitting a valid complaint to the Society.

Upon completion of the review or within 90 days of receipt of the grievance, whichever occurs first, the Grievant will be informed of the status of the grievance (e.g., referred for ethics complaint, in progress, or addressed and closed). Specific outcomes or personnel actions may not be disclosed due to confidentiality requirements.

The grievance review process provides members with a sufficient and appropriate process given the voluntary nature of SPR membership and SPR's role as a professional society rather than a regulatory body. Formal adversarial proceedings, including the right to legal representation, presentation of witnesses, cross-examination, court reporters, or formal evidentiary hearings, are not required or appropriate. Decisions of SPR through its Board or designee are final. There is no right of appeal within SPR. Unless formal board action is required, the Board will be notified of all grievances and their respective resolutions within thirty (30) days following the final determination.

Approved and adopted:

Leann Linam, MD

February 27, 2026

Secretary

Date