

**CHATTAHOOCHEE CONTRA DANCERS  
GUIDELINE FOR ADDRESSING COMPLAINTS ABOUT DANGEROUS,  
ILLEGAL OR OFFENSIVE BEHAVIORS**

*Revised January, 2007; amended October 2017*

Dancers are encouraged to inform Steering Committee (SC) members about any instances of behavior that are dangerous, illegal, or blatantly offensive. When such a complaint is received, Steering Committee members will ask the complainant to provide specific details of the behavior and identify the individual(s) involved. The report will be forwarded to the SC who will determine whether to address the issue through a special closed meeting or by other means, such as informal counseling or private discussions to obtain additional facts and viewpoints. The SC should make such a determination as soon as possible, preferably before or shortly following the next scheduled SC meeting.

The Steering Committee will hold the contents of the report in strict confidence. In particular, the complainant will not be identified to anyone outside the SC without prior permission. The person whose behavior is under question will not be identified nor the alleged behavior discussed with others, except as absolutely necessary to obtain corroboration or establish a pattern of similar behavior. When and if such discussions prove necessary, they will be conducted with a clear understanding that the privacy of all individuals must be honored.

If the SC determines that the complaint requires a meeting with the alleged offender, at least three SC members will participate in that meeting and it will occur before the next scheduled dance if at all possible. At that meeting, the SC members will review the complaint and ask the alleged offender to provide an explanation or alternate views of the incident(s). The SC members will also discuss the established standards of conduct that are considered necessary for a safe dance community. They may also advise the individual in question about changes in conduct that would improve interactions and make them more welcome to all dancers.

The complaint and the description of the meeting with the alleged offender will be recorded and placed with the CCD archivist. An SC member will notify the complainant that their complaint was processed with the alleged offender.

In the event another complaint is received about the same alleged offender, the SC will decide, within one week of the second complaint if possible, whether another closed meeting to discuss the issue is necessary. If the complaint is deemed to warrant a meeting with the alleged offender, three SC members will meet with the alleged offender as outlined above. The alleged offender may possibly be warned that further complaints could lead to suspension from CCD membership and permission to participate in CCD events. A documented summary of the complaint and the meeting with the alleged offender will be filed with the CCD archivist.

If a third documented complaint is filed about the same alleged offender, that complaint shall be evaluated to determine whether it is valid and well founded. If all three complaints have been considered valid by the SC, a certified letter will be issued informing the alleged offender of immediate suspension. The letter will state that this person can request either a private or public meeting with a quorum of the Steering Committee at their convenience. A copy of the letter and documentation of the meeting with the SC will be filed with the archivist.

First, last and foremost, the objective of CCD procedures to handle complaints should be the protection of dancers and the dance organization, while also assuring that misunderstandings and innocent actions do not lead to harm for any individual. The goal should be to provide guidance and advice whenever possible. Suspension of membership should be considered a final recourse when all other measures have failed.

However, certain behaviors deemed egregious enough by a majority vote of the Steering Committee shall result in immediate suspension. Factors to be considered may include the seriousness of improper behavior, number of reports, credibility of reports, and specificity.

Due diligence shall be taken by the Steering Committee to see that reports of improper actions are credible, which may include conversations with persons reporting a problem and/or persons being reported for improper behavior.

Chattahoochee Contra Dancers also reserves the right to ask a dancer to leave the dance on any occasion when their conduct is considered dangerous or offensive.