



The Royal Canadian Legion
Ontario Provincial Command

COMPLAINT COMMITTEE WORKSHEET
**DO NOT INCLUDE THIS FORM WITH THE
NOTICE OF DECISION TO THE PARTIES**

To: Secretary/Executive Director _____ Date: _____, 20

From: Comrade _____, Complaint Committee Chair

THIS DOCUMENT ACTS AS THE OFFICIAL WORKING RECORD OF THE COMPLAINT COMMITTEE BECOMING PART OF THE COMPLAINT FILE. DO NOT INCLUDE WITH THE NOTICE OF DECISION TO THE PARTIES.

Subject: Complaint Lodged by Comrade _____ Branch No. _____
against Comrade _____ Branch No. _____
Office/Position Held by Complained against Member (if applicable) _____

Complaint Committee Members:

_____ and _____
Hearing Date: _____, 20 _____ Location: _____

DECISION

The following are the decision(s) of the Complaint Committee re the alleged breach(es) contained in the subject Complaint.

√ CLAUSE ACTIVATED	S. 304. a. CLAUSE	CLAUSE WORDING	SUBSTANTIATED	
			YES (X)	NO (X)
<input type="checkbox"/>	i.	Breach of Clubhouse Rules or Privileges.		
<input type="checkbox"/>	ii.	Profane or disorderly conduct in or about any place where any event is being carried on under Legion auspices or control.		
<input type="checkbox"/>	iii.	Breach of his obligations to the Legion or of these By-Laws.		
<input type="checkbox"/>	iv.	Knowingly lodging a false complaint against a Member.		
<input type="checkbox"/>	v.	Conduct which in any way brings or tends to bring the Legion into discredit.		
<input type="checkbox"/>	vi.	Theft or misappropriation of Poppy Funds, Legion funds or property.		
<input type="checkbox"/>	vii.	Harassment or sexual harassment.		

DECISION CONCLUSIONS

The following standard reasons are available to the Complaint Committee in making their decision. S. 303. of The General By-Laws provides the general circumstances respecting the proof of a Complaint. Indicate the reason(s) for the decision in either the pre-set text below and/or add summarized reasons in the space provided in the Comment Areas. Advise if criminal charges were laid in relation to this matter, and if so, the verdict in that case.

COMPLAINT COMMITTEE DECISION CONTINUED

APPLICABLE	SUPPORTING REASON RE CONCLUSION
<u>RE: COMPLAINT ALLEGATIONS DISMISSED</u>	
<i>NOTE: One or more allegations may be dismissed in a multiple allegation Complaint.</i>	
<input type="checkbox"/>	Complainant failed to establish the probability of the above allegation(s) made in the Complaint to the satisfaction of the Complaint Committee and thus √ as unsubstantiated.
<input type="checkbox"/>	The benefit of the doubt was given to the Complained against Member.
<input type="checkbox"/>	Pre-hearing technical errors respecting the assessment and/or processing of the Complaint affected the fundamental fairness of the process.
<input type="checkbox"/>	Complaint found to have been improperly lodged and thus rendered it defective.
<input type="checkbox"/>	Include any other applicable supporting reason(s) for the full or partial dismissal of allegation(s). _____ _____ _____ _____
<u>RE: COMPLAINT ALLEGATIONS PROVEN</u>	
<i>NOTE: One or more allegations may be proven in a multiple allegation Complaint.</i>	
<input type="checkbox"/>	Complainant established the probability of the allegation(s) made in the Complaint to the satisfaction of the Complaint Committee as indicated above.
<input type="checkbox"/>	Include any other comments and/or conclusions of the Complaint Committee re the substantiated allegation(s) as √ above under the Title - <u>DECISION</u> . _____ _____ _____ _____

DISPOSITION

The Complaint Committee may either dismiss the Complaint or if proven (as noted above), impose one (1) **or** more of the following disposition(s) pursuant to S. 311. of The General By-Laws.

NOTE: *The only Dispositions available to the Complaint Committee are listed under Article III – Section 311. Thus any other disposition has no cause and may render the Decision as defective giving rise to an Appeal. The effective date of any disposition, including a term, must correspond with the Date of the Decision and it cannot be applied retroactively.*

COMPLAINT COMMITTEE DECISION CONTINUED

√ Disposition	S. 311. a. Clause	Disposition
<input type="checkbox"/>	i.	<u>Issue a reprimand that may also require a letter of apology to the Branch and/or if applicable, to the individual or individuals that may have been aggrieved.</u> <i>A reprimand alone may be assessed. Special instructions may be included in the Comment area respecting the letter recipient(s) and a due date must be included, if applicable.</i>
<input type="checkbox"/>	ii.	<u>Deprivation of Clubhouse privileges for any period up to 24 months.</u> The term is as follows: Effective Start Date of _____ 20 ____ to the End date of _____ 20 ____ @ Midnight.
<input type="checkbox"/>	iii.	<u>Removal from any Office or Position held and prohibition from running for and holding any Office, for a period of up to 24 months.</u> The term is as follows: Effective Start Date of _____ 20 ____ to the End date of _____ 20 ____ @ Midnight.
<input type="checkbox"/>	iv.	<u>Suspension for a period up to 12 months, which includes removal from Office (where applicable).</u> The term is as follows: Effective Start Date of _____ 20 ____ to the End date of _____ 20 ____ @ Midnight.
<input type="checkbox"/>	v.	<u>Expulsion from the Legion.</u> Note: <i>Forward a copy of the decision to Command per S. 311.c.iv.</i>
√ Disposition	S. 311. b. Clause	Disposition
<input type="checkbox"/>	i.	<u>Deprivation of Clubhouse privileges for a period not to exceed 12 months.</u> The term is as follows: Effective Start Date of _____ 20 ____ to the End date of _____ 20 ____ @ Midnight.
<input type="checkbox"/>	ii.	<u>Issue a reprimand that may also require a letter of apology to the Branch and/or if applicable, to the individual or individuals that may have been aggrieved.</u> <i>A reprimand alone may be assessed. Special instructions may be included in the Comment area respecting the letter recipient(s) and a due date must be included, if applicable.</i>

Only the above √ Disposition(s), including any term listed, if applicable, will form the basis of the Official Notice of Decision to the Parties. No other explanatory or other suggested directions / actions will be included therein. This worksheet forms part of the Complaint Hearing Record and is not to be distributed to the Parties or anyone.

COMMENT AREA

Lined area for text entry, containing a large diagonal watermark reading 'CONFIDENTIAL'.

Respectfully submitted,

Complaint Committee Chair's Signature

Date _____ / 20 ____