



THE ROYAL CANADIAN LEGION COMPLAINT FORM

(Please complete)

1. The Royal Canadian Legion, as defined by our Purposes and Objects and our Articles of Faith, is a fraternal veterans' organization based on comradeship and service to our Nation. In any organization, problems and disputes arise. To deal with these, Article III of our General By-Laws provides a formal resolution mechanism. Face-to-face discussion and compromises are all less formal means to resolve issues and should be considered as alternatives to formal action. However, where situations cannot be resolved amicably, a complaint may be lodged to seek resolution. Section 304 of The General By-Laws should be consulted to ensure that problems are dealt with efficiently and expeditiously.

2. To be completed by the person lodging the complaint (Complainant):

"I, _____, of Branch #_____, wish to initiate complaint proceedings against _____, of Branch #_____, for a breach of Subsection 304.a. of The General By-Laws, and specifically Sub-subsection: " (select the appropriate Subsection(s)):

- i. Breach of clubhouse rules or privileges.
- ii. Profane or disorderly conduct in or about any place where any event is being carried on under Legion auspices or control.
- iii. Breach of their obligations to the Legion or of these By-Laws.
- iv. Knowingly lodging a false complaint against a member.
- v. Conduct which in any way brings or tends to bring the Legion into discredit.
- vi. Theft or misappropriation of Poppy funds, Legion funds or property.
- vii. Harassment or sexual harassment.

Please enclose payment of a \$100 complaint filing fee payable to the Branch or Command with which the complaint is filed.

3. Circumstances surrounding the complaint: (see sub-subsection 304.c.i.) Provide a brief account of the circumstances surrounding the complaint, including: location and date of incident, witnesses, etc. Use a separate sheet of paper if necessary.

4. Signature of complainant:

Complainant

Membership Number

Date

Email (if applicable)

5. To be valid, the complaint must be lodged with the Secretary of the appropriate Branch or Executive Director of the appropriate Command within the time limits prescribed in subsection 304.d. from the date of occurrence alleged by the complainant, or in good faith, the date that the complainant first had knowledge of sufficient facts of the alleged offence having been committed.

6. Signature of Secretary/Executive Director of Branch/Command receiving complaint:

Secretary / Executive Director

Date