



BC/Yukon Command

#101 – 17618 58 Avenue
Surrey, BC V3S 1L3
Tel: (604) 575-8840
Fax: (604) 575-8820
info@legionbcyukon.ca

legionbcyukon.ca

DATE

REGISTERED MAIL

NAME

MAILING ADDRESS

CITY & PROV.

POSTAL CODE

Dear Comrade LAST NAME:

Re: NOTICE OF HEARING – Complaint by Comrade LAST NAME v Comrade LAST NAME - Dated DATE OF COMPLAINT

I have been appointed to chair a Complaint Committee hearing into a complaint lodged by Comrade LAST NAME against Comrade LAST NAME under Sections of The General By-Laws.

As one of the parties to the complaint you are hereby advised that in accordance with General By-Laws Section 308.e the hearing required under formal procedure will take place at The Royal Canadian Legion, Street Address, Hearing City, B.C. (postal code) on(Full Date) at (time).

Members of the Hearing Committee in addition to myself are named as Comrades FIRST & LAST NAME of Branch BRANCH # HERE and FIRST & LAST NAME of Branch BRANCH # HERE, with Comrades FIRST & LAST NAME of Branch BRANCH # HERE and FIRST & LAST NAME of Branch BRANCH # HERE as waiting members. In accordance with Section 308.f of The General By-Laws you are permitted one peremptory challenge of one of the members other than the chair. If such a challenge is made, it must be received by me, no later than 10 days before the hearing date, by “serving notice” (see Section 301.i) and no challenge may be made at the hearing.

At the hearing, in accordance with General By-Laws Section 308.e both parties are entitled to be heard and to call witnesses. All testimony given should be either under oath or by affirmation in accordance with General By-Laws Section 309.b and, as provided under Section 309.a either or both parties may be represented by an agent if they so desire. In accordance with paragraph 309.c.iii where due cause can be established and notification is given, postponement of the hearing for a period not exceeding 60 days may be granted. What constitutes due cause is a question of fact that must be determined by the chair.

If travel is required for a hearing it is the responsibility of each party (including witnesses) to pay for their own expenses and travel costs. Branches do not reimburse any travel expenses for a complaint hearing.

If you would like to request a postponement or have questions please contact me at EMAIL ADDRESS OF CHAIR. Please refer to the most recent edition of The General By-laws for the complete complaint process. The General By-laws are available on the Dominion Command website at www.legion.ca.

Yours truly,
YOUR NAME: Hearing Committee Chair