

## BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION

### PROCEDURES FOR LODGING OF A FORMAL COMPLAINT

PLEASE REFER TO ARTICLE III OF THE GENERAL BY-LAWS

1. Any member, not in arrears in payment of dues, may, on reasonable and probable grounds, initiate complaint proceedings against another member **Section 304(a)**
2. To properly initiate complaint proceedings a member must: **Section 304(b)**
  - a. Ensure the complaint contains a brief account of the incident or circumstances **Section 304(b)(i)**
  - b. Specify the clause under Subsection 304(a) that applies. (circle on form) **Section 304(b)(ii)**
  - c. Sign the complaint **Section 304(b)(iii)**
  - d. Enclose a filing fee of \$100 payable to the Branch or Command with which the complaint is filed **Section 304(b)(iv)**
  - e. Address is and *lodge* it with the Secretary of the branch or command within 15 days from the date in which the complainant in good faith, first had knowledge of sufficient facts of the alleged offence having been committed. **Section 304(c)(i)** If the complaint is in regards to harassment or sexual harassment then the time frame in which to lodge the complaint is extended to 90 days. **Section 304(c)(ii)**
  - f. *Lodge* is defined as the physical receipt of a document by the intended recipient. **Section 301(g)**

WE STRONGLY RECOMMEND USE OF THE OFFICIAL COMPLAINT FORMS THAT ARE AVAILABLE FROM THE COMMAND OFFICE.

**THIS FORM CANNOT BE USED BY NON LEGION MEMBERS**