Template – Decision Letter

THE ROYAL CANADIAN LEGION
DECISION OF COMPLAINT COMMITTEE
(Last Name) v (Last Name)
NAME OF BRANCH AND NUMBER
Date

The Hearing was held at (location) on (date).

The following section of the General By-Laws was considered: Section 304.a.__ (include all applicable sections).

After reviewing all evidence and testimony presented, the Complaint Committee has determined:

<u>If the Complaint is proven:</u>

Section 311(a)
The Complaint Committee may either dismiss the complaint or if proven, impose one or more of the following:

- *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.*
- *Deprivation of clubhouse privileges for any period up to 24 months;*
- *Removal from any office or position held and prohibition from running for and holding any office or position, for a period of up to 24 months;*
- *Suspension, which includes removal from office (where applicable), for a period up to 12 months; and or*
- *Expulsion from the Legion.*

Section 311(b)
Where a complaint alleges only a breach of Section 304.a.i and or ii the charges may be dismissed, or is substantiated, one or more of the following dispositions may be imposed:

- *Deprivation of clubhouse privileges for a period not to exceed 12 months; and/or*
- *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.*

Section 311(c)
Where any disposition imposed under 311.b. has not been fulfilled within 10 days, or such other time as may have been set, the member is automatically deprived of clubhouse privileges until the disposition is fulfilled.

Where the disposition includes a requirement to complete certain actions (e.g. letter of apology), the Complaint Committee must also clearly specify precise timeframes and outline the consequences of non-compliance.

<u>If the Complaint is dismissed:</u>

If the decision is to dismiss the complaint, the Complaint Committee must describe the grounds for the dismissal (e.g. not properly lodged, not enough evidence, false complaint, etc.).

Respectfully,

Full Name
Complaint Committee Chair