Template – Complaint Hearing Date Notification Letter

Date

Name
Mailing Address
City & Province Postal Code
Email

Dear Comrade (Last Name),

NOTICE OF HEARING: Article III Complaint (Last Name) v (Last Name) – Date of Hearing

I have been appointed to Chair a Complaint Committee hearing into a complaint lodged by Comrade (Last Name) against Comrade (Last Name) lodged under section(s) 304.a._____ 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 (Location of Hearing) at (time). Members of Complaint Committee in addition to myself are named as Comrades (First and Last Name) of Branch # ___ and Comrade (First and Last Name) of Branch # ___ , with Comrades (First and Last Name) of Branch # ___ and Comrade (First and Last Name) of Branch # ___ 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.b.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). 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.

Sincerely,

Name, Branch #
Complaint Committee Chair