

Internal Discipline Procedure – Complaint Form

Complaint lodged against a member or a Local Union Officer acting in this capacity, in accordance with Part III of the 2024 Internal Discipline Procedure

VIOLATION OF THE LOCAL UNION OR COUNCIL CONSTITUTION

Name of the complainant:

Name of the bargaining unit of the complainant:

Name of the charged member or the Local Union officer (the respondent):

Name of the bargaining unit of the respondent:

Is the complaint related to a violation of your Local Union's Constitution: yes no

If it is, indicate the articles that have been violated:

Is the complaint related to a violation of your Council Constitution (SEPB-Québec or COPE Ontario): yes no

If it is, indicate the articles that have been violated:

For the following section, please note that the date(s) and details of the circumstances of each alleged offence shall relate to the violation(s) of the Local Union or Council (SEPB-Québec or COPE Ontario) Constitution or how the accused engaged in any activity or course of conduct that is/was contrary or detrimental to the welfare or interests of the Local Union or Council (SEPB-Québec or COPE Ontario).

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Date and details of the circumstances of the first alleged infraction:

Date and details of the circumstances of the second alleged infraction:

Date and details of the circumstances of the third alleged infraction:

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If there are any additional alleged infractions, please provide the date(s) and details of their circumstances:

Any complaint should also include the following, when applicable:

- Supporting documentation specific to each alleged infraction
- Names and contact information of witnesses
- The remedy/resolution sought

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Contact information for EACH involved party, where possible:

Name:

Address:

Telephone number:

Email address:

Name:

Address:

Telephone number:

Email address:

*In accordance with Article 10 of the Internal Discipline Procedure, the complaint **must** be lodged with the Local Union President within ninety (90) days of the date of the alleged violation or of the date they became aware or should have become aware of the alleged violation.*

By signing this document, I hereby certify that I am a member or an officer of a Local Union or Council and that the information I have provided is true and correct to the best of my knowledge.

Name of complainant:

Signature of complainant:

Date: