Student Governance Complaint Procedure Form

The Student Governance Code of Conduct provides a way for student representatives to be held accountable and hold other representatives accountable. The formal complaint process ensures that complaints are addressed fairly, impartially, and respectfully to all parties. We strive to resolve complaints as quickly as possible and ensure that you receive a clear response to your concerns.

This process is for complaints related to the conduct of student representatives under UASU involved in recognized Student Representative Associations or in Students' Council and its committees. A list of Student Represetative Associations is provided in Regulation 150.07. Per section 09 of the Code of Conduct, only student representatives may complete this form.

Instructions:

1. Fill out this form in its entirety. Be concise, provide factual details, and attach additional supporting evidence.
2. Formal complaints under this procedure are accepted via email at governance@uasu.ca. Please write on the subject line "Confidential - Speaker of Students' Council" and include the of any supporting documents as attachments to the email.
3. Complainants can expect to receive confirmation of receipt of the complaint from the Speaker of the Students' Council. You may be asked to provide additional information before the process moves forward.

Complainant Information *Please provide your name and contact information so that we can properly investigate and provide a response to your concern. If you would like to submit an anonymous complaint, please indicate so below.*		
Name of Complainant(s):		***___ Anonymous (Check Here)***
Phone Number:		
Email:		

Intended Respondent *We need to know specifically who your complaint is about to accurately investigate the complaint and take action to hold the individual accountable, if appropriate. If your complaint involves multiple elected officials, please provide a separate form for each respondent.*	
Name of Student Representative:	

UNIVERSITY OF ALBERTA STUDENTS' UNION

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The Reason for the Complaint *Tell us what happened. Include what sections of the code of conduct might have been violated. Ensure that to include the names of others who might have been involved, provide a timeline of events, reference any additional supporting documents you might include with your application, including notable correspondence related to what happened and documentation of prior information attempts to resolve the complaint, if applicable.*

Explanation *Conduct issues aren't always straightforward. Help us by explaining why you believe the respondent's actions violated the Student Governance Code of Conduct.*

Signature of Applicant		***___ Anonymous (Check Here)***
Submission Date		