



Elected Representatives Conduct Complaint Form

The Code of Conduct complaint process provides a way for students and other members of the campus community to hold SAMU Elected Representatives accountable. The complaint process ensures that complaints are addressed in a way that is fair, impartial and respectful of all parties.

This process is for complaints related to the conduct of SAMU Elected Representatives. If you would like to submit a complaint regarding the SAMU elections please refer to the Elections Complaint Process.

Instructions:

1. Fill out this form in its entirety. Be concise, provide factual details and attach any additional supporting evidence.
2. Formal Complaints are accepted in person at the SAMU Offices (SA-301) Monday to Friday 8:30am to 4:30pm. Submit this form an envelope addressed to the Governance Office labeled 'private'.
3. Complaints are also accepted online via the SAMU website

Complainants can expect to receive an initial receipt of the complaint within two business days from a member of the Governance Office. You may be contacted and asked to provide additional information so the complaint can be investigated.

| Complainant Information | |
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| <i>We are unable to accept anonymous complaints. Please provide your contact information so we can properly investigate and provide a response to your concern.</i> | |
| Name of Complainant(s) | |
| Phone Number | |
| Email | |
| Student ID Number | |

| Respondent Information | |
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| <i>We need to know specifically who your complaint is about so we can accurately investigate and take appropriate action. If your complaint involves multiple Elected Representatives, please provide a separate form for each respondent.</i> | |
| Name of Respondent | |

Witness Information

If there are any witnesses to the complaint, please include them here as they may be called upon to provide an account.

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| Witness name & email | |
| Witness name & email | |

Reason for the Complaint

Tell us what happened. If you know what sections of SAMU Policy that might have been violated, include those here. Make sure 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 attempts to resolve the complaint, if applicable.

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| | I hereby certify that the information included in this complaint is accurate to the best of my knowledge |
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|--------------------------|--|
| Signature of Complainant | |
| Submission Date | |