**SU Elected Official Conduct Complaint Form**

This form may be used by students or other members of the campus community to file an official complaint against a [Students’ Union Elected Official](https://www.su.ucalgary.ca/about/who-we-are/elected-officials/) to hold them accountable to [Students’ Union policies](https://www.su.ucalgary.ca/about/who-we-are/policies/), including the Elected Official Code of Conduct.

Please note that the Students’ Union cannot enforce University of Calgary policies or procedures, including the Student Non-Academic Misconduct Policy. For complaints of that nature, please contact [the University of Calgary Student Conduct Office.](https://www.ucalgary.ca/student-services/student-conduct)

The Students’ Union has an established procedure for how complaints against SU Elected Officials are handled, which can be found on our policies webpage. For more information about the official complaint process or other Students’ Union policies, please [visit our website](https://www.su.ucalgary.ca/about/who-we-are/policies/) or send us an email (reception@su.ucalgary.ca).

Our Complaint Procedure works to ensure that complaints are addressed in a way that is fair, impartial, and respectful of all parties. We seek to resolve complaints as quickly as possible, and make sure that you receive a clear response to your concerns.

**Instructions**

1. Fill out this form in its entirety. Be concise and provide factual details.
2. Attach supporting evidence where possible.
3. Submit this completed form and any supporting evidence either:
	* Printed and in a sealed envelope marked confidential and addressed to the **Policy Analyst**, delivered in-person to the SU Main Office (MSC 251) during office hours (8:30 AM – 4:30 PM, Monday to Friday)
	* Via email to reception@su.ucalgary.ca, with “ATTN Policy Analyst” in the subject line.
4. You will be contacted via the information provided below within two business days to confirm receipt of the complaint, with further information about how the complaint will be addressed.

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| **Complainant Information***We are unable to accept anonymous complaints. Please provide your name and contact information so that we can properly investigate and provide a response to your concern.* |
| Name of Complainant(s): |  |
| Phone Number: |  |
| Email: |  |
| Date of Submission: |  |

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| **Intended Respondent(s)***We need to know who your complaint is about so that we can accurately investigate the complaint.* |
| Name of SU Elected Official(s): |  |

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| **Reason for the Complaint***Tell us what happened. If you know what sections of SU policy 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 information attempts to resolve the complaint, if applicable.* |
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| **Explanation***Conduct issues aren’t always straightforward. Help us by providing a well-reasoned explanation of why you believe the respondent’s actions violated SU policy and the resulting impact on the SU.* |
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Supporting materials or other evidentiary support may be included directly in this form below or can be attached separately.

* If submitting by email, ensure all documents and materials are included as attachments to one email.
* If submitting in-person, ensure all documents and materials are included in one envelope.