

CHARTERED CLUB MEMBER CONDUCT REPORT

Chartered Club Name:	Date of Occurrence:	Time of Occurrence:
Reported By:	Phone Number:	Email Address:
Person Accused (If a club board member, submit to club office.)	RCSC Number:	

Please describe what occurred:
(attach additional sheet in necessary)

Were there any witnesses?	
Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:

Date Reported to Club Officer: _____ Officer Name: _____

Signature: _____ Date: _____



Club Board Use

_____ Written notice of the report was provided to the accused member

Date

_____ Club Board met with and interviewed the reporting member, witness and accused

Date

Member

Final Determination:

(Circle One)

- a. Report dismissed with no further action
- b. Verbal notice documented in the minutes of the Executive Session
- c. Written Notice and Warning
- d. Suspension from the Club (Not to exceed 3 months)
- e. Permanent Removal from the Club
- f. Other: _____

_____ Written notice of the determination to the accused member

Date

_____ Complainant Notified

Date

(Circle one)

- a. Open - Still Under Investigation
- b. Closed – No Action Taken
- c. Closed – Disciplinary Action Taken

President Name: _____

Signature: _____ Date: _____