**A close up of a sign

Description automatically generated**

[Date]

[Member Name]

[Chapter Name]

via email: [member’s email address per Anchorbase]

Subject: Officer Removal Notification – Confidential

Dear [Member Name]:

I have received the documentation of your recent Fraternity Assessment conversation. After careful consideration, I concur with the Fraternity Assessment Team’s recommendation. Therefore, I am removing you from the office of [position title], effective immediately.

Please ensure that any handbooks and officer materials are delivered to the vice president: social standards within 48 hours of this letter.

I wish you the best in your future endeavors with Delta Gamma Fraternity. Thank you for your cooperation with the terms of this letter.

Sincerely,

[RCS/CAC/NCC Name]

[Insert Title: Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator], [Insert Region or Chapter Serving]

CC: Director: Standards

Honor Board adviser

vp: social standards

Att: Notice of Rights

**Notice of Rights During Fraternity Assessment**

As a new member/member of Delta Gamma Fraternity, you have the following rights during an Assessment:

1. The RD, at her discretion, may place a chapter on Temporary Chapter Restriction Status and require chapter members to meet individually with representatives from the Assessment Team for the purpose of gathering information about chapter activities and/or membership reviews.
2. At least three days before the Assessment Launch Meeting and individual conversation meetings, you should receive this Notice of Rights and Statement of Compliance as well as a copy of the Temporary Chapter Restriction Status Letter (if applicable)
3. Everything discussed **during the conversation** is bound by the Oath of Secrecy, and therefore must remain confidential.  You may not discuss the proceedings outside the room.  If you choose to discuss these proceedings with anyone other than the Assessment Team, either before or after your conversation, you could face additional sanctions up to and including expulsion from Delta Gamma. This provision does not prevent a member from responding truthfully about the underlying facts of the incident to officials such as representatives of the host institution or law enforcement who may be conducting their own assessment of an incident.
4. The conversation may be recorded or otherwise documented.
5. Following your conversation, after the evidence has been presented, the Assessment Team will determine if there is reasonable cause to believe a violation of your Statement of Obligation has occurred. The Assessment Team can recommend a warning, probation, expulsion, or other penalties to the Regional Collegiate Specialist / Council Appointed Coordinator / New Chapter Coordinator. You will be notified of the team’s recommendation (if any) via email.
6. If you disagree with the Assessment Team‘s recommendation, you have three (3) days from the date on which you were notified of the recommendation to write a letter of appeal to the Regional Collegiate Specialist / Council Appointed Coordinator / New Chapter Coordinator.
7. If the Regional Collegiate Specialist / Council Appointed Coordinator / New Chapter Coordinator does not agree with the Assessment Team’s recommendation, she may impose a less severe or more severe sanction.
8. The Regional Collegiate Specialist / Council Appointed Coordinator / New Chapter Coordinator will review all of the information concerning your conversation(s) and notify you in writing (via email) of her decision.

If expulsion is recommended by your RCS, you have three (3) days to write a letter of appeal for Council review and forward it to the Regional Collegiate Specialist / Council Appointed Coordinator / New Chapter Coordinator.