**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 given careful deliberation over recent events at [chapter name]. This letter is to notify you that you will be removed 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**

A new member/member being brought before Honor Board has the following rights:

1. At least three days in advance of the formal hearing, the member should receive a letter from the Honor Board indicating the date and time to appear before Honor Board and the Statement of Obligation Review regarding the allegation(s) against the member.
2. At the formal hearing, 4 of 5 Honor Board members must be present. *Other than the member against whom the allegations have been filed, no one else may be present.*
3. Everything discussed **during the formal hearing** is confidential. The member may not discuss the proceedings outside of the Honor Board formal hearing, except as outlined below with a member of Honor Board or the Honor Board adviser (HBA). Honor Board will only discuss the proceedings with the necessary officers and advisers.
4. If the member needs assistance in preparing for the formal hearing, any Honor Board member may be called upon to assist upon request.
5. If the member chooses to discuss these proceedings with anyone other than Honor Board or the Honor Board Adviser (HBA), either prior to or following the formal hearing, the member could face additional sanctions up to and including expulsion from Delta Gamma Fraternity.
6. The hearing may be tape recorded or otherwise memorialized by Honor Board, the contents of which remain confidential and proprietary to Delta Gamma Fraternity.
7. The member has the right to ask and be informed of, **during the formal hearing**, the name(s) of the person(s) who filed the Statement of Obligation Review.
8. Honor Board will vote to determine if there is reasonable cause to believe a violation of the Statement of Obligation has occurred, after the evidence is presented. *Upon an affirmative majority vote, Honor Board may recommend**a warning, penalty, probation or expulsion to the Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC).*
9. Only the RCS/CAC/NCC may impose a warning, penalty, place a member on probation (other than an automatic probation as outlined in the chapter Bylaws and Standing Rules), or approve a recommendation to Council for a collegiate member’s expulsion
10. Only the RCS/CAC/NCC may approve the delay of initiation for new members.
11. If the member disagrees with the Honor Board's recommendation, the member has three (3) days from the date of the formal hearing to submit a letter of appeal to the RCS/CAC/NCC.
12. If the member requires assistance in writing her letter of appeal, any Honor Board member may be called upon to assist upon request.
13. The RCS/CAC/NCC will review all of the information related to the Statement of Obligation Review and will, when appropriate, notify the member in writing of the decision. If the RCS/CAC/NCC’s decision is to pursue a recommendation to Council for expulsion, she will notify the member in writing.
14. If the RCS/CAC/NCC does not agree with Honor Board's recommendation, she may impose a less severe or more severe sanction.
15. If the sanction imposed by the RCS/CAC/NCC is more severe than Honor Board’s recommendation, the member has three (3) days from the date of the RCS/CAC/NCC’s written notification to submit a letter of appeal to the RCS/CAC/NCC.