**CHARGING LETTER**: Used to notify the Charged Party of an alleged violation:

[date]

Subject: Charging Letter: Alleged Misconduct at [Chapter name] Event [Date]

[First name last name]

Dear [salutation last name]:

This letter is to notify you that we have received a complaint alleging you violated the Chapter’s Code of Conduct for Events, which is enclosed. According to our procedure, the Chapter has reviewed the allegations and has determined they are sufficient to warrant an investigation.

As part of the investigation, you are being informed by this letter of the allegations and you have the option to respond within 10 calendar days in writing to the allegations, request more time to respond or schedule a short hearing before the Board. If you do not respond to this letter within 10 days, we will consider the results of our investigation without your response and come to a determination. Please note that determinations of the Board are not appealable.

The allegations include:

[Include the event and date the alleged misconduct occurred, and a short narrative of the allegations with sufficient detail to allow the Charged Party to respond]

The determination of this case may result in dismissal of the allegations as unsubstantiated, a letter of warning, suspension from attendance at Chapter events for a period of time, referral to ACC for suspension of membership, referral to law enforcement or any other reasonable outcome as determined by the Board in its discretion.

Please contact us if you have any questions.

Sincerely,