**DETERMINATION LETTER**: Used to inform Charged Party of an adverse finding.

[date]

Subject: Determination of Charge re [Chapter name] Event [Date]

[First name last name]

Dear [salutation last name]:

This letter is to inform you of the results of the Chapter’s Governance Committee’s investigation of the allegation that you violated the Chapter’s Code of Conduct at the event cited above. After a review of the available evidence, the Chapter’s Governance Committee has concluded that the allegation [has not been substantiated, and therefore we consider this matter closed.] OR [has been substantiated and the following action is being taken:

[You are being issued this warning, which states any further violation of the Chapter’s Code of Conduct for events will result in more severe action by the Chapter’s Governance Board. You must affirm in writing in response to this letter your intention to follow the Code at all future events. Please review the Code of Conduct for events and be sure you are aware of the requirements.]

[You are suspended from attending Chapter events for the remainder of the calendar year. Any future violations may result in additional actions.]

[Your violation of the Chapter’s Code of Conduct has been submitted to ACC for review of your membership status.]

[Describe any other result. Be aware that to avoid defamation charges, any communications about this matter to a third party, such as the member’s employer, should be limited to informing them that the Chapter’s Governance Committee determined the member violated the Chapter’s Code of Conduct and the result (suspension etc.) without further information about allegations.]

[Determinations by the Chapter’s Governance Committee are not appealable. (only necessary if the allegations are substantiated)]

Please let us know If you have any questions.

Sincerely,