

Example Letter to be Sent on Chapter Letterhead

CERTIFIED MAIL
Return Receipt Requested

(Date)

Notice of Charges and Hearing to be Conducted

Brother (full name)
address
city, state zip code

Dear Brother *(LNAME)*:

This is to notify you that you are charged with the following violation(s) of Delta Sigma Phi's rules and regulations:

(List charges)

A hearing will be conducted in accordance with regulations, and you are invited to appear to defend yourself against such charges. The meeting will take place at *(location)* at *(time of day)* on *(date)*.

At the conclusion of the hearing the chapter will vote on the question of whether or not to recommend to the Grand Council that you be expelled from Delta Sigma Phi Fraternity. The vote required for such a recommendation is a three-fourths vote of the active undergraduate members present at a duly constituted meeting. If the decision of the chapter is adverse, you may appeal in writing to the Executive Director, stating any extenuating circumstances which you think bear upon the case.

Failure to take any notice of this communication or to appear at the scheduled hearing will be considered an indication that you offer no opposition to expulsion proceedings.

As prescribed in the *Fraternity Manual*, copies of this notice are being sent to the Chapter Advisor, ACB President and the Executive Director of Delta Sigma Phi, Scott D. Wiley.

(Signature of Chapter President)

cc: Scott D. Wiley, Executive Director
(Chapter Advisor)
(ACB President)