CHAPTER HEARING NOTIFCATION LETTER

[Date]

Delivered via [Insert Email and/or Physical Address]

Dear Brother [Insert Name],

It has been brought to the attention of the [Insert Chapter/University Name] Chapter of Delta Upsilon Fraternity that it is alleged that you violated the following:

* [Insert Policy from Constitution and/or By-Laws/Code of Conduct/Loss Prevention Policy]

Specifically, it is alleged that [insert short description of the alleged violation, including date, time, and location].

You are scheduled for a chapter hearing to be held on [Insert Date] at [Insert Time] to review the above allegation(s). The location of your hearing is at [Insert Address and/or Name of Meeting Room or videoconferencing information].

Possible outcomes of this hearing include but are not limited to suspension or expulsion from the Fraternity.

If you would like to represent yourself during the hearing, you may attend in person or you may provide a written statement describing your position in lieu of appearing in person. If you fail to attend the hearing or provide a written statement in advance, your case will be heard, and a decision will be made in your absence.

During the hearing, you are entitled to:

* the aid and assistance of any other member to respond to the alleged cause; and
* present such witnesses or other evidence as you feel appropriate and necessary to respond to the alleged cause.

Alternatively, you may forgo your right to a hearing on this matter by resigning your membership in the [DU Portal](https://portal.deltau.org/) or by writing to the Chapter President that you have decided to permanently resign your Delta Upsilon membership.

If you have any questions regarding your hearing, please contact [Insert judicial Board Chairman’s Name] at [Insert Email and Phone Number].

Sincerely,

[Insert Judicial Board Chairman’s Name]