

Dear _____,

2/14/2014

We are contacting you regarding your repeated violations of the Triangle Alano Club Rules of Operation and/or Code of Conduct. You have been verbally warned two (2) or more times by TAC Board Members regarding _____ and unfortunately your actions continue to violate our established policy. We are now notifying you in writing to denote the seriousness of these repeated violations of club policy and ask that you please conform to the club policies.

We take this next step because it is our obligation as a board to enforce existing code of conduct and policies but we also are trying to be balanced and compassionate with our recovery motto of second chances. We are hopeful that you will choose to change your behavior and we can put this behind us.

However, in the spirit of personal accountability (both individually and as a board), if you violate this code of conduct again in the next 12 months from the date of this letter, you will be suspended from attending meetings or events at the TAC for 30 days. You will only be able to be reinstated to attendance of meetings and events by coming to a board meeting with your sponsor (2nd Sunday of every month) to address the situation and to discuss your future compliance.

We don't want to exclude anyone from coming to the TAC to find recovery and it is a last resort that we ever get to this point and we are hopeful we don't have to get to this point with you.

Sincerely,

Your TAC Board of Directors