

**A bad faith refusal to cooperate with an E & G Committee request for information serves to thwart the system at the threshold, undermining the credibility of the process. Therefore, any such refusal will not be tolerated, and may, in itself, constitute an independent ground for disciplinary action or expulsion.**

**The Committee should use the U. S. Mail to elicit responses from a complainant.**

**The use of electronic mail, E-mail or FAX to elicit third party responses should be avoided, or used sparingly, with discretion, and only when confidentiality can be assured by both the complainant and the E & G Committee.**

**All letters and electronic mail should be labeled CONFIDENTIAL FOR ADDRESSEE ONLY.**

**f. CONFIDENTIAL REPORT**

**Upon completion of the investigation, a *Report of Investigation*, including findings and recommendations, as appropriate, shall be prepared by the Chairman, E&G Committee, and forwarded to the Judge Advocate.**

**Each finding in the report shall be recommended as: Sustained, Not Sustained, Unfounded, or Exonerated.**

**Should further action be recommended/necessary/indicated, in the opinion of the Judge Advocate, he shall forward the *Report of Investigation* to the President for scheduling at the next Board meeting. If circumstances indicate urgency, the President shall provide for immediate Board action by one of the means available under the Bylaws.**

**If the *Report of Investigation* received by the Judge Advocate from the Chairman, E&G Committee indicates no further action is required, the Judge Advocate shall complete the case by reference and in correspondence with the originator.**

**All deliberations and votes of the Committee shall be sealed, and remain so, unless called for by other actions authorized by the Bylaws and a two-thirds (2/3) vote of a quorum of the Board of Directors.**

**g. LETTER OF CONDITIONS**

**The member who has been admonished, reprimanded, suspended or placed on probation, shall receive the conditions, established by the Board of Directors, with his letter from the President/Judge Advocate.**