

ABATE OF OHIO, INC.
BOD NOTICE TO APPEAR

TO: Name _____
Address _____
City _____ State ____ Zip _____

FROM: ABATE of Ohio, Board of Directors

DATE: ____ / ____ / ____

SUBJECT: Notice to Appear before the Board of Directors of ABATE of Ohio, Inc.

You are being given the opportunity to appear before the BOD for the following reason:

___ A: You have been found in violation of the BOD attendance policy by missing meetings on:

___ B: You have been named in a letter of charges of misconduct.

___ C: A hearing has been set for charges of misconduct.

Date and Time of BOD Meeting: ____ / ____ / ____ at ____ : ____ a.m. / p.m.

Location of BOD Meeting:

Address _____

City _____ State ____ Zip _____

Bring any supporting evidence or documentation with you at this time.

If you do not plan to appear, please notify the State Office.

Officer Name _____ Officer Title _____

Officer Signature _____ Date ____ / ____ / ____

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Characteristics:

1. Category: Board.
2. Established by: Constitution Article V: BOD Organization; Section 2: Attendance, and Bylaws Article XI: Misconduct; Section 3: Hearing Procedure.
3. Purpose: To notify an individual of an opportunity to appear before the BOD.
4. Audience: COB or EXEC or State Treasurer.
5. Required? Yes.

Directions:

1. To – name and mailing address.
2. Date – the notice is sent in mm/dd/yy format.
3. Check only A or B or C. If A is checked, fill in the appropriate dates. If B is checked, attach the filed charges.

4. Date and Time of BOD Meeting – date in mm/dd/yy format. Time in hh:mm format. Circle either a.m. or p.m.
5. Location of BOD Meeting – street address.
6. Officer Name – name of officer.
7. Officer Title – title of officer.
8. Officer Signature – signature of officer.
9. Date – of signature in mm/dd/yy format.

Special Cases:

1. Send to all named individuals and all accusers for charges of misconduct.

Handling:

1. Must be sent via certified mail.
2. Electronic copy to BOD.