

SPECIAL ORDER INITIATING DISCIPLINARY ACTION

Special Order No. _____ Date _____

Headquarters, VFW Ladies Auxiliary No. (or Department)

To: _____

A disciplinary action has been initiated against you pursuant to Article XI of the Bylaws and Booklet of Instructions of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States. Attached to this order is a copy of the Charges and Specifications (Form DA-2).

Mediation is part of the proceedings. Use the attached Form DA-7 to report results of mediation. Mediation will be conducted first and will be final (no further appeal) if you agree with the proposed settlement resulting from that action. If mediation proves unsatisfactory in your opinion, you may still have a Disciplinary Hearing, requested it on Form DA-6.

You must notify _____
in writing, within thirty (30) days of the date that this order and the attached Charges and Specifications were delivered to you. If you do not, disciplinary penalties may be imposed without these proceedings. Penalties may include termination or suspension of membership and relief from office.

By order of _____

President, Ladies Auxiliary to VFW Post No. _____
(or Department)

Official _____ Secretary