

# Member Conduct Guidelines

Date: [Insert Date]

To: [Member Name]

Address: [Member Address]

Dear [Member Name],

As a valued member of [Organization Name], we want to ensure that all members understand and adhere to our Member Conduct Guidelines. These guidelines are in place to promote a respectful and positive environment for everyone.

## Conduct Guidelines

- Respect others and their opinions.
- Maintain a professional demeanor at all times.
- Do not engage in harassment or discrimination of any kind.
- Follow all organizational policies and procedures.
- Report any misconduct to the relevant authorities.

Failure to comply with these guidelines may result in disciplinary action, including suspension or termination of membership. We appreciate your cooperation in maintaining a positive atmosphere.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]