

FROM DUE PROCESS DOC:

- A. Notice: After proposition of a penalty or sanction, NTR will notify the Claimant in writing via email and copied via certified mail within seven (7) days. Oral notice will not suffice. Written notice of the proposed penalty or sanction will include the following:
1. Summary of the incident as reported to NTR;
 2. Description of the proposed penalty or sanction as proposed by NTR;
 3. Notice of the Claimant's right to appeal and the form, both substantially and with mandatory dates, by which the appeal shall be delivered to NTR.

FROM BY-LAWS:

Section 4.1. Manner of Giving Notice

Whenever, under the provisions of any statute, the Articles of Incorporation or these Bylaws, notice is required to be given to any director or committee member of the Corporation, and no provision is made as to how such notice shall be given, it shall not be construed to require personal notice, but any such notice may be given in writing by hand delivery, by facsimile transmission, by electronic mail or other electronic transmissions if permitted by the Texas Non-Profit Corporation Act or by mail, postage prepaid, addressed to such director or committee member at such person's address as it appears on the records of the Corporation. Any notice required or permitted to be given by mail shall be deemed to be delivered at the time when the same shall be thus deposited in the United States mails, as aforesaid. Any notice required or permitted to be given by facsimile or by electronic transmission shall be deemed to be given upon successful transmission of such facsimile or successful delivery of such electronic transmission.