

Expulsion Guide

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Overview

This guide defines the procedure by which a Collegiate Chapter may expel a Brother, thus removing the rights, privileges, and benefits of our Brotherhood. Although this procedure is one that no Brother wishes to be involved with in any way, it is necessary to outline the process as well as provide some best practices to avoid these situations.

As a rule, the National Office does not recognize the status of a 'resigned' Brother. If a Brother chooses to not pay his dues or no longer wishes to be affiliated with Phi Delta Chi, then the Collegiate Chapter can and should expel that Brother following the procedure outlined in this Chapter. The National Office doesn't recognize 'resigned' Brothers because if the Chapter has already paid National Operating Dues (NODs) for that Brother, then he is considered to be in good standing by the National Office, unless otherwise the Chapter notifies the National Office. For any other reason besides financial obligation, the matter of expelling a Brother can be a very sensitive subject, warranting prudence and restraint.

Any Brother who has gone through a Formal Initiation represents a piece of who we are and who we once were. At one point in time, the Brotherhood of the Chapter found it appropriate to initiate this Brother into Phi Delta Chi. To overturn this decision **should be very difficult and should not be considered, except as a last resort**. Counsel by senior Brothers of the Chapter and Chapter Advisor(s) or even a voice of reason from an Alumnus or Brother outside the Chapter would be excellent resources to conserve the fabric of Brotherhood that exists between each of us. We use this process very carefully because in most cases, it is likely that if Brothers approach another Brother with intent to expel that Brother, he will simply resign from the Fraternity and there is rarely hope to repair the damage done. It is also possible that Brothers who do not favor the idea of even bringing a Brother to trial will also resign from Phi Delta Chi in support of that Brother. It is well documented that Brothers who have resigned from Phi Delta Chi have created problems for the local Chapter by being a voice of negativity, gossip, and hearsay within the college community. Although every Brother has promised to abide by our obligation known as Omicron, most Brothers who have resigned find it necessary to make life difficult for the Brothers that have turned their backs on them.

To put it plainly and simply, the decision to expel a Brother must be substantiated. A Brother must be in clear or repeated violation of the Fraternity Constitution or *Ritual*, be in arrears of his financial obligations (dues or fines), not upholding his fraternal obligations (not performing assigned tasks or not participating in any fraternity events) or have repeatedly violated the Risk Management Policy or Brother Responsibility Program.

According to the Constitution, Chapter IV:

Number 13:

Any Brother may be expelled by 3/4 vote of the Collegiate Brothers of that Chapter, provided said Brother shall have been found guilty of repeated disorderly conduct, nonpayment of dues, fines, or assessments, or violation of the Phi Delta Chi Constitution, Bylaws, or Fraternity Ritual. Such expulsion may take place only after the Brother has been warned at the preceding regular meeting. If a Brother is expelled, the Chapter expelling that Brother shall report in writing said action to the Executive Council as soon as possible. The Chapter shall retrieve the pin and membership certificate of the Brother expelled and return them to the National Office.

Number 14:

Any Brother having allegedly violated any obligation or rule carrying the penalty of expulsion shall have the right to trial. All charges must be proffered at a regular meeting by a Collegiate Brother, and the accused shall be immediately notified of such charges and directed to appear at the next regular meeting for trial. If the accused or a representative is not present, having disregarded the notice to appear, the trial shall be conducted as though the Brother were present and a final vote taken. The trial shall be presided over by the Worthy Chief Counselor. The accused may request a Brother for defense, and the Worthy Chief Counselor shall appoint

a Brother for prosecution.

A Brother must be made aware at a regular meeting that the Chapter has intention to bring his membership into question at a trial that will take place at the next regular meeting. The Worthy Chief Counselor will preside over this trial and the Brother has the right to have another Brother speak on his behalf. If the Brother in question happens to be the Worthy Chief Counselor, then the Worthy Vice Counselor will preside over the meeting.

Proposed Timeline

Initial
Communication

The WKF will notify all Brothers payment is due at least a month before the due date

Initial Follow-Up

The WKF will notify the Brother payment is past due the day after missed payment
Subsequent notifications may be necessary in the event a response is not received

Notification of
Charge

Two weeks after missed payment or other violation, the WCC then notifies Brother they will be charged at the next formal meeting if found guilty of any of the following charges listed in the Phi Delta Chi Constitution and Bylaws
Repeated disorderly conduct, nonpayment of dues, fines, or assessments, or violation of the Phi Delta Chi Constitution, Bylaws, or Fraternity Ritual
Note: Time till the Brother is notified of missed payment, number of times contacted, and time to trial may depend on Chapter bylaws

Motion for
Expulsion

At the formal meeting immediately following notification, the WKF or WCC will make a motion of the Brother's offenses and to request a trial against said Brother set for the following formal meeting

Notification of
Set Trial

Immediately after the formal meeting in which the motion against the Brother was made, the document "Letter to Brother who is Challenged to be Expelled" is sent by the WKF/WCC notifying them of the charge and that the trial is set to occur at the next formal meeting

Trial at Next
Formal Meeting

Record number of Brothers present and make sure quorum is met
Voting is conducted as an open vote unless the WCC deems it more appropriate to conduct a silent, written vote
In the instance a written vote is requested, the votes must be counted by an advisor or unbiased alumni
The chapter should always follow chapter bylaws over this document if a discrepancy is found
After the vote, a "well-respected Brother" notifies the chapter if the motion passed or failed
Motion Passes:
Immediately after formal, the WKF or WCC notifies Brother, asks for Membership Certificate and Official Fraternity Badge
WCC or WKRS mails "Notification to National Office of Brother Expulsion" and updates roster online
Motion Fails: a "well-respected Brother" notifies the chapter that the charges have been dropped

Step 1: Notification of the Brother

Please see "Letter to Brother who is Challenged to be Expelled" in the Appendix.

At a regular meeting, a motion must be raised to have a trial to expel a Brother. If this motion passes and, the Brothers will prepare the Letter to Brother who is Challenged to be Expelled. It shall be presented in person by a Brother selected by the Chapter as one who might be well-received by that Brother. If the Brother happens to be present at the time the motion passes to bring him to trial, it is likely to cause commotion. In this event, it is advised that the Brother be removed from the Council Chamber accompanied by a Brother that would be well-received - a Big Brother, advisor, or other well-respected Brother. Allowing the Brother time alone with the anticipation of a forthcoming trial could prove to be adverse for him as an individual as well as the Chapter as a whole. Providing an opportunity for that Brother to discuss matters with another well-received Brother might prove to remedy the situation. It will be announced that the first order of business at the next formal meeting will be the trial to expel said Brother.

The reasoning for taking the time between two formal meetings of the announcement of a trial and the actual formalities of the trial are to prepare for the proceedings and to allow the Brotherhood time to possibly avert the process.

Step 2: The Trial

At the start of the formal meeting where the trial is scheduled to take place, the first order of business is to make a motion to actually proceed with the trial. If it is decided through a regular motion that the trial should no longer proceed, then it should be considered by all to be a closed issue. A well-respected Brother would be encouraged to provide some words of wisdom that capture the following ideals:

1) It has been decided that this Brother remain in good standing within our Fraternity and unless anything new comes up, this matter has been closed. As adults and moreover as Brothers, we must all demonstrate restraint and maturity about this situation, realizing the irreparable damage that might occur if it is brought up again.

2) We are bound by our obligation known as Omicron, which admonishes us from discussing matters of this Fraternity with anyone not a Brother. As a family of Brothers, this obligation is one thing that holds us together.

If the trial is to proceed, as a way to set the tone it would be encouraged for the Worthy Chief Counselor, senior Brother, Advisor, or other well-respected Brother to speak and capture the following ideals:

1) Everyone is human, everyone makes mistakes, and everyone should be given the opportunity to mend those mistakes. As a Brotherhood, we have ideals but we are not ideal - nobody is perfect.

2) Brothers aren't always necessarily in very obvious distress or trouble and it's the responsibility of all Brothers to help each other. Sometimes it's the presence or camaraderie of our fellow Brothers that prevents problems before they escalate.

3) Each needs the help of the other

4) We are our Brother's Keepers - in the same way that we wouldn't allow or encourage a Brother to drive under the influence of alcohol or abuse drugs, we don't allow or encourage a Brother to mistreat himself or others. Our inactions towards helping our Brothers are just as equally to blame as the actions or inactions of the Brother in question.

In the event that a Brother is expelled from Phi Delta Chi, that person is asked to leave the Council Chamber so that the remainder of the proceedings of the formal meeting may be conducted.

If the vote of the Collegiate Chapter is not sufficient to warrant the expulsion of the Brother, then that Brother is permitted to return to the Council Chamber.

At this point, whether the vote to expel the Brother has passed or not, it would be encouraged for a well-respected Brother to say a few words that capture the following:

1) It has been decided that this Brother remain or not remain in good standing within our Fraternity and unless anything new comes up, this matter has been closed. As adults and moreover as Brothers, we must all demonstrate restraint and maturity about this situation, realizing the irreparable damage that might occur if it is brought up again.

2) We are bound by our obligation known as Omicron, which admonishes us from discussing matters of this Fraternity with anyone not a Brother. As a family of Brothers, this obligation is one thing that holds us together.

At the conclusion of the meeting, it is recommended that the Brotherhood as it now stands should conduct an event to celebrate Brotherhood within the group - the sooner the better. Whether or not the Brotherhood voted to expel a Brother or not, it is imperative to repair any doubts that any of the other Brothers may have about the unity we share. If the Brothers found it necessary to remove a negative part of our Brotherhood by expelling a Brother, then it's important to regroup without that Brother. If the Brothers realized that we can work through our differences, then it's important to rekindle the unity we share with all of our Brothers and reinforce how "Each Needs the Help of the Other."

As with all formal meetings, but especially in a formal meeting where the trial of an expelled Brother took place, a complete record of the proceedings must be kept in the event of an appeal. This record of the proceedings will be used to describe the Chapter's decision to expel a Brother when contacted by the Executive Council or Grand Council.

Step 3: *Expulsion of a Brother*

Please see "Letter to Expelled Brother" and "Letter to National Office to Announce Expulsion of a Brother" in the Appendix.

According to the Constitution, any Brother who is expelled from a Chapter must surrender his official Brother Pin and Membership Certificate. That Brother is also not permitted to re-join any other Chapter of Phi Delta Chi. To prevent this, it is necessary to alert the National Office. If an expelled Brother intends to become affiliated with another Chapter of Phi Delta Chi, there are provisions in the Constitution that must be followed to properly recognize a Brother in good standing from the Chapter that initiated him. It is encouraged for all Chapters to follow these provisions to prevent an expelled Brother from attempting to re-gain the privileges of our Brotherhood.

The expelled Brother can be advised to contact the Grand Vice President for Collegiate Affairs, if the expelled Brother wishes to appeal the decision made by the Chapter.

Step 4: *Appeal*

According to the Constitution, any Brother who is expelled from a Chapter has the right to appeal the decision to the Executive Council or the Grand Council. The Executive Council will be in contact with the Collegiate Chapter through the Chapter Advisor to ascertain the validity of the decision to expel the Brother. It will be necessary to reference the record of the proceedings of the trial if the Brother has appealed the decision to be expelled by his Chapter.

Summary

While this is not a common occurrence, there are situations that may warrant a Brother's removal from the Fraternity. Actions such as repeated disorderly conduct, nonpayment of dues, fines or assessments or violations of the Fraternity's Constitution, Bylaws, or Ritual can cause a Brother's membership to be at risk of revocation. The Brother in question is entitled to be informed of the chapter's displeasure and desire for expulsion at the regular meeting immediately prior. The accused Brother is also entitled to a trial as outlined in the Phi Delta Chi Bylaws, Chapter IV, Number 14.

Upon membership revocation, the Chapter should retrieve the expelled Brother's pin and membership certificate and return these items as soon as possible to the National Office. The Chapter must communicate in writing to the Executive Council to report the expulsion action immediately. An expelled Brother may request an appeal to the Executive Council or Grand Council. Should Grand Council not approve the request for membership reinstatement, the individual will not again be eligible for membership in Phi Delta Chi.

More information may be found online on the Phi Delta Chi website under the Collegiate Roster Certification handout.

Example Communication Templates

Charge during formal meeting

After repeated attempts in writing and in person to determine appropriate resolutions to infractions against Phi Delta Chi (**insert chapter here**) have failed, I (**insert name of the Brother making the charge**) formally charge Brother(s) (**insert name(s) of Brother(s) being charged**) for infractions against Phi Delta Chi, (**insert chapter**), in compliance with the bylaws and constitution of the fraternity. Infractions for these Brothers include, (**insert infractions**).

Notification of this formal charge will be sent out to these Brothers individually, detailing their infraction(s) and a timeline to follow.

Email communication after formal charge

Hello Brother (Insert Brother Name Here),

After repeated attempts to reach out to you, you have been formally charged by the Fraternity of Phi Delta Chi, in compliance with the Bylaws and Constitution, with infractions including (Insert infractions here. Ex: failure to attend Formal meetings, failure to actively participate in Chapter events, failure to pay dues). The chapter shall vote on (insert formal meeting date) at our formal meeting to have your name removed from our chapter roster. If the motion passes, you will be asked to turn in your Brother pin, membership certificate, and wallet card.

In accordance with the Bylaws and Constitution, you have the opportunity to present your case and have the right to a trial at the formal meeting. (Insert remediation options here if necessary). Please refer to the Phi Delta Chi Constitution and Bylaws for all relevant articles for the expulsion process. If you choose to have a trial, you must notify myself or (Insert WCC Name and Contact email) no later than (Insert date; Allow one full week). Kindly, email myself (or insert other Brother) with any questions or concerns.

Script of trial for those wishing to have a trial

Note: Recommended to have an advisor present during this meeting

At this time, we would like to proceed with the process of removing Brother _____ from the (insert Chapter) roster.

Brother _____ was charged on (Insert date) for

1. (Insert Infraction)
2. (Insert Infraction)
3. (Insert Infraction)

These infractions result in a (insert how violation affects Chapter, ex. decrease in our national standings, add additional debt to our chapter).

I (Insert name of Brother making the motion) motion to remove (Insert Brother being charged) from the (insert Chapter) roster.

Brother _____, you will have 5 minutes to provide defense for your infractions to the fraternity. After which we will have 5 minutes for rebuttal, and then the motion will come to a vote. Please note, those who abstain from the vote will be counted as if they are opposed to the motion.

-5 minutes-

-Rebuttal-

(Insert infractions and evidence of infractions below. This is only for your information, to stay organized and on point with the limited time. This information is not to be shared in writing.)

The motion on the table is to remove Brother _____ from the (insert Chapter) roster.

In favor _____

Opposed _____

Abstained _____

The motion has _____

Script of trial for those wishing to not have a trial

The following Brothers have been formally charged with obligatory infractions including **(Insert formal charges here)**. They have been contacted via multiple outlets by multiple members of the executive board in an attempt to encourage involvement and/or collect dues payment. These Brothers have been notified of their charge and have not requested to have a trial.

(Insert list of Brothers here)

Is there any discussion regarding questions or concerns? (Max 5 minutes)

The charge will now move to a vote. I move to remove "Brother ____" from our active roster. Is there a second?

All those in favor raise your hand...all opposed...all abstaining.

In favor _____

Opposed _____

Abstain _____

The motion has _____

The Brother will be notified and this Chapter will attempt to collect his Brother pin, Membership Certificate, and Wallet Card. Nationals will be notified, and he/she shall be offered the chance to appeal this expulsion or will be removed from the roster.

Notification of Removal from Chapter

(Challenged Brother Name)
(Address)
(City, State, ZIP)

(Chapter) Chapter of Phi Delta Chi
(College of Pharmacy)
(Address)
(City, State, ZIP)
(Date)

(Challenged Brother Name),

It is with great regret that the Brothers of (Chapter) Chapter of Phi Delta Chi must bring to your attention the desire to remove your good standing within our Brotherhood. According to the Constitution of our Fraternity, Chapter IV, Number 13, a Brother may be expelled by a $\frac{3}{4}$ vote of the collegiate membership for repeated disorderly conduct, not upholding the financial or fraternal obligations of a Brother. This includes, but is not limited to the payment of dues, participation in Chapter events, violations of our Constitution and Ritual and adherence to Risk Management and the Brotherly and Responsibility Programs.

In general, charges against your overall character as a Brother in Phi Delta Chi have been raised and you are permitted to hear the claims of the Brotherhood as well as defend your rights and privileges to be associated with our Fraternity. We suggest that you meet with the faculty advisor, (Name), to discuss the basis of this letter as well as how you should prepare.

In the event of expulsion, the names and registry numbers of any Brother who is expelled from Phi Delta Chi are recorded with the National Office so that they may not be permitted to re-join any other Chapter of Phi Delta Chi. That Brother is also required to surrender the official Brother Pin, Membership Certificate, and Wallet Card.

According to the Constitution of our Fraternity, Chapter IV, Number 14, the first item of discussion at our next regular meeting, which is scheduled on (Day, Date, Time, and Location) will involve a trial. We strongly suggest your presence at this special meeting as it will be your final opportunity to challenge the claims on your character as a Brother as well as whether or not the claims on your character warrant your removal from our Brotherhood, especially if you feel that any claims may be unjustified or worked around. Regardless of your presence, (Officer, usually WCC), (Name) will preside over this meeting followed by a vote of the Brotherhood and as a Brother in good standing, you retain the right to vote on your own behalf. In the event of a $\frac{3}{4}$ vote of a quorum of collegiate Brothers in attendance in favor, you will be expelled from Phi Delta Chi. You may select a Brother to speak on your behalf at this trial. You will have the right to appeal a decision made by this Chapter's Brothers by contacting the Executive Council or Grand Council of Phi Delta Chi.

This is indeed a sad day in the history of our Chapter; however, we look forward to the coming together of friends to resolve what may be a misunderstanding and eventually a learning experience for us all. *Alterum Alterius Auxilio Eget.*

Fraternally,

(Name)
(WCC)

(Name)
(WKRS)

(Name)
(Advisor)

Notification of Expulsion and Right to Challenge

(Ex-Brother Name)
(Address)
(City, State, ZIP)

(Chapter) Chapter of Phi Delta Chi
(College of Pharmacy)
(Address)
(City, State, ZIP)
(Date)

(Ex-Brother Name),

It is with great regret that the Brothers of (Chapter) Chapter of Phi Delta Chi must announce your expulsion from our Brotherhood. According to the Constitution and Bylaws of our Fraternity, a Brother may be expelled for not upholding the financial or fraternal obligations of a Brother. This includes, but is not limited to the non-payment of dues, participation in Chapter events, and adherence to Risk Management and the Brotherly and Responsibility Programs.

In the proceedings of a special meeting held on (Day, Date, Time, and Location), presided by (Officer, usually WCC), (Name), the collegiate membership of this Chapter voted in favor of your expulsion by the required $\frac{3}{4}$ vote of a quorum of Brothers present. (#) Yea, (#) Nay, with (#) Brothers abstaining from the vote. This special meeting was the final opportunity for you to have challenged the claims on your character as a Brother as well as whether or not the claims on your character warrant your removal from our Brotherhood.

Due to your expulsion from Phi Delta Chi, your name and registry number will be recorded with the National Office so that you may not be permitted to re-join any other Chapter of Phi Delta Chi. We will contact you to collect your official Brother Pin, Membership Certificate, and Wallet Card.

According to our Constitution Chapter IV, Number 15, 'Any Brother who has been expelled by a Chapter may appeal to the Executive Council or Grand Council.' If you challenge the decision made by the collegiate Brothers of this Chapter, we encourage you to contact the Executive Council through the Grand Vice President for Collegiate Affairs for your appeal. The current GVPCA is (Name) and (he/she) may be reached at (Contact Information, including e-mail and phone).

Sincerely,

(Name)
(WCC)

(Name)
(WKRS)

(Name)
(Advisor)

Notification to National Office of Brother Expulsion

Phi Delta Chi National Office
(Address)
(City, State, ZIP)

(Chapter) Chapter of Phi Delta Chi
(College of Pharmacy)
(Address)
(City, State, ZIP)
(Date)

(Executive Director),

It is with great regret that the Brothers of (Chapter), Chapter of Phi Delta Chi must announce the expulsion of Brother (Name), Registry # (#) from our Brotherhood. According to the Constitution and Bylaws of our Fraternity, a Brother may be expelled for not upholding the financial or fraternal obligations of a Brother. This includes, but is not limited to the payment of dues, participation in Chapter events, and adherence to Risk Management and the Brotherly and Responsibility Programs. Based on [insert reason for expulsion here], the Brother below was brought forth for voting of expulsion.

In the proceedings of a special meeting held on (Day, Date, Time, and Location), presided by (Officer, usually WCC), (Name), the collegiate membership of this Chapter voted in favor of the expulsion by the required $\frac{3}{4}$ vote of a quorum of Brothers present. (#) Yea, (#) Nay, with (#) Brothers abstaining from the vote.

We have collected to the best of our abilities this Brother's official Brother Pin, Membership Certificate, and Wallet Card, which are enclosed in this mailing.

We have also notified Brother (Name) that (he/she) has the right to appeal this decision to the Executive Council or Grand Council. We have provided (Expelled Brother Name) with the contact information of the Grand Vice President for Collegiate Affairs (GVPCA Name) as the means to organize a challenge to this decision if (he/she) so chooses.

If any further information is required from the Brothers of (Chapter) Chapter, please feel free to contact us.

Fraternally,

(Name)
(WCC)
(Phone)

(Name)
(WKRS)
(Phone)

(Name)
(Advisor)
(Phone)