

SUSPENSION/EXPULSION PROCEEDINGS FORM

For The Active Chapter

Chapter _____ Institution _____

This form is to be used as a record of suspension/expulsion proceedings by the active chapter in accordance with Article VI, Section 13 of *The Constitution and Bylaws of Theta Chi Fraternity, Inc.*, which is printed on the back of this form and from which the quotes below are taken.

Accusation “(b) **Active Chapter Action:** Any undergraduate or alumnus member of a chapter may accuse any other undergraduate or alumnus member of that chapter of conduct justifying suspension or expulsion under subsection (a) of this Section 13 by making a statement of the charges, orally or in writing, privately to the president of the chapter.” The president shall follow the following procedures.

1) Name of accused: _____

2) Date & time charges presented to president: _____

3) Specific Charges: _____

4) The date, time, location and person giving notice in writing to accused of the date, time, and place of hearing and specific charges at least seven (7) days prior to time meeting scheduled to begin:

OR

In the event that personal service is not feasible, attach proof that the president notified the accused member in writing, by certified mail or similar method resulting in delivery of a receipt to the active chapter, mailed at least fourteen (14) days prior to the meeting to the last known address of the accused member. A copy of the Certified Mail Receipt issued by the United States Postal Service or Canadian Post is sufficient.

5) Date, time and location of hearing: _____

The hearing: Following the presentation of the accusation by the president and the defense, if any, by the accused, the president shall entertain a motion or motions to be voted upon by the eligible membership.

6) Number of all **eligible** voting membership (regardless of whether or not present at the meeting): Total # _____

7) Suspension/

(Majority vote of total members in good standing eligible to vote): # For _____ # Against _____

8) Expulsion/

(3/4 vote of total members in good standing eligible to vote): # For _____ # Against _____

Accurate records of the hearing should be kept by the secretary, but destroyed if the accused is acquitted. “Accurate records” requires a detailed copy of the meeting Minutes to be submitted with this form. A narrative description of the circumstances, findings and, if the accused is not acquitted, a copy of all proceedings, along with this form, should be sent to the International Headquarters in order for proper documentation and record keeping. The chapter shall promptly advise the International Headquarters that the member has been suspended or expelled.

(Signature: Chapter President)

(Signature: Chapter Secretary)

Date: _____ Date: _____

The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Article
VI
Section
13

SECTION 13. SUSPENSION AND EXPULSION PROCEEDINGS

(a) Any undergraduate or alumnus member who shall violate his obligations to the Fraternity, to the active chapter of which he is a member, or to his fellow chapter members, or who shall by any conduct indicate that he is unworthy to represent, bear the name of or wear the badge of the Fraternity, or who shall violate any of the oaths taken during the Ritual, may be suspended or expelled from membership in the Fraternity pursuant to the procedure specified in this Section. Without limiting the generality of the foregoing, grounds for suspension or expulsion shall include a violation of the limitations on memberships contained in Section 12 of this Article VI; participation in an initiation conducted in violation of subsection (e) of Section 4 of this Article VI; or violation of any financial obligation to an active chapter. **Suspension should be imposed in cases where the misconduct is such that a temporary action that provides a path back to good standing is appropriate. Expulsion should be imposed where the misconduct is such that, due either to the severity or repetition of misconduct or other appropriate grounds, action permanently extinguishing the member's association with the Fraternity is appropriate.**

FOLLOWING OUR PROCEDURES

1. Presidents: Please make certain that notice of the hearing, along with the time of the hearing and the location of the hearing, and a statement of charges are personally delivered to the individual accused at least seven (7) days before the time of the meeting. In the event that personal service is not feasible, the president must notify the accused member in writing, by certified mail or similar method resulting in delivery of a receipt to the active chapter, mailed at least fourteen (14) days prior to the meeting to the last known address of the accused member. Failing to follow any part of the procedures outlined in *The Constitution and Bylaws of Theta Chi Fraternity, Inc.* related to the suspension/expulsion of members will invalidate any action taken by the Chapter. In other words, if proper procedure is not followed the chapter will be required to repeat the entire process.
2. As noted, specific minutes from the meeting must be submitted with any suspension/expulsion forms. The documentation submitted must have a detailed and comprehensive report on the situation that brought about the hearing and the issues that were brought forth during the discussion.
3. "Eligible" means just that. Based upon chapter requirements, define "eligible" before the meeting.