



PI LAMBDA PHI


LEAD COURAGEOUSLY

Types of Expulsions - (see full descriptions and process in [International Constitution Bylaws, Section I](#))


- J1 - Chapter Initiated Undergraduate Member Expulsion
- J2 - Appeal process for J1 expulsion
- J3 - Alumnus or Chapter Initiated Member Expulsion (Exceptional Circumstances)


Please get in touch with the expulsion committee at expulsion.committee@pilambdaphi.org, to assist and answer any questions you may have for the J2 appeal process and the J3 Alumnus or Chapter Initiated Member Expulsion process.

J1 Expulsion Process Steps

1. Log onto [Pilam Portal](#) and go to **Roster** Tab.
2. Search for the undergraduate brother(s) going up for expulsion and **update their contact status from "Undergraduate Brother" to "Pending Expulsion."**
 - a. Scroll down to the undergraduate expellee's name and click the 3 dots on the right. 
 - b. A drop down list will appear. Select "Update Contact's Status." Then click the new box "Undergraduate Brother -> Pending Expulsion:"

Select a new Status for these Contacts

Pending Expulsion 

Undergraduate Brother → Pending Expulsion 1 contacts 

- c. Then fill out the three fields that appear

Undergraduate Brother → Pending Expulsion

The following question(s) are associated with this Status route.

Begin Date *
03/04/2021  

What type of expulsion?
 

What is the justification for expulsion? *
 

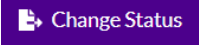
INTERNATIONAL HEADQUARTERS

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- d. Be sure to click the  button at the end to confirm the change request.
3. Once this status change has been initiated, **wait for IHQ to accept the request** to begin the expulsion process. The paperwork will be sent within a week.
 - a. **If urgent**, contact your headquarters representative to get the process expedited.
4. Once the expulsion has been processed and assigned to you (the one submitting the request for expulsion), go onto the **Checklist App** on [Pilam Portal](#) to begin the procedure.
5. **Fill out** the **form** with the appropriate information needed and submit it to IHQ with proper documentation attached.
 - a. If processing multiple expulsions, make sure you are uploading the right paperwork for the person up for expulsion.
 - b. **Note:** You will **need above 50%** approval by the chapter to continue with the expulsion.
 - c. Make sure to properly follow the **entire procedure**.
6. IHQ will review and either Approve or Deny the expulsion based on if the procedure was followed correctly. If done correctly, IHQ will approve the pending expulsion.
 - a. **Note:** If the expulsion is denied, IHQ will include the reason why. Make the adjustments needed and resubmit the form(s) for approval.
7. Once expulsion has been approved, IHQ will update your roster and notify the Chapter president, Chapter Coach, and brother(s) that the expulsion has been completed and the member(s) are no longer affiliated.
 - a. **Note:** If expulsions are completed by the due date for Chapter Dues Payment to IHQ, Chapter may be eligible for financial credit.

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