



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 or the J3 Alumnus or Chapter Initiated Member Expulsion process.

J1 Expulsion Process Steps

1. Log onto [Pilam Portal](#) and go to the **Roster** Tab.
2. Search for the undergraduate brother(s) being submitted 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 fields that appear

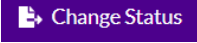
Undergraduate Brother → Pending Expulsion

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? *
 

- d. Be sure to click the  button at the end to confirm the change request.

INTERNATIONAL HEADQUARTERS

PO Box 8176, #1895 • Greenwich, CT 06836 • Phone: 203-740-1044 • Fax: 203-740-1644 • www.pilambdaphi.org



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- Once this status change has been initiated, **download the expulsion paperwork.** You should print this paperwork to be signed by each brother at the member(s) expulsion hearing at a regularly scheduled chapter meeting.

The screenshot shows a web interface with a purple button that says "Click here to Download Expulsion Paperwork." To the right of the button is a blue circular icon with a white lowercase 'i'. Below the button is a text prompt: "Select a new Status for these Contacts". Underneath this is a dropdown menu with the text "Select Status" and a downward arrow. The dropdown menu is open, showing a list of status options: "Alumnus Brother", "Dropped New Member", "Expelled", "New Member", "Pending Expulsion", "Undergraduate Brother", and "Undergraduate Brother - Suspended".

- Fill out the form** with the appropriate information needed and upload to the Pilam Portal after the expulsion hearing. To upload, you will submit a status change request from "Pending Expulsion" to "Expelled".
 - If processing multiple expulsions, make sure you are uploading the right paperwork for the person up for expulsion.
 - Make sure to properly follow the **entire procedure in alignment with your Chapter's constitution.**
- HQ will review and either Approve or Deny the expulsion based on if the paperwork was filled out correctly.
- Once an expulsion has been approved, your roster will appear updated and HQ will notify the expelled brother(s) that the expulsion has been completed and the member(s) are no longer affiliated.
 - Note:** If expulsions are completed by the due date for Chapter Dues Payment to HQ, the Chapter may be eligible for financial credit.

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