

# PHI SIGMA KAPPA

## Member Reporting Guide

**Graduating** - 3rd degree

**Return to good standing** - moves member back to active undergraduate (ex: back to active after being dormant or returning to school)

**Dormant** - Any person listed as dormant shall not attend chapter functions or participate in chapter activities. If a member is participating in any chapter actives they should not be listed as dormant. If a member is having financial difficulties the chapter can suspend the members' dues on a local level (if voted on and approved by chapter) but the member will still need to pay national dues. This will make sure they are covered by insurance. In that instance the member should remain active on the roster and pay national dues.

**Acceptable reasons for dormant status:**

\*Study abroad

\*Student teaching

\*Military leave

\*Medical reasons

\*Internship

**Unassociated**- A person who has gone through ritual of association but NOT ritual of initiation and drops or leaves the chapter.

**Leaving school (not graduating)** - A member that leaves the chapter on good terms. (does not have debt with the chapter) This status removes the member from the active roster but keeps them in good standing with the fraternity. Does not make them 3<sup>rd</sup> degree.

**Associate** - A person that has gone through the ritual of association. They should be **reported through the Officer Portal within 48hrs of association**. No person should stay as an associate longer than 8 weeks.

**Initiate** - A member that has gone through the ritual of initiation. They should be **reported through the Officer Portal within 48hrs of initiation**.

**Expulsion or "T9"** - A member that owes a debt, has exhibited conduct unbecoming of a brother or any other action that warrants removal from the Fraternity. T9 brings charges against a brother suggesting they be expelled from the fraternity. Form must be filled out, notarized and sent to Phi Sigma Kappa Headquarters for further processing. The form is located in the document library of the Officer Portal.

**Expelled** - This is the **permanent** removal of a member from the fraternity. They are no longer a member of Phi Sigma Kappa. This status is **irreversible** once the process is complete.