



NATIONAL FINANCIAL SUSPENSION PROCESS (THE 30/60/90 PROCESS)

PURPOSE

After a member is thirty (30) days past due on his financial obligations, the chapter may report him to the National Headquarters in order to help prompt the member to fulfill his financial obligations. Although the national financial suspension/expulsion process is NOT the same as sending a member to a collections agency, it does increase members' accountability for meeting their financial obligations to the chapter and the national organization. The National Financial Suspension Process (The 30/60/90 Process) is for members with debts of over \$100.

SUPREME LAW VIII, SECTION 11, PARAGRAPH A

"Failure of a student member to pay his dues or house account within thirty (30) days from the due date shall result in such member being automatically suspended and deprived of all privileges until his indebtedness is paid in full, unless a written extension of time is granted to such a member by the Regional Governor or Executive Director, and a copy of such extension is filed with the National Headquarters. The Chapter Secretary shall notify by regularly prescribed report to the Executive Director the suspension and subsequent reinstatement of any member of his chapter. The Executive Director shall give the delinquent member written notice of his suspension and the sanction for continued violation, with copied being sent to the Chapter Advisor and Chapter Archon, or said notice may be served upon the delinquent member personally by an officer of his chapter. After a member has been suspended for ninety (90) days, the Executive Director shall report his name to the National Council, which shall expel such member."

THE PROCESS

1. **Once a member is thirty (30) days past due on his financial obligations for amounts larger than \$100**, the Treasurer, Secretary, or Archon reports the member as financially suspended via Chapter Gateway using the following steps:
 - Log in to Chapter Gateway (<http://gateway.pikapp.org>)
 - Go to **Membership Management** → **Actions** → **Update Removed/Disciplined Members**
 - Click **Continue**
 - **Select option 1 - Suspend (Financial) 30/60/90** for each member more than thirty (30) days past due
 - Click **Continue**
 - Complete the **Reason Note** and **Dollar Amount** fields (amounts must be more than \$100)
 - Click **Continue**
 - Complete the electronic signature fields to verify your selections, then click **Continue**
2. **Once the information is received**, the National Headquarters sends the member a letter informing him of his past due financial obligations. The letter instructs the member to contact the Treasurer if he believes the notice to be in error. The letter also notifies the member that he is suspended. While suspended, the member is **prohibited from participating in any Fraternity activities, including but not limited to: recruitment, rituals, social events, intramurals, brotherhood and associate member activities, and any other event a reasonable observer would associate with the Fraternity.**

The initial suspension letter is sent to the member's home and school addresses, as well as his e-mail address. A copy is also sent to the chapter Archon, Treasurer, and Chapter Advisor.

3. **Thirty (30) days after receiving the initial notice of the member's past due financial obligations**, the National Headquarters sends the Treasurer a letter requesting an update on the member's indebtedness. The Treasurer should follow up with the member and the National Headquarters, confirming that either (1) the member is still past due on his financial obligations, (2) the amount of money owed by the member has changed, or (2) the member has paid all outstanding debt and should be reinstated as a member in good standing.
4. **Sixty (60) days after receiving the initial notice of the member's past due financial obligations**, the National Headquarters sends the member a letter notifying him that he will be expelled from Pi Kappa Phi in thirty (30) days if he does not fulfill his financial obligations. The letter is sent to the member's home and school addresses, as well as his e-mail address. A copy is also sent to the chapter Archon, Treasurer, and Chapter Advisor.
5. **Ninety (90) days after receiving the initial notice of the member's past due financial obligations**, the member is expelled from the Fraternity by resolution of the National Council.

STAFF CONTACT INFORMATION

The following staff members work directly with the national suspension/expulsion process:

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