

Consult the *Policies & Procedures* for more specific instructions regarding the proper manner in which to file charges and hold a trial. Use of this form is **most effective if** the steps below are pursued **prior to commencing formal disciplinary proceedings**.

Name of accused: _____ Class Year _____ Roll# _____
 Current address: _____ Phone _____
 _____ Email _____

Charged with the following violations – *be specific – avoid vague generalities or flowery phrases*:

1. Did chapter officers(s) try to resolve the problem through private discussion with the brother? Yes No
2. Was the Chapter Adviser involved in trying to resolve this problem? Yes No
3. Was Premature Alumnus Status considered for this member? Yes No
4. Is simple Collection Action better suited for this matter? Yes No
*(if so, pursue **before** to any other proceedings.)*
5. Charges filed by majority vote at meeting on the following date: _____
6. Member notified on _____ by US Mail Email Text Message Social Media
*(US Mail is best – do **not** communicate news of this nature via Text or Social Media.)*
7. Copies of charges sent to the Central Office on _____ (date)
8. Trial held on _____ (date)
9. Did the accused notify the Executive Director that he wished to “waive his right to trial”? Yes No
10. Did the accused attend the trial and defend himself/herself? Yes No
11. Was the accused found guilty of the violations by 4/5 majority of the jury? Yes No
12. Did the chapter notify the member by mail/email of the trial results? Yes No
13. What was the punishment decided upon by the chapter? (Suspension with recommendation for expulsion, suspension for one or more terms, financial penalty, revocation of chapter privileges, etc.)
14. If suspended, did the chapter request and receive the member's badge and other insignia, shingle, and *Pledge and Membership Manual*? Yes No

All trial processes initiated must be reported to the Central Office whether the accused is found guilty or not.

Signed: _____ Regent _____ Date _____

Send this form with copies of letters, mailing date, and emails (via email, fax, or us mail) to the Theta Tau Central Office.
 Contact your Regional Director for assistance.