



TRIAL BY CHAPTER OVERVIEW

The Code of Beta Theta Pi outlines two procedures when handling chapter discipline, either through Kai Committee or a Trial by Chapter.

WHEN TO HAVE A TRIAL BY CHAPTER?

Trial by Chapters (TBC) must be used in cases:

1. Involving the possible expulsion or suspension of the accused member for more than one year.
2. When the Kai Committee deems necessary.

THE CODE OF BETA THETA PI

Before going into the details about the TBC process, reading Chapter XIII of [The Code of Beta Theta Pi](#), mentioned above, will provide an in-depth explanation of the formal procedure.

USING THE TRIAL BY CHAPTER CHECKLIST

Chapters should utilize the Fraternity's [TBC Checklist](#). It provides chapters with step-by-step instructions on how to properly work through the Trial by Chapter process. It should also be submitted with the meeting minutes if the accused member is found guilty (explained later).

1. The Formal Charges

- a. Basic info for the accused is provided and the charges are explained.

2. Notice of the Trial Given

- a. Notice must be provided at least three days in advance of a trial. Notice is considered given if the accused is present at the trial. The district chief or regional chief must be notified prior to presenting the charges to the accused and a call must be
- b. *Note that you must attach a copy of the charges when providing notice to the accused.*

3. The Trial by Chapter

- a. The Kai Committee will serve as the prosecution and the accused has the right to have counsel to represent him. Find the full rights of the accused in The Code (Chapter XIII).
- b. Upon proper discussion and review of evidence, the chapter will vote on the sanctions provided.
- c. It is important to answer this question: "*Have the charges been proven to the satisfaction of a majority of the members present?*" If yes, move forward and issue penalty. If no, the charges would be dismissed, and the trial is completed.

4. Post-Trial Procedure

- a. If found guilty – minutes need to be sent to the district chief, executive director and the accused.
- b. Chapter must update their roster via the online reporting system.
 - i. *Non-Expulsion*

City	State	Status	Effective Date	Action
San Dimas	CA	Active	<input type="text"/>	Trial-by-Chapter: Non-Expulsion ▼

Trial-by-Chapter: Non-Expulsion
Use this action if a member was tried using the Trial-by-Chapter procedure and the outcome did NOT result in him being expelled from membership. Enter the date of the trial in the date field above.

Attach Trial-by-Chapter PDF Form
(only one attachment allowed - compress multiple docs into one file) No file chosen

ii. *Expulsion*

City	State	Status	Effective Date	Action
San Dimas	CA	Active	<input type="text"/>	Trial-by-Chapter: Expulsion ▼

Trial-by-Chapter: Expulsion
Use this action if a member was tried using the Trial-by-Chapter procedure and the outcome DID result in him being expelled from membership. Enter the date of the trial in the date field above. The chapter will be charged reinstatement fees if this action is taken against a member in error. Any error must be reported to the Administrative Office IMMEDIATELY. Reinstatement to membership more than 30 days from today can only be granted by the General Convention or Board of Trustees and will result in a reinstatement fee.

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(only one attachment allowed - compress multiple docs into one file) No file chosen

Actionable items for the chapter (recap):

- Make sure the chapter leadership knows and has a copy of the TBC Checklist and the Notice to the Accused. Resources can be found in the self-governance tab under chapter resources at beta.org.
- Review TBC Checklist with the chapter president, vice president (or head of the Kai Committee), advisors, and district chief or regional chief
- Have the chapter compile the TBC Checklist and minutes into one PDF and submit it on Beta's Online Reporting System and email advisors, district chief and leadership consultant.
- The online submission goes to Executive Director Jeff Rundle at jeff.rundle@beta.org.

If there are additional questions, please contact your leadership consultant or send them to Director of Chapter Operations Jack Jajewski at jack.jajewski@beta.org.