



# Member Reclamation

Reclaiming our 'Lost' Brothers



Phi Beta Sigma Fraternity, Inc. Corporate Headquarters  
Department of Membership Services and Constituency Relations



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This process details how to reclaim 1) Brothers who have never been recognized by the Corporate Headquarters as members of the Fraternity and 2) Brothers who would like to reinstate their membership but whose record cannot be located the Corporate Headquarters.

## Important Note\*

If a Brother would like to reinstate but is not on record with the Corporate Headquarters, and the Brother has a membership card or certificate in his possession, **he does not have to be processed through this program**. Simply send a copy of his card or certificate to Corporate Headquarters with the Transfer/Reinstatement Form (PBS-8), dues and reinstatement fee, and he will be added to the membership database.

**Step 1** Contact Corporate Headquarters to verify whether the Brother is on file with Headquarters.



**NOTE:** If headquarters is unable to locate record of the Brother's membership, please refer to the important note above before proceeding to step 2.

**NOTE:** A Brother can only be reclaimed as an alumni member.

**Step 2** The Brother must submit the following **to the Regional Director**: (submit all together)



### Materials

1. An Application for Membership (PBS-2)
2. A **notarized** letter stating the EXACT date and chapter of initiation
3. Proof that the Brother's membership was approved by the Regional Director at the time of original application and that he completed the New Membership Intake Process (e.g. Letter from Regional Director, Affidavit from the chapter. Please refer to Regional Director for what will be accepted).
4. Proof that Brother met the minimum academic standard at time of his original application:  
*If the individual applied for membership into a collegiate chapter of the Fraternity, he must present proof that he had a 2.5 GPA on a 4.0 scale and that he complied with the requirements of his university or college prior to gaining approval for beginning the New Membership Intake Process; If the individual applied for membership as an associate member of an alumni chapter, he **must** present proof that he had a 2.5 GPA on a 4.0 scale at the time of his application; If the individual applied for membership as an alumni member, he **must** show proof of completion of two years of a full program at a recognized college or university.*
5. Mandated Fees (**does not pertain to Brothers applying for Fee Crime Program**)
  - Current year Alumni National Dues
  - Current year Alumni Regional Dues
  - Alumni Reinstatement fee
  - Cost of Fraternity Card

**(see 2012 Fee Schedule for Member Reclamation fee totals)**

*These fees only cover the cost of a Fraternity membership card. Any other materials (e.g. membership certificate) will have to be purchased in addition. See the 2012 Fee Schedule for pricing information on additional materials.*

**Step 3** Following the approval of the Regional Director, the Brother will complete a minimum orientation for purposes of reinstating into the Fraternity. Please contact the International Membership Committee for further questions regarding this step

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