



Reinstating Membership

5-Step Procedure



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



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This process details how to reinstate your membership status. Reinstatement is designed for Brothers of the Fraternity that have not been financially active with the organization for a period of one year or more.

Step 1 Identify a chapter in your local area that you wish to affiliate with. *If you are currently affiliated with a chapter, skip to step 3.*



NOTE: You can only be reinstated as a member-at-large if you are outside of a 40-mile radius from a chapter. Otherwise, you **MUST** affiliate with a chapter. (Constitutional Reference: By-Laws, Section VI, 4.)

NOTE: If headquarters is unable to locate record of your membership, you will be required to be processed through the Member Reclamation Program.

Step 2 Contact a member of the chapter you wish to affiliate with and inform him of your current chapter affiliation and your desire to become a member of his chapter. If you are unable to locate anybody in the chapter, contact your respective Regional Director for further assistance in the local area.



NOTE: The contact list for all of the Regional Director's is located in the contacts menu item of our International Website (www.pbs1914.org) under membership contacts.

Step 3 Download the **PBS-8 (Transfer/Reinstatement Request)** from the International Website in the Membership Services Menu Item and fill it out entirely. Deliver this form to the chapter that you are currently affiliated with. A Chapter Officer (President, Vice-President, Treasurer, etc.) from the chapter you are currently affiliated with should then authorize and sign the PBS-8, signifying that you are able to reinstate into another chapter.



NOTE: Signature Authorization is NOT REQUIRED when reinstating from a Collegiate to an Alumni chapter.

Step 4 Download (or have the chapter officer download) the **PBS-1 (Corporate Headquarters Internal Processing Form)** from the International Website in the Membership Services Menu Item and complete entirely. The following fees must be included, along with the PBS-8 and the PBS-1, for mailing to the Corporate Headquarters.



Reinstating Fee Information

1. Reactivation Fee (Alumni: \$12.50; Collegiate \$6.25)
2. Regional Dues (varies per region; See 2010 Fee Schedule)
3. National Dues (Alumni: \$150.00; Collegiate:\$80.00)

These fees are listed on the 2012 Fee Schedule and are updated annually.

- **Reinstating members do not pay late dues.**
- **New membership cards are only issued to Brothers who are reinstating after being inactive for a period of 5 years or more.**

Step 5 Mail all of the materials to the Corporate Headquarters.

NOTE: If you wish to pay reactivation fees via credit card, download the Credit Card Authorization Form from the International Website in the Membership Services Menus Item and complete it entirely. Mail or fax this form in along with the other materials or email to finance@pbs1914.org