



Scholars, Leaders, Athletes, Gentlemen

March 17, 2015

Mr. Michael R. Fetzer, President
Kappa Lambda Chapter
The Pi Kappa Alpha International Fraternity
Western Illinois University
mr-fetzer@wiu.edu

URGENT CORRESPONDENCE VIA ELECTRONIC MAIL

Dear Mr. Fetzer:

It is my unpleasant duty to inform you that the Supreme Council voted to suspend the charter of Kappa Lambda Chapter effective immediately due to activities that are inconsistent with the Fraternity's *Standards*.

Suspension means that the chapter may no longer operate in the name of The Pi Kappa Alpha Fraternity or in any way use any of the Fraternity's names or derivatives (Pikes, etc.), symbols or signage to denote that the chapter is in anyway affiliated with the Fraternity.

Chapter suspension also means the following:

- **The chapter and its advisors are no longer participants in the Fraternity's Liability Protection Program. Accordingly, the chapter and its officers and its advisors no longer have its protection for any future incidents.** Accordingly, the chapter and the officers personally no longer have any coverage. Should you not take appropriate steps to close the chapter immediately, or should your members elect to organize in some other name, you could be personally at risk.
- **The chapter is no longer exempt from the payment of Federal income tax and applicable state taxes** since your non-profit status as a chapter has also been suspended. This means that the group is responsible for payment of appropriate government taxes if you continue to operate unless you apply for and receive tax exemption. This also means that **you and your treasurer could be personally responsible** for substantial tax obligations and penalties under Federal law should the group fail to comply.
- Enclosed are suggested steps you should take to effectively close the chapter and **to protect yourself and your officers from liability or other responsibility.**

THE PI KAPPA ALPHA FRATERNITY

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In accordance with our *Constitution*, you may appeal this action of the Supreme Council by filing an appeal in writing by certified United States mail, return receipt requested, to the Executive Vice President within thirty (30) days of this date.

Kappa Lambda Chapter's charter will be recommended for revocation to the delegates at the 2016 International Convention in New Orleans, Louisiana, in accordance with Article IV Section 6D of the *Constitution* and *Chapter Codes*. Individual members will be placed on immediate alumni status and afforded all of the rights and privileges included therein.

Please contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Justin A. Buck". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Justin A. Buck
Executive Vice President

cc: Nicholas B. Katz, Associate Director of Student Activities
Danielle M. Godin, Graduate Assistant, Student Activities
Kappa Lambda Chapter Officers
Christopher M. Zimmerman, Regional President
T. Casey LaFrance, Chapter Advisor
Eric T. Wells, House Corporation
Lance A. Horner, Operations Officer
R. Ray Holmgren, Director of Services
Daniel J. Spino, Chapter Consultant

SUGGESTIONS FOR CLOSING A CHAPTER

1. Call a meeting of the chapter members and thoroughly explain what chapter charter suspension means to the chapter and to them individually. Note that any member delinquent in his financial obligation should pay his debt to the chapter immediately.
2. Advise the University that your charter has been suspended and that you wish to withdraw the chapter's student organization registration. Also advise the local interfraternity council that you are terminating the chapter's membership.
3. Contact the chapter's local creditors advising them that the chapter is closing. Attempt to settle any outstanding accounts to creditors as soon as possible. **Remember, you and your members could still be personally responsible for any chapter debts.** It behooves you to settle these accounts in a friendly manner and thus prevent any possible legal claims against you.
4. Close the chapter's bank account(s) as soon as possible and advise the bank that the chapter no longer operates. This will help protect you from any allegation that the chapter continues to operate. Any surplus funds could be sent to the International Fraternity to be held in custody for a future chapter, or could be donated to another non-profit entity. **Retaining the chapter funds for personal use by the members is illegal, and you personally could be held liable for any illegal distribution of the funds.**