



# Transferring Membership

## 4-Step Procedure



This process details how to transfer membership from one chapter to another.

### Step 1 Identify a chapter in your local area that you wish to affiliate with.



**NOTE:** You can only be transferred 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.)

### 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](http://www.pbs1914.org)), under membership contacts.

### Step 3 Download the **Transfer/Reinstatement Request (PBS-8)** 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 transfer out of the chapter.



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

**NOTE:** Brothers may transfer membership regardless of active status, however in order to receive a new membership card you must be financially active or paying annual dues at the time of your transfer. If you are not financially active and would like to pay dues, the chapter should download the PBS-1 (Corporate Headquarters Internal Processing Form) from the International Website in the Membership Services Menu Item, complete it entirely and send it in with the fees listed below.

#### Reinstating Fee Information

The following three fees must be included, along with the PBS-8 and the PBS-1, for mailing to the Corporate Headquarters to reactivate membership:

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 2010 Fee Schedule and are updated annually.

**Reinstating members do not pay late dues.**

### Step 4 Mail all of the materials to the Corporate Headquarters.

**NOTE:** If you are already active and are only transferring membership, you can email the PBS-8 directly to [membership@pbs1914.biz](mailto:membership@pbs1914.biz)

**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.biz](mailto:finance@pbs1914.biz).