Instructions on Major Offense Paperwork:

* First, make sure to fill out the Charge letter (Pg. 2) and the Notice of Trial (Pg. 3).
* The accused must have at least 10 days’ notice before a trial can occur, so make sure that in the Notice of Trial that the date of the trial is at least ten days past the signed date on the top of the page.
* You can also fill out the Waiver of Right to Trial (Pg. 7) if the accused has acknowledged that he is guilty and does not want a trial. This paper can be presented with the Charge Letter and Notice of Trial when first handing the accused the proper paperwork at least ten days in advance.
* After the trial is completed, it is then time to fill out the Trial Record (Pg. 4), the Trial Report (Pg. 5), and if the accused was expelled, the Expulsion Receipt (Pg. 6).
* Once all paperwork is completed, promptly send all paperwork to the KAONAO for filing. The easiest way is to scan and email the documents to your ADCS.
* Once the documents are filed, the accused will receive a letter stating the decision of the chapter and letting him know that he has 30 days to appeal the decision of the chapter.

***Charge of a Major Offense***

Site the appropriate section of the Kappa Alpha Laws

State the accused brother’s relative information

 We the undersigned members of Omega Omega chapter of Kappa Alpha Order, Smithtown Florida, hereby charge that Brother Mike Smith, an initiate of Omega Omega chapter, who lives at 123 South Main Street, Smithtown, Florida, did commit the offense of conduct which is vitally against the best interest of the Order, which constitutes a major offense as defined in Section 12-122 (J) of the Kappa Alpha Laws, in that Brother Mike Smith openly and publicly declared that he was no longer affiliated with Kappa Alpha Order and made no efforts of work on behalf of Omega Omega chapter or Kappa Alpha Order during the 2015-2016 academic year.

June 1, 2016 *John Williams*

 John Williams

 VII, Omega Omega Chapter

Must be dated to be valid

State what he did; refer to the laws if you need help with the wording

***Notice of Trial for a Major Offense***

It must be dated

If sent by mail, it must be CERTIFIED MAIL-RETURN RECEIPT REQUESTED

June 1, 2016

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

Restate the charge word for word

Mr. Mike Smith

123 South Main Street

Smithtown, Florida 32123

Dear Brother Smith,

You are hereby notified that a charge has been made against you by Brother John Williams, which alleges that you violated Section 12-122 (J) of Kappa Alpha Laws by committing the offense, which is described in the charge signed by said brother, a copy of which is attached.

You are further notified that a trial will be held on said charge on the 7th day of August, 2016, the same being more than ten (10) days hence, in the chapter room of the Omega Omega house, Smithtown, FL at 9:00 pm.

This notice is mailed, return receipt requested, in accordance with Section 12-126 of Kappa Alpha Laws.

Fraternally,

Clearly state the date, location and time

Doug Brown

Number I

***Trial Record***

The first paragraph is key and should include who, what, where, when and why

BE IT REMEMBERED that the trial of Mike John Smith III came to be heard on the 7th day of August, 2016, before a specially called meeting of Omega Omega chapter at its chapter house in Smithtown, Florida, where the following proceedings were held:

These 3 paragraphs should accurately detail the events of the trial

1. The Number VII, John Williams, read the charge against the accused brother.
2. The testimony of Galen G. Craun, VI of said chapter, was heard and he was cross-examined by the accused brother, Mike Smith. Brother Craun testified that Brother Mike Smith had consistently and constantly refused to pay dues and assessments charged against him for the months of October 2015 through January 2016.
3. The accused brother testified and was cross-examined by the VII of said chapter. It appeared from his testimony that Brother Smith’s failures to pay dues and assessments were occasioned by his failure to receive the money from his parents, with which his dues and assessments would ordinarily be paid.
4. Brothers Tommie J. Atkinson, John W. Nix and James W. Steele testified that during the period from August, 2016 to January 2016, they roomed with Brother Smith and frequently saw him open his mail and receive checks in large amounts from his parents, that during that time he operated a high-powered foreign made automobile, bought more clothes than all of them put together, attended every social function with a date to whom he had sent corsages of flowers and frequently spent large sums of money eating at expensive restaurants and attending expensive theatrical and sporting events. There was no cross-examination.
5. The Number VII summed up the facts against the defendant and argued both the facts and the law.
6. The accused brother summed up the facts and argued both the facts and the law in his favor.
7. The Number VII closed the argument with the request that the accused brother be found guilty and punished in accordance with Section 12-128 of Kappa Alpha Laws.
8. By a secret ballot and a majority vote, the chapter found the accused Brother Smith guilty of the offense charged. By another secret ballot and a three-fourths vote, the chapter set the punishment at expulsion from the Order, which said action of the chapter was duly recorded in its minutes.

This paragraph is very important. It must state the guilt and the punishment. Follow this format.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doug Brown, Number I

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thomas W. Gilbert, Number III

The trial record must be signed by two of the chapter officers. The Number I and III are the most appropriate.

***Trial Report***

August 15, 2016

Mr. Larry Stanton Wiese, Executive Director

Kappa Alpha Order

P.O. Box 1865

Lexington, Virginia 24450

Dear Brother Wiese:

Enclosed please find a copy of the charge, the trial notice and the record of the trial of Brother Mike John Smith III conducted before this chapter on August 7, 2016.

It was the decision of the chapter that he be expelled from the Order.

IMPORTANT-Remember to include the Waiver of Trial if the accused waived his right to trial.

No notice of appeal was filed.

Fraternally yours,

Doug Brown, Number I

Omega Omega Chapter

The trial report should be signed by the Number I. It is also recommended that the Number III or VII sign.

***Expulsion Receipt***

RETURN TO NATIONAL ADMINISTRATIVE OFFICE, KAPPA ALPHA ORDER, P.O. BOX 1865, LEXINGTON, VIRGINIA 24450. Attention: Executive Director.

This acknowledges receipt of advices that the proceedings involved in the expulsion of NAME, are on record in the National Administrative Office. Questions pending or additional information required to finally record the expulsion are answered in an accompanying letter and/or below in this form.

The official badge and shingle are:

1. Returned herewith\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Earlier returned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Requested but were not obtainable from the expelled

member named above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice to the expelled member of the chapter’s action in his case was given to him via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that he will appeal this decision of the chapter \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.

 Yes No

Further response:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE Signature of Number I, III or VII

 Witness to this response:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number I if not signed above

***Waiver of Right to Trial***

Restate the charge. Be specific

State his full name

I, Mike John Smith III, hereby waive my right to a trial for the major offense preferred against me for conduct contrary to the best interest of the Order, Section 12-122 (J) as provided by Section 12-123 of Kappa Alpha Laws, and agree to the Omega Omega chapter proceedings to affix the penalty for the offense as provided under Section 12-128 of Kappa Alpha Laws which provision, I understand, includes possible suspension or expulsion from membership in the Order.

June 7, 2016 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mike Smith

Do not forget this line. This is very important

 Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness

Make sure it is dated

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness

It must have all three signatures to be valid