

“C” REFERENCE SHEET

DELTA CHI LAW PROVISIONS:

1. All Chapter/Colony Meeting Reports are required to be sent to the Headquarters within three (3) days after the meeting. CMRs MUST be submitted electronically through our web site: <http://www.deltachi.org/chapter-management/> – “Click here to access online forms”, select “Submit a CMR”, use the pull down menu and select your Chapter/Colony name.
2. Associate Member Dues: \$100 per associate member. Regulations, Article IX, Section 2 (1) states: “The dues for each undergraduate person who associates with an undergraduate chapter shall be set forth in the Schedule of Dues and shall be delinquent if not forwarded to the Headquarters Office within five (5) days of the person’s association.”
3. If a man disassociates and the disassociation is reported via OmegaFi within two weeks after his affiliation, the chapter may receive credit on his associate member dues. Late reports eliminate this possibility for credit.
4. BEFORE A MAN CAN BE INITIATED, Headquarters MUST receive all of the following AND grant permission to initiate, (as delegated to Debra Bilskemper, dbilskemper@deltachi.org). There will be \$50 fine per man for violating this policy.
 - a. His associate member dues of \$100 (excluding initial colony group as determined by the Executive Director)
 - b. His initiation dues of \$205
 - c. Grade Verification Form: According to Delta Chi Law “No person shall be initiated as a student member unless he has a cumulative college grade point average of 2.5 or better (on a 4 point scale), or a high school grade point average of 2.75 or better (on a 4 point scale), if he has completed no college work.” CONSTITUTION, ARTICLE V, SECTION 2. You are required to submit a signed GRADE VERIFICATION FORM when reporting new Associate Members. This form is available at MyDChi Communication Resources center. Your Greek Advisor must sign the form after he or she verifies the GPA of each Associate Member. The Associate Members will not be recognized, recorded or billed until this form has been submitted via email to Debra.
 - d. Create and submit the Initiation Application (MyDChi>Chapter tab>Member Initiation Reporting>Select men>Date & Semester)

*Remember, performing an unauthorized initiation will result in a fine of \$50 per man. Please contact Debra Bilskemper at 319-341-3131 or dbilskemper@deltachi.org with questions.

It is REQUIRED that the names and date of initiation of everyone who went through the Ritual be turned in with the next Chapter/Colony Meeting Report for verification (#5). Men will not be enrolled until the chapter confirms the initiation. We will credit the chapter’s account \$205/ea for those individuals who did not go through initiation. Only after the man is officially enrolled will his status be moved to initiated and his shingle ordered.

“C” CALENDAR

October 15	- Fall Membership Status Updates
November 1	- “BB” Status Report Form
December 1	- ABT List (it is required by the Constitution that each chapter have an ABT) & House Corporation List. If you do not have a House Corporation, or its membership is identical to that of your ABT, please indicate so on the form.
February 15	- Spring Membership Status Updates
April 30	- Men who are graduating in May OR graduated in Dec 2018 must have their statuses updated by April 30 th .
May 1	- Awards Packet (If on semesters - Deadline extended to June 1 st if on quarters.)

MARGE LEE OUTSTANDING "C" AWARD REQUIREMENTS

A nominee must have held office for at least one full semester by the close of this school year and be in good standing with the chapter/colony. His performance at the chapter/colony level must be voted on at a chapter/colony meeting and the results of the vote be recorded in the minutes submitted to the International Headquarters. In addition to the chapter/colony recommendation, the Headquarters staff will evaluate his performance. Forms will be sent out with the awards packet in the spring.

CMRs

- www.deltachi.org
- Resources
- Chapter Management
- [Click here to Submit a CMR](#)
- Enter Chapter Name
- Enter all your meeting information. You need to enter data in each field. If there is nothing to report...type "No Report".
- When completed, enter your name in the box: "Finally, enter your Chapter C's name:"
- If you wish to have a copy emailed to you, put your email address in the box: "You must enter an email address in order to receive a copy of the Chapter Meeting Report:"
- If you wish for your "BB" or ABT President to receive a copy enter his email address in the appropriate box.
- Submit CMR.

ONLINE FORMS – Have all the information with you prior to logging on. Once you start entering data, you will not be able to get back into that form.

- Mydchi.org
- FORMS
- Chapter Management Forms
- Select Form
- Follow the online instructions on the form