



DELTA CHI

FRATERNITY

Advisor Reporting Procedures



Please Note: All appointed and elected volunteer advisors should be reported in the [Chapter Meeting Report \(CMR\)](#) of the chapter meeting immediately following the election or appointment of a new volunteer advisor.

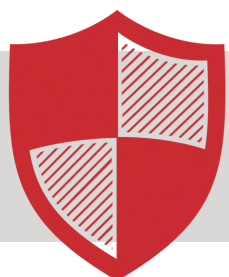


Election and Reporting of a "BB" (Alumni Advisor)

Delta Chi Law Constitution VII.2.3 -- Each undergraduate chapter by majority vote shall elect an alumnus member who shall be known as a "BB". The duties, term and removal of the "BB" are prescribed in Delta Chi Law.

According to Delta Chi Law, the "BB" shall serve from his time of election or appointment until October 15 of the next succeeding non-Convention year or until his successor is elected or appointed.

In order to report a "BB", the "C" should submit the [Advisor Reporting Form](#), which must include a signed copy of the ["BB" Oath of Office](#).



Reporting all other Volunteer Advisors

The process below should be utilized for all Volunteer Advisors with the exception of the "BB". This includes Alumni Board of Trustees (ABT) Presidents, ABT members, Faculty Advisors, House Corporation Presidents, and House Corporation Members. You will notice this process is similar to that of reporting a "BB", and uses the same form, but does not require the Oath of Office to be submitted.

For all other volunteer advisor positions, chapter "C"s should submit the [Advisor Reporting Form](#) as advisor vacancies are filled, or as new individuals are selected to serve in these positions.



Need assistance locating a volunteer advisor for your chapter? The International Headquarters Staff can assist you by pulling a radius search of alumni contact information. For assistance, please contact your [chapter coach](#).