DELTA CHI
FRATERNITY

BRIEF

"C" REFERENCE GUIDE

IMPORTANT DEADLINES

Deadlines should be of the utmost importance to the "C". Below are the five important dates that information should be submitted or updated by:

- **October 14**: Update Roster in OmegaFi
- **November 1**: "BB" Election/Re-election ([Advisor Reporting Procedures](#))
- **December 1**: ABT List and House Corp. List ([Advisor Reporting Procedures](#))
- **February 14**: Update Membership Status for Spring Roster
- **May 1-June 30**: Update Membership Status in OmegaFi (for graduating seniors) – anything updated after this date will incur the regular charge.

ADDING ASSOCIATE MEMBERS TO THE ROSTER

Associate Members <u>MUST</u> be added to Vault <u>within 72 hours</u> of pinning. To do this, the "C" should follow these steps:

1) From the Chapter's Vault Page go to *Chapter > Add New Members > Add Member*
   Note: There is also an option to add members in mass.

2) Once the Associate Members are added to the roster, they will receive an email inviting them to register. Associate Members must register before the "C" can apply for their initiation.

When a member disassociates or goes inactive their membership status <u>MUST</u> be updated <u>within 72 hours</u>.

STEPS NEEDED PRIOR TO AN INITIATION APPLICATION

Before an Associate Member can be initiated, the "C" should follow these steps:

1) The Grade Verification Form must be received and approved by IHQ (via: Membership Coordinator) after the new Associate Members have been added to your Chapter's roster via Vault. This form can be found in the following places:
   - *Vault > Communications > Resource Center > Chapter Management Resources > Grade Verification Form*
   - https://www.deltachi.org/wp-content/uploads/2021/05/Grade-Verification-Form.pdf

No person shall be initiated as a student member unless they have a cumulative college grade point average of 2.5 or higher (on a 4-point scale), or a high school grade point average of 2.75 or higher if he has not completed any college courses. The Grade Verification Form must be **signed** by either Greek Advisor **or** Chapter Advisor.

2) All Associate Members must complete their registration on MyDChi.
   - Reminder emails/links to register can be sent to members on Vault by going to Chapter > Member Initiation Reporting > and then clicking on the email icon next to those that still need to complete their registration.

Your Associate Members will not be recognized until this form has been submitted via email to the Membership Coordinator and all Associate Members have registered.

COMPLETING AN INITIATION APPLICATION

1) After a Grade Verification Form has been submitted and all Associate Members have completed their registration on MyDChi, you will receive an email from the Membership Coordinator stating that you are ready to complete an initiation application.
2) Initiation Applications must be submitted and approved prior to the initiation. You can complete an Initiation Application by going to *MyDChi > Chapter > Member Initiation Reporting*.

In order for an initiation application to be approved, the following must happen prior to the initiation:
- Associate Member Dues must be paid in full.
  o Associate Member Dues are $100 per person. If an Associate Member de-pledges/ "drops" within two weeks after they associated, the Chapter can receive a credit for their Associate Member Dues ONLY if reported through OmegaFi immediately following said action.
  Note: Founding Fathers (first initiate class) of colonies are not charged Associate Member Dues.
- Initiation Dues must be paid in full.
  o Initiation Dues are $205 per person and must be paid prior to initiation.
- Approval must be given from IHQ via an approval email from the Membership Coordinator

Failure to complete all the steps above prior to the initiation will result in an unauthorized initiation fee of $50 per person.

FOLLOWING INITIATION

1) After an initiation the "C" must report the names of those who were initiated and the date they were initiated in Section 5 of the Chapter Meeting Report (CMR) immediately following the initiation. The "C" may also email Jessica Robinson (Membership Coordinator) at membership@deltachi.org with the names of those who were initiated and the date they were initiated. Once this is reported, the Associate Members will be enrolled as initiates and shingles will be ordered. Shingles will be mailed to the Chapter/Colony's primary address listed in OmegaFi, so it is the "C"s responsibility to make sure this address is accurate and current.

These requirements are designed to stop chapters/colonies from passing debt on to future brothers. There is a fine for each initiate if this policy is violated. Only after an Associate Member is fully enrolled, will his shingle be ordered. Initiation shingles are ordered from an external source. It usually takes eight weeks (depending on the time of year) from when they are ordered to when they arrive at the chapter/colony. Shingles will be addressed to the "C". If initiations occur late in the Spring semester, shingles will be held for shipment in early Fall.

MANAGING MEMBERSHIP STATUSES

When a member disassociates or goes inactive their membership status <u>MUST</u> be updated <u>within 72 hours</u>. In addition, when a member returns to active status their status <u>MUST</u> be updated <u>within 72 hours</u>. This can be done through following steps:

1) From your Chapter's Vault Page go to Chapter> Member Roster
2) Once you are on the Member Roster page select the member whose status needs to be updated.
3) From the member detail page, click the edit button (pencil button) next to Membership Information.
4) Under member status change the status to Former Member, Alumnus, or Initiate and select the reason.
   - Note: You will be required to select a status that details why the member is considered alumni status (i.e. Alumni – Graduated, Alumni – Transferred, Alumni – Left School, Alumni – Study Abroad/Student Teaching/Co-Op).
5) If the member is still attending classes at the university (not including online classes or studying abroad) their status should be former member inactive. It is the "C"s responsibility to update their membership status to alumnus upon graduation.

INACTIVE STATUS CHANGE

According to *Delta Chi Law*, one of the four steps listed below need to be completed in order for a member to be moved to inactive status.

(3)   STUDENT MEMBER

(a)   STATUS DEFINED — A student member in inactive status shall be prohibited from material participation in chapter activities including, but not limited to, social activities, sports programs, living in the chapter house, voting at chapter meetings, holding chapter office, and representing the chapter in any capacity.

(b)   PROCEDURE — A student member may receive inactive status only through one of the following:

(i)   Written notification by the member, such notification shall not impair any written financial agreements between the member and the chapter.

(ii)   Motion of the member's chapter with approval by a two-thirds vote of both the chapter and its Alumni Board of Trustees.

(iii)   For financial indebtedness only, by action of the Alumni Board of Trustees by a two-thirds vote.

(iv)   For failing to meet the minimum grade point average established in the chapter's By-Laws for the immediately preceding academic term.

The Fraternity verifies all inactive status changes via documentation in the CMR. Section 1 in the CMR details the items needed for the member to go inactive. You have <u>7</u> days from when you move someone inactive in Vault to submit a CMR with the proper documentation. Failure to submit a CMR with proper documentation would result in the member being moved back to active status.

CHAPTER MEETING REPORT (CMR) OVERVIEW

One of the duties of the "C", as stated in *Delta Chi Law*, is to submit the Chapter Meeting Report (CMR) to the Headquarters within three (3) days after each Chapter Meeting. The report should be a full and accurate account of the proceedings of the Chapter since the last report. The "C" can submit the CMR online using the following link:

https://www.deltachi.org/chapter-meeting-report/

MARGE LEE OUTSTANDING "C" AWARD REQUIREMENTS

A nominee must have held office for at least one full semester (by the close of the current school year) and be in good standing with the chapter/colony. Their eligibility for the award at the chapter/colony level must be approved at a Chapter Meeting, and the results of this must be recorded in the minutes (CMR) submitted to the International Headquarters.

In addition to the chapter/colony recommendation, the International Headquarters staff will evaluate their performance. Forms for this award will be available with the online awards application. The "C" cannot win the award if the award is not applied for and submitted.