



Adding Associate Members To The Roster



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 roster via Vault. This form can be found in the following places:
 - a. Vault > Communications > Resource Center > Chapter Management Resources > Grade Verification Form
 - b. DeltaChi.org > Chapter Leader > Quick Links > Grade Verification Form
 - i. 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.
- 2) Associate Member dues are \$100.00 each and must be paid prior to initiation.
 - a. If an Associate Member de-pledges/"drops" within two weeks after he has associated, the chapter can receive 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.
- 3) Initiation dues are \$205 each and must be paid prior to initiation.
- 4) Initiation application must be submitted and verified (MyDChi > Chapter > Member Initiation Reporting)
- 5) 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.
- 6) Once approved, the "C" must report those who were initiated and when in the CMR immediately following the initiation. The "C" may do this by emailing the Membership & Accounting Coordinator at membership@deltachi.org. Once this is reported, the Associate Members will be enrolled as initiates and Shingles will be ordered.

These requirements are designed to stop chapters 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. Shingles will be addressed to the "C". If initiations occur late in the spring semester, shingles will be held for shipment in early fall.