DELTA CHI HEADQUARTERS

3845 N Meridian St | Indianapolis, IN 46208
463.207.7200 | info@deltachi.org
www.deltachi.org

"D" Frequently Asked Questions

Q: Where do we pay our dues and how do we find our Bills/Statement?
A: Both of those are in Vault at DX > DX Billing. Payments can be made via e-check in Pay Now tab, and historical billings can be seen in Statement History and Statement of account (change "from" _date in Statement of Account). We also accept physical checks. Chapters in Canada need to mail a check to the headquarters building in Indianapolis, Indiana.

Address is: 3845 N Meridian St., Indianapolis, IN 46208

Q: When do member dues need to be paid?
A: November 15th in the Fall and March 15th in the Spring. These are billed based on the membership roster in Vault as of 5 PM EST on October 14th in the fall and February 14th in the spring. We automatically bill these and do not issue credits, so it is your responsibility to make sure your roster is correct to be billed correctly.

Q: When are Associate member dues and Initiation dues due?
A: Associate member dues and Initiation dues are due 30 days after the invoice date or two weeks prior to the Initiation, whichever comes first.

Q: When will we see charges for the Associate Members?
A: The following steps need to be accomplished for the billing to process in OmegaFi.

Initial steps after the Associate Member pinning ceremony
1. Chapter "C" enrolls the new class in Vault within 72 hours of the pinning ceremony. It is highly recommended to do this the same night as the Associate Member ceremony because you need to have everyone's email address. Add the Associate members in Vault > Chapter > Membership Roster > "Add
2. Member". You'll need the Associate Member's Name, Email Address, Member Status (Associate Member), and Association Date (pinning date).
3. Associate members will receive an email to register in MyDChi following step 1. Associate members should complete the registration within 3 days, and it's best to have them complete it after the pinning ceremony to expedite the process.
4. Lastly – Chapter "C" needs to submit the Grade verification form in DeltaChi.org > Chapter Leader> Quick Links> Grade Verification Form. This form is to be submitted to – membership@deltachi.org

Until all three of the steps above are complete the Associate member class is not officially recognized by Delta Chi. Once completed, you can Request Initiation in Vault (MyDChi > Chapter > Member Initiation Reporting)

Q: Why did we not get a credit for an Associate that left?
A: The $100 Associate member dues are only refundable if they were an Associate member for less than two weeks per Delta Chi Law. It is recommended to collect payments as soon as possible with Associates to minimize costs if they disassociate

quickly. If an Associate member drops before two weeks, the "C" must document in the next CMR and update Vault accordingly. The status change of Associate to disassociate must be within two weeks of the pinning ceremony in Vault.

2.   **INITIATION AND ASSOCIATE MEMBER DUES**

(1)   UNDERGRADUATE ASSOCIATE MEMBER DUES — The dues for each undergraduate person who associates with an undergraduate chapter shall be set forth in the Schedule of Dues.

(a)   If an associate member resigns or disassociates from the chapter within two weeks of his original date of association, providing such action is reported in the Chapter Meeting Report of the meeting immediately following disassociation, the chapter may refund the dues to the individual. The Executive Director shall refund to the chapter the dues for the person upon report of said refund in the Chapter Meeting Report.

Q: Why did we receive a Fine: Unauthorized Initiation charge?
A: Failure to abide by all of the following results in an Unauthorized Initiation Fine of $50 per man.
• Associate members must be registered through MyDChi and a properly completed grade verification form must be submitted so that the Associate Members can be approved for initiation.
• Payment in full must be paid prior to the Initiation for Associate Member Dues and Initiation Dues. This is either a check received at headquarters or a pending payment on Vault (e-check) at a minimum.
• An Initiation Application needs to be submitted prior to the Initiation.
• Approval of your Initiation application is needed in order to fully avoid an Unauthorized Initiation Fine

If you submit an Initiation application and held the Initiation prior to official approval, then the unauthorized fine of $50 per man will be assessed. The chapter will be responsible for all submissions of any additional documentation needed.

Q: Why did our insurance fees (RMA) go up?
A: Insurance fees have been slowly increasing over time. The cost of providing general liability insurance continues to increase. A majority of your RMA dues go to our insurance company, and it is required on most (if not all) campuses in order to have a chapter recognized. Chapters should plan & Budget for annual increases in their RMA.

Q: I cannot get the Brothers & Associates to pay their dues.
A: It is highly recommended that you require each person in your chapter to sign an approved contract or promissory note. A majority of chapters choose to use a billing agency to collect the dues from members.

If you are not using promissory notes & do not have a billing agency, please contact the Fraternity's Membership & Accounting Manager at membership@deltachi.org. We have a standard promissory note available and have insight regarding billing agencies.

Q: How do we hold members accountable for not paying dues?

A culture of paying dues should be a top priority, with penalties for not paying. At 30 days past due at the local level, the "D" should require the member or Associate to either become current or sign a promissory note/payment plan. If they refuse, then the member should be placed on inactive status by 2/3 vote of the ABT. Once on Inactive status, the chapter should honor the restrictions that come with the inactive status.

For more information about "D" processes, consult the "How To Guide", the "60-Day Checklist", or your chapter coach.