

DELTA CHI

FRATERNITY

OFFICER RESOURCE:

ADDING ASSOCIATE MEMBERS

STEP ONE: REPORTING ASSOCIATE MEMBERS

- Chapter/provisional chapter “C” should enroll associate members in Vault within 72 hours of a pinning ceremony. It is highly recommended to do this immediately following the ceremony, as you will need to have accurate email addresses and contact information.
- Log onto Vault and click on Chapter > Membership Roster > “Add Member”
- Input each Associate Member’s Legal First and Last Name, Email Address, Member Status of “Associate Member,” and their association date (i.e. date of pinning ceremony).

STEP TWO: REGISTERING ASSOCIATE MEMBERS

- Associate Members must complete their registration within three (3) days of affiliation. It is highly recommended that they do this immediately following a pinning ceremony.
- Each Associate Member will receive an email inviting them to register via MyDCHI once they have been reported by the “C.” They must complete their registration to be recognized by Delta Chi as an Associate Member.
 - Reminder emails or links can be sent to Associate Members in Vault by going to Chapter > Member Initiation Reporting > Clicking the Email Icon next to their name

STEP THREE: ASSOCIATE MEMBER GRADE VERIFICATION

- The “C” then needs to submit the [Grade Verification Form](#) to membership@deltachi.org for all registered Associate Members. The form may also be accessed in Vault by clicking on Communications > Resource Center > Chapter Management Resources > Grade Verification Form.
- The Grade Verification Form must be signed by either a campus Fraternity/Sorority Advisor OR the chapter/provisional chapter “BB”- Chapter Advisor or other relevant advisor.
- No person may 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 a 2.75 or higher if they have not completed any college courses