

# DELTA CHI

FRATERNITY

## OFFICER RESOURCE: ADVISOR REPORTING

### FROM DELTA CHI LAW - MINIMUM STANDARDS:

- Each undergraduate chapter is expected to have a “BB” - Chapter Advisor a Faculty Advisor, and an Alumni Board of Trustees to be in good standing.

### ELECTION AND REPORTING OF THE “BB” - CHAPTER ADVISOR:

- Chapters/provisional chapters should elect a “BB” - Chapter Advisor by majority vote during a regular meeting.
- The “BB” - Chapter Advisor should serve from their time of election or appointment until October 15 of the next succeeding non-Convention year or until their successor is elected/appointment.
- The “C” should first include the results in the [Chapter Meeting Report](#) (CMR) of the meeting immediately following the election or appointment of a new advisor.
- The “C” should also complete the submit the [Advisor Reporting Form](#), which must include a signed copy of the [“BB” Oath of Office](#).
- This process should be completed by November 1 of non-convention (odd-numbered) years.

### ELECTION AND REPORTING OF OTHER VOLUNTEER ADVISORS:

- Chapters/provisional chapters should establish procedures for the election of an Alumni Board of Trustees (ABT) on a regular basis. No more than forty (40) percent of the non-student members of an ABT may serve concurrently as member of a chapter/provisional chapter’s House Corporation. An ABT should consist of five or more members, the majority of whom should be alumni of the Fraternity,
- For all volunteer advisor roles (ex. Alumni Board of Trustee members, Faculty Advisors, and House Corporation members), the “C” should also submit the [Advisor Reporting Form](#) when a vacancy occurs, or as new individuals are selected to serve in these positions.
- By December 15 of each year, the “C” should verify the chapter/provisional chapter officer, chair, and advisor information in Vault for accuracy (Chapter > Officers), making adjustments as needed.

Do you need assistance in locating a volunteer advisor for your chapter/provisional chapter? Connect with Nolan Spaenhower, Coordinator of Volunteer Engagement ([nspaenhower@deltachi.org](mailto:nspaenhower@deltachi.org))!