



# BRIEF

“C” REFERENCE GUIDE

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## IMPORTANT DEADLINES

Deadlines should be of the utmost importance to the “C”. Below are the some important dates that information should be submitted or updated:

- **February 14:** Spring term Vault Roster update deadline
- **May 15:** Spring end of Term Vault Officer update deadline
- **June 30:** Summer term Vault roster and officer update deadline
- **October 14:** Fall term Vault roster update deadline
- **November 1:** “BB” - Chapter Advisor Election/Re-election deadline (non-convention years)
- **December 1:** ABT and House Corporation Vault roster update deadline
- **December 15:** Fall end of term Vault officer and advisor update deadline

## CHAPTER MEETING REPORT (CMR) OVERVIEW

One of the main duties of the “C” is to provide a report of the meetings of the chapter/provisional chapter to the International Headquarters (IHQ) within three (3) days after a meeting is held. The report should be a full and accurate account of the proceedings of the chapter/provisional chapter since the last report. The “C” should submit the Chapter Meeting Report (CMR) online at <https://www.deltachi.org/chapter-meeting-report/>.

## REPORTING AND REGISTERING ASSOCIATE MEMBERS

To report the affiliation of an associate member, the “C” should do the following:

### STEP ONE: REPORTING

- Associate Members must be reported 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 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: GRADE VERIFICATION

- The “C” then needs to submit the [Grade Verification Form](#) to [membership@deltachi.org](mailto: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 college courses.

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## COMPLETING AN INITIATION APPLICATION

Prior to an initiation ceremony being held, the “C” needs to complete the following:

### STEP ONE: APPROVAL

- After a Grade Verification Form has been submitted and all Associate Members have completed their registration on MyDCHI, the “C” will receive an email from the Membership & Accounting Manager stating that they are ready to complete an Initiation Application.

### STEP TWO: DUES PAYMENT

- Associate Member dues are \$125 each, and Initiation Dues are \$225 each. Both fees must be paid in full prior to Initiation, and are payable in Vault.
  - If an Associate Member disassociates (i.e. “drops”) within two weeks after they have associated, the chapter/provisional chapter can receive credit for their Associate Member dues ONLY if correctly reported.
  - Founding Fathers (i.e. first initiate class of a provisional chapter) are not charged Associate Member dues.

### STEP THREE: APPLICATION

- At least two (2) weeks prior to a ceremony being held, the “C” should submit the Initiation Application in Vault under Chapter > Member Initiation Reporting.
- Once submitted, the chapter/provisional chapter will receive written approval to conduct initiation within a few business days.
  - Chapters/Provisional Chapters are not permitted to hold an Initiation Ceremony until they receive written authorization, or they will be fined \$50 per initiate.

## FOLLOWING INITIATION

Once an authorized Initiation ceremony has been held, the “C” has some final responsibilities, outlined below:

### STEP ONE: CMR

- The “C” should report that Initiation was held via the Chapter Meeting Report (CMR) for the meeting held after the ceremony.

### STEP TWO: INFORM IHQ

- Once reported on the CMR the “C” should email [membership@deltachi.org](mailto:membership@deltachi.org) with the date of the ceremony and the first and last names of all initiates. Newly initiated members will then be accurately enrolled.

### STEP THREE: VERIFY MAILING

- The “C” should verify the accuracy of the primary mailing address for the chapter/provisional chapter listed in OmegaFi.
  - Only after an associate member is fully enrolled, will their 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” and mailed to the the chapter/provisional chapter primary address listed in OmegaFi. If initiations occur late in the spring semester, shingles will be held for shipment in early fall.

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## MANAGING MEMBERSHIP STATUSES

When a member, including an associate member, disassociates, graduates, or goes inactive, their membership status **MUST** be updated within 72 hours of the change in status. In addition, when a member returns to active status, their status must also be updated within 72 hours of the status change. This can be done with the following steps:

- Log on to Vault and go to Chapter > Member Roster.
- Select the member or associate member who's status needs to be updated.
- From the member detail page, click the Edit button (pencil icon) next to Membership Information.
- Under the member status change, select "Inactive," "Former Member," "Alumnus," or "Initiate" and select the reason.
  - For alumnus, you will be required to select a status that details why the member is now considered in that status, including "graduated," "transferred," and "left school."
  - The "former member" status is only for those who are, for whatever reason, no longer associated with the chapter/provisional chapter, but are still enrolled undergraduate students on your campus.

## INACTIVE STATUS CHANGE CONSIDERATIONS

As explained in Delta Chi Law, if a member is enrolled at the same institution in which their initiating chapter or provisional chapter is located, then they are a "student member." As a student member (with the exception of a graduate student), the member must be enrolled as either "active" or "inactive" and cannot be granted "alumnus" status.

To be eligible for inactive status, the following criteria must be met:

- Been an active member for two semesters/terms.
- Be inactive for no more than two semester total during their undergraduate membership.
- Any member reported as inactive will be automatically returned to active member status after one semester.
- Approved by both the chapter and the Alumni Board of Trustees.

The Fraternity will verify all inactive status changes via documentation submitted in the Chapter Meeting Report (CMR). As the "C," you will have seven (7) days from when a member is moved to "inactive" status in Vault to submit a CMR with proper documentation. Failure to submit a CMR with proper documentation will result in the member being moved back to active status.

If a student member is inactive, they **must** remain inactive and **cannot** attend chapter/provisional chapter events, live in a chapter/provisional chapter facility, attend meetings, play on a chapter/provisional chapter intramural team, be listed on the chapter/provisional chapter roster, be eligible for the Fraternity's insurance program, serve as a chapter/provisional chapter officer or chair, or represent the chapter/provisional chapter in any capacity (ex. serve on the Interfraternity Council, be a Convention delegate, attend Regional Leadership Academy, etc.).

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## ADVISOR REPORTING PROCEDURES

All appointed or elected volunteer advisors should be reported via the Chapter Meeting Report (CMR) of the meeting immediately following the election or appointment of said volunteer.

### **Election and Reporting for “BB” - Chapter Advisor:**

- The “BB” - Chapter Advisor should be elected by majority vote of the chapter/provisional chapter, and 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 or appointed.
- In order to report a “BB” - Chapter Advisor, the “C” should complete and submit the [Advisor Reporting Form](#), which must include a signed copy of the [“BB” Oath of Office](#).
- This should be completed by November 1 of non-convention (odd-numbered) years.

### **Reporting all other Volunteer Advisors:**

- For all other 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, 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)) for support!

## 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 their chapter/provisional chapter. Their eligibility for the award must be approved at a chapter meeting, and the results of this must be submitted in a Chapter Meeting Report (CMR).

In addition to the chapter/provisional chapter recommendation, the International Headquarters staff will evaluate the performance of a “C.” Award applications will be available online, and the “C” must apply for and submit an application to be eligible.