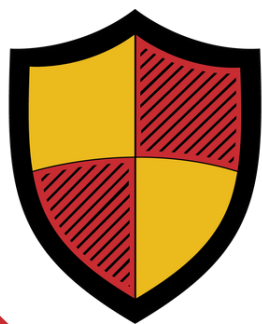


DELTA CHI
FRATERNITY
Updated August 2024



BRIEF

CHAPTER MANAGEMENT

Proper management and effective leadership are two essential aspects of a successful chapter/provisional chapter. This BRIEF encompasses expectations for the composition of the Executive Board, best practices for chair positions and committees, and proper management of chapter/provisional chapter operations. A sample chapter/provisional chapter structure flowchart is listed at the end of this document for reference.

EXECUTIVE BOARD

The Executive Board (Committee) should consist of the “A”, “B”, “C”, “D”, “E”, and “F”. Chapters/provisional chapters should not remove or create additional lettered positions to the Executive Board. However, chapters/provisional chapters are able to add non-lettered positions to their executive board (at their own discretion). The Associate Member Counselor (AMC), Scholarship Chairman, and Recruitment Chairman are commonly added to the Executive Board. Executive Board members and chairs should serve for the calendar year (January to December), with elections being held in November. This officer term aligns with the programming that is offered by the International Headquarters (ex. Regional Leadership Academy). Executive Board Meetings should follow Robert’s Rules of Order and be open for attendance by the members. The “BB” - Chapter Advisor should serve as an ex officio member of the Executive Board - this means they are encouraged to be present but do not have a vote.

COMMITTEES

Committees are essential to the structure and proper management of all chapters/provisional chapters. Each committee should be led by an Executive Board member or chairman, and advised by a member of the Alumni Board of Trustees (ABT). The “B” oversees the creation of committees and any chair elections or appointments. Committee members may be appointed by a chairman or selected by application at the discretion of the chairman. While committees are formed at the discretion of the “B”, the following committees are suggested to maximize operations:

Committee	Chairman	Advisor
Financial Management	“D”	ABT Financial Advisor
Alumni Relations	“E”	ABT Alumni Relations Advisor
Risk Management	“F”	ABT Risk Management Advisor
Recruitment	Recruitment Chair	ABT Recruitment Advisor
Associate Member Education	Associate Member Counselor	ABT Member Education Advisor
Scholarship	Scholarship Chair	Faculty Advisor or ABT Scholarship Advisor
Brotherhood	Brotherhood Chair	ABT Member Education Advisor
Diversity, Equity, and Inclusion (DEI)	Diversity, Equity, and Inclusion Chair	ABT Member Education or DEI Advisor
Health and Wellness	Health and Wellness Chair	ABT Member Education or H&W Advisor
Philanthropy	Philanthropy Chair	ABT Philanthropy and Service Advisor
Community Service	Community Service Chair	ABT Philanthropy and Service Advisor
Social Events	Social Chair	ABT Risk Management Advisor
Public Relations	Public Relations Chair	ABT Member Education or PR Advisor

Three to five members per committee is recommended. The Chairman of the committee should delegate specific responsibilities to each committee member. Each committee should set goals for the term (semester/quarter). The “B” should run a committee chairman meeting every other week and check-in with individual chairmen in the alternate weeks. Additional check-ins are encouraged based on the discretion of the “B,” or if the committee has events or other activities that require more frequent meetings or check-ins.

All committee meetings should follow Robert’s Rules of Order and committee members should have their own communication medium (ex. group text/group messaging app). It is encouraged that committees should meet once every other week to develop plans, discuss goals, and track progress. Each committee meeting should have an agenda that is sent to the attendees prior to the beginning of the meeting, that the meeting should follow that agenda to ensure that the members stay on track, and meeting minutes are distributed after the meeting occurs. Chairmen should give reports during regular chapter/provisional chapter meetings to give updates on their activities.

OFFICER TRANSITIONS

Chapters/provisional chapters should follow Delta Chi’s Officer Transition Process when electing or appointing new officers and chair positions.

STEP ONE: Outgoing officers should prepare to train incoming officers. This includes preparing and organizing transition materials, saving all materials to an online cloud/database prior to transition, and preparing the [Outgoing Officer Guide](#). The outgoing “C” should also ensure that the newly elected/appointed officers, chairmen, and advisors are updated in Vault so that incoming officers are able to access appropriate materials and receive important notifications.

STEP TWO: Incoming officers should prepare to take on their new position, including reviewing position descriptions, 60 Day Checklists, resources and BRIEFs, and completing the [Incoming Officer Preparation Guide](#).

STEP THREE: The outgoing and incoming officer should have a one-on-one transition meeting, following the [1:1 Officer Transition Guide](#) as an agenda.

STEP FOUR: Incoming officers need to complete their officer onboarding modules (Preparing to be an Officer, Cultural Competency, and for certain roles, a specific course) in the Learning Management System found in MyDCHI. They will only be able to access these if the “C” has updated the points of contact for officers in Vault.

STEP FIVE: Certain incoming officers will also need to register for and attend their respective Regional Leadership Academy.

STEP SIX: Once all officers have had their transition meetings, the outgoing and incoming executive board and chairmen should host an officer transition retreat, with the support and guidance of the Alumni Board of Trustees (see “officer retreat” section of this document). Incoming officers should be prepared to also meet regularly with their respective ABT Advisor, and can schedule those times during the retreat.

OFFICER RETREAT

An Officer Retreat can occur shortly after the election of a new executive board and the appointment or election of new chairmen (elections should be held in November, with a transition retreat typically held in December or January), or shortly after officers return from attending their Regional Leadership Academy (RLA). The purpose of the Officer Retreat is to assess the status of the chapter/provisional chapter and set future direction, and should follow the outline as listed in the [Officer Retreat Planning Guide](#).

Each officer should also set goals for themselves and the areas they oversee, or revisit any goals or plans that they made during RLA. The Executive Board may also set goals for the chapter/provisional chapter as a whole, or revisit any learning or action plans made during RLA, including their chapter/provisional chapter Membership Experience Survey (MES) report. A developmental activity that encourages camaraderie amongst the executive board members is suggested. It is also recommended that the “BB” - Chapter Advisor attend the officer retreat to support and guide the meeting and conversation.

CHAPTER / PROVISIONAL CHAPTER MEETINGS

Regular meetings of the chapter/provisional chapter should be held at a standard time each week. The “C” should make agendas for all chapter/provisional chapter meetings to be shared with members prior to the meeting ([see sample meeting agenda here](#)), and distribute meeting minutes to members after every chapter/provisional chapter meeting. The “A” should lead chapter/provisional chapter executive board and general body meetings using parliamentary procedures. Some chapters also wish to utilize a slide deck to help guide the meeting and keep reports and discussion focused ([see sample meeting slide deck here](#)).

Associate members should attend chapter/provisional chapter meetings and be able to vote on chapter/provisional chapter business.

BYLAWS

A successful chapter/provisional chapter must have structure, accountability, and policies. Bylaws are essential to setting the standard for members. Chapter/provisional chapter bylaws should outline expectations for members, accountability and judicial procedures, and local policies or processes, (ex. elections timeline, specific campus student organization deadlines, etc.).

For additional reference, [contact your chapter coach](#) for a template or ideas. When updates or revisions are needed, the “B” should form and be the chairman of a bylaws committee.

EXAMPLE CHAPTER/PROVISIONAL CHAPTER STRUCTURE

