



DELTA CHI

“C” BRIEF

Updated July 2025

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:** Member Roster Update due (in Vault; Spring Term)
- **May 15:** Spring End-of-Term Officer Updates due (in Vault)
- **June 30:** Member Roster Update due (Summer Term); Summer Officer Updates due (in Vault)
- **October 14:** Member Roster Update due (in Vault; Spring Term)
- **November 1:** “BB” - Chapter Advisor Election / Re-Election deadline (non-Convention years); report using the Advisor Reporting Form
- **December 1:** ABT and House Corporation Vault roster update deadline using the Advisor Reporting Form
- **December 15:** Fall End-of-Term Officer Updates due (in Vault)

CHAPTER MEETING REPORT

One of the primary responsibilities of the “C” is to submit a report of the chapter’s general body meetings to the International Headquarters (IHQ) within three (3) days following each meeting. This report should provide a comprehensive and accurate account of the proceedings since the last report.

The “C” should submit the [Chapter Meeting Report](#) (CMR) online after each meeting.

ASSOCIATE MEMBER (AM) REGISTRATION AND INITIATION REPORTING

STEP ONE: REPORTING ASSOCIATE MEMBERS

Deadline: Within 72 hours of an Associate Member Ceremony / Pinning Ceremony.

- The “C” should enroll Associate Members in Vault within 72 hours of their Associate Member Ceremony (“pinning”). It is highly recommended to do this immediately after the ceremony, as you will need accurate email addresses and contact information.
- To enroll, 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 as “Associate Member,” and their association date (i.e., the date of the ceremony).

STEP TWO: ASSOCIATE MEMBER REGISTRATION

Deadline: Within three (3) days of Associate Member affiliation.

- Associate Members must complete their registration within three (3) days of their affiliation. It is highly recommended that they register immediately following their Associate Member Ceremony.
- Once the “C” reports them, each Associate Member will receive an email inviting them to register via MyDChi. They must complete the registration process to be recognized by Delta Chi as an Associate Member.
- Reminder emails or registration links can be sent to Associate Members in Vault by going to Chapter > Member Initiation Reporting and clicking the email icon next to their name.

STEP THREE: ASSOCIATE MEMBER GRADE VERIFICATION

Deadline: At least two weeks prior to the Initiation Ceremony, and must be completed prior to submitting an Initiation Application.

- The "C" must submit the Grade Verification Form to membership@deltachi.org for all registered Associate Members. The form can 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, the chapter's "BB" - Chapter Advisor, or another relevant advisor.
- No individual may be initiated as a student member unless they have a cumulative college GPA of 2.5 or higher (on a 4-point scale), or a high school GPA of 2.75 or higher (on a 4.0 scale) if they have not completed any college courses.
- The Membership & Accounting Manager will send an email to the "C" once this step is complete, notifying them that they are ready to submit an Initiation Application.

STEP FOUR: ASSOCIATE MEMBER DUES PAYMENT

Deadline: Two weeks prior to the Initiation Ceremony OR within 30 days of invoice date (whichever is first).

- Associate Member dues are \$125 each, while Initiation Dues are \$225 each. Associate Member dues must be paid within 30 days of the invoice date or two weeks prior to Initiation, whichever comes first. Both Associate Member dues and Initiation Dues must be paid in full before the Initiation and are payable through Vault.
- If an Associate Member chooses to disassociate (i.e., "drops") within two weeks of associating, the chapter or provisional chapter can only receive credit for their Associate Member dues if this is reported correctly. Notably, Founding Fathers (i.e., the first initiate class of a provisional chapter) are not required to pay Associate Member dues.

STEP FIVE: COMPLETE INITIATION APPLICATION

Deadline: Two weeks prior to the Initiation Ceremony.

- After submitting a Grade Verification Form and ensuring all Associate Members have registered on MyDChi, the "C" will receive an email from the Membership & Accounting Manager confirming readiness to complete the Initiation Application.
- At least two (2) weeks prior to a scheduled ceremony, the "C" should submit the Initiation Application in Vault under Chapter > Member Initiation Reporting. Once submitted, the chapter will receive written approval to conduct the initiation within a few business days.
- Chapters are not permitted to hold an Initiation Ceremony until they receive written authorization. If a chapter hosts an Initiation Ceremony without prior written approval from IHQ, they will incur a fine of \$50 per initiate.

STEP SIX: POST-CEREMONY REPORTING

Deadline: Within one week of Initiation Ceremony being held.

- The "C" should report that Initiation occurred on the Chapter Meeting Report (CMR) during the first chapter meeting following the ceremony.
- Once reported on the CMR, the "C" should email membership@deltachi.org with the ceremony date and the first and last names of all initiates. This will ensure that newly initiated members are accurately enrolled.

STEP SEVEN: INITIATION SHINGLE DELIVERY

Timeline: Up to eight (8) weeks after proper enrollment of newly initiated members.

- Only after an Associate Member is fully enrolled will their shingle be ordered. Initiation shingles are ordered from an external source and can take up to eight weeks (depending on the time of year) to arrive to the chapter.
- Shingles will be addressed to the “C” and mailed to the chapter’s primary address listed in OmegaFi. If initiations occur late in the spring semester, shingles will be held for shipment until early fall.
- The “C” should verify the accuracy of the primary mailing address for the chapter listed in OmegaFi. If this is not checked, the materials may be sent to a different location to which the chapter no longer has access. If this is the case, the chapter will be responsible for the cost of re-ordering all materials.

ALUMNI INITIATION PROCESS

The following needs to occur prior to initiation in order to waive initiation dues:

1. Verify that the individual was NEVER initiated into another fraternity (resignations or releases are unacceptable).
2. Have a unanimous vote of the chapter, which must then be approved by the Alumni Board of Trustees (ABT) of the chapter. This must occur PRIOR to the initiation and must be reported in a CMR to Delta Chi IHQ.
3. Complete an Alumnus Initiation Application via MYDChi > Chapter > Member Initiation Reports > Create Alumnus Initiation App.
4. Send an email to the Executive Director (kgrindel@deltachi.org) stating why your chapter wishes to initiate the individual(s). The request must identify the qualification of the candidate(s).
 - a. A copy of the submitted CMR mentioned in step two must be attached to this email request.
 - b. Failure to receive authorization prior to the initiation will result in the \$250 initiation dues to be charged, and a \$50 per man unauthorized initiation fine.
 - c. When initiating fathers, local businessmen, faculty, etc., you are to use the official Ritual of The Delta Chi Fraternity, but they are only to witness the last section. Please call the Executive Director if you have any questions as to what this means.

MANAGING MEMBER STATUSES

When a member, including an Associate Member, disassociates, graduates, or becomes inactive, their membership status must be updated within 72 hours of the change. Similarly, if a member returns to active status, their status must also be updated within 72 hours of this change. Follow these steps to update a member’s status:

1. Log in to Vault and navigate to Chapter > Member Roster.
2. Select the member or Associate Member whose status needs updating. On the member detail page, click the “Edit” button (pencil icon) next to Membership Information.
3. Under the member status change section, select “Inactive,” “Former Member,” “Alumnus,” or “Initiate,” and choose the appropriate reason.
4. If selecting “Alumnus,” you must specify why the member is now considered in that status, including options like “Graduated,” “Transferred,” or “Left School”.
5. The “Former Member” status is intended for individuals who are no longer associated with the chapter, but are still enrolled as undergraduate students at your campus.

CONSIDERATIONS FOR INACTIVE STATUS

According to Delta Chi Law, if a member is enrolled at the same institution as their initiating or provisional chapter, they are considered a "student member." For student members (excluding graduate students), they must be classified as either "active" or "inactive" and cannot attain "alumnus" status.

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

- The member must have been active for two semesters/terms.
- The member can remain inactive for a maximum of two semesters during their undergraduate membership.
- Any member designated as inactive will automatically revert to active status after one semester.
- Both the chapter and the Alumni Board of Trustees must approve the change.

The Fraternity will verify all changes to inactive status through documentation submitted in the Chapter Meeting Report (CMR). As the "C", you will have seven (7) days from the date a member is marked as "inactive" in Vault to submit a CMR with the necessary documentation. If the CMR is not submitted correctly within this timeframe, the member will revert to active status.

While a student member is inactive, they must remain in that status and are not permitted to attend chapter events, reside in chapter facilities, participate in meetings, play on chapter intramural teams, be included on the chapter roster, access the Fraternity's insurance program, serve as a chapter officer or chair, or represent the chapter in any capacity (e.g., serving on the Interfraternity Council, acting as a Convention delegate, or attending the Regional Leadership Academy).

ADVISOR REPORTING PROCEDURES

All appointed or elected volunteer advisors must be reported using the Chapter Meeting Report (CMR) during the meeting immediately following their election or appointment.

ELECTION AND REPORTING FOR "BB" - CHAPTER ADVISOR:

- The "BB" - Chapter Advisor should be elected by a majority vote of the chapter. They will serve from the time of their election or appointment until October 15 of the next non-Convention year or until their successor is elected or appointed.
- To report a "BB" - Chapter Advisor, the "C" must complete and submit the Advisor Reporting Form. This form must include a signed copy of the "BB" Oath of Office. This submission should be completed by November 1 in non-convention (odd-numbered) years.

REPORTING ALL OTHER VOLUNTEER ADVISORS:

- For all other volunteer advisor roles (e.g., 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 when new individuals are selected to serve in these positions.
- By December 15 of each year, the "C" should verify the chapter officer, chair, and advisor information in Vault for accuracy and make any necessary adjustments.

AWARDS OVERVIEW AND GUIDANCE

As the “C”, you play a critical role in your chapter’s awards process. While the “A” is ultimately responsible for ensuring submissions are completed, the “C” often assists by organizing information, maintaining deadlines, and helping facilitate nominations. One way to support this process is by helping form a temporary Awards Committee to gather input and prepare applications, of which you would serve as the Chair.

This section outlines the awards your chapter can apply for, followed by a recommended framework for managing the awards process.

AWARDS OVERVIEW

Delta Chi’s awards program celebrates excellence in chapter operations, programming, and individual leadership, all aligned with the Fraternity’s core values. Applications open on April 1 and are due by April 30 of each year, unless otherwise noted.

CORE COMPETENCY AWARDS

No Application Required – Based on Chapter Operations Assessment

These awards recognize excellence in chapter operations across four core competency areas. All chapters that complete the Chapter Operations Assessment (COA) are automatically considered. The COA is typically completed by the “A”, but it is key as “C” that you ensure this document is submitted by the April 30 deadline.

Categories include:

- **Promoting Friendship:** recruitment & retention, brotherhood, and alumni & family engagement.
- **Developing Character:** philanthropy, service, public relations, community engagement, Ritual, and involvement with the International Fraternity.
- **Advancing Justice:** health & safety, financial and operational management, and accountability.
- **Assisting in the Acquisition of a Sound Education:** scholarship, member development, and diversity, equity, and inclusion (DEI).

Chapters may be recognized in each category at one of three levels:

- Excellence with Distinction
- Excellence
- Achievement

COMPOSITE AWARDS

Application Required – Due April 30

The Composite Awards recognize overall excellence in chapter operations based on Delta Chi’s core values. These are narrative-driven applications designed to highlight how a chapter embodies each of the Fraternity’s values through its culture, programming, and impact, not just its outcomes on its members. Chapters are encouraged to showcase innovation, consistency, member engagement, and alignment with the spirit of Delta Chi.

Chapters may apply for the following:

- **Raymond D. Galbreth Certificate of Achievement:** Recognizes chapters that have made significant strides toward operational excellence and values-based programming, especially those showing strong upward momentum, improved member engagement, and culture shift.

- **Award of Excellence:** Awarded to chapters that demonstrate a well-rounded and sustained commitment to Delta Chi's values across all areas of operations. These chapters are high-performing, values-driven, and demonstrate strong leadership, culture, and impact.
- **President's Cup:** The highest honor, awarded to the top-performing chapters in each division that exhibit outstanding programming and chapter operations. These chapters are considered the standard-bearers of the Fraternity in their size category.
- **President's Most Improved Trophy:** Awarded based on demonstrated operational growth over a two-year period. No application is required; IHQ determines eligibility based on improvement trends in chapter performance.

Submissions should be authentic and thoughtfully written. A chapter does not need to be "perfect" to earn recognition; honest reflection, meaningful programming, and cultural growth matter.

COLLEGIATE PROGRAMMING AWARDS

Some Applications Required – Due April 30

These awards highlight outstanding programming in recruitment, education, safety, and community impact. Each application requires a narrative of 200+ words explaining the program and its impact.

Awards include:

- **Outstanding Growth Award:** Recognizes effective and innovative recruitment strategies.
- **Outstanding Program (Safety & Wellness or Member Education):** Recognizes exceptional programming in either area.
- **Community Impact Award:** Honors service or philanthropy efforts that benefited both the chapter and the broader community.
- **Most Improved Growth Award:** No application required. Based on recruitment improvement as determined by IHQ.
- **Academic Excellence Award:** No application required. Based on academic performance data submitted to IHQ.

COLLEGIATE INDIVIDUAL AWARDS

Application Required - Due April 30

These awards recognize undergraduate members who go above and beyond in their leadership and service.

Recognition includes:

- **Chapter Luminary:** One member per chapter who best exemplifies Delta Chi's values. This member is recognized in the *Quarterly* as a recipient of this award.
- **Marge Lee Outstanding "C" Award:** For "C"s who demonstrate excellence in their duties.
- **"E" Key Award:** For outstanding communication efforts by the chapter "E."
- **Outstanding Collegiate Leadership Award:** For other officers or chairpersons who exceed expectations and lead with distinction.

INDIVIDUAL AND FRIEND OF THE FRATERNITY AWARDS

Nomination Required – Due April 30

These awards are not specifically aimed at undergraduate chapters but provide a valuable opportunity to recognize individuals who support and enhance the collegiate experience. They celebrate alumni, volunteers, and campus professionals who go above and beyond in their service to Delta Chi and the broader fraternity/sorority community. Nominations can be submitted through a form and must include supporting information detailing the nominee's contributions.

Although these awards are not targeted at chapters, it is highly encouraged that you identify and nominate deserving individuals who have made a significant impact on your chapter. Whether it's a chapter advisor offering consistent mentorship, an Alumni Board of Trustees (ABT) member actively supporting chapter operations, or a campus professional advocating for fraternity life, these individuals merit recognition.

Chapters may consider submitting nominations for the following awards:

- **Outstanding Chapter Advisor:** This award recognizes an individual who has provided exceptional guidance, mentorship, and service to a chartered or provisional chapter, whether through a singular impactful act or consistent excellence throughout the academic year.
- **Outstanding Alumni Board of Trustees (ABT):** This honors an ABT member who has demonstrated exceptional leadership, support, and accountability to its chartered or provisional chapter.
- **Richard N. McKaig Outstanding Greek Professional Award:** This award celebrates a student affairs or fraternity/sorority advisor who has made a lasting impact on the Greek community, recognizing their partnership, professionalism, and advocacy.

These awards serve as a meaningful way to express appreciation for those who work behind the scenes to support your chapter's success. If your chapter has strong alumni involvement or excellent campus partnerships, take the time to submit a nomination. These individuals often make a significant difference, and recognition at the international level can affirm the importance of their contributions.

FORMING AN AWARDS COMMITTEE

While it is not required, chapters are encouraged to form an Awards Committee to assist with the preparation of submissions and to ensure that accomplishments are well-documented. The "C" is responsible for coordinating this effort, and serves as the Chair.

CONFIRM INTEREST WITH THE "A"

Meet with the "A" to confirm the chapter's interest in submitting awards. Ensure that they support the formation of a committee to assist with the process.

RECRUIT COMMITTEE MEMBERS

Identify members who are strong writers, organized, and familiar with chapter operations. Recommended members may include: "A", "B", "F", Recruitment Chair, Philanthropy Chair, or other members with relevant experience or involvement to particular awards.

ASSIGN RESPONSIBILITIES

Assign each committee member to one or more award categories that align with their role or experience. Example pairings include: Recruitment Chair to the Outstanding Growth Award or Philanthropy Chair to the Community Impact Award.

COLLECT DOCUMENTATION YEAR-ROUND

Encourage all committee members to gather materials throughout the year, including:

- Event photos
- Attendance lists
- Summaries of programs or initiatives
- Impact statements
- Quotes or testimonials

CONSIDER ELECTIONS FOR INDIVIDUAL AWARDS

For certain individual awards (e.g., Chapter Luminary, Outstanding Collegiate Leadership Award), the chapter may choose to hold internal nominations or elections.

Allow time in the timeline for nominations, voting, and final selection of these individuals, where the chapter will still be able to complete the application for these individuals promptly.

SET A TIMELINE

Work backward from the submission deadline of April 30 to ensure that all materials are completed on time. A recommended timeline is as follows:

- April 1: Awards application opens
- April 7: Drafts due from each committee member
- April 14: Full committee review and feedback
- April 21: Final edits due
- April 25: Internal final review and approval
- April 30: Official submission deadline

TRAINING EXPECTATIONS

RISK MANAGEMENT WEBINARS

Annually, the Fraternity will deliver educational content on topics related to risk management. In order to ensure the chapter remains in compliance with the Fraternity's risk management policies, as the "C", you need to ensure that you attend a webinar session related to Sexual Misconduct Prevention.

REGIONAL LEADERSHIP ACADEMY (RLA)

Per Delta Chi Law, even if a chapter is ineligible to vote, they are expected to send a delegation of the required size to attend RLA. Failure to have a delegation in attendance will result in a fine set by the Board of Regents.