



DELTA CHI

“F” BRIEF

Updated July 2025

WELCOME AND LEADERSHIP OVERVIEW

Welcome to your role as the “F”, focused on risk management and accountability. Your role matters because it is centered on the health and safety of members. By focusing on the Fraternity’s values, you help to maintain the future of your chapter. This role will require you to lean into leadership built on risk reduction, harm prevention, and showcasing that accountability is the highest form of brotherhood.

KEY RESPONSIBILITIES

- Educate members on and enforce the Fraternity’s Risk Management Policy
- Partner with other officers and chairs to ensure that all events meet policy expectations
- Chair the Judicial Board and train its members to follow the process
- Maintain the chapter’s Emergency Management Plan (EMP) and educate members on its practices to prepare for a crisis situation
- Store and secure all ritual materials for Initiation
- Support members with empathy and clarity as they navigate an accountability process, or if necessary, an expulsion trial
- Act as Parliamentarian during chapter general body meetings

IMPORTANT DATES

As the “F”, there are a few deadlines that you are directly responsible for to ensure the chapter meets and to uphold your key responsibilities:

- **August 15:** Risk Management Assessment calculator available
- **September 5:** Risk Management Assessment calculator due
- Promote Parent & Guardian fraternity webinar at the beginning of the Fall term
- Submit either a hard copy signed risk management policy to headquarters@deltachi.org or submit an electronic DocuSign risk management policy after the first general body meeting of the Fall term.

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 “F”, you need to ensure that you attend a webinar session related to hazing 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. This event occurs every January, and dates will vary depending on your specific region.

RISK MANAGEMENT

All chapter members should be aware of the Fraternity's risk management policies. As the "F", you are charged with making sure that you are not only aware of these policies, but that you intentionally educate members on these expectations. These policies should be considered required reading each term or prior to a major event or social function.

At minimum, you must review the policies at the first general body meeting of the Fall term for your chapter. A hard copy may be signed by members and submitted to headquarters@deltachi.org, but the preferred method is to use the DocuSign electronic process. For more information on either of these processes, connect with the Delta Chi Director of Member Safety, who serves as your Officer Success Manager.

In addition, while you have specific risk management webinars that you will need to attend, you may also find that you are reminding other officers of their own required webinar attendance on different topics. A full schedule of webinar dates and registration links is available as part of your officer resources.

SOCIAL EVENT PLANNING

As the "F" you will collaborate with the Social Chair to plan events that meet and comply with Fraternity policies, your campus regulations, and local, state/province, and federal law. You should apply event planning best practices by referencing the Social Event Planning BRIEF, and encourage proactive planning instead of reactive, in the moment fixes. At minimum, social events need to include things like guest lists, a plan related to alcohol at the event (if applicable), ID verification, security, and more.

EMERGENCY MANAGEMENT

You can take all of the precautions possible to reduce risk at events and prevent harm, but sometimes, a crisis may occur. That is why it is important for you to maintain the chapter's Emergency Management Plan (EMP) and educate members on these expectations. For full details, review the Emergency Management BRIEF.

At minimum, you should annually review this plan with your members about what to do in the event of a crisis or emergency. You can also schedule member trainings for things like a fire drill or other emergency scenario so members are as prepared as possible.

In a crisis, the "A" serves as the main point of contact for law enforcement, the campus, and IHQ. They are also responsible for submitting the Incident Report Form, and should be the only designee who can speak to media on behalf of the chapter (if a statement is given at all). As the "F", it will be critical for you to assist the "A" in times of crisis.

RITUAL SUPPLIES

You will need to collaborate with the "A" on event planning and scheduling the Ritual. In addition, you are responsible for ensuring ritual supplies are present, in good condition, and properly stored. As you regularly inventory supplies or may need to order replacements, work with the "D" to get those items ordered in a timely manner from IHQ.

JUDICIAL BOARD AND MEMBER ACCOUNTABILITY

A Judicial Board should be a body of trustworthy undergraduate members who act as an accountability mechanism designed to implement and enforce the values of the Fraternity. This Board must be willing to hold the members of the chapter accountable for their individual actions not in line with chapter bylaws, the chapter code of conduct, and the basic expectations of Delta Chi. Reasons for having this type of board include self-governance, accountability, education and brotherhood development.

PURPOSE

If the chapter cannot manage problems or challenges internally, external authorities (University, IHQ, ABT) may have to intervene. However, if the chapter effectively manages issues internally, exercising the right to self-governance, the external influences may not intervene.

Holding members and Associate Members accountable for their actions according to the values of the Fraternity will help the chapter operate more smoothly. Not holding members accountable for living up to these values diminishes the overall value of being a Delta Chi.

The Judicial Board's main goal should be maintaining the chapter's high standards and brotherhood. Thus, it should set and uphold standards for its chapter pertaining to individual behavior, conduct and chapter discipline. It should accomplish better brotherhood by acting as the judicial branch of the undergraduate chapter and hearing cases brought before it.

WHO WOULD MAKE A GOOD JUDICIAL BOARD MEMBER?

This is a very important group of members in the fraternity. This is a critical role in the chapter as they are the self-governing bodies of the Fraternity. The members selected for this position must be unbiased, levelheaded, able to put the Fraternity first ahead of personal relationships, have high character, and are able to make challenging decisions for the betterment of the chapter and the larger International Fraternity. In addition to undergraduate members, having an ex-officio member, like the "BB" - Chapter Advisor ABT Risk Management Advisor, for clarification of information or establishment of sanctions can be helpful and is suggested.

HOW MANY MEMBERS ARE ON THE BOARD?

A board is made up of five members and chaired by the "F". The Board should vary in age, having a representative from each academic class (i.e. freshmen, sophomore, junior, and senior representatives) or Associate Member class. This will ensure fairness and eliminate one class from overpowering another.

SELECTION OF BOARD MEMBERS

The members should be elected or should be selected by the "F" with the advisory of the executive board. The members should be appointed or elected after elections of the Executive board. The term for a member is one semester or one academic year.

The “F” should also appoint two alternates to the board. If an appointed member cannot attend a meeting, or has a complaint filed against them, the “F” should utilize an alternate to fill the vacant position. Additionally, if an appointed member files a complaint against a Judicial Board member, that member should not be part of the judicial process and an alternate should be used.

POSITIONS ON BOARD

The Judicial Board has three roles: the chair, the secretary, and the jurors. The “F” will chair the board and lead all meetings and proceedings. A member of the board should be appointed as secretary and will serve as the official scribe of the board (you may also opt to have the “C” take on this role). The other four members will be the jurors of the board.

PROCEDURES

- A complaint is filed to the “F”. This means that the proper paperwork is filled out including the date, time, place, description of the occurrence and the people involved.
- The “F” notifies the Judicial Board to meet to discuss the complaint and ensure that the complaint is legitimate and that the parties involved have committed an infraction.
- The “F” writes a formal notification informing the parties involved of their required attendance at the next Judicial Board meeting and delivers it to them (printed or electronic). There should be at least 48 hours between the notification and the meeting. If one of the parties involved cannot make the meeting, an alternate hearing date and time should be arranged.
- At the next Board meeting the testimony of the accused is heard and any evidence (known evidence, witnesses, etc.) is presented, and the board will decide if any further action is appropriate. If one of the parties involved fails to attend the arranged meeting, then this will be taken as an admission of guilt and the board will render a decision of further action based on the information that they have.
- After the hearing, the Board will formulate a sanction according to the severity of the infraction and inform the party of the decision. All sanctions must act in accordance with Delta Chi Law and the Chapter By-Laws.
- Appeals: If the accused parties feel that the sanctions are unfair, they can appeal them to the Chapter at the next chapter meeting. The Chapter will then vote. If there is a $\frac{3}{4}$ majority to overturn the sanctions, the committee will reconvene and formulate a new sanction and course of action.
- If the accused member does not cooperate with the given sanctions in the prescribed time, the Board will meet, and additional sanctions may be added. If this process happens repeatedly, the Board may propose to the chapter that the brother be suspended or removed from the chapter.

EXPULSION TRIALS

One of the more unfortunate circumstances that arises in a fraternity setting is when an expulsion becomes necessary. Delta Chi Law mandates a specific procedure to be followed to ensure due process for all involved. This resource is designed to help your chapter through the procedure, should the need ever arise. Expulsion is from The Delta Chi Fraternity, not just the local chapter. Once expelled, an individual will no longer be considered a member of the Fraternity. See the full Conducting an Expulsion Trial resource for details on this process, and follow Delta Chi Law.