



Associate Member 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.