DELTA CHI

"D" BRIEF

Updated March 2026

Financial management is a vital component of a successful chapter. This BRIEF includes procedures and best practices for managing chapter finances and information for the "D".

IMPORTANT DEADLINES

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

- **January 15:** International Convention assessment and Regional Leadership Academy (RLA) assessment billed.
- **February 15:** Convention and RLA assessments due.
- **February 15:** Spring term Risk Management Assessment (RMA), Membership, and Housing Fees billed.
- **March 15:** Spring term RMA, Membership, and Housing Fees due.
- **September 15:** Semester school Fall term RMA fees billed.
- **October 1:** Quarter school Fall term RMA fees billed.
- **October 15:** Semester school Fall term RMA fees due.
- **October 15:** Fall term Membership and Housing Fees billed.
- **November 1:** Quarter school Fall term RMA fees due.
- **November 15:** Fall term Membership and Housing Fees due.
- **Verify Chapter Tax Filing Deadline:** Due the 15th day of the fifth month following the end of your fiscal period (typically May 15 or November 15).

Please note: Finance charges are 1% for all invoices that are 30 days past due. Invoices are due within 30 days of being posted and are considered 30 days late after 60 days of their billing date.

CREATING AND UTILIZING A BUDGET

The best budgets are organized and detailed. In order to create a budget, the "D" should review all expenses and revenue lines from the previous year. With this guide, the "D" should partner with their fellow Executive Board members, chairmen, and the Alumni Board of Trustees (ABT) to craft a new budget, estimating needed expenses and predicted dues income for the new fiscal year.

In addition, the budget should be set up not only with the estimates on how much can be spent, but also to ensure that there is a contingency fund built in to avoid a shortfall. This reserve amount should be used if there is an issue with collections or unexpected expenses, and any extra amount leftover at the end of the fiscal year should be carried into the next budget.

Once a budget is constructed, the "D" should submit the budget to the ABT. The ABT must approve the budget each term before it is shared with the chapter to be voted on. The chapter vote should include all dues paying members and any Associate Members. The "D" should track all spending and income through a general ledger and keep all receipts for record.

There is a budget template available on the Delta Chi Website under "D" resources. For support with budget templates or navigating creating a budget, contact your officer success manager.

MANAGEMENT OF FUNDS

The chapter should have a bank account to hold their funds. The "A," "D," and "BB" - Chapter Advisor should be listed as authorized users on the account. At most financial institutions, everyone who is named on the account needs to be present to change names on the account (for purposes of new officers); please keep this in mind and plan to do this during the officer transition process.

Chapters should not use mobile payment services (ex. Venmo) as their financial institution. It is difficult to keep track of spending and income on this type of mobile application, and is not federally insured or auditable like a traditional bank account. Additionally, an individual accepting payment on behalf of the chapter could be personally responsible for federal income tax on the payment. The "D" should not accept cash payments; check or direct pay through debit/ credit card is preferred.

The preferered financial management system for Delta Chi is Vault.

OMEGAFI "NEED TO KNOW"

Chapters can manage their finances, make payments, bill individual members, update billing rosters, and file taxes through Vault. For information, walkthrough videos, tutorials, and other resources visit the Vault Help Desk website.

The billing roster (only for Vault billing chapters) can be updated under "Billing" on the chapter's Vault page. In the event of any status change (ex. moving associate to initiate, inactive status, graduation) of a member, the billing roster needs to be updated immediately following this change to ensure accurate billing.

If you are not a Vault billing chapter but need to make a payment to Delta Chi IHQ using Vault, go to Vault > Delta Chi > Delta Chi Billing > Pay Now.

BILLING AGENCY, PROMISSORY NOTE, & COLLECTIONS

It is recommended that chapters utilize a billing agency (preferably OmegaFi as it is tied to Vault) or a promissory note when it comes to sending invoices or collecting payments. Chapters that do not utilize one of these two methods will not have a standing or written right to take any unpaid dues to collections.

A billing agency normally has a contractual agreement with an e-sign ability saying that the member or Associate Member will pay the required amount. A promissory note, which can be obtained by emailing membership@deltachi.org, is an agreement for the member to pay an amount owed, including the member's social security number, signature, and a witness signature.

For collections, if the chapter uses Vault, they can work with OmegaFi to send someone to collections if a member is extremely past due. If you are not a Vault billing chapter but you have utilized a promissory note or a different billing agency, it is recommended that you and your ABT work together to identify a reputable collections agency. We recommend utilizing Fairway Capital Recovery (formerly Parson Bishop).

A culture of paying dues should be a top priority, with penalties for not paying. At 30 days past due at the local level, it is recommended that the "D" require the member or Associate Member to either become current or sign a promissory note.

If they refuse, the individual should be placed on inactive status by a 2/3 vote of the ABT. In the event that it is past the deadline to move a member to inactive status, or the individual is no longer eligible because they have already utilized their two terms, it is recommended that you work through a payment plan or restrict the member from attending activities until they are current on their payments.

WHEN TO EXPECT CHARGES

You will see charges for active members from Delta Chi IHQ posted in Vault based on the membership roster in Vault as of 5:00 PM Eastern Time on October 14 (Fall) and February 14 (Spring). These amounts are automatically billed and credits will not be issued. It is important that the "C" meets this deadline so that the appropriate charges are met.

Associate Member (AM) charges will appear in OmegaFi once AMs are properly enrolled (i.e. "C" has added them to Vault, they have registered, and the Grade Verification Form has been properly submitted). AM dues are only refunded if they were associated with the chapter for less than two weeks, they are properly removed from the roster by the "C", and their status change has been documented correctly in the Chapter Meeting Report. In addition, if the "C" does not submit the Initiation Application or the appropriate fees are not paid, the chapter will receive an Unauthorized Initiation Fine of $50 per initiate.

Dates for when other assessments are posted to chapter accounts (Risk Management Assessment, Housing Fees, Convention assessment, etc.) are outlined above in the "Important Deadlines" section of this BRIEF.

WHEN TO BILL

The earlier that you are able to bill, the better. It is recommended that you create your billing schedule based on the schedule of dues set by Delta Chi International Headquarters, as well as the deadlines for the "C" to ensure rosters are finalized (as you will be billed for anyone listed on those dates).

Below are recommended dates on when to bill, but adjust as needed for when your school's academic calendar begins and ends:

- *Member pay up front option:* September 10 (Fall) and January 10 (Spring).
- *Member payment plan option:* Ensure the first deadline matches the "pay up front" options, and set remaining deadlines prior to the end of the term. It is strongly recommended to only do payment plans through half of a semester or full quarter to ensure that all expenses are able to be paid, as there are specific deadlines for the total amount of member dues to be paid,
- *Associate Members:* AM and Initiation dues are to be paid 30 days after an invoice date or one week prior to initiation, whichever comes first. If utilizing a payment plan, it is recommended to have payment deadlines for AMs to be at an initial meeting following the Associate Member Ceremony, a halfway mark during AM education, and then the final payment due one week prior to Initiation.

PROPER BILLING AMOUNTS

You should bill based on your budget and what is needed for your chapter to run. Always consider budgeting, billing, and collections by your school terms (semester or quarters).

Costs per member/Associate Member should take into consideration the amounts charged by the Interfraternity Council or other Fraternity/Sorority campus fees, officer budgets, event costs, and the International Headquarters Member Dues, Housing Initiatives, Risk Management Assessment, and Convention/RLA assessments.

VIEWING STATEMENTS AND PAYING IHQ BILLS

You can find your chapter statement and amount owed, as well as completing payment in Vault by going to DX > DX Billing. Payments can be made via e- check via “Pay Now”.
Canadian chapters will need to mail a check to IHQ:

Delta Chi International Headquarters
Attn: Membership and Accounting Manager
3845 N Meridian St.
Indianapolis, IN 46208

Historical billings can be seen in “Statement History” and “Statement of Account.” You can change the “from” state in the “Statement of Account” to view previous dates.

TAX INFORMATION

All Delta Chi chartered/provisional chapters are defined by the IRS as 501(c)7 social clubs. This means that your chapter is exempt from paying taxes on the income from your members and Associate Members, and that you are generally organized as an unincorporated association.

This does NOT mean that you can solicit or collect deductible donations, and there are penalties for doing this. It also means that in most cases, you are required to pay sales and/or use tax.

There is a chance that your jurisdiction may allow you to also claim an exemption from local sales taxes. In order to obtain a tax-exempt status, you should contact the local state tax authority and ask if a 501(c)(7) organization is required to pay sales or use taxes in your jurisdiction. Some states require you file an application for this exempt status.

FILING THE IRS 990 FORM

Your chapter tax status also means that you are required to file IRS forms each year. You can look up your tax filing deadline and Employer Identification Number (EIN) by going to your officer resource page. The EIN is a unique number that identifies the organization to the Internal Revenue Service (IRS). When filing, you may also need the group exemption number of 0401. If your chartered/provisional chapter is not listed, please contact membership@deltachi.org.

OmegaFi makes filing the IRS 990 Form easy, but there is a fee involved in processing. To file through OmegaFi, go to the chapter’s Vault page > Accounting > Accounting Tools > Tax Filing. Chapters must file this by the 15th day of the fifth month following their fiscal period (typically May 15 or November 15).

If your chapter does not use OmegaFi or does not wish to pay the filing fee, in most cases, the chapter can use File990.org for free. There are three (3) different types of forms that can be used to file taxes, and the appropriate one is determined by: gross receipts (the amount of money collected within the year) and total assets. With this process, you will need your chapter's EIN and proceed to the appropriate form:

- *990-N Form*: for groups that make less than $50,000 per year
- *990-EZ Form:* for groups with between $50,000 - $200,000 and have total assets less than $500,000
- *990:* for groups that make more than $200,000 or have total assets greater than $500,000. This cannot be filed using File990.org, and it is recommended that an outside source (ex. CPA) is utilized to ensure it is completed correctly. Click here for IRS instructions for this form.

PENALTIES FOR NOT FILING FEDERAL TAXES

If a chapter does not file their appropriate tax forms for three (3) consecutive years, their tax status will automatically be revoked. Reapplying is a long and expensive process, so it is imperative that the chapter files their correct Form 990 each year.

The IRS has some guidelines available on their website on how to have the status reinstated, or chapters can pay OmegaFi to assist them with reinstatement.

UNRELATED BUSINESS INCOME

Even though chapters are tax exempt, they may be liable for tax on its Unrelated Business Income (UBI). An exempt organization that has $1,000 or more gross income from an unrelated business must also file form 990-T. UBI for fraternities includes all gross income, less deductions directly connected with producing that income, but not including exempt function income. UBI includes investment income (dividends, interest, and certain other income).

The investment of these types of organization generally is not taxed if it is set aside to be used for religious, charitable, scientific, literary, or educational purposes or for the prevention of cruelty to children or animals.

STATE TAXES

US state laws generally follow US federal law, and typically chapters are also exempt from state income taxes in the state where your chartered/provisional chapter is located. You should contact your local state taxing authority and ask for guidance.

You may be required to do nothing, and you may be required to file an application to establish your exempt status. See here for information about US State tax jurisdictions, and select your state from the map to learn more.

HOW TO ORDER SUPPLIES FROM IHQ

The “D” is the primary point of contact to order supplies from IHQ. To do this, go to the IHQ Merchandise Store via Square Site. Please note that the former Chapter Supply Order form in MyDChi is no longer active as of early 2026.

Supplies include merchandise (ex. Cornerstones, badges, etc.), ceremony manuals, and ritual supplies. If you need overnight shipping, please be prepared to pay an additional fee for that shipping.

Please note that you will not be able to order ceremony supplies for a ceremony you have not previously hosted, and IHQ does not ship on weekends (Friday - Sunday). If ordering Cornerstones, those only ship once per week through an external company, so there is no express or overnight shipping option available.

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.