



Associate Member and Initiation Reporting

All chapters have a total of 35 calendar days from when the Associate Member Ceremony is held to complete all pre-Initiation Ceremony steps and host the ceremony itself.

STEP ONE: REPORTING ASSOCIATE MEMBERS

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

- The “C” should enroll Associate Members in Vault as soon as possible. It is highly recommended to do this immediately after the Associate Member Ceremony, as you will need accurate email addresses and contact information.
- To enroll, log onto Vault and click on Chapter > Membership Roster > “Add Member.”
- Batch upload or input each Associate Member’s legal first and last name, email address, member status as “Associate Member,” and list the date of their Associate Member Ceremony as the “Association Date.”

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, and complete this as soon as possible.
- Once reported, each Associate Member will receive an email inviting them to register for MyDChi. They must complete the registration process to be recognized by Delta Chi as an Associate Member.
 - If an Associate Member is unable to access MyDChi, the chapter must contact OmegaFi via a support ticket on their behalf as soon as possible.
- 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.
- Once all Associate Members are registered, the chapter will be automatically billed for its Associate Member Dues and Initiation Fees.

STEP THREE: ASSOCIATE MEMBERS COMPLETE TIGHTROPE

Deadline: Ideally completed within 21 days (3 weeks) of the Associate Member Ceremony date, or two weeks prior to the Initiation Ceremony.

- Associate Members are expected to complete an online hazing prevention training prior to their initiation. Should an Associate Member fail to complete this training, they will be ineligible to be initiated.
- The online prevention training, known as Tightrope, is accessible in the Learning Management System (LMS) in MyDChi. Associate Members will need to log into the LMS and enroll in the Tightrope module.
- Associate Members should save any completion certificates provided throughout the course related to module completion. They may be asked to share Certificates of Completion with their AMC prior to Initiation. “A”s, “C”s, “F”s, and AMCs all have access to verify completion using the Reporting feature in the LMS.
- If an Associate Member is initiated without having completed Tightrope, they will be subject to an Unauthorized Initiation fine.

- Delta Chi recognizes that technical issues may arise during this process. The “C” should notify their Officer Success Manager of these issues as early as possible, as early communication will allow staff to provide guidance where appropriate. Technical issues reported after initiation deadlines have passed may limit options for assistance.
 - If an Associate Member experiences issues completing Tightrope, that Associate Member needs to submit a support ticket to the LMS hosting company, Plaid.
 - If an Associate Member can access MyDChi, but cannot access the Learning Management System, they should submit a support ticket through MyDChi.

STEP FOUR: ASSOCIATE MEMBER DUES & INITIATION FEES PAYMENT

Deadline: Ideally completed within 21 days (3 weeks) of the Associate Member Ceremony date, or two weeks prior to the Initiation Ceremony.

- Associate Member dues are \$135 each, while Initiation Dues are \$250 each. Both Associate Member Dues and Initiation Fees must be paid in full before Initiation, 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 by the “C”.
 - 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: Ideally completed within 21 days (3 weeks) of the Associate Member Ceremony date, or two weeks prior to the Initiation Ceremony.

- 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. Authorization will occur once Associate Member dues have been paid, the Initiation Application has been properly submitted, and all Associate Members have registered and completed Tightrope.
- If a chapter hosts an Initiation Ceremony without prior written approval from IHQ, they will incur an Unauthorized Initiation fine.

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 in bulk.
- 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. Chapters are responsible for the costs of re-ordering any materials.