

DELTA CHI BRIEF

Now that there is a group of men together calling themselves “Delta Chi,” what’s next?

The Colony might be tempted to set its sights on chartering as the ultimate goal for the group. Or getting a house. Or acceptance by the rest of the Greek community. However, those are only milestones in the process that is the true purpose of a colony - to become a stable, healthy, fully functioning chapter. It would be a mistake to think that at any one point the job is finished, because once a chapter quits striving to move forward, it begins to backslide.

The Colony needs to understand from the beginning that there are programs to develop and habits the group will have to learn in order to become and remain competitive. One of the advantages of associating with Delta Chi is that we have been through the process many times; we have developed model programs in every key area. By using these programs as a firm foundation, the group’s probability of long-term success can be improved.

In effect, the chartering process itself represents the development of a plan for the Colony’s future. Rather than being an exercise in simply completing a checklist, the idea is to develop the foundation from which the Chapter can grow. All the elements that go into a successful petition should be examples of an ongoing attitude toward how the group operates, rather than an end in themselves.

A good analogy is a marriage. It’s easy for a couple to spend all of their time and

attention preparing for the ceremony. But what really matters is everything that happens afterwards.

Alumni involvement is a critical aspect of any colony’s development. The Colony’s alumni are the continuity, the long-range success of your group; accordingly, they should receive a good proportion of your attention. A consistent program of attracting and initiating local businessmen, fathers and faculty, in addition to the retention of those alumni who graduate from the Colony, will make all the difference later on. Don’t think that the Colony can leave alumni relations for “later.” A good program takes years to develop, so it’s never too soon to begin.

Petitioning for a charter should occur during the first 18 months. The list of criteria your Colony will be judged on is included for your reference.

The highlight of the first couple of years will be the Colony’s chartering banquet. Quite a bit goes into making the evening (or weekend) a smooth, enjoyable experience for everyone. The enclosed description of the Chartering Committee’s duties should prove helpful.

Finally, post-chartering “slump” can be an after-effect of the chartering process. It occurs most often in groups that have worked only on satisfying the requirements of becoming a chapter and all the Founding Fathers have graduated. When chartering is looked at as a checkpoint along a long road to be traveled, the potential for the “slump” is minimized and success is maximized.

SECTION I: THE COLONY AND DELTA CHI

A. PURPOSE

A colony exists for one purpose only: to become a chapter in good standing of The Delta Chi Fraternity. During the period of colony status, special considerations are given the group to assist it with its development. These include:

1. Extra visits by Headquarters staff. Once the Colony is established, it will receive a minimum of two Leadership Consultant visits (three - seven days each) per academic year, with additional visits as needed. A chapter, by comparison, will receive at least one three-day visit per year.
2. Limited financial obligations to Delta Chi. In recognition of the need for establishing local financial stability, the Fraternity has a lower dues structure for colonies. This allows the Colony to start charging dues that are structured as if it were a chartered chapter, using the extra money to begin a Contingency Fund, Housing Fund, Scholarship Fund, etc. Failing to do so is one of the tell-tale signs of a colony that is going to fail.
3. An initial set of resource materials to assist with the development of colony programming, including officer manuals, **BRIEFs** and other special publications.
4. Upon chartering, the group is provided a complimentary Ritual kit, chapter seal, and charter.

B. RELATIONSHIPS

Colonies are expected to attend all Regional Leadership Conferences and Conventions. Regional Leadership Conferences (RLCs) are held each spring at a different chapter within each Region. They are primarily leadership-skills oriented, although there is also usually some official business to be transacted (elect Regent, nominate committee members, conduct Regional business, etc.). The Convention is the supreme policy-making body of the Fraternity. It meets every two years and includes delegates from all chapters and colonies. A leadership school is also part of the Convention.

Colonies are allowed to vote at Regional Leadership Conferences and Conventions, provided the total balance owed to Delta Chi by the Colony at the time is below \$150. Depending on size of membership, colonies receive one to three votes. Colonies do not pay a Chapter Assessment during the first year of operation, but they still receive one free Convention registration. Colonies are strongly encouraged to attend the Convention and will also be eligible for travel reimbursement.

Delta Chi allows its colony members to be initiated, unlike many fraternities that require a group to be chartered before initiating any of the members. However, the initiation of Founding Fathers must be supervised by the Regent, or, in his absence, a designee appointed by the Fraternity's Executive Director. An alumnus designated by the Executive Director must oversee all subsequent initiations.

Individually, colony members have the same rights and privileges as chapter members.

C. DEFINITIONS

These definitions, without going into an extremely technical discussion, are generally correct. There are occasional exceptions that can occur.

1. **Associate Member** - An uninitiated affiliate of a chapter or colony.
2. **Student Member** - Initiated undergraduate or graduate school member of a chapter or colony. "Active" status implies regular interaction with the group and full financial responsibilities.
3. **Inactive Member** - An initiated student who, by choice or official action, does not associate in any way with the chapter or colony. A student member must usually request inactive status, although it may also be used as a disciplinary measure.

4. **Alumnus** - An initiated member who is no longer in school, or is still in school but not attending one with a Delta Chi Chapter or Colony.
5. **Interest Group** - A local organization that desires to become affiliated with The Delta Chi Fraternity. There is no official relationship between Delta Chi and an interest group, other than those negotiations necessary to determine whether the interest group will become a colony. Until colony status is approved, interest groups cannot use Delta Chi trademarks, nor can they identify themselves as affiliated with Delta Chi. An interest group has no financial obligation to Delta Chi.
6. **Colony** - A local organization recognized and sponsored by Delta Chi, which is working toward becoming a chapter. It may use Delta Chi trademarks. Delta Chi's chartering process averages between eighteen and twenty-four months. After twenty-four months, colonies typically have to "show-cause" as to why their Colony status should be continued.
7. **Chapter** - A chartered affiliate of The Delta Chi Fraternity. Chapters, depending on size and compliance with the minimum standards of the Fraternity, have varying numbers of votes at Regional Leadership Conferences (RLCs) and International Conventions.
8. **Officers** - The Fraternity's officers are referred to by letters. The letters are symbolic of the various officers' esoteric titles. While the familiar titles of president, vice president, secretary, etc. are not the correct nomenclature, they are a compatible reference for understanding their function and describing them to people not in Delta Chi:
 - a. "AA" - International president
 - b. "CC" - International secretary
 - c. "DD" - International treasurer
 - d. "BB" - Chapter/Colony advisor
 - e. "A" - Chapter/Colony president
 - f. "B" - Chapter/Colony vice-president
 - g. "C" - Chapter/Colony secretary
 - h. "D" - Chapter/Colony treasurer
 - i. "E" - Chapter/Colony alumni relations officer
 - j. "F" - Chapter/Colony sergeant at arms

Any other officers or chairmen (recruitment, social, community service, etc.) are simply referred to by their titles, although abbreviations are sometimes used.

Complete information on the various programs of the Fraternity and how its government operates can be found in the *Cornerstone*.

SECTION II: OFFICER RESPONSIBILITIES

The following lists, while fairly exhaustive, are not to be used as the definitive lists of the only responsibilities that the respective officers have. They do, however, give an excellent idea of what each office entails. Only by reading the various manuals, **BRIEFS**, and general letters can an officer keep abreast of his full responsibilities.

“A”

1. Read the Chapter Operations Manual and utilize resource available at www.deltachi.org regularly.
2. Chair general meetings. Run efficient (one hour) meetings using parliamentary procedure and a written agenda.
3. Meet with the Greek Advisor regularly and attend IFC meetings.
4. Remain fair, unbiased, and objective.
5. Be the key representative of the chapter/colony.
6. Be a good listener and facilitator.
7. Iron out small problems and conflicts before they become big ones (a good resource text is Dale Carnegie's *How to Win Friends and Influence People*).
8. Coordinate officer and chapter retreats each term with the “BB”.
9. Take care of all paperwork needed for recognition on campus and by the IFC.
10. Get to know other fraternity and sorority presidents, and try to maintain open communication with them.
11. Meet regularly with support alumni.
12. Communicate regularly with Delta Chi Headquarters, Regent, and Vice-Regents.
13. Be familiar with the responsibilities of other officers and chairmen. Pay specific attention to due dates (including your own).
14. Communicate with neighbors.
15. Communicate and meet regularly with the “BB”.
16. Set specific personal goals for the office.
17. Attend all ABT meetings (the “A” is a voting member).
18. Send in list of ABT and house corporation members to Delta Chi Headquarters by December 1 of each year.
19. Report “BB” election/re-election by November 1 in non-Convention years.
20. Periodically check to make sure each officer is keeping his officer notebook up-to-date.

The main responsibility of the “A”, outside of those specifically outlined above, is to keep tabs on everyone and assure that things are getting done. He should not be doing everything himself.

“B”

1. Read the Chapter Operations Manual, and utilize resources available at www.deltachi.org on a regular basis.
2. Schedule, plan and chair executive committee meetings.
3. Oversee all committees.
4. Make sure chairmen are working with tangible plans and goals, as well as keeping their committee notebooks up-to-date.
5. Contact local bookstores and vendors to get them to stock Delta Chi decals, sportswear, etc.
6. Keep a detailed calendar of events. Post and/or hand out monthly.
7. Arrange meeting rooms when needed; try to get same room all the time.
8. Act as the parliamentarian during general meetings.
9. May chair the by-laws committee (if not, at least makes sure they are adopted ASAP and kept up-to-date).
10. Set up ad hoc committees as needed.
11. Summarize the weekly written officer / committee reports at Executive Committee meetings.
12. Coordinate with the “C” and “E” special correspondence with other Greeks, the host institution and alumni (holiday and congratulatory messages, etc.).
13. Insure all award applications (Delta Chi, Interfraternity Council, host institution, etc.) are properly filled out and submitted on a timely basis.
14. Promote alumni initiations (faculty, fathers, ABT members, and community leaders).

“C”

1. Read all materials pertaining to office (“C” *Manual BRIEF*, reference sheet, general letters, chapter “C” notebook, *Public Relations BRIEF*, etc.).
2. Complete and return Colony / Chapter Meeting Report (CMR) forms to Delta Chi Headquarters within 48 hours of every colony meeting.
3. Post minutes from each meeting (use CMR).
4. Responsible for having Personnel Record (PR) forms filled out and sent to Delta Chi Headquarters two weeks prior to initiation (should accompany initiation dues).
5. Give a copy of election results to the Greek Advisor, IFC, ABT and Delta Chi Headquarters (in next CMR).
6. Unless a separate chair is created, the “C” is in charge of communications among the members (phone list, newsletter, help “B” with calendar of events).
7. Regularly update and distribute membership list (send copies to Delta Chi Headquarters and Greek Advisor).

8. Review and return the computer-generated membership lists sent by Delta Chi Headquarters by the October 15 and February 15 deadlines.
9. Complete and return the Holdover and New Associate Member list by October 15.
10. Unless an historian position is created, the "C" is in charge of constructing an annual scrapbook of the Colony's/Chapter's activities and events.
11. Keep current on all correspondence. Organize a correspondence file, and require all members to give you a copy of all official correspondence.
12. Order and hold stationery, envelopes, thank-you notes, etc.
13. Make written agendas for colony / chapter meetings available to all the members.
14. Keep and preserve all records, books, documents, and archives of the Colony / Chapter.
15. Report all disaffiliates to Delta Chi Headquarters (in CMR). Credits for disaffiliates can only be made if the man disaffiliates within two weeks after he affiliates and this is reported immediately.
16. Report graduates, status of associate members and summer addresses for officers by April 15 of each year on the proper forms.
17. Prepare a yearly history of the Colony / Chapter, and forward a copy, on the correct form, to Delta Chi Headquarters by May 1.
18. Utilize the resources available at www.deltachi.org on a regular basis.

"D"

1. Read all materials pertaining to office (*Financial Management BRIEF*, Tax Guidelines, reference sheet, general letters, etc.) and utilize resources available at www.deltachi.org on a regular basis.
2. Have a basic understanding of accounting principles.
3. Collect all dues and assessments.
4. Organize a bookkeeping system.
5. Consider retaining an outside accountant to do a quarterly audit and the colony's / chapter's tax forms (all chapters and colonies must file a 990 form every year).
6. Be the main contact for ordering supplies from Delta Chi Headquarters and making other purchases on behalf of the chapter / colony.
7. Require receipts for all purchases.
8. Oversee budgeting process.
9. Keep accurate files of debts owed by the members.

10. Make sure a process for collecting accounts receivable goes into the chapter/ colony by-laws.
11. Send all initiation dues (which must accompany the Personnel Record forms) to Delta Chi Headquarters two weeks prior to initiation. (Organize with "C")
12. Organize a finance committee to assist with budget development (see the *Financial Management BRIEF*).
13. Communicate with the "BB".
14. Submit a weekly written report to the executive committee on finances.
15. Prepare and distribute a monthly financial statement to the chapter/ colony.
16. Periodically reaffirm the chapter's/ colony's policies on overdue accounts.
17. Attend ABT meetings (the "D" is a voting member).
18. Provide the ABT with a budget at the beginning of every term.
19. Provide the ABT with a financial report by November 15, February 15, and May 15.

"E"

1. Read all materials pertaining to office (*Alumni Relations BRIEF*, *Alumni Newsletter BRIEF*, "E" reference sheet, general letters, etc.) and utilize the resources available at www.deltachi.org website on a regular basis.
2. Contact alumni (ongoing) and maintain an up-to-date mailing list and personal file on all alumni. While response notes from alumni are often few, especially at first, this will pay dividends in the long run.
3. Produce at least two alumni newsletters per year. Read the *Alumni Newsletter BRIEF* for tips on publishing the Colony's newsletter. Secure an alumni advisor/ editor if possible.
4. Submit *Quarterly* articles (deadlines: August 1, December 1, March 1, May 1). See the *Quarterly* Reference Sheet for complete instruction on *Quarterly* submissions. Send pictures! (Make sure all digital photos are in high resolution, i.e. 300 dpi). Also, be sure to put your name and the colony/ chapter name on all submissions.
5. Coordinate alumni functions (Founders' Day, Homecoming, special events, etc.).
 - Correspond with alumni:
 - Birthdays, anniversaries, etc.
 - Acknowledgments
 - Newsletter information
 - Thank-you letters
 - Special events
 - Invitations
6. If you intend to mail a newsletter, you may find an electronic newsletter to be more economical and still effective. Also, you may get a bulk-rate mailing permit (apply at the post office).

“F”

1. Read the Risk Management Manual, *Crisis Management BRIEF*, and utilize the resources at www.deltachi.org on a regular basis.
2. Maintain order at meetings.
3. Coordinate initiations with the “A”.
4. Monitor the behavior of the chapter/colony in general; in the house, toward the associate members, etc.
5. Insure that the Ritual material is properly cared for (cleaned, replaced), securely stored and that all necessary materials are on hand prior to an initiation.
6. Oversee security at the chapter/colony house (in conjunction with house manager).
7. Serve as the Risk Management Officer.
8. Review the FIPG Policy each fall and spring with the brothers and with the new associate members.

RECRUITMENT CHAIRMAN

1. Read the *Recruitment BRIEF* and utilize the resources available at www.deltachi.org on a regular basis.
2. Conduct the recruitment program as developed by the colony/chapter.
3. Arrange recruitment committee meetings, notify members of time and place.
4. Give a recruitment evaluation questionnaire to all new associate members.
5. Organize a recruitment workshop for all members and an overview of the program for associate members as part of the associate member education program.
6. Get the names of prospective members from brothers and associate members.
7. Be a liaison with to the:
 - Executive Committee
 - Interfraternity Council
 - Sororities
 - Alumni
8. Schedule and organize a recruitment retreat/workshop to help develop goals for the chapter’s/colony’s recruitment program and improve members’ recruitment skills.
9. Post the recruitment program and calendar on bulletin board and hand out copies.
10. Chair membership selection bid meetings of the chapter.
11. Invite alumni to recruit, either personally or through the “E”.
12. ORGANIZE-ORGANIZE-ORGANIZE! MOTIVATE-MOTIVATE-MOTIVATE!

ASSOCIATE MEMBER COUNSELOR (AMC)

1. Read the *Big Brother*, *New Member Education* and *Pre-Initiation BRIEFs*.
2. Coordinate the written Associate Member Program as adopted by the Colony, with the assistance and supervision of the executive committee.
3. Coordinate the Big Brother Program (or supervise the person who does).
4. Promote Colony participation in membership education.
5. Submit weekly written reports to the "B".
6. Provide members and associate members with a calendar of events, including a copy of the Associate Member Program (i.e. a professor's syllabus for the semester).

SOCIAL CHAIRMAN

1. Have two or three other members serve on social committee.
2. Set up events with sororities and other fraternities.
3. Provide the "C" and "B" with dates for events to be placed on the calendar and announced at colony meetings.
4. Schedule a variety of activities at a variety of times so that everyone has an opportunity to attend some of them.
5. Be creative in the types of events held. Make sure they are in good taste and non-offensive (avoid using such inappropriate as "Pimps and Hos" "Italian Wedding", etc. ...)
6. Schedule a formal dance sometime during the first six to nine months.
7. Build rapport with area third-party vendors. Not only will this help when planning regular social events, but also decreases liability on the Colony.
8. Remember, no open parties.
9. Reference the resources at www.deltachi.org website for additional resources.
10. When possible, share costs with other fraternities and sororities.
11. Coordinate event set-up and cleanup of all events.
12. Use social activities to improve relations with other Greeks (send white carnations to sororities before or after a mixer, etc.).
13. Read *Building Better Brotherhood* and *The Party Continues On* publications for ideas.
14. Coordinate with the "F" for risk management adherence.

SECTION III: GETTING ORGANIZED

There are a lot of bases to cover here, and much of the work should be completed within the first several months of the Colony's existence. The task may look overwhelming at first, but if you break it down into smaller parts you will find that each part can be handled fairly easily. Ad hoc committees may be your best bet for getting the various jobs done. An "ad hoc" committee is a committee formed to work on a specific project and ceases to exist once the project is completed. For the officers, this is an efficient and effective way to tackle almost any task; the members tend to like ad hoc committees too, since it allows them to work in different program areas rather than being tied to one or two standing committees. This flexibility can be especially important with groups that are not as large as they would like.

The main areas to address early are as follows (not in order of importance):

A. CREATE A PLAN FOR THE COLONY

At a retreat (preferably just prior to the first initiation), develop the major, enduring goals of the group, itemizing whatever short and medium-range objectives will be necessary to begin moving in that direction. Working backwards from each of your major objectives, establish intermediate goals (18, 12, 9, 6, 3 months) until the main objective has been divided into several smaller, more manageable steps. These steps can provide positive reinforcement along the way or early warning signs if things start to stray. Continually review goals and progress the Colony has made. Based on that review, develop a list of the specific action items that are needed to either get the Colony back on track or continuing in the right direction. Make sure someone who understands the assignment, the resources available and the deadline is in charge of each action to ensure its completion.

B. OFFICER NOTEBOOKS

During the expansion, officers and committee heads should have received notebooks containing valuable information. Each succeeding officer should add whatever new materials become available, such as local information that is important to the job, and any of his own comments that may be helpful to those who come later. Documents such as "After Action Analysis" or "Brand Identity," can be found on www.deltachi.org website under "resources." Also include articles or personal resources you have found that may benefit the next officer when he is handed down the notebook. If you thought to yourself, "I wish I would have had this sooner," then it probably should be included for the next officer. Also, it is necessary for the officers to read their respective **BRIEFS** and all additional information to keep themselves and their notebooks up-to-date. As the administrations change, an officer retreat should be held after the Colony retreat (where Colony goals are decided) so that the old and new officers can sit down together and, among other things, review the contents of the notebooks.

The notebook concept is designed to prevent the constant "reinvention of the wheel" that often occurs in new (and old) groups. You should learn from mistakes and successes alike, and while there will always be problems to solve, the Colony should not be bogged down trying to solve the same problems year after year. Periodically check officer and committee notebooks against the recommended list of information online and in Appendix A of the Chapter Operations Manual. REMEMBER, the notebook will help guide the next generation of officers.

C. EFFICIENT MEETINGS

Try from the very beginning to keep meetings to under one hour. It is important to start each meeting on time. This helps set an efficient tone for the meeting. As the main weekly function the members will attend, it's essential that it is well run, or else morale will suffer. It will also become more difficult to get participation in other areas if the members feel their time is wasted at the meetings.

1. Always use a written agenda. At the Executive Committee meeting (the day before), develop the agenda for the business meeting. By doing this the day before, there is time to gather extra information if needed, or to rework ideas, etc.
2. It is best to have people who wish to bring up new business to do so in writing for the executive committee meeting where the agenda is being assembled. This helps avoid wasting time.
3. Discuss the business on the agenda first. If time remains, additional items can be taken from the floor but the

meeting ends as scheduled unless an extension is voted and approved by a super majority (2/3 or 3/4).

4. Observe a one hour time limit in all but rare occasions.
5. Pass the candle or gavel at the end of the meeting once or twice a month. No negative comments are allowed, and everyone ends with "Proud to be a Delta Chi."
6. Officers need to be well-versed in Roberts Rules of Order.
7. Have an up-to-date copy of the Colony's by-laws at every meeting.

SAMPLE AGENDA

The _____ Colony

The Delta Chi Fraternity

Meeting Agenda

September 29, 2006 - 502 Freeman St.

SPECIAL NOTE: Use the following agenda **as an example** of how the meeting should run.

- I. Call to Order - Recitation of Preamble - See *Cornerstone*
- II. Roll Call - "C"
- III. Approval of last meeting's minutes
- IV. Officer Reports - Keep them brief and to the point!
 - "A" - Good work last Sunday w/ goal-setting meeting
 - "B" - Committee meetings and involvement
 - "C" - Cell phone list to go out, new roster
 - "D" - Promissory notes must be signed by all.
 - "E" - Thank you notes to sororities for pinning ceremony tonight
 - "F" - Please review FIPG Risk Management Policy on your own, will go over as group next week
- V. Advisor Report
 - "BB" - officer checklists are due
 - ABT - Next meeting is October 13
 - Faculty Advisor - Scholarship reports are due Thursday
 - Questions for advisors and officers
- VI. Committee Reports - Keep them brief and to the point!
 - Associate Member Counselor (AMC) - Week 1 of AM Program
 - Brotherhood - Basketball game after the meeting
 - Campus Involvement - Assisting with family weekend on Saturday
 - Community Service - Lawn mowing this weekend in our neighborhood
 - Greek Week - First week of April
 - Historian - Setting up composite photo
 - Intramurals - Will have sign up info soon
 - Philanthropy - Car wash Wednesday at 7:00pm
 - Recruitment - Review programs
 - Scholarship - Be on top of studying, and work in groups
 - Social - Event with Alpha Beta Gamma on March 27th
 - Others?...
 - Questions for Committee Chairmen
- VII. Old Business - Unfinished Business from previous meetings
- VIII. New Business
 - a. Attendance and appropriate dress for Business Meetings
 - Questions regarding New Business
- IX. Miscellaneous: Announcements, News, Requests, etc.
 - a. Welcome to the newest Associate Members of Delta Chi!
 - b. Initiation to be held in Athenaeum 003, on October 13, 2006
 - c. Keep recruiting! Quantity breeds quality
 - d. Concentrate on goals, but make sure to have fun too!
- X. Adjournment - The Bond Song, verse 1

D. FUNCTIONING COMMITTEES

There are two ways to get things done in a colony:

Through organization and delegation, in concert with effective committee work, the officers oversee and facilitate the various projects.

OR

One or two brothers trying to do every little thing themselves. Not delegating or trusting other brothers will cause things to “slip through the cracks” and cause themselves and others to become frustrated and burned-out.

One way is obviously more desirable than the other.

Among those officers who lack confidence in their support systems, it’s common for them not to have developed any. This is why it’s important to delegate projects from the beginning.

The key committee is the Executive Committee. This committee is chaired by the “B” and usually consists of the “A”, “B”, “C”, “D”, “E”, “F”, recruitment chairman and AMC. In addition to the duties described below, the Executive Committee makes sure that the Colony is progressing along its agreed upon course. If one of the chairmen fails to produce what he was supposed to, the responsibility lies first with the “B” and then the rest of the Executive Committee to guarantee the work is being done. It’s the Executive Committee’s job to keep tabs on the Colony and to intervene before problems get to the crisis stage. Unless there are special circumstances, the Executive Committee meets once a week. Responsibilities include:

- Approves agenda for colony meetings.
- Hears committee reports before they are brought before the group (acting as “gatekeeper”) to make sure the reports are complete and necessary.
- Reviews progress of the various programs.
- Has any chairman with pressing business (recruitment chairman during final planning and execution of recruitment, AMC when there are associate members) attend Executive Committee meetings so that close supervision and good communication can be maintained.

While the remainder of the committees are fairly obvious, don’t overlook the importance early on of the communications committee for establishing a consistent form of communication between members. Some tested options are:

- Monthly calendars of events, handed out at the first meeting of each month.
- Phone trees. Beginning with the officers, each man calls two others when information needs to be disseminated quickly.
- Designate one phone (usually the “A”’s) to be the “official” fraternity phone, with an answering machine or voicemail. Make sure your recorded message is in good taste.
- Designate someone’s apartment or dorm room to be the official message center for the Colony (even a bulletin board in the Union would work).
- Utilize email and the internet. To pass along important information, think about setting up a listserve for all members, associates, and support alumni. If you have someone with web design experience, design the Colony’s own website and include updated copies of the semester’s calendar on it.

E. REGULAR RETREATS

Retreats (as outlined in the *Chapter Retreat BRIEF*) should be held each term, preferably just before each initiation. These sessions are used for goal setting, reviewing the master plan (see above), brainstorming ideas, identifying colony needs, etc. They should always be positive in nature, not gripe sessions.

SECTION IV: PROGRAMMING

What is “programming” and why is it important to you? Well, your programs consist of everything the Colony does. Recruitment is a program. Membership Education is a program. So are social, community service, officer training and alumni relations. How the colony manages its funds is a program. The search for adequate housing, and the management of the eventual property itself, is a program.

Prior to chartering, it is your job to define each of these programs, with goals, specific elements, limits and timelines (where applicable). Continuity is critical, so developing support organizations at the alumni level has to be a high priority. These will include an ABT, a House Corporation, and perhaps an alumni association or chapter, if there isn't already one in your area. The completed programs should then become part of your Colony's written documentation, so that in the future there won't be any question as to what is or isn't appropriate in a particular area.

A. RECRUITMENT

If you will refer to the *Recruitment BRIEF* you will find detailed material on every aspect of conducting a successful recruitment program. All we will say here is that you should:

1. Set specific recruitment goals (15 or 20 or 25, as opposed to “as many as we can get”).
2. Elect or appoint the recruitment chairman for a yearlong term.
3. In February, begin the process that will culminate in the fall.
4. Include summer activities in your recruitment program. Summer recruitment is a learned skill and, if started early, can be critical to the long-term success of a colony or chapter.
5. Hold a recruitment meeting before each semester/quarter to review recruitment skills and to pass out reference materials itemizing costs, requirements to join, goals of the Colony/Chapter etc.
6. Once the major elements of the program have been developed, incorporate them into the By-laws. These will include (but are not limited to):
 - a. Length of term for recruitment chairman
 - b. General budget guidelines
 - c. Goal-setting
 - d. When the program begins
 - e. Deadlines for planning purposes
 - f. Executive Committee supervision of the program
 - g. Bidding criteria
 - h. Format for evaluating the program and making improvements

B. MEMBERSHIP EDUCATION

Use the same approach here as with recruitment. The Associate Member Counselor (AMC) **should use** the Colony's membership education program; he is not responsible for creating his own. The AMC is the administrator of the Colony's program and should not make policy changes or changes on how it will be conducted. That is the group's function. Supervision of the program is by the Executive Committee.

Again, there are two **BRIEFs** devoted to membership education, so we will not go into minute detail here. However, there are a few important points to remember:

1. Traditions the Colony start will most likely be around for a while. Be careful to develop traditions that are positive in nature and that do not lend themselves to deteriorating into hazing. Sometimes activities that were never intended as hazing - and indeed may not have been - evolve over a period of years into something quite different.

Because of the possibility of this change happening, sooner or later, special care needs to be taken when developing traditions, and all allowable activities should be in writing (the list can be updated every year, within the boundaries of what is acceptable).

2. The attitude with which a group approaches membership education will eliminate the need to ask, "Is this hazing?" Whenever a group adopts an attitude of "having to get through" or "proving that they really want to be initiated," you can bet that there is or will be hazing. This is because its basic attitude springs from a "rights of passage" mentality, which assumes that the new members have to subject themselves to continued trials and duties just for the sake of doing them. However, there are always higher purposes invoked: "Unifying the pledges" is common, but what you really want is a unified colony. When the Associate Members are unified, it by definition means there will be strong cliques. "Teaching respect for the house" is another; what it teaches is that when initiated, it will be their turn to trash the house, while the new men clean it up.
3. As a colony of Delta Chi, you are obligated to follow the Fraternity's philosophy on membership education. Our program is one of assimilation. Assimilation (as opposed to traditional pledge education) makes different assumptions about the purpose of the Associate Member education period:
 - a. The recruitment process is where most of the "weeding out" occurs; therefore, associate members have already been determined to be "worthy" before they are pinned.
 - b. Associate membership should be challenging, but with the emphasis on achievement, learning and personal improvement.
 - c. The objectives of the membership education program include:
 1. Encourage **Colony** unity (the associates will naturally be drawn to each other).
 2. Educate the associate members about the Fraternity.
 3. Reinforce the ideals and purposes of Delta Chi.
 4. Help associate members to develop as people.
 5. Build a brotherhood based on trust and mutual respect.
 - d. **HAZING IS SIMPLY WRONG AND CAN BE A TREMENDOUS LEGAL LIABILITY.** In addition to the moral considerations, hazing carries potentially heavy LEGAL AND FINANCIAL drawbacks that can destroy everything you're trying to build.
 - e. The process of becoming an initiated member should be enjoyable; the excitement and anticipation should build toward initiation itself.
4. The entire colony should be involved in the membership education process. When the AMC has complete control of the associate members and the program, other members may engage in impromptu "fun and games" in order to get involved. These unstructured activities can really cause problems.
5. An assimilation-style education program calls for a special relationship between the members and the associate members, one that stresses providing good role models for the new men to emulate:
 - a. No restrictions (except of course for the chapter room if it remains always in Ritual format) on where associate members can go in the house, what entrances they can use, etc.
 - b. Equitable distribution of daily and weekly house chores among members and associate members alike, with uniform participation.
 - c. In addition to their weekly meeting, which is open to any member, the associate members are required to attend regular business meetings of the Colony (making allowances for occasional Ritual meetings).
 - d. Associates and members address each other in the same manner.
 - e. Regular, controlled review, by the AMC or his representative, of the progress made by the associate members (i.e. written tests and informal oral reviews; no lineups).
 - f. Avoid giving the associate members incorrect information that may at a later date make them look foolish. This undermines trust.
 - g. Do not feed them anything that you would not normally eat.
 - h. After determining the facts, make swift, decisive responses to alleged violations of oath by members or associate members.

See the *New Member Education* **BRIEF** for more information.

6. Pre-Initiation. The purpose of the Pre-Initiation week, like the entire membership education program, is aligned with the purpose of Delta Chi outlined in the Preamble.

“Promote Friendship” is a natural outgrowth of any constructive membership education program. Pre-Initiation should serve to further solidify and intensify those bonds of friendship, based on trust and mutual respect, that have been growing since the Associate Member Ceremony.

“Develop Character” is again a continuing process, but the tests and activities during Pre-Initiation provide instruction and examples in moral living, personal and professional ethics, and concern for others.

“Advance Justice” lies at the heart of our Ritual and is the most elusive of our Founders’ principles. Candidates will learn more about it from the way their Pre-Initiation and Initiation are handled than from any single activity, for “advancing justice” is an attitude rather than a characteristic.

“Assist in the acquisition of a sound education” means that the program should include such topics as time management and study skills and that Pre-Initiation activities should be scheduled so that they don’t interfere with classes, studying or exams.

Pre-Initiation is further defined as a short but intensive period (from one to five days) just prior to Initiation. During that period, the soon-to-be brothers invest considerable time together discussing and practicing brotherhood-enhancing techniques. Associate membership has ended at that point for the candidates. During the initial Pre-Initiation meeting, the name “associate member” is exchanged for the name “candidate”. Pre-Initiation activities may center solely around the house or rotate between members’ apartments, alumni homes and meeting rooms on or off campus.

Pre-Initiation should be serious, fun, educational, and meaningful. It should be designated to focus on the associate members, with full participation by the active membership of the Colony. It should be undertaken, keeping in mind, that this period may be a deciding factor in the degree of future participation by each associate member. If the Colony can inspire the associate members through a positive experience, the attitude they have as new members will result in their being of great future benefit to the Fraternity as well as to the Bond at their chapter/colony.

The members must be fully aware of the significant role they play in the success of Pre-Initiation. They are expected to attend all events, if possible. All members, whether they live in the Colony house, apartments, residence halls or home, should make every effort to support the activities. At the final meeting before the beginning of Pre-Initiation, the Associate Member Counselor should review the Pre-Initiation schedule and clarify any points that raise questions from the members. This is an excellent opportunity for the Associate Member Counselor to review the purpose of Pre-Initiation and request that everyone assist him in making this period positive and meaningful.

See the *Pre-Initiation BRIEF* for a complete list of activities.

7. A few guidelines on the Ritual:

The Ritual, when done correctly, can have a tremendous impact on the initiates and, with proper preparation, will remain interesting for the members too.

Always remember that no matter how many times you’ve seen it or performed it, it’s someone’s **only** time to be initiated. So . . .

- a. Everyone should be in coat and tie.
- b. Parts should be memorized and a full-dress rehearsal conducted before anyone is actually initiated.
- c. Props should be checked in advance and supplies bought ahead of time.
- d. No alcohol should be consumed by anyone prior to or during the Ritual.
- e. No eating, drinking, or smoking during the Ritual.
- f. The Ritual should be performed as written in accordance with Delta Chi Law.
- g. Care should be taken to keep events in their proper context.
- h. There should be a review of the secrets and of the meaning of the Ritual within 48 hours, with “pass the candle” at the end.
- i. Each initiate should receive a badge at the conclusion of the Ritual. This cost can be included in whatever local fees the associate members pay.

C. SOCIAL

Delta Chi Headquarters provides materials with creative ideas for social events, plus all sorts of tips for planning and conducting the social program, most of which can be found on www.deltachi.org. The most important things to remember are:

1. The purpose of the social program is fun, but responsible fun, consistent with the ideals of Delta Chi and the laws of your community.
2. Social development of the members should be a key aspect of the social program. When a man graduates, he should have a better understanding of how to handle himself in a variety of social situations. These skills include everything from table manners to dating etiquette.
3. Keep the program varied and interesting. Your membership is composed of individuals with many interests, at different levels of maturity. Make sure there is something for everyone.

D. FINANCES/ACCOUNTS RECEIVABLE

Unless you get off to a strong start in this area, you will be plagued with members who run up bills to the fraternity. It's human nature to use up any slack that is given, so your accounts receivable policies should include firm deadlines and definite consequences for non-payment. These consequences should be timely (within 45 days) and must be used. When called for, don't be afraid to inactivate or evict individuals who owe the group money. Once the standard is set, there will be little need to enforce it, but when there is, you must act. Otherwise, the standard fails. It is important to always use payment contracts for every member!!!

A needs-based budget will give the best results. This involves approaching the financial program of the group from the standpoint of how much money will be needed to accomplish the Colony's objectives for the period in question, as opposed to asking the members how much they want to pay, then shoehorning the programming to fit that amount. First then, you need specific objectives. Next, figure approximate costs in each area, total up the list and divide by the number of members, then build in an allowance (10%) for attrition, and that number is what dues need to be.

The "shoehorn" approach usually fails, because the members will always want to pay less than what is necessary to do the job correctly. It's human nature. If we could live in a mansion for \$100 a month, we'd do it. If we could buy a brand-new BMW for \$4,000, we'd do that too. But you see how unreasonable these examples are. It is the job of the Founding Fathers to get the Colony off to a realistic view of budgeting concerns. Remember: if you sell "cheap" as one of your virtues, you will get different members than if you sell "value." If you provide value, then cost will become secondary. Do not try to become the discount barn of fraternities on your campus. Members get that for which they pay. You cannot be one of the best and one of the cheapest.

Another consideration is that to be competitive in an established Greek system, you need resources at least comparable to the other good groups. You can't expect to be able to offer the same advantages for \$15 a month as your neighbor who charges \$50.

Same thing goes for the house. Always look at the house as a perishable resource. Money must be set aside to pay for future repairs and improvements. It is not a charity. The rent should be competitive with other off-campus housing, lease agreements should be signed and individuals who don't pay their bills evicted. The most important thing is for it to be self-sufficient, with a positive cash flow. It's unreasonable to pass on to future brothers a structure with one additional year of wear and no money to fix it with. The privilege of a house comes with the responsibility to preserve it for the next guy or at least to provide him with the tools (money) to fix it himself.

No matter what, you can't afford a property that runs in the red. The money you make from the house can be channeled in any number of directions within the housing arena, keeping in mind the necessity to be saving for future housing needs. Again, providing value is the key to happy members. A positive cash flow provides lots of opportunities for "extras."

When figuring dues for associate members, take into account all the "extras" they will need: *Cornerstones*, jerseys, badges, etc. Simply add the cost of these into their dues. Always have a badge for each man when he is initiated. See the *Financial Management BRIEF* for complete information.

E. COMMUNITY SERVICE

A strong community service program will benefit the Fraternity in two ways:

1. Improve relations with the community.

AND

2. Instill an appreciation among the members for the personal gratification involved with helping those who are not in a position to give anything in return but their thanks.

Sometimes a Colony will concentrate more on fundraisers for big charities, and those are fine, but from the standpoint of the two items listed above, donating time and personal participation to the organization is better. Most large charities get plenty of support. However, if you look around your neighborhood, you'll probably find several local groups in desperate need of support. Helping them can make a real difference in their work, and your members will see the results of their labor.

In addition to the basic philosophy of how the Colony will approach community service, some general objectives (number of projects per year, percentage of the membership participating, kinds of organizations to work with) should be included in the program. See the *Public Relations BRIEF* for more ideas.

F. OFFICER TRAINING

One of the biggest contributions you as charter members can make to the Colony's future is to set up a comprehensive officer training program. In countless numbers of chapter visits, the Leadership Consultants hear how the preceding administration left without leaving any clue as to what needed to be done. Or that the resource materials were misplaced. Or that they didn't even know any resource materials existed.

Step 1

Officer notebooks (materials available through the Headquarters or for free by download from the website). These are passed from officer to officer and augmented by each. This way, you can often avoid repeating mistakes.

Step 2

Officers should serve one-year terms as should certain committee chairmen positions. We already mentioned the recruitment chairman as one of these. This improves continuity, and by limiting the number of people who serve in a given office, lessens the chance of getting someone not qualified in a key position. Elections should take place every calendar year around Nov/Dec. The summer then becomes an extension of an officer's time spent in office (which adds efficiency), as opposed to "preparing to start" the job in the fall.

Step 3

Hold an officer retreat each time elections are held. The main purpose of this is to give the incoming officers a chance to talk to the outgoing ones, discuss the state of the Colony, review the notebooks, set officer goals, etc. There is a complete description of officer retreats in the *Chapter Management BRIEF*. For best results, hold officer retreats soon after a colony retreat. This way the new officers will have up-to-date needs and goals from the Colony to use as a basis for their own planning sessions. Read the *Chapter Management BRIEF* for complete information.

G. BY-LAWS

Colonies and chapters do not need a constitution because they are subordinate to the Fraternity, which already has a constitution. Colonies do need local by-laws to manage the group.

A sample set is available through the Headquarters. As noted earlier, the basic objectives and elements of your various programs should be included, as should operating principles, requirements of holding offices, etc.

At one of your retreats each year, the by-laws should be reviewed and amended, if necessary. They need to be relevant to the Colony and **used** by the Colony. All the work that goes into them is wasted if they aren't followed.

H. TWO-YEAR PLAN

On file with the by-laws should be a two-year plan, incorporating all of the "stepping stone" goals of the group into several main objectives. This plan can be revised at each retreat but certainly every two years. It's hard to make a choice between alternatives today, unless we have some idea where we want to be tomorrow.

I. ALUMNI BOARD OF TRUSTEES (ABT)

The *Alumni Board of Trustees BRIEF* has complete details on how to construct an Alumni Board of Trustees. The ABT advises the Colony's programs. Therefore, it should contain a recruitment advisor, a membership education advisor, a finance advisor, an alumni relations advisor, a newsletter editor, etc., plus a President. The "A", "D" and "BB" are also members of the ABT.

It is this organization that will provide long-term continuity to your Colony's programs and ensure a healthy future, so give its development the attention it deserves. Parents can serve on the ABT, as well as professors, local business professionals, etc. Only a majority of voting members have to be Delta Chi.

J. HOUSE CORPORATION

A House Corporation is a separate legal entity from the Colony. Its responsibilities include helping to find suitable housing (renting/leasing/buying the property) and then renting it to the Colony. It also manages the property.

The House Corporation issues contracts to those individuals wishing to live in the house and is ultimately responsible for collecting and paying the bills, making improvements, paying a mortgage, if any, etc., although it may delegate some duties to the undergraduates. Also, when the time comes to sign a long-term lease or to take out a loan, the Colony will need a House Corporation. Given how long it can take to set one up and to get organized, waiting until it is needed will mean that the Colony will simply miss out on an opportunity from which it might have benefited.

The officers of the corporation should be alumni (or parents of members, local businessmen, faculty members, etc.), rather than undergraduates.

On a side-note, many colonies will not have housing when first established. This is something that the Colony and the alumni will work towards. Remember, if the Colony wishes to be lucky enough to secure housing in your first five years, that LUCK is OPPORTUNITY met by PREPARATION. That is, you need to recruit well, establish a local House Corporation, establish a local Housing Fund, and otherwise be prepared to secure housing when the opportunity arises. Certainly a 30-man colony will be able to take advantage of more opportunities than a 15-man group.

Colonies are also encouraged to assess all Founding Fathers and each new associate member a one-time housing fee (usually \$100) to put towards housing. This is typically the first step on the road to securing adequate and competitive housing. See the *House Corporation BRIEF* for complete details.

K. ALUMNI RELATIONS

New groups often neglect the Alumni Relations program since, in their minds, they don't yet have any alumni. However, except in rare cases, there are Delta Chi alumni in the area who will be interested in getting involved with the Colony. If your the Colony is being reactivated, then there may well be alumni from your own Colony nearby. Your fathers, faculty or local businessmen may be interested in serving on the ABT or the House Corporation and may even wish to be initiated. So don't leave this for "later."

1. **Newsletter** - One of the Colony's first objectives is an alumni newsletter. The first one, by necessity, will be informational, announcing the colonization and soliciting interest and information. As a rule, the newsletter should be about alumni. Publish information about where they work, promotions, marriages, births, etc. Organize receptions, Founders' Day celebrations, Homecoming barbecues, etc., and announce them through the newsletter. Try to get an alumnus to act as editor (which will help with continuity), but realize that the bulk of the work should be done by the undergraduates.
2. **Special events** - See above for some ideas. Additional considerations include: giving six to eight weeks notice on events; scheduling the kinds of activities that the alumni would be comfortable bringing their families to; and not, in general, charging alumni to attend casual get-togethers (although they should buy tickets to White Carnation Balls and other formal occasions). In addition, the Colony should not ask them for donations at an event. If another alumnus wants to pass the hat, and if he has a good rapport with the others, then fine, but treating alumni as if their only importance to the group is financial support can be devastating to the program.
3. **Remembrances** - Over the long run, the Colony will generate a lot of good will among local alumni by treating them as friends and valued brothers. Send them holiday cards and birthday cards; send them congratulations when they get a new job or get promoted; likewise when they get married or children are born. Don't forget their wives either!
4. **Thank them for all contributions to the Colony** - This includes contributions of time and/or expertise. It's easy to begin taking some alumni who are consistently around for granted, but don't.
5. **Create a pool of alumni loyal to your group** - This will happen slowly with graduations, but the Colony can augment it with the initiation of local businessmen, faculty members and fathers. Set a goal for alumni initiations during each year or semester.
6. **Alumni Initiations** - The Colony can initiate local business professionals, parents, and professors who do not already belong to a college social fraternity other than Delta Chi. This can be used as a great recruiting tool for the Colony ABT and to get individuals involved and loyal to your Colony.

SECTION V: MAKING A NAME FOR YOURSELVES

Decisions the Colony will make early in its development will have a lot to do with the “personality” of the Colony in the future. In the preceding sections, we have already discussed some of them. In general, if it sets standards of performance high, if it expects a lot from your members, the Colony will have a more substantial impact on its campus than if its expectations are low. The group will rise or fall to the level the Colony has set.

So what should the goal of a new group be? To totally dominate the Greek system? Well, that’s not so far off the mark. If the Colony does not want to be the best fraternity on campus, why are you reading this? Why would you even have joined? When the Colony makes its goals, the Colony should ask itself these four questions, are the goals: Time-Oriented? Measurable? Worthwhile? Realistic?

It’s unreasonable to expect it to happen the first month, or even the first year. But within two years, if the Colony works hard and has a sound plan, there’s no reason it shouldn’t have one of the best reputations on campus. First though, the Colony has to decide what will make it one of the best. The criteria may differ slightly from campus to campus, but the list below is fairly comprehensive.

A. SIZE

How big is enough? That varies quite a bit. On some campuses a Colony may be dominant with 50 men; on others, you’re not taken seriously until you’re over 100. The best thing to do is to look at the most successful chapters on your campus and see how large they are. The 80-20 rule (80% of the work will be accomplished by 20% of the members) will apply in any group. If you have “A” through “F”, a recruitment chair, an adhoc, a social chair, and a brotherhood chair, that is ten and would mean a colony of 50. If you have less than that, jobs won’t get accomplished, or officers will have to pull double duty and risk either hurting their grades or burning out or both. In general, a group can be competitive with an average membership of 50-80.

Don’t fall into the “smaller is better” trap. Sometimes a group with low numbers will start to rationalize it by claiming a close brotherhood or that they’re more interested in “quality, not quantity” or that large chapters are like hotels, not fraternities: “They don’t even know each other.” These are all just excuses. The fact is, if you take ten campuses and look for the best chapters - the ones with the best programs, the closest brotherhood, the most alumni support, etc., most of the time, they will also be among the top three chapters in size.

Big certainly isn’t the only key to success. Don’t think that. But you have a much better chance to survive and prosper if the Colony’s numbers are above average.

B. SOCIALLY SPEAKING

People in the community and on campus will often judge your Colony more by the kinds of social events it has than anything else. Why? Because if the Colony’s parties are constantly noisy, messy, full of high school kids and spilling into the street, it makes it highly visible. The neighbors will know the Colony, the Dean will know the Colony and the police will know the Colony.

On the other hand, if the Colony has a well-attended, fun, and responsible events, it will quickly make a positive name for itself in both the Greek and university communities. Be creative and, most importantly, the Colony members should enjoy themselves.

C. COMMUNITY SERVICE

As was mentioned in the previous section, community service projects are a good way to build the Colony’s reputation, besides the obvious benefits to the members. A consistent, highly visible campaign to make your community better will also tell a lot about you. By concentrating on spending time with local charities and organizations, as opposed to raising money for big national philanthropies, the colony will not only have a direct impact on the community, but you will also meet people. When they know the Colony’s name (and vice versa) it’s much harder to maintain stereotypes.

D. INTRAMURALS

Many of the other fraternities will base part of their judgment the Colony on how it performs in intramural competition. It's a good idea not to overextend the Colony's resources here. The members only have so much free time; don't enter more teams than can properly prepare. The main object of intramurals is to have fun, but being organized and competitive makes it more fun for everyone.

It's better to field two teams that are well staffed than to sign up four, three of which may have a hard time getting enough of their men to the games.

Some sort of uniform helps the team spirit and looks good too. It doesn't have to be elaborate - even just having everyone wear their jerseys is enough. But if fancy uniforms are common for some sports, don't be timid about going all-out.

E. CAMPUS INVOLVEMENT

It's a basic recruitment rule that busy people make better members. It's also true that busy, involved members make better representatives. So encourage participation in organizations besides Delta Chi. Some chapters make joining another group a requirement of associate membership! What sort of activities should they consider?

1. Student government
2. Athletics (varsity, intramurals, club sports)
3. Honor societies
4. Special interest clubs
5. Residence hall government
6. Resident Advisors
7. Teaching Assistants
8. Political organizations

F. THE INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council also deserves your attention. Begin fielding candidates as soon as possible for executive and committee positions. If your IFC is operating well, this will give the Colony clout in the system and a voice in decisions; if it isn't everything it should be, then you have a vested interest in improving it. **Definitely** attend **all** IFC meetings (Delta Chi Law states that a member of the executive committee must be the official IFC representative).

G. GOOD RELATIONSHIP WITH THE UNIVERSITY

Cultivate an open, positive relationship with the university administration. Many campuses have Greek Advisors, some of whom have no other responsibilities. They have access to resources that can help the Colony, if you ask.

Put the Dean of Students or Vice President of Student Affairs on your visitation list and newsletter mailing list too. They will appreciate, like anyone else, being able to attach names and faces to your organization. If and when you find yourselves in difficulty (real or mistaken), you will have a much better chance of getting a fair hearing if they know your past good performance.

H. ACADEMICS

How good is enough? Will too much attention to grades hurt the Colony in other areas? Can you really judge a man by his grades? The answers are, in order: at least .1 better than last time; no; and YES!

The Colony should require something more than the minimum performance allowed on your campus just to join. For example, if the minimum GPA to stay off of academic probation is 2.0, ask that prospective members have at least a 2.3 or 2.4. If they are straight from high school, look at their grades, but allow for the difference between high school and college - a 2.7-3.0, plus some degree of extracurricular activities, for instance.

The group as a whole should be trying to improve each semester or quarter. Setting goals helps. They don't have to be extremely ambitious, but one tenth of a point higher each semester isn't out of anyone's reach.

Promote an attitude in the Colony that favors scholarship. If there is a house, schedule quiet hours during midweek evenings; hold social events on weekends. Set up study tables for those with the same classes and tutoring for members with low grades. Require at least a 2.5/4.0 to be a big brother. A man's grades indicate his level of self-discipline; it is imperative to recruit men with self-discipline.

I. HOUSING

No doubt about it, other people notice the Colony's housing situation. On some campuses competitive housing is a major factor. On others, it may not figure at all. Most are somewhere in between. The Colony should not get the idea that it will fail if it does not have the best house on campus, but neither should you be content with a dump. *While the Colony looks for and works toward a dream house, make the best of what the Colony does have.* Whether the colony is occupying a traditional fraternity house, a dorm floor, apartment building or a lodge with no sleeping facilities, the common areas should be clean, the furniture nice, the yard trimmed, the paint recent, the letters impressive. In short, even if it's not a mansion by conventional standards, for the time being it is the Colony's mansion and maybe its home. Show it off.

Avoid making the mistake of equating housing with success. Certainly the Colony will notice on many campuses that the biggest and best fraternity usually has one of the more impressive houses. They have a nice house **because** they are successful, not the other way around. The minute the Colony uses the lack of housing as an excuse for poor recruitment or poor retention of members, then the group has lost sight of the true meaning of "Fraternity." The bottom line is, if the Colony has a successful product (brotherhood, intramurals, social, etc.) then the Colony will attract successful students. By recruiting well, the Colony will be on the road to securing adequate and competitive housing.

SECTION VI: THE CHARTERING OBJECTIVES AND CHARTER PETITION

Before a colony will be eligible to be considered for a charter, it will have had to complete these ten objectives:

- 1. SIZE AND RECRUITMENT** - Each colony must have 30 members or a membership equal to or larger than the campus average.
- 2. COLONY OPERATIONS** - Each colony must show depth and consistency in overall operations, including officer transition, membership education, membership retreats, goal setting, and finances.
- 3. SCHOLARSHIP** - The Colony's GPA must be equal to or higher than the all men's average.
- 4. SOCIAL ACTIVITIES** - The Colony must have written social programming addressing themes, location of events, and proper display of risk management procedures.
- 5. PHILANTHROPY AND COMMUNITY SERVICE** - The Colony must have a written philanthropy / community service program outlining events and providing statistics, i.e. monies raised, man-hours served, etc.
- 6. INTRAMURALS** - The Colony must show regular participation in intramural events.
- 7. ALUMNI SUPPORT** - The Colony must have a "BB", a functioning Alumni Board of Trustees, and a Faculty Advisor to oversee the Colony's programs. If housing is either present or expected in the not too distant future, it must also have an established House Corporation that is incorporated in the state of residence for the colony.
- 8. FINANCIAL STABILITY** - The Colony must be operating in the black, collecting its accounts receivable and paying its bills on a timely basis and be making regular financial reports to both the members and the ABT.
- 9. ADEQUATE AND COMPETITIVE HOUSING** - Each colony must have adequate and competitive housing (initially, this may be a section of a residence hall, off-campus house, etc.).
- 10. ALUMNI RELATIONS** - Each colony must have a written and well-thought-out alumni relations program, including regular events and timely newsletters. Continuity is one of the most important factors in a successful chapter, and strong alumni involvement is the most effective way to ensure continuity. The Colony must have a functioning alumni relations program.

CHARTERING PETITION OUTLINE

The Colony will prepare a written petition addressing each of the ten chartering objectives, as outlined above. The main body of the petition should be no longer than ten single-spaced pages, allowing one page for each chartering objective. If a full page is not needed to cover an objective, that space can be utilized by a different objective. The petition should provide evidence that the objective has been met, but more importantly it should include plans to continue to improve in each area.

The petition should also include appendices for each of the following:

- Approval from the host institution
- Colony financial reports for each semester since expansion (proposed vs. actual budget)
- Colony by-laws
- Colony history, including the names of all initiates to date
- Copy of most recent bank statement

Rough drafts may be submitted for review by the Regent and/or Headquarters staff members. Once the petition is written, three (3) copies should be submitted to the Delta Chi Headquarters. The staff will submit a copy of the petition to the Regent and to the "CC".

SECTION VII: THE CHARTER PETITION REVIEW

Once the final petition is submitted:

- A member of the Fraternity's staff will visit the Colony; either a Leadership Consultant or a Director will perform this visit.
- If the Colony is operating on a specific chartering timeline, such that would require a special visit, this may be arranged. If a special visit must be scheduled, the Colony is expected to pay for the staff member's airfare and lodging expense. (Lodging may be, and should be, provided at the Colony's house, if applicable. If this is not available, a local alumnus' house or an officer's house / apartment would save the Colony some money.)
- The visiting staff member will prepare a Consultation Summary, evaluating the Colony's chartering readiness, which will include a chartering recommendation. If the recommendation is to defer chartering until a later date, specific requirements, which must be met in order for the colony to satisfy the chartering objectives, should be included in the Consultation Summary.
- The Consultation Summary will be submitted to the headquarters within a week of the visit, and copies will be sent to the Regent and the "CC", as well as the colony "A", "BB", ABT President, the Greek Advisor, the Faculty Advisor and anyone else who has requested Consultation Summaries for the Colony.

TIMELINE FOR APPROVAL

Delta Chi staff, the Regent and the "CC" will coordinate the review of all petitions in a timely manner. However, after the Colony has submitted the petition, it may take four-eight weeks for the petition to be voted on by the necessary people. The Colony should be in touch with the "CC" to make sure that any questions are answered.

REGENT PARTICIPATION

The Colony's Regent may also wish to make a personal site visit. His recommendation would then be included, to carry the same weight as the staff member's report and recommendation. This recommended, but optional, site visit should be made prior to the staff visit, so that the Regent's recommendations may be reflected in the staff's Consultation Summary.

The expenses for the Regent's visit are **NOT** the responsibility of the Colony. While a visit by the Regent is not a prerequisite for the Board of Regents' vote, it can play an important role in the process.

BOARD OF REGENTS VOTE

Once the Colony has met the chartering requirements, a motion may be made by the Regent and seconded by the "CC" that the Colony become a chartered chapter of The Delta Chi Fraternity.

If there is disagreement among the staff, Regent and/or "CC", the Executive Committee will review the matter and determine whether a motion should be submitted.

SETTING THE DATE

Once the Board of Regents has voted in favor of chartering, a date needs to be set. The Colony should select three workable dates, with at least two being weekends, and submit them to the "CC" upon approval of the charter petition. Refer to **Section VIII** for more information and guidelines on picking the date for and setting up the Chartering Banquet.

SECTION VIII: THE CHARTERING COMMITTEE

The chartering committee's chief responsibility is the actual chartering banquet, although it is common for the chairman to be deeply involved with the writing of the petition and the planning of the review as well. The chartering chairman should be appointed soon after the Colony is established, and it is he, rather than the Executive Committee, who has the day-to-day responsibilities for supervising the completion of the chartering objectives (although he reports to and is supervised by the Executive Committee).

The man who is given the responsibility of supervising the chartering should be dependable and have superior organizational skills. In addition, public speaking ability is important, as it is common for the Chartering Chairman to be the master of ceremonies at the banquet.

A. THE BUDGET

Chartering costs a great deal of money. The Colony should plan to save some cash (up to \$1,000 or even more depending on the size and nature of the event) toward deferring certain unavoidable expenses. However, the best way to approach the financial end of the event is to approximate how much it will cost, and make sure that the per-person fee to attend will, based on your approximate number of attendees, allow the Colony to break even. If the per person cost will cause members not to attend because they cannot afford it, you have probably gone overboard and should scale it back. Signing contracts on the expectation of 200 attendees paying \$300 each and having 30 brothers not come due to the cost can be an expensive lesson!

When deciding on a fee, take into account the cost of:

1. food the Colony will have to pay for and paying and non-paying guests, etc.
2. entertainment;
3. receptions the Colony will have to pay for;
4. and, miscellaneous expenses for special guests.

B. WORKING WITH YOUR REGENT

The Colony's Regent will assist in organizing the event by answering questions and providing advice and will be the one who will present the chartering proclamation at your banquet. He should work with the Colony from the beginning and should be continually apprised of progress on your charter petition, review, and banquet.

C. CHOOSING THE DATE

When the Colony's submits a petition it will also be asked to include three preferred dates to hold the banquet. The Colony should choose at least two weekend dates. This will allow optimal attendance from the Fraternity's representatives. Work with your Regent when selecting the final date. Remember that your Regent and Delta Chi guests are volunteers with family and work commitments, as well as other Delta Chi commitments. Besides being convenient for the Colony locally, it must be good for them as well. You might also want to spot check with the University, special guests the Colony would like to visit and local alumni, to make sure there are no major conflicts.

D. ORGANIZING THE EVENT

Once the petition has been submitted, the chartering chairman should continue regular contact with the Colony's Regent.

Invitations will need to be sent well in advance (eight to ten weeks). A large gathering is preferable to a small one - this is an important event - so include all area alumni, the parents of members, and chapters in the Region in the mailing list. Be sure to include the following on the invitation:

1. Date
2. Time
3. Place
4. Cost
5. Appropriate Dress
6. A request for an RSVP

The ballroom will have to be reserved far enough in advance so that the location can be included on the invitations. This is a good idea anyway, as they often are booked up far in advance. There should be no cost for the banquet room itself if you are buying dinners.

In addition to the ballroom, the Colony will need space for an afternoon reception (this can be at the house) and a reception just before dinner (in the same building as the ballroom).

Alumni from out of town, the Regent, and some parents may need overnight accommodations. As the RSVPs come in, the Arrangements Sub-Committee should check with the guests to see if they would like the colony to make the reservations.

The dinner menu will be fairly straightforward; most hotels and caterers offer a selection of fixed menus at varying prices. Food for the receptions is more variable, the cook at the house or several members who are handy in the kitchen could probably take care of the afternoon hors d'oeuvres, but a caterer would be easier. For the evening reception, the hospitality department of the hotel will most likely be the people who will handle it.

After-dinner entertainment could consist of a dance band that can play many different styles of music or a good sound system.

Dress for the banquet is somewhat flexible, but black tie is traditional. However, suits are also acceptable. Whichever mode the Colony chooses, don't change at the last minute.

Money can sometimes pose a difficulty. When the banquet draws near, some members may find that they don't have the money to attend, much less bring a date or rent a tuxedo. An excellent way to avoid this problem is to determine the cost of attending one or two semesters ahead of time (you can get close enough even a year ahead), then include a portion of the individual fee in each dues collection. The result is that when it comes time for the event, the financial burden is minimal. This will get more brothers there and will allow perhaps a little more extravagance.

Speakers for the evening should include someone to do the invocation, a master of ceremonies, one to three speakers of significance to the Colony and the General Fraternity Representative who will also be presenting the chartering proclamation (The actual Charter is custom-made and will include the names of all those men initiated and still recognized as members of Delta Chi during the Colony's existence up until the proclamation is presented.) This is then followed by a short acceptance speech by the "A". Get confirmation on guest speakers no less than six weeks prior to the banquet.

The committee itself is composed of the chairman and five assistants, each of whom chairs a sub-committee. They are:

A. PUBLICITY SUB-COMMITTEE

Whoever chairs this sub-committee will probably need four others to help him. There are three primary responsibilities:

1. Issue the invitations to the chartering banquet and reception.
 - a. Prepare a list of people to invite, consulting with your advisors. It should include the President, Vice President(s), Dean of Students, Greek Advisor, etc. from the University. In addition, invite alumni on the faculty and in the immediate area, student government representatives, and the IFC and Panhellenic presidents. Other Delta Chi Chapters in the Region should also receive invitations. Don't forget the parents of the members!
 - b. Send **printed** invitations to everyone on the list at least eight weeks in advance. An RSVP notation should appear on the invitation.
 - c. Phone those you especially want to attend and restate the invitation verbally.
 - d. Make sure all alumni of the former chapter (if applicable) are invited (no matter where they live).

2. Coordinate publicity for the event.
 - a. Provide the campus and local newspapers with information on the chartering (in article form, if possible) well in advance of the actual date. Be sure to also provide photographs.
 - b. Arrange for a photographer to take pictures at the banquet and any other related events.
3. Submit to the Headquarters a complete summary of the chartering banquet within three weeks after it has occurred, with pictures, for publication in the *Delta Chi Quarterly*. The story should be at least a couple pages long (typewritten, double-spaced) and should include: a history of the colony, a complete account of the activities surrounding the chartering, a description of the event itself and the names of special guests, honorees and individuals significant to the colony.

B. BANQUET SUB-COMMITTEE

This group will work with all physical requirements of the banquet itself.

1. Reserve the space. Choose a nice location: a hotel, the Union, etc. This should be done at least three months ahead of time.
2. Consult with the Finance Sub-Committee to choose the menu for the evening. Most hotels and caterers have standard menus at varying prices. Another idea is to tell them how much you have to spend (remember to include gratuity and sales tax) and ask them to suggest a menu that meets that budget. Your overall budget will have a big impact on the food choices.
3. Generally, the Colony will have to sign a contract that will need to be confirmed within a day or two of the banquet, guaranteeing a certain number of attendees. It is best to be slightly conservative, as you will pay for however many dinners you order, but the establishment will usually give you 5-10% **upward** flexibility. Only plan on those who have RSVPed and then cut that by 5%. Having to pay for 50 uneaten dinners is expensive!
4. Schedule a reception for the hour before the banquet begins. This should be in a room close to where dinner is to be served. If alcohol is present, it must be in full compliance with Delta Chi's risk management policies as well as all applicable laws.
5. If there are many fraternities and sororities on campus, you may want to just invite their representatives to a general reception at the house (or at the hotel) the afternoon of the banquet (instead of buying thirty extra dinners). (it isn't good form to invite those people and then ask them to pay.) All the other guests would also be invited. Serve light food and a non-alcoholic punch.
6. Arrange for a head table to be set up in the banquet room. Seated at it should be the "A", ABT president, House Corporation president, Delta Chi representatives, other special guests and all speakers. If there are many special guests or the gathering is going to be fairly small, you can seat some of the special guests at the table closest to the head table, using name cards to reserve their places. In any event, you don't want the head table to be out of proportion to the total number attending.
 - a. Use place cards for the head table;
 - b. Banquet programs should be at each place setting;
 - c. A podium with a microphone should be at the center of the head table.
 - d. Be careful to use proper protocol for head table setting;
 - **Main speaker to the right of podium;
 - **Master of Ceremonies to the left of podium;
 - **More important guests toward middle of head table;
 - **Either everyone is told they can have a female guest at the head table or no one can. (In the latter case, a table for the women is set up in front of the head table. This also works if you have other men you want to honor but who don't belong at the head table.)
7. White carnations should be used to decorate the tables. Each initiated member should wear one in his lapel too, so order some loose without stems.

C. ARRANGEMENTS SUB-COMMITTEE

This sub-committee handles all the logistics of the chartering weekend.

1. Make reservations for out-of-town special guests.
2. Arrange for transportation to and from the airport for any VIPs who need it.
3. This group will provide for refreshments at the reception the afternoon of the banquet.
4. Display any congratulatory cards or emails at the house.
5. Find and reserve entertainment for after dinner.

D. PROGRAM SUB-COMMITTEE

The program sub-committee will be in charge of developing the agenda for the banquet. This includes arranging the speakers and awards, the invocation and designing the physical program itself.

1. The order of events generally goes like this:
 - a. Whoever is the master of ceremonies should, once the group is seated, welcome them and introduce the head table.
 - b. A distinguished local alumnus, faculty member or clergyman should give the invocation.
 - c. Dinner.
 - d. Awards, minor speakers, etc.
 - e. Work with your Regent to identify a main speaker. After his remarks will come the presentation of the chartering proclamation itself. Except for the acceptance speech given by the "A" of the Colony, no one should give a speech after the main speaker.
 - f. Closing remarks by the master of ceremonies.
 - g. Sing the first verse of the "Bond Song."
2. All speakers should be confirmed at least six weeks in advance.
3. Awards should be ordered one month in advance.
4. The program itself should be at the printer no later than two weeks ahead of time. It should include the following elements:
 - a. **Front Cover:** The Colony's name, the event (chartering banquet), the date and some art (coat-of-arms, Preamble, etc.);
 - b. **First Inside Page:** Listing of Founding Fathers, all other affiliates of the Colony, all advisors, ABT members, etc.;
 - c. **Second Inside Page:** The order of events for the evening, with names and titles of the speakers (the menu can also be included if there's room, but put it by itself, not mixed in with the speakers);
 - d. **Back Page:** The first verse of the "Bond Song" and any other songs you will be singing.

A little creativity can make a big difference in the look of your program. A rule here, a well-placed graphic there, and an otherwise unremarkable publication becomes a nice souvenir.

5. Minor speakers may include alumni, other charter members of significance, a university administrator or faculty member.
6. Resist the temptation to have a bunch of people step to the podium to say a few words. Those who do speak should have prepared remarks and a definite time limit. The main speech should last no more than 15 minutes, not including presentation of the chartering proclamation. Minor speakers should be held to five minutes or so.
7. Everyone who will speak, present the charter and receive the charter should be listed in the program.
8. The master of ceremonies should be provided with the following information the day before the chartering banquet:
 - a. The names and titles of all executive and administrative officials of the Fraternity and the university who will be attending;
 - b. The names of Delta Chi alumni attending;
 - c. The chapters represented at the banquet;
 - d. Facts on the history of the Colony and the events leading to the chartering petition;
 - e. Pertinent information about the institution;
 - f. Information about any special guests attending.

E. FINANCE SUB-COMMITTEE

The finance sub-committee has a key role in the planning process. Once the budget has been developed, it is the finance sub-committee's job to insure its adherence. The major expenses will include the banquet itself, the invitations, postage, the program, flowers, entertainment after the banquet, and hospitality (food and drinks) at the various receptions.

The budget should be based on anticipated expenses. The banquet can be figured on a per-plate basis. The other expenses are easy to estimate in advance, with the assistance of vendors. The total fee should be reasonable but must cover the cost of non-paying guests.

While you want the chartering to be memorable, you do not want it to be memorable for how expensive it was or the debt it left for the Chapter to pay off! Consider, as an example, a DJ instead of a live band as one way to save money and still have a good time.

And one final thought...

WELCOME TO DELTA CHI!!!