

"C"'s REFERENCE SHEET

DELTA CHI LAW PROVISIONS:

1. **All Chapter/Colony Meeting Reports are required to be sent to the Headquarters within three (3) days after the meeting. CMRs MUST be submitted electronically through our web site: www.deltachi.org - "Chapter Management" – "Click here to access online forms", use the pull down menu and select your Chapter/Colony name, enter your "User Name", and "Password".**
2. **Associate Member Dues: \$100 per associate member. Regulations, Article IX, Section 2 (1) states: "The dues for each undergraduate person who associates with an undergraduate chapter shall be set forth in the Schedule of Dues and shall be delinquent if not forwarded to the Headquarters Office within five (5) days of the person's association." The "C" MUST send a list of the names of the men affiliated within the same deadline.**
3. **If a man disaffiliates/depledges within two weeks after he has affiliated, the chapter/colony can receive credit on his associate member dues **ONLY IF** reported to the Headquarters in the Chapter/Colony Meeting Report **immediately following said action.****
4. **BEFORE A MAN CAN BE INITIATED, the following must all be received at the Headquarters and acknowledged by the Executive Director:**
 - a. His associate member dues of \$100 (excluding initial colony group as determined by the Executive Director)
 - b. His initiation dues of \$205
 - c. His Personnel Record Form

This is designed to stop chapters/colonies from passing a debt on to future brothers. There is a \$25 fine per initiate for violating this policy. **It is required that the names and dates of initiation** of everyone who did go through the Ritual be turned in with the following Chapter/Colony Meeting Report for verification, and we will then return the initiation dues by check for those individuals who did not go through initiation. Only after the man is fully enrolled will his shingle be ordered.

"C"'s CALENDAR

October 15	- Hold-over and New Associate Member List - Fall Membership List
November 1	- "BB" Election/Re-election (in non-convention years)
December 1	- ABT List (it is required by the Constitution that each chapter have an ABT) & House Corporation List. If you do not have one, or its membership is identical to that of your ABT, please indicate so on the form)
February 15	- Spring Membership List
April 15	- Graduates List - Associate Member Status Report - Summer Addresses for Officers & House Plans
May 1	- Annual History

MARGE LEE OUTSTANDING "C" AWARD REQUIREMENTS

A nominee must have held office for at least one full semester by the close of this school year and be in good standing with the chapter/colony. His performance at the chapter/colony level must be voted on at a chapter/colony meeting and the results of the vote be recorded in the minutes submitted to the International Headquarters. In addition to the chapter/colony recommendation, his performance will be evaluated by the Headquarters staff. Forms will be sent out in the spring.

****NOTE:** The online form submission will currently only work correctly when submitted from a PC. If you have a MAC you will need to find a PC to submit the forms. It works best when submitted from either Firefox or Internet Explorer.

CMRs

- www.deltachi.org
- Chapter Management
- Online Form Access
- Select Chapter/Colony Name
- Enter User Name (Retype your Chapter/Colony name.)
- Enter password provided by Headquarters
- Enter all your meeting information. You need to enter data in each field. If there is nothing to report...type "No Report".
- When completed, enter your name in the box: "Finally, enter your Chapter C's name:"
- If you wish to have a copy emailed to you, put your email address in the box: "You must enter an email address in order to receive a copy of the Chapter Meeting Report:"
- If you wish for your "BB" or ABT President to receive a copy enter their email address in the appropriate box.
- Select your Region number
- Submit CMR.

ONLINE FORMS – Have all the information with you prior to logging on. Once you start entering data you will not be able to get back into that form.

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- Chapter Management
- Online Form Access
- Select Chapter/Colony Name
- Enter User Name (Retype your Chapter/Colony name.)
- Enter password provided by Headquarters
- Select the form you wish to submit
- Follow the online instructions on the form

PR FORMS

THE PR FORMS MUST BE PRINTED ON 24LB, 8 ½" X 14" (LEGAL SIZE) WHITE PAPER. If you cannot locate this at a local store, you can order it from the Headquarters. The reason for the heavier weight paper is because ALL PR forms that are sent to Headquarters are bound into leather books and permanently displayed in bookcases in the office. So it is VERY important that these be on the 24 Lb paper and done neatly!

- www.deltachi.org/prform
- Download "PR Form" template
- Complete with information provided by member.
- **MAKE SURE THAT YOUR PAGE IS SET FOR "LEGAL SIZE" PAPER BEFORE PRINTING. PRINT ONTO THE 8 ½ X 14 (LEGAL SIZE) 24 LB WHITE PAPER.** Print two copies if you wish to keep a copy for your Chapter records.
- Have the member sign the bottom of the form.
- Mail to Headquarters (keep a copy for your Chapter/Colony records).