

## “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/cmr](http://www.deltachi.org/cmr). Chapter Management—Online form access.
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 (Effective August 8, 2008)
  - 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

|                    |  |
|--------------------|--|
| <b>October 15</b>  | - Hold-over and New Associate Member List<br>- Fall Membership List  |
| <b>November 1</b>  | -“BB” Election/Re-election (in non-convention years)   |
| <b>December 1</b>  | -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) |
| <b>February 15</b> | - Spring Membership List   |
| <b>April 15</b>    | - Graduates List<br>- Associate Member Status Report<br>- Summer Addresses for Officers & House Plans  |
| <b>May 1</b>       | - 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.