

## CHAPTER "D"'s REFERENCE SHEET

**BEFORE A MAN CAN BE INITIATED**, the following must all be received in the Headquarters and acknowledged by the Executive Director:

1. His associate member dues of \$100
2. His initiation dues of \$205
3. His Personnel Record Form

This is designed to stop chapters 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 date of initiation of everyone who did go through the Ritual be included under #5 on the Chapter Meeting Report for the meeting following the initiation for verification. For those individuals who **DID NOT** go through initiation, we will refund their initiation dues by check to the chapter. Only after a man is fully enrolled will his shingle be ordered.

### ASSESSMENTS:

1. 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 within five (5) days of the person's association."
2. Initiation Dues: \$205
3. Fall Membership Dues:  
\$55 per student member initiated prior to July 1, 2009. Your chapter will not be billed for members who are initiated during the 2009-10 fiscal year (July 1 - June 30).
4. Spring Membership Dues:  
\$55 per member initiated before July 1, 2009. (Same conditions that apply to Fall Membership Dues).
5. Chapter Assessment:  
\$700 per year billed in January. (Each Chapter Assessment pays for one registration and contributes to the overhead costs of the biennial convention)
6. Risk Management Assessment:  
The 2009-10 Risk Management Assessment, which provides General Liability Insurance coverage and other risk management related services to chapters, will be billed in September and must be mailed **no later than October 15<sup>th</sup>**. (Don't waste your chapter's money on overnight mail, we will only pay attention to the postmark.) This year's assessment is \$210 per man however; a \$15/man discount will be earned if **FULL (including any surcharge for being on Level II or higher probation)** payment of the discounted rate is postmarked on or before October 15<sup>th</sup>. We will bill the discounted rate with the assumption that every chapter/colony will qualify for it and add back the \$15/man for any chapter/colony failing to pay the **FULL (including any surcharge for being on Level II or higher probation)** amount on a timely basis.
7. Supplies: As incurred.
8. Finance Charges: 12% per annum on balances over 30 days past due (60 days old).

#### "D"'s CALENDAR

October 15  
November 15  
February 15  
May 15

#### GIVE TO YOUR ABT

- Annual Budget  
- Financial Report  
- Financial Report  
- Financial Report

January 2010

**Chapter Discipline Financial Matters  
(Delta Chi Law - Regulations Article 9, Section 7)**

A chapter shall be subject to the following disciplinary action for delinquent financial obligations owed to the Fraternity:

- (1) ACCOUNTS 30 OR MORE DAYS PAST DUE--Any chapter having an account balance owed to the Fraternity which is thirty (30) or more days past due shall be subject to the imposition of a service charge or late fee on such balance, as determined by the Executive Committee.
- (2) ACCOUNTS 120 OR MORE DAYS PAST DUE--If the total balance due of the chapter exceeds the amount to be in good standing as specified in Delta Chi Law, then the chapter has automatically placed itself on Financial Probation. The "D" may be removed from office by the Executive Committee pursuant to Article VII(2)(2)(4) of the Bylaws. Any colony reaching this level of delinquency may have recognition withdrawn.
  - (a) TERMS OF PROBATION
    - (i) During the probation period the chapter must remain current on its financial obligations to the Fraternity.
    - (ii) If the chapter's delinquent obligation exceeds \$500, the chapter shall be allowed a maximum probationary period of two years to eliminate the debt.
    - (iii) If the chapter's delinquent obligation is \$500 or less, the chapter shall be allowed a maximum probationary period of one year to eliminate the debt.
    - (iv) Within thirty (30) days of being automatically placed on financial probation as provided above, the chapter shall submit a payment plan to the Executive Committee for approval to eliminate the debt within the time periods specified above.
    - (v) If the plan submitted under subsection (d) above is not approved by the Executive Committee or the chapter fails to submit a plan, then the Executive Committee may impose its own payment plan.
    - (vi) If at any time, the chapter reduces its total debt to a point where it is in good standing as defined in Delta Chi Law, then the financial probation shall be terminated automatically.
    - (vii) If at any time, the chapter fails to remain current on its obligations or fails to fulfill the terms of the financial probation, the Executive Committee may declare the chapter in default or may, at its discretion, impose a new payment plan or take or recommend other action as allowed by Delta Chi Law.
  - (b) SUSPENSION OF CHARTER - If a chapter is found to be in default on its payment plan, the Board may suspend the charter pursuant to Delta Chi Law.
- (3) UNAUTHORIZED INITIATION--No individual may be initiated until receipt in the Headquarters Office of the Associate Member Dues, Initiation Dues and the Personnel Record Form and written authorization for the initiation has been provided to the chapter by the Executive Director. Violation of the requirement shall result in a fine of \$25 per unauthorized initiate imposed against the chapter.
- (4) OTHER DISCIPLINARY ACTION--The above provisions are in addition to, and not in limitation of, any other disciplinary action or measures that may be imposed in accordance with Delta Chi Law.
- (5) TERMS - Unless specified otherwise in Delta Chi Law, all dues, bills and obligations are due on presentation and shall be considered past due thirty (30) days from the date of billing.