



## Inactive Status Change Process

Below is the inactive status process excerpt in *Delta Chi Law*.

- (3) STUDENT MEMBER
- (a) STATUS DEFINED — A student member in inactive status shall be prohibited from material participation in chapter activities including, but not limited to, social activities, sports programs, living in the chapter house, voting at chapter meetings, holding chapter office, and representing the chapter in any capacity.
- (b) PROCEDURE — A student member may receive inactive status only through one of the following:
- (i) Written notification by the member, such notification shall not impair any written financial agreements between the member and the chapter.
  - (ii) Motion of the member's chapter with approval by a two-thirds vote of both the chapter and its Alumni Board of Trustees.
  - (iii) For financial indebtedness only, by action of the Alumni Board of Trustees by a two-thirds vote.
  - (iv) For failing to meet the minimum grade point average established in the chapter's By-Laws for the immediately preceding academic term.

## Steps Required in the Chapter's Chapter Meeting Report (CMR)

According to *Delta Chi Law*, one of the four steps listed above needs to be completed in order for them to be inactive. The Fraternity verifies all inactive status changes via documentation in the CMR. Section 1 in the CMR details the items needed for the member to go inactive. A link to the CMR can be found below:

<https://www.deltachi.org/chapter-meeting-report/>

If a chapter meeting will not be held in the next 7 days, then an email to [membership@deltachi.org](mailto:membership@deltachi.org) with documentation for i, iii, or iv in Delta Chi Law is fine in lieu of completing a Chapter Meeting Report.

The membership changes in Vault for inactive members needs to be completed **prior** to June 30<sup>th</sup> at 5pm ET. You have **7** days from when you move someone inactive in Vault to submit a CMR with the proper documentation (or email to [membership@deltachi.org](mailto:membership@deltachi.org) for sections i, iii, or iv). Failure to submit a CMR with proper documentation would result in the member being moved back to active status and added to your chapter's June 30<sup>th</sup> roster. If you have any questions please contact Jessica Robinson, Membership and Accounting Manager, at [membership@deltachi.org](mailto:membership@deltachi.org) or 319-621-2301.