



DELTA TAU DELTA

OFFICER TRAINING TESTS

PRESIDENT

ANSWERS

1. Vice president, treasurer, secretary, director of academic affairs, director of recruitment, director of risk management and chapter advisor.
2. Officer Portal
3. Through DeltsConnect
4. False
5. Ideally two, but at minimum one transition retreat should happen after new officers are elected.
6. The clock and staying on track
7. Robert's Rules of Order
8. Facilitate discussion
9. By the start of the semester
10. Ignite and The Charge, The Presidents and Advisors Retreat
11. Postmarked by November 1st
12. The secretary submits the report, but the president is responsible for following up with him.
13. Within one hour
14. True
15. Properly educate themselves on their respective roles

VICE PRESIDENT

ANSWERS

1. Officer Report Form
2. Administrative board
3. Limits the potential for collaboration
4. The day-to-day operations of the Fraternity.
5. The Guide
6. To represent the interests of the administrative board?
7. Report the progress he has made since the last administrative board meeting and set goals for his committee to be accomplished by the next administrative board meeting
8. Weekly
9. Assistant treasurer and secretary
10. He should be replaced with a member who is interested in fulfilling the duties of the job
11. A semester or quarter, depending on your campus's system

DIRECTOR ACADEMIC AFFAIRS

ANSWERS

1. The FAAR
2. The all fraternity or all male average. Generally the all fraternity average is higher
3. He should be placed on suspension
4. Kershner Scholar Program
5. False: Members are not academic advising experts, and therefore are not responsible for helping individuals study.
6. The academic advisor
7. 2.5
8. Positive support
9. True
10. Anyone with a
 - 3.5 GPA or better on a 4.0 scale OR
 - On the Dean's list or campus equivalent

GUIDE

ANSWERS

1. True
2. Opening and closing ceremonies
3. Zero
4. Purple – contains secret and some public ceremonies of the Fraternity

Gold – contains public ceremonies of the Fraternity

White – Ritual education guide
5. Once a month at a minimum
6. All members
7. Deceased Brother Ceremony
8. False
9. Organize a Ritual practice or ceremony
10. Twice a year
11. Ritual Certification Form

DIRECTOR OF MEMBER DEVELOPMENT

ANSWERS

1. New member education, recruitment education, Ritual education and member education
2. By academic year
3. Eight
4. The White Book
5. September 12-14 in Fishers, Ind.
6. New member educator, director of recruitment, Guide and director of academic affairs
7. Once a month
8. To prepare men to be successful in college and after graduation by providing opportunities to learn all of the objectives of the program.

RECRUITMENT

ANSWERS

1. DeltsConenct
2. Facebook Profile
3. 10%

Bonus: 160

4. False
- 5.

Meet Him

Make Him Your Friends

Introduce Him to Your Friends

Introduce Him to the Fraternity

Give Him a Bid

6. Every organization
7. False- Formal recruitment generally only attracts men that were always going to no matter what, and doesn't expose "maybe joiners" to the fraternal world.
8. Small events that build a one on one relationship
9. True- It is a great place to start building the chapter's names list
10. Crusader

DIRECTOR OF RISK MANAGEMENT

ANSWERS

1. 4 Hours
2. General Expectations, Hazing, Abusive Behavior, Chapter and Shelter Maintenance, and Alcohol and Drugs
3. Legal definition of consent, how substances play a role in sexual assault, personal management of risk, and definition and consequences of types of assault other than intercourse
4. Special Event Checklist
5. Whichever policy is more strict
6. Director of risk management, social chairman, house and grounds chairman and new member educator
7. False: A proper guest list will have any male or FEMALE on the list prior to the event taking place.
8. None
9. Dry, third party vendor, BYOB
10. MRG and sexual assault presentation. An alcohol awareness presentation is not required, but it is strongly recommended and worth points in the FAAR.
11. Three
12. Every member should sign the Code of Conduct
13. Once a month
14. Within 24 hours of the incident taking place
15. True: There are liability implications for sponsoring a designated driver program. Please see Appendix 5 for a more detailed explanation.

SERGEANT-AT-ARMS

ANSWERS

1. Hand out decisions and make recommendations for suspension and expulsion
2. Member Responsibility Guidelines and the Code of Conduct
3. The sergeant-at-arms and a representative from each academic class (freshman, sophomore, junior and senior)
4. The sergeant-at-arms is elected by the chapter during the general elections. The representatives from each academic class are elected from the members of that class.
5. Until he graduates, voluntarily steps down or is elected to an executive committee position
6. Every two weeks, whether or not there is a case to be heard.
7. False, but the sergeant-at-arms is encouraged to offer himself as a mediator for the dispute
8. False: The chapter is not a court of law. Members are asked to use common sense
9. The following process: A) The amendment shall be proposed to the chapter, who shall decide by majority vote whether the resolution shall be submitted to the chapter for vote at the next chapter meeting. B) If the motion is approved by the chapter, it then passes on to the honor board to check the amendment for clarity of wording and to ensure that it does not conflict with the Constitution and Bylaws. C) Following approval by the honor board, the motion must be approved by the chapter with a 2/3 vote of approval
10. Roberts Rules of Order
11. November
12. The process is as follows: A) Nominations for chapter offices occur at the chapter meeting two weeks prior to the scheduled election. B) At the next meeting, the secretary passes out to the chapter the platform statements made available to him be the candidate. C) The following meeting candidates will present their candidacy to in the form of speeches, not exceeding five minutes. The only exception being for the elections of president, vice president and treasurer, which should not exceed ten minutes.
13. In writing
14. The Guide
15. Quorum

TREASURER

ANSWERS

1. If your chapter starts school in August the chapter's annual dues are due by September 30th. If your chapter starts school in September the chapter's annual dues are due by October 31.
2. President, vice president, treasurer, chapter advisor and assistant treasurer
3. The following: Amount billed and collected, Unpaid members and amount each owes (Accounts Receivable), Bank balance and amount owed for unpaid bills (Accounts Payable), Actual year-to-date gain/loss, Budgeted year-to-date gain/loss, Explain why major revenue and expense items are favorable or unfavorable to the budget.
4. 1-10-15-30 plan
5. True
6. 15th of every month
7. March 1st
8. A letter should be sent with a specified date to the person who may be affected. If no reply is received, a second letter should be sent via certified mail again stating the amount due and the intentions of the chapter if the account is not settled. If still no reply is received, the account should be turned over to a collection agency, an alumnus in the legal profession, or handled through small claims court.
9. Expulsion from the chapter
10. At the first finance committee meeting of the month
11. He is assessed a 10% fine.
12. Every other week
13. PRIOR to the respective ceremony
14. Check request form
15. True

PHILANTHROPY AND COMMUNITY SERVICE

ANSWERS

1. Pancreas, Insulin
2. True
3. Rainbow@delts.org
4. Money and awareness
5. Press Release
6. The charitable organization the event is supporting
7. 80%
8. Revenue, Expenses
9. Theme, Audience and Finances
10. Community service is the time and effort donated to a charitable cause or organization to benefit the community.
Philanthropy is fundraising events or activities to raise money to donate to a charitable institution.
11. The entity the chapter volunteered for