



**DELTA UPSILON**

# COLONY RESOURCE GUIDE

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The Leadership Institute draws hundreds of brothers from across North America. The annual fraternity convention gives opportunity to join together in a celebration of fraternal spirit.

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## INTRODUCTION

Congratulations on becoming a Delta Upsilon colony! You and your fellow Founding Fathers have worked hard to get to this point. The International Fraternity thanks you for your dedication and is confident in your colony's future. We know you will do great things!

The next step in the journey to becoming a chartered chapter of Delta Upsilon is the colonization period. During this time, the colony will work to accomplish goals you have created, as well as goals of the International Fraternity. We recognize that to build a successful chapter, we must give the colony all the tools to succeed. The goal is that by the time a colony is chartered, it has proven to be successful in each of the areas in which a chapter is assessed.

The Colony Resource Guide provides resources for colony members and officers to learn about the Fraternity and build a solid foundation of success. In addition to *The Cornerstone* and the Associate Member Education Program, this manual is an important resource. It will further explain International Fraternity structure, DU history, chapter/colony structure, officer descriptions, Fraternity initiatives, policies and more.

For additional questions, please consult your colony advisors and Delta Upsilon International Headquarters staff. We are happy to assist you in any way possible.

Congratulations again on becoming an official Delta Upsilon colony!

Fraternally,



Justin Kirk, Boise State '00

Executive Director

Delta Upsilon International Fraternity and Educational Foundation

"SATISFACTION OF ONE'S CURIOSITY IS ONE OF  
THE GREATEST SOURCES OF HAPPINESS IN LIFE."

- Linus C. Pauling, Oregon State 1922



## OUR COMMITMENT

Delta Upsilon recognizes the foremost importance of fostering a relationship with the university and the fraternity/sorority community that is committed to perpetuating leadership development and personal enrichment.

## COLONY DEVELOPMENT

The Fraternity is committed to providing the following resources and staff support during the colony period:

- Provide staff on location prior to and during the colonization period
- Develop a timeline of the expansion process while on campus
- Select and train an alumni advisory board
- Recruit a sustainable group of men, based on merit alone, that meets or exceeds the campus average
- Assist the colony in setting up a financial plan, such as its bank account and colony budget
- Coach colony members on recruitment strategies and assist in future planning
- Train new officers and provide continued support throughout and following the colony period
- Provide ongoing communication between the campus and fraternity/sorority community, the colony and the Fraternity

## COMMUNITY ENRICHMENT

As part of Delta Upsilon's commitment, the Fraternity understands the equal importance of recruiting leaders within the community and developing leaders for the community in return. Members are encouraged to extend their involvement into campus activities. The colony is required to participate in fraternity/sorority, campus and local service events, provide faculty and alumni programming and offer educational experiences that are open to the public as well.

## COLONY SUPPORT AND EDUCATION

Delta Upsilon employs a staff member full time to serve as the liaison and advisor for each colony. The chief responsibility of this member of staff is to guide a colony step-by-step to the chartering process.

All new and current members are responsible for knowing the history of Delta Upsilon. The organization's history is found in the Colony Resource Guide, as well as *The Cornerstone*, DU's membership guidebook.

All programming created by Delta Upsilon is done so with our mission statement in mind:

*Building Better Men* through the Promotion of Friendship, Development of Character, Diffusion of Liberal Culture, and the Advancement of Justice.

We focus every educational experience on expanding the horizons of our undergraduate members. We provide the appropriate education for a chapter to become successful on its campus and become leaders in the community.

Delta Upsilon wants to give the colony all the skills it needs to charter quickly and successfully. Through our educational programming, we educate all colony members on what it means to be a member of Delta Upsilon and how to make DU a positive influence in the Greek community. Our colony should be successful and operationally sound. The DU staff strives for frequent and intentional communication with the colony and advisors, and we offer as much focused programming as necessary to advance the colony to chapter status.

### COLONY SUPPORT

During the transitional period into and following colonization, DU staff work directly with colony members to establish a framework for success. During the first weeks as a colony, staff remain on site to help establish and train colony leaders, walk each member through the colony development process and establish goals toward installation. Following this transitional period, staff facilitate continual coaching each semester through on-site visits, weekly talks with each colony president, and biweekly conferences with their executive boards.

### EDUCATIONAL MATERIALS

In addition to DU staff, the colony has access to chapter resources, as well as the online Chapter Excellence Plan (CEP). These resources include the Colony Resource Guide, officer manuals and how-to guides. The Colony Resource Guide outlines an eight-week program designed to help all members gain a strong understanding of Delta Upsilon values and a foundation of the operational skills necessary to run an efficient chapter. Throughout the colony period, the program includes two all-chapter retreats and biweekly topic assessments.

### FINANCIAL SUPPORT

Included in the colony and vice president of finance manuals are resources for best financial practices. Colonies are provided information on and required to register for the services of LegFi, encouraged to create financial and collection contracts, and work with DU staff to review the colony budget. Each colony member is eligible to apply for our Delta Upsilon Educational Foundation scholarships. Additionally, the colony is advised on promoting positive relations with local area alumni and establishing fundraising opportunities.

### REMOTE SUPPORT AND WEBINARS FROM IHQ STAFF

The Chapter Development Director serves as the colony's primary liaison and de facto education advisor. The director works closely with the colony on all aspects of the colony plan and provides assistance, coaching and guidance where needed. A majority of this support is given electronically to the colony from the Fraternity's International Headquarters.

In addition to this remote support from the Chapter Development Director, IHQ staff and volunteers will conduct webinar trainings that colony members are expected to participate in. The webinar sessions discuss many important areas of colony life. Colonies will receive more information on each webinar (such as how to register, etc.) several weeks prior to the web training.



# DU HISTORY



## DU IN BRIEF

### FOUNDED

- Nov. 4, 1834
- Williams College, Williamsburg, Massachusetts
- Founded as the first non-secret fraternity
- Sixth-oldest general men's college fraternity

### FOUNDING PRINCIPLES

- Promotion of Friendship
- Development of Character
- Diffusion of Liberal Culture
- Advancement of Justice

### FRATERNITY MOTTO

Dikaia Upotheke: Justice, Our Foundation

### FRATERNITY COLORS

Old Gold and Sapphire Blue

### INTERNATIONAL HEADQUARTERS (IHQ)

8705 Founders Road  
Indianapolis, IN 46268-0942  
Phone: 317.875.8900  
Fax: 317.876.1629  
Email: [ihq@deltatau.org](mailto:ihq@deltatau.org)  
Website: [www.deltatau.org](http://www.deltatau.org)

### INTERNATIONAL MEMBERSHIP

71 chapters and 3 colonies with approximately 4,100 undergraduate members and 83,000 living alumni.

### FRATERNITY PUBLICATIONS

*The Cornerstone* – The official Delta Upsilon member manual

*Delta Upsilon Quarterly* – Official Fraternity magazine



Delta Upsilon's International Headquarters proudly displays the gold badge. Formed from a monogram of the Greek letters Delta and Upsilon, the badge was presented to the Hamilton Convention of 1858 by Edward P. Gardner of Amherst, chairman of the Badge Committee. It was officially adopted by the Convention on May 13, 1858.



## DELTA UPSILON HISTORY

On the evening of Nov. 4, 1834, 30 students—10 men from each of the three classes (freshmen, sophomores and juniors) at Williams College —“all good men and true,” met in the Freshman Recitation Room in West College and formed the Social Fraternity known today as Delta Upsilon International Fraternity. A new era had begun.

The first 30 years were trying for the Social Fraternity, which adopted the name “Anti-Secret Confederation” (A.S.C.) once an alliance was formed with other non-secret groups from Union College, Middlebury College and Amherst College. The formation of the A.S.C. led up to the Convention of 1864, which was critical for the young Fraternity. Delegates from three of its seven chapters were in attendance, but a fourth delegate was needed to establish quorum and enact legislation. Just as the group was about to discuss the formal disbanding of the A.S.C., the delegate from the Rutgers Chapter arrived, completing the quorum. The Convention moved forward with its important discussion and legislation and officially adopted the name “Delta Upsilon,” which had already been in use by several of the chapters.

The Convention of 1879 saw another important change for Delta Upsilon. The Fraternity had always been anti-secret, actively opposing the secret societies on college campuses. Though this was a hotly debated subject, the delegates felt that it was an outdated principle and chose to adopt a principle of non-secrecy, working in harmony with the secret societies while keeping the key elements of the organization’s founding.

By the following year, DU had grown to 15 chapters in the northeast. In 1898, DU became an International Fraternity, installing its first Canadian chapter at McGill University in Montreal, Quebec. After a strong period of growth around the turn of the century, the Fraternity was incorporated in the state of New York in 1909.

The chapters that had been established were consistently solid. Due to this strength, the Fraternity did not lose any chapters through World War I or the Great Depression. In 1949, through the vision and generosity of Hugh E. Nesbitt, an alumnus from the Ohio State Chapter, the Delta Upsilon Educational Foundation (DUEF) was founded to provide educational scholarships to DU members. Over time, the DUEF expanded its purpose to include funding for educational programs such as the Leadership Institute and the Presidents Academy.

The late 1960s meant social upheaval and fraternities were among the institutions questioned about their relevancy. DU strongly emphasized the personal aspect of fraternity, rather than just its rituals and formalities. This was a strong argument for starting so many new chapters, with 18 chapters chartered from 1968 to 1971.

Until 1969, Delta Upsilon rented office space in New York City to serve as the organization’s headquarters. In 1969, Delta Upsilon moved to Indianapolis, Indiana, to service the Fraternity’s membership more efficiently. With a gift from an alumnus from the Pennsylvania Chapter, Lester E. Cox, the Fraternity Headquarters was built in the College Park area of Indianapolis.

During the 1970s through the 1990s, issues such as drug use, alcohol abuse, sexism, racism, hazing, and other social issues came out into the open and were discussed, and actively attacked. While these are problems throughout society, Delta Upsilon has attempted to combat these issues in our chapters.

The new millennium is presenting new challenges, which must be faced. Membership recruitment and education are a continued focus. Fraternities must also deal with tough social issues, risk management and loss prevention, and more diverse demographics in an ever changing college environment. Delta Upsilon has more than 180 years of experience in the fraternity world and is planning its strategies for the future. Delta Upsilon has always been a leader and will continue as it builds the 21st century fraternity.

**"I MEAN TO MAKE MYSELF A MAN AND IF I SUCCEED  
IN THAT, I SHALL SUCCEED IN EVERYTHING ELSE."**

*-James A. Garfield, Williams 1856*

## CHAPTERS AND COLONIES

Each active chapter and colony has an associated alumni chapter to support the needs and interests of both undergraduate and alumni members who attend or attended the academic institution at which the chapter is established, as well as alumni from varying chapters who also live in the area.

Alberta, University of Alberta, Edmonton, AB	Georgia Tech, Georgia Institute of Technology, Atlanta, GA	Nebraska, University of Nebraska, Lincoln, NB	Seton Hall (Colony), Seton Hall University, South Orange, NJ
Arlington, University of Texas at Arlington, Arlington, TX	Guelph, University of Guelph, Guelph, ON	North Carolina, University of North Carolina, Chapel Hill, NC	South Carolina, University of South Carolina, Columbia, SC
Boise State, Boise State University, Boise, ID	Hamilton, Hamilton College, Clinton, NY	North Carolina State, North Carolina State University, Raleigh, NC	St. Norbert, St. Norbert College, De Pere, WI
Bradley, Bradley University, Peoria, IL	Houston, University of Houston, Houston, TX	North Dakota, University of North Dakota, Grand Forks, ND	Swarthmore, Swarthmore College, Swarthmore, PA
Bucknell (Colony), Bucknell University, Lewisburg, PA, <i>fall 2018 expansion</i>	Illinois, University of Illinois, Champaign, IL	North Dakota State, North Dakota State University, Fargo, ND	Syracuse, Syracuse University, Syracuse, NY
Cal Poly, California Polytechnic State University, San Luis Obispo, CA	Illinois State (Colony), Illinois State University, Normal, IL	North Florida, University of North Florida, Jacksonville, FL	Texas, The University of Texas at Austin, Austin, TX
California, University of California, Berkeley, CA	Indiana, Indiana University, Bloomington, IN	Northern Illinois, Northern Illinois University, DeKalb, IL	Toronto, University of Toronto, Toronto, ON
Carthage, Carthage College, Kenosha, WI	Iona, Iona College, New Rochelle, NY	Northwestern, Northwestern University, Evanston, IL	Tufts, Tufts University, Medford, MA
Central Florida, University of Central Florida, Orlando, FL	Iowa, University of Iowa, Iowa City, IA	Ohio, University of Ohio, Athens, OH	Vermont, University of Vermont, Burlington, VT
Chicago, University of Chicago, Chicago, IL	Iowa State, Iowa State University, Ames, IA	Ohio State, The Ohio State University, Columbus, OH	Virginia, University of Virginia, Charlottesville, VA
Christopher Newport, Christopher Newport University, Newport News, VA	James Madison, James Madison University, Harrisonburg, VA	Oklahoma, Oklahoma University, Norman, OK	Western Illinois, Western Illinois University, Macomb, IL
Clarkson, Clarkson University, Potsdam, NY	Kansas State, Kansas State University, Manhattan, KS	Oregon, University of Oregon, Eugene, OR	Western Ontario, University of Western Ontario, London, ON
Colgate, Colgate University, Hamilton, NY	Kent State, Kent State University, Kent, OH	Oregon State, Oregon State University, Corvallis, OR	Western Reserve, Case Western Reserve University, Cleveland, OH
Cornell, Cornell University, Ithaca, NY	Lafayette, Lafayette College, Easton, PA	Pennsylvania State, Pennsylvania State University, State College, PA	Wichita, Wichita State University, Wichita, KS
Culver-Stockton, Culver- Stockton College, Canton, MO	Lehigh, Lehigh University, Bethlehem, PA	Purdue, Purdue University, West Lafayette, IN	Wisconsin, University of Wisconsin-Madison, WI
DePauw, DePauw University, Greencastle, IN	Louisville, University of Louisville, Louisville, KY	Quinnipiac, Quinnipiac University, Hamden, CT	
Elon, Elon University, Elon, NC	Maryland, University of Maryland, College Park, MD	Rochester, University of Rochester, Rochester, NY	
Embry-Riddle, Embry-Riddle Aeronautical University, Daytona Beach, FL	Miami, Miami University, Oxford, OH	Rutgers, Rutgers University, New Brunswick, NJ	
Florida, University of Florida, Gainesville, FL	Michigan, University of Michigan, Ann Arbor, MI	San Diego, San Diego State University, San Diego, CA	
Florida International (Colony), Florida International University, Miami, FL	Michigan Tech, Michigan Tech University, Houghton, MI	San Jose, San Jose State University, San Jose, CA	
	Missouri (Colony), University of Missouri, Columbia, MO, <i>fall 2018 expansion</i>		

## FRATERNITY'S STRUCTURE: EXPLAINED

### UNDERGRADUATE CONVENTION

The Undergraduate Convention is the undergraduate voting body of Delta Upsilon's bicameral legislature. The Convention consists of one delegate from each undergraduate chapter that is in good standing with the Fraternity. Each chapter selects a delegate for the Convention, held each year at the summer Leadership Institute.

### ASSEMBLY OF TRUSTEES

The Assembly of Trustees is the alumni voting body of Delta Upsilon's bicameral legislature. The Assembly consists of one delegate from each alumni chapter that is in good standing with the Fraternity. Each chapter selects a delegate for the Assembly, held each year at the summer Leadership Institute.

### BY-LAWS AND CONSTITUTION

The Fraternity's by-laws and constitution are constructed of the Fraternity's general laws. These documents outline the purpose and functions of DU. Amendments and additions to these governing documents can only be introduced and voted upon by the Assembly of Trustees and Undergraduate Convention; both houses must concur for a change to occur.

### BOARD OF DIRECTORS

The Board of Directors manages the affairs of the Fraternity and reports to, and serves under, the Assembly of Trustees. The members of Delta Upsilon's Board of Directors are volunteers who serve two year terms. The Board's officers (Chairman, Vice Chairman, Treasurer, and Secretary) are elected by the Assembly every two years. Two undergraduate members are elected to the Board yearly by the Undergraduate Convention.

### UNDERGRADUATE ADVISORY BOARD (UGAB)

The UGAB consists of six undergraduate members, one elected from each of the six provinces in the Fraternity. Members of the UGAB vote on any Fraternity fee changes and serve as a focus group of DU's undergraduate membership.

### PROVINCE GOVERNORS (PG)

Province Governors are Fraternity volunteers appointed by the Chairman of the Board of Directors, who serve two year terms. The Province Governor's role is to solicit, promote and encourage alumni interests in and support for undergraduate chapters, colonies, alumni chapters and the Fraternity as a whole.

### EXECUTIVE DIRECTOR AND IHQ STAFF

The Executive Director is an individual hired by the Board of Directors and serves as the Chief Operating Officer of the Fraternity, running the Fraternity's day-to-day operations. The staff is hired by the Executive Director to help the Fraternity advance its mission and achieve its strategic plan, as set by the Board.

### UNDERGRADUATE CHAPTERS AND COLONIES

Undergraduate chapters and colonies are chartered (or in the process of attaining a charter) by the Fraternity to enhance the development and education of the undergraduate members. The undergraduate chapter consists of all undergraduate members of the Fraternity initiated and associate members pledged at that chapter. Colonies are established by the Board of Directors with the intent to become an undergraduate chapter.

### ALUMNI CHAPTER

An alumni chapter consists of graduated undergraduate chapter members at a particular college or university. Alumni chapters are formed to advise, counsel, support, and encourage the undergraduate chapter or colony.

### UNIVERSITY FRATERNITY/SORORITY LIFE PROFESSIONALS

University fraternity/sorority life professionals (most commonly known as the Fraternity/Sorority Advisor) are hired by the college or university to advise and support undergraduate chapters or colonies while working with the chapter or colony's alumni and the International Headquarters to ensure a successful and thriving organization on campus.



# GREEK ALPHABET

Α α Β β Γ γ Δ δ

ALPHA  
*al-fah*

BETA  
*bay-tah*

GAMMA  
*gam-ah*

DELTA  
*del-ta*

Ε ε Ζ ζ Η η Θ θ

EPSILON  
*ep-si-lon*

ZETA  
*zay-tah*

ETA  
*ay-tah*

THETA  
*thay-tah*

Ι ι Κ κ Λ λ Μ μ

IOTA  
*eye-o-tah*

KAPPA  
*cap-pah*

LAMBDA  
*lamb-dah*

MU  
*mew*

Ν ν Ξ ξ Ο ο Π π

NU  
*new*

XI  
*zie*

OMICRON  
*om-e-cron*

PI  
*pie*

Ρ ρ Σ σς Τ τ Υ υ

RHO  
*roe*

SIGMA  
*sig-mah*

TAU  
*taw*

UPSILON  
*üp-si-lon*

Φ φ Χ χ Ψ ψ Ω ω

PHI  
*fie*

CHI  
*kie*

PSI  
*sigh*

OMEGA  
*oh-may-gah*

## OATH OF INITIATION

*I, of my own free will and accord, in the presence of God and of these witnesses, do hereby solemnly declare that the principles of this Fraternity as they have been explained to me accord entirely with my own views; and I solemnly promise that as a member of this Fraternity I will faithfully adhere to those principles endeavoring in every way to perfect myself morally, intellectually, and socially, and endeavoring also to act towards others according to that high standard of conduct required by the Fraternity.*

*I solemnly promise that I will be loyal to the Delta Upsilon Fraternity and to this chapter, abiding by their rules, discharging my obligations to them faithfully, and using all honorable means to promote their interests.*

*I solemnly promise that I will share with my brothers the duties of my chapter; that I will uphold and encourage them in all that is honorable and right; that I will ever extend to each brother the right hand of sympathy; and that at all times and in all circumstances I will endeavor to cultivate those sentiments which should ever exist between brothers.*

*All this I solemnly promise upon my honor, without any equivocation, mental reservation, or secret evasion of mind whatsoever.*

Delta Upsilon is a non-secret organization, and colony members are fortunate to read and study the open rituals before their own Initiation. However, the colony members will not go through Rite I or II of Initiation until the colony charters. Members of the colony will experience the pledging ceremony, the colonization ceremony, and the officer installation ceremony all before chartering.



# CHARTERING



# CHARTERING REQUIREMENTS

Once the colonization ceremony occurs, a colony will begin working to achieve the chartering requirements and become a full chapter in Delta Upsilon. The chartering requirements are mirrored off the Men of Merit Chapter Standards, which all chapters must meet on an annual basis. Delta Upsilon anticipates a period of 12-18 months from the time of colonization to the time of chartering. In addition to the requirements below, a colony must also submit its Bylaws and a full roster including name, year, and current GPA of each member as part of the chartering proposal and complete all administrative reporting with IHQ, including biographical reports, membership rosters, and officer updates.

## 1. CHAPTER EXCELLENCE PLAN

The colony's CEP usage is equal to or greater than 60% of all available points per year. As part of the CEP requirement, the colony must conduct regular officer and colony retreats to establish and review goals and outcomes and conduct at least two alumni and/or family events each year.

*This meets the Minimum level in the Men of Merit Standards.*

## 2. COLONY GPA

The colony's GPA meets or exceeds the All-Men's or All-Fraternity GPA on campus. The colony implements a comprehensive written academic program that includes minimum GPA requirements for membership, initiation, and to hold office.

*This meets the Minimum level in the Men of Merit Standards.*

## 3. PROGRAM ATTENDANCE/LEADERSHIP

The colony has at least 10 members attend Delta Upsilon Educational Programs per year (Leadership Institute, Presidents Academy, Regional Leadership Academy, Emerging Leaders Experience, and the Global Service Initiative) and/or educational programs in which the Delta Upsilon Educational Foundation provides scholarships (LeaderShape, UIFI, etc.), including at least 4 members at the Leadership Institute. Chapters must utilize all named scholarships through the Delta Upsilon Educational Foundation, if available, in order to meet this requirement. The colony is also expected to participate in IFC meetings and events and other campus programs as dictated by the University.

*This meets the Expectation level in the Men of Merit Standards.*

## 4. SERVICE

The colony conducts an average of 15 hours of service per member per year. The colony must conduct at least two service projects each year, with one being solely sponsored/planned by the colony.

*This meets the Minimum level in the Men of Merit Standards.*

## 5. PHILANTHROPY

The colony raises at least \$1,000 for the Global Service Initiative per year. The colony must conduct at least two philanthropy events each year, with one being solely for the benefit of the Global Service Initiative.

*This meets the Expectation level in the Men of Merit Standards.*

## 6. MEMBERSHIP

The colony's membership size meets or exceeds the campus fraternity average or median size. In the event the colony is unhousted, the colony's membership size should meet or exceed the campus unhousted fraternity average or median size. The colony implements a year-round written recruitment plan that includes dates, events, and objectives for recruitment activities.

*This meets the Expectation level in the Men of Merit Standards.*

## 7. ASSOCIATE MEMBER EDUCATION

The colony implements the Delta Upsilon Associate Member Education program.

*This meets the Expectation level in the Men of Merit Standards.*

## 8. LOSS PREVENTION

The colony has no Loss Prevention policy violations and implements a written Loss Prevention program.

*This meets the Expectation level in the Men of Merit Standards.*

#### 9. ADVISORY SUPPORT

The colony has a Colony Advisory Board with a total of five members, including one who is in weekly contact with chapter leadership, and a separate House Corporation (if applicable). Advisors participate in at least three Delta Upsilon advisor webinars yearly.

*This meets the Expectation level in the Men of Merit Standards.*

#### 10. LEARNING ASSESSMENT

The colony has 90% member completion of GreekLifeEdu (90% of members must complete this once) and 90% member completion of the Delta Upsilon membership outcomes survey (90% of members must complete this annually).

*This meets the Expectation level in the Men of Merit Standards.*

#### 11. ACCOUNTS RECEIVABLE/FINANCES

The colony has no fees past due to IHQ as of December 15 and May 15. The colony implements sound fiscal practices and remains current on all financial obligations to the university, IFC, and vendors. The colony must also submit its budget in the chartering proposal.

*This meets the Aspiration level in the Men of Merit Standards.*

#### COLONY HOUSING

As part of the Men of Merit Chapter Standards program, all new Delta Upsilon colonies will be established with alcohol-free housing, if applicable. They will remain in alcohol-free housing in perpetuity.

"THERE WILL ALWAYS BE A FRONTIER WHERE  
THERE IS AN OPEN MIND AND A WILLING HAND."

*- Charles F. Kettering, Ohio State 1904*

## AN EXPLANATION OF IHQ DUES FOR COLONIES

A portion of every member's annual dues supports the operations of Delta Upsilon International Headquarters, located in Indianapolis, Indiana. Below is a listing and explanation of the dues.

DESCRIPTION	AMOUNT	BENEFITS	DUE DATE
Initial Colony Member Fee	\$150/member	Colony Pin, Copy of <i>The Cornerstone</i> and administrative processing.	Due within seven (7) days of accepting a bid
Member Fees	\$100/member	Expansion staff and leadership consultant visits, IHQ resources, educational programs, website resources, recruitment assistance, alumni lists, printed materials, and support programs.	Waived for one academic term following term of colonization. If the organization is a colony beyond this time period, the members of the colony will remit the same membership fees as undergraduate chapter members.  Fall – Sept. 15. Spring – Feb. 1.
Liability Insurance Assessment	\$125/member (see Description for timing of when these fees begin to occur)	General liability insurance coverage of \$1 million per incident with a \$10 million umbrella, and loss prevention resources and publications.	After the term in which the organization is colonized and one additional term have expired, the colony will remit the liability insurance assessments at a rate that is equivalent to 50% of the average per man liability insurance assessment.  75% of balance, Sept. 15. Remaining balance, Feb. 1.
Chapter Member Initiation Fee	\$250/member	Membership in Delta Upsilon; membership card, certificate, and badge; and subscription to the <i>DU Quarterly</i> .	One time fee paid at the time of chartering.
Chapter Fee	\$1,100	Registration, including meals and lodging, for two delegates to the summer Leadership Institute; one delegate to the Presidents Academy; and one delegate to the Recruitment Symposium.	During the term in which the colony is colonized and for an additional one term, the chapter fee will be waived. If the organization is a colony beyond this time period, the colony will remit the Chapter Fee consistent with what is required of an undergraduate chapter. Upon installation/reinstatement of the colony, the new chapter will begin to pay the Chapter Fee.  \$1,100, Sept. 15. \$1,100, Feb. 1.
Chartering Fee	\$750/colony	Chapter charter, administrative processing, and offsets the cost of Fraternity staff to conduct Installation.	Upon Installation.  *Newly installed or reinstated chapters must remit to the Fraternity a chartering fee at the time of Installation or Reinstatement



## SAMPLE COLONY DUES

As a colony is developed, IHQ staff will determine fees and dues for the colony members. These funds will pay for a variety of items, including administrative processing, campus involvement, colony activities, chapter savings and more. Below is a tentative dues schedule for a colony's first three semesters. These numbers are subject to change and are based on a colony's specific needs.

### SEMESTER #1

\$150 Pays for your colony pin, copy of The Cornerstone, and administrative processing.  
Due within 7 days of accepting a bid

\$300 Goes toward colony activities, campus involvement, functions, and a savings account for chartering.  
Due before colonization

**Semester #1 Total: \$450**

### SEMESTER #2

\$600 Goes toward colony activities, recruitment, educational program attendance, brotherhood events, campus involvement, philanthropy events, and a savings account for chartering.

**Semester #2 Total: \$600**

### SEMESTER #3

\$600 Goes toward colony activities, recruitment, educational program attendance, brotherhood events, campus involvement, philanthropy events, IHQ administration fees, and a savings account for chartering.  
Due by Sept. 1

**Semester #3 Total: \$600**



# OFFICER POSITIONS

## COLONY PRESIDENT

### POSITION FUNCTION

The colony president will serve as the chief executive officer and chief operating officer of the colony. He shall be the head of the chapter's organizational structure. He will be the liaison between the chapter and the university, community, alumni, and International Fraternity.

### PRINCIPLE RESPONSIBILITIES

- Serve as an Executive Board officer within the colony. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- Lead Executive Board and colony meetings. (Find sample agendas on p. 20-21)
- Oversee all officers; ensure accountability and responsibility in all members.
- Coordinate the goal setting process of the colony and Executive board.
- **Ensure all goals are actively pursued and achieved.**
- Approve major financial expenditures.
- Serve as a positive role model by adhering to Fraternity, FIPG, university, city, county, and state laws and guidelines.
- Recruit and cultivate new leaders.
- Keep in contact with Delta Upsilon International Headquarters and return completed paperwork in a timely manner.
- Keep in contact with alumni chapter, chapter advisory board, chapter house corporation board, and alumni volunteers.
- Keep in contact with province governor and undergraduate advisory board representative for your province.
- Meet with the university officials and fraternity/sorority professional on a regular basis.
- Serve as the chapter spokesperson.
- Develop and maintain a detailed account of presidential activities and compile an officer notebook to educate future officers and committee members.
- Develop position goals and budget.
- Properly and adequately train all executive board members and replacements.
- Develop a colony Constitution & By-laws. (Find example on p. 93-95)
- Write and submit a chartering proposal to IHQ.

## SKILLS COLONY PRESIDENT SHOULD POSSESS/LEARN

### DELEGATION

- Efficiently delegate tasks so that chapter goals are met within established timelines
- Delegate appropriately to members based on the size and scope of the task
- Monitor accomplishment of delegated tasks, and provides constructive, timely feedback; provides support and assistance for goal accomplishment

### CONFLICT MANAGEMENT

- Has the ability to listen actively to facilitate understanding and prevent conflict
- Ability to understand the use of both open and closed questions
- Ability to understand the differences between compromise, cooperation, collaboration, and consensus building

### POLITICAL SAVVY

- Identifies the internal and external politics that impact the work of the chapter
- Perceives organizational and political reality and acts accordingly
- Uses diplomacy in dealing with issues involving others.

### SENSE OF VISION

- Communicates a clear mission and set of values, providing guideposts for decision-making and action
- Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change
- Influences others to translate vision into action

### SELF-DIRECTION/GOAL ATTAINMENT

- Pursues work with energy, drive, and a strong accomplishment orientation; persists and expends extra effort to accomplish tasks even when conditions are difficult or deadlines are tight; persists at a task or problem despite interruptions, obstacles, or setbacks
- Intrinsically driven to succeed and excel; strives to exceed standards and expectations; exhibits confidence in capabilities and an expectation to succeed in future activities

## SAMPLE EXECUTIVE BOARD MEETING AGENDA

Utilize the sample Executive Board Meeting agenda to use during each executive board meeting. Prior to each meeting, each officer should provide the president with a bulleted list of items he would like to discuss during the meeting. This will keep the meeting focused. By sending the agenda to all board members before the meeting, each officer will know what to expect and prepare for in the areas outside of his office. The vice president of administration can use these agenda and its format as the base for the meeting minutes.

### DELTA UPSILON EXECUTIVE BOARD MEETING AGENDA

Williams Chapter of Delta Upsilon

Date (XX/XX/XXXX)

Time

Meeting Location

#### I. Call to Order

A. Time:

#### II. Roll Call

A. Present: (list names)

B. Absent (list names)

C. Excused (list names)

#### III. Introduction of Guests

#### IV. Executive board Officer Reports

A. President: (Name)

B. VP Member Education: (Name)

C. VP Loss Prevention: (Name)

D. VP External Relations: (Name)

E. VP Recruitment: (Name)

F. VP Academic Excellence: (Name)

G. VP Finance: (Name)

H. VP Administration: (Name)

#### V. Old Business

A. Any old business from prior Exec meetings will now be discussed

#### VI. New Business

A. Any new business that Exec has to discuss and vote on will now take place here.

#### VII. Adjournment

A. Time:



## SAMPLE CHAPTER MEETING AGENDA

Utilize the sample Chapter Meeting agenda to use during each chapter meeting. Prior to each meeting, each officer should provide the president with a bulleted list of items he and his committee chairman would like to discuss during the meeting. This will keep the meeting focused. By sending the agenda to all board members before the meeting, each officer will know what to expect and prepare for in the areas outside of his office. The vice president of administration can use these agenda and its format as the base for the meeting minutes.

### DELTA UPSILON EXECUTIVE BOARD MEETING AGENDA

Williams Chapter of Delta Upsilon

Date (XX/XX/XXXX)

Time

Meeting Location

#### I. Call to Order

A. Time:

#### II. Roll Call

A. Present: #

B. Absent #

C. Excused #

#### III. Introduction of Guests

#### IV. Executive board Officer Reports

*(Committee Chairman will give reports following the Executive board member who oversees them. Chairman positions vary per chapter. Please list all committee chairman positions on the agenda under the appropriate office. If an officer or chairman does not have a report for the meeting, his name should still be listed on the agenda, and he should still be called upon during the meeting.)*

A. President: (Name)

B. VP Membership Education: (Name)

i. Associate Member Educator

ii. Brotherhood Chairman

C. VP Loss Prevention: (Name)

D. VP External Relations: (Name)

i. Philanthropy Chairman

E. VP Membership Recruitment: (Name)

F. VP Academic Excellence: (Name)

G. VP Finance: (Name)

i. Treasurer

H. VP Administration: (Name)

#### V: Old Business

#### VI: New Business

#### VII: Announcements

#### VII: Awards

#### IX. Adjournment

A. Time:

## SAMPLE CHAPTER MEETING MINUTES

Utilize the sample Executive Board Meeting agenda to use during each executive board meeting. Prior to each meeting, each officer should provide the president with a bulleted list of items he would like to discuss during the meeting. This will keep the meeting focused. By sending the agenda to all board members before the meeting, each officer will know what to expect and prepare for in the areas outside of his office. The vice president of administration can use these agenda and its format as the base for the meeting minutes.

### OFFICIAL CHAPTER MEETING MINUTES

Williams Chapter of Delta Upsilon

Date (XX/XX/XXXX)

Time

Meeting Location

#### I. Call to Order

A. President \_\_\_\_\_ called to order at 8:04 p.m.

##### B. Roll Call

i. All Brothers in attendance of this meeting were as follows, sufficient for a quorum:

- Names
- Names
- Etc.

#### II. Guest Speakers

A. There were 2 Guest Speakers, names, organizations, and why

#### III. Officer Reports

##### A. President

i. Initiation Nov. 4

- Rite I at 6
- Rite II at 7

ii. Finances

- \$4,891 have been paid since last check sent in from GCM.
- \$9,282.50 active member outstanding balance
- \$10,224.50 total outstanding balance
- Initiation fees due for new members by Oct. 24

iii. Big Little pairing is coming within the next few weeks

- Brothers interested in taking a little please stay after

##### B. VP Membership Education

i. Big Little roughly two weeks from now

- Ceremony will be a week after that

ii. Associate Member Educator Report (Name)

- Associate member meeting will be this Wednesday at the chapter house. They are on week 7 of the program.

iii. Brotherhood Chairman Report (Name)

- No report.

##### C. VP Loss Prevention

i. Speaker on Thursday

##### D. VP External Relations

i. Not Present

##### E. VP Membership Recruitment

i. Recruitment never stops

## SAMPLE CHAPTER MEETING MINUTES

### F. VP Academic Excellence

- i. Study tables will be held in U508 from 6-8 p.m. on Tuesday and Thursday this week.
- ii. University is hosting a stress relief seminar on Saturday from 10-11 a.m. in the campus rec center.

### G. VP Finance

- i. Overview of finances
  - ♦ Current balance is \$6,336.54
  - ♦ Technically \$7,347.54 once a payment from GCM is processed
  - ♦ Active Brother outstanding balance - \$9,282.50

### H. VP Administration

- i. We currently have \_\_\_\_ CEP points

## IV. Old Business

- A. Motion by Brother \_\_\_\_\_ to establish clear roles for all committees in the bylaws from chapter on 26 September 2016. Second by Brother \_\_\_\_\_.
- B. Motioned by Brother \_\_\_\_\_ to table. Seconded by Brother \_\_\_\_\_ to table

## V. New Business

- A. Brother \_\_\_\_\_ motioned to create Travel committee. Seconded by Brother \_\_\_\_\_.
  - i. Vote passed
  - ii. Travel committee: (Names)

## VI. Announcements

- A. Brothers who are taking Littles are asked to write their names down to facilitate Big-Little process.
- B. U101 Peer Leader
  - i. If interested, contact Brother \_\_\_\_\_
- C. Greek Impact meeting
  - i. Christian based event
  - ii. Message Brother \_\_\_\_\_ if interested

## VII. Awards

- A. Brother of the Week
  - i. Name and reason why won

## VIII. Adjournment

- A. It was moved by Brother \_\_\_\_\_ and seconded by Brother \_\_\_\_\_ to adjourn the meeting.
- B. The motion carried unanimously.
- C. The meeting adjourned at approximately 8:57 p.m.

Thus concludes the official minutes of the meeting of the \_\_\_\_\_ Chapter of Delta Upsilon Fraternity, dated Oct. 20, 2016.

Respectfully submitted,

\_\_\_\_\_  
VP Administration

## VICE PRESIDENT OF MEMBERSHIP EDUCATION

### POSITION FUNCTION

The vice president of membership education serves on the Executive Board and assumes the role of the president in the event that he is unable to perform his duties. He is responsible for all educational programming and activities which promote the Fraternity's purposes and ideals.

### PRINCIPLE RESPONSIBILITIES

- Serve as an Executive Board officer within the chapter. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- Implement the Associate Member Education Program.
- Schedule a minimum of one guest speaker per month to speak on topics of educational value to the membership.
- Sponsor two workshops per year with another fraternity, sorority or campus organization.
- Sponsor or attend cultural events twice a year.
- Create a chapter activity directory, where members' activities and honorary memberships are posted and updated regularly.
- Ensure that the colony is an active part of the Greek community and attends all IFC meetings.
- Develop and maintain a detailed account of membership education activities and compile an officer notebook to educate future officers.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.

## SKILLS VICE PRESIDENT OF MEMBERSHIP EDUCATION SHOULD POSSESS/LEARN

### PROGRAMMING SKILLS

- Coach, teach and advise others to help them develop their knowledge and skills. Help others create individual development plans. Select appropriate training, university/college programs to address chapter needs.
- Prepare for program delivery by reviewing participant and facilitator materials prior to training
- Gather information about the participants and their characteristics; helps tailor examples and analogies to ensure relevance to members from the speaker
- Facilitate learning by varying delivery style to fit the member needs; adapts to the needs of members and adjusts programs/speakers as needed

### FACILITATION SKILLS

- Clearly convey and receive information from members for learning to take place
- Present information in a logical sequence; uses appropriate visual aids; listens and responds to questions and objections; manages member dynamics; manages time on topics
- Create a positive learning climate by establishing an environment where members feel safe to try new learning and behaviors, where member differences are respected, and where confidentiality is supported
- Personally model behavior that is consistent with the goals of the program or speaker presentation

### MEMBERSHIP SATISFACTION

- Make members and their needs a primary focus of one's actions; shows interest and understanding of the needs and expectations of members through meeting chapter goals

## DELTA UPSILON EDUCATIONAL PROGRAMS



Delta Upsilon has a full slate of educational leadership conferences to help develop and grow our chapters and members. All of these conferences are funded in whole, or in part, by generous donations from the Delta Upsilon Educational Foundation.

### LEADERSHIP INSTITUTE (LI)

The Leadership Institute is our annual leadership conference/ fraternity convention. More than 400 undergraduate students and alumni participate in defined tracks focusing on leadership development and chapter operations. During the institute, students meet in the Undergraduate Convention to discuss the matters of legislation that affect the Fraternity, and the Fraternity recognizes its top chapters and individuals.

**When:** Held each July/August

**# of Members Recommended to Attend:** 8



### PRESIDENTS ACADEMY

The Presidents Academy trains and inspires 80 chapter presidents annually. Presidents from each chapter participate in an institute style program with a curriculum that emphasizes the mission and principles of Delta Upsilon as a foundation for effective chapter leadership. Together, chapter presidents are exposed to new ideas and possibilities and are encouraged to apply what they learn to their leadership role and responsibility. They learn from each other, stretch their boundaries, discover strengths, and envision a more successful version of their chapter.

**When:** Each January

**# of Members Recommended to Attend:** 1 (Colony President)



### REGIONAL LEADERSHIP ACADEMY (RLA)

Each February, Delta Upsilon facilitates five Regional Leadership Academies (RLA) throughout the United States. These academies serve as a unique opportunity for chapter officers in a specific geographic region to attend sessions that span a wide range of topics affecting fraternity life today. RLA serves as the largest undergraduate educational program of the year. It is intentionally designed as an officer training platform to provide tangible skills needed for success as defined by the Delta Upsilon Officer Core Competencies. Chapter officers engage in an interactive training and education process that helps them explore their role as a part of a highly effective leadership team for the chapter. Chapters/colonies are encouraged to attend one of the five RLAs that is closest to its campus.

**When:** Each February/March

**# of Members Recommended to Attend:** 8



### RECRUITMENT SYMPOSIUM

The Recruitment Symposium is a training program for chapter and colony vice presidents of membership recruitment. This multi-day training teaches the officers the necessary skills to lead the chapter in a successful values-based membership recruitment and selection. The Recruitment Symposium is held in conjunction with the Regional Leadership Academy.

**When:** Each February/March in conjunction with the Regional Leadership Academy

**# of Members Recommended to Attend:** 1



### ADVISORS ACADEMY

The Advisors Academy is a training program for primary chapter advisors, providing education on advising, facilitation techniques, and strategies for working effectively with university students. The academy is held in conjunction with the Regional Leadership Academy, which offers the advisors the chance to join chapter officers in certain areas of programming and build relationships.

**When:** Each February/March in conjunction with the Regional Leadership Academy



## DELTA UPSILON EDUCATIONAL PROGRAMS



### DU EMERGING LEADERS EXPERIENCE

The Delta Upsilon Emerging Leaders Experience (DUEL) is a highly interactive program that encourages newly initiated members to go deeper and broader in their definition of who they are and where they can have an impact. Participants develop a better understanding of their personal leadership by analyzing their talents through the StrengthsQuest Inventory. In addition, this experience provides an opportunity to visit Williams College and connect with the history and founding of Delta Upsilon. A visit to the Fraternity's founding location provides an opportunity for the most intensive Ritual education offered in DU Educational Programs. Through developing confidence in their talents and clarifying their personal values, participants take ownership for creating their ideal Delta Upsilon experience.

**When:** Each June

**# of Members Recommended to Apply:** 3



### GLOBAL SERVICE INITIATIVE

The Delta Upsilon Global Service Initiative offers members a unique opportunity to work with global and local communities, while uniting Delta Upsilon competencies and principles with substantive volunteer service. Students travel to, study in, and work with communities where social and economic conditions are substandard. During the global experience, students engage in service-learning to make a meaningful impact in our global society to address the issues plaguing urban societies; these members will roll-up their sleeves to create or rebuild areas of need.

**When:** Trips each January, May and June

**# of Members Recommended to Attend:** As many as possible, but at least one



### BUILDING BETTER MEN RETREATS

Building Better Men Retreats are intensive weekend-long retreats customized to meet the needs of a chapter. Senior Fraternity staff facilitate the retreats, which focus on creating chapter buy-in to a shared plan of action.



### UNDERGRADUATE INTERFRATERNITY INSTITUTE

The Undergraduate Interfraternity Institute® (UIFI®) brings together fraternity men and sorority women from across North America to create opportunities to explore, define, and enhance their leadership skills, and grow to expect values-based action from themselves and others. Delta Upsilon provides a number of UIFI scholarships available for students.

**When:** More than a dozen sessions held each summer



### GREEKLIFEEDU

This online training program, hosted by EverFi, educates members on the facts of alcohol abuse, hazing and sexual assault. This program helps to empower students to make informed decisions and provides simple strategies to help keep themselves and their friends safe. Each member is expected to complete Parts 1 and 2 of GreekLifeEdu as part of the Associate Member Education Program.

## VICE PRESIDENT OF LOSS PREVENTION

### POSITION FUNCTION

The vice president loss prevention serves on the Executive Board and works closely with them to help prevent and reduce risk within the chapter. He educates the entire membership on Fraternity policy and loss prevention in general. He provides regular reports to the chapter and to the International Fraternity concerning risk reduction and ensures that the chapter operates under guidelines established by federal, state, local, university and Fraternity officials.

### PRINCIPLE RESPONSIBILITIES:

- Serve as an Executive Board officer within the chapter. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- **Review and educate on FIPG, Fraternity and university loss prevention policies with the entire membership annually.**
- Ensure that guidelines and laws of the Fraternity, FIPG, university, city, county and state are adhered by the chapter.
- Schedule three speakers per year dealing with issues concerning Loss Prevention such as alcohol/drug abuse, hazing, sexual abuse, AIDS/STDs, legal liability, etc.
- Develop and enforce a written code of conduct for all members. This code will at a minimum include:
  - policies concerning the treatment of women
  - prohibitive measures concerning the use of illegal drugs
  - a statement concerning the abuse of alcohol and underage drinking
- **Develop and enforce the chapter's loss prevention policy.**
- Develop and maintain a detailed account of loss prevention activities and compile an officer notebook to educate future officers.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.

## SKILLS VICE PRESIDENT OF LOSS PREVENTION SHOULD POSSESS/LEARN

### MANAGING CONFLICT

- Has the ability to listen actively to facilitate understanding and prevent conflict
- Has the ability to understand the use of both open and closed questions
- Has the ability to understand the differences between compromise, cooperation, collaboration, and consensus building

### KNOWLEDGE OF ALCOHOL, DRUG, HAZING, MENTAL HEALTH AND SEXUAL ASSAULT FACTORS

- Ability to analyze and synthesize large amounts of information (above factors) as it relates to chapter membership
- Ability to research and implement educational programming
- Ability to consult with university administration and International Headquarters when gathering resources

### CRISIS MANAGEMENT

- Ability to organize comprehensive crisis management plan and efficiently report information
- Ability to remain collective in high-stress scenarios
- Ability to collaborate and communicate effectively with stakeholders (university administration, International Headquarters, local authorities, advisors)

### FRATERNITY LOSS PREVENTION POLICIES AND INSURANCE

- Ability to analyze and synthesize large amounts of information of policy standards and insurance information
- Ability to consult and communicate with International Headquarters about insurance and loss prevention concerns
- Ability to understand when to report incidents in a timely and efficient manner to International Headquarters

## LOSS PREVENTION POLICIES

Delta Upsilon Fraternity is a member of the Fraternity Risk Management Trust (FRMT, Ltd.). The policies on "Alcohol and Drugs," "Hazing," "Sexual Abuse," "Fire, Health and Safety," and "Education" are directly from FIPG policy. The Loss Prevention Policy of Delta Upsilon and FIPG, Inc. include the following provisions and shall apply to all fraternity entities and all levels of fraternity membership. All activities of all Delta Upsilon chapters and colonies must be in compliance with all Federal, state, and local laws at all times.

### ALCOHOL AND DRUGS

1. The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
2. The possession, sale, use or consumption of **ALCOHOLIC BEVERAGES**, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third-Party Vendor Guidelines. BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
3. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, i.e. kegs or cases, is prohibited.
4. **OPEN PARTIES**, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, where alcohol is present, are prohibited. Any event with alcohol present that can or will be associated with an entity of the Fraternity should require a guest list prepared 24 hours in advance of the event. It is recommended that a list of those who attend be maintained for several years.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age")
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on property of a tavern as defined above for the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. An event at which alcohol is present could be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the Fraternity and college or university policy.
7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or associate member, shall permit, tolerate, encourage or participate in "drinking games." Examples of "drinking games" includes but is not limited to the rapid consumption of alcohol, liquor or alcoholic beverages, including shots; the practice of consuming shots equating to one's age, "beer pong," "century club," "dares," or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any associate member program, activity or ritual of the chapter. This includes, but is not limited to activities associated with "bid night," "big brother night" and initiation.
11. The possession, use or consumption of alcohol products above 15% ABV in any chapter facility is prohibited. Alcohol products above 15% ABV can only be provided and served by a licensed, third-party vendor at an off-site location.

### HAZING

No chapter, colony, member, alumnus, or employee of the Fraternity shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state/provincial law."

## LOSS PREVENTION POLICIES

### DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

The Fraternity will not tolerate or condone any form of culturally insensitive activity including but not limited to costumes, party themes, clothing or derogatory comments towards or about another culture, ethnicity or race.

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is not allowed.

### MEDICAL GOOD SAMARITAN INDIVIDUAL

If a member assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or to another medical emergency, then that member, as well as those who are assisted, will not be subject to individual disciplinary action with respect to the incident. This is the case even if the member who is assisting was a contributing factor to that emergency. An individual may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

### CHAPTER

A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter will be required to meet in person or by phone with a national staff member or an alumni volunteer designated by the fraternity. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

### PHYSICAL ABUSE

No member shall resort to or engage in any physical acts of violence of any kind against another individual or any acts of vandalism of any kind against another person's property for any reason, except for the purpose of the defense of one's self, or one's own property and to the limited extent that the law would otherwise permit.

### FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones and in other locations, emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of weapons of any kind within the confines and premises of the chapter house is expressly forbidden. The term "weapon" means any object, substance or chemical designed or intended to inflict a wound, cause injury or incapacitate, including but not limited to, all firearms, pellet guns, switchblades, knives and knives with blades five or more inches in length or dangerous chemicals.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as formal ceremonies.

### EDUCATION

Each chapter shall, at a minimum, annually instruct its undergraduate members in the Loss Prevention Policies. Additionally, all undergraduate members shall annually receive a copy of said Loss Prevention Policy. A copy of said Loss Prevention Policy is available on the Fraternity's website.

### REPORTING

Each chapter and member shall report promptly any bodily injury to a member or any injury sustained during a chapter event or at the chapter house, any incident that might result in a claim, and any violation of these policies to the Fraternity. Self-reporting of loss prevention violations and the steps taken to address the violation will be considered positive factors in the deliberations of the Fraternity when reacting to violations of these policies.

(Updated July 2018)

## WHAT IS HAZING?

**HAZING IS** any action taken or situation created that causes embarrassment, harassment or ridicule, risks emotional and/or physical harm to members of an organization or team, whether new or not, regardless of the person's willingness to participate.

### WHAT IF I AM NOT SURE IF AN ACTIVITY IS HAZING?

Some examples of hazing are easy to spot. Sometimes, others are not. If you ever have a question about whether an activity you are running, participating in or witnessing is hazing, you should ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if the Dean of Students walked by?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation violate my values or those of my organization?
- Is it causing emotional distress or stress of any kind to myself or others?

### WHAT SHOULD I DO IF I FEEL THAT HAZING IS GOING ON IN THIS COLONY OR ON MY CAMPUS?

If you witness hazing, you should report it to IHQ or your Fraternity/Sorority Advisor immediately. It is always important to assume that if you don't report it, no one else will. If you do not feel comfortable reporting this issue to the Fraternity/Sorority Advisor or IHQ, but know that you or someone else is or may be a victim of hazing, you can call the anti-hazing hotline at 1-800-NOT-HAZE (1-800-668-4293) and remain anonymous.

## THE BYSTANDER EFFECT

### WHAT IS BYSTANDER BEHAVIOR?

Bystander behavior is when we see something happening that we know is not right, and we do nothing to stop the event. Typically, there are several barriers that stop us intervening.

### WHAT ARE THE FIVE BARRIERS TO INTERVENTION?

- Social Influence - A situation that may feel harmful to you, but you assume your reaction is unique, because no one else is reacting.
- Fear of Embarrassment - Not wanting to single yourself out or call attention to yourself.
- Diffusion of Responsibility - Assuming that someone else will do something, thereby alleviating yourself from the responsibility of intervening.
- Fear of Retaliation - Fear of negative consequences/retaliation for intervening.
- Pluralistic Ignorance - When most people in a group are concerned and want to act, but incorrectly believe they are in the minority.



## CRISIS MANAGEMENT AND COMMUNICATION

Delta Upsilon's Loss Prevention policies and programs aim to prevent crises from happening, but sometimes crises still occur. A large part of managing a crisis is how we communicate with others about it.

Each crisis is different and requires a different response. Sometimes that response is directed to the media, but it can also be directed to a number of different stakeholders (alumni, parents, campus administration, etc.). No matter the situation, working with Delta Upsilon's International Headquarters will help your chapter craft the appropriate response.

The Fraternity's Crisis Communications Guide can be found on the Chapter Resources page of [www.deltatau.org](http://www.deltatau.org) under both Chapter President and Vice President of Loss Prevention. The goal of this guide is to help you define a crisis, the steps you should take when one occurs and how to communicate with a variety of audience, including the media.

### WHAT IS A CRISIS?

A crisis can be defined as a surprise, accident or unplanned event. Our response to a crisis will not only help us recount of the situation, it will shape the public perception of Delta Upsilon. In many cases, if we do not tell our story, someone else will. So, it is important for DU to quickly and proactively tell our own story.

In Delta Upsilon, a crisis can take many forms. Here is a list of possible crises your chapter may face:

- Injury/death of a member (even if injury/death doesn't involve a DU activity)
- Sexual assault/violence
- Hazing-related incident or allegation
- Questions from media/reporters
- Intolerance-related incident or allegation (i.e., racism, bigotry, anti-LGBTQ, anti-Semitic, misogyny/hyper-masculinity, other instances of bigotry)
- Investigation into chapter conduct by university or IFC
- Arrest of member or criminal charges filed against member
- Injury/death of a non-member at a fraternity-sanctioned event or on fraternity property
- Major fight or incident of violence involving chapter members or on fraternity property
- Property damage at chapter house
- Complaint filed regarding general chapter conduct
- Natural disasters (i.e. tornado, hurricane, fire, flood, etc.)

If an issue has any or multiple of the following characteristics, it is a potential crisis.

- Issue/incident that may impact the reputation of your chapter, Delta Upsilon or fraternities at large
- Media coverage anticipated
- May generate a response from campus community, university leadership, the International Fraternity, legislators or higher education influencers
- Chapter closure or other major sanctions being considered by university or International Fraternity

### WHAT TO DO WHEN A CRISIS HAPPENS?

No chapter should feel like it is on their own during a crisis. IHQ staff is available 24/7 to assist chapters and advisors manage issues in a responsible and timely way. Our ultimate goal is to ensure the safety of our members and guests and to protect the operation and reputation of the chapter and its members. We will work in partnership with you to make sure everyone is safe and determine what happened.

Contact one of the listed officials as soon as possible with details of any crisis.

Initial reports of a crisis should be made to Dr. Sara Jahansouz Wray, Director of Loss Prevention. Media inquiries should be forwarded to Ashley Martin, the Director of Communications. Justin Kirk, Executive Director, is the official spokesman of the Fraternity.

#### MAIN IHQ CONTACTS:

- General IHQ email and phone: [ihq@deltatau.org](mailto:ihq@deltatau.org), (317) 875-8900
- Executive Director Justin Kirk: [kirk@deltatau.org](mailto:kirk@deltatau.org)
- Associate Executive Director Karl Grindel: [grindel@deltatau.org](mailto:grindel@deltatau.org)
- Director of Loss Prevention Dr. Sara Jahansouz Wray: [wray@deltatau.org](mailto:wray@deltatau.org)
- Director of Communications Ashley Martin: [amartin@deltatau.org](mailto:amartin@deltatau.org)

## CRISIS MANAGEMENT AND COMMUNICATION

### GENERAL CRISIS MANAGEMENT TIPS:

If the crisis involves a crime, natural disaster, or a sick/injured/deceased person:

1. Call 911.
2. Work with first responders to make sure everyone is safe and attended to.
3. If at the chapter facility or chapter/campus event, the chapter president should be in charge of the situation. If he is unavailable, another member of the Executive Board should take his place.
4. Take a head count of all members and/or guests to make sure everyone is accounted for. Having a phone tree is a good way to efficiently get a hold of everyone, as are group messages.
5. All members should work cooperatively and honestly with any law enforcement or first responders.
6. Call a chapter advisor to let them know what is happening.
7. Call your campus fraternity/sorority life staff to let them know what is happening.
8. If an emergency, call International Office or your chapter's staff liaison to let them know what is happening.
9. When the situation has calmed down, complete DU's Incident Report Form with all information you currently have. By providing as much information as possible and being honest, you are helping the situation be addressed in the best possible way. Honesty from the beginning is always the best policy. More information can be added as more is learned.
10. Ask all members to refrain from posting about the situation on social media or speaking about it with those outside of the situation. This will prevent the rumor mill from churning as information is still being learned. It also protects the privacy of those involved, as well as due process should it be a legal situation. Speculating what happened or pointing fingers helps no one.
11. Continue to work cooperatively with authorities, campus administration, advisors and IHQ staff as investigations continue.
12. If you feel parents or alumni need to be contacted, work with the IHQ staff to develop clear, consistent messaging.
13. Questions about fire/police operations/investigations should be directed to the appropriate public safety official.
14. If asked about the conditions of the injured, direct reporters to the appropriate public safety official or hospital. Because of medical privacy (HIPPA) laws, you cannot release any information.

If the crisis involves an allegation, complaint filed, arrest or intolerance:

1. Call a chapter advisor to let them know what is happening.
2. Call your campus fraternity/sorority life staff to let them know what is happening if they do not already know.
3. If an emergency, call International Office or your chapter's staff liaison to let them know what is happening.
4. Complete DU's Incident Report Form with all information you currently have. By providing as much information as possible and being honest, you are helping the situation be addressed in the best possible way. Honesty from the beginning is always the best policy. More information can be added as more is learned.
5. All members should work cooperatively with authorities, campus administration, advisors and IHQ staff as investigations happen.
6. Ask all members to refrain from posting about the situation on social media or speaking about it with those outside of the situation. This will prevent the rumor mill from churning as information is still being learned. It also protects the privacy of those involved, as well as due process should it be a legal situation. The desire to defend oneself or the chapter is normal, but it can often lead to speculation, pointing fingers and anger. Speculating what happened or placing blame helps no one.
7. If you feel parents or alumni need to be contacted, work with the IHQ staff to develop clear, consistent messaging.
8. Questions about police operations/investigations should be directed to the appropriate public safety official.

"LIFE IS TEN PERCENT WHAT HAPPENS TO YOU  
AND NINETY PERCENT HOW YOU RESPOND TO IT."

- Lou Holtz, Kent State '58

## CRISIS MANAGEMENT AND COMMUNICATION

### DEALING WITH THE MEDIA

Sometimes, a crisis will attract the attention of campus, local or national media. The job of the media is to get information and, if possible, pictures that tell a compelling story.

With print, digital and TV news, as well as social media, managing a crisis in the public eye can be tricky. However, there is no need to panic. IHQ staff is trained to help your chapter manage any media request.

#### WAYS THE MEDIA MAY CONTACT YOU:

In general, if a member of the media (including student media) reaches out about a crisis:

1. Let IHQ staff know immediately before giving any response. You can directly contact Director of Communications Ashley Martin at [amartin@deltatau.org](mailto:amartin@deltatau.org) or (317) 875-8900.
2. Executive Director Justin Kirk is the official spokesmen of the Fraternity. All statements made should come from him and the International Fraternity.
3. Staff will work directly with media to provide any statement, including updates on the crisis.
4. The chapter president should serve as the chapter's point of contact. Should he receive a media request, he should forward it to IHQ, which will respond. Should a general chapter member or alumnus received a media request, he should forward it on to the chapter president who will share it with IHQ staff.

If a reporter reaches out electronically (via email or social media) the chapter president has two options:

1. Respond to the reporter by saying, "Thank you for reaching out. Please contact Delta Upsilon International Headquarters for a statement or to answer any questions." Provide the Director of Communication's direct email address or [ihq@deltatau.org](mailto:ihq@deltatau.org).
2. Forward the request and reporter's contact information directly to IHQ without responding to the reporter. IHQ will then reach out to the reporter.

If a reporter calls a member of the chapter or shows up on campus:

1. Never say "No comment." That statement is still a comment and makes it look like you/the chapter has something to hide.
2. It is ok to simply ignore the reporter. If in person, keep a straight face and walk away. Then tell your chapter president or IHQ immediately that you were contacted.
3. If you want to say something to the reporter, we suggest you politely say: "I am not the best person to answer your question. You should contact our chapter president or International Headquarters."
4. Always let IHQ know if you have been contacted by the media. Be prepared to provide the news outlet's name, and if possible, reporter's contact information.
5. Members of the media are allowed to be on public property. This can include sidewalks and streets. However, if the media tries to film or stop people on DU property, the chapter president should politely ask them to leave.
6. Make sure any staff members know not to speak to reporters. Sometimes, a cook, house director or handy man will answer the door and give more information than you may like.

## CRISIS MANAGEMENT AND COMMUNICATION

### GENERAL CRISIS COMMUNICATIONS TIPS:

1. Direct all media inquiries to Delta Upsilon International Headquarters.
2. Never say "No comment." That statement is still a comment and makes it look like you/the chapter has something to hide.
3. Nothing is ever "off the record."
4. Even if a reporter emails you, that doesn't mean they or a photographer won't stop by the chapter property to take a picture to correspond with the article. Make sure the lawn is not cluttered or littered with trash. Make sure all signs, posters, flags and banners are taken down from windows as they can inadvertently make a statement.
5. All chapter members, alumni and advisors should refrain from posting about the situation on social media or speaking about it with those outside of the situation. This will prevent the rumor mill from churning as information is still being learned. It also protects the privacy of those involved, as well as due process should it be a legal situation. The desire to defend oneself or the chapter is normal, but it can often lead to speculation, pointing fingers and anger. Speculating what happened or placing blame helps no one.
6. When communicating with one another about the crisis, always do so in person or on the phone. Emails, text messages and social media posts can be saved and shared with those outside of the situation.
7. When communicating in person or on the phone about the crisis, be aware of your surroundings and who may be able to listen in on any conversations. Oftentimes, secondhand news can be reported.
8. All statements should come from IHQ. By having the DU Executive Director as the official spokesman, clear, consistent communication is shared. Having multiple voices sharing news muddies the water and will likely create more confusion and lengthen the news cycle.
9. Anything someone posts to social media can be used by a reporter. Be aware that previous posts not directly related to the crisis can be cited or shared.
10. Never point fingers, place blame or victim shame.
11. Even though it is advised not to speak to the media or others about the crisis, always work cooperatively with police, first responders, advisors, IHQ staff and university administrators.

## CRISIS MANAGEMENT AND COMMUNICATION

### CRISIS TERMINOLOGY

Agreement on terminology can be a problem in crisis communications. Some common terminology is listed below.

- Fatality: Death from any cause.
- Fatal Injury: An injury resulting in death.
- Serious Injury: Hospitalization is required. The injury has resulted in a bone fracture (except simple fractures of fingers, toes or nose). A serious injury involves cuts and bruises that have caused severe bleeding. Nerve, muscle or tendon damage has occurred. The victim has sustained an injury to any internal organ. The victim has been burned on more than five percent of the body or has suffered second-and third-degree burns.
- Minor Injury: One that does not fit any of the above categories.
- Serious Illness: One that requires hospitalization and/or could result in death.
- Minor Illness: One that requires little or no hospitalization and is not considered serious.
- Missing: An unexplained absence from normal activity, residence area, or activity area.
- Missing and Presumed Lost: Missing under conditions that raise strong presumption that the person is lost but may be located.
- Missing and Presumed Dead: Missing under conditions that raise a very strong presumption that the person is dead.
- En Route Delay: Use this term for aircraft or surface transportation delays that are temporary and not considered hazardous to the persons involved. Any delay in transportation will be reported to parents, so you may need to get out a statement immediately to reduce rumors and speculation.
- Non-operational Incident: Airlines use this term to describe delays caused by hijacking, severe weather conditions, bomb threat, and other outside causes. No injury or personal harm is involved.
- Operational Incident: Describes minor accidents involving non-serious injuries, some light property damage, or potentially hazardous conditions.
- En Route Emergency: A temporary situation in which the safety of an aircraft or surface transportation is in jeopardy or in question due to a lack of information.

### DOS AND DON'TS

- Do Call 911.
- Do attend to the injured party.
- Do be sensitive and sincere.
- Do not apologize for the accident.
- Do not admit that members/associate members were at fault.
- Do not offer to pay for the medical expenses.
- Do not mention that there is insurance coverage.
- Do not discuss the cause of the accident.
- Do not correct or admonish members/associate members at the scene.
- Do a complete and thorough investigation.
- Do complete and submit an incident report to Delta Upsilon Headquarters.
- Do not discuss the accident or investigation with anyone who does not need to know.
- Do not throw away evidence until the case is finalized.



## VICE PRESIDENT OF EXTERNAL RELATIONS

### POSITION FUNCTION

The vice president of external relations serves on the Executive Board and plans and directs the colony's efforts in addressing alumni, parents, Greeks, other students, faculty and administrators, and the local community. He keeps a record of all graduates with their addresses, occupations and other pertinent information.

### PRINCIPLE RESPONSIBILITIES

- Serve as an Executive Board officer within the colony. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- Develop and implement a written plan for alumni, parents, Greek, and campus and community relations outlining newsletters, events, and other related programming designed to keep these audiences up to date on Fraternity activities.
- **Sponsor a minimum of two alumni and/or parents events per year such as Founders Day, Initiation, Parent's Day, or Homecoming.**
- **Publish an alumni and/or parents newsletter a minimum of two times per year.**
- Invite parents, faculty and alumni to colonization and installation by written correspondence.
- Ensure that all chapter publications, T-shirts and events are in accordance with Delta Upsilon's image as "The Gentlemen's Fraternity." Avoid using tasteless, insensitive, socially demeaning or offensive themes.
- Actively pursue positive relations with the campus and surrounding community.
- **Sponsor and/or be actively involved in a minimum of two service/philanthropic projects each academic year.**
- Develop and maintain a detailed account of public relations activities and compile an officer notebook to educate future officers and committee members.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.

## SKILLS VICE PRESIDENT OF EXTERNAL RELATIONS SHOULD POSSESS/LEARN

### KNOWLEDGE OF PUBLIC AND ALUMNI RELATIONS

- Communicate the chapter's intentions and activities to the public and alumni groups (e.g., local press, radio, television, newsletter, and university/college) and represents the organization in community affairs and public activities to promote awareness and foster goodwill.
- Develop strategies to broaden and promote alumni and community engagement opportunities
- Know and advocate the purpose and benefits of local and international Delta Upsilon

### NETWORKING

- Build relationships through seeking opportunities to make contacts with the public and alumni, including through organizational events, social events, external organizations, and academic activities.
- Establish strong and lasting partnerships with alumni contacts to proactively seek ways of increasing engagement opportunities.

### CIVIC ENGAGEMENT & RESPONSIBILITY

- Take action to create and maintain a diverse organization
- Meet the needs of the community by promoting opportunities for chapter giving of financial and member human resources
- Support participating in civic duties by encouraging others to vote or engage in other duties of the political or social systems
- Actively create necessary change in one's community or country by advocating for under-represented or needy groups
- Create opportunities for members to learn and develop cultural competencies

### PROJECT MANAGEMENT

- Create a list of tasks to be completed for a program or project
- Track steps in project or program to ensure they are completed on time
- Identify and reacts to outside forces that might influence or alter chapter goals.
- Establish an action plan to accomplish specific goals

## A PRIMER ON EXTERNAL AND ALUMNI RELATIONS

### EXTERNAL RELATIONS

External relations deals with the Fraternity's relationship with the outside world. It is important for the colony to maintain a good association with other fraternal organizations, campus officials and IHQ. The vice president of external relations is tasked with making sure all of the colony's "stakeholders" have a good association with the colony.

### ALUMNI RELATIONS

It is important to develop and maintain good relationships with DU alumni. If your colony is a brand new colony, having never had a DU chapter on your campus before, you are encouraged to reach out to DU alumni in your local area. If your colony was previously a chapter on your campus, it is important to connect with those alumni and bridge the gap between the previous chapter and the new colony. The colony's advisory board is tasked with helping the colony understand the Fraternity's values and provide support for the growing organization. It is important to invite alumni to colony meetings and events and at least once per term hold some sort of alumni event, such as a dinner or networking opportunity.

### COMMUNITY SERVICE

A donation of hands-on effort and time volunteered by individuals or an organization to benefit a community or its institutions.

### PHILANTHROPY

A voluntary promotion of human welfare by making a monetary donation or donation of goods to an organization.



Delta Upsilon partners with Helper Helper, an online platform/app, to track and report service hours.



## GLOBAL SERVICE INITIATIVE

The Global Service Initiative (GSI) serves a dual role for Delta Upsilon: our international philanthropy and our international service project.



DU believes in creating a fraternity for the modern college student. This includes preparing them for success in an ever-growing global environment by developing global awareness and cultural competencies.

Recent studies indicate that employers are seeking people who have experience with cultural diversity in America and other countries. GSI allows our members to gain that experience while helping others.

### ABOUT GSI

Since 2011, DU and GSI have taken DU students to Jamaica on a service immersion trip where they are engaged in direct, hands-on service. Each day of the seven-day trip includes a reflection designed to help participants explore who they have been impacted and influence by the experience, as well as how their work relates to each DU's Principles. Jamaica was chosen because of existing relationships with the local government that help connect DU to local schools and engage in the local culture.

While in Negril, Jamaica, GSI participants immerse themselves in the culture, interact with locals, provide manual labor for various construction projects, and participate in daily facilitated discussion with trained DU staff. These discussions center around global competencies and connecting the experience to personal and DU values.

GSI is first of its kind in the fraternity/sorority community. It has also received numerous awards, including those from the Association of Fraternity/Sorority Advisors and the American Society of Association Executives. ASAE is an organization for thousands of associations across the U.S.

### GSI ATTENDANCE

DU hosts three, seven-day long GSI trips each year: held in January, May and June. Each DU chapter/colony is encouraged to have one member attend GSI each year. These men will have an impactful GSI experience that many have called life-changing. Having brothers who have attended also helps your chapter/colony better tell the GSI story in your fundraising efforts.

Application links and due dates can be found on [www.deltatau.org](http://www.deltatau.org). Exact dates and deadlines vary each year.

Scholarships to attend the GSI are available through the Delta Upsilon Educational Foundation. These applications and due dates can also be found at [www.deltatau.org](http://www.deltatau.org). Many chapters/colonies also have additional scholarship money available through their alumni. Make sure to check with your chapter advisors and the DUEF about these scholarship opportunities.



Delta Upsilon is so committed to the idea of Social Justice and global citizenship, we have taken our GSI experience and offered to those outside the Fraternity. DU partners with several universities to plan trips for their own alternative break experiences. As the Fraternity's reputation as a leader in global service in the fraternal and higher education industries grows, we expect the Project Jamaica initiative to continue to expand grow. In fact, campuses are contacting the Fraternity to inquire about partnering on Project Jamaica, not the other way around, because they hear about the great work DU does.



## GSI FUNDRAISING

All DU chapters are expected to raise at least \$1,000 for GSI each academic year. This is money used to help fund the overhead costs of putting on GSI.

Chapters raise money for GSI in a variety of ways, from walk-a-thons to charity golf tournaments, chapters promote the purpose behind GSI while raising money. To assist our chapters with their fundraising efforts, we have put together a **GSI Fundraising Guide** as a comprehensive resource to help plan and manage the philanthropy event. It offers event suggestions, tips, information about collecting donations, sending money to the Delta Upsilon Educational Foundation and more.

The GSI Fundraising Guide can be found on [www.deltatau.org](http://www.deltatau.org).

## GSI FUNDRAISING

In order to ensure your chapter/colony receives the appropriate recognition for all GSI contributions, please follow these policies from the Delta Upsilon Educational Foundation (DUEF):

- Notify DUEF of your chapter/colony fundraising events and programs at least two weeks prior to the event or start date.
- Benefits cannot be offered in return for contributions.
- "Global Service Initiative" and chapter/colony name must be indicated at the time a contribution is made in order for the chapter/colony to receive credit toward its fundraising goal.
- All contributions go to support the Delta Upsilon Global Service Initiative.
- Contributions must be received by DUEF within one month of collection.
- No raffles or silent auctions may be held.

Also please note:

- Contributions are not tax deductible in Canada.
- DUEF will send acknowledgement to check and credit card donors for tax purposes.

### Contribution Options

#### Cash

- No tax acknowledgment will be made for cash contributions.
- You must notify donors that this "contribution or gift to Delta Upsilon is not tax deductible as a charitable contribution."
- No cash should be sent via mail. Collect cash and obtain a money order payable to Delta Upsilon Educational Foundation. Please do not collect cash and deposit into the chapter/colony's bank account, as this creates tax implications for the chapter/colony.



The Delta Upsilon Global Service Initiative (GSI) offers members a unique opportunity to engage in direct service in developing nations and United States while uniting their actions with the principles of the Fraternity.

*Check*

- Make checks payable to DUEF.
- In memo line, cite: "Global Service Initiative - \_\_\_\_ Chapter/Colony"
- Mail to: DUEF, 8705 Founders Road, Indianapolis, IN 46268
- Chapter/colony may collect checks and send in one envelope or donor may mail directly to DUEF.

*Credit Card*

- Chapters/colonies should not collect any credit card information.
- Credit card contributions may only be made online via [deltau.org](http://deltau.org) and must be made by the donor.
- The donor must include the name of the chapter/colony which solicited the contribution in the Notes/Gift Instructions box of the gift payment form.

*Event Sponsorships*

- In the event that a business agrees to sponsor a fundraising event, please follow these guidelines:
- Must be a qualifying sponsorship
- Business may only receive thank you recognition or acknowledgement at event, in program and/or on a T-shirt
- May not provide the business with advertising space or sales space at the event
- Sponsorship checks must be made payable to DUEF and must include a note that the contribution is for sponsorship of an event for "\_\_\_\_ chapter/colony" and supports GSI.

**GSI FUNDRAISING LEVELS AND AWARDS**

To recognize chapters for their fundraising efforts, we have created fundraising levels and awards. With each level, chapters can be guaranteed participants in a global trip for the following academic year. GSI Awards are presented each summer at our Leadership Institute.

**LEVELS**

\$1,000 – Men of Merit expectation level and recognition at the Leadership Institute GSI Luncheon and in the *DU Quarterly*.

\$3,000 – One guaranteed participant from your chapter/colony (not including travel expenses) in a global trip and recognition at the Leadership Institute GSI Luncheon and in the *DU Quarterly*

\$5,500 – Three guaranteed participants from your chapter/colony (not including travel expenses) in a global trip, and recognition at the Leadership Institute GSI Luncheon and in the *DU Quarterly*.

\$10,000 – Three guaranteed participants from your chapter/colony (not including travel expenses) in a global trip, and recognition at the Leadership Institute GSI Luncheon, and in the *DU Quarterly*.

**AWARDS**

GSI Most Funds Raised Award – Chapter/colony with the highest overall fundraising total.

GSI Most Funds Raised Per Member Award – Chapter/colony with the highest overall fundraising total per member.



## VICE PRESIDENT OF MEMBERSHIP RECRUITMENT

### POSITION FUNCTION

The vice president of membership recruitment shall serve on the Executive board and coordinate the colony's recruitment effort.

### PRINCIPLE RESPONSIBILITIES:

- Serve as an Executive board officer within the colony. Attend Executive board meetings and contribute input as to the advancement of the Fraternity.
- Develop and chair the Membership Recruitment Committee. In conjunction with the committee, and through the efforts of the entire chapter, coordinate, plan and implement a successful recruitment program.
- In conjunction with the Membership Recruitment Committee, set a recruitment goal for the chapter.
- Develop a written calendar of year-round recruitment events. With the committee, plan and implement events which utilize the chapter membership.
- Train chapter members on effective recruitment techniques through regular recruitment workshops.
- Compile and maintain a list of prospective members using all available resources including undergraduate and alumni members, university admissions and Greek affairs offices, International Headquarters, non-Greeks, and other campus organizations.
- Track the progress made on each recruitment contact and follow up regularly with the prospective member or ensure that regular follow up is being made by the membership.
- Present candidates for membership to the chapter and determine strategy for delivering bids.
- Coordinate and oversee the bidding process.
- Work with the associate member educator to ensure that all paper work and fees have been sent to Fraternity Headquarters for each new member.
- Develop recruitment materials and utilize available resources designed to educate potential members and their families about the benefits of membership in Delta Upsilon.
- Develop and maintain a detailed account of recruitment activities and compile an officer notebook to educate future officers and committee members.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.
- Ensure the colony membership size meets or exceeds the campus chapter average.

## SKILLS VICE PRESIDENT OF MEMBERSHIP RECRUITMENT SHOULD POSSESS/LEARN

### RECRUITMENT TECHNIQUES AND BIDDING PROCESSES

- Effectively utilize a recruitment model: 1) Meet Him, 2) Make Him A Friend, 3) Introduce Him to Your Friends, 4) Evaluate Him Against Principles, 5) Introduce Him to the Fraternity, 6) Ask Him to Join
- Utilize a names list to help grow perspective of members
- Coordinate activities to create an opportunity for networking and meeting to occur
- Utilize the proper chapter channels for bid approval and invites individual into the fraternity

### DELEGATION

- Efficiently delegate tasks so that recruitment goals are met within established timelines
- Delegate appropriately to members based on the size and scope of the task
- Monitor accomplishment of delegated tasks and provides constructive, timely feedback; provides support and assistance for goal accomplishment

### NETWORKING

- Build relationships by seeking opportunities to make contacts, including through organizational events, social events, external organizations and academic activities.
- Establish strong and lasting partnerships with university/college contacts to proactively seek ways of increasing names list opportunities.
- Leverage contacts to obtain information relevant to the health and continued growth of the organization, including enhanced perspectives and feedback on chapter goals.

### SELF-DIRECTION/GOAL ATTAINMENT

- Pursue work with energy, drive and a strong accomplishment orientation; persists and expends extra effort to accomplish tasks even when conditions are difficult or deadlines are tight; persists at a task or problem despite interruptions, obstacles, or setbacks
- Is intrinsically driven to succeed and excel; strives to exceed standards and expectations; exhibits confidence in capabilities and an expectation to succeed in future activities

## CHANGING THE RECRUITMENT GAME

### MEETING YOUR RECRUITMENT GOALS

In order to become a chapter, the colony must recruit enough members to be at the campus average fraternity size. While that number may seem daunting, if each member of the colony commits and recruits one member, the group will meet that goal.

### THERE ARE A FEW ABSOLUTE TRUTHS ABOUT RECRUITMENT

1. Recruitment is a year-round process. In order to be successful, you must recruit 365 days a year
2. Recruitment is a group effort and requires attention and work
3. You can't recruit people you don't know
4. The more people you meet and know the more likely you are to be successful at recruitment

### SELECTING THE RIGHT MEMBERS

During recruitment, it is important to recruit the right members for the colony. However, it is important to use the right criteria when selecting members. A great road map for selecting the right members are Delta Upsilon's Four Founding Principles. In the boxes below, list specific qualities (like has a GPA above 3.0) that you are looking for in a potential new member that align with one of the four principles.

The Development of Character

The Diffusion of Liberal Culture

The Promotion of Friendship

The Advancement of Justice

### FIVE BASIC STEPS TO RECRUITMENT

1. Develop a names list.

In order to recruit effectively, the colony must keep careful track of the members it wishes to recruit. Because of this, the vice president of recruitment must develop and upkeep a names list that acts as a "wish list" of potential recruits. The list should include any non-Greek male that you know enrolled in school. Even if you think someone is unlikely to join, you should still commit his name to the list. The list should include the person's name, telephone number, email address, level of interest (1-5), comments, and the colony member who knows them. It should be placed in a spreadsheet and easily accessible to everyone.

2. Invite people on the names list to small events.

Once you have developed a names list, the individuals on the list should be invited to small events (between 3-5 brothers). The events can be anything from going to dinner to attending a basketball game. In this aspect, your brotherhood events should drive your recruitment.

3. Become friends with them.

Get to know them, become their friend. Hang out with them and invite them to Fraternity events often. Get to know who they are.

4. Invite them to join Delta Upsilon.

Once you feel comfortable that the individual is interested in the Fraternity, extend him a bid. This can be done over a conversation explaining to him why you feel he'd be a good member of the Fraternity and discussing the benefits of membership with him. You should always extend him a bid card (can be obtained from IHQ).

5. Follow up and follow through.

After you extend him a bid, make sure to follow up with him a few days after if he does not accept right away. Be prepared to answer his questions and ease his concerns about joining the Fraternity.

## HALF-DAY RECRUITMENT RETREAT

Hosting a recruitment retreat is a great way to prepare your members for recruitment. Utilize this retreat to teach members about recruitment best practices, how to articulate the value of Delta Upsilon, communicating the chapter's brand, and conversations skills.

### INTRODUCTION & WELCOME

TIME: 30 minutes

#### SUPPLIES:

- Flipchart and Markers
- Big Question Questions
- Handout Packets

5/5	OPEN AND WELCOME
	Welcome everyone and explain the purpose of the retreat.
15/20	ICEBREAKER
	<p><b>Big Question</b></p> <p>Distribute a piece of scrap paper or a an index card to each person. Have everyone write down a question that they would like to learn about other people. Remind them to keep questions appropriate.</p> <p>Have participants stand up. They will find a partner and shake hands. Then, each person will ask their question and get a response. After both questions have been answered the two people trade questions and go find a new partner.</p> <p>This pattern continues. Allow the activity to continue until the energy starts to die off or people start running out of new people to talk to.</p> <p><b>Unique in Common</b></p> <p>Have participants find a partner at their table (there may be some groups of three). With their partner they should find the most unique thing that they have in common. Emphasize that this should be something that is unique. After several minutes have each pair share with the others seated at their table.</p> <p>Ask them to quickly identify one pair that should share out to the large group. Have one pair per table share their unique in common with the room. Thank everyone for their participation.</p> <p>Highlight how we just created a recruitment event with those two activities. This was as easy way to get people talking and sharing which serves as the foundation for the relationships we want to develop for our recruiting efforts.</p>
10/30	EXPECTATIONS
	<p>Impress upon the participants the fact that we have a very limited time together. Ask the group to identify what they hope to gain from their time at the retreat.</p> <p>What expectations do you need to create for each other to ensure that we can make this a valuable experience?</p> <p>Additional Expectations:</p> <ul style="list-style-type: none"> <li>• Be engaged for the entire program</li> <li>• Attend all sessions</li> <li>• Be on time</li> <li>• Be present and ready to go</li> <li>• Cell phones on silent</li> </ul>

## ADDING VALUE

TIME: 50 minutes

### OBJECTIVES:

- Identify how Delta Upsilon has added value to each individual's life
- Build rapport through self-revelation
- Practice sharing and discussing meaningful experiences in Delta Upsilon

### SUPPLIES:

- Flipchart and Markers
- Adding Value Handout

5/5	ROLES IN RECRUITMENT
	<p>Before we can understand how to recruit we need to understand everyone's role in recruitment. For each person or group ask the participants for their input.</p> <p><b>VP Membership:</b> Plans recruitment, takes on a leadership role in engaging the rest of the membership in recruitment members. Emphasize that it is not their job to recruit everyone. Run membership selection and invitations of membership.</p> <p><b>Chapter Officers:</b> Support for the VP of Membership. They should help to motivate the membership. They should also be prepared to take on leadership roles when the VP of Membership needs assistance or cannot attend an event or meeting.</p> <p><b>Chapter Members:</b> Should support all recruitment activities. Should take on the bulk of the work of actually developing relationships and recruiting members. Should have a voice in membership selection.</p> <p><b>Alumni Advisors:</b> Support recruitment, help with the planning. Offer insight in membership selection. Provide accountability to planning an effective recruitment.</p>
10/15	IMPORTANCE OF RECRUITMENT
	<p><b>Why is this concept of recruitment important to our chapter?</b></p> <p><b>What does it mean to you to recruit?</b></p> <p><b>How does recruiting new members help us to be successful in attaining our other goals?</b></p> <p>Explain that recruitment is important because this is our opportunity to build our chapter. We should also recognize that recruiting new members is not our end goal. We do not exist to simply bring in new members. This is a means to build the talent pool we need to be successful in our other endeavors. As we go through the recruitment process we should keep this in mind. We must be intentional with our recruiting efforts to ensure it will set us up for future success.</p>
10/25	PERSONAL REFLECTION
	<p>Explain that before we think about how other people can connect with Delta Upsilon we want to think about how we connect with Delta Upsilon.</p> <p>Have Participants turn to the Adding Value handout. Give them several minutes to complete the reflection questions on their own.</p>

10/35	EXPERIENCING THE PRINCIPLES
	After everyone has completed their worksheets have participants get into pairs. They should first share how Delta Upsilon has added value to their experience. Then, they should expand upon that by sharing one way in which they have experienced each of the four principles as a DU.
10/50	GROUP PROCESSING
	<p>Ask everyone to come back to the large group. Ask for initial reactions to that conversation.</p> <p><b>What stood out?</b></p> <p><b>Were there any themes in the responses?</b></p> <p><b>Why is it important to think about how DU adds value to our lives?</b></p> <p><b>Do we have to be intentional about how we create the experiences which add value?</b></p> <p>To wrap up the conversation, emphasize that we want to be able to think about how Delta Upsilon has enriched our lives so that we can begin to think about how it can enrich the lives of others. It is important to emphasize the role that the principles have in shaping our experience. Explain that we will come back to this later in the retreat when we start thinking about how to articulate the value of DU.</p>
	DISMISS TO A 10-MINUTE BREAK

## COMMUNICATING OUR BRAND

TIME: 60 minutes

### OBJECTIVES:

- Identify the importance of communicating a message effectively to potential members
- Define the brand for their chapter
- Articulate methods for communicating messages on a college campus

### SUPPLIES:

- Flipchart and Markers

15/15	COMMUNICATING OUR TOP TEN
	<p>Explain that it is important to talk about how an organization that truly lives up to the four principles and mission can add value to the ideal potential new members.</p> <p>Have each participant spend several minutes creating a Top Ten reasons to join list.</p> <p>After several minutes bring everyone together and create a collective Top Ten list. Explain that this really helps us to drill down into an effective way to communicate the value that Delta Upsilon can offer potential members.</p>
10/25	BRANDING
	<p>Write the word brand on a flip chart. Ask participants to name companies or organizations that they believe have a strong brand.</p> <p>Write the names on the flip chart.</p> <p>After a few minutes ask the group to identify what stands out to them about the brands of the organizations.</p> <p>Explain that your brand is more than your logo, name or slogan — it's the entire experience your prospects and customers have with your company, produce or service.</p> <p>It's what you stand for, a promise you make, and the personality you convey. And while it includes your logo, color palette and slogan, those are only creative elements that convey your brand. Instead, your brand lives in every day-to-day interaction you have with your market:</p> <ul style="list-style-type: none"> <li>• The images you convey</li> <li>• The messages you deliver on your website, proposals and campaigns</li> <li>• The way your employees interact with customers</li> <li>• A customer's opinion of you versus your competition</li> </ul> <p>(Marketing MO)</p>
5/30	YOUR PROMISE
	<p><b>How is it that a brand can be a promise? Who is it a promise to?</b></p> <p><b>If a brand is a promise what is the promise you are making to potential members?</b></p> <p><b>Does are brand make a promise to other groups?</b></p> <p><b>How do we follow through on that promise?</b></p>



5/35	COMMUNICATING ON CAMPUS
	<p>Explain that a few common ways we like to try to communicate messages is through Facebook events and fliers on campus. Ask participants how effective they think these things are? When was the last time someone randomly saw a flier and decided to attend an event?</p> <p>The fact is that these types of easy communication and those methods communicate events, they don't communicate a brand, they don't communicate a promise. As we start to think about how we can market our brand we need to look at the steps to marketing our brand. Here is one way to break it down, for each step briefly discuss what this means for DU. Encourage them to take notes in their workbook as you go.</p> <ul style="list-style-type: none"> <li>• Clearly identify the target audience</li> <li>• Differentiating from the competition</li> <li>• Developing Key Messages</li> <li>• Selecting Communication Channels</li> </ul>
25/60	COMMUNICATION BRAINSTORM
	<p>Identify all the possible ways to communicate and reinforce the brand of Delta Upsilon.</p> <p>Break participants up into 4 groups. Give each group a flip chart and marker. Assign each of the groups to brainstorm around one of the four marketing steps. Give them the following prompts:</p> <ol style="list-style-type: none"> <li>1. Clearly identify the target audience. <ul style="list-style-type: none"> <li>• Think back to our discussion of our ideal member, where do we find these individuals on our campuses? Be as specific as possible.</li> </ul> </li> <li>2. Differentiating from the competition <ul style="list-style-type: none"> <li>• What can Delta Upsilon provide that differentiates the organization from other experiences the students could be having?</li> </ul> </li> <li>3. Developing Key Messages <ul style="list-style-type: none"> <li>• What messages would these members respond to? What messages would help them to understand the unique opportunities in Delta Upsilon?</li> </ul> </li> <li>4. Selecting Communication Channels <ul style="list-style-type: none"> <li>• What methods would allow us to effectively communicate these messages to these potential members? Think about all the ways to communicate messages on a college campus.</li> </ul> </li> </ol>
	<p>After groups have had some time to create a list have them rotate and spend two minutes on the next list adding anything the can. Continue until everyone has been to each step.</p> <p>Briefly allow the groups to share highlights from each step. As they do so the facilitator should offer additional suggestions. If time allows spend some time drawing a link between the four steps and how they have started to create a recruitment plan.</p>

## RECRUITMENT CONVERSATIONS

TIME: 60 minutes

### OBJECTIVES:

- Identify methods for explaining personal connections to the principles of Delta Upsilon through recruitment conversations.
- Identify how we can learn about potential members through recruitment conversations.
- Identify methods for creating relationship development through recruitment activities.

### SUPPLIES:

- Flipchart and Markers

10/10	PRINCIPLES IN ACTION
	<p>Explain that we want to think a little more about how we can communicate what it means to be a Delta Upsilon.</p> <p>Break the group up into four groups. Assign each group one of the four principles. Have them come up with a list of ways that they put that principle into action. Tell them to try to think about examples from their lives.</p>
10/20	COMMUNICATING PRINCIPLES
	<p>Explain that thinking about how we put the principles in action can help us understand how to explain DU to others. We don't want to give them a speech that is a list of principles and activities. We want to tell them what this experience is like. We want them to see what this organization is based on what we do.</p> <p>Have everyone think about a story they can tell that demonstrates what it means to be a DU. Have people share in pairs.</p> <p>Ask if anyone would like to share their examples. Have people provide feedback. Explain that these experiences can help us to personalize DU for others.</p>
10/30	WHAT ARE WE LOOKING FOR?
	<p>Refer back to the examples of our ideal potential new members. Think about the decisions we will need to make in membership selection.</p> <p>Brainstorm a list of things that we can learn about people during recruitment that can help us in making our decisions.</p> <p><b>What stands out about the list?</b></p> <p><b>Why is it important that we not only explain DU but we also learn about potential members?</b></p>
10/40	ASKING QUESTIONS
	<p>Make the connection to asking questions. One of the easiest ways to learn about potential new members is to start asking them questions. We also need to think about how we start conversations. Sometimes our biggest apprehension comes when we are trying to being a conversation.</p> <p>First, brainstorm a list of conversation starters. What are some questions that will kick off a conversation?</p> <p>Next, brainstorm a list of questions that will help us learn about the potential members.</p> <p>After a list is created, ask how these questions will help us with membership selection.</p>

10/50	TEACHING OUR MEMBERS TO TALK
	<p>Ask what their biggest concerns are in teaching their active members to have better conversational skills at events.</p> <p>Explain how the lists of questions we have identified can help our members become better at creating conversation.</p> <p>One good exercise to do with members can be to create talk about learn about points. Have each members identify something they are going to talk about regarding their fraternity experience. Then, have them identify one thing they are going to learn about from the other person.</p> <p>After creating the talk about learn about points sometimes it can help to create recruitment teams. Create small groups of 2-3 members that have complementary skills. Perhaps some of your members struggle with breaking the ice in a conversation and could benefit by working with an extrovert. Encourage them to think about the members in their chapter and the skills they bring to the table.</p>
10/60	CREATING OPPORTUNITIES TO INTERACT
	<p>Break up into groups. Have each group create their ideal recruitment event. After several minutes ask some of the groups to share out with the large group.</p> <p><b>Are there any themes that you can identify in the events we have designed?</b></p> <p><b>What type of recruitment events do we normally host?</b></p> <p><b>What are some characteristics of the best recruitment events?</b></p> <p><b>Are these things really the things we need to be focused on?</b></p> <p><b>Are events the best way to connect with guys?</b></p>
	<p>It is important to understand that people do not join events, they join people. In all the research that Delta Upsilon has conducted, the number one reason people join is because of their relationships with the members.</p> <p>Thus it is important to remember that the focus of our recruitment should be on how we are developing individual relationships rather than large scale events. The focus needs to be on smaller gatherings and informal interactions such as going out for lunch, taking guys to play basketball, or meeting up to study for a mutual class.</p> <p>During recruitment events emphasis should be placed on activities that foster small group interaction. Brainstorm some ideas of things that get guys interacting with each other.</p> <p>Explain that a successful recruitment plan should include plans for both formal and informal recruitment activities.</p>

## VICE PRESIDENT OF ACADEMIC EXCELLENCE

### POSITION FUNCTION

The vice president of academic excellence serves on the Executive Board and is responsible for developing and implementing the colony's academic assistance program. He educates the entire membership on ways to improve their study skills and helps to cultivate an attitude that academics are important.

### PRINCIPLE RESPONSIBILITIES

- Serve as an Executive Board officer within the chapter. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- Ensure that the chapter's GPA is above the all men's average on campus.
- Develop and implement a written scholarship program that minimally includes:
  - an academic resource list
  - study skills information
  - chapter tutorial programming
  - a personal study hours schedule for members
- Enforce the academic eligibility requirement to vote at chapter meetings, hold chapter offices, for membership, and to initiate.
- Utilize campus resources related to academics such as tutorials, workshops/seminars, and library tours.
- Maintain a recognition program to reward scholastic achievement.
- Develop and maintain a detailed account of scholarship activities and compile an officer notebook to educate future officers and committee members.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.

## SKILLS VICE PRESIDENT OF ACADEMIC EXCELLENCE SHOULD POSSESS/LEARN

### MEMBER RECOGNITION

- Create an academic environment that encourages members to seek challenges and strive to reach their full potential
- Openly acknowledge members' contributions and achievements

### ACADEMIC ACHIEVEMENT

- Encourage a healthy chapter academic-social balance
- Model the importance of maintaining an academic-social balance through own actions
- Provide timely guidance and feedback to help members strengthen knowledge/skills areas through the use of other members or tutors
- Help members create goals around their academic success

### STEWARDSHIP OF RESOURCES

- Stay up-to-date with current and recent academic trends
- Is knowledgeable of resources available from [deltau.org](http://deltau.org), other organizations and their university/college community
- Manage internal resources according to chapter priorities
- Assess the need for additional resources needed for chapter officers and members

### SELF-DIRECTION/GOAL ATTAINMENT

- Pursue work with energy, drive and a strong accomplishment orientation; persists and expends extra effort to accomplish tasks even when conditions are difficult or deadlines are tight; persists at a task or problem despite interruptions, obstacles, or setbacks
- Is intrinsically driven to succeed and excel; strives to exceed standards and expectations; exhibits confidence in capabilities and an expectation to succeed in future activities

## SAMPLE COLONY PLAN FOR ACADEMIC EXCELLENCE

Being a top academic performing colony and chapter takes planning, preparation, support and practice. To that end, having an effective and functional scholarship plan.

Here are a few things that are important in any academic plan:

### ACADEMIC STANDARDS

The colony's minimum GPA requirement is 2.7/4.0 (cumulative), and all officers must hold at least a 3.0/4.0 (cumulative) in order to hold office. In order to become a chapter, it is important that the Fraternity requires all colonies to have a cumulative GPA (as a group) above the campus all-men's average. Other standards and requirements should be outlined in the colony bylaws.

### ESTABLISH STUDY HOURS

The Academic Excellence Plan should also establish colony study hours. Study hours is a time for all colony members to gather and prepare for upcoming class deadlines, write papers, review important course materials, etc. This environment provides support for members who are struggling in a particular area to work with others who do well in that subject.

### OUTLINE THE VP OF ACADEMIC EXCELLENCE'S POSITION DESCRIPTION

As outlined in the colony's bylaws, the VP's position should be reviewed within the plan. In addition, if the colony has an active scholarship committee, a committee overview and member selection should be outlined.

### DISCUSS THE PROCEDURES IF A MEMBER DOES NOT MEET ACADEMIC STANDARDS

The colony must outline what steps will be taken if any particular member falls below the minimum grade requirement. The procedures should provide constructive consequences for that individual that provides them with the time and resources necessary to improve their GPA and remain a member of the organization.

### OUTLINE WHAT EDUCATIONAL TRAINING THE COLONY WILL RECEIVE ON SCHOLARSHIP

The plan should also include a tentative outline of what kind of scholarship and academic training will be provided to the membership. This can include, but is not limited to, workshops with professors and other campus officials on proper study methods, university requirements, etc.

### CREATE AN ONGOING LIST OF CAMPUS RESOURCES FOR ACADEMIC IMPROVEMENT

### DESIGNATE AN ACADEMIC ADVISOR

### OUTLINE AND IMPLEMENT A FACULTY RELATIONS PROGRAM

"THE CIRCUMSTANCES OF FRATERNITY LIFE GAVE ME A WONDERFUL OPPORTUNITY FOR EXCHANGING AND SHARPENING VIEWPOINTS; FOR STIMULATING INTEREST AND CURIOSITY IN A VARIETY OF SUBJECTS. THESE ARE ESSENTIAL TO TRUE EDUCATION."

- Lester B. Pearson, Toronto 1919

## THE SQ3R METHOD

### PREPARING THE SYSTEM

Use a large, loose-leaf notebook. This provides ample room for meaningful notes, examples and diagrams. Plus the loose leaf format allows you to insert handouts and assignments in topical or chronological order. Another suggestion is to take notes only on one side of the page. Your time is worth more than a few sheets of paper. Later, while studying, you won't have to flip flop through pages while searching for the information. The system key: a vertical line 2 1/2 inches from the page's left edge. Classroom notes are recorded right of the line. Later, key words and phrases are written in the left column.

### DURING LECTURE

- Record your notes in paragraph form. Your goal is to make notes complete and clear enough to have meaning weeks and months later.
- Strive to capture the instructor's general ideas rather than details. Thus, you will be able to follow the lecturer's train of thought.
- Skip lines to show a break in ideas. Indicate sub-areas and details with letters and/or numbers.
- Using abbreviations allow you extra time to listen and write. However, avoid using so many abbreviations that your notes become cryptic.

### AFTER LECTURE

Forgetting is a constant for everyone. Therefore, it is wise to consolidate and review your notes soon after class or that evening at the latest. First, go through your notes to correct any illegible scribbles. Then, with an overview of the lecture fresh in your mind, underline or box main ideas. Now, the left hand Recall Column comes into play. Jot key words and phrases that will act as cues for the ideas in your main notes. In formulating these brief summary jottings, you will indirectly reread and reflect on the lecturer's ideas. Lastly, covering your main notes on the right side of the sheet, use only the left hand jottings as flags to recall aloud, in your own words, the facts and ideas of the lecturer as best you can. Then uncover the notes and verify what you have recited. This procedure of reciting is the most powerful learning technique known to psychologists.

Many study/reading methods have evolved over the years. Although known by different titles and by different steps, all of them have one thing in common: an organized approach to material to be learned. The SQ3R study reading method (Robinson, 1961) is a 5-step program designed to assure that students will know what they have studied.

### STEPS OF STUDYING SQ3R

#### SURVEY THE CHAPTER

Determine the structure, organization or place of the chapter. Details will be remembered because of their relationship to the total picture.

- a. Think about the title. Guess what will be included in the chapter.
- b. Read the introduction. This is where the main ideas are presented.
- c. Read the summary. Here is the relationship among the main ideas.
- d. Read the main headings (bold face type).

#### QUESTION

- a. Use the questions at the beginning or end of the chapter.
- b. Formulate questions by changing main heads and subheads to questions. Having in mind a question results in: spontaneous attempts to answer with information already at hand; frustration until the question is answered; a criterion against which the details can be inspected to determine relevance and importance; a focal point for crystallizing a series of ideas (the answer).



### READ

- a. Read to answer the question.
- b. Move quickly. Sort out items and ideas and evaluate them.
- c. Read selectively. If content does not relate to the question, give it only a passing glance.

### RECITE

Answer the question in your own words, not the authors. Then:

- a. Write the question - keep it brief and use abbreviations when possible.
- b. Write the answer, only using key words, listings, etc., which are needed to recall the whole idea.

### REVIEW

- a. Increase retention and cut cramming by 90% by means of immediate and delayed review. To do this:
  - ♦ Read your written questions.
  - ♦ Try to recite the answer. If you can't, look at your notes. Five to ten minutes should be enough for each chapter.
  - ♦ Review again after one week.
- b. Give the method a fair shot. It may be slow and difficult at first, but with practice, studying will become less painful and tedious.



## SAMPLE CONTRACT FOR THOSE BELOW CHAPTER'S GPA REQUIREMENT

### BELOW BY-LAWS ACADEMIC CONTACT

Name: \_\_\_\_\_

Members below by-laws may be asked to contact the Academic Development Chairman during the first week of each month to see which activities have been completed and to check on grade improvement. The Judicial Committee may also request to meet with the member in person.

Members below bylaws will also choose five out of the 10 activities to improve GPA during the fall semester.

\_\_\_ Attend at least three Study Sessions per month. Sundays in the Library from 3-5 p.m.. Have the Academic Development Chairman or substitute presiding officer record attendance.

\_\_\_ Attend "The Study" in the Center for Student Success and Retention and receive free 1:1 tutoring at least 3 times this semester in your most difficult subject. Visit the Study Center or at (phone number) for more information on tutoring days and times. *(Highly recommended)*

\_\_\_ Visit each of your professors during office hours at least twice per semester.

\_\_\_ Receive academic coaching in the Center for Student Success and Retention. Figure out your learning and style and ways to improve study habits. *(Highly recommended)*

\_\_\_ Create or join a study group with people in your major or in the same class and meet regularly.

\_\_\_ Participate in the Mentor/Mentee Program, meeting with your mentor regularly. *(Highly recommended)*

\_\_\_ Attend two Career Center workshops and schedule a career counseling appointment.

\_\_\_ Take at least two papers to the Writing Center for assistance an adequate amount of time before they are due.

\_\_\_ Make an appointment with your academic advisor at least once outside of class registration time to discuss academic progress and future class options.

\_\_\_ Make an appointment with a professor to discuss a test/paper that you are not satisfied with to discuss how you can improve for the next assignment. *(Highly recommended)*

\_\_\_ Other Suggestions:

\_\_\_\_\_  
\_\_\_\_\_

Member below by-laws signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Academic Excellence signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VICE PRESIDENT OF FINANCE



Delta Upsilon encourages the use of LegFi for all chapter financial services. DU colonies are fortunate to have their accounts with LegFi set up for free during the semester of colonization. LegFi has also granted all colonies a reduced rate of \$1 per member per month for the use of its services during their time as a colony. IHQ expects all colonies to use LegFi for their billing and payment purposes, as well as other opportunities available through the service, such as fundraising and budgeting.

### POSITION FUNCTION

The vice president of finance serves on the Executive Board and is directly responsible for the receipt, care and disbursement of all colony funds. He must work with the undergraduates, alumni officers, and International Fraternity to secure a sound and fiscally prudent future for the chapter.

### PRINCIPLE RESPONSIBILITIES

- Serve as an Executive Board officer within the chapter. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- **Develop and execute the colony's fiscal policies to guarantee a sound financial future.**
- **Work with the alumni treasurer and IHQ staff to prepare an annual balanced budget to be submitted and approved by the membership at large.** (See sample budget on p. 57-58)
- Prepare and disseminate on a timely basis, accurate monthly financial statements with comparisons to budget and prior year activity.
- Communicate all significant financial activity and results to undergraduates, alumni officers and the International Fraternity.
- **Responsible for the collection of all fees and past due accounts receivable in accordance with the chapter's approved collection policy.** Distribute organized monthly bills to each chapter member.
- Prepare all required regulatory reports as needed.
- Submit payment to the chapter's suppliers and vendors on a timely basis.
- Develop and maintain a detailed account of treasury activities and compile an officer notebook to educate future officers.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.
- Utilize LegFi for billing and payment needs.

## SKILLS VICE PRESIDENT OF FINANCE SHOULD POSSESS/LEARN

### FINANCIAL ACUMEN

- Set and meet chapter budget by looking at all appropriate expenses to be paid
- Act quickly and decisively to budget changes based on the activities and membership
- Understand and follows ethical financial management and accounting principles
- Pay and collect all revenue and expenses in a timely manner

### BUILDING TRUST

- Interact with members in a way that gives them confidence in one's motives and representations.
- Shows directness and truthfulness; keeps confidences, promises and commitments

### MANAGING CONFLICT

- Has the ability to listen actively to facilitate understanding and prevent conflict
- Has the ability to understand the use of both open and closed questions
- Has the ability to understand the differences between compromise, cooperation, collaboration, and consensus building

### STEWARDSHIP OF FINANCIAL RESOURCES

- Manage financial resources in accordance with guidelines, plans and policies
- Consult advisors, Executive board and others when making decisions about resource allocation and communicates to membership
- Promote effective uses of resources to minimize financial waste
- Identify and fosters opportunities to share resources

## SAMPLE COLONY BUDGET TEMPLATE

This template is a useful tool to help colonies establish a budget. It is broken down by International Fraternity dues, DU educational programs, and executive board officer. The line items for each officer may vary per colony based on needs and activities. Items can be further broken down or additional items added. Vice presidents of finance should work with their IHQ Chapter Development Director and advisors to create a budget. An Excel version of this template can be obtained from IHQ.

### INTERNATIONAL FRATERNITY DUES

	QUANTITY	RATE	SEMESTER TOTAL
Initial Colony Member Fee (\$150/man)			
Member Fee (\$100/man)			
Loss Prevention Assessment (1/2 per man cost)			
Colony Fee (\$1,100/colony)			

### FRATERNITY PROGRAMS

	QUANTITY	RATE	SEMESTER TOTAL
REGIONAL LEADERSHIP ACADEMY			
Registration			
Travel (dependent on mode of transportation)			
LEADERSHIP INSTITUTE			
Registration			
Travel			
PRESIDENTS ACADEMY			
Travel			
EMERGING LEADERS EXPERIENCE			
Travel			

*\* Consult with the vice president of membership education on the number of men recommended to attend each educational program. Note that each chapter/colony receives two complimentary registrations to LI, and vice presidents of recruitment receive complimentary RLA registration if attended the Recruitment Symposium track. Registration for Presidents Academy and DUEL are covered by scholarships through the DU Educational Foundation.*

### OFFICER BUDGETS

	QUANTITY	RATE	SEMESTER TOTAL
PRESIDENT			
		Total:	
VP RECRUITMENT			
Food			
Marketing Materials			
Scholarships			
T-shirts			
Venue Rentals			
Admission Fees			
		Total:	
VP ACADEMIC EXCELLENCE			
Faculty/Staff Appreciation Dinner			
Incentive Program			
		Total:	

# **SAMPLE COLONY BUDGET TEMPLATE**

VP MEMBER EDUCATION	QUANTITY	RATE	SEMESTER TOTAL
Chapter Retreat			
Associate Member Education			
Associate Member Retreat			
Pinning			
Initiation			
Brotherhood Events			
		Total:	
VP EXTERNAL RELATIONS			
Philanthropy Event Registration Fees			
Chapter Philanthropy Event			
Alumni Events			
Alumni Newsletter			
Homecoming			
Parents Weekend			
Founders Day			
Intramurals			
Greek Week			
		Total:	
VP FINANCE			
Contribution to Savings (5%)			
LegFi Fees			
Bank Fees			
		Total:	
VP ADMINISTRATION			
Copying, Printing, Postage			
Composite			
		Total:	
VP LOSS PREVENTION			
		Total:	
MISCELLANEOUS			
T-shirts			
		Total:	
		TOTAL OFFICER BUDGETS:	

Total Budget:	
Dues Per Person:	

## VICE PRESIDENT OF ADMINISTRATION

### POSITION FUNCTION

The vice president of administration serves on the Executive Board, takes minutes of all official meetings of the chapter, and distributes them to the undergraduates, alumni and International Fraternity. He keeps all records of the chapter and maintains relations with the International Fraternity.

### PRINCIPLE RESPONSIBILITIES

- Serve as an Executive Board officer within the chapter. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
- Create a chapter member phone list and roster at the beginning of each semester.
- **Prepare outline form agendas for chapter and executive board meetings detailing all agenda items.** (See sample agendas on p. 20-21)
- Record minutes from chapter and executive board meetings.
- Responsible for all mailings to the International Fraternity Headquarters including the Colony Officer List, Leadership Institute Registration, Summer Officer Address Form, and chapter meeting minutes.
- Produce a master chapter calendar for planning and coordinating events.
- Develop and maintain a detailed account of secretarial activities and compile an officer notebook to educate future officers.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.
- Ensure members attend all Delta Upsilon International Fraternity leadership programs including Leadership Institute, Regional Leadership Academy, Presidents Academy, etc.

## SKILLS VICE PRESIDENT OF MEMBERSHIP EDUCATION SHOULD POSSESS/LEARN

### PLANNING AND ORGANIZING

- Approach work in a methodical manner; plans and schedules tasks so that work is completed on time; keeps track of details to ensure work is performed accurately and completely.
- Prioritize various competing tasks and performs them quickly and efficiently according to their urgency; finds new ways of organizing task for members or planning work to accomplish work more efficiently.
- Estimate resources needed for project completion; allocates time and resources effectively and coordinates efforts with all coordinating officer; keeps all chapter members informed of progress and all relevant changes to project timelines.
- Anticipate obstacles to project completion and develops contingency plans to address them; takes necessary corrective action when projects go off-track.

### STEWARDSHIP OF RESOURCES

- Stay current with recent fraternity trends
- Is knowledgeable of resources available from [deltau.org](http://deltau.org), other organizations and their university/college community
- Manage internal resources according to chapter priorities
- Assess the need for additional resources needed for chapter officers and members

### SELF-DIRECTION/GOAL ATTAINMENT

- Pursue work with energy, drive and a strong accomplishment orientation; persists and expends extra effort to accomplish tasks even when conditions are difficult or deadlines are tight; persists at a task or problem despite interruptions, obstacles, or setbacks
- Is intrinsically driven to succeed and excel; strives to exceed standards and expectations; exhibits confidence in capabilities and an expectation to succeed in future activities



## FEE AND REPORTING INFORMATION FOR CHAPTERS

\* Refer to page 16 for an explanation of colony fees versus the chapter fees described on this page.

### FEES DUE

Extensions: Because of the school calendar, the deadline of Oct. 1 will apply to Cal Poly, Chicago, Oregon, Oregon State and San Diego State. The deadline of Feb. 15 will apply to Carthage, DePauw, Lafayette, and St. Norbert. This applies to (1) chapter fee; (2) roster and roster fees; (3) Loss Prevention fees.

### CHAPTER FEE

Fall - \$1,110 is billed Aug. 15 and is due Sept. 15  
Spring - \$1,100 is billed Nov. 15 and is due Feb. 1

### ROSTER/MEMBERSHIP FEES

Fall - Rosters listing all members will be mailed to chapters Aug. 15 and are due with corrections, additions and deletions by Sept. 15, along with the membership fee payment. Chapters are billed \$100 per man for all men pledged and initiated on or before Sept. 1.

Spring – Rosters listing all members will be mailed Nov. 15 and are due with corrections, additions and deletions no later than Feb. 1, along with the membership fee payment. Chapters are billed \$100 per man for all men pledged and initiated on or before Feb. 1.

(Membership fee payments must be sent with the corrected roster. If an updated roster with payment is not postmarked or received by the due date, the chapter will owe the full amount shown on the invoice plus a 10% late charge will be added.)

### LOSS PREVENTION ASSESSMENT:

Fall portion (75% of total) billed Aug. 15 and due Sept. 15  
Spring portion (25% of total) billed Nov. 15, due Feb. 1

Colony Associate Member Fees: \$150 per man is due within seven (7) days of pledging. A late fee of \$10 per new associate member will be assessed if payment is not received/postmarked within seven (7) days of pledging.

Initiation Fees: \$250 per man and is due before or within seven (7) days of initiation. A late fee of \$20 per new initiated member will be assessed if payment is not received/postmarked within seven (7) days of initiation.

Finance Charges: 1% / month (12% annually) on outstanding balances 30 days past due

### ADMINISTRATIVE REPORTS DUE

Biographical Cards: Due to IHQ at time of pledging.

CEP: To make a submission visit [deltau.org](http://deltau.org)  
Last date for submissions is December 30 and May 31

Form 990 Tax Filing: November 15 (send IHQ a copy)

Initiation Reports Due seven (7) days before initiation

Leadership Institute Registration: By June 15

Presidents Academy Registration: By Dec. 1

Member Expulsions: Immediately

Member Resignations: Immediately

News Articles for *Quarterly*: One news submission each semester

Officer list: Fall – due Oct. 1

Spring – due Feb. 1

Due immediately after officer elections

## FEE AND REPORTING INFORMATION FOR CHAPTERS

### PROCEDURES FOR REPORTING ASSOCIATE MEMBERS AND INITIATES

WHEN YOU TAKE AN ASSOCIATE MEMBER CLASS:

Send International Headquarters:

A completed biographical card for each man at time of pledging, \$85 per man associate member fee must be submitted electronically or postmarked within seven (7) days of pledging. Late fees are \$10 per man for associate member fees that are seven (7) days past due.

International Headquarters will send you:

- *Cornerstone* for each associate member
- You may order associate member pins at anytime for \$3 per pin plus shipping.

WHEN YOU INITIATE A GROUP OF MEN:

(NOTE: No men will be initiated until the chapter is chartered.)

Send International Headquarters:

- A completed Initiation Report for each initiation date seven (7) days prior to initiation
- \$250 per man initiation fee prior to or within seven (7) days of the Initiation ceremony. Late fees are \$20 per man for initiation fees that are seven (7) days past due.

International Headquarters will send you:

- A goldklad member badge for each man
- A membership certificate and membership card. Certificates and cards are ordered and will be sent as soon as possible (approx. 6-8 weeks).

WHEN YOU INITIATE AN ALUMNUS MEMBER:

The Laws of the Fraternity provide for the initiation of an "Alumnus Member of the Fraternity." The Laws of the Fraternity also provide for the method to be followed to elect an alumnus to membership in the Fraternity.

After complying with the Laws of the Fraternity, the chapter should send to IHQ:

- A completed biographical card for each alumnus initiate
- A completed initiation report for each initiation date
- \$250 per alumnus initiate

International Headquarters will send you:

- A goldklad member badge for each man, a membership certificate and membership card

### REPORTING FORMS

Delta Upsilon, like all organizations, needs to keep track of its membership to make sure that each member receives the rights and privileges of being in Delta Upsilon. The next section discusses some of the forms most commonly used by colonies. Make sure you familiarize yourself with these forms so you know when they should be submitted to IHQ.

### BIOGRAPHICAL CARD

What is a biographical card?

A biographical card (or bio card) is a form that provides the Fraternity with important member contact information. This form asks for simple information such as your name, address and email address.

When does a biographical card need to be completed?

A biographical card needs to be completed when a new member joins the colony. Once the form is filled out, the member is mailed his *Cornerstone* and colony pin by IHQ.

To fill out a biographical card:

1. Go to [www.deltatau.org](http://www.deltatau.org)
2. Log into the Members Page
3. Under quick links, click on the reporting section
4. Then click on biographical form

## FEE AND REPORTING INFORMATION FOR CHAPTERS

### ROSTERS

What is a roster?

A roster is a complete accounting of each colony's membership. This allows the Fraternity to "double check" the status of each individual in the colony and ensure that IHQ's records match the colony's.

When does a roster need to be completed?

Rosters are completed at the beginning of each semester by the colony's leadership. The form is sent to the president by IHQ and must be completed by Sept. 15 and Feb. 1 of each year. All chapters and colonies must fill out rosters at the beginning of each semester.

### OFFICER LIST REPORT

What is an officer list report?

The officer report is used to update IHQ's officer contact information. This form communicates the contact information of the colony's new officers and ensures that IHQ always has the most up-to-date contact information for important correspondence.

When does an officer list need to be completed?

The form must be sent into IHQ anytime there is an officer change. For example, if one of the officers were to resign, a new form must be submitted in order make sure the information is correct.

To fill out an officer report:

1. Go to [www.deltatau.org](http://www.deltatau.org)
2. Log into the Members Page
3. Under quick links, click on the reporting section
4. Then click on undergraduate chapter officer update



# CHAPTER EXCELLENCE PLAN

## CHAPTER EXCELLENCE PLAN

The Chapter Excellence Plan (CEP) is Delta Upsilon's way of ensuring each chapter is both operationally sound and firmly rooted in the Four Founding Principles of Delta Upsilon. Each chapter officer is responsible for documenting chapter activity relative to his office by submitting information to the CEP website, a public site located at [www.deltau.org](http://www.deltau.org). The key elements of the CEP include:

### VALUES-BASED CRITERIA

At the heart of Delta Upsilon lie the Four Founding Principles: the Promotion of Friendship, Development of Character, Diffusion of Liberal Culture, and Advancement of Justice. For each principle, there are a number of activities which, when completed by the chapter, demonstrate a commitment to upholding that principle. The activities range from relevant workshops and seminars to organization of and participation in philanthropic events.

### ONLINE REPORTING

In keeping with the fraternity's theme of transparency, the online CEP is open to anyone. All chapter members, alumni, advisors, and other interested parties can view the progress and submissions of any Delta Upsilon chapter. This allows other chapters to view some of the best practices in given fields, as well as exchange and share programs and philanthropic ideas. Additionally, the CEP homepage allows anyone a quick "snapshot" view of where a particular DU chapter ranks in comparison to all other DU chapters.

Colonies are expected to begin utilizing the CEP as part of their officer planning and should submit criteria for all items they are able to accomplish each term. Once the colony becomes a full chapter, it will adhere to the Men of Merit standards for CEP completion. See page 71 for the CEP standard.

**"THERE IS NO SUCH THING AS DEFEAT EXCEPT WHEN IT COMES FROM WITHIN. AS LONG AS A PERSON DOESN'T ADMIT HE IS DEFEATED, HE IS NOT DEFEATED—HE'S JUST A LITTLE BEHIND AND ISN'T THROUGH FIGHTING."**

*- Darrell Royal, Oklahoma '50*

## CHAPTER EXCELLENCE PLAN CRITERIA

### PRESIDENT

- ☐ The chapter Executive Board has an executive retreat.
- ☐ The chapter has short and long-term goals established for the semester.
- ☐ The Pledging Ceremony is performed as outlined in the Delta Upsilon Ritual Book.
- ☐ The Ritual Team properly prepares and rehearses Ritual before Initiation.
- ☐ The chapter invites parents, faculty, staff, and alumni to the Initiation Ceremony by written or electronic correspondence at least two weeks prior to ceremony.
- ☐ The chapter maintains an open ceremony for the Initiation of its members by having alumni, family, faculty and staff in attendance.
- ☐ The Initiation Ceremony is performed as outlined in the Delta Upsilon Ritual Book.
- ☐ The chapter has an established judicial board that follows written policies and procedures for appropriate situations.
- ☐ The chapter hosts a meeting where an overview of the Men of Merit Chapter Standards Program and an update on the chapter's progress is provided to 75% of the membership.
- ☐ The chapter has a written code of conduct that all members review and sign at the beginning of each academic year.
- ☐ The chapter has a standard meeting agenda that the President prepares each week prior to the beginning of chapter and Executive Board meetings.
- ☐ The chapter submits its most recent year's 990 form online to stay current with the IRS before the government and fraternity-mandated Nov. 15 deadline.
- ☐ The chapter has updated its constitution and by-laws in the past 18 months.
- ☐ President has key responsibilities and duties for position outlined in a written (can be electronic) document to use for officer transition.

### VP MEMBERSHIP EDUCATION

- ☐ The chapter follows the IHQ Associate Member Education Program time period. This means Pledging to Initiation is no longer than 8 weeks (unless specific exemptions have been provided by IHQ).
- ☐ Chapter has at least three outside facilitators conduct sessions for the Associate Member Education Program. Outside facilitators must be individuals outside the chapter such as faculty, staff, advisors, alumni or local community members.
- ☐ The parents of associate members are provided with an overview of the Associate Member Education Program and the expectations of membership.
- ☐ The date of Initiation will be made clear at the beginning of the associate member education period.
- ☐ Associate members attend chapter meetings, and the Associate Member Class President gives a report at these chapter meetings.
- ☐ Chapter hosts a substance-free associate member retreat.
- ☐ All Big Brothers participate in the Big Brother Orientation session as outlined within the Associate Member Education Program. Additionally, all Big Brothers create a calendar for the semester based on the outline in the Big Brother Guide.
- ☐ The Big Brother/Little Brother reveal is conducted in accordance with the guidelines within the Associate Member Education Program, DU Loss Prevention policies, and all other Fraternity policies.
- ☐ The chapter creates and has members complete a yearly needs assessment to see what types of program topics, service projects, brotherhood events, etc. they would like to see in the future.
- ☐ The chapter has a written procedure for supporting members who show signs of drug abuse, mental health issues, financial issues, and/ or alcohol abuse, with referral to campus/community resources as



## CHAPTER EXCELLENCE PLAN CRITERIA

part of the program. \*

- ☐ The chapter hosts an educational program with another campus organization.
- ☐ The chapter hosts a workshop on proper conduct in professional settings.
- ☐ The chapter hosts a university professional to lead a discussion in their area of expertise.
- ☐ The chapter hosts a workshop/seminar on topics related to collegiate males.
- ☐ The chapter is involved in a women's rights issue or LGBT event (i.e. Take Back the Night or Safe Zone Training).
- ☐ The chapter hosts a speaker to inform the chapter about global educational opportunities available on campus or in the community (i.e. study abroad, etc.).
- ☐ The chapter participates in a campus or community sponsored cultural event.
- ☐ The chapter hosts a cultural event that is open to the entire campus community.
- ☐ The chapter hosts a brotherhood night where the chapter is educated on a culture the chapter is unfamiliar with.
- ☐ The chapter hosts a night for all interested members to discuss pre-selected current social or cultural topics.
- ☐ The chapter holds a substance-free retreat.
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a writ-ten (can be electronic) document to use for officer transition.

### VP LOSS PREVENTION

- ☐ The chapter hosts a meeting where Loss Prevention policies are discussed with at least 90% of the chapter membership.
- ☐ The chapter has a written procedure for event management duty (sober monitors) and a written rotation which includes all chapter members.
- ☐ The chapter and its members follow Delta Upsilon Loss Prevention policies and procedures at any event where alcohol is present.
- ☐ The chapter has a written crisis management procedure which is reviewed with members during a chapter meeting.
- ☐ The chapter has a speaker present on and discuss sexual assault prevention with at least 75% of the chapter membership.
- ☐ The chapter has a speaker present on and discuss hazing prevention and awareness with at least 75% of the chapter membership.
- ☐ The chapter has a speaker present on and discuss alcohol and drug use with at least 75% of the chapter membership.
- ☐ Campus or local police/security present on and discuss safety issues related to the campus with at least 75% of the chapter membership.
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a writ-ten (can be electronic) document to use for officer transition.

### VP EXTERNAL RELATIONS

- ☐ The chapter submits a news update to the university newspaper on programming, philanthropies and overall chapter successes.
- ☐ The chapter publishes (paper or electronically) an alumni/parent newsletter.
- ☐ The chapter hosts an alumni speaker outside of Initiation.
- ☐ Each member participates or attends at least one philanthropy event sponsored by another Greek organization or campus group.

## CHAPTER EXCELLENCE PLAN CRITERIA

- ☐ Each member participates in at least one service event sponsored by another Greek organization or campus group.
- ☐ The chapter hosts a philanthropy event to fundraise and bring awareness to the Global Service Initiative.
- ☐ The chapter participates in a campus or community beautification/cleanup project.
- ☐ The chapter works with the local alumni board to create an ongoing alumni recognition program.
- ☐ The chapter attends two campus athletic events wearing letters.
- ☐ The chapter plans a service event in which 75% of the membership participates and then debriefs using the IHQ provided facilitation guide.
- ☐ The chapter sponsors a minimum of two alumni and/or parents' events such as Founders Day, Initiation, Parents' Day, Homecoming, etc.
- ☐ The chapter has at least 50% of members attend one cultural event on campus or in community.
- ☐ One member from the chapter attends one of the Global Service Initiative trips.
- ☐ The chapter hosts an appreciation event to thank any faculty/administration/staff who have supported the chapter or its members.
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a written (can be electronic) document to use for officer transition.

### VP MEMBERSHIP RECRUITMENT

- ☐ The chapter maintains an active recruitment committee with written committee goals and written individual goals.
- ☐ The chapter conducts a recruitment skill set seminar.
- ☐ The chapter utilizes its social media for recruitment and updates the site(s) regularly.
- ☐ The chapter maintains an up-to-date names list throughout the entire year and asks brothers for updates frequently. Please note this is not a roster, but a recruitment tool.
- ☐ The chapter develops recruitment materials and utilizes available resources designed to educate potential members and their families about the benefits of membership in Delta Upsilon.
- ☐ Chapter financial information is advertised to potential new members during the recruitment process. The information should include associate member dues, initiation fees, housing fees and member dues.
- ☐ The chapter advertises to all potential members any financial scholarships available to members or new members.
- ☐ The chapter utilizes new members in the recruitment process, for example, asking new members to invite unaffiliated friends to recruitment events, sharing prospective names, etc.
- ☐ The chapter has a justice event during recruitment in which potential new members are invited and attend.
- ☐ The chapter has a service event during recruitment in which potential members are invited and attend.
- ☐ The chapter has a cultural event during recruitment in which potential new members are invited and attend.
- ☐ The chapter hosts a recruitment event where alumni are invited and attend.
- ☐ All formal and informal recruitment events are alcohol free.
- ☐ The chapter is involved in freshmen orientation activities such as move-in day, activity fairs, etc.
- ☐ The chapter has written eligibility standards for new members which includes diversity and nondiscrimination policies that mirror that of the Fraternity's Constitution & By-laws.
- ☐ The chapter has a written procedure, in chapter bylaws, for the extension of membership bids.
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a written (can be electronic) document to use for officer transition.

## CHAPTER EXCELLENCE PLAN CRITERIA

### VP ACADEMIC EXCELLENCE

- ☐ The chapter has a structured academic review committee that meets with all members not meeting the chapter minimum standards.
- ☐ The chapter has a written academic eligibility requirement for officers and voting written into the chapter's by-laws. These must be a minimum of 2.75 for officers and 2.5 for voting privileges.
- ☐ The chapter has written and implemented an internal academic mentor program.
- ☐ The chapter hosts a speaker from the academic resource center or career center regarding topics such as time management, resume building and/or study skills.
- ☐ The chapter hosts a speaker from the academic resource center regarding academic workshops/seminars and tutoring offerings on campus.
- ☐ The chapter directs members to campus tutoring and workshops/seminars.
- ☐ The chapter maintains a recognition program for members' scholastic achievements (scholarships, great test/paper scores, GPA improvement, etc.) throughout the year.
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a writ-ten (can be electronic) document to use for officer transition.

### VP FINANCE

- ☐ The families of all associate members and chapter members receive appropriate financial information regarding member/associate member dues, payments, initiation fees, housing fees (when applicable), and collection policies.
- ☐ A promissory note is secured from each brother who does not pay his dues on time. Past due or extended payment plans should be disclosed at each chapter meeting in the VP Finance's report.
- ☐ Two officer signatures are required on all checks written by the chapter and no chapter credit cards are in existence (debit cards are okay).
- ☐ Receipts are required for any reimbursement to members who use personal funds for chapter supplies.
- ☐ There is no use of chapter funds for the purchase of alcohol (i.e. slush funds, social funds, portions of house dues, special assessment, extra dues, separate accounts, etc.).
- ☐ The chapter hosts a program with an alumnus or local resource on personal budgeting.
- ☐ The chapter hosts a program relating to developing members' understanding of the larger financial issues of the world.
- ☐ VP Finance develops a balanced budget for all expenses with 5% saved for emergency reserve, with the assistance of the Executive Board and the Alumni Treasurer.
- ☐ The chapter actively pursues all accounts receivable and total accounts receivable will not exceed 5% of the chapter's total income.
- ☐ A source independent of Delta Upsilon conducts an annual audit or compilation report of the chapter finances (i.e. the books).
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a writ-ten (can be electronic) document to use for officer transition.

### VP ADMINISTRATION

- ☐ The chapter creates a master calendar that includes all chapter events and campus cultural events, and distributes it (can be electronically) to all members by the first week of classes.
- ☐ The chapter's Roll Book and Ritual Books are in good condition and stored in a fireproof location.
- ☐ Chapter submits chapter news to the IHQ communications team for the *DU Quarterly* by stated due dates (Jan 1, May 15, Aug 31).
- ☐ A chapter meeting is used to review parliamentary procedure and these procedures are used during chapter meetings.

## CHAPTER EXCELLENCE PLAN CRITERIA

- ☐ The chapter catalogs and records individual members' inclusion in structured global experiences (i.e. university, fraternity, or faith-based sponsored service trips, study abroad, etc.; does not have to be international)
- ☐ 50% of chapter members are in possession of a valid national passport.
- ☐ Each member of the chapter is involved in at least one campus activity outside of the chapter.
- ☐ At least 25% of all initiated members hold elected leadership positions in other campus organizations.
- ☐ At least one-chapter member is an elected or appointed officer in the congress or senate for student government (excludes IFC). \*
- ☐ All chapter members complete their DeltaU online bio card.
- ☐ Officer has key responsibilities and a timeline of their duties outlined in a written (can be electronic) document to use for officer transition.



# **MEN OF MERIT CHAPTER STANDARDS PROGRAM**

## MEN OF MERIT CHAPTER STANDARDS PROGRAM

Since its founding in 1834, Delta Upsilon has committed to welcoming men of merit, and merit alone, into its chapters. This standard of membership is the standard by which we hold accountable both our individual members and our chapters. Delta Upsilon seeks to build better men for a global society through service, leadership development, and lifelong personal growth of our diverse membership. The Men of Merit program challenges our members and chapters to fulfill the expectations of membership by promoting friendship, developing character, diffusing liberal culture, and advancing justice on a daily basis.

Men of Merit: The Delta Upsilon Chapter Standards Program ensures chapters are meeting the expectations of membership in the Fraternity and providing a safe, educational, and productive experience for its members. The Standards identify 11 key areas essential to success for a Delta Upsilon chapter. Chapters are placed into one of three levels for each Standard based on their performance over the past year: Aspiration, Expectation, and Minimum. The exception is the Associate Member Education Program where full program implementation is the exception.

### MEN OF MERIT CHAPTER STANDARDS

#### 1. CHAPTER EXCELLENCE PLAN

**Aspiration:** Chapter's CEP usage is equal to or greater than 90% of all available points.

**Expectation:** Chapter's CEP usage is equal to or greater than 70% of all available points.

**Minimum:** Chapter's CEP usage is equal to or greater than 60% of available points

#### 2. CHAPTER GPA

**Aspiration:** Chapter's GPA is the highest fraternity GPA on campus or exceeds the All-Undergraduate GPA, whichever is lower.

**Expectation:** Chapter's GPA meets or exceeds the All-Men's or All-Fraternity GPA on campus, whichever is higher.

**Minimum:** Chapter's GPA meets or exceeds the All-Men's or All-Fraternity GPA on campus, whichever is lower.

#### 3. PROGRAM ATTENDANCE

**Aspiration:** Chapter has at least 15 members or 15% of the chapter, whichever is higher, attend Delta Upsilon Educational Programs (Leadership Institute, Presidents Academy, Regional Leadership Academy, Emerging Leaders Experience, and the Global Service Initiative) and/or educational programs in which the Delta Upsilon Educational Foundation provides scholarships (LeaderShape, UIFI, etc.), including at least eight members at the Leadership Institute. Chapters must utilize all named scholarships through the Delta Upsilon Educational Foundation, if available, in order to meet this Standard level.

**Expectation:** Chapter has at least 10 members attend Delta Upsilon Educational Programs (Leadership Institute, Presidents Academy, Regional Leadership Academy, Emerging Leaders Experience, and the Global Service Initiative) and/or educational programs in which the Delta Upsilon Educational Foundation provides scholarships (LeaderShape, UIFI, etc.), including at least four members at the Leadership Institute. Chapters must utilize all named scholarships through the Delta Upsilon Educational Foundation, if available, in order to meet this Standard level.

**Minimum:** Chapter has at least 8 members attend DU educational programs (Leadership Institute, Presidents Academy, Regional Leadership Academy, Emerging Leaders Experience, and the Global Service Initiative), including at least two members at the Leadership Institute. Chapters must utilize all named scholarships through the Delta Upsilon Educational Foundation, if available, in order to meet this Standard level.

#### 4. SERVICE

**Aspiration:** Chapter supports a local charitable partner, conducts an average of 30 hours of service per member per year, and participates in a Regional GSI Day of Service (if geographically possible).

**Expectation:** Chapter supports a local charitable partner and conducts an average of 20 hours of service per member per year.

**Minimum:** Chapter conducts an average of 15 hours of service per member per year.

#### 5. PHILANTHROPY

**Aspiration:** Chapter raises at least \$3,000 for the Global Service Initiative.



## MEN OF MERIT CHAPTER STANDARDS PROGRAM

**Expectation:** Chapter raises at least \$1,000 for the Global Service Initiative.

**Minimum:** Chapter raises at least \$500 for the Global Service Initiative.

### 6. MEMBERSHIP

**Aspiration:** Chapter's membership size is at least 25% above the campus fraternity average.

**Expectation:** Chapter's membership size meets or exceeds the campus fraternity average.

**Minimum:** Chapter's membership size is no more than 10% below the campus fraternity average or 35 members, whichever is higher.

### 7. ASSOCIATE MEMBER EDUCATION

**Expectation:** Chapter implements the Delta Upsilon Associate Member Education program.

### 8. LOSS PREVENTION

**Aspiration:** Chapter has no Loss Prevention policy violations, has achieved 60% of available Loss Prevention credits, and has alcohol-free housing (if applicable).

**Expectation:** Chapter has no Loss Prevention policy violations and has achieved 50% of available Loss Prevention credits.

**Minimum:** Chapter has no Loss Prevention policy violations and has achieved 40% of available Loss Prevention credits.

### 9. ADVISORY SUPPORT

**Aspiration:** Chapter has a Chapter Advisory Board with a total of eight members, including three who are in weekly contact with chapter leadership, and a separate House Corporation (if applicable). Advisors participate in at least four webinars yearly.

**Expectation:** Chapter has a Chapter Advisory Board with a total of five members, including one who is in weekly contact with chapter leadership, and a separate House Corporation (if applicable). Advisors participate in at least three webinars yearly.

**Minimum:** Chapter has a Chapter Advisory Board with a total of three members, including one who is in weekly contact with chapter leadership and a separate House Corporation (if applicable). Advisors participate in at least two webinars yearly.

### 10. LEARNING ASSESSMENT

**Aspiration:** Chapter has 100% member completion of GreekLifeEdu and 100% member completion of the Delta Upsilon membership outcomes survey.

**Expectation:** Chapter has 90% member completion of GreekLifeEdu and 90% member completion of the Delta Upsilon membership outcomes survey.

**Minimum:** Chapter has 80% member completion of GreekLifeEdu and 80% member completion of the Delta Upsilon membership outcomes survey.

*Note: The member completion of GreekLifeEdu began with all associate members starting in fall 2015, with the assumption that within four years, by spring 2019, all members would have taken GreekLifeEdu as an associate member. In the 2018-2019 evaluation year "member completion" for GreekLifeEdu will mean 80% + of all chapter members; prior to then it will refer to 80%+ of that year's associate members.*

### 11. ACCOUNTS RECEIVABLE

**Aspiration:** Chapter has no fees past due as of Dec. 15 and May 15.

**Expectation:** Chapter has no fees more than 30 days past due as of Dec. 15 and May 15.

**Minimum:** Chapter has no fees more than 45 days past due as of Dec. 15 and May 15 or is current on an agreed-to payment plan.

## STANDARDS LEVEL EXPLANATIONS

**Aspiration** – Chapters reaching the Aspiration level achieve above and beyond. These are model Delta Upsilon chapters and they are worthy of the Fraternity's highest honors.

**Expectation** – Chapters meeting the Expectation level are fulfilling their obligations as a chapter of Delta Upsilon. This is considered a solid level of achievement and one that is attainable for all chapters.

**Minimum** – Chapters at the Minimum level are on their way to fulfilling the obligations of Delta Upsilon but have improvements to be made. Chapters at this level are placed on an Improvement Plan with additional assistance and focus from the International organization and volunteers. Chapters failing to meet the minimum levels over multiple years may be in jeopardy of reorganization or suspension.

## MEN OF MERIT CHAPTER STANDARDS PROGRAM

### ASSESSMENT PROCESSES

Chapters will be assessed annually at the conclusion of each academic year based on all available data and will be notified of their status by August 1. Each chapter is responsible for submitting its Associate Member Education Program verification and advisory verification via the Delta Upsilon website forms, as well as service hours per member via the Helper Helper app. All other data points are compiled by the International Headquarters.

The annual review will place chapters in one of three levels for each of the 11 Standards: Aspiration, Expectation, and Minimum, with the exception of the Associate Member Education, which is at the Expectation level only for complete implementation of the program. Certain Standards carry a heavier weight in the evaluation process and not achieving the Expectation level in those Standards may necessitate a meeting with the Men of Merit Committee. The Standards of CEP, GPA, Program Attendance, Membership, and Accounts Receivable may warrant an automatic meeting. Additionally, chapters noted as Minimum in any combination of four or more Standards will meet with the Men of Merit Committee and may be subject to alcohol-free housing for the duration of the next academic year, as well as a chapter retreat facilitated by International Headquarters staff. Chapters at the Minimum level or below in any Standard are required to follow the noted Improvement Plan. Chapters failing to meet the minimum levels over multiple years may be in jeopardy of reorganization or suspension.

*Please note: exceptions for not meeting the Expectation level in any given Standard may be granted by the Men of Merit Committee on a case-by-case basis.*

On a rotating basis, approximately every three years, each chapter will undergo a comprehensive review of its chapter operations by a Men of Merit Committee, including improvement and achievement with the Chapter Standards. This review will include feedback for both the chapter and the International Headquarters on the effectiveness and impact of the Standards process. Chapters found to be consistently below the Expectation level and showing little to no improvement may be recommend to the Delta Upsilon Board of Directors to examine their ability to continue as a Delta Upsilon chapter. Chapters demonstrating outstanding achievement in the Standards process will be recognized as noted below.

### IMPROVEMENT PLAN AND ASSISTANCE

If a chapter falls at the Minimum level or below for any Chapter Standard, it must begin work on the noted Improvement Plan for that area within the first 30 days of the next academic year (if applicable). It will work collaboratively with their International Headquarters staff liaison and/or Province Governor to ensure successful completion.

### RECOGNITION

All chapters meeting the Aspiration and Expectation levels of the Chapter Standards will be recognized annually at the Leadership Institute and in the fall issue of the Quarterly as a "Men of Merit Chapter." Official letters of recognition will be shared with college and university officials. Additional awards and recognition will be conferred based upon individual Chapter Standards performance.

### MEN OF MERIT COMMITTEE

The Men of Merit Committee will be comprised of Delta Upsilon staff, alumni and interfraternal colleagues selected based on their expertise and knowledge of chapter operations, and industry best practices. They will receive formal training on the Men of Merit program and will be charged with assessing chapters on both the annual and rotating timelines as described above.

### NEW COLONIES

As part of the Chapter Standards program, all new Delta Upsilon colonies will be established with alcohol-free housing, if applicable. They will remain in alcohol-free housing in perpetuity.



# FRATERNITY STRUCTURE

## INTERNATIONAL HEADQUARTERS STRUCTURE

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## DU TERMINOLOGY

### CHAPTER EXCELLENCE PLAN

The Chapter Excellence Plan focuses on five areas of operation that all chapters include as part of their management system. The program serves as a resource and checklist for the programs that are proven to create outstanding Delta Upsilon members and chapters.

### THE CORNERSTONE

Delta Upsilon's member manual provides comprehensive information on the Fraternity and its history, as well as life management topics including personal development, academic success, time management, wellness, and becoming a well-rounded man.

### DU QUARTERLY

When an undergraduate pays his initiation fee he automatically becomes a subscriber to the official magazine of Delta Upsilon.

### GREEKLIFEEDU

Is a non-opinionated, science-based course that aims not to preach but rather to teach the facts about alcohol, hazing and sexual assault. GreekLifeEdu empowers students to make well-informed decisions and provides simple strategies to help keep them and their friends safe. This program is taken online and offers many incentives for members to complete the program and receive insurance credits for their chapter.

### CONSULTANT PROGRAM

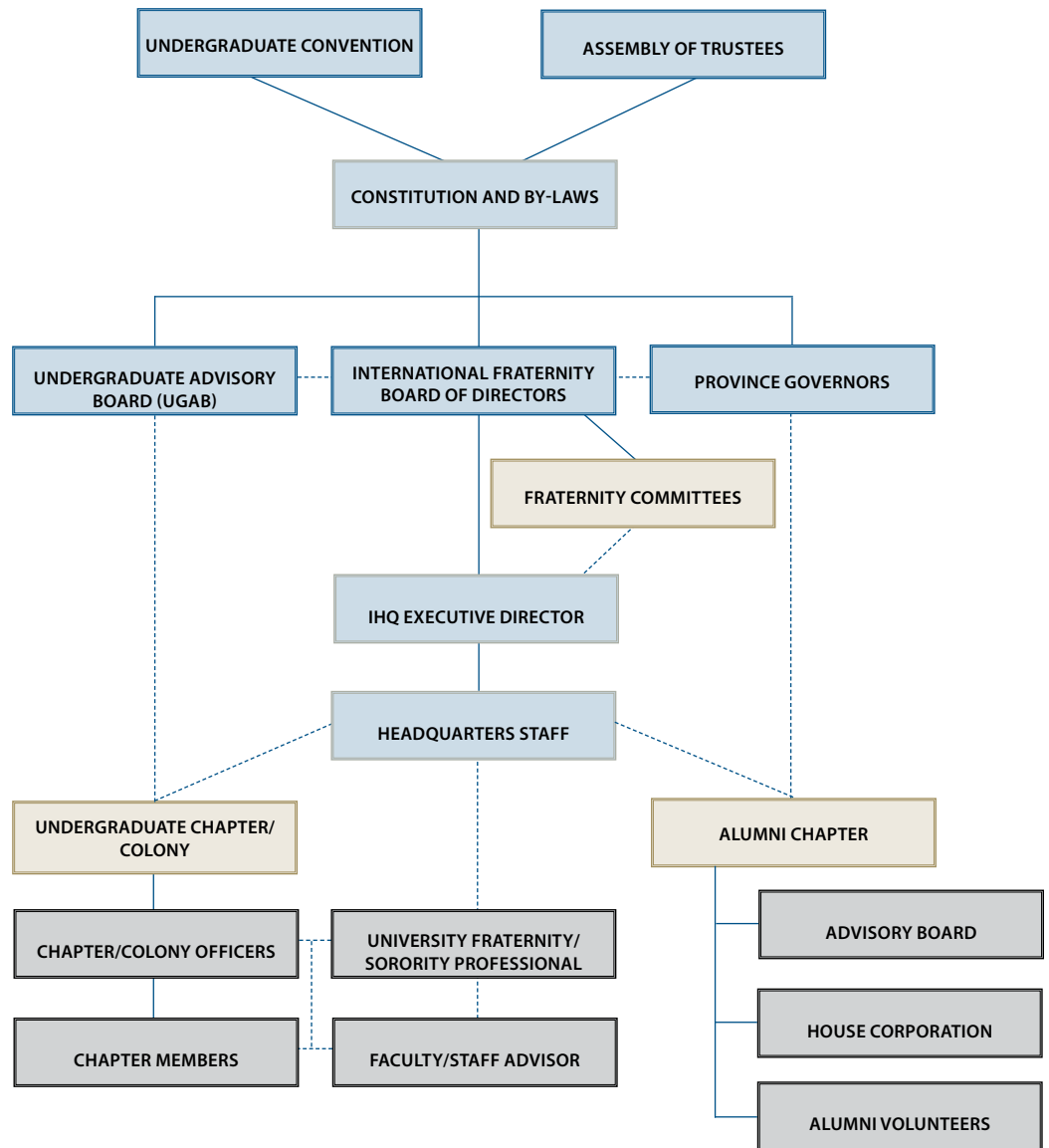
The Fraternity employs trained leadership consultants to assist our chapters and colonies. The men are trained in all areas of chapter and colony operations including membership recruitment, finances, membership education, public relations, scholarship and loss prevention.

### UNDERGRADUATE ADVISORY BOARD (UGAB)

Six undergraduates are selected to serve one-year terms on the UGAB. Each board member represents his chapter's province when the UGAB meets at the Leadership Institute and throughout the year. This board serves as the focus group of the fraternity membership.

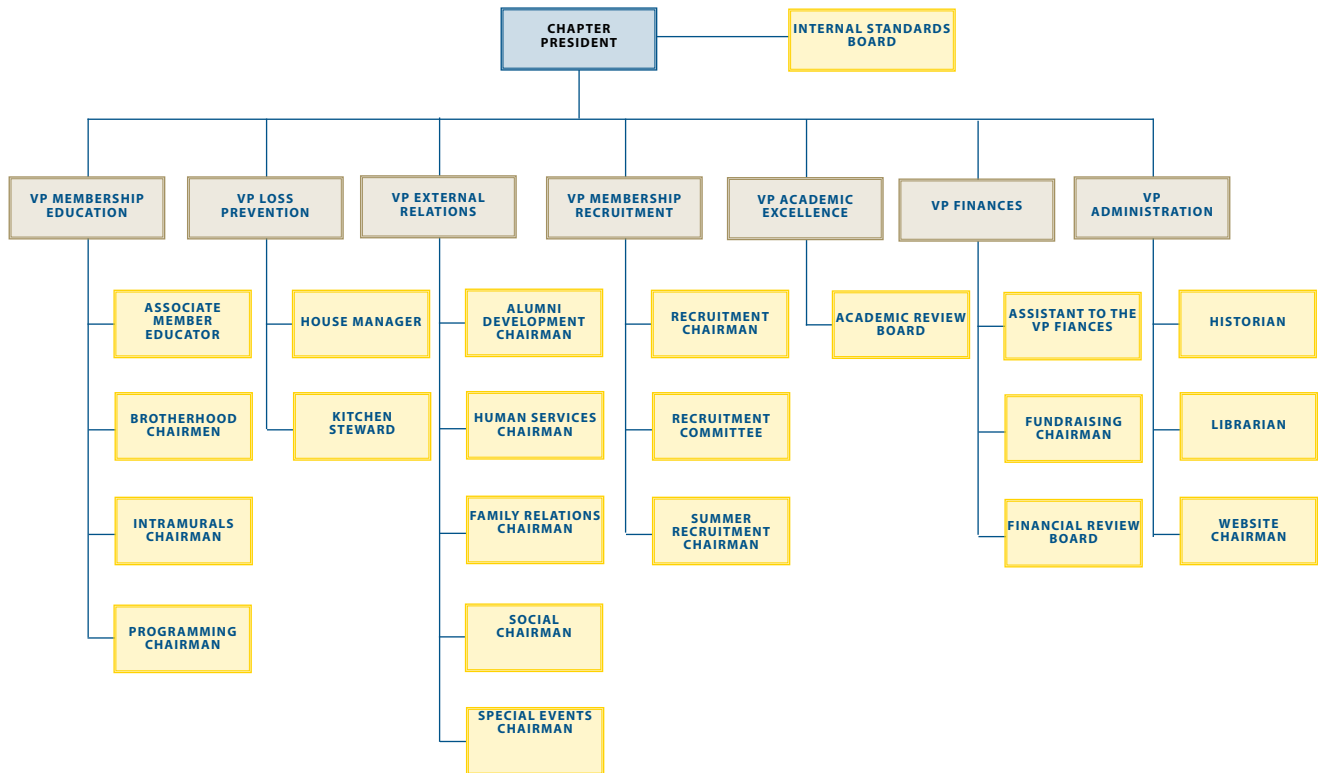
## FRATERNITY STRUCTURE

The International Fraternity's structure is defined in the international constitution and bylaws. This structure outlines all levels of the Fraternity, from the board of directors to the undergraduate chapter. The structure is designed help the organization function across the United States and Canada





## CHAPTER STRUCTURE



"FAITH IN THE ABILITY OF A LEADER IS OF SLIGHT SERVICE UNLESS IT BE UNITED WITH FAITH IN HIS JUSTICE."

- George W. Goethals, Manhattan 1877



# CONSTITUTION & BY-LAWS

## WHAT'S THE DIFFERENCE BETWEEN A CONSTITUTION AND BY-LAWS?

A Constitution is like the organization's foundation. The International Fraternity has a Constitution and By-laws, and so does each Delta Upsilon chapter/colony. For a sample Constitution and By-laws to use for your colony, visit Resources section of [www.deltatau.org](http://www.deltatau.org). It contains the laws and procedures that an organization is built upon.

### THE CONSTITUTION SHOULD INCLUDE

- The organization's name
- The purpose of the organization
- Qualifications for membership in the organization
- How the leadership and executive officers are selected
- The powers of the leadership and position descriptions
- The representation necessary to establish quorum
- How to amend the constitution

The By-laws are the structure built upon the constitution. They contain the organization's operating rules and procedures.

### THE BYLAWS SHOULD INCLUDE

- Rules and regulations for membership
- The officer's operating procedures
- An outline of committees and the committee structure
- Rules for meetings (who calls the meeting, how they are run)
- The organization's financial procedures
- How to amend the bylaws

**"SO LONG AS THERE ARE WRONGS TO BE SET RIGHT, AND COLLEGE STUDENTS TO BE STIMULATED AND PREPARED FOR THE HIGHER AND NOBLER DUTIES OF LIFE, (DELTA UPSILON) OUGHT TO HAVE A PERMANENT AND VIGOROUS EXISTENCE."**

*- William Bross, Williams 1838*

# THE CONSTITUTION OF DELTA UPSILON FRATERNITY

## ARTICLE I. THE FRATERNITY

### SECTION 1: THE NAME

This society, founded at Williams College in 1834 and incorporated in 1909 in New York State as a not-for-profit corporation, shall be called the Delta Upsilon Fraternity.

### SECTION 2: THE FOUNDING PRINCIPLES

The principles of the Fraternity shall be:

- The Promotion of Friendship
- The Development of Character
- The Diffusion of Liberal Culture
- The Advancement of Justice

### SECTION 3: A NON-SECRET FRATERNITY

The Fraternity shall be non-secret.

### SECTION 4: THE PURPOSE

The purpose of the Fraternity shall be to establish and promote Undergraduate Chapters to enhance the development and education of Undergraduate Members.

### SECTION 5: THE GENERAL POWERS

The Fraternity shall have full power and authority to do all acts that are in furtherance of its purpose, including conducting business and acting for the common good of the Fraternity, its members and in fulfillment of its Founding Principles. Specifically, but not by way of limitation, the Fraternity shall have full power and authority to collect, receive, hold and disburse funds for the general purposes of the Fraternity and to collect, receive, hold and disburse funds and property for the benefit of any Undergraduate Chapter, Colony or Alumni Chapter.

### SECTION 6: THE LAWS

The Laws of the Fraternity shall consist of the Fraternity's Constitution and By-Laws, and all amendments thereto, adopted into law by the Convention and the Assembly of Trustees and the Fraternity's Policies and

Procedures adopted and published by the Board of Directors. To the extent that any provisions of the Fraternity's By-Laws or the Fraternity's Policies are inconsistent with any provisions of the Fraternity's Constitution, the provisions of the Constitution shall control. To the extent that any provisions of the Fraternity's Policies are inconsistent with any provisions of the Fraternity's By-Laws, the provisions of the By-Laws shall control.

## ARTICLE II. THE MEMBERS

### SECTION 1: MEMBERSHIP BY INITIATION

The Fraternity shall consist of all Members duly initiated by taking the Oath of Initiation in accordance with the Fraternity's Ritual. All Members so initiated shall share equally the rights and responsibilities of Membership in the Fraternity.

### SECTION 2: THE UNDERGRADUATE MEMBERS

(a) Any male undergraduate enrolled in a college or university at which an Undergraduate Chapter of the Fraternity is chartered, who is in good standing with the college or university and who has been elected to Membership in the Fraternity by the Members of that Undergraduate Chapter, may be initiated by taking the Oath of Initiation in accordance with the Fraternity's Ritual. Such Member shall be an Undergraduate Member of the Fraternity.

(b) Any member of a Colony of the Fraternity who is a male undergraduate enrolled in the college or university at which the Colony is located, who is in good standing with that college or university and who has been elected to Membership in the Fraternity by an installation committee in connection with the installation of the Colony as an Undergraduate Chapter of the Fraternity, may be initiated by taking the Oath of Initiation in accordance with the Fraternity's Ritual. Such Member shall be an Undergraduate Member of the

Fraternity.

(c) Any Member who is enrolled in a graduate or professional program at a college or university at which an Undergraduate Chapter of the Fraternity is chartered, who has been elected to affiliate with that Chapter by its Undergraduate Members, shall remain an Undergraduate Member of the Fraternity until he graduates or withdraws from the graduate or professional program.

### SECTION 3: THE ALUMNI MEMBERS

(a) Any Member who graduates or withdraws from the college or university at which is located the Undergraduate Chapter of the Fraternity at which he was initiated or with which he has affiliated as an Undergraduate Member, or who has been declared to be an Alumni Member by a reorganization committee in connection with a reorganization of an Undergraduate Chapter, shall be an Alumni Member of the Fraternity.

(b) Any male person who had been a member of a Colony and who has been elected to Membership in the Fraternity by an installation committee in connection with the installation of the Colony as an Undergraduate Chapter of the Fraternity, may be initiated by taking the Oath of Initiation in accordance with the Fraternity's Ritual. Such Member shall be an Alumni Member of the Fraternity.

(c) Any male person who has distinguished himself as a civic, cultural, educational, religious, business or professional leader, who has provided or may provide valuable contributions to any Undergraduate Chapter, Colony, Alumni Chapter or the Fraternity and who has been elected to Membership in the Fraternity by the Members of an Undergraduate or Alumni Chapter or the Board of Directors, may be initiated by taking the Oath of Initiation in accordance with the Fraternity's Ritual. Such Member shall be an Alumni Member of the

Fraternity. The International Fraternity Headquarters shall maintain a Roll Book for all Members taking the Oath of Initiation in accordance with the Fraternity's ritual and who otherwise have no chapter affiliation.

#### SECTION 4: THE ASSOCIATE MEMBERS

Any male undergraduate enrolled in a college or university at which an Undergraduate Chapter of the Fraternity is chartered, who is in good standing with that college or university, may be invited by the Members of that Undergraduate Chapter, the members of that Colony or by an organizing committee in the establishment of a new Colony, to pledge to Membership in the Fraternity. Anyone so pledged shall be an Associate Member, but shall not be a Member of the Fraternity nor have the rights of Membership in the Fraternity until he is initiated by taking the Oath of Initiation in accordance with the Fraternity's Ritual.

#### SECTION 5: NOT A MEMBER OF ANY OTHER SOCIETY OR FRATERNITY

No Member of the Fraternity shall also belong to any society, membership in which shall be inconsistent with the principles of the Fraternity, nor shall any Member also belong to any other fraternity, except honorary or professional fraternities.

#### SECTION 6: SUSPENSION FROM MEMBERSHIP

For cause, an Undergraduate or Alumni Chapter or the Board of Directors, by a vote of a majority of the Members of that Undergraduate or Alumni Chapter present at a meeting of that Chapter or the Directors present at a meeting of the Board, in accordance with the procedures provided in the Fraternity's By-Laws, may temporarily suspend a Member from Membership in the Fraternity for a period not to exceed three years. An Undergraduate Chapter may suspend only an Undergraduate Member of that Chapter, and an Alumni Chapter may suspend only an Alumni Member of that Chapter, except as provided below. A Member suspended from Membership in the Fraternity by his Chapter or the Board of Directors may appeal such suspension to the next Assembly of Trustees, whose decision shall be final. Where necessary to remove any threat to life, safety or well-being of the members, or if there is an obvious breach of member responsibilities or

Fraternity principles, which harms the Fraternity or otherwise compromises the integrity of its operations, suspension from membership of an individual must be agreed to by two of the following: the Fraternity's Executive Director, the Fraternity's Chairman of the Board of Directors, or the Fraternity's President. A member so suspended may appeal in accordance with the Bylaws.

#### SECTION 7: EXPULSION FROM MEMBERSHIP

For cause, an Undergraduate or Alumni Chapter or the Board of Directors, by a vote of two-thirds of the Members of that Undergraduate or Alumni Chapter present at a meeting of that Chapter or the Directors present at a meeting of the Board, in accordance with the procedures provided in the Fraternity's By-Laws, may permanently expel a Member from Membership in the Fraternity. An Undergraduate Chapter may expel only an Undergraduate Member of that Chapter. An Alumni Chapter may expel only an Alumni Member of that Chapter. A Member expelled from Membership in the Fraternity by his Chapter or the Board of Directors may appeal such expulsion to the next Assembly of Trustees, whose decision shall be final.

#### SECTION 8: RESIGNATION FROM MEMBERSHIP

A Member of the Fraternity may resign his Membership in the Fraternity by sending a notice of his resignation to the Secretary of the Fraternity and to his Undergraduate or Alumni Chapters.

### ARTICLE III. THE UNDERGRADUATE CHAPTERS, THE COLONIES AND THE ALUMNI CHAPTERS

#### SECTION 1: THE ORGANIZATION OF THE FRATERNITY

The Fraternity shall be organized into Undergraduate Chapters chartered by the Fraternity, Colonies established by the Fraternity and Alumni Chapters formed to support each Undergraduate Chapter or Colony and the Fraternity.

#### SECTION 2: THE UNDERGRADUATE CHAPTERS

Each Undergraduate Chapter chartered by the Fraternity shall be established to enhance the development and education of its Undergraduate Members. An Undergraduate Chapter shall consist of all Undergraduate Members of the Fraternity initiated and Associate Members pledged

at that Chapter and any other Member of the Fraternity who is enrolled in the college or university at which that Undergraduate Chapter is chartered, who is in good standing with the college or university and who has been elected to affiliate with that Chapter by its Undergraduate Members. Every Undergraduate Member shall share equally the rights and responsibilities of his Chapter.

#### SECTION 3: THE COLONIES

Each Colony shall be established with the intent to become an Undergraduate Chapter of the Fraternity and to enhance the development and education of its members. A Colony shall consist of all Associate Members pledged at that Colony and any Member of the Fraternity or member of another Colony who is enrolled in the college or university at which that Colony is established, who is in good standing with the college or university, and who has been elected to affiliate with that Colony by its members or by an organizing committee in the establishment of a new Colony. Every member of the Colony shall share equally the rights and responsibilities of the Colony.

#### SECTION 4: THE ALUMNI CHAPTERS

Each Undergraduate Chapter chartered by the Fraternity or Colony established by the Fraternity shall have an Alumni Chapter formed to advise, counsel, support and encourage the Undergraduate Chapter or Colony in its several operations and activities or to assist in the organization or the reorganization of such Undergraduate Chapter or Colony. An Alumni Chapter shall consist of all Alumni Members of the Fraternity initiated at the related Undergraduate Chapter or that Alumni Chapter or any other Alumni Member of the Fraternity who has been elected to affiliate with that Alumni Chapter by its Alumni Members. Every Alumni Member shall share equally the rights and responsibilities of his Chapter.

#### SECTION 5: THE UNDERGRADUATE CHAPTERS' AUTHORITY

(a) Except as otherwise provided in the Fraternity's Laws, each Undergraduate Chapter

(i) shall have full power and authority to do all acts that are in furtherance of its purposes;

(ii) may adopt such by-laws and such organizational requirements and may undertake such operations as it deems appropriate, subject to certain minimum organizational requirements provided in the Fraternity's By-Laws; and

(iii) shall have exclusive control over its separate assets and funds and the uses and disposition of such assets and funds, subject to the supervision and direction of the related Alumni Chapter, except that the Chapter's membership and financial records shall be the property of the Fraternity.

(b) Notwithstanding subsection (a), the Board of Directors may establish insurance and loss prevention programs and policies, require Undergraduate Chapters to fully comply, and levy assessments to fund such programs and policies as provided by the Fraternity's By-Laws.

(c) Notwithstanding subsection (a), the Board of Directors may establish minimum standards for Undergraduate Chapters and may specify, in the Fraternity's Policies, further causes for which the Board may institute a reorganization of a Chapter, or seek to suspend or revoke a Chapter's charter and operations.

#### SECTION 6: THE COLONIES' AUTHORITY

(a) Colonies shall be under the supervision, direction and control of the Fraternity's professional staff, which shall have full power and authority to supervise, direct and control any and all operations of the Colony until it is installed as an Undergraduate Chapter.

(b) The Board of Directors may establish insurance and loss prevention programs and policies, require Colonies to fully comply, and levy assessments to fund such programs and policies as provided by the Fraternity's By-Laws.

#### SECTION 7: THE ALUMNI CHAPTERS' FUNCTIONS AND AUTHORITY

(a) The Alumni Chapter's functions shall be to:

- (i) provide counselors to advise and assist the officers and Undergraduate Members of the related Undergraduate Chapter or members of the related Colony;
- (ii) furnish competent and qualified corporate officers to serve a corporation, which shall own or lease and exclusively manage any real or personal property for the use and benefit of the related Undergraduate Chapter or Colony;
- and (iii) solicit, promote and encourage alumni interest in and support for the related Undergraduate Chapter or Colony and the Fraternity as a whole.

(b) Except as otherwise provided in the Fraternity's Laws, each Alumni Chapter

- (i) shall have full power and authority to do all acts that are in furtherance of its

purposes;

(ii) may adopt such by-laws and such organizational structure and requirements and may undertake such operations as it deems appropriate;

(iii) shall have exclusive control over its separate property and funds and the uses and disposition of such property and funds, except that the Chapter's membership and financial records shall be the property of the Fraternity; and,

(iv) such other duties such as reporting to the Board of Directors on the status of the related Undergraduate Chapter and Alumni Chapter and the collecting and remitting of fees, as the Board may establish in the Fraternity's Policies.

#### SECTION 8: ESTABLISHMENT OF A COLONY

The Board of Directors, by a vote of the majority of Directors, may establish and organize a local group at any college or university as a Colony of the Fraternity. The Board of Directors, by a vote of the majority of the Directors, may recognize a petitioning group at any college or university seeking to affiliate as a Colony of the Fraternity. The Board of Directors shall appoint a committee to organize the Colony. The organizing committee shall have authority to pledge Associate Members and to establish the initial organizational requirements for the Colony.

#### SECTION 9: CHARTERING OF AN UNDERGRADUATE CHAPTER

The Board of Directors, by a vote of two-thirds of the Directors, may grant a charter to and authorize the installation of an Undergraduate Chapter of the Fraternity located at any college or university that meets the minimum requirements for such charter as provided in the Fraternity's By-Laws and Fraternity's Policies. The Board of Directors shall appoint a committee to install the Chapter. In connection with the installation of an Undergraduate Chapter of the Fraternity, the installation committee may initiate as a Member of the Fraternity any member of that Colony or any male person who had been a member of that Colony.

#### SECTION 10: REORGANIZATION OF AN UNDERGRADUATE CHAPTER

For cause, the Board of Directors, by vote of a majority of the Directors, in accordance with the procedures provided in the Fraternity's By-Laws, may institute a reorganization of any Undergraduate Chapter. The Board of Directors shall appoint a committee which may or may not include Alumni Members of the related Alumni Chapter to undertake

such reorganization. The reorganization committee shall have full power and authority to direct and manage any or all of the operations of the Undergraduate Chapter. In connection with the reorganization of any Undergraduate Chapter, the reorganization committee may declare any Undergraduate Member of that Chapter to be an Alumni Member.

#### SECTION 11: SUSPENSION OF AN UNDERGRADUATE CHAPTER

For cause, the Board of Directors, by vote of two-thirds of the Directors, in accordance with the procedures provided in the Fraternity's By-Laws, may suspend the charter and any or all of the operations of any Undergraduate Chapter of the Fraternity. Any Member of that Undergraduate Chapter, or Alumni Member may appeal such suspension to the next Assembly of Trustees, whose decision shall be final. Where necessary because of any threat to life, safety or well-being of the members, or if there is an obvious breach of member responsibilities or Fraternity principles, which harms the Fraternity or otherwise compromises the integrity of its operations, emergency suspension of an Undergraduate Chapter must be agreed to by two of the following: the Fraternity's Executive Director, the Fraternity's Chairman of the Board of Directors, or the Fraternity's President. A Chapter so suspended may appeal in accordance with the Bylaws.

#### SECTION 12: REVOCATION OF AN UNDERGRADUATE CHAPTER

For cause, the Board of Directors, by vote of two-thirds of the Directors, in accordance with the procedures provided in the Fraternity's By-Laws, may revoke the charter and dissolve the operations of any Undergraduate Chapter of the Fraternity. Any Member of that Undergraduate Chapter, member of that Colony or Alumni Member of the related Alumni Chapter may appeal such revocation of the charter to the next Assembly of Trustees, whose decision shall be final.

#### SECTION 13: THE PROVINCES

The Undergraduate Chapters and Colonies shall be further organized into Provinces to facilitate and enhance the administration of services by the Fraternity to the Undergraduate Chapters and Colonies. The Board of Directors may designate such Provinces and the Undergraduate Chapters and Colonies to be located in such Provinces.

#### SECTION 14: THE ALUMNI CLUBS

The Board of Directors may provide for the establishment of Alumni Clubs for



the social and educational purposes of the Alumni Members of the Fraternity residing in a geographical area.

## ARTICLE IV. THE CONVENTION AND THE ASSEMBLY OF TRUSTEES

### SECTION 1: THE LEGISLATIVE AUTHORITY

The legislative authority of the Fraternity shall be vested jointly in the Convention and the Assembly of Trustees. They shall have full power to adopt, amend or repeal the Fraternity's Laws and to do all things necessary and proper to carry out the operations and to effect the purpose of the Fraternity. Except as otherwise provided by the Fraternity's Laws, no action shall be law until both the Convention and the Assembly of Trustees have approved it.

### SECTION 2: THE CONVENTION

The Convention shall meet annually at such date, time and place as the Board of Directors may determine. The Convention shall consist of one Delegate from each Undergraduate Chapter that is in good standing with the Fraternity. Each Undergraduate Chapter shall select its Delegate to the Convention; provided that such delegate shall be an Undergraduate Member of the Fraternity and that Chapter.

### SECTION 3: THE ASSEMBLY OF TRUSTEES

The Assembly of Trustees shall meet annually at such date, time and place as the Board of Directors may determine. The Assembly of Trustees shall consist of one Trustee from each Alumni Chapter of a related Undergraduate Chapter that is in good standing with the Fraternity. Each Alumni Chapter shall select its Trustee to the Assembly of Trustees; provided that such Trustee shall be an Alumni Member of the Fraternity and that Alumni Chapter. In the event that any Alumni Chapter does not select a Trustee or the Trustee is unable to attend the Assembly of Trustees, the Board of Directors may appoint an Interim Trustee to represent that Alumni Chapter, who shall be an Alumni Member of the Fraternity but need not be a member of that Chapter. No Trustee or Interim Trustee may represent more than one Alumni Chapter at the same Assembly of Trustees.

### SECTION 4: THE PROVINCE MEETINGS

The Undergraduate Chapters and Colonies within each Province shall meet annually at such date, time and place as the Board of Directors may determine.

Each Province Meeting shall consist of a delegate from each Undergraduate Chapter and Colony in that Province. Each Undergraduate Chapter or Colony shall select its delegate to the Province Meeting; provided that such delegate shall be an Undergraduate Member of that Chapter or a member of that Colony. During Province Meetings that are held in an even year the Undergraduate Chapters that are in good standing with the Fraternity and are in an even numbered Province shall elect one Undergraduate Member to the Undergraduate Advisory Board for a two-year term. During Province Meetings that fall during an odd year, The Undergraduate Chapters that are in good standing with the Fraternity and in an odd numbered Province shall elect one Undergraduate Member to the Undergraduate Advisory Board for a two year term. The Undergraduate Chapters and Colonies in that Province shall consider such other business as that Province or the Board of Directors may prescribe.

## ARTICLE V. THE OFFICERS AND THE BOARD OF DIRECTORS

### SECTION 1: THE BOARD OF DIRECTORS

The Board of Directors of the Fraternity shall be an odd number neither fewer than 9 nor more than 21 members, as fixed in the Fraternity's By-Laws. The Board of Directors shall consist of

- (a) each of the Officers of the Fraternity elected by the Assembly of Trustees;
- (b) three Undergraduate Directors, when the Directors on the Board number 15 or more, or two Undergraduate Directors, when the Directors on the Board number fewer than 15, elected annually at the Convention; and
- (c) the other Directors elected by the Assembly of Trustees for staggered terms of two years. The President and Treasurer shall be elected concurrently to a two-year term by the Assembly of Trustees in even-numbered years. The Chairman of the Board and the Secretary shall be elected concurrently to a two-year term by the Assembly of Trustees in odd-numbered years. Any Director who has served on the Board for six or more immediately preceding consecutive years shall not be eligible for renomination to the Board, provided however that time served or to be served as President, Chairman, Secretary or Treasurer shall not be taken into consideration in such limitation.

### SECTION 2: THE BOARD OF

### DIRECTORS' AUTHORITY

The executive and administrative authority of the Fraternity shall be vested in the Board of Directors. The Board of Directors shall manage the affairs of the Fraternity and shall report to and be under the direction and control of the Assembly of Trustees. All power and authority exercised by the Board of Directors or any Officer or Director shall be in accordance with the Fraternity's Constitution and By-Laws.

### SECTION 3: THE OFFICERS

The Officers of the Fraternity shall be the President, the Chairman of the Board, the Secretary, and the Treasurer, each of whom shall be elected by the Assembly of Trustees. The President and Treasurer shall be elected concurrently to a two-year term in even-numbered years. The Chairman of the Board and the Secretary shall be elected concurrently to a two-year term in odd-numbered years. In addition, the Board of Directors may appoint from its number one or more Vice Presidents and a Vice Chairman of the Board.

### SECTION 4: THE PRESIDENT

The President shall be the Chief Rituals Officer of the Fraternity, shall appoint the Nominating Committee with the approval of the Board, as provided in the Fraternity's By-Laws, shall preside at the Assembly of Trustees, shall make an annual report to the Convention and the Assembly of Trustees as to the state of the Fraternity, and shall perform such other duties as the Assembly of Trustees or the Board of Directors may require.

### SECTION 5: THE CHAIRMAN OF THE BOARD

The Chairman of the Board shall be the Chief Executive Officer of the Fraternity, shall preside at all meetings of the Board of Directors, shall appoint all committees of the Board of Directors, with the approval of the Board, and shall perform such other duties as the Assembly of Trustees or the Board of Directors may require.

### SECTION 6: THE SECRETARY

The Secretary shall be the Chief Recording Officer of the Fraternity, shall keep the records of the Fraternity and the minutes of the Assembly of Trustees, and meetings of the Board of Directors, shall attest to all contracts executed by a duly authorized officer of the Fraternity and affix the seal of the Fraternity when so required, and shall perform such other duties as the Assembly of Trustees or the Board of Directors may require.

### SECTION 7: THE TREASURER

The Treasurer shall be the Chief Financial Officer of the Fraternity, shall collect,

receive and have the care and custody of all moneys and securities of the Fraternity, shall have responsibility, under the direction of the Board of Directors, for managing the financial affairs of the Fraternity in accordance with the Fraternity's Laws, shall make an annual report to the Convention and the Assembly of Trustees as to the financial condition of the Fraternity, and shall perform such other duties as the Assembly of Trustees or the Board of Directors may require.

#### SECTION 8: THE VICE PRESIDENTS

If the Board of Directors should appoint one, the Vice Presidents, during the absence or disability of the President and in the order of precedence established by the Board of Directors, shall perform the duties of the President and shall perform such other duties as the President or the Board of Directors may require.

#### SECTION 9: THE VICE CHAIRMAN OF THE BOARD

If the Board of Directors should appoint one, the Vice Chairman of the Board, during the absence or disability of the Chairman of the Board, shall perform the duties of the Chairman of the Board and shall perform such other duties as the Chairman of the Board or the Board of Directors may require.

#### SECTION 10: SUCCESSION OF OFFICERS AND DIRECTORS

In the event of a vacancy in the office of any elected Officer or Director, the Board of Directors, by a majority vote of the Directors present at a meeting of the Board, may fill such vacancy until the next Assembly of Trustees at which an election shall be held to fill the unexpired term of such office.

#### SECTION 11: REMOVAL OF OFFICERS OR DIRECTORS

For cause, the Assembly of Trustees or the Board of Directors, by a two-thirds vote of the Trustees present at the Assembly of Trustees or the Directors present at a meeting of the Board, may remove from office any elected Officer or Director.

#### SECTION 12: THE UNDERGRADUATE ADVISORY BOARD

The Undergraduate Advisory Board shall meet at a date, time and place as the Board of Directors may determine. The Undergraduate Advisory Board shall consist of one Undergraduate Member from each Province elected annually by the Undergraduate Chapters in that Province and one Undergraduate Member from the Canadian Conference elected annually by the Undergraduate Chapters

in Canada; provided that no Member of the same Chapter as the Undergraduate Advisory Board member elected by the Canadian Conference may also serve as the Undergraduate Advisory Board member elected by any Province during the same term. The Undergraduate Advisory Board shall advise the Board of Directors on matters of importance to the Undergraduate Members and the Undergraduate Chapters and Colonies, shall elect from its members the Undergraduate Directors, shall elect from its members the officers of the Convention, and shall approve concurrently with the Board of Directors the amount of any fees, dues and assessments.

#### SECTION 13: THE EXECUTIVE DIRECTOR

The Board of Directors shall select the Executive Director who shall serve at the will of the Board. The Executive Director shall be the Chief Operating Officer of the Fraternity, shall be a full-time employee of the Fraternity, shall organize, train and manage the Fraternity's professional and permanent staff, shall manage the day-to-day operations of the Fraternity, shall carry out the policies and directives of the Board of Directors and shall perform such other duties as the Assembly of Trustees or the Board of Directors may require.

#### SECTION 14: THE CHAPLAIN

The chairman of the Board, with the approval of the Board of Directors, may appoint a volunteer alumni member to serve as the Chaplain of the Fraternity. The Chaplain shall be responsible for the spiritual care and counseling of the Fraternity and shall perform such other duties as the Assembly of Trustees or the Board of Directors may require.

#### SECTION 15: THE PROVINCE GOVERNOR

The Chairman of the Board, with the approval of the Board of Directors, shall appoint for each Province at least one volunteer Alumni Member to serve at the pleasure of the Chairman as Province Governor for a term of two years. Appointments shall occur in even-numbered years for even-numbered provinces and in odd-numbered years for odd-numbered provinces. Province Governors shall solicit, promote and encourage alumni interest in and support for Undergraduate Chapters, Colonies and Alumni Chapters and the Fraternity as a whole. Province Governors shall report to the Board of Directors on the status of Undergraduate Chapters, Colonies and Alumni Chapters in their Province, and such other duties as the Board of Directors may assign.

#### SECTION 16: THE BOARD OF PROVINCE GOVERNORS

The Board of Province Governors shall consist of at least one Province Governor from each province. The Board of Province Governors shall meet at a date, time and place as the Board of Directors may determine. The Board of Province Governors shall advise the Board of Directors on matters of importance to the Provinces.

### ARTICLE VI. THE FINANCES

#### SECTION 1: THE FUNDS

The funds of the Fraternity shall be obtained by means of fees, dues and assessments to Undergraduate Chapters and Colonies, as provided for in the Fraternity's By-Laws, and placed in the Fraternity's Operating Fund, except for the Loss Prevention Fees which shall be placed in the Fraternity's Loss Prevention Fund and used to fund the Fraternity's loss prevention and insurance programs. All fees, dues and assessments shall be collected by the Treasurer of the Fraternity. The amount of such fees, dues and assessments shall be established concurrently by the Board of Directors and the Undergraduate Advisory Board and published in the Fraternity's Policies.

#### SECTION 2: ANNUAL FINANCIAL REPORTING

The Treasurer of the Fraternity shall submit to the Convention and the Assembly of Trustees an annual report on the financial condition of the Fraternity. Such report shall include the appropriate financial statements, including but not limited to, the statement of revenues and expenses, the statement of fund balance, the statement of changes in fund balance, and other appropriate financial statements. The Treasurer's report to the Convention and the Assembly of Trustees may include preliminary unaudited year-end financial statements. The complete annual report on the financial condition of the Fraternity, including the appropriate financial statements and the report of a Certified Public Accountant who has audited the Fraternity's financial statements, shall be published in the Delta Upsilon Quarterly.

#### SECTION 3: ANNUAL AUDIT

The Board of Directors or a committee of the Board, which shall not include the Treasurer of the Fraternity, shall arrange for the Fraternity's financial statements to be audited annually at the end of the fiscal year by an independent

Certified Public Accountant who shall issue a report to the Board regarding the Fraternity's financial statements.

#### SECTION 4: FIDELITY BOND

Each of the elected Officers and Directors of the Fraternity, as well as each of the Fraternity's professional and permanent staff, shall be insured under a blanket fidelity bond at the Fraternity's expense.

### ARTICLE VII. AMENDMENTS

#### SECTION 1: AUTHORITY AND NOTICE OF AMENDMENTS

This Constitution may be amended by two-thirds vote of the Delegates present at the Convention and the Trustees present at the Assembly of Trustees; provided that, at least 60 days prior to either such vote, notice of any proposed amendments shall have been provided to each Undergraduate and Alumni Chapter.

## THE BY-LAWS OF DELTA UPSILON FRATERNITY

### ARTICLE I. THE FRATERNITY'S INSIGNIA AND HERALDRY

#### SECTION 1: THE RITUAL AND OATH OF INITIATION

The Board of Directors or a Ritual Committee appointed by the Board shall establish and publish the Fraternity's Ritual of Initiation and other rituals. The Ritual of Initiation shall include the Oath of Initiation as follows:

*I, of my own free will and accord, in the presence of God and of these witnesses, do hereby solemnly declare that the principles of this Fraternity as they have been explained to me accord entirely with my own views; and I solemnly promise that as a member of this Fraternity I will faithfully adhere to those principles endeavoring in every way to perfect myself morally, intellectually and socially, and endeavoring also to act toward others according to that high standard of conduct required by the Fraternity.*

*I solemnly promise that I will be loyal to the Delta Upsilon Fraternity and to this chapter, abiding by their rules, discharging my obligations to them faithfully and using all honorable means to promote their interests.*

*I solemnly promise that I will share with my brothers the duties of my chapter; that I will*

*uphold and encourage them in all that is honorable and right; that I will ever extend to each brother the right hand of sympathy; and that at all times and in all circumstances I will endeavor to cultivate those sentiments which should ever exist between brothers.*

*All this I solemnly promise upon my honor, without any equivocation, mental reservation, or secret evasion of mind whatsoever.*

#### SECTION 2: THE SEAL

The Seal of the Fraternity shall be as follows: within a circular band bearing the words "Delta Upsilon Fraternity 1834-1909," a shield bearing or a balance scale proper on chief azure seven mullets of the first, four and three.

#### SECTION 3: THE COAT OF ARMS

The coat-of-arms of the Fraternity shall be as follows:

DELTA UPSILON beareth; or a balanced scale proper on chief azure seven mullets of the first, four and three. Crest, on a knight's helmet with visor raised, the badge of the Fraternity all proper. Motto, the words ΔΙΚΑΙΑ ΥΠΟΘΗΚΗ. Supporters, the bannerets of the arms of the Convention and the Assembly of Trustees.

The CONVENTION beareth; or an oak tree rooted, branched and leaved proper on a chief azure five linked rings of the first in fesse.

The ASSEMBLY beareth; azure a chevron between five coronets or, two, one and two.

The arms of the Fraternity shall be uniform throughout the Chapters.

#### SECTION 4: THE COLORS

The colors of the Fraternity shall be Old Gold and Sapphire Blue.

#### SECTION 5: THE BADGE

The badge of the Fraternity shall be a monogram of the letters Delta and Upsilon overlapping, and shall bear upon the arms of Upsilon in Greek letters the motto ΔΙΚΑΙΑ ΥΠΟΘΗΚΗ. The badge shall not be worn by any person other than a duly initiated Member of the Fraternity, or the mother, wife, or fiancée of such a Member.

#### SECTION 6: THE RECOGNITION PIN

The recognition pin of the Fraternity shall be a miniature of the badge. The recognition pin shall not be worn by any person other than a duly initiated Member of the Fraternity or the mother, wife or fiancée of such member.

#### SECTION 7: THE FLAG

The flag of the Fraternity shall be in the following proportions: length of fly, 30 parts, length of hoist, 20 parts, end stripes each 9 parts wide and Sapphire Blue in

color, middle stripe 12 parts wide and Old Gold in color. Upon the middle stripe there shall be the monogram of the letters Delta and Upsilon 10 parts high and 9 parts wide and Sapphire Blue in color.

#### SECTION 8: OTHER INSIGNIA

The Board of Directors may authorize and approve other official insignia of the Fraternity and may proscribe limitations on its uses and displays.

#### SECTION 9: FOUNDERS' DAY

The fourth day of November shall be known as Founders' Day and should be appropriately commemorated by the Undergraduate Chapters and Colonies and the Alumni Chapters.

#### SECTION 10: THE DELTA UPSILON QUARTERLY

The Fraternity shall publish and distribute a magazine for and about the Fraternity, the Members, the Undergraduate Chapters, Colonies and Alumni Chapters, and matters of importance to each of them. The magazine shall be called the *Delta Upsilon Quarterly*.

### ARTICLE II. THE MEMBERS

#### SECTION 1: MEMBER'S RESPONSIBILITIES

Each Undergraduate, Alumni and Associate Member of the Fraternity shall:

- (a) Uphold and abide by the Oath of Initiation and Founding Principles of the Fraternity, to preserve and promote by all honorable means the interests and good name of the Fraternity, its Members and its Chapters;
- (b) Uphold and abide by the Fraternity's Laws and the rules and regulations of his Chapter and discharge his obligations to the Fraternity, other Members and his Chapter faithfully and share in the duties of the Fraternity and his Chapter, including all financial obligations to the Fraternity or his Chapter; and
- (c) Abide by applicable federal, state, provincial and local laws, ordinances, rules and regulations.

To the extent not inconsistent with the Fraternity's Laws, the Board of Directors may specify, in the Fraternity's Policies, further Member's responsibilities and the causes for which a Member may be suspended or expelled from Membership in the Fraternity.

#### SECTION 2: NON-DISCRIMINATION

Any individual of merit who identifies as a man is welcome to seek membership in the Fraternity. In any membership



decision, including recruitment, pledging, suspension, expulsion, or electing one to Membership in the Fraternity, a Member, Associate Member, Undergraduate Chapter, Colony, Alumni Chapter or the Board of Directors may not discriminate against any male on the basis of his race, color, ethnicity, age, religion, sexual orientation, gender identity, national origin, citizenship or physical disability.

### SECTION 3: ANTI-HAZING

No Member, Associate Member, Undergraduate Chapter, Colony or Alumni Chapter may haze or cause another person to haze another Member, Associate Member or person. "Hazing" includes, but is not limited to, taking any action or creating any situation that produces in another person mental or physical discomfort, embarrassment, harassment or ridicule.

### SECTION 4: PROCEDURES FOR SUSPENSION OR EXPULSION FROM MEMBERSHIP

- (a) No Member may be suspended or expelled from Membership in the Fraternity except upon written or electronic notice of the cause and an opportunity to be heard.
- (b) The Undergraduate or Alumni Chapter or the Board of Directors, whichever is to consider the matter, shall provide the Member notice setting forth a statement of the alleged cause, the possibility that he may be suspended or expelled, the date, time and place at which the Undergraduate or Alumni Chapter or the Board of Directors shall meet for a hearing on the matter and a statement of the rights and procedures to which the Member is entitled at such hearing. The Undergraduate Executive Board or Alumni Chapter, or the International Fraternity shall cause the notice to be delivered to the Member at least seven (7) days prior to the scheduled hearing, except in the event of an emergency suspension.
- (c) The Undergraduate or Alumni Chapter or the Board of Directors may appoint a committee to present the alleged cause at the hearing. The Member shall be entitled to the aid and assistance of any other Member to respond to the alleged cause. The Member shall be entitled to present such witnesses or other evidence as he feels appropriate and necessary to respond to the alleged cause. Should the Member fail to appear at the hearing as set forth in the written notice, the alleged cause shall be deemed admitted and conclusively established. During the course of the hearing and at all times, the Undergraduate or Alumni Chapter or the Board of

Directors shall extend to the Member every assistance to establish the truth or to present any mitigating circumstances.

- (d) At the conclusion of the hearing the Undergraduate or Alumni Chapter or the Board of Directors shall vote first upon the alleged cause and, if found to be established, then upon whether to suspend or expel the Member from Membership in the Fraternity. If a Member is suspended or expelled, a statement setting forth the cause found to be established, the vote, and whether the Member was suspended or expelled, shall be submitted. An appropriate officer of the Undergraduate or Alumni Chapter shall provide to the International Fraternity Headquarters a statement setting forth the cause found to be established, the vote and whether the Member was suspended or expelled. The Member shall be suspended or expelled from Membership in the Fraternity effective immediately. A suspended or expelled Member's rights in the Fraternity shall not be reinstated unless and until the period of suspension expires or the Assembly of Trustees reverses the suspension or expulsion and reinstates the Member. The Board of Directors may vote electronically or telephonically so long as such vote is ratified at the next regularly scheduled meeting of the Board of Directors.

- (e) Within 30 days of the vote of the Undergraduate or Alumni Chapter or the Board of Directors, the Member may appeal the decision by sending a notice of appeal to the International Fraternity Headquarters setting forth a brief statement of any substantive or procedural reason why he should not be suspended or expelled. The appeal shall be heard at the next Assembly of Trustees. The Undergraduate or Alumni Chapter or Board of Directors and the suspended or expelled Member each may appear and may make a statement. The Assembly of Trustees, by majority vote, may affirm, reverse or modify the order of suspension or expulsion and to reinstate the Member. The International Fraternity Headquarters, at the direction of the Assembly of Trustees, shall provide notice of the decision of the Assembly of Trustees to the suspended or expelled Member and to his Chapter.

## ARTICLE III. THE UNDERGRADUATE CHAPTERS, THE COLONIES AND THE ALUMNI CHAPTERS

### SECTION 1: UNDERGRADUATE

### CHAPTERS IN GOOD STANDING

Each Undergraduate Chapter chartered by the Fraternity shall be in good standing with the Fraternity, except during any period in which:

- (a) the Chapter is in reorganization under the direction of a reorganization committee;
- (b) the Chapter's charter and any or all of its operations are suspended by the Board of Directors;
- (c) the Chapter's charter is revoked and its operations dissolved by the Board of Directors; or
- (d) the Chapter is 90 days or more late in paying any fees, dues, or assessments due to the Fraternity.

### SECTION 2: MINIMUM ORGANIZATIONAL REQUIREMENTS FOR UNDERGRADUATE CHAPTERS

- (a) The Officers of an Undergraduate Chapter shall include, but not be limited to: 1. President; 2. Vice President-Member Education; 3. Vice President-Loss Prevention; 4. Vice President-External Relations; 5. Vice President-Recruitment; 6. Vice President-Academic Excellence; 7. Vice President-Finance; and 8. Vice President-Administration. No person shall be elected as an officer of a Chapter who is not an Undergraduate Member in good standing at the college or university where the Chapter is located. If an officer of a Chapter shall cease to be qualified, his term shall terminate immediately and his office shall become vacant.
- (b) The President of the Undergraduate Chapter shall preside at all meetings of the Chapter, shall ensure that the Chapter and each of the Undergraduate and Associate Members observe and uphold the Fraternity's purposes and the Founding Principles, and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter.
- (c) The Vice President-Member Education shall coordinate the Chapter's pledge education and Member education programs and such other activities that educate Members about and promote the Fraternity's purposes and the Founding Principles and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter.
- (d) The Vice President-Loss Prevention shall ensure that the Chapter and each of the Undergraduate and Associate Members complies with the Fraternity's Loss Prevention programs, shall educate Members about such programs and shall perform such other duties as may be

prescribed by the Fraternity's Laws or the Chapter.

(e) The Vice President External Relations shall plan, direct and coordinate the Chapter's public relations program, including, but not limited to, relations with the college or university at which the Chapter is located, the community, the Chapter's Alumni Members, other fraternities, other Undergraduate Chapters of the Fraternity, and parents, shall plan direct and coordinate the Chapter's philanthropy programs and community service projects, and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter.

(f) The Vice President Recruitment shall plan, direct and coordinate the Chapter's rushing, recruiting and pledging of new Associate Members and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter.

(g) The Vice President Academic Excellence shall plan, direct and coordinate the Chapter's scholarship programs and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter.

(h) The Vice President-Finance shall manage and maintain the Chapter's financial affairs, subject to the supervision and under the direction of the Alumni Chapter, and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter. The Treasurer shall be elected by the Undergraduate Members of the Chapter for a term of not less than one year, subject to the approval of and removal by the Alumni Chapter.

(i) The Vice President-Administration shall keep all Chapter records, shall keep written minutes of all Chapter meetings, and shall perform such other duties as may be prescribed by the Fraternity's Laws or the Chapter.

(j) To the extent any Undergraduate Chapter seeks to deviate from the minimum organizational requirements set forth in this section, the Chapter may petition in writing to the Board of Directors for specific approval of a proposed alternative organizational structure.

### SECTION 3: EMERGENCY SUSPENSION OF A CHAPTER OR MEMBER

When in the best interests of the Fraternity or others, and consistent with the Constitution, an Undergraduate Chapter or Member may be temporarily

suspended without a hearing pending an investigation if agreed to by two of the following: the Fraternity's Executive Director, the Fraternity's Chairman of the Board of Directors, or the Fraternity's President. The suspension shall be no longer than 60 days.

### SECTION 4: PROCEDURES FOR REORGANIZATION OF AN UNDERGRADUATE CHAPTER

If the Board of Directors institutes a reorganization of an Undergraduate Chapter, the Secretary of the Fraternity, at the direction of the Board, shall provide written notice to the Undergraduate Chapter and the related Alumni Chapter that a reorganization is underway, the purpose or reason for the reorganization and the members of the reorganization committee. The reorganization committee shall have full power and authority to direct and manage any or all of the operations of the Chapter.

In the course of a reorganization, the reorganization committee may interview each of the Undergraduate Members and Associate Members of such Chapter who wish to participate in the reorganization. Based on those interviews, the reorganization committee may declare any Undergraduate Member to be an Alumni Member or any Associate Member to be no longer affiliated with that Chapter. Upon completion of the reorganization, the Board of Directors, on its own recommendation or the recommendation of the reorganization committee, shall declare the reorganization completed and return the Chapter's authority to the Undergraduate Members.

### SECTION 5: PROCEDURES FOR SUSPENSION OR REVOCATION OF AN UNDERGRADUATE CHAPTER

(a) The Board of Directors shall not suspend or revoke an Undergraduate Chapter's charter, or any Chapter's operations, except upon notice of the cause and an opportunity to be heard.

(b) The Fraternity Headquarters shall provide the Undergraduate Chapter notice setting forth a statement of the alleged cause, the possibility that the Chapter's charter and operations may be suspended or revoked, the date, time and place at which the Board of Directors shall meet to hear the matter and a statement of the rights and procedures to which the Chapter is entitled at such hearing. The Fraternity Headquarters, at the direction of the Board, shall cause the notice to be delivered to the Undergraduate Chapter at least 14 days prior to the hearing.

(c) The Board of Directors may appoint a committee to present the alleged cause at the hearing. The Undergraduate Chapter and the related Alumni Chapter may appear at the hearing. The Undergraduate Chapter and related Alumni Chapter shall be entitled to the aid and assistance of any Alumni Member or any other Member of the Fraternity to respond to the alleged cause. The Undergraduate Chapter or related Alumni Chapter shall be entitled to present such witnesses or other evidence as it feels appropriate and necessary to respond to the alleged cause. Should a representative of the Undergraduate Chapter or related Alumni Chapter fail to appear at the hearing as set forth in the notice, the alleged cause shall be deemed admitted and conclusively established. During the course of the hearing and at all times, the Board of Directors shall extend to the Undergraduate Chapter and related Alumni Chapter every assistance to establish the truth or to present any mitigating circumstances.

(d) At the conclusion of the hearing, the Board of Directors shall vote first upon the alleged cause and, if found to be established, then upon whether to suspend or revoke the charter and any of the operations of the Undergraduate Chapter. If the Undergraduate Chapter suspended or revoked, the Fraternity Headquarters, at the direction of the Board, shall record in the minutes a statement setting forth the cause found to be established, the vote and whether the Chapter was suspended or revoked. The Fraternity Headquarters, upon the direction of the Board, shall provide notice of the decision to the Undergraduate Chapter and the related Alumni Chapter. Upon a decision to suspend or revoke an Undergraduate Chapter, the Chapter shall be suspended or revoked effective immediately. A suspended or revoked Chapter shall not be reinstated unless and until the period of suspension expires or the Assembly of Trustees reverses the suspension or expulsion and reinstates the Chapter.

(e) Within 30 days of the vote, the Undergraduate Chapter and the related Alumni Chapter, may appeal the decision by sending a notice of appeal to the Fraternity Headquarters, setting forth a brief statement of any substantive or procedural reason why the Chapter should not be suspended or revoked. The appeal shall be heard at the next Assembly of Trustees. Any Member of the Undergraduate Chapter or related Alumni Chapter or any member of the Board of

Directors, may appear and may make a statement. The Assembly of Trustees, by a majority vote of the Trustees present, may affirm, reverse or modify the order of suspension or revocation. The Fraternity Headquarters, at the direction of the Assembly of Trustees, shall provide notice to both the Undergraduate Chapter, and the related Alumni Chapter, of the Assembly of Trustees' decision.

## ARTICLE IV. THE CONVENTION AND THE ASSEMBLY OF TRUSTEES

### SECTION 1: NOTICE OF THE CONVENTION AND THE ASSEMBLY OF TRUSTEES

The Fraternity Headquarters, at the direction of the Board of Directors, shall notify each of the Undergraduate Chapters, Colonies and Alumni Chapters of the date, time and place of the regular annual sessions of the Convention and the Assembly of Trustees at least 60 days in advance. The Fraternity shall provide each Undergraduate Chapter, Colony and Alumni Chapter the agenda of legislation to be considered at the Convention and the Assembly of Trustees at least 60 days in advance. Notice may be electronic.

### SECTION 2: THE CONVENTION QUORUM AND VOTING

Delegates representing a majority of the Undergraduate Chapters that are in good standing with the Fraternity shall constitute a quorum of the Convention. Except as otherwise provided in the Fraternity's Constitution, all actions by the Convention shall be by a majority vote of the Delegates present at the Convention. The right of any Delegate to exercise his judgment on any matter before the Convention and to vote accordingly shall not be affected by any instructions from his Chapter nor shall he be held to answer for any deviation from any such instructions. Only Delegates present may vote at the Convention. No Undergraduate Chapter may grant its proxy to any other Undergraduate Chapter's Delegate.

### SECTION 3: THE ASSEMBLY OF TRUSTEES QUORUM AND VOTING

Trustees representing thirty-three percent (33%) of the Alumni Chapters of related Undergraduate Chapters that are in good standing with the Fraternity shall constitute a quorum of the Assembly of Trustees. Except as otherwise provided in the Fraternity's Constitution, all actions by the Assembly of Trustees shall be by a majority vote of the Trustees present at the

Assembly of Trustees. The right of any Trustee to exercise his judgment on any matter before the Assembly of Trustees and to vote accordingly shall not be affected by any instructions from the Alumni Chapter that he represents, nor shall he be held to answer for any deviation from any such instructions. Only Trustees present may vote at the Assembly of Trustees. No Alumni Chapter may grant its proxy to any other Alumni Chapter's Trustee.

### SECTION 4: THE OFFICERS OF THE CONVENTION

The officers of the Convention shall be the Chairman and the Recorder and such other officers as may be required. The Convention Chairman shall be elected by and from the Undergraduate Advisory Board, shall preside at the Convention and shall perform such other duties as may be required of such office. The Convention Recorder shall be elected by and from the Undergraduate Advisory Board, shall keep the records of the Convention and shall deliver them to the Fraternity Headquarters upon adjournment and shall perform such other duties as may be required of such office. Other officers of the Convention shall be elected by the Undergraduate Advisory Board.

### SECTION 5: THE OFFICERS OF THE ASSEMBLY OF TRUSTEES

The President of the Fraternity shall preside at the Assembly of Trustees. The Secretary of the Fraternity shall keep the records of the Assembly of Trustees. Other officers of the Assembly of Trustees shall be appointed by the Board of Directors.

### SECTION 6: ELIGIBILITY

The Delegates present at the Convention and the Trustees present at the Assembly of Trustees shall be the sole judges of the eligibility of any Delegate or any Trustee to vote on any matter brought before the Convention or the Assembly of Trustees.

### SECTION 7: THE ORDER OF BUSINESS

The Convention and the Assembly of Trustees shall determine the rules of their proceedings and the order of business to be brought before them. Except to the extent other rules are adopted, the Convention and the Assembly of Trustees shall be governed by Robert's Rules of Order Revised.

### SECTION 8: RESOLUTIONS

All resolutions offered at the Convention or the Assembly of Trustees shall be submitted in writing to the Convention Recorder or the Secretary of the Fraternity. The Convention Recorder shall submit to

the Fraternity Headquarters all resolutions adopted by the Convention. The Secretary of the Fraternity or designee shall present all such resolutions to the next Assembly of Trustees.

### SECTION 9: OPEN SESSIONS

The Convention and the Assembly of Trustees shall be open. Any Member of the Fraternity may attend the Convention or the Assembly of Trustees. The privileges of the floor, but not the right to vote, shall be extended to all Members on any matter brought before the Convention or the Assembly of Trustees.

### SECTION 10: RECESS, ADJOURNMENT AND RECALL

The Convention or the Assembly of Trustees may recess to another date and time for any purpose including awaiting action by the other body on any proposed legislation or otherwise to continue its business; provided that it shall not recess for more than three days. If the Convention or the Assembly of Trustees recesses, the Delegates or Trustees shall continue to serve. The Convention or Assembly of Trustees may adjourn sine die upon completion of its business, except that the Board of Directors may recall within three days of such adjournment either or both the Convention or the Assembly of Trustees for any purpose.

### SECTION 11: MINUTES OF THE CONVENTION AND THE ASSEMBLY OF TRUSTEES

The Fraternity shall make available, by print or electronically, to each Undergraduate Chapter, Colony and Alumni Chapter, within 90 days, the minutes of the Convention and the Assembly of Trustees, including all resolutions adopted by both and the names of the Officers and Directors elected by the Assembly of Trustees.

### SECTION 12: SPECIAL SESSIONS

Ten percent or more of the Undergraduate Chapters that are in good standing with the Fraternity or ten percent or more of the Alumni Chapters of the related Undergraduate Chapters that are in good standing with the Fraternity may require the Board of Directors to call a special session of either or both of the Convention and the Assembly of Trustees by providing the Fraternity Headquarters written demand setting forth the purpose for such special session. The Board of Directors shall call such special session within 90 days of receipt of the written demand. No business shall be considered in a special session except that which is set forth



in the written demand. The Fraternity Headquarters, at the direction of the Board, shall provide written notice of the date, time and place of any special session to each of the Undergraduate Chapters, Colonies and Alumni Chapters.

#### SECTION 13: JOINT SESSIONS

The Board of Directors may convene a joint session of the Convention and the Assembly of Trustees, if it finds it expedient, to hear Officer and committee reports or for other informational purposes. No legislation may be considered or approved in such joint session, but may only be considered and approved when the Convention and the Assembly of Trustees are in their separate sessions.

#### SECTION 14: THE LEADERSHIP INSTITUTE

A Leadership Institute for officers and members of Undergraduate Chapters, Colonies and Alumni Chapters shall be held annually at such date, time and place as the Board of Directors may determine.

#### SECTION 15: THE REGIONAL LEADERSHIP ACADEMIES

The Board of Directors may provide for Regional Leadership Academies for the officers and members of Undergraduate Chapters and Colonies in one or more Provinces to be held in conjunction with Province Meetings.

### ARTICLE V. THE OFFICERS AND THE BOARD OF DIRECTORS

#### SECTION 1: THE NUMBER OF DIRECTORS

The Board of Directors shall be an odd number, neither fewer than nine nor more than twenty-one members, as provided by the Fraternity's Constitution. The number of Directors may be changed by amendment to these By-Laws; provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.

#### SECTION 2: THE NOMINATING COMMITTEE

(a) At least six months prior to the next Assembly of Trustees, the President of the Fraternity, with the approval of the Board of Directors, shall appoint a Nominating Committee of five members to solicit, evaluate, and nominate candidates to stand for election for the office of each elected Officer and Director. To the extent practicable, the members of the Nominating Committee shall be

constituted as follows: no two members of the Nominating Committee may be from the same Alumni Chapter and related Undergraduate Chapter or Colony; at least one member of the Nominating Committee must be from each country in which the Fraternity has an Undergraduate Chapter that is in good standing with the Fraternity; at least one member of the Nominating Committee must be a past President or Chairman of the Board of the Fraternity; and at least one member of the Nominating Committee must be a president of an existing and active Alumni Chapter.

(b) In soliciting, evaluating and nominating candidates to stand for election for the office of each elected Officer or Director, the Nominating Committee should give strong consideration to Alumni Members who have had direct experience recently with an Undergraduate Chapter or Colony, have served as an officer of an Alumni Chapter, or have served as a member of the Fraternity's professional staff. The Nominating Committee should seek to nominate Alumni Members who will provide the Board of Directors the greatest ethnic, generational, geographical, national, professional, occupational and Chapter diversity that is, nevertheless, consistent with the highest quality of leadership available to serve the Fraternity.

(c) The Nominating Committee shall publish its report to each of the Undergraduate Chapters, Colonies, and Alumni Chapters at least two months prior to the Assembly of Trustees. The report shall include the names of those candidates nominated with the pertinent biographical information considered under Article V, Section 2, Paragraph (b).

#### SECTION 3: NOMINATIONS FOR OFFICERS AND DIRECTORS

Notwithstanding section 2 of this Article, the Assembly of Trustees shall not be bound in any respect by the report of the Nominating Committee. Nominations for election to the office of any elected Officer or Director shall be opened to the floor of the Assembly of Trustees. Any Member may nominate any Alumni Member of the Fraternity as a candidate to stand for election to any office of any elected Officer or Director.

#### SECTION 4: REGULAR MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors shall meet regularly at such date, time and place as the Chairman of the Board may determine. The Fraternity Headquarters, at the direction of the Chairman of the Board, shall provide written or electronic notice of

such meetings to each Officer and Director.

#### SECTION 5: SPECIAL MEETINGS OF THE BOARD OF DIRECTORS

Any three Officers and Directors may require the Chairman of the Board to call a special meeting by providing the Chairman of the Board and the Secretary of the Fraternity written or electronic demand setting forth the purpose for a special meeting. The Chairman of the Board shall call a special meeting within 30 days of receipt of the demand. The Fraternity Headquarters, at the direction of the Chairman of the Board, shall provide notice of the date, time and place and the purpose of such special meeting to each Officer and Director. Special meetings of the Board of Directors may be conducted by telephone.

#### SECTION 6: THE BOARD OF DIRECTORS QUORUM AND VOTING

A majority of Directors shall constitute a quorum of the Board of Directors and, except where otherwise provided by the Fraternity's Constitution, all actions by the Board of Directors shall be by a majority vote of the Directors. The Board may also act by a vote of a majority of Directors electronically or telephonically. All Directors must be notified of such votes and such votes must be recorded in the minutes of the next regular or special meeting of the Board of Directors. Except to the extent that other rules are adopted, meetings of the Board of Directors shall be governed by Robert's Rules of Order.

#### SECTION 7: EX OFFICIO MEMBERS OF THE BOARD OF DIRECTORS

Every Past President of the Fraternity shall be a member ex officio of the Board of Directors, without the right to vote.

#### SECTION 8: COMPENSATION OF THE OFFICERS AND DIRECTORS

The Officers and Directors shall receive no compensation for their service, except that the Fraternity may reimburse the Officers and Directors for reasonable expenses they incur in performing their duties on behalf of the Fraternity, under written guidelines approved by the Board of Directors and published in the Fraternity's Policies.

#### SECTION 9: THE COMMITTEES

The Board of Directors may establish such Committees as it deems necessary to assist it in its duties, which may include the Committee on Administration, Alumni Chapter, Expansion, Finance, Graduate Activities, Housing, and Undergraduate Activities. The Board of Directors shall designate the duties to be performed by the Committees. Except as otherwise



provided in the Fraternity's laws, the Board of Directors may not delegate its constitutional duties or functions to a Committee of less than the whole Board.

#### SECTION 10: QUALIFICATIONS AND COMPENSATION OF THE EXECUTIVE DIRECTOR

The Board of Directors shall conduct an open search for selection of the Executive Director. The Executive Director shall be qualified by education or experience for such position and who has demonstrated

- (a) a commitment to the purpose of the Fraternity,
- (b) an ability to work with Undergraduate and Alumni Members, and
- (c) an ability to manage the operations of the Fraternity. The compensation of the Executive Director shall be specifically approved by the Board of Directors. The Fraternity may reimburse the Executive Director for reasonable expenses he incurs in performing his duties for the Fraternity, under guidelines approved by the Board of Directors.

### ARTICLE VI. THE FINANCES

#### SECTION 1: THE BUDGET

The Board of Directors shall establish an annual budget for the Fraternity's operations. The Board of Directors shall set forth in the Fraternity's Policies written procedures for the preparation, review and approval of an annual budget and for the management and control of expenses.

#### SECTION 2: THE ASSOCIATE MEMBERSHIP FEES

The Fraternity may assess each Undergraduate Chapter and Colony an Associate Membership Fee for each person pledged as an Associate Member, in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently. The Associate Membership Fee shall be payable at the time of pledging. No Undergraduate Chapter or Colony may initiate an Associate Member as a Member of the Fraternity unless the Associate Membership Fee has been paid. Each Undergraduate Chapter and Colony shall report to the Fraternity Headquarters the name of each man pledged within seven days after pledging. The Fraternity may assess any Undergraduate Chapter or Colony that fails to pay timely the Associate Membership Fee a late fee, in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently.

#### SECTION 3: THE INITIATION FEES

The Fraternity may assess each Undergraduate Chapter, in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently. The Fraternity may assess a Colony an Initiation Fee for each Member initiated at the time the Colony is installed as an Undergraduate Chapter of the Fraternity, in the same amount as the Initiation Fees for Undergraduate Chapters. The Fraternity may assess an Initiation Fee for each Graduate Member initiated as a Graduate Member by any Undergraduate or Alumni Chapter or the Board of Directors in the same amount as the Initiation Fee for Undergraduate Chapters. The Initiation Fee shall be payable at the time of initiation. Each Undergraduate Chapter or Colony to be installed shall report to the Fraternity Headquarters the name of each man to be initiated as a Member of the Fraternity at least seven days before the initiation date. The Fraternity may assess a late fee in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently, to any Undergraduate Chapter or Colony to be installed that fails to pay timely the Initiation Fees.

#### SECTION 4: THE UNDERGRADUATE MEMBERSHIP FEES

The Fraternity may assess each Undergraduate Chapter and Colony Undergraduate Membership Fees for each Member and Associate Member of that Undergraduate Chapter or Colony, in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently. Undergraduate Membership Fees may be payable in two installments as established by the Board of Directors. Each Undergraduate Chapter and Colony shall report to the Fraternity Headquarters the name of each Member and Associate Member annually. The Fraternity may assess any Undergraduate Chapter or Colony that fails to pay timely the Undergraduate Membership Fees installments, a late fee in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently.

#### SECTION 5: THE LOSS PREVENTION FEES

The Fraternity may assess each Undergraduate Chapter and Colony an annual Loss Prevention Fees for each Member and Associate Member of that Undergraduate Chapter or Colony, in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently. The Loss Prevention Fees may be payable in installments as

established by the Board of Directors. The Board of Directors may vary the Loss Prevention Fees between Undergraduate Chapters and Colonies based on insurance underwriting criteria and other risk factors. The Board of Directors may waive all or part of the Loss Prevention Fees for any Undergraduate Chapter or Colony that can demonstrate that it has purchased insurance coverage that is equal to or better than the insurance coverage provided through the Fraternity's loss prevention program. The Fraternity may assess any Undergraduate Chapter or Colony that fails to pay timely the Loss Prevention Fees a late fee, in an amount established by the Board of Directors and the Undergraduate Advisory Board concurrently.

#### SECTION 6: THE LOSS PREVENTION FUND

The Board of Directors shall establish and maintain a Loss Prevention Fund to be funded by the Loss Prevention Fees to the Undergraduate Chapters and Colonies. The Loss Prevention Fund shall be used to fund the Fraternity's loss prevention and insurance programs including insurance coverage. Any excess funds in the Loss Prevention Fund at the end of the fiscal year may be retained to fund future loss prevention and insurance programs or may be refunded to the Chapters and Colonies, as the Board of Directors may determine.

#### SECTION 7: THE PERMANENT TRUST FUND

The Board of Directors shall establish and maintain a Permanent Trust Fund as an endowment fund for the Fraternity's future. The Permanent Trust Fund shall be funded by gifts, devises or bequests to the Fraternity or other contributions, which may include contributions from the Fraternity's Operating Fund as the Board of Directors may determine. Any use of the principal of the Permanent Trust Fund shall require the approval of the Board of Directors by a three-fourths vote of the Directors present at a meeting of the Board of Directors. The Treasurer of the Fraternity shall provide a complete accounting of the use of any principal of the Permanent Trust Fund during the prior fiscal year in his report to the Convention and the Assembly of Trustees and the Fraternity's financial statements published in the Delta Upsilon Quarterly. Any interest, dividends or other income earned on the principal of the Permanent Trust Fund during any fiscal year may be used to fund the Fraternity's Operating Fund and the general operations of the Fraternity or for other purposes or may be retained as principal in the Permanent Trust Fund, as

the Board of Directors may determine.

#### SECTION 8: OPERATING FUND

The Board of Directors shall establish and maintain an Operating Fund to account for the income and expenses from the Fraternity's general operations, and to provide funds for the Educational Fund. The Operating Fund shall be funded by Initiation Fees, Associate Membership Fees and Undergraduate Membership Fees and by gifts, devises or bequests to the Fraternity or other contributions, which may include contributions from the Fraternity's Permanent Trust Fund as the Board of Directors may determine.

#### SECTION 9: OTHER FUNDS

The Board of Directors may establish and maintain such other funds in addition to the Fraternity's General Fund, Insurance Fund and Permanent Trust Fund and may establish the uses and limitations on the uses of such funds.

### ARTICLE VII. AMENDMENTS

#### SECTION 1: AUTHORITY AND NOTICE OF AMENDMENTS

These By-Laws may be amended by a majority of the Delegates present at the Convention and a majority of the Trustees present at the Assembly of Trustees; provided that, at least 60 days prior to such vote, notice of any proposed amendments shall be provided to each Undergraduate and Alumni Chapter.

# SAMPLE CHAPTER/ COLONY BY-LAWS

In addition to the International Fraternity's Constitution & By-Laws, each Delta Upsilon chapter and colony should have its own set of bylaws. Chapter/colony bylaws help the chapter to clarify further policies specific to the chapter/colony. These bylaws must not contradict the International Fraternity Constitution & By-Laws. Utilize this example when developing your colony's bylaws. International Headquarters staff can assist you.

## DELTA UPSILON CHAPTER/COLONY CONSTITUTION AND BYLAWS BEGINNING TEMPLATE

\_\_\_\_\_ COLONY

### OF THE DELTA UPSILON INTERNATIONAL FRATERNITY

LAST REVISED: \_\_\_\_\_

#### ARTICLE I: THE COLONY

*In this article, you will establish the name of the colony/chapter.*

*Examples:*

##### SECTION 1: NAME

This Fraternity, originally established at \_\_\_\_\_ (The University) \_\_\_\_\_ shall be called the \_\_\_\_\_ Colony of Delta Upsilon, herein referred to as "the Colony."

The name of the organization shall be the \_\_\_\_\_ Colony of Delta Upsilon International Fraternity, hereafter referred to as the Colony.

##### SECTION 2:

*Name the University and how you will refer to it in this document.*

The name of the University this fraternity is established at is \_\_\_\_\_ University, hereafter referred to as the University.

##### SECTION 3:

*Name the International Fraternity.*

#### ARTICLE II: PURPOSE AND OBJECTIVE

*In this section, you will establish the purpose, objective, and desired outcome of the colony. This section should also include how the colony plans to achieve these outcomes for a positive membership experience.*

*Examples:*

##### SECTION 1:

The purpose and objective of the Colony will be to provide its members a co-curricular collegiate experience with the purpose of building better men for a global society through service, leadership development, and lifelong personal growth of our diverse membership. This experience will be achieved through the promotion of friendship, the development of character, the diffusion of liberal culture and the advancement of justice.

The purpose and objective of the Colony will be to advance student life at the University by providing a vehicle for leadership, personal development, change, and campus growth. The Colony shall also play a role in providing a well-rounded co-curricular experience for its members and fellow students at the University.

##### SECTION 2:

*Describe how the Colony will achieve this purpose.*

*Example:*

The purpose and objective of this Colony will be achieved through the following:

- (a.) The cultivation of a strong culture of brotherhood between members of the Colony.
- (b.) Maintaining a culture of service and philanthropy, both to the University and the community. The Colony must always maintain a standing relationship with an outside organization that is congruent with the mission and purpose of the Colony.
- (c.) Maintaining an emphasis on members' education through the promotion of scholastic achievement, cultural awareness, the scheduling of educational events, and the participation in University events of value.
- (d.) Participating in and upholding the values, beliefs, and policies of Delta Upsilon International Fraternity, the University, and the University's Sorority and Fraternity community.

## ARTICLE III: JURISDICTION

*In this section, you will establish the laws of the colony/chapter in relation to those of the International Fraternity, the State in which the colony/chapter is established, and the University.*

*Example:*

### SECTION 1:

These Bylaws will supplement and be deemed subordinate to the Constitution, Bylaws, and Policies and Procedures of Delta Upsilon International Fraternity. Wherever any conflict arises between these Bylaws and the Constitution, Bylaws and Policies and Procedures of Delta Upsilon International Fraternity, those of the Delta Upsilon International Fraternity will be deemed superior.

### SECTION 2:

The Colony is recognized to be the subordinate of the United States of America, the State of \_\_\_\_\_, and the Student Life Policies of The University.

## ARTICLE IV: MEMBERSHIP

*In this section, you will establish the status of the members.*

*Example:*

### SECTION 1:

Any duly enrolled male student of the University who is not a member of another National Interfraternity Conference Organization, or belongs to an organization that is inconsistent with the founding principles of Delta Upsilon and meets the requirements set by the Fraternity, the Colony, and the University, may be considered for membership.

### SECTION 2:

All members must remain in good standing academically by obtaining and keeping a cumulative and semester grade point average (GPA) at or above a \_\_\_\_\_ on a four-point scale.

### SECTION 3:

All members are to remain current on the financial obligation to the Colony, Fraternity, and University as prescribed by each entity.

### SECTION 4:

All members will be required to attend all meetings and functions of the Colony deemed mandatory by the Colony constitution, bylaws, or the Colony leadership.

## ARTICLE V: OFFICERS

*In this article, you will describe the officers and their duties.*

*Example:*

The executive officers hereafter referred to as the Officers, described and collectively comprising the executive officer board, hereafter referred to as the Executive Board, and their duties of the Colony.

### SECTION 1:

(a.) The President – The President shall serve as the general head of the Colony, preside at all meetings of the Colony, represent the Colony at all functions and to all authorities, uphold the constitution and by-laws of the Fraternity and Colony, be the Colony's spokesman to external entities, and coordinate the Colony's attendance at all member development programs coordinated by the International Fraternity. The President shall also be the primary driver of the Colony's strategic direction and long-term vision. The President shall be elected by the Colony for a term of no more than one year.

(b.) The Vice President of Membership Education – Description of duties.

(c.) The Vice President of Recruitment – Description of duties.

(d.) The Vice President of Finance – Description of duties.

(e.) The Vice President of Loss Prevention – Description of duties.

(f.) The Vice President of Administration – Description of duties.

(g.) The Vice President of Academic Excellence – Description of duties.

(h.) The Vice President of External Relations – Description of duties.

### SECTION 2:

All officers and officer candidates of the Colony must have a cumulative GPA of 3.0 to remain in or run for office. During the term of office, all officers must maintain a cumulative GPA of 3.0 and semester GPA of no less than 2.8. If an officer or candidate earns a GPA below the aforementioned value, he may remain in office pending a decision of the Brotherly Council, provided that he agrees to work with the Vice President of Academic Excellence to formulate an academic plan to improve his GPA.

## SECTION 3:

All officers and officer candidates must be in good financial standing with the Colony and the alumni Colony.

## SECTION 4:

The Executive Board and its members are authorized to represent and make decisions in the best interest of the Colony. All actions can be subject to the approval of the Colony membership. Colony approval is not required regarding decisions that are pertinent to the immediate well-being of the Colony. The President may call for any decision by an Executive Board member to be put to a vote by the Colony's membership.

## SECTION 5:

The Executive Board shall be the primary body in charge of the Colony's operations and proper functioning.

## SECTION 6:

There shall be a weekly executive board meeting during the regular academic school year. Quorum shall consist of one half plus one of the executive board members including the President. Members of the Executive Board are required to attend Executive Board meetings. During the summer there shall be at least one executive board meeting per month of all available executive board officers in which quorum is not necessary to discuss fall recruitment and pertinent business. Executive board meetings held outside the traditional fall and spring terms may be held by electronic means.

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Below are areas that the colony should be sure to focus on when writing bylaws. The colony is also recommended to think of unique campus events or needs that should be included in their bylaws.

- |   |   |
|---|---|
| • Name  | • Initiation and Rituals  |
| • Purpose and Objective   | • Officer Elections   |
| • Jurisdiction  | • Appointed Officers  |
| • Membership  | • Committees and Boards (Brotherhood Board, Judicial Board, Academic Committee, etc.) |
| • Officers  | • Advisory Board  |
| • Meetings  | • Removal of Officer Positions  |
| • Attendance  | • Finances  |
| • Loss Prevention   | • Retreats (Colony/Executive)   |
| • Recruitment/Requirements of Candidates for Associate Membership | • Colony House  |
| • Associate Membership/AME Program                                |   |
| • Active Membership   |   |
| • Alumni Membership   |   |

When writing your bylaws, keep the future in mind. You are writing these as a strong foundation for a sustainable colony and should ensure that other students should be able to understand them in the future. By-laws should be written to guide members to make conscious and well thought out decisions for the brotherhood.

International Headquarters can provide you with examples of by-laws from other chapters, but they should only be used as guides rather than documents to copy.



**DELTA UPSILON**  
INTERNATIONAL FRATERNITY