

CHAPTER GUIDE

Basic Steps of a DMD Chapter Year

1. Students elect chapter officers
2. Approve/accept chapter bylaws and copy to Central Office or request previous submission from Central Office
3. Set induction date with faculty & administration
4. Select & elect eligible students and honorary members
5. Order and receive supplies
6. Deliver invitations with details and explanation of Delta Mu Delta membership
7. Set details of Induction Program
8. Follow-up to those invited
9. Prepare membership order, fees, & MDPs to Central Office
10. Final details for ceremony

Guidelines for Operating a Delta Mu Delta Chapter

A. To Begin the Process

1. Gathering of the interested students from the prior year [Juniors inducted at the previous induction] or the current students interested in Delta Mu Delta.
2. Accept/approve chapter bylaws based on the template model provided on-line. If changes are made, file the chapter's proposed bylaws with Central Office. A printed sample of the model Chapter Bylaws may be provided as part of the invitation packet. Local chapters must have on file with the Central Office a completed and signed copy of the Chapter Bylaws which have been approved by National.
3. Identify faculty member(s) to coordinate student officers. Designate Faculty Adviser and Co-Adviser and communicate same to Central Office.

B. Invitations to Membership

1. Obtain a listing of students eligible for membership from the appropriate campus office. The qualifications for membership are printed in the Bylaws of the National Chapter, Article XI. The National Bylaws are online.
2. In addition to student members, chapters may induct up to two honorary members per year (except for the charter year, when up to six honorary members may be inducted). Candidates for honorary membership may include outstanding individuals from the corporate community, faculty members, administrators or other individuals deemed worthy of the honor. Chapters are expected to induct the Faculty Adviser(s) and the chief academic officer of the business school as honorary members.
3. Prepare invitation packets for those being invited to membership. They should include:
Provided by Central Office (optional):
 - Letter of invitation to membership from National President
 - DMD Information Card
 - Matter of Honor brochure
 - Membership Data Profile forms (MDP's) are available on-line to be printed as needed.Developed by Chapter:
 - Letter from Dean or Department Chair
 - Letter from Local Chapter President/Faculty Adviser
 - Information on how and when those invited are expected to respond
 - Explanation of \$50 national lifetime membership fee plus any local chapter fee, if applicable
4. Follow up the invitation by personal contact explaining the importance to the invited student of accepting this invitation. Be ready to answer questions about Delta Mu Delta and the local chapter.

5. Promote Delta Mu Delta throughout the School, College or Department of Business. Promotion of the significance of Delta Mu Delta membership is critical. There are no current members to tell fellow students how beneficial membership is to them. Thus, those invited must be thoroughly informed about the opportunity being presented. Central Office provides free sets of posters via the supply order form.
6. Collect membership materials from each initiate: the lifetime membership fee and the completed membership data profile.

C. Planning the Induction Ceremony

1. Physical Facilities \ Program

- a) Establish a tentative date and location for the chapter induction ceremony. Ask if it would be possible for your Regional Representative or other national officer to attend. By coordinating with the institution's president, dean, and other appropriate administrative heads, attempt to establish a date allowing their attendance and participation.
- b) Develop a specific timeline for activities necessary to conduct your chapter's induction. Allow those invited to membership an appropriate time period to accept their invitation (2-24weeks) while allowing sufficient time (1 week) for the Central Office to process and ship your order (i.e. certificates and the rest of the new membership kit).
- c) Confirm details for the ceremony as appropriate for your chapter (i.e. date, location, time, speaker, program agenda, photographer, certificates, insignia and charter ordered, publicity, refreshments, decorations, honorary members and/or friends and family of the inductees invited). Induction into Delta Mu Delta is not a secret. Members should be encouraged to invite their friends and family to the ceremony. We encourage you to have a photographer and videographer at the ceremony to film the event. The Central Office would appreciate a file copy of the video and/or other photos for possible use in the next national newsletter.
- d) Confirm arrangements for appropriate campus and off-campus dignitaries (program participation, transportation, lodging, meal arrangements, etc.).
- e) Confirm program participants and assign duties.
- f) Central Office also has Program Covers, useful for overprinting your specific information. Provided free when requested as part of a membership order.

2. Publicity

- a) Schedule professional/campus photographer and videographer and provide with list of photos needed (i.e. group photo, chapter officers, and with any dignitaries from your school); appropriate lighting and background should be selected.
- b) Arrange pre-event publicity and event coverage (i.e. campus, student and staff newspapers, community newspapers, and other media as available).

3. Printed Materials

- a) Following your deadline for invitation acceptance, send completed Delta Mu Delta Membership Order Form with the MDP spread sheet (see below) to the Central Office. Certificates of membership will be printed contained in the chapter's spread sheet. Make sure spellings and any accent marks are accurate. A key insignia and decal will be provided to each new member as part of their membership fee. A window envelope appropriate for presentation of the certificate will also be provided for each certificate ordered.
- b) Obtain completed and signed membership data profiles from each new member. Chapters retain the MDP as part of the chapter's permanent file. The electronic spreadsheet is sent to the Central Office to accompany the order form. The information from the spread sheet is entered into the master database of Delta Mu Delta membership. As local chapters are required to retain membership data profiles for each new member so we suggest that the local chapter require the completed form be turned in with the membership fee as part of the invitee's acceptance of membership.

4. Final Preparations

- a) Carefully proof the membership certificates. If pre-signed certificates was not part of your order, see that the Faculty Adviser, Chapter President and Chapter Secretary sign the certificates which are then placed in presentation envelopes. Verify that membership insignia are ready for distribution. If names are misspelled on membership certificates, return them to the Central Office indicating corrections. Errors made by the Central Office will be replaced at no charge. Errors as a result of incorrect information provided to the Central Office will require a \$5.00 fee to replace the certificate.
- b) Confirm that all program arrangements are in place.

NOTES:

The bylaws, the supply order form, the membership order forms and the MDP form, can all be found on the national web site. Enter either through Chapter Officers or Faculty Advisers as appropriate.

The national web site can be found at www.deltamudelta.org