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| **ESTABLISHING**  **A NEW CHAPTER** |

**Basic Steps to Establish a DMD Chapter**

1. ACBSP accreditation
2. Petition Board of Directors and submit Charter fee to Central Office with contact information
3. Central Office sends written acknowledgement of your petition and greek name assignment to Chapter.
4. Select Faculty Adviser(s) – complete FA contact form
5. School pre-approves proposed Chapter Bylaws and sends copy to Central Office

**NOTE: Your Bylaws must be approved by Central Office before you can move forward!**

1. Arrange installation date with your Regional Representative.
2. Select and elect eligible student and honorary members
3. Set induction program details.
4. Final Details for Ceremony

# Specific Guidelines for Establishing a Delta Mu Delta Chapter

1. **To Begin the Process**
   1. Petition the Board of Directors for a chapter. (A sample of the petition is on the last page. A Word doc is provided on-line, under “Prospective Members”, “Chapter Petition”). The petition must be on university letterhead and be signed by the University President, the head of the business unit and as many other faculty as desired. It must include contact information.
   2. The Governing Chapter will charge a fee of $700.00 (U.S.) to a newly accredited institution petitioning for a charter. The fee will include four free memberships in the first year.
   3. Structure your chapter bylaws based on the chapter standard model bylaws provided on-line at About Us The chapter’s standards may be more strict than the model, but not less so. File the chapter's proposed bylaws with the Central Office. Chapters must have on file at Central Office a completed and signed copy of the chapter bylaws, which have been approved by the Board of Directors. It is recommended that the approved version be posted somewhere online for transparency to the student body.
   4. Identify faculty members to coordinate chapter establishment and provide full contact information to Central Office – Faculty Adviser Forms These usually become the DMD Faculty Adviser and Co-Adviser.
2. **Invitations to Membership**
   1. Obtain a listing of students eligible for membership from the appropriate campus office, e.g,, Registrar’s Office. The qualifications for membership are found in the Bylaws of the National Chapter, Article XI. The National Bylaws can be found at About Us The qualifications are also repeated in the Chapter’s Bylaws.
   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. In particular, recognition should be given to those individuals responsible for establishing the chapter. It is traditional that chapters induct the faculty adviser(s) and the chief academic officer of the business school as honorary members should they not already be DMD members.

**C. Planning the Installation and Induction Ceremony**

1. *Physical Facilities / Program*

* 1. Establish a tentative date and location for the chapter installation and induction ceremony in coordination with the Regional Representative who will serve as the chapter installation officer. By coordinating with the institution's president, dean, and other appropriate administrative heads, attempt to establish a date allowing their attendance and participation. If the Regional Rep cannot attend, another national officer will install your Delta Mu Delta Chapter.
  2. Notify the Central Office of the agreed installation date. The Central Office will then prepare the Chapter charter
  3. Develop a specific timeline for activities necessary to establish your local chapter. Allow those invited to membership an appropriate time period to accept their invitation (1-2 weeks) while allowing sufficient time (10 working days) to process and ship your order (i.e. certificates, membership insignia and the rest of the New Member package).
  4. 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 a public event. Members should be encouraged to invite their friends and family to the ceremony. You’re encouraged to have a photographer and/or videographer at the ceremony to film the event. The Central Office would appreciate a file copy of the video and/or pictures to share on social media.
  5. Confirm arrangements for appropriate campus and off-campus dignitaries (program participation, transportation, lodging, meal arrangements, etc.)
  6. Confirm program participants and assign duties.

2. *Publicity*

* 1. Schedule professional/campus photographer and videographer and provide a list of the photos needed (i.e. group photo, presentation of charter, installing officer with officers and with president of institution); appropriate lighting and backgrounds selected.
  2. Arrange pre-event publicity and event coverage (i.e. campus, student and staff newspapers, community newspapers, and other media as available).

3. *Final Preparations*

* 1. Verify receipt of the framed chapter charter, which is to be presented by the installing officer [it may be brought by the visiting officer]. If a banner was ordered (optional), plan to display it during the ceremony.
  2. Confirm that all program arrangements are in place

**DELTA MU DELTA SAMPLE PETITION –** Place on university letterhead

(date)

Board of Directors

Delta Mu Delta Honor Society

Board Members:

We, the following members of (School, College or Department of Business) of (College or University) having read the Bylaws of Delta Mu Delta, are heartily in accord with the purposes of the organization and are desirous of organizing a local chapter.

This petition for a chapter of Delta Mu Delta on the (College or University) campus is in accordance with the general operating policies of the (School, College or Department of Business). In addition, we agree to support this Society in fulfilling its mission of encouraging higher scholastic standing and recognizing those who have achieved it. We believe that students and faculty members of our school would welcome and support a chapter on our campus.

It is therefore respectfully requested that the DMD Board of Directors grant a charter to this petitioning group.

In anticipation of the approval of this petition, we pledge that we shall comply with the provisions of the Bylaws and Policies of Delta Mu Delta.

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Faculty Adviser

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Dean’s Signature President’s Signature

Return this petition with the charter fee of $700 to

DELTA MU DELTA HONOR SOCIETY 3730 GRAND BOULEVARD

BROOKFIELD IL 60513

Phone: 708-485-8494