



# **Member Status Guide**

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## **WHICH STATUS IS RIGHT FOR ME?**

We get it, you may be going through a lot right now. Fortunately, Delta Gamma is committed to providing you with options to assist and support you through this challenging time. If you have no idea where to start, let that support begin now. The following pages contain specific guidelines about each member status option.

## MEMBER STATUSES OVERSEEN BY HONOR BOARD

### Excused Status

The intent of Excused Status is to allow Delta Gamma collegians to maintain membership while pursuing additional academic and professional opportunities or when experiencing a temporary hardship. As an expression of our “Culture of Care”, the Fraternity designed this status, modeled on those of our NPC peers, to offer supplementary status options to collegiate members. Excused Status is intended to be a singular status that addresses the diverse needs of our collegiate members by temporarily relieving a collegiate member of membership requirements.

Please note that Excused Status will have **no impact** on Honor Board’s ability to hold you accountable and address concerning behavior or enforce Member Housing Agreements (MHA) or Room Agreements (RA). While on Excused Status, you will still be responsible for the entirety of your signed agreements, if applicable. Additionally, Honor Board will continue to have the option to pursue debt as they see fit.

### Eligibility

Unless an extreme circumstance applies as deemed by Honor Board, you may only apply for Excused Status one academic year following your Initiation and for a maximum of three (3) semesters or six (6) quarters. These terms do not need to be concurrent. This status may be granted for any of the following reasons as outlined below:

- **Reduced Attendance:** To be granted to those needing to be excused from recurring chapter attendance requirements for a temporary period of time.
- **Non-Resident/Abroad:** To be granted to members studying abroad and/or in a program that takes them physically off-campus full-time for an entire academic term.
- **Academic/Professional:** To be granted to members participating in an academic/professional program that reduces their ability to participate in chapter/campus activities.
- **Financial:** To be granted in an emergency when a member is facing temporary financial hardship where their only other alternative would be resignation of membership.

While chapter officers may apply for this status, if you are granted Excused Status you may not hold an office in the chapter during your effective term. An exception may be made with RCS/CAC/NCC approval.

### Application and Approval

Apart from special cases, such as year-long study abroad programs, you will apply for Excused Status one term at a time. The application process for Excused Status begins when you download the application form from the Delta Gamma library and

begin drafting a written statement that outlines the circumstances that led you to seek this status. We recommend including as much detail as possible, including any relevant documentation that demonstrates your need. Once your request packet has been submitted, you will attend an in-person meeting with Honor Board and the Honor Board adviser (HBA) to discuss your application. **If you are seeking Excused Status for non-resident/abroad or academic/professional reasons, you are not required to attend a meeting with Honor Board; however, you can request a meeting.**

While we recognize your reasons for seeking Excused Status may be due to sensitive and/or confidential reasons, a conversation with Honor Board is required to discuss your need and ability to participate. Should this reason be highly sensitive in nature, you have the option to only meet with the vp: social standards and HBA.

Approval for Excused Status will be managed by Honor Board with additional guidance from the vp: finance and chapter financial adviser, as necessary. Please note that while Honor Board will work to accommodate your needs, you are not guaranteed approval for Excused Status.

## **Reorientation**

During the final weeks of their approved term, you will be sent an automated email alerting them of the approaching status expiration date and next steps. When you return to the chapter, you will be welcomed back by at least one member of Honor Board in an orientation meeting. If you were granted Excused Status for sensitive reasons, one-on-one meeting with Honor Board may be held instead. The purpose of these conversations will be to reorient you to the chapter and discuss your options should you wish to reapply for Excused Status.

While we hope this is never the case, if you do not reengage with the chapter following your approved Excused Status term, the chapter will attempt to contact you multiple times before proceeding with the Remove from Roster process. This will remove you from the chapter's roster and will update your membership status so that you are not eligible for the continued benefits of membership in the Fraternity.

## Early Alumnae Status

Early Alumnae Status (EAS) is for members who have experienced a significant and sustained-extreme circumstance that directly impacts the ability to meet the attendance and/or financial responsibilities of their Delta Gamma membership. Only Delta Gamma's international Council, or their designees, may grant Early Alumnae Status. Examples of extreme circumstances may include, but are not limited to:

- An immediate family member of the member requesting this status is diagnosed with a terminal or severe illness.
- A natural disaster directly impacts the member's personal ability to meet financial responsibilities.
- The member herself is diagnosed with a severe physical or mental illness.
- A member gets married or becomes pregnant.

In the event your request for EAS is approved, your dues will be prorated through the month of application. Upon approval, you will permanently become an alumna of Delta Gamma.

It is important to note that requests for EAS pass through three levels of approval before finally being considered and voted on by our Fraternity Council, or their designees. Because of this, your request may be endorsed by Honor Board, but you may not hear another update about the status of your request for several weeks. We share this not to prevent you from seeking this status, but to ensure you are aware that this process can be lengthy and that the remedy you seek will not be immediately found. If you believe EAS is the best option for you, Honor Board can work with you to find a more immediate accommodation for your need.

The application process for EAS begins when you download the request packet from the Delta Gamma library and begin drafting a written statement which outlines the circumstances that lead you to seek this status. The more information and context you can provide in this statement, the better. We recognize that writing this statement may be challenging for you, so we recommend partnering with a close friend or a member of Honor Board to assist in this process. Once you have written that statement and have filled out the member section of the request packet, you will then meet with Honor Board. Honor Board may ask follow-up questions to ensure they fully understand your situation, and then will determine if they believe your request merits EAS. With Honor Board's endorsement, your request packet may be reviewed and approved by an additional three levels of approval. In the event your request is approved at all three levels, it is finally reviewed and voted on by Council. If your request is granted, you will receive written confirmation of this decision via a letter endorsed by a member of Council.

When you are ready to meet with Honor Board, please contact your chapter's vp: social standards to schedule a meeting time that works for both Honor Board and you.

### **Voluntary Resignation of Membership**

Despite the chapter's and your best efforts, there may not be a reasonable solution or accommodation to your concerns or circumstances. We recognize that the decision to resign can be challenging to make but that you may be ultimately acting in your own best interest, and that is okay. It is a sad day to lose a member, but we recognize that membership may not be in your best interest moving forward.

If you have signed a Dues and Fees contract, you are expected to fulfill the full terms of that contract, regardless of your status with the Fraternity. This expectation is outlined within the Dues and Fees Contract itself and is also reiterated in the Bylaws and Standing Rules you signed. Further explanation of this expectation is in the Financial Obligation FAQ found at the end of the resignation form and in the [FAQ section](#) of this document.

The process of resigning your membership begins when you download and complete the Resignation of Membership or Resignation of New Membership form, whichever is applicable to you, from the library. Once you have completed the first page, responded to and signed the Membership Experience Questionnaire, and have reviewed the Financial Obligation FAQ, you will submit your paperwork to the vp: social standards. Upon receipt, they will invite you to attend a meeting with Honor Board to discuss your decision to resign, formally known as an Exit Interview. During this meeting, members of Honor Board may attempt to discuss other options with you, as well as confirm that resignation is your final decision. If you are certain in your decision to resign, the vp: social standards will finalize the paperwork with the help of other chapter officers and the Advisory Team Chair (ATC). Once the paperwork has all the necessary signatures, it will be submitted to Executive Offices for a final review and processing. You will receive an email confirming when your resignation has been fully processed.

## MEMBER STATUSES OVERSEEN BY CMT OFFICERS

Your specific need at this time may not be driven by personal hardship but rather a change in status with your current campus, your affiliation with a new chapter, or other unforeseen circumstances that impacts your ability to participate with the chapter. If that's the case, the statuses below may better address your need.

### 5<sup>th</sup> Year Alumna Status

Collegiate chapter membership is traditionally for four years; however, we recognize that the completion of your degree may extend into additional terms. If you are in school for a fifth year as an undergraduate student and have completed at least two years of membership in the Fraternity, you may assume alumna status with the approval of the advisory team chair (ATC).

Consider seeking this status if:

- You are in your fifth year of undergraduate education,
- have participated as a member of the Fraternity for at least two years, and
- identify that you may not be able or willing to continue to participate in your chapter as a collegian at this time.

If you believe you are a candidate for this status, please reach out to your chapter's vp: communications.

### Transfer

Delta Gamma identifies three scenarios for which a member is considered a transfer and may impact your status with the Fraternity differently. These scenarios include:

- You are transferring to a new institution that does have a Delta Gamma chapter;
- you are transferring to a new institution that does not have a Delta Gamma chapter; or
- you will no longer be enrolled at an institution of higher learning

If the institution to which you are transferring does not have a Delta Gamma chapter, or if you are withdrawing from an institution entirely (even if just for a semester), you become an alumna member of Delta Gamma. If you return to your current institution, you are expected to become a collegiate member once more.

If you transfer to an institution with a Delta Gamma chapter, you are able to affiliate with that chapter. If you are on an Honor Board-sanctioned probation from your chapter of Initiation, you will be eligible to affiliate with the chapter at your new institution 30 days after you are marked as a transfer on your chapter of Initiation's roster.



You will be asked to meet with the Honor Board at your new institution for an introductory meeting to learn more about the chapter and membership expectations. No prior Honor Board proceedings should be shared with the Honor Board at your new institution from you or the Honor Board of your chapter of Initiation.

Affiliation with a new chapter is a choice, as no two chapters of Delta Gamma are the same. If you do not want to affiliate with the chapter at your new institution, you will be considered an unaffiliated transfer until your expected graduation date has passed, at which point you will become an alumna member of the Fraternity.

If you believe one of the above scenarios applies to you, please contact your chapter president.

### **Reverse Affiliation**

No two chapter experiences are the same. You may initially affiliate with a new chapter but ultimately realize that the chapter is not a good fit for you, and that is okay. If that is the case, you may reverse your affiliation. In doing this, you will be removed from the roster of your chapter of affiliation, and the record of your affiliation will be removed. As for your status with Delta Gamma, you will be considered an unaffiliated transfer once more, and after your expected graduation date has passed you will then automatically be considered an alumna member of the Fraternity.

If you believe this process applies to your experiences, please contact your affiliated chapter's vp: social standards.

### **Removal from Roster**

The removal from roster process is used when members are entirely absent from the chapter for a period of at least one term and are unresponsive to outreach from officers or other members. This process is used as a last resort. If there is ever a time where you want to entirely stop engaging with the chapter, the preferred option is to resign your membership. However, if you are unresponsive to outreach requesting you fill out the resignation paperwork, the chapter will submit this roster change. Once submitted, you will be removed from the chapter's roster and your status with the Fraternity will be updated so that you are not eligible for the continued benefits of membership in Delta Gamma.

This process is completed on your behalf.

## FREQUENTLY ASKED QUESTIONS

### **Are alumnae allowed to attend chapter social events with alcohol as a current collegiate member's date?**

The ATC has final approval of event guest lists. Alumnae can only attend social events with alcohol as dates if they are approved by the ATC in unique situations. Recent graduates often have a difficult time separating from their collegiate chapters, but the privileges of collegiate membership are reserved for active collegians.

Membership in Delta Gamma is a lifelong commitment, and sisterhood doesn't end after graduation. It is expected that these members put their energies into helping their local alumnae groups thrive through active alumnae membership. They can learn more about the benefits offered to alumnae and volunteer opportunities on the Delta Gamma website.

*NOTE: A woman whose membership within Delta Gamma Fraternity has been severed, through resignation or expulsion, does not have any privileges within Delta Gamma and cannot attend social events with alcohol.*

### **Excused Status**

#### **When can members apply for Excused Status?**

Members can apply for Excused Status at any point during the year based on the individual member's need and circumstances. The recommended submission dates of requests for Excused Status related to academic/professional and non-resident/abroad reasons are April 30 for the fall term and October 31 for the spring/winter term.

#### **A member is interested in Excused Status because they "just need to take a step back from DG." Should they be granted Excused Status?**

A member seeking Excused Status must be able to speak to the specific circumstances that lead to them requesting the status. Their request is to be in alignment with at least one of the Excused Status reasons outlined in the Excused Status section of this document and should be supported by documentation when appropriate. Excused Status should not be used to accommodate requests if the member is unable to clearly outline their need.

#### **Can a member ever be granted Excused Status automatically?**

Every request for Excused Status submitted to Honor Board for review should be treated as unique and reviewed per the guidelines outlined in the Honor Board Handbook. While certain requests will be more commonplace than others, such as members requesting Excused Status because of an internship or study abroad opportunity, each request should still be carefully reviewed with all appropriate parties. It is at Honor Board's discretion as to whether an Excused Status request is granted.

### **A member has just been told by Honor Board that their Excused Status request has been approved. What happens now?**

Upon approval of the member's request, a member of Honor Board will send confirmation of the individual member's specific terms, the effective date, and the end date for their Excused Status period. The specific terms of a member's approved Excused Status request are in effect beginning on the effective date through the end date, as outlined by Honor Board and confirmed with the member upon approval. The chapter may have additional guidelines that govern Excused Status within the approved Bylaws and Standing Rules (BLSRs). The criteria outlined in the chapter's BLSRs must be upheld when approving requests for Excused Status.

### **A member requests Excused Status citing financial hardship but the vp: finance determines that the chapter cannot afford to accommodate their request. What can Honor Board do?**

Great consideration should be taken when determining the financial commitment of members approved for Excused Status. While Honor Board may determine that the nature of the member's request merits consideration for Excused Status, the chapter may be unable to afford to accommodate the financial commitment recommended by Honor Board. This is certainly a challenging position to be in, but Honor Board must consider the overall success of the chapter while attempting to meet the needs of the member. Excused Status requests should only be approved when financially feasible. An alternative solution, could be a payment plan to extend payments through June 1 of the respective year.

### **What are the attendance requirements of a member who has been approved for Excused Status?**

The specific terms of a member's Excused Status request will be determined through conversation between the member and Honor Board.

### **I am a member on Excused Status and I just received an email reminding me that the terms of my Excused Status are about to end, what do I need to do now?**

All members who are approved for Excused Status will receive an email a month prior to the end of their Excused Status period. This email serves as a reminder to both the member and Honor Board of the conclusion of the member's Excused Status terms and may prompt additional action.

In the event that the member is still in need of some additional support and accommodation, the member should contact Honor Board to discuss their circumstances and determine what options are available to them, including potentially seeking an additional term on Excused Status. Members are encouraged to review this document to help inform their conversation with Honor Board and review other potential status options.

In the event the member does not need additional accommodation and is ready to participate fully in the chapter again, they will be invited to a reorientation meeting with Honor Board to ensure the member is aware of recent chapter and campus events, changes to policy or procedure, and that they understand all membership responsibilities.

**I am a member of Honor Board and I just received an email reminding me that the terms of a member's Excused Status are about to end, what do I need to do now?**

At the conclusion of a member's time on Excused Status, they should be invited to have a reorientation meeting with at least one member of Honor Board. Depending on the variety of the approved Excused Status requests, this reorientation meeting may be held for all members on Excused Status, may address specific women (like those returning from a semester abroad), or may be held on an individual basis. All of Honor Board may participate, or it can be managed by individual members. The purpose of this meeting is to ensure each member is aware of recent chapter and campus events, changes to policy or procedure, and ensure they are aware of the full scope of their membership responsibilities.

**Can members on Excused Status attend social events?**

For all reasons of Excused Status that include a decreased financial obligation, the decrease in dues owed results from the member not paying into the social event budgets, in addition to other areas. Because of this, if a member is approved for financial excused status, they cannot attend social events with or without alcohol or attend these functions as dates.

**If a member on Excused Status is required to attend all "anchored events," does this include events that require an additional cost to attend, such as Founders Day?**

All members are expected to attend Founders Day; it is strongly encouraged that members attend other anchored events that may include an additional cost. Regardless of the terms of the member's approved Excused Status request, the member can seek an excuse from Honor Board for the individual event if necessary. Honor Board may also consult with the vp: finance to determine if the member can pay a reduced ticket fee, or if the chapter can forgive the cost of the ticket, in the event they wish to attend but are unable to afford the additional cost.

**A live-in member was recently granted Excused Status. Are they still responsible for their Room Agreement?**

Excused Status has no impact on the enforcement of Member Housing Agreements or Room Agreements. Members on Excused Status are still expected to fulfill the full terms of the housing agreements they sign. In the event a member is approved for Excused Status and as a term of their status they receive a reduction in the dues owed, the member may opt into paying for the chapter's meal plan so that they can continue to have meals at the chapter facility.

**A member was granted Excused Status for an entire term but their plans change mid-term and they wish to return to the chapter and participate fully. What can we do?**

A member's specific need, including establishing a realistic timeframe for them being on Excused Status, will be identified and determined prior to the approval of their status request. In the event that a member's plans change so that they are able to participate fully in the chapter once more, they should be encouraged to do so after discussing their change of plans with Honor Board. If the terms of the member's Excused Status include a reduction in dues, the member's account should be adjusted to reflect the member's full participation as an active collegian once again. This period is considered a full term of being on Excused Status, regardless of the actual length of time on the status. Please contact your CDS in the event you need to take a member off Excused Status in Anchorbase.

**I am the ATC and I notice in the Honor Board Summary Activity Log that Honor Board has approved more Excused Status requests than I was anticipating. Should I be concerned?**

There is no right or wrong number when it comes to approving members for Excused Status. The total number of requests will vary greatly by the need of the chapter membership. Each request is reviewed by Honor Board and the HBA, and Honor Board consults with the vp: finance and CFA for clarity on the potential impact to the chapter budget. Ultimately, it is at Honor Board's discretion as to how many Excused Status requests the chapter is able to accommodate, but concerns about the number can be addressed with the vp: social standards and vp: finance to ensure that the chapter is on track financially.

## **Voluntary Resignation of Membership**

### **A member resigns their membership. What will they owe the chapter upon resignation?**

All members sign an annual Dues and Fees Contract and we expect the entire fiscal year's financial obligations to be fulfilled as per the terms of the contract. The member will be responsible for the rest of the year's dues. This also includes anything they owe under a Room Agreement unless they find another member to take their place in Delta Gamma housing.

### **A member has resigned or transferred and still wants to participate in meals (in person or via late plates). Are they allowed to do this?**

A member who resigns or transfers owes all Dues and Fees plus the remainder of their Room Agreement, if applicable. Much like social events, eating meals provided by the chapter are a privilege of collegiate membership. Members who resign will not have access to meals.

### **A recently initiated new member resigns. What will they owe upon termination of their membership?**

A recently initiated new member who resigns should be treated the same as any other initiated member who resigns. They will owe all dues and fees and can be pursued through collections if the chapter chooses to do so.

### **A new member who has not yet been initiated resigns. What will they owe upon termination of their new membership?**

A new member who resigns before initiating will not owe membership dues and fees (i.e. Initiation dues, per capita dues, web fees or house corporation fee) and will owe all chapter dues and fees.

## Transfer Students

### **I am transferring to a campus with a Delta Gamma chapter. How do I initiate the transfer process with my current chapter?**

You will need to reach out to your current chapter's vp: communications about your intent to transfer. Officers will submit information about your transfer to Executive Offices to ensure that your member status is updated and, if you transfer to a school with a Delta Gamma chapter, that chapter will be notified.

### **Before I contact anyone at my new chapter, what information should I have prepared for my new chapter?**

To affiliate with a new chapter, you must meet the new chapter's GPA good standing requirement and be in financial good standing with your previous chapter. Have ready an unofficial transcript that you can share with the new chapter's adviser. Also, double check your greekbill account to ensure that you are paid in full to your previous chapter and that all fines or extra charges are paid.

### **What if my GPA does not meet the new chapter's good standing requirement?**

You will remain an unaffiliated transfer until you are able to achieve the good standing requirement GPA. You may affiliate with the chapter, if you choose, after that.

### **What if I owe money to my previous chapter?**

You must be in financial good standing to affiliate with a new chapter. If you owe money to your previous chapter, you must settle that debt before affiliating. Work with your previous vp: finance to pay any outstanding charges.

### **What if I received an APN or probation sanction from my previous chapter for scholarship, finance, etc.?**

You do not need to serve any days on probation with the new chapter. However, you cannot affiliate if you do not have a GPA that meets the new chapter's good standing requirement and if you owe money to your previous chapter. Ensure that you have settled both of those areas before you try to proceed in affiliating with the new chapter.

If you are on an Honor Board-sanctioned probation from your chapter of Initiation, you will be eligible to affiliate with the chapter at your new institution 30 days after you are marked as a transfer on your chapter of Initiation's roster.

### **Now that I know what I need to do to be eligible to affiliate, who do I contact about transferring?**

If you have not yet done so, you will need to contact your current chapter president and/or vp: communications. They will submit information about your transfer to Executive Offices and that information will be shared with the chapter at your new school. The new chapter will be encouraged to reach out to you. However, if you do

not hear from anyone, you can email [collddept@deltagamma.org](mailto:collddept@deltagamma.org) and a staff member will provide you with contact information for your new chapter.

### **I have gotten in contact with the new chapter, what kinds of questions should I ask?**

No two Delta Gamma chapters are the same, so you are encouraged to ask as many questions as possible. Some questions to consider asking are:

- What days of the week do you hold chapter meeting?
- If the chapter has a house, what are your live-in requirements? Can I live-in?
- What is the breakdown of your dues and fees? How much does it cost to be a Delta Gamma at this campus?
- Can someone go over your chapter's BLSRS with me?
- What opportunities are there for me to meet members of your chapter?

These questions are important to ask because it gives you a larger picture of what being a Delta Gamma in the new chapter will look like. You will want to ensure that you are aware of any requirements of you, such as living in the house, anchored meetings on a certain night of the week, and any other specific requirements mentioned in the new chapter's BLSRs.

### **I am on campus/will be on campus soon. I have spoken with the chapter president, and other officers in the new chapter. What's next?**

Before you affiliate, we encourage you to attend a few of the chapter's meetings, or general sisterhood events. This will allow you to meet more women in the chapter and therefore make a more informed decision about wanting to affiliate with the new chapter.

### **I have made my decision, and I want to affiliate with the new chapter. Now what?**

The new chapter will hold an Affiliation Ceremony for you to officially welcome you into the chapter. Once that has been completed, you will be added the chapter's official Delta Gamma, greekbill and campus rosters. You will be asked to sign a Dues and Fees Contract with the new chapter. If applicable, any remaining portion of the Dues and Fees Contract you signed with your previous chapter will be forgiven and you will only be paying dues to your new chapter.

### **I made my decision and I do not want to affiliate with the new chapter. Now what?**

You will remain a collegiate member of Delta Gamma but will be marked as an unaffiliated transfer. You are not required to pay dues and fees to the new chapter, nor are you required to attend their events. However, if you have a signed Dues and Fees Contract with your old chapter, you are obligated to continue to pay dues until



the terms of that Dues and Fees Contract have been met. For example, if you transfer after the fall semester and are at a new school for the spring semester within the same academic year, you are obligated to pay dues to your previous chapter through the end of the spring semester. Additionally, please ensure your email and graduation date is updated with EO so that they can contact you appropriately. To update this, email [colldept@deltagamma.org](mailto:colldept@deltagamma.org).

**I told the chapter president I wanted to affiliate and I have been attending meetings, events, socials, etc. as a full chapter member but I am not being charged on greekbill, what do I do?**

If you are fully engaged with your new chapter and not being billed on greekbill, please email [colldept@deltagamma.org](mailto:colldept@deltagamma.org) immediately. The chapter may have missed a step in adding you to their roster, and we want to remedy that as soon as possible so you are not billed for the entire semester/year at a later date.