

# **DELTA SIGMA PI**

## **Procedure for Inactive Status Requests**

PLEASE READ THE INFORMATION ON THIS PAGE BEFORE COMPLETING THE FORM ATTACHED

**Purpose:** Although membership in Delta Sigma Pi is considered a lifetime commitment, extreme circumstances arise that necessitate the inactive status of a member during a specific academic term. The Bylaws of Delta Sigma Pi provide for a temporary removal from membership as an inactive status under the following Requirements and Procedures. All applicants should be aware that an inactive status is a temporary suspension of membership during an academic term. Your active membership is immediately reinstated the following academic term. Additional requests for inactive status for subsequent academic terms must be submitted as needed.

### **Requirements:**

1. There shall be no financial obligations to either the chapter or the International Fraternity of Delta Sigma Pi by the member requesting inactive status.
2. The applicant must be in good standing with the chapter as defined in Article XII, Section 16, of the Bylaws.
3. Extreme circumstance is defined, but not limited to, the following circumstances:
  - a) Extreme loss in family income or livelihood.
  - b) Natural disaster to hometown, country, etc. that has a direct impact on the Brother or his family.
  - c) Significant change in income or employment conditions.
  - d) Death or serious illness of immediate family member.
  - e) Immediate family member involved in serious accident.
4. Other extreme circumstances may exist which are not specifically defined above, and will be evaluated on a case-by-case basis.
5. A complete description of extreme circumstance must be included with the minutes of the meeting, but not necessarily in the meeting minutes, for the privacy of the member.

### **Procedure:**

1. Completion of this form in its entirety is required. The applicant must provide a detailed explanation of the reasons for the request.
2. The member requesting an inactive status must submit the application to the Executive Committee of his chapter.
3. The chapter's Executive Committee will then present their recommendation to the chapter for a decision to be determined by a four-fifths (4/5) vote of members in good standing and present at the time of the determination.
4. If the chapter approves the application for Inactive Status, the chapter's decision should be submitted to Regional Vice President and Provincial Vice President for approval. The chapter should submit the application for inactive status, minutes from their meeting approving the inactive status, and the complete description of the extreme circumstance provided by the member, within seven days of the chapter meeting to the Regional Vice President. The Regional Vice President must review the Application for Inactive Status within seven days of receipt. If approved by the Regional Vice President, the Regional Vice President will sign the application form and submit to the Provincial Vice President. If no response is received from the Regional Vice President, the vote will be considered a "yes" vote.

5. The Provincial Vice President must review the Application for Inactive Status within seven days of receipt. If the Provincial Vice President approves the application for inactive status, they should sign the application and attach the application to the copies of the minutes, and send all items to the Central Office. If no response is received from the Provincial Vice President, the vote will be considered a “yes” vote.
6. Upon receipt of the signed and approved application and minutes by the Provincial Vice President and the Regional Vice President, the Central Office will issue a credit to the chapter’s account when applicable. The Central Office will send a letter notifying the chapter of the decision.



**TO BE COMPLETED BY CHAPTER VICE PRESIDENT-FINANCE**

I hereby certify that \_\_\_\_\_  is  is not in "good standing" with \_\_\_\_\_ Chapter as defined in Article XII, Section 16, of the Bylaws of the International Fraternity of Delta Sigma Pi, inc.

\_\_\_\_\_  
Chapter Vice President--Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**TO BE COMPLETED BY REGIONAL VICE PRESIDENT**

I have reviewed the attached minutes and explanation for the request for an inactive status and

Approve  Disapprove an inactive status for \_\_\_\_\_ of

\_\_\_\_\_ Chapter.

\_\_\_\_\_  
Regional Vice President

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PROVINCIAL VICE PRESIDENT**

I have reviewed the attached minutes and explanation for the request for an inactive status and

Approve  Disapprove an inactive status for \_\_\_\_\_ of

\_\_\_\_\_ Chapter.

\_\_\_\_\_  
Provincial Vice President

\_\_\_\_\_  
Date