



### Guidelines for Installation of a Chapter into Delta Epsilon Sigma

1. Drafting of a chapter constitution and by-laws. (Most chapters use a model of the constitution and by-laws for the national organization as presented in the Handbook for Advisors, making such changes as are appropriate to the particular chapter structure.
2. Selection of potential members.
3. Receipt of commitment of membership of the charter members.
4. Acceptance by the charter members of the chapter constitution.
5. Submission of the chapter constitution to the national secretary-treasurer, along with the \$100 charter fee.
6. Submission to the national secretary-treasurer the names of the charter members and their initiation fees. All members are sent a certificate, recognition pin, and copy of the Handbook for members.
7. Complete the arrangements for the charter presentation and induction of the charter members.
8. Charter presentation by a representative of the national executive committee. Local chapter pays travel expenses of national representative.
9. Send national secretary-treasurer copies of installation programs and pertinent materials.