

A YEAR IN THE LIFE OF A BETA CHAPTER

LEADERSHIP DEVELOPMENT OPPORTUNITIES

WOODEN INSTITUTE, WINTER – Registration Deadline: Dec. 15, 2016

January 5-8, 2017 Winter Session Oxford, Ohio

PRESIDENTS ACADEMY – Registration Deadline: Dec. 15, 2016

January 13-15, 2017 Chapter/Colony Presidents Cincinnati, Ohio

KEYSTONE CONFERENCE – Registration Deadline: Jan. 20, 2017

February 10-12, 2017 Northwest Seattle, Wash.

February 10-12, 2017 Southeast Jacksonville, Fla.

February 17-19, 2017 Northeast Cherry Hill, N.J.

February 17-19, 2017 South Central Tulsa, Okla.

February 24-26, 2017 North Central Itasca, Ill.

February 24-26, 2017 Southwest Los Angeles, Calif.

WOODEN INSTITUTE, SUMMER – Registration Deadline: April 15, 2017

May 27-31, 2017 Session One Oxford, Ohio

June 10-14, 2017 Session Two Oxford, Ohio

June 24-28, 2017 Session Three Oxford, Ohio

July 8-12, 2017 Session Four Oxford, Ohio

178TH GENERAL CONVENTION – Registration Deadline: June 26, 2017*

July 27-30, 2017 Leadership College/Legislation Salt Lake City, Utah

* Final registration deadline; Early-bird pricing ends April 15 (date is approximate).

FINANCIAL DATES

July 31 Semester schools billed for insurance, fall dues and heritage fees

August 31 Quarter schools billed for insurance, fall dues and heritage fees

October 1 Semester schools roster adjustments deadline for refunding fees

October 15 Quarter schools roster adjustments deadline for refunding fees

December 31 All schools billed for insurance, spring dues and heritage fees

February 28 All schools billed for convention delegate

March 1 All schools roster adjustments deadline for refunding fees

April 15 Chapter Accounting Standards selection deadline

May 1 Report graduating seniors on roster maintenance

July 31 All fees and assessments must be paid

- If payment in full is not received within 30 days of the billing date, a delinquent chapter will incur the standard finance charge of 1.5% per month [Chapter X, Section 2 of The Code]. **Exception: dues, heritage fees and insurance fees are billed early on July 31** (August 31 for quarter schools) and December 31 to allow for adequate chapter planning, but are not due for 60 days.
- Keystone Conference fees are billed in \$215 installments from August 31 to March 31 for eight officer registrations.
- File Form 990 with the IRS by the 15th day of the fifth month following a chapter's fiscal year end.

ONLINE REPORTING DATES

OCTOBER 1

- ▶ Spring Grade Report due

OCTOBER 15

- ▶ Winter Magazine Report due

DECEMBER 10

- ▶ Constitution & bylaws due
- ▶ Update university/chapter/housing profiles
- ▶ Update chapter officers list
- ▶ Fall End-of-Term Report due

MARCH 1

- ▶ Fall Grade Report due

MARCH 15

- ▶ Winter End-of-Term Report due (Quarter schools)

APRIL 1

- ▶ Men of Principle Scholarship Grant application due
- ▶ Foundation Merit Scholarship Program applications due

APRIL 15

- ▶ Summer Magazine Report due
- ▶ All General Fraternity awards applications due

MAY 1

- ▶ Positive Pledge Education Assessment due
- ▶ Select Chapter Accounting Standards reporting option

JUNE 1

- ▶ Winter Grade Report due (Quarter schools)
- ▶ Spring End-of-Term Report due
- ▶ Update chapter officers list
- ▶ Chapter dates and academic calendar due
- ▶ All other reporting needs for SCOE (i.e. Alumni Events) due



REPORTING REMINDERS

- Maintain up-to-date membership and officer rosters, as changes occur.
- Register all pledges within 72 hours of joining – either the first pledge function (ceremony, meeting, orientation, etc.) or moving into the chapter house.
- Report all initiations online within 72 hours of the ceremony.
- Report all potential risk management incidents within 24 hours.
- Authorized chapter officers for online reporting include president, vice president, treasurer, secretary, pledge educator and recruitment chairman.