

# A YEAR IN THE LIFE OF A BETA CHAPTER

## LEADERSHIP DEVELOPMENT OPPORTUNITIES

### WOODEN INSTITUTE, WINTER – Registration Deadline: Dec. 15, 2017

January 4-7, 2018 Winter Session Oxford, Ohio

### PRESIDENTS ACADEMY – Registration Deadline: Dec. 15, 2017

January 12-14, 2018 Chapter/Colony Presidents Cincinnati, Ohio

### KEYSTONE CONFERENCE – Registration Deadline: Jan. 20, 2018

February 9-11, 2018 Northwest Seattle, Wash.  
 February 9-11, 2018 Southeast Jacksonville, Fla.  
 February 16-18, 2018 North Central Itasca, Ill.  
 February 16-18, 2018 South Central Tulsa, Okla.  
 February 23-25, 2018 Northeast Cherry Hill, N.J.  
 February 23-25, 2018 Southwest Irvine, Calif.

### WOODEN INSTITUTE, SUMMER – Registration Deadline: April 15, 2018

June 2-6, 2018 Session One Oxford, Ohio  
 June 9-13, 2018 Session Two Oxford, Ohio  
 June 23-27, 2018 Session Three Oxford, Ohio  
 July 7-11, 2018 Session Four Oxford, Ohio

### 179TH GENERAL CONVENTION – Registration Deadline: June 26, 2018\*

August 2-5, 2018 Leadership College/Legislation Norfolk, Va.

\* 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

### MARCH 1

- ▶ Fall Grade Report due

### MARCH 15

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

### APRIL 1

- ▶ Summer Magazine Report Due
- ▶ Donate to Sons of the Dragon Club

### APRIL 15

- ▶ Men of Principle Scholarship Grant application due
- ▶ Foundation Merit Scholarship Program applications due
- ▶ All General Fraternity Award applications due
- ▶ Register for Convention (Early-bird registration)
- ▶ Apply for Awards

### MAY 1

- ▶ Select Chapter Accounting Standards reporting option
- ▶ Spring End-of-Term Report due

### JUNE 1

- ▶ Winter Grade Report due (Quarter schools)
- ▶ Update chapter officers list
- ▶ Chapter dates and academic calendar due
- ▶ All other reporting needs for SCOE (i.e. alumni events) due

### OCTOBER 1

- ▶ Spring Grade Report due

### OCTOBER 15

- ▶ Winter Magazine Report due

### DECEMBER 10

- ▶ Update university/chapter/housing profiles
- ▶ Update chapter officers list
- ▶ Fall End-of-Term Report 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.