A YEAR IN THE LIFE
OF A BETA THETA PI CHAPTER

CHAPTER REPORTING CALENDAR

SEPTEMBER
01 PPEA certification for fall new member programs due
Submit current Constitution & Bylaws
29 Beta Brotherhood Assessment Survey Opens

OCTOBER
01 Spring Grade Report due
Semester schools roster adjustments deadline for refunding fees
15 Winter Magazine Report due
Quarter schools roster adjustments deadline for refunding fees

NOVEMBER
01 Beta Brotherhood Assessment Survey Closes

DECEMBER
10 Update university/chapter/housing profiles
Update chapter officers list
Fall End-of-Term Report due
15 Submit current Constitution & Bylaws
Wooden Institute, Winter - Registration Deadline
Presidents Academy - Registration Deadline
31 All schools billed for insurance, spring dues and heritage fees

JANUARY
01 PPEA certification for winter/spring new member programs due
20 Keystone Conferences - Registration Deadline

FEBRUARY
01 All schools billed for Convention delegate

MARCH
01 Fall Grade Report due
All schools roster adjustments deadline for refunding fees
15 Winter Quarter End-of-Term Report due

APRIL
01 Summer Magazine Report due
Donate to Sons of the Dragon Club
15 Men of Principle Scholarship Grant application due
Foundation Merit Scholarship Program applications due
All General Fraternity awards applications due
Wooden Institute, Summer - Registration Deadline
Register for Convention (early-bird registration)
990 and Accounting Certification Letter submission deadline for non-BillHighway chapters

MAY
01 Spring End-of-Term Report due
Report graduating seniors on roster maintenance

JUNE
01 Winter Quarter Grade Report due
Update chapter officers list
Chapter dates and academic calendar due
All other reporting needs for SCOE (i.e. alumni events) due
30 181st General Convention - Registration Deadline
* Final registration deadline; early-bird pricing ends April 15 (date is approximate).

JULY
31 All fees and assessments must be paid

LEADERSHIP DEVELOPMENT OPPORTUNITIES

WOODEN
Winter: Oxford, Ohio
January 9-12, 2020
Summer: Oxford, Ohio
June 6-10, 2020
June 13-17, 2020
June 27-July 1, 2020

KEYSTONE REGIONAL CONFERENCES
February 7-9, 2020
February 14-16, 2020
February 21-23, 2020
February 7-9, 2020
February 14-16, 2020
February 21-23, 2020
Northwest
Southeast
North East
Northern Central
South Central
Southwest
Seattle, Wash.
Jacksonville, Fla.
Cherry Hill, N.J.
Itasca, Ill.
Tulsa, Okla.
Irvine, Calif.

PRESIDENTS ACADEMY
Winter: Cincinnati, Ohio
January 17-19, 2020

181ST GENERAL CONVENTION
Summer: Phoenix, Ariz.
August 6-9, 2020

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.

FINANCIAL INFO
• 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.