A YEAR IN THE LIFE
OF A BETA THETA PI CHAPTER

CHAPTER REPORTING CALENDAR

AUGUST (2020)
  30 Men of Principle Grant 2020-21 application due
  31 Fall 2020 dues billed to chapter

SEPTEMBER
  01 NMEA certification for fall new member programs due
  01 Recommend submission of relief scholarship recipients

OCTOBER
  01 Semester schools: Roster adjustments deadline for refunding fees
  04 Beta Brotherhood Assessment survey opens
  15 Quarter schools: Roster adjustments deadline for refunding fees

NOVEMBER
  01 Beta Brotherhood Assessment survey closes

DECEMBER
  10 Update university/chapter/ housing profiles
  10 Update chapter officers list
  15 Submit current chapter constitution & bylaws
  15 Wooden Institute, winter – registration deadline
  15 Presidents Academy – registration deadline
  31 All schools billed for insurance, spring dues and heritage fees

JANUARY (2021)
  01 NMEA certification for winter/spring new member programs due
  15 All schools: Fall End-of-Term and Grade Reports due
  20 Keystone Conferences – registration deadline

FEBRUARY
  05 Collegiate Beta Volunteer Assessment begins
  16 Advisor Beta Volunteer Assessment begins
  07 Founders Commemoration Ceremony
  28 All schools billed for Convention package

MARCH
  01 All schools: Roster adjustments deadline for refunding fees
  05 Beta Volunteer Assessment closes
  15 Spring magazine report due

APRIL
  15 Foundation Merit Scholarship Program applications due
  15 All General Fraternity awards applications due
  15 Wooden Institute, summer – registration deadline
  15 General Convention – early-bird registration deadline
  15 Chapter Convention delegate – registration deadline
  15 Form 990 and accounting certification letter submission deadline for non-BillHighway chapters
  16 Beta Volunteer Assessment results delivered to chapters
  30 Quarter schools: Winter End-of-Term and Grade Reports due

MAY
  01 Report graduating seniors on roster maintenance
  15 2020-21 Men of Principle Scholarship recipients information due
  15 Men of Principle Grant 2021-22 application due

JUNE
  01 Update chapter officers list
  01 Chapter dates and academic calendar due
  01 All other reporting needs for SCOE due
  15 Semester schools: End-of-Term and Grade Reports due
  30 182nd General Convention – registration deadline

The following dates and locations are to be determined for the following regions:
Northwest, Southeast, Northeast, North Central, South Central and Southwest

JULY
  15 Quarter schools: Spring End-of-Term and Grade Reports due
  31 All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote

LEADERSHIP DEVELOPMENT OPPORTUNITIES

WOODEN INSTITUTE
Winter: Oxford, Ohio January 7-10, 2021

PRESIDENTS ACADEMY & LEADERSHIP SUMMIT
Winter: Cincinnati, Ohio January 15-17, 2021

182ND GENERAL CONVENTION
Summer: Oxford, Ohio August 5-8, 2021

KEYSTONE REGIONAL CONFERENCES
Beta is committed to member health and safety and will continue to evaluate the feasibility of in-person events.

REPORTING REMINDERS
• Maintain up-to-date membership and officer rosters as changes occur.
• All Grade and End-of-Term reports are due within 30 days of the end of a term.
• Register all new members within 72 hours of joining – either the first new member 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, executive vice president, vice president of brotherhood, vice president of communication, vice president of education, vice president of finance and vice president of recruitment.

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 on August 31 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.