



2019-2020 FEE AND REPORTING INFORMATION
FEES DUE

Chapter Fee:
Fall - \$1,125 is billed Aug. 15 and is **due** Sept. 15
Spring - \$1,125 is billed Dec. 1 and is **due** Feb. 1

Roster/Membership Fees:
Fall - Rosters listing all members will be mailed to chapters Aug. 15 and are **due** with corrections, additions and deletions by Sept. 15, along with the membership fee payment. **Chapters are billed \$100 per man for all men pledged and/or initiated on or before June 30.**
Spring – Rosters listing all members will be mailed Dec. 1 and are **due** with corrections, additions and deletions no later than Feb. 1, along with the membership fee payment. **Chapters are billed \$100 per man for all men pledged and/or initiated on or before Jan. 1.**
(Membership fee payments must be sent with the corrected roster. If an updated roster with payment is not postmarked or submitted by the due date, the chapter will owe the full amount shown on the invoice plus a 10% late charge will be added.)

Loss Prevention Assessment:
Fall portion (75% of total) is billed Aug. 15 and **due** Sept. 15
Spring portion (25% of total) is billed Nov. 15 and **due** Feb. 1

Directors and Officers (D&O) Insurance and Coverage:
Fall- \$550 is billed Aug. 15 and is **due** Sept. 15
(Chapters are automatically invoiced for this insurance and coverage once a year. Payment will be expected by Sept. 15 unless the decline form is returned by Nov. 15 with the signature of an alumni officer.)

Associate Member Fees:
\$90 per man is due within seven (7) days of pledging. *A late fee of \$10 per new associate member will be assessed if payment is not received/postmarked within seven (7) days of pledging.*

Initiation Fees:
\$250 per man and is due before or within seven (7) days of initiation. *A late fee of \$20 per new initiated member will be assessed if payment is not received/postmarked within seven (7) days of initiation.*

Alumnus Initiation Fees:
\$250 per man and is due before or within seven (7) days of initiation. *A late fee of \$20 per new alumni initiate will be assessed if payment is not received/postmarked within seven (7) days of initiation.*

Finance Charges: 1% / month (12% annually) on outstanding past due balances

EXTENSIONS FOR CHAPTER FEE, ROSTER AND ROSTER FEES, AND LOSS PREVENTION FEE

Because of their school calendar, the deadline of Oct. 1 will apply to the following chapters.

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|----------|--------------|-----------------|-----------------|
| Cal Poly | Guelph | Oregon State | Western Ontario |
| Carthage | Northwestern | San Diego State | |
| Chicago | Oregon | Toronto | |

The deadline of Feb. 15 will apply to the following for the Spring Fees.

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| Carthage | DePauw | Lafayette |
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CANADIAN EXCHANGE

Canadian Chapters should pay invoices in CAD. When making payments in CAD, chapters should indicate which invoice, or invoices, they are paying in addition to writing a separate check for Loss Prevention payments. Educational program registration fees should be paid in USD. Global Service Initiative fundraising goals are recognized in USD.

ADMINISTRATIVE REPORTS DUE

Online Bio Card- Due to IHQ at time of pledging	Member Expulsions- Immediately with documentation	News Articles for Quarterly Aug. 31, Jan. 1, May 15	Leadership Institute Registration - By June 15
Associate Member Report- Due within seven (7) days of pledging	Member Resignations- Immediately with documentation	Officer List- Due immediately after officer elections	President's Academy Registration- By Dec. 1
Initiation Report- Due within seven (7) days of initiation			Regional Leadership Academy Registration- Date determined by region

PROCEDURES FOR REPORTING ASSOCIATE MEMBERS AND INITIATES

WHEN YOU INTAKE AN ASSOCIATE MEMBER CLASS:

Send to the Fraternity:

1. A completed biographical profile for each man at time of pledging
2. \$90 per man associate member fee must be submitted electronically or postmarked within seven (7) days of pledging. *Late fees are \$10 per man for associate member fees that are seven (7) days past due.*

Fraternity will send you:

1. *Cornerstone* for each associate member
2. *You may order associate member pins at any time for \$3 per pin plus shipping by contacting the executive assistant.*

WHEN YOU INITIATE A GROUP OF MEN:

Send to the Fraternity:

1. A completed Initiation Report for each initiation date within seven (7) days of initiation.
2. \$250 per man initiation fee prior to or within seven (7) days of the Initiation ceremony. *Late fees are \$20 per man for initiation fees that are seven (7) days past due.*

Fraternity will send you:

1. A goldklad member badge for each man.
2. A membership certificate and membership card. *Certificates and cards are ordered and will be sent as soon as possible (approx. 6-8 weeks).*

WHEN YOU INITIATE AN ALUMNUS MEMBER

The By-Laws of the Fraternity provide for the initiation of an "Alumnus Member of the Fraternity". The By-Laws of the Fraternity also provide for the method to be followed to elect an alumnus to membership in the Fraternity.

Send to the Fraternity:

1. Alumnus's biographical profile
2. A completed initiation report for each initiate
3. \$250 per alumnus initiate

Fraternity will send you:

1. A goldklad member badge for each man
2. A membership certificate and membership card