

2010-2011 Fee and Reporting Information

FEES DUE

Extensions: Because of the school calendar, the deadline of **October 1** will apply to **Cal Poly, Chicago, Massachusetts, Northwestern, Ohio, Ohio State, Oregon, Oregon State, San Diego, and Washington**. The deadline of **February 15** will apply to **Carthage, DePauw, Lafayette, Massachusetts and St. Norbert**.
This applies to (1) chapter fee; (2) roster and roster fees; (3) Loss Prevention fees.

Chapter Fee: Fall - \$1,000 USD/\$1,082.58 CAD is billed August 15 and is **due** September 15
Spring - \$1,000 USD is billed November 15 and is **due** February 1

An additional \$50 USD per semester discount will be credited to any chapter who is current on all obligations as of September 15 and again on February 1 of each fiscal year.

Roster/Membership Fees:

Fall - Rosters listing all members will be mailed to chapters August 15 and are **due** with corrections, additions and deletions by September 15, along with the membership fee payment. **Chapters are billed \$80 USD/\$86.61 CAD per man for all men pledged and initiated on or before June 30.**

Spring – Rosters listing all members will be mailed November 15 and are **due** with corrections, additions and deletions no later than February 1, along with the membership fee payment. **Chapters are billed \$80 per man for all men pledged and initiated on or before January 1.**

(Membership fee payments must be sent with the corrected roster. If an updated roster with payment is not postmarked or received by the due date, the chapter will owe the full amount shown on the invoice in US Dollars plus a 10% late charge will be added.)

Loss Prevention Assessment:

Fall portion (75% of total) is billed August 15 and is **due** September 15
Spring portion (25% of total) is billed November 15 and is **due** February 1

Associate Member Fees: \$70 USD/\$75.78 CAD per man is due within seven (7) days of pledging. A late fee of \$10 USD per new associate member will be assessed if payment is not received/postmarked within seven (7) days of pledging.

Initiation Fees: \$200 USD/\$216.52 CAD per man and is due before or within seven (7) days of initiation. A late fee of \$20 USD per new initiated member 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

ADMINISTRATIVE REPORTS DUE

Biographical Cards: Due to IHQ at time of pledging.

Budget: Due by May 1 for the following academic year. (i.e. the budget for the 2010-2011 academic year was due by May 1, 2010)

CEP: To make a submission visit CEP.celect.org
Last date for submissions is June 15

Initiation Report: Due seven (7) days before initiation

Leadership Institute Registration: By June 15

Winter Educational Conference Registration: By December 1

Member Expulsions: Immediately

Member Resignations: Immediately

News Articles for Quarterly: One news submission each semester

Officer List: Fall – **due** October 1
Spring – **due** February 1
Due immediately after officer elections

Summer Officer Addresses: Due (for undergraduate officers only) May 1

PROCEDURES FOR REPORTING ASSOCIATE MEMBERS AND INITIATES

WHEN YOU TAKE AN ASSOCIATE MEMBER CLASS:

- Send International Headquarters:
 1. A completed biographical card for each man at time of pledging
 2. \$70 USD/\$75.78 CAD per man associate member fee must be submitted electronically or postmarked within seven (7) days of pledging. *Late fees are \$10 USD per man for associate member fees that are seven (7) days past due.*

- International Headquarters will send you:
 1. Cornerstone for each associate member
 2. *You may order associate member pins at anytime for \$3 USD per pin plus shipping.*

WHEN YOU INITIATE A GROUP OF MEN:

- Send International Headquarters:
 1. A completed Initiation Report for each initiation date seven (7) days prior to initiation
 2. \$200 USD/\$216.52 CAD per man initiation fee prior to or within seven (7) days of the Initiation ceremony. *Late fees are \$20 USD per man for initiation fees that are seven (7) days past due.*

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

- After complying with the Laws of the Fraternity, the Chapter should send to IHQ:
 1. A completed biographical card for each alumnus initiate
 2. A completed initiation report for each initiation date (can be included with the undergraduate initiates)
 3. \$50 USD/\$54.13 CAD per alumnus initiate

- International Headquarters will send you:
 1. A goldklad member badge for each man
 2. A membership certificate and membership card