

# A Year in the Life of a Beta Chapter (2011-12)

## Event Information

January 13-15 <sup>th</sup>	<i>The Presidents Academy (CPLA)</i>	Oxford, Ohio
February 10-12 <sup>th</sup>	<i>Southeast Keystone Conference</i>	Jacksonville, Fla.
February 10-12 <sup>th</sup>	<i>Northeast Keystone Conference</i>	Cherry Hill, N.J.
February 17-19 <sup>th</sup>	<i>North Central Keystone Conference</i>	Itasca, Ill.
February 17-19 <sup>th</sup>	<i>South Central Keystone Conference</i>	Oklahoma City, Okla.
February 24-26 <sup>th</sup>	<i>Southwest Keystone Conference</i>	Los Angeles, Calif.
February 24-26 <sup>th</sup>	<i>Northwest Keystone Conference</i>	Seattle, Wash.
June 9-13 <sup>nd</sup>	<i>The Wooden Institute, Session One</i>	Oxford, Ohio
June 23-27 <sup>th</sup>	<i>The Wooden Institute, Session Two</i>	Oxford, Ohio
July 7-11 <sup>th</sup>	<i>The Wooden Institute, Session Three</i>	Oxford, Ohio
August 2-5 <sup>th</sup>	173 <sup>rd</sup> General Convention	Chicago, Ill.

## Registration Deadlines

<b>CPLA</b>	<b>Dec. 15<sup>th</sup></b>
<b>Keystone</b>	<b>Jan. 20<sup>th</sup></b>
<b>Wooden Institute</b>	<b>April 1<sup>st</sup></b>
<b>UIFI</b>	<b>April 1<sup>st</sup></b>
<b>Convention*</b>	<b>May 15<sup>th</sup></b>

\* Early bird rate expires, but registration will remain open with higher rates until mid-July

## Financial Dates

July 31 <sup>st</sup> .....	Semester Schools Billed for Insurance, Fall Dues & Heritage Fees
August 31 <sup>st</sup> .....	Quarter Schools Billed for Insurance, Fall Dues & Heritage Fees
October 1 <sup>st</sup> .....	Semester Schools Roster Adjustments Deadline for Refunding Fees
October 15 <sup>th</sup> .....	Quarter Schools Roster Adjustments Deadline for Refunding Fees
December 31 <sup>st</sup> .....	All Schools Billed for Insurance, Spring Dues & Heritage Fees
February 28 <sup>th</sup> .....	All Schools Billed for Convention Delegate
March 1 <sup>st</sup> .....	All Schools Roster Adjustments Deadline for Refunding Fees
May 1 <sup>st</sup> .....	Report Graduating Seniors on Roster Maintenance
June 30 <sup>th</sup> .....	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) or December 31 to allow for adequate chapter planning, but are not due for 60 days.
- Keystone Fees are billed in \$199 installments from Aug. 31 to Mar. 31 for eight officer registrations
- File 990 form with the IRS by the 15<sup>th</sup> day of the fifth month following your fiscal year end

## Online Reporting Dates

October 1 <sup>st</sup> .....	Spring Grade Report Due
December 10 <sup>th</sup> .....	Constitution & Bylaws Due
December 10 <sup>th</sup> .....	Update University/Chapter/Housing Profiles
December 10 <sup>th</sup> .....	Update Chapter Officers List
December 10 <sup>th</sup> .....	End of Fall Term Report Due
October 15 <sup>th</sup> .....	Winter Issue Magazine Report Due
March 1 <sup>st</sup> .....	Fall Grade Report Due
March 15 <sup>th</sup> .....	Quarter Schools End of Winter Term Report Due
April 1 <sup>st</sup> .....	<i>Men of Principle Scholarship</i> Grant Application Due
April 1 <sup>st</sup> .....	Foundation Merit Scholarship Application Deadline
April 15 <sup>th</sup> .....	Summer Issue Magazine Report Due
May 1 <sup>st</sup> .....	Positive Pledge Education Assessment Due
May 1 <sup>st</sup> .....	Select Chapter Accounting Standards Reporting Option
May 1 <sup>st</sup> .....	All General Fraternity Awards Application Deadline
June 1 <sup>st</sup> .....	Quarter Schools Winter Grade Report Due
June 1 <sup>st</sup> .....	Semester Schools End of Spring Term Report Due
June 1 <sup>st</sup> .....	Quarter Schools End of Spring Term Report Due
June 1 <sup>st</sup> .....	Update Chapter Officers List
June 1 <sup>st</sup> .....	Chapter Dates & Academic Calendar Due
June 1 <sup>st</sup> .....	All Other Reporting Needs for <i>SCOE</i> (i.e. Alumni Events) 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.