

# A YEAR IN THE LIFE

## OF A BETA THETA PI CHAPTER

### CHAPTER REPORTING CALENDAR

#### JULY (2021)

- 31 Fall dues billed to chapter

#### AUGUST

- 30 Men of Principle Grant 2020-21 application due

#### SEPTEMBER

- 01 NMEA certification for fall new member programs due  
30 Recommended submission of need-based 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 Presidents Academy – registration deadline  
31 All schools billed for insurance, spring dues and heritage fees

#### JANUARY (2022)

- 15 All schools: Fall End-of-Term and Grade Reports due  
20 Keystone Capstone Registration Deadline

#### FEBRUARY

- 01 NMEA certification for winter/spring new member programs due  
05 Collegiate Beta Volunteer Assessment begins  
16 Advisor Beta Volunteer Assessment begins  
07 Founders Commemoration Ceremony  
28 All schools billed for Convention package

- 28 Recommend submission of need-based scholarship recipients

#### 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 2021-22 Men of Principle Scholarship recipients information due  
15 Men of Principle Grant 2022-23 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 183rd General Convention – registration deadline  
*\* Final registration deadline; early-bird pricing ends April 15 (date is approximate)*

#### 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

#### 182ND GENERAL CONVENTION

Summer: August 5-8, 2021  
Oxford, Ohio

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

#### WOODEN INSTITUTE

Winter: January 6-9, 2022  
Oxford, Ohio  
Summer: TBA; Oxford, Ohio

#### KEYSTONE CAPSTONE

TBA

#### PRESIDENTS ACADEMY & LEADERSHIP SUMMIT

January 14-16, 2022  
Cincinnati, Ohio

#### 183RD GENERAL CONVENTION

Summer: August 4-7, 2022  
Atlanta, Georgia

#### 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 administration, 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.