

A YEAR IN THE LIFE

OF A BETA THETA PI CHAPTER

CHAPTER REPORTING CALENDAR

JULY (2022)

- 31 Fall dues billed to chapter

AUGUST

SEPTEMBER

- 01 NMEA certification for fall new member programs due
15 Men of Principle Grant 2022-23 application due
30 Need-based Scholarship recipient application due

OCTOBER

- 01 Semester schools: Roster adjustments deadline for refunding fees
03 Beta Brotherhood Assessment survey opens
03 Wooden Institute (Winter) registration opens
03 Presidents Academy/Leadership Summit registration opens
03 Keystone Conference registration opens
15 Quarter schools: Roster adjustments deadline for refunding fees

NOVEMBER

- 01 Beta Brotherhood Assessment survey closes
30 Wooden Institute (Winter) registration closes
30 Presidents Academy/Leadership Summit registration closes
30 Keystone Conference registration closes

DECEMBER

- 10 Update university/chapter/housing profiles
10 Update chapter officers list
31 All schools billed for insurance, spring dues and heritage fees

JANUARY (2023)

FEBRUARY

- 01 NMEA certification for winter/spring new member programs due
05 Wooden Institute (Summer) registration opens
07 Founders Commemoration Ceremony

MARCH

- 01 All schools: Roster adjustments deadline for refunding fees
15 Spring magazine report due
15 Fall End-of-Term and Grade Reports due

APRIL

- 01 UIFI scholarship applications deadline
15 Foundation Merit Scholarship applications due
15 All General Fraternity awards applications due
15 Wooden Institute (Summer) registration deadline
15 General Convention early-bird registration deadline
15 Form 990 and accounting certification letter submission deadline for non-Billhighway chapters

MAY

- 01 Report graduating seniors on roster maintenance
15 2022-23 Men of Principle Scholarship recipients information due
15 2023-24 Men of Principle Scholarship Grant application due

JUNE

- 01 Update chapter officers list
01 All other reporting needs for SCOE due
04 General Convention delegate registration deadline
15 Quarter schools: Winter End-of-Term and Grade Reports due
30 184th General Convention registration deadline
** Final registration deadline; early-bird pricing ends April 15 (date is approximate)*

JULY

- 19 All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote

AUGUST

- 15 Spring End-of-Term and Grade Reports due

LEADERSHIP DEVELOPMENT OPPORTUNITIES

KEYSTONE CONFERENCE

Cincinnati

January 13-15, 2023
January 20-22, 2023

St. Louis

January 13-15, 2023
January 27-29, 2023

PRESIDENTS ACADEMY & LEADERSHIP SUMMIT

February 24-26, 2023
Location: Chicago, Ill.

WOODEN INSTITUTE

Winter: Oxford, Ohio
January 5-8, 2023

Summer: Oxford, Ohio

June 3-7, 2023
June 10-14, 2023
June 24-28, 2023

184TH GENERAL CONVENTION

Summer: August 3-6, 2023
Dallas (Addison), Texas

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 90 days of the end of 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 INFORMATION

- 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 September 30 to February 28 for six officer registrations.
- File Form 990 with the IRS by the 15th day of the fifth month following a chapter's fiscal year end.