

Basic Business Matters

Finances:

- National membership dues are due within the first 30 days of each school term.
- Initiation fees for new members are due within the first 14 days following initiation.
- A simple income statement and balance sheet is expected at the end of each month during the academic year.
- The Vice President – Finance provides financial status updates at each chapter meeting.

Programs & Reports:

- A report of current officers with contact information is required the first week of each school term and at the beginning of summer break.
- A correct and complete Pledge Education Program is required twice each year on or before December 15 (for Jan.-June) and on June 1 (for the period July – Dec.)

Membership:

- Recruits must submit their online profile prior to the Pledging Ceremony to participate in the Pledging Ceremony.
- The Pledging Ceremony report must be submitted within 7 days after the Pledging Ceremony through the Members Module of Hub.
- The Initiation Report must be submitted within 14 days after initiation to report all initiates.
- Minimum chapter membership must be targeted at 20 or higher at all times.
- Ensure all membership changes occur within the first 30 days of each term. Total collegiate dues invoices generate from the brothers listed in the Members module. Members should keep all contact information up-to-date.

Leadership:

- A minimum of one chapter representative is expected at each Grand Chapter Congress (August of odd numbered years), at each spring Provincial Conference, as well as at one of the fall LEAD Schools. Encourage all members to attend!
- A transition meeting is needed between outgoing and newly elected officers followed by the development of chapter goals and a calendar of activities through a succession/strategic planning meeting.
- All chapters must have a chapter advisor, preferably a member of the business faculty or staff.
- Each chapter must seek to support the purpose of the Fraternity through professional programs, service projects, and the scholastic development of each member.
- Chapter meetings and/or Executive Committee meetings (pending chapter size) are both suggested on a weekly basis. It is suggested to hold the executive committee meeting prior to the chapter meeting.