

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.

Programs & Reports:

- A report of current officers with contact information is required within 14 days after the first day of each fall and spring 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:

- Basic information is submitted for potential pledges. Those individuals then complete their own membership application before the Pledging Ceremony. The chapter then must report who pledged within seven days after the Pledging Ceremony.
- 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.
- A complete and accurate membership roster must accompany all dues payments.

Leadership:

- A minimum of one chapter representative is expected at each Grand Chapter Congress (August of odd numbered years), at each spring LEAD Provincial Conference, as well as at one of the fall LEAD Schools.

- A transition meeting is needed between outgoing and newly elected officers followed by the development of chapter goals and a calendar of activities.
- All chapters must have a chapter advisor, preferably a member of the college faculty or staff.
- Each chapter must seek to support the purpose of the Fraternity through professional programs, service projects, and attention to scholarship.
- Chapter meetings and/or Executive Committee meetings (pending chapter size) are both suggested on a weekly basis.