

Calendar of Chapter Responsibilities

Fall Semester

August		E-Board Member:
Before 8/1	Order New Member Pins from Herff Jones at hjgreek.com	
September		E-Board Member:
24 hrs after NM pinning	New Member(s) entered into Pilam Portal > Recruitment > Click Report. <i>Once a New Member (NM) accepts a bid, new member activities or meetings should not occur until he has experienced the NM Pinning Ritual, been entered into our online system, and completed his online registration. NMs are reported through the system by the VP of Education within 24hrs of Pinning. NMs then receive an email to complete their registration and join the Pilam Portal.</i>	
72 hrs after NM pinning	New Member(s) complete registration in Pilam Portal. <i>NMs need to fill out all fields. They have 72hrs after completing Pinning to complete this. Completing their registration enables them to continue as a NM.</i>	
9/20	Confirmation of Dues payment plan to HQ.	
9/30	Membership Invoice payment due to HQ. <i>A Chapter will be placed on Operational Suspension if payment is not received within 7 business days of the due date.</i>	
October		E-Board Member:
10/15	New Member fee payment due to HQ.	
November		E-Board Member:
11/15	Membership Invoice payment due to HQ if you are on the Standard Payment Plan: Option 3 <i>A Chapter will be placed on Operational Suspension if payment is not received within 7 business days of the due date.</i>	
11/15	Initiation Invoice payment due to HQ. <i>Initiation invoice late fee applied to unpaid/open Initiation invoice on 12/5</i>	
December		E-Board Member:
12/5	Initiation Invoice late fee applied to unpaid/open Initiation invoice.	
12/15	Update E-Board Officers via Pilam Portal > Roles	
12/15	Submit Status Changes for brothers who graduated or are not returning to school in the Spring to Alumnus Brother in Pilam Portal > Roster.	

Spring Semester

January		E-Board Member:
Before 1/5	Order New Member Pins from Herff Jones at hjgreek.com	
1/15	Annual IRS Filing Deadline for your chapter's 990 report. <i>If your Chapter utilizes GCM or Crowded, their service handle's your 990 reporting. You should confirm with them and obtain a copy of the submitted report. If you are not a chapter that utilizes GCM or Crowded, HQ can assist in finding an Alumnus CPA or liscensed Tax professional. HQ cannot offer tax preparation advice.</i>	
24 hrs after NM pinning	New Member(s) entered into Pilam Portal > Recruitment > Click Report. <i>Once a New Member (NM) accepts a bid, new member activities or meetings should not occur until he has experienced the NM Pinning Ritual, been entered into our online system, and completed his online registration. NMs are reported through the system by the VP of Education within 24hrs of Pinning. NMs then receive an email to complete their registration and join the Pilam Portal.</i>	

72 hrs after NM pinning	New Member(s) complete registration in Pilam Portal. <i>NMs need to fill out all fields. They have 72hrs after completing Pinning to complete this. Completing their registration enables them to continue as a NM.</i>	
February		E-Board Member:
2/15	Membership Invoice payment due to HQ. <i>A Chapter will be placed on Operational Suspension if payment is not received within 7 business days of the due date.</i>	
March		E-Board Member:
3/15	New Member fee payment due to HQ.	
3/15	Chapter Awards submissions opens.	
April		E-Board Member:
4/1	Registration opens for Leadership Institute (LI) or Convention Primary, Secondary, and/or Additional Delegate(s).	
4/15	Initiation Invoice payment due to HQ. <i>Initiation invoice late fee applied to unpaid/open Initiation invoice on 5/5</i>	
4/15	Chapter Awards submissions close.	
4/30	Finalize any Leadership Institute (LI) or Convention Primary, Secondary, and/or Additional Delegate(s).	
4/30	Book air travel; if applicable, to designated airport for Leadership Institute (LI) or Convention. <i>Please pay attention for LI specific email communication.</i>	
May		E-Board Member:
5/5	Initiation Invoice late fee applied to unpaid/open Initiation invoice.	
5/31	Finalize Leadership Institute (LI) travel plans. <i>Please pay attention for LI specific email communication.</i>	
5/31	Submit Status Changes for brothers who have graduated or are not returning to school in the Fall to Alumnus Brother in Pilam Portal > Roster.	
Summer		
June		E-Board Member:
6/1	Please pay attention for LI specific email communication for delegates and arrival information.	
6/30	Budget planning should be underway. <i>Obtain budget requests from respective VPs to know what expenses to budget for.</i>	
July		E-Board Member:
7/15	Finalize upcoming Academic Year Brotherhood Roster with HQ via the Pilam Portal > Roster. <i>Move graduated and/or non-returning brothers to Alumnus Brother. Any New Members need to be updated to Undergraduate Brother.</i>	
7/15	Finalize budget for the upcoming year. <i>Obtain budget requests from respective VPs to know what expenses to budget for.</i>	