

IHQ Annual Calendar of Chapter Responsibilities for Chapters and Colonies

Fall Semester Chapter Responsibilities		
August		E-Board Member
8/1	Submit E-Board Officer updates via ChapterSpot.	
8/20	Order NM Pins from Herff Jones at hjgreek.com.	
	Send to IHQ a copy of your school's calendar.	
	Finalize Academic Year Brotherhood Roster with IHQ.	
	Begin Fall Semester Expulsions by changing brotherhood status of members in ChapterSpot to Pending Expulsion.	
September		
9/20	MAILING DATE: Chapter Dues Payments to IHQ.	
9/30	DUE DATE: Chapter Dues Payment received at IHQ.	
October		
10/10	MAILING DATE: New Member fees sent to IHQ.	
10/20	DUE DATE: New Member On-line Registration Information completed & New Member Fee Payment received by IHQ.	
10/25	Submit annual 990 or 990ez to the IRS. Forward copy of confirmation and/or filling to IHQ via ChapterSpot form.	
November		
11/1	Annual IRS Filing Deadline for your chapter's 990 report. Ensure a copy of the report to be submitted to IHQ for recordkeeping purposes via ChapterSpot form.	
11/10	MAILING DATE: Chapter Dues/Risk Management Payment to IHQ.	
	MAILING DATE: Initiation Fees to IHQ.	
11/15	DUE DATE: Chapter Dues Payment received at IHQ.	
11/20	DUE DATE: Initiation Fees received at IHQ.	
December		
12/5	Late Initiation Fee Penalty assessed for Initiation Fees not postmarked by 12/5.	
12/15	Submit E-Board Officer updates via ChapterSpot prior to Winter Break.	
12/15	Update brotherhood status for members who graduated or are not returning to school in the Spring to Alumnus Brother.	

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Spring Semester Chapter Responsibilities		
January	Chapter Follow-Up Item	E-Board Member
1/15	Order NM Pins from IHQ for upcoming Spring Recruitment.	
1/25	Begin Spring Semester Expulsions by changing brotherhood status of members in ChapterSpot to Pending Expulsion.	
1/31	Provide IHQ/Leadership Consultants with changes to Chapter E-Board.	
February	Chapter Follow-Up Item	
2/10	Mailing Date: Chapter Dues/Risk Management Payment to IHQ.	
2/10	Mailing Date: New Member Fees sent to IHQ.	
2/15	Due Date: Chapter Dues Payment received at IHQ.	
2/20	Due Date: New Member On-line Registration Information complete & New Member Fee Payment received by IHQ.	
April	Chapter Follow-Up Item	
4/1	Annual Chapter Awards Submission Site Opens.	
	Register Primary and Additional Delegate for Annual Convention.	
4/10	Mailing Date: Init Fees to IHQ.	
4/20	Due Date: Initiation Fees received at IHQ.	
May	Chapter Follow-Up Item	
5/5	Late Initiation Fee Penalty assessed for Initiation Fees not postmarked by 5/5.	
5/15	Notify IHQ of any E-Board Changes prior to Summer Break.	
5/25	Deadline for Annual Chapter Awards Submission.	
June	Chapter Follow-Up Item	
6/15	Finalized any unregistered Primary and Additional Delegate for Annual Convention.	
6/30	Update brotherhood status for members who graduated or are not returning to school in the Fall to Alumnus Brother.	