



DELTA KAPPA EPSILON

Gentlemen, Scholars & Jolly Good Fellows

DKE Dues Collection Procedures

- 7/1 Chapter rosters disseminated to local officers for edits via Google Sheets. Roster edits due no later than July 15th.
- 7/15 Due Date for Chapter Rosters to be returned to DKE.
- 8/15 DKE sends invoices to chapter officers based on updated roster or previous roster if not returned.
- 8/15 to 9/17 Adjustment period in which chapter can make final adjustments to their rosters. DKE will adjust billings and send a revised invoice. For chapters at schools that start before September 3rd, no adjustments are allowed after September 10. For chapters that start after Labor Day, no adjustments will be permitted after September 17.
- 9/15 to 9/22 Due date for first semester payments. If a chapter pays in full, a *discount of 10%* is provided on the dues portion (not risk management fee). Alternate payment option to pay 50% on September 15 and the balance on November 1. [Payment due date for start date post Sept. 3rd chapters is Sept. 22.]
- 11/1 Second payment is due for the first semester dues invoice for chapters that did not make full payment on September 15 / or September 22 for post September 3rd chapters.
- 11/10 DKE sends first semester roster / current roster to chapter officers with instructions on how to update and return the rosters. Informs chapter of what second semester dues per man charges will be.
- 11/15 **Late payment fee of 10%** applied to any outstanding balance. DKE sends invoice for balance plus late fee.
- 12/1 Due Date for Second Semester Chapter Rosters to be returned to DKE. Treasurer training and budgeting webinars.
- 12/15 DKE sends invoices to chapter officers based on updated roster or previous roster if the updated roster is not returned. Second Semester Dues plus previous outstanding balances. **Second half of risk management fees included on these invoices.**

12/15 - 1/20 Adjustment period in which chapter can make final adjustments to their rosters. DKE will adjust billings and send a revised invoice before due dates. After January 10, no adjustments for the semester are allowed. [Chapters at school that start 2nd semester classes after January 11, no adjustments are allowed after January 20.]

RAMPANT LION INCENTIVE – If a chapter makes full payment of its invoices for both the September 15 billing and the January 15 billing, the chapter's **next DKE Event/Convention fees will be waived.**

DKE New Member Fees Collection Procedures

- 10/15 New member rosters are to be completed and returned to DKE and initiation date established.
- 10/15 The chapter is invoiced for new member fees. DKE membership agreements are sent to pledges for e-signatures. ***Chapters who want pins & scrolls delivered before initiation must complete payments, demonstrate completion of Tightrope education courses, and place request 3 weeks prior to initiation.***
- 10/15 - 11/1 Adjustment Period for chapter to update new member rosters. DKE will send a revised invoice.
- 11/15 New member fees due in full.
- 12/1 Late fee of 10% applied to outstanding new member balance. Members who have not e-signed their membership agreement by this date are at risk for forfeiting DKE membership; if chapter does not resolve the issue and obtain e-signatures, the involved member will be referred to DKE IHQ's Judicial Committee for determination.
- 12/16 New member pins and scrolls will be ordered for chapters that did not place orders in advance of initiation - if new member fees have been paid in full.

Delinquent Dues Policy

If a chapter has an outstanding balance that is greater than the current semester's invoices on either November 15 or March 15, the chapter shall be placed on suspension including the prohibition on social functions. Failure to correct within 30 days will require the chapter to utilize AFM for full financial service. Additionally, *the chapter will be referred to the Treasurer of the DKE Board of Directors.* If the account is not brought to good standing, chapter operations will be placed on full cease & desist.

Suspension will be lifted once the chapter has paid their current balance in full or entered into a written payment plan with DKE. Payment plans will require a minimum payment of 50% of the outstanding amount. If a chapter misses a payment required by an agreed upon payment plan, the suspension will be reinstated until the chapter's account is fully paid.

If a chapter does not enter into a payment plan or does not fulfill a payment plan, and the outstanding amount owed is greater than the total of the past three semester's billings, the chapter will be brought before the DKE Board of Directors for a vote to suspend the chapter's charter. To gain reinstatement, the previous balance owed will need to be paid in full or meet other conditions imposed by the Board of Directors, and the group will be reinstated with colony status, being required to fulfill the then current requirements for a colony to be re-chartered.