

Tau Epsilon Phi Fraternity, Inc.

Rosters and Billing Policies

2023 - 2024

This policy applies to the timeline for chapters, provisional chapters and interest groups (hereafter referred to as chapters) submitting their rosters via GreekTrack to the national database, paying your chapter's dues, and submitting payment to the National office and the potential outcomes for not adhering to these procedures. A copy of this policy will be provided electronically to each Chancellor prior to the start of the fall semester. Please review, check off all the boxes, and sign your name that you have completed the tasks and provide a copy of your roster to a staff member of the National Fraternity.

To do list fall 2023

- Update roster for all returning members no later than September 1 in GreekTrack
- Enter Candidates into GreekTrack (national database) before induction
- Each candidate signs their FERPA waiver before candidate induction
- Order bid cards, candidate pins, and portals, here - <https://tep.org/orderform/>
- Each candidate must be informed of his financial obligations and the chapter shall collect a \$100 non-refundable candidate fee and an additional \$250 initiation fee. The \$250 is refundable if the candidate is not initiated. Contact the Executive Director for any needed refunds.
- Pay National dues in full by September 30 or contact the Executive Director prior to the due date to set up a payment plan
- Dues must be paid for by check unless the chapter wishes to pay the service fees for online payment. You can also pay your dues via Venmo at - @tepfraternity

Provisional Chapter/Chapter Name: _____

Printed Name & Signature: _____

Date: _____

Please note that there are now penalties for those who fail to meet these deadlines. Please see below for more details.

General Policy: All chapters, provisional chapters and interest groups

Chapter Rosters:

- **FALL:** Updated rosters for members are due via GreekTrack for review by the National office by **September 1** for the fall semester
- **SPRING:** Updated rosters for members are due via GreekTrack for review by the National office by **February 1** for the spring semester
- No roster changes will be permitted after these deadlines without permission of the National office. **There will be late adjustment fees for not meeting deadlines.**

Chapter Dues:

- **FALL:** The cost per member of \$300 for national dues are due September 30, 2023
- **SPRING:** The cost per member of \$300 for national dues are due March 1, 2024

The national office may request copies of your roster from our University partners to verify submissions.

ALL CHAPTER MEMBERSHIP, FINANCE CONTRACTS & FERPA WAIVERS MUST BE SIGNED BEFORE ROSTER DUE DATE OR YOUR CHAPTER WILL NOT BE IN GOOD STANDING! ANY CHAPTERS WITH OUTSTANDING CONTRACTS MAY BE PLACED ON PROBATION OR SUSPENSION.

Candidate Fees:

ALL CANDIDATE MEMBERSHIP INFORMATION, FINANCIAL CONTRACTS & FERPA WAIVERS MUST BE SIGNED BEFORE INITIATION CAN TAKE PLACE.

FALL: Due no later than **October 15, 2023**, Pledge and initiation fees are split into two sections

- \$100 - dollar Induction fee - This pays for Portals, Pins, and Membership cards. (Non-Refundable)
- \$250 - dollar Initiation fee - This will be refunded if the candidate is not initiated.

SPRING: Due no later than **March 15, 2024**, Pledge and initiation fees are split into two sections

- \$100 - dollar Induction fee - This pays for Portals, Pins, and Cards. (Non-Refundable)
- \$250 - dollar Initiation fee - This will be refunded if the candidate is not initiated.

ROSTER DIRECTIONS:

Rosters must also be submitted for candidates within one week of candidate Induction.

Rosters must include first and last name, mailing addresses, email address, pledge class, anticipated graduation date, position in chapter (if officer), and other information that may be requested.

- Go to Members tab then Add New Member

Any change of status should also be indicated (alumnus, not initiated, semester abroad, co-op/internship, etc.)

New candidates will also enter their personal information in their member record and candidate fees must be paid within a week of beginning the new member education process.

Each chapter is responsible for updating the status of their new members in GreekTrack for those initiates completing the new member education process. New member badges will be sent prior to the ceremony provided the group provides sufficient notice to the national office. Member certificates “shingles” will be sent once initiation dates are confirmed and the chapter completes a shingle request form. **Initiation fees are due prior to initiating any members.**

Chapters may develop a payment plan with approval of the Executive Director if the chapter has a particular issue and each plan will be unique to that group. No chapter may carry a balance into a subsequent semester, without approval from the Grand Council’s Finance Committee. Failure to remain current on your payment plan may result in the chapter’s suspension.

By signing below, you and your chapter have acknowledged that the roster is up to date and correct. Any additional changes after the posted due dates may incur financial penalties for the chapter.

Provisional Chapter/Chapter Name: _____

Printed Name & Signature: _____

Date: _____

PLEASE NOTE – Effective January 1, 2022 – All dues’ payments should be paid by check payable to “Tau Epsilon Phi Fraternity, Inc.” and mailed to – Tau Epsilon Phi Fraternity, Inc., 400 Broadway, #718, Troy, NY 12181. If you wish to pay online, you will be required to pay any online transaction fees. Conversely, you can also pay via VENMO at no additional charge at - @tepfraternity

Failure to report active membership and submit dues may have a negative impact on the fraternity as a whole so it is imperative that rosters and dues are addressed in a timely manner. Possible consequences that may ensue from the National office after discussion with the Grand Council will vary depending on the pattern of the chapter/provisional chapter and could include:

CONSEQUENCES:

- A verbal reminder/warning will be recorded in the Grand Council meeting minutes and given to chapter leadership
- A chapter may be placed on probation and your university and alumni advisor(s) may be notified that the chapter is not meeting their obligations which may jeopardize recognition of the chapter
- New member education and initiation supplies may be delayed
- Chapters may not receive “Additional Named Insured” forms required by many of our campus partners until rosters are received or payments made
- There may be a call for a membership review and/or chapter review to reevaluate the status of the chapter/provisional chapter and its members.
- Chapters/provisional chapters “deactivating” a member who is later named in a risk management exposure incident WILL NOT be covered by insurance.
- The chapter will be assigned a 5% fine on the total dues outstanding every two weeks your bill is not paid, up to a total fine of 20%, if your roster isn't completed on time and / or payment isn't made by the due date. This fine must be paid within 30 days or your chapter will incur further sanctions.

Frequently asked Questions (FAQ's)

- **How much are dues?**

National dues are currently \$300 per member per semester and pay for services that national provides which include our software platforms, GreekTrack, marketing materials, employees' salaries and costs related to annual chapter visits, insurance, new expansion initiatives, attendance at leadership retreats and / or conventions, and membership fees to belong to national organizations which include the NIC, AFA and more.

- **Can I do a payment plan?**

Yes you can! Contact our Executive Director Tim Smith at tsmith@tep.org to discuss options.

- **How much are new member candidate fees?**

There is a one-time \$100 dollar Induction fee and a one-time \$250 dollar Initiation fee for a total \$350. The \$250 initiation fee is refundable to anyone who becomes a candidate but isn't initiated into the Brotherhood. The \$100 induction fee is NOT refundable and chapters will be billed for this fee even if a candidate drops from the program.

- **How do I update my chapter roster?**

Contact your national representative Jake Corter (jake@tep.org) or Noah Edwards (noah@tep.org) with questions. You can also contact our Vice Consul for Undergraduate Affairs Brian Deyo at (vcua@tep.org). They can provide you with assistance. They can also arrange for direct training for you or another officer if needed.

- **How do I pay my chapter account?**

You must be logged into your GreekTrack account and you should see an invoice under the finance section. Please pay your invoice by check as listed above and mail to the national headquarters. Please contact Jake Corter or Noah Edwards if you need further assistance in finding or paying your invoice.

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- **I can't get into my GreekTrack account?**

Contact Tim Smith (tsmith@tep.org), Jake Corter (jake@tep.org), Noah Edwards (noah@tep.org), or Brian Deyo (vcua@tep.org) for assistance.