

Tau Epsilon Phi Fraternity, Inc.

Rosters and Billing Policies

2020 - 2021

This policy applies to the timeline for chapters, colonies and interest groups (hereafter referred to as chapters) submitting their rosters via Memberplanet, Inc. (MP,) paying their chapter's dues bills, 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 semester. Please review, check off all the boxes, sign your name that you have completed the tasks and provide a copy of your MP roster to a staff member of the National Fraternity.

To Do List Spring 2021

- Update MemberPlanet Roster for all returning members no later than January 31st.
- Enter Candidates into MemberPlanet before Induction.
- Each Member signs a Membership, Financial Contract, and FERPA Waiver before February 12th in Greek Bill.
- Each Candidate signs their FERPA Waiver before Candidate Induction.
- Order pins and portals, here - <https://tep.org/orderform/>
- Each Candidate pays the chapter the full candidate fees of \$250 before Induction. As a reminder, \$200 is refundable if a candidate doesn't get initiated.
- Pay National Dues in full by March 1st or contact the Executive Director prior to the due date to set up a payment plan.

Colony/Chapter Name: _____

Printed Name & Signature: _____

Date: _____

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

General Policy: All chapters, colonies and interest groups

Chapter Rosters:

- **FALL:** Updated rosters for members are due via MemberPlanet for review by the National office by **September 1st** for the fall semester
- **SPRING:** Updated rosters for members are due via MemberPlanet for review by the National office by **February 1st** 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 \$250 for national dues are due October 1st.
- **SPRING:** The cost per member of \$250 for national dues are due March 1st

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, FINANCIAL CONTRACTS & FERPA WAIVERS MUST BE SIGNED IN GREEKBILL BEFORE INITIATION CAN TAKE PLACE.

FALL: Due no later than **October 15th**, Pledge and initiation fees are split into two sections (NOT TWO PAYMENTS)

- \$50-dollar Induction fee - This pays for Portals, Pins, and Membership cards. (Non-Refundable)
- \$200-dollar Initiation fee - This is refundable if a candidate is not initiated.

SPRING: Due no later than **March 16th**, Pledge and initiation fees are split into two sections (NOT TWO PAYMENTS)

- \$50-dollar Induction fee - This pays for Portals, Pins, and Cards. (Non-Refundable)
- \$200-dollar Initiation fee - This is refundable if a candidate is not initiated.

ROSTER DIRECTIONS:

Rosters must also be submitted for candidates BEFORE Initiation.

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, disaffiliated, etc.)

- This can all be found in the Membership tab and can be changed by clicking Assign Membership Level (please ask a staff member if you have trouble making updates)

New candidates will also enter their personal information in their MemberPlanet record and pledge fees should be paid within a week of beginning the new member education process via Greekbill.

Each chapter is responsible for updating the status of their new members in MemberPlanet 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 and / or Quaestor 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 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.

Colony/Chapter Name: _____

Printed Name & Signature: _____

Date: _____

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/colony 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 advisors 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/colony and its members.
- Chapters/colonies “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 total dues outstanding every two weeks 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.

REWARDS:

- If the chapter pays their bill in full any time at least a week before the due date (must be received by GreekBill) they will receive a rebate of five percent (5%) of their dues. This rebate will be applied to their account for use toward future bills. Payment must be received at least one week prior to due date to qualify.
- Chapters that have paid their bill in full in advance of the due date for two consecutive years and have maintained good standing with the national and their university shall be subject to a 10% rebate each semester their bill is paid in advance and paid in full.
- Chapters that pay dues on time or are continually in good standing will get a care package of Tau Epsilon Phi materials and resources when the Chapter Services Consultant visits.

Frequently asked Questions (FAQ's)

- **How much are dues?**

National dues are currently \$250 per member per semester and pay for services that national provides which include Memberplanet, GreekBill, marketing materials, employees' salaries and travel costs including annual chapter visits, insurance, new expansion initiatives, attendance at leadership retreats and / or conventions, membership fees to belong to national organizations which including the NIC 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 \$50 dollar Induction fee and a one-time \$200 dollar Initiation fee for a total \$250. The \$200 is refundable to anyone who becomes a candidate but isn't initiated into the Brotherhood. The \$50 induction fee is NOT refundable.

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

Contact your national representative who is either Nick Dondiego (nick@tep.org) for chapters or Jake Corter (jake@tep.org) for colonies. They can provide individual assistance. They can also arrange direct training for you or another officer if needed.

- **How do I pay my GreekBill payment?**

You must be logged into your main GreekBill national account. This is different from your individual member accounts. Please contact Nick or Jake if you need further assistance in finding or paying your invoice.

- **I can't get into my Memberplanet or GreekBill account?**

Contact Nick Dondiego (nick@tep.org) or Jake Corter (jake@tep.org) to have your login information updated.

- **What if my chapter is completely remote for a semester?**

Contact Tim Smith, Executive Director at tsmith@tep.org to discuss your situation. The Executive Director will discuss your matter with the Consul and provide guidance.