**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

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| **DUES COLLECTION**  |

**PURPOSE:**

To provide guidelines for the collection of Chapter dues.

**POLICY STATEMENT**

Chapter dues are to be collected in full, from each active member by December 31st of each year.

**PROCEDURE;**

1. Chapter dues are submitted to the Tamiochus.
2. A receipt is to be issued identifying the type of payment (cash, money order or check), date, member’s name and the amount.
3. Dues received by the Tamiochus will be submitted to the Tamias within 10 business days.
4. The Tamias will deposit money in chapter bank account within 10 business days of receipt.
5. Members who have not paid dues by December 31st shall be notified of their delinquent status by email or USPS.
6. The Tamiochus will collect the first year’s dues and assessments due in full, from inactive members who will be reinstated or transferred into the Chapter.