



**2019 - 2020  
DUES AND PREMIUMS**

This document has been created to provide your chapter with a comprehensive overview of the dues and premiums policy for Phi Kappa Psi. Billing for Phi Kappa Psi is done twice a year- once in the Fall and again in the Spring. Please review this information and contact Phi Kappa Psi Headquarters if you have questions.

**BILLING SCHEDULE**

	<b>Chapter Roster Must be Updated</b>	<b>Census Taken &amp; Invoices Sent</b>	<b>Invoice Due</b>
FALL	September 30	October 1	November 1
SPRING	February 3	February 4	March 6

**CHAPTER DUES PER MEMBER<sup>1</sup>**

	<b>FALL</b>	<b>SPRING</b>
Chapter Services Fee	86.95	86.95
Canonsburg Assessment	10.00	10.00
Liability Insurance <sup>2</sup>	97.00	97.00
Risk Management & Wellness	43.45	43.45
Conference Fee <sup>4</sup>	21.70	21.70
<b>TOTAL</b>	<b>\$259.10</b>	<b>\$259.10</b>

1: All fees (except liability insurance) are increased annually at a rate consistent with the previous year's Consumer Price Index as reported by the Department of Labor. The "Services Less Energy" rate was 2.7% for 2019 and is reflected in the current per man cost of the fee.

2: A chapter's liability insurance premium may fluctuate depending on its insurance tier (see page 3)

3. This fee will cover registration for officers to Regional Officer Training and two (2) undergraduate members to attend the Grand Arch Council (Less travel and hotel cost).

**NEW MEMBERSHIP FEES**

	<b>EXPENSE</b>	<b>NOTE</b>
New Member Fee	50.00	This fee is billed to the chapter at the time a new member is reported. This fee is refundable for up to one (1) day following the chapter's new member induction ceremony.
Initiation Fee	250.00	This fee is billed to the chapter at the time a new member is reported as an initiated member of the Fraternity.



## BILLING BY MEMBERSHIP STATUS

	ACTIVE <sup>2</sup>	NEW MEMBER <sup>1</sup>
New Member Fee	---	50.00
Initiation Fee	---	250.00
Chapter Services Fee	86.95	86.95
Canonsburg Assessment Fee	10.00	10.00
Liability Insurance	97.00	97.00
Risk Management and Wellness Fee	43.45	43.45
Conference Fee	21.70	21.70
<b>TOTAL</b>	<b>259.10</b>	<b>559.10</b>

1: **New Members who join before the census date will be billed the same chapter dues as active members,** in addition to their membership fees. New Members who join after the census date will only be billed for membership fees.

2: Active members who are considered “off campus” for the semester on an internship, study abroad, etc. will not be charged for billing.

## Special Notes

A breakdown of the fee structure is as follows:

**Chapter Services Fees** help pay for the Fraternity’s chapter services programs and operational costs.

**Canonsburg Assessment** (passed at the 2008 Grand Arch Council). This assessment provides member income to the Canonsburg Corporation. Chapters who do not pay property insurance are eligible to apply for an exemption to the assessment. The exemption application form is due on September 13, 2019 for chapters to be exempt for the 2019-2020 academic year.

**Conference Fees** help cover expenses for programming, educational initiatives and conferences such the GAC, Regional Officer Trainings, Woodrow Wilson Leadership School, and other programs offered to our members, including registration, facilities, materials and speakers.

**Risk Management and Wellness Fee** supports the health and wellness programming for Phi Kappa Psi chapters, including Ladder of Risk, ASTP, Social Strengths and Behind Happy Faces along with risk management education and support.

**New Member Fees, Initiation Fees,** and all pertinent information are due to the headquarters within seven (7) days of the respective ceremonies taking place per the Fraternity’s Constitution, Bylaws, and Rules.

**Liability Insurance Premiums** provide liability coverage to chapter officers, advisors, members, and new members. Additionally, theft coverage is provided for presidents and treasurers of both the chapter and house corporation. However, **property insurance premiums** are *in addition* to the liability premiums and are determined by the dollar value of your chapter’s property and furnishings. That dollar value is provided to Headquarters by chapters and/or house corporations and should be based on the property’s replacement value. **This program does not insure the private property of members who live in the chapter house.** An administrative fee of 7.5% is included.



## INSURANCE RATES & CONTRIBUTING FACTORS

### Low Tier Insurance:

- Chapters that complete six (6) risk management education programs will be classified at the LOW insurance rate.

### Normal Insurance:

- Chapters that complete the two (2) required risk management programs will be classified at the NORMAL insurance rate.

### High Tier Insurance:

- Chapters that fail to complete the two (2) required risk management education programs will be classified at the HIGH insurance rate.
- All chapters that receive a risk management violation during the previous academic year will be classified at the HIGH insurance rate.

	PERCENTAGE CHANGE	TOTAL PER MAN	
New	Low	-10%	87.30
	Normal	---	97.00
	High	+10%	106.70

### Member Education:

Since 2015 there has been a mandate to all chapters regarding the use of GreekLifeEdu as part of the **Fraternity's Member Orientation Program**. All chapters are required to utilize this program with new members. New member progress will be tracked through completion of the GreekLifeEdu program.

There are two parts of the GreekLifeEdu program that should be completed before initiation and absolutely no later than June 30, 2020. Failure to comply with this will result in a financial penalty of up to 20% of the chapter's liability insurance premium for the following academic year.

The completion rate includes any new member who joins the fraternity between May 1 of the previous academic year and April 30 of the current academic year. The new member must be initiated, even if he is no longer an active member of the chapter.

GreekLifeEdu Completion Rate	Percentage Change	Total Per Man
All new members (100%)	---	---
Greater than 50%, but less than 100% of new members	+10%	+9.70
Less than 50% of new members	+20%	+19.40



**FINES**

	<b>FINE</b>	<b>EXPLANATION</b>
Returned Payment/ Bounced Check	50.00	This fee is charged if a check from the chapter is returned by the bank for any reason.
Late Reporting of a New Member or Initiation	+10% per person <sup>1</sup>	This fee is charged if a new member or initiation is reported more than seven (7) days after the ceremony.
New Member Initiation Period Non-Compliance	\$1000 a day	This fee is charged if chapters do not comply with the new member program deadlines (10 days, 21 days, or 6 weeks)

1: This fine will be calculated based upon the cost of the event that is reported late (i.e., \$50 new member fee).

**General Invoice Late Fees**

A chapter will be charged a 10% late fee for general invoices that have a balance after 30 days from the invoice date.

Any chapter that has a balance 60 days after the invoice date will be reported to the Executive Council. The Executive Council will then begin the process to suspend the chapter until any outstanding balance is addressed.

**Insurance Invoice Late Fees**

- All insurance invoices with a balance after 30 days shall be charged a 1% late fine.