



Southwestern Regional Updates and Compliance Matters

2011 CHAPTER DIRECTORY DUE NOW

According to the Alpha Regulations, *"The names and addresses of the officers elected shall be submitted to the Office of the Executive Director within ten (10) days after election."* **The ability to update chapter directories has been added in AlphaNET.** Your chapter officer should follow the instructions as printed to ensure your chapter's directory is updated.

Instructions to Update Directory on AlphaNET

1. A chapter president or secretary (or any current chapter officer) logs on to AlphaNet.
2. Select the **Membership** Tab.
3. Under the **General Tasks** heading, select My Chapter.
4. Under the **What would you like to Do?** heading, select either
"Renew this Chapter (2010 Chapter Term - 1 Year (Alumni))" for an Alumni Chapter **or**
"Renew this Chapter (2010 College Chapter One Year)" for a College Chapter.
5. Complete the information as required and follow the prompts.
6. Once completed, the information is automatically updated within the system. **To confirm, you will notice the option that will state "2011 Officers" in the dropdown list. If it does not say, "2011 Officers", your directory was not updated. Paper Chapter Directory forms WILL NOT BE AVAILABLE!!!**

2011 CHAPTER TAX AND CHAPTER INSURANCE FEE

Your chapter's 2011 Chapter Tax and Chapter Insurance fees will be reset in the membership management system, AlphaNET by September. Your chapter will show a status of "Not In Good Standing" as a result. You will receive an invoice from the Corporate office delineating what your chapter will be expected to pay.

According to the By-Laws in the General Constitution, "The Annual Chapter Tax which each chapter shall be required to pay shall be determined by the following formula:

*Grand Tax times (multiplied by) the number of Chapter Delegates apportioned to Chapters. Your chapter's delegates are **apportioned by the number of financial members as of May 1 of Convention Year.***"

In addition, "*On or before **November 15th** of each year, each member of the Fraternity shall pay through his chapter an annual Grand Tax for the ensuing year and each Chapter shall pay an annual **Chapter Tax and Chapter Insurance Fee** for the ensuing year.*"

*If the annual Grand Tax and Chapter Tax and Chapter Insurance Fee is paid after November 15th, but before September 1st of the following year, there shall be added a late fee of \$10.00 (Grand Tax) and **\$50.00 (Chapter Tax and Chapter Insurance Fee)**, for each delinquent payment... Delinquency of payments shall be determined by the postmark on the communication received by the General Office."*

Chapter Fees and Taxes Structure

	BEFORE November 15th	AFTER November 15th
Chapter Tax - College Chapter	No. of Delegates x \$75.00	(No. of Delegates x \$75.00) + \$50.00
Chapter Tax - Alumni Chapter	No. of Delegates x \$150.00	(No. of Delegates x \$150.00) + \$50.00
Chapter Insurance Fee	\$700.00	\$700.00

To Pay Chapter Tax and Chapter Insurance Fee via AlphaNET

• Chapters have the ability to pay their fees online via AlphaNET by following these instructions:

1. A chapter officer logs on to AlphaNET (**usually the president or treasurer**).
2. Select the Membership Tab.
3. Under the General Tasks heading, select My Chapter.

The expected chapter tax for the upcoming fiscal year will be highlighted in red on your chapter detail screen.

4. Under the What would you like to do heading, select

Manage Chapter Invoices and Payments

5. If there are open invoices displayed, type the amount to be paid for each invoice then select **Pay Now**. The chapter tax and chapter insurance fee should be displayed.
6. Complete the credit card or banking (account number/routing number) information, then click Confirm Payment.
7. Follow the instructions and once completed, the information is automatically updated within the system.

TO PAY CHAPTER TAX AND CHAPTER INSURANCE FEE VIA U.S. MAIL

Goto www.apa1906.net, select Membership, select Chapters, then select the form, *Remittance of funds – Taxes & fees*. Follow the instructions as printed.