



DELTA KAPPA EPSILON

Gentlemen, Scholars & Jolly Good Fellows

International & Local Dues Resource

Because of the disruption caused by the outbreak of COVID-19, Delta Kappa Epsilon has compiled this resource as a way to answer questions regarding International dues and fees. Additionally, this resource provides recommended courses of action for dues and dues collection at the local level. Should you have any specific questions not answered in this resource regarding dues and their collection, please contact your chapter consultant or Mike Hilts at mike@dke.org as soon as possible to address your concerns.

International Dues

- DKE is proceeding with dues collection as normal. This is because DKE HQ is still operational; in fact, DKE HQ has increased its service to our organizations through our COVID-19 response resources.
- In an effort to offer relief to our chapters, DKE HQ is waiving all late fees assessed in March and April. This is designed to allow our members adequate time in meeting their financial obligations.
- Greekbill is also still live, so payments can be made normally regardless of if your organization pays individually or through bulk pay.
- As a reminder, each semester Active Members of DKE are assessed International dues and risk management fees. International dues are used to conduct the business of the Fraternity, such as resource development, and are billed at \$70.50 and \$76.25 in the US and Canada respectively. Risk management fees are largely used to pay for insurance coverage through our carrier Holmes Murphy, which are variably based on chapter performance with a base rate of \$143.75 in the US with a separate system in Canada.
- New member billing will proceed as normal with the mandatory initiation by May 1st, 2020. For more information regarding New Member Education, please see our resources in the Local Operations section of www.dke.org/covid.
- Convention billing will remain the same, with partial billing having already occurred. If the 176th Convention is cancelled, postponed, or altered in a way that adjusts our costs, adjustments will be made to organizational accounts as credits to future international events. More information will be available to our Organizations as it becomes available to the International Fraternity.

Local Dues Collection

The move by many host institutions to virtual classes, temporary cancellation, mandatory or voluntary move-out of campus housing, and restrictions on large and small group activities, will impact the operations and planned activities of Organizations. Therefore, it is important for Organizations to plan for the possible financial impact this will cause.

While a postponement or cancellation of some organization events may reduce or delay certain expenses, there are other costs associated with an organization's operations – and a chapter house – that will continue whether an Organization is operating normally or not. Further, an unexpected delay or cancellation of activities could result in unexpected *additional* costs. It is important that organization officers, with the assistance of advisors, consider these financial matters and plan accordingly.

Organization officers and alumni advisors – working with their respective house corporation, if applicable – should review the budget for the remainder of the term, in a prioritized manner, to first account for fixed operational costs and then for variable expenses.

Fixed operational costs of the organization may include:

- Dues and fees to the local IFC and college or university
- Fees and assessments to the Fraternity, which include:
 - Chapter Assessments & Membership Fees
 - Liability Assessments
 - Initiation Fees
 - Budgeted Convention Expenses
- Other items the chapter may be contractually obligated to pay.
- If applicable, items which are paid in support of the Organization's facility such as parlor fees.

Plans for the continued payment of fixed operational costs during any period of disruption should be confirmed to maintain essential services, including insurance coverage and utilities.

Alternatively, an organization's variable costs may change due to a disruption in regular business operations. Such variable costs are most often related to activities and events, including philanthropic, community service, and social activities and events.

Organizations should maintain their dues structure and the collection of dues during any period of disruption. Only after careful consideration by the organization officers and alumni advisors should any adjustment be *considered* to the dues structure, and only to the extent that certain variable costs will no longer be incurred by the organization due to cancellation.

It is further recommended that this consideration **should only be made if** all members are paid in full so an equal application could be made. The impact of this shut down may only apply to 25-40% of the remaining term although organization operational expenses remain. If considered at all, the adjustment should only be applied to the period of time impacted, not the entire term or past due amounts. Additionally, it is recommended that before adjustment is made to the dues structure, officers should review the Brotherhood from a Distance resource available on the Local Operations page of www.dke.org/covid. This resource may provide ideas on reappropriating open funds to activities that invest in keeping the bonds of brotherhood tight while the Organization is decentralized.

Communication to all members regarding these financial plans will be key to ensuring their understanding and will position the organization to promptly restore full operations as soon as possible.