Chapter Treasurer Dues Calendar **Dues portal closes annually March 1-April 1** **9/3/26**

Dues Collection, Reporting & Payment / Member Contact Information Updated

March-May: Collect dues, deposit in chapter bank account.

Goal: 100% returning members' dues collected by end of May.
Refer to: DKG / *TSO Dues & Fees Chart*

April-May: From Chapter Connect:

1. **Download chapter roster** before creating orders for the next membership year.
   This is the official chapter roster for the current membership year.
2. Use this roster to **verify and update members' contact information**.
   ~~ Hint: partner with the chapter membership committee to complete this task ~~
   Who uses the contact info?
   - International & TSO leaders use email, postal mail and phone to contact members.
   - **Options to update contact info**:
     - Members update their own information at My DKG.
     - Chapter presidents or treasurers use the Dues Portal / Member Management to update contact information. Refer to: *Update Member Contact Information*

May-June: Using the Dues Portal:

1. **Add members to chapter roster** at Member Management for the upcoming year.
   Members that are new, transferring, or reinstating fill the corresponding form and submit to chapter treasurer with dues payment. Refer to *Forms: What to Send Where*
2. **Report paid members** at Order Management.
   Create orders: multiple orders can be paid together.
3. **Submit payments before June 30** Refer to *Dues: What to Send Where*
   To International in Austin: mail dues & order form/s
   To TSO in Dallas: mail dues + fees, order form/s & TSO fees form/s
4. **Submit Form 18A Dropped members** with dues payments to prevent reminder emails from going to those not renewing membership. Refer to *Forms: What to Send Where*

TSO schol. fee must be submitted for dues payment to be processed.

June-Sept.: Continue collecting dues, adding members, creating orders, submitting payments:

- Before July 30
- Before August 30
- Before September 30

International emails reminders to members listed in the Unbilled section of Order Management

- In early August
- In early September

Keep member emails current in the portal.

International drops members listed in the Unbilled section of Order Management

- On October 1: these members can be reinstated once full dues are paid

Oct.-Feb.: Continue adding members and updating contact information as needed.

- Feb. 28: all additions & updates complete in Dues Portal for the TSO Membership Snapshot
- March 1: TSO snapshot for membership growth recognition
- March 1: Dues Portal Closes to prepare for next membership year

All support documents referenced are at https://www.dkgtexas.org/treasurers-page.html