

NEW MEMBER AND CHAPTER FEES

Last Updated: 6/29/2023

NEW MEMBER FEES

Each new member of our Fraternity pays a one-time fee of **\$600** to Headquarters. This amount is divided up into four separate payments. These charges are assessed to the chapter via the chapter system, and should be collected from each new member by the Quaestor who will then forward those payments to Headquarters within 30 days of the fee's assessment.

PLEDGE FEE

\$100

Charged upon creation of the pledge class in the chapter system. This fee is non-refundable.

INITIATION FEE

\$300

Charged 14 days prior to the scheduled initiation date listed in the chapter system. Triggers automatic shipment of initiation certificates and badges for the pledge class.

MEMBER FEE

\$200

The chapter shall transmit \$200.00 per initiate as a Member Fee within one month after the Initiation of the Member.

To avoid excess charges for pledges who have been removed from your pledge class please keep the pledge class roster updated in the chapter system using the 'manage pledges' function found in the 'pledging' drop down menu. If you drop a pledge after the initiation fee has been assessed, please follow the Initiation Fee Refund Instructions found below.

INITIATION FEE REFUND INSTRUCTIONS

14 days prior to the scheduled initiation date the chapter will be charged initiation fees for all members of their pledge class. At the same time the chapter system will ship initiation certificates and badges for each member of that pledge class. If the chapter drops a pledge after their initiation fee has been charged, the chapter must follow these steps to receive a refund:

STEP ONE:

Collect the extra badges and certificates originally intended for the dropped pledges.



STEP TWO:

Package the extra badges and certificates properly so they do not get damaged * during shipment. Provide the following information on a piece of paper in the package as well as in your email to Headquarters in step three.

- Chapter name & contact information
- Reason for return shipment
- Inventory list of items being returned
- Names of pledges who were dropped

STEP THREE:

Ship the package back to Headquarters.

**1714 Hinman Ave.
Evanston, IL 60201**

Obtain a tracking number for your shipment and provide it in an email to headquarters@sig-machi.org along with the info from step two so they are aware of the incoming shipment.

** If the chapter returns materials in poor or damaged condition they will not be eligible for a refund*

CHAPTER FEES

Chapter fees are assessed in the middle of each semester; typically Oct. 15th and March 15th. If your chapter is on a quarter rather than semester system, keep in mind that the fees will still be assessed on or near the above mentioned dates, so plan your yearly budget accordingly.

LEADERSHIP PROGRAMS FEE

The Leadership Programs fee is assessed to each chapter once a semester. The dollar amount of the fee is determined by the chapter's size (active members listed in the chapter system). This fee structure is reviewed each year by the Executive Committee and is subject to change.

TIER	CHAPTER SIZE	FEE
1	< 25 Members	\$500
2	25 - 49 Members	\$600
3	50 - 99 Members	\$700
4	100 - 149 Members	\$800
5	150+ Members	\$900

* EC approved Fee Structure for the 2018 - 2019 Academic Year

GRAND CHAPTER DEPOSIT

The Grand Chapter Deposit is a fee of **\$125** that is assessed to the chapter in the middle of each semester (typically Oct. 15th and March 15th) leading up to the Grand Chapter meeting for that biennium. A total of \$500 is collected from the chapter over the span of two years. This amount is collected to cover the registration fee for the chapter's delegate to Grand Chapter.

OTHER FEES

The fees already listed are all the major fees that a chapter will be charged. This section lists out some smaller fees that the chapter may see on their chapter account in the chapter system.

SHIPPING FEES:

The chapter will be charged for any shipping fee that the Fraternity is assessed in the process of shipping items to the chapter. Typically you will see shipping fees for the shipment of pledge materials, initiation certificates & badges, and any other items that are ordered from Headquarters.

RITUAL REGALIA & MATERIALS:

If the chapter needs to purchase or replace any ritual items, they do so by placing an order through Headquarters. The Ritual Regalia order form lists out the costs of each item. After the order is processed for these items, the chapter will be assessed a charge on their chapter account for the total amount of the items ordered.

EXTRA PLEDGE PINS AND NORMAN SHIELDS:

Because the chapter typically has to order pledge supplies (pledge pins and Norman Shields) prior to knowing the actual size of the pledge class, it is common that extra pins and shields are ordered. The cost of the items given to members of the pledge class are covered in the corresponding pledge fee of \$100 mentioned on page one. At the end of the academic year the chapter will be charged \$11 for each extra pledge pin and \$14 for each extra Norman Shield. To avoid this extra charge the chapter must return the extra pledge materials in good condition, before the end of the academic year within which the materials were ordered. For shipping instructions please review the 'Initiation Fee Refund Instructions' found on page one.

FAQ

Does the chapter have to pay Member Fees for an individual who is suspended or expelled?

If a member is suspended (financial, conduct, academic, etc.) the chapter will still be charged member fees for that individual. However, if the member is expelled from the Fraternity, the chapter will not be charged any member fees that would have been assessed after the date of official expulsion. The chapter will be required to pay any member fees that were assessed prior to the official expulsion date of the member. As a best practice suggestion the chapter should make every effort to collect new member fees from their new members promptly.

Why is the Pledge Fee non-refundable?

The moment a pledge is added to a pledge class he is given access to Sigma Chi U which costs the Fraternity money that cannot be recovered. However Headquarters, under special circumstances, has refunded the pledge fee. If you feel that yours is a special circumstance, please reach out to Headquarters to discuss the matter further.

How do we know how much money we owe Headquarters?

Chapter leadership can view the chapter's account balance and account detail by logging into the chapter system and selecting the finances dashboard from the finances drop down menu.

www.chaptersystem.sigmachi.org

How do we make a payment to Headquarters?

There are three ways the chapter can submit a payment to Headquarters:

1. ACH or wire transfer
2. Check or money order
3. Credit or debit card

For more detailed instructions on how to submit payment to Headquarters please log onto the chapter system and select the submit payment option from the finances drop down menu.

If you have any questions please do not hesitate to contact your Regional Chapter Support Coordinator.