

Alumnae Chapter Good Standing Checklist

Important Good Standing Dates for Alumnae Chapter Officers

December 1: Due date for all good standing items.

January 15: Alumnae chapter good standing status added to Beta Base dashboard.

Good Standing Item	Item Description/Submission Details	Item Location
Treasurer's Report	This report requests information on alumnae chapter finances, including the collection of local alumnae dues and bank account balances. <ul style="list-style-type: none"> ○ <i>Can be completed after the fiscal year has concluded (07/31).</i> 	Beta Base > Chapter Reporting > Treasurer > Actions > Submit Alumnae Chapter Treasurer's Report
Member Roster Verification	Verifies that chapter leadership has reviewed and updated the member roster. <ul style="list-style-type: none"> ○ <i>Can be completed at any time.</i> 	Beta Base > Chapter Reporting > President > Actions > Chapter Verification Report
Chapter Profile Verification	Verifies that chapter leadership has reviewed and updated their chapter profile information. <ul style="list-style-type: none"> ○ <i>Can be completed at any time.</i> 	Beta Base > Chapter Reporting > President > Actions > Chapter Verification Report
Chapter Leadership Roster Verification	Verifies that chapter leadership has reviewed and updated their leadership roster. <ul style="list-style-type: none"> ○ <i>Can be completed at any time.</i> 	Beta Base > Chapter Reporting > President > Actions > Chapter Verification Report
IRS Form 990/1120 Submission	IRS reporting acknowledgement uploaded in Beta Base, for all United States chapters with a Federal EIN. <ul style="list-style-type: none"> ○ <i>Can be completed after the fiscal year has concluded (07/31).</i> 	Beta Base > Chapter Reporting > Treasurer > Action > Submit Alumnae Chapter IRS Form 990 or 1120
Statement of Compliance	This statement indicates that the alumnae chapter will adhere to all international Gamma Phi Beta policies and procedures. <ul style="list-style-type: none"> ○ <i>Can be completed at any time.</i> 	Beta Base > Chapter Reporting > President > Actions > Submit Statement of Compliance
Two Alumnae Chapter Events	Provide information on two events hosted by the alumnae chapter, one being for members only. <ul style="list-style-type: none"> ○ <i>Can be completed at any time.</i> 	Beta Base > Chapter Reporting > President > Actions > Chapter Verification Report
Six dues-paying members	Current alumnae dues payers and Life Loyal members on the member roster.	Beta Base > Dashboard > Chapter Bio Information > Total Dues Paying Members
Three Required Officers	President, vice president and treasurer are required positions to be filled.	Beta Base > Leadership > Reports > Alumnae Chapter Leadership

