



Chapter Presidents: Please print a copy and give to your chapter treasurer.

Greetings from the Executive Secretary/Treasurer

NAME: Betty Vines

My address is PO Box 797787, Dallas, TX, 75379

My email is alphasttx@sbcglobal.net

My Phone number is (office) 972-930-9945 (cell) 817-946-3541

Best time to reach me 10:00-5:30 M-TH Best way to reach me: email

Texas has wonderful treasurers. Thank you for assuming this important responsibility. Most of you are at least in your second year as treasurer. You have in your possession the green treasurer's booklet that will be a handy resource for you. Be reminded though that we in Texas sometimes do things differently.

As we continue to communicate by e-mail, there will be some tips and suggestions coming before you receive your famous "FORM 18". Please keep us updated with e-mail, address, or phone number changes. You are encouraged to enlist some other members, especially the membership chairman to help you collect the dues.

Mark your calendars with the following dates related to membership:

- October 31 – members should have paid dues and fees to you
- November 10 – Form 18 – Dues and Fees should be sent to Headquarters in DALLAS
- November 10 – Form 18A – Dropped members – should also be sent
- November 10 – Initiate cards with initiate fee of \$5 as well as their dues and fees
- November 10 – Reinstatement cards or forms as well as their dues and fees

November 15 – 990-N should be filed by this date (many have already filed) and a copy e-mailed or sent by U.S. mail to Headquarters in Dallas.

April 1 – DEADLINE for ALL contributions that you want to count for various awards at convention. We certainly welcome contributions at any time. When making several contributions at one time, please write a separate check for each contribution and include a contribution form for each check. They can all be mailed in the same envelope though.

VERY IMPORTANT: Initiate cards and reinstatement cards should be sent immediately after the initiation and reinstatement takes place. That is the only way the person or persons can be added to the State and International mailing lists.

The 990-N must be filed by each chapter every year. Ask the previous treasurer for help with the filing.

We, as a State organization, are trying really hard to cut the paperwork for you. Please understand that when we ask for information, we use it. When there is a deadline, it is because we are faced with another deadline at which time we need your information.

You are certainly welcome to call or e-mail the office any time you have a question or concern. We are here to help you.

Have a great year!