



**KAPPA ALPHA ORDER**  
National Administrative Office  
at Mulberry Hill

To: Active Chapters and Provisional Chapters  
Advisory Council

From: Larry Stanton Wiese, Executive Director  
Anthony Graziani, Assistant Executive Director for Chapter Services

Date: December 18, 2018

Subject: Accounts Receivable Policy

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Active and Provisional Chapters are required to remain financially current with the Order. Chapters who accumulate past due debt will be socially suspended until the past due balance is satisfied in full.

In accordance with Article 9 Section 224 of the Order's bylaws, all funds of the Order shall be held in trust by the chapter and paid to the Order by the corresponding due date. All Active Chapters are required to establish a Funds of the Order Bill Pay Account with OmegaFi to pay all national dues and fees to the Order. Chapters are restricted from withdrawing money from the Funds of the Order Bill Pay Account. All national dues and fees billed to members must be itemized in a category split and prioritized first.

If a chapter accumulates debt that is more than 60 days past due, the chapter must establish a National Debt Reduction fund with their OmegaFi Chapter Services Representative, with a percentage split of at least 25% on all monies collected by the chapter until the past due balance is satisfied in full.

If a chapter accumulates debt that is more than 60 days past due and exceeds \$5,000, the chapter must establish a National Debt Reduction fund with their OmegaFi Chapter Services Representative with a percentage split of at least 40% on all monies collected by the chapter until the past due balance is satisfied in full.

Thank you in advance for your cooperation and support of this policy. Please contact me with any questions.