

Chapter Quarterly Report Forms



In order to qualify for chapter rebates, please execute the following criteria per the MCEA Bylaws. This information is included at the top of the **Quarterly Chapter Report Form**.

1. Article XI, Section 6 of the MCEA Bylaws, requires each chapter to hold at least one meeting each calendar quarter (four (4) meetings each year).
 - The first quarter dates are January 1st – March 31st
 - The second quarter dates are April 1st – June 30th
 - The third quarter dates are July 1st – September 30th
 - The fourth quarter dates are October 1st – December 31st
2. Article XIII, Section 3 of the MCEA Bylaws, requires each chapter “to assure timely payments; a completed chapter meeting form for the quarter must be submitted to and received by Headquarters, **no later than the 20th of the month succeeding the close of the calendar quarter.**”
 - First quarter reports are due by April 20th
 - Second quarter reports are due by July 20th
 - Third quarter reports are due by October 20th
 - Fourth quarter reports are due by January 20th
3. Please use the appropriate quarterly report form dated 04/00 (copies are okay). Make sure it is dated and **completed in its entirety**.
4. Rebates are mailed no later than 60 days from the end of the quarter in which they were earned.

Thank you for your cooperation!