

## INDEX OF DEADLINES

(This is NOT an all inclusive listing.)

<b>DATE</b>	<b>POSITION</b>	<b>EVENT</b>	<b>REFERENCE</b>
Monthly	Membership	Publish list of new applicants.	1-1
Quarterly	Newsletter	Publish and distribute newsletter	28-1
Quarterly	Treasurer	Submit quarterly financial report to members	3-5
June uneven year	Education	Provide for the Treasurer a paragraph to be Included in the dues statement.	8-2
April even years	Education	Notify members and membership committee of members not meeting the 48 hour CPE requirement, and their change to Associate member status.	8-1
September	Treasurer	Invoice members for annual dues.	3-5
December 01	Treasurer	Send notice of dues delinquency to delinquent Members and membership committee.	3-5
December 16	Treasurer	Notify membership committee of members who still have not paid dues 15 days after delinquency notice.	3-5
January 01	Membership	Members delinquent in dues at this date are dropped from membership.	1-2
January 01	President	File IRS form 8498 every 3 years	5-1
June	Members	Nominations for office open.	B-2
July	Secretary	Mail notice of annual meeting to membership.	3-1 5-1
July	President	Appoint elections committee 60 days prior to the Annual Convention.	20-1
June	All Chairmen	Submit budget for the following year to Budget & Audit Committee no less than 90 days prior to the Annual Convention.	5-1
August	Elections	At least 30 days before the Annual Convention submit their report to the President.	24-1
August	Budget & Audit	Submit budget for the following year to the President.	3-1
August	President	Send pre-convention information package to members 15 days prior to the Annual Convention.	3-5
September	All Chairman	Submit written report to members at Annual Convention.	

<b>DATE</b>	<b>POSITION</b>	<b>EVENT</b>	<b>REFERENCE</b>
September	Board	Review travel reimbursement amounts	4-1
September	Treasurer	Submit Annual Report at Convention	3-5
September	President	Report on Society progress at the Annual Convention.	3-1
August 31	Treasurer	Invoice members for annual dues.	3-5
September 30	Members	Annual dues due.	1-1
October	President	Within 30 days after Convention, appoint Standing Committees and District Representatives.	3-1 5-1
August odd years	Education	Include paragraph re CPE on dues invoice.	8-2

**Events which are not date specific:**

Education	Issue CPE certificates within 30 days of seminars.	8-2
President	Notice of Special meeting sent to members 30 days prior to meeting.	B-2
Board	Board shall meet at least twice each year.	B-3