

## APPENDIX A - EVENTS AND DEADLINES

| Date | Events/Deadlines  |
|------|---|
| 1    |   |
| 2    | Newsletter ( <i>The Kernel</i> ) Deadlines  |
| 3    | Treasurer sends registration form and fee to KLEC for Legislative Agent and Employer (KPR)-Chapter 8. 5. A                      |
| 4    | January 1<br>KPR Fiscal Year begins   |
| 5    | January-First full week<br>First dues notice sent   |
| 6    | January 15<br>State President and Legislative Agent file updated registration statement for September 1-December 31 with KLEC   |
| 7    | January 30<br>State Treasurer distributes 1099 forms to contract employees  |
| 8    | January 31<br>Membership dues are due and payable   |
| 9    | February 1<br>Administrative Manager pays fee for Alert System  |
| 10   | February 15<br>State President and Legislative Agent file updated registration statement for January 1-31 with KLEC             |
| 11   | February 28<br>State Treasurer files forms 1096 and 1099 for contract employees due to the Federal Government by February 28    |
| 12   | March<br>Quarterly Board Meeting - Notice sent 10 days prior to meeting   |
| 13   | March and May issues- <i>The Kernel</i><br>Foundation Awards Chair provides information to <i>The Kernel</i> by date set by AM  |
| 14   | March/April<br>Chapter President appoints Nominating Committee  |
| 15   | March/April-Even years<br>Ballots for election of State Officers sent to members on date determined by AM to allow processing   |
| 16   | March-Even years<br>State Nominating Committee reports slate to the Board   |
| 17   | March-Even years<br>State Election Committee appointed  |
| 18   | March-Third week<br>Second dues notice sent   |
| 19   | March 15<br>State President and Legislative Agent file updated registration statement for February 1-28 with KLEC               |
| 20   | March 31<br>SAC deadline for completing audit of financial records of State organization and Local Chapters and issuing reports |
| 21   | April/May<br>Chapter Nominating Committee reports names of nominees   |
| 22   | April 1<br>State Nominating Committee sends candidates' biographical information to <i>The Kernel</i> and the State Secretary   |
| 23   | April 15<br>State President and Legislative Agent file updated registration statement for March 1-31 with KLEC                  |
| 24   |   |

**APPENDIX A - EVENTS AND DEADLINES (continued)**

| 24 | <b>Date</b>                  | <b>Events/Deadlines</b>  |
|----|------------------------------|--|
| 25 | May-Even Years               | Ballots for election of State Officers received by AM by date set by AM  |
| 26 | May/June                     | Chapter Election of Officers   |
| 27 | May issue- <i>The Kernel</i> | Foundation Awards Chair provides information to <i>The Kernel</i> by date set by AM                                    |
| 28 | May 15                       | State President and Legislative Agent file updated registration statement for April 1-30 with KLEC                     |
| 29 | May 15                       | State Treasurer files form 990-EZ-short form return for tax-exempt from income tax-due to Federal Government by May 15 |
| 30 | May 31                       | Members' names removed from membership roll if dues are unpaid   |
| 31 | June                         | Quarterly Board Meeting - Notice sent 10 days prior to meeting   |
| 32 | June                         | Quarterly Board Meeting - AM Chair(s) for next AM may be named   |
| 33 | June                         | Annual Meeting   |
| 34 | June                         | Annual Meeting Business Session - AM Chair(s) for next AM may be named   |
| 35 | June-Even Years              | State Officers sworn in at Annual Meeting  |
| 36 | June 30                      | State Treasurer files annual report with Secretary of State's Office due June 30                                       |
| 37 | June 30                      | Chapter Presidents send to AM Contact Information for new Chapter Officers/Chapter Coordinators/Committee Chairs       |
| 38 | June 30                      | Chapter Officers' Terms End  |
| 39 | June 30-Even Years           | State Officers' terms end  |
| 40 | July 1                       | Chapter Officers' Terms Begin  |
| 41 | July 1-Beginning this date   | Swearing-in and signing of Code of Ethics for new term of respective leaders per Chapter 15, page 15 • 4.              |
| 42 | July 1-First meeting of term | Chapter Officers, Coordinators, and Committee Chairs sworn in  |
| 43 | July 1-Even Years            | State Officers assume office   |
| 44 |                              |  |
| 45 |                              |  |

**APPENDIX A - EVENTS AND DEADLINES (continued)**

|    | <b>Date</b>        | <b>Events/Deadlines</b>   |
|----|--------------------|---|
| 46 |                    |   |
| 47 | September          | Quarterly Board Meeting - Notice sent 10 days prior to meeting  |
| 48 | September          | Quarterly Board Meeting - AM Chair(s) <b>shall</b> be named if not already named                              |
| 49 | September 15       | State President and Legislative Agent file updated registration statement for May 1-August 31 with KLEC       |
| 50 | December           | Quarterly Board Meeting - Notice sent 10 days prior to meeting  |
| 51 | December           | State Board adopts a budget for next year   |
| 52 | December-Odd Years | State President appoints Nominating Committee   |
| 53 | December 31        | KPR Fiscal Year ends  |
| 54 | December 31        | Immediately after, State Treasurer reconciles accounts, etc., and forwards financial records package to SAC   |
| 55 | December 31        | Immediately after, Chapter Treasurer reconciles accounts, etc., and forwards financial records package to CAC |
| 56 |                    |   |
| 57 |                    |   |
| 58 |                    |   |