Calendar Items and Conditions

Election of Officers
 2 Year Terms
 Nomination of Officers begin October
 Election during November Meeting
 Take office beginning December of Election Year

Election of Directors
 3 Year Terms
 Nomination of directors begin October
 Election during November Meeting
 Take office during December of election Year

Not-for-Profit Dates
 January each year - 1099 to person(s) providing contract services

 Due dates for annual fees and required reports / revisions
 Secretary of State – Not-For-Profit Filing fee with a new Statement of Information is
 due every 2 years on or by April, the date of original filing, 2011, 2013, 2015 & etc.
 Amendments to the SOI, change of officer for example, do not require a fee.
 When completing the SOI, do not complete line 9, the Street Address. The Secretary
 of State’s Office handles the address internally.

 IRS each year by March 15th – IRS 990=N Electronic Postcard, Financial Disclosure

 Insurance Coverage – Begin renewal process during August each year. Expiration date
 is October 1st each year.