**Calendar Items and Conditions**

**Election of Officers**

2 Year Term

Nomination of Officers begin October

Election during November Meeting

Take office beginning December of Election Year

**Election of Directors**

3 Year Term

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, 203, 2015, and 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.

Submit financial report to Certified Public Accounts first week of February. IRS report due each year by March 15 – IRS 990-N Electronic Postcard, Financial Disclosure.

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

**Notifications**

Provide list of RSI courses anticipated for the up-coming college year and the number of apprentices expected for each course offering – due to MJC Career Technical Education division office March 1.