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.