

ASSP – Key Chapter Dates

2018 - 2019 Chapter Year

Questions about these dates can be directed to Chapter Services at chapterservices@assp.org

Due Date	Item	Responsible Party
These Items are Required to Maintain Your Charter		
Aug. 15, 2018	<ol style="list-style-type: none"> Annual Operational Plan to AD/RVP and Chapter Services for the 2018-2019 Chapter Year. (chapterservices@assp.org) Chapters that file their own taxes need to provide to Society Headquarters proof of filing or proof of extension to file (chapterservices@assp.org) 	President Current Executive Committee Current Executive Committee
May 31, 2019	<ol style="list-style-type: none"> Previous fiscal year's annual financial reports and Financial Checklist due to AD/RVP and Chapter Services - http://www.assp.org/officer-central/chapter-operations--reports/#undefined Annual Leadership Form to AD/RVP and Chapter Services 	Current Chapter, Area, and Regional Treasurers Current Chapter President
June 30, 2018	<ol style="list-style-type: none"> Chapter Operations Management Tool (for the 2017-2018 Year) 	President

The Following Items are Other Important Key Dates		
Due Date	Item	Responsible Party
July 1, 2018	Chapter year begins and Society/Chapter officers begin terms Rosters accessible through ASSP Officer Central website to reported Chapter Presidents, President Elects, Vice Presidents, Treasurers, Secretaries, N&E Chairs, and Membership Chairs 2019 Society Elections – Nominations Open	All
Sept. 1, 2018	Society Office Election candidate information due to Society	Society Office Candidates
October 2018	October 11, 2018 (date is tentative) – Council on Region Affairs (CoRA) Meeting October 2018 – Leadership Conference Long Service Recognition Certificates sent to Chapter Presidents	VP of CoRA Leadership Conference Committee ASSP Chapter Services
November 2018	November 1, 2018 - Deadline for submitting petitions for: <ul style="list-style-type: none"> ▪ Society Safety Professional of the Year (SPY) ▪ Fellow Honor ▪ Outstanding Safety Educator Award November 2018 – Future Safety Leaders Conference	Award Sponsors and Candidates FSLC Committee
December 2018	December 1, 2018 - Appoint N&E Committees for the upcoming year's Chapter Officers and Delegates. Refer to your bylaws for additional details. December 15, 2018 Final Slate of Society, Regional and Area Candidates Announced December 31, 2018 - Date for determination of Delegate counts for the following year House of Delegates (HoD) and for COMT Report	Current Chapter President Society Nominations and Elections Committee ASSP HQ

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Feb. 1, 2019	Deadline for nominations for Regional SPY Award. Details are HERE .	RVP & ROC
Mar. 1, 2019	Society Election voting period begins Chapters/Sections review your bylaws concerning your election process Chapter Dues Report Form due to ASSP Chapter Services – only if your chapter will be making a change in your dues. Dues changes occur only once a year. A dues change requires a vote of your entire Chapter membership.	All ASSP Members Current Chapter President Current Chapter President
Mar. 31, 2019	End of the Fiscal Year Society Election voting ends	ALL
Apr. 1, 2019	Deadline for submitting petitions for: <ul style="list-style-type: none"> ▪ Charles V. Culbertson Volunteer Service Award to National Executive Committee ▪ Outstanding Student Section Award to Chapter Services ▪ Submit Chapter SPY Award Winners to Chapter Services ▪ Submit Region SPY Award Winners to Chapter Services 	Award Sponsors and Candidates Student Section ASSP Chapter RVP
June 1, 2019	Host transition meeting in election years and plan for installation ceremony. Review Chapter bylaws with incoming leadership team. When changes to your bylaws are under consideration, provide a draft to your RVP for review and input before the Chapter votes on the changes. Transfer all chapter administration materials to incoming chapter officers June 2019 – Council on Region Affairs Meeting June 9-12, 2019 – SAFETY 2019 in New Orleans, LA	Current Chapter President Current Chapter President All outgoing Chapter Officers VP of CoRA

Last Updated 1.10.2018