

ASSP – Key Chapter Dates

2019 - 2020 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, 2019	<ol style="list-style-type: none"> Annual Operational Plan uploaded to COMT 2019-2020 Chapter Year. (chapterservices@assp.org) ASSP files taxes for Chapters under \$50,000 revenue Receipt of tax filing due for Chapters filing taxes 	Chapter President ASSP Executive Committee
May 31, 2020	<ol style="list-style-type: none"> Previous fiscal year's annual financial reports and Financial Checklist uploaded to COMT. Regional send to Chapter Services Annual Leadership Form uploaded to COMT 	Current Chapter, Area, and Regional Treasurers Current Chapter President
June 30, 2020	<ol style="list-style-type: none"> Chapter Operations Management Tool (for the 2019-2020 Year) 	Chapter President

The Following Items are All Important Key Dates		
Due Date	Item	Responsible Party
July 1, 2019	<p>Chapter year begins and Society/Chapter officers begin terms</p> <p>Rosters accessible through ASSP website account "your groups" to reported Chapter Presidents, President Elects, Vice Presidents, Treasurers, Secretaries, N&E Chairs, and Membership Chairs.</p> <p>2020 Society Elections – Nominations Open</p>	All
Aug 15	<ol style="list-style-type: none"> Operational Plan uploaded to COMT ASSP files taxes for Chapters under \$50,000 revenue Receipt of tax filing due for Chapters filing taxes 	President/Executive Committee ASSP Chapter Services President/Executive Committee
Sept. 15, 2019	Society Office Election candidate information due to Society	Society Office Candidates
October 2019	<p>October 10, 2019 Council on Region Affairs (CoRA) Meeting</p> <p>October 10-12, 2019 – Leadership Conference</p> <p>Long Service Recognition Certificates sent to Chapter Presidents</p>	VP of CoRA Leadership Conference Committee ASSP Chapter Services
November 2019	<p>November 1, 2019 – Society Award Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> ▪ Society Safety Professional of the Year (SPY) ▪ Fellow Honor ▪ Outstanding Safety Educator Award <p>November 7-8, 2019 – Future Safety Leaders Conference</p>	Award Sponsors and Candidates FSLC Committee

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Due Date	Item	Responsible Party
December 2019	December 1, 2019 - Appoint N&E Committees for the upcoming year's Chapter Officers and Delegates. Refer to your bylaws for additional details. December 31, 2019 - Date for determination of Delegate counts for the following year House of Delegates (HoD); 2021 chapter elections and for COMT Report	Current Chapter President ASSP HQ
Feb. 1, 2020	Deadline for nominations for Regional SPY Award Chapter SPY 2020 Society Election Slate finalized	RVP & ROC Chapter President/AH Chair
Mar. 1, 2020	Society Election voting period begins Chapter Dues Report Form due to ASSP Chapter Services – only if chapter will be making a change in dues. Dues changes occur only once a year. A dues change requires a vote of the entire Chapter membership.	All ASSP Members Current Chapter President
Mar. 15, 2020	Deadline for submitting petitions for: <ul style="list-style-type: none"> ▪ Charles V. Culbertson Volunteer Service Award to ASSP Executive Committee 	Governance Manager
Mar. 31, 2020	End of the Fiscal Year Society Election voting ends	ALL
Apr. 1, 2020	Deadline for submitting petitions for: <ul style="list-style-type: none"> ▪ Outstanding Student Section Award to Chapter Services ▪ Submit Region SPY Award Winners to Chapter Services 	Student Section RVP
May 31, 2020	1. Previous fiscal year's annual financial reports and Financial Checklist uploaded to COMT 2. Annual Leadership Form uploaded to COMT	Current Chapter, Area, and Regional Treasurers President/Executive Committee
June 2020	Host transition meeting in election years and plan for installation ceremony . Review Chapter bylaws with incoming leadership team. When changes to bylaws are under consideration, provide a draft to RVP for review and input before the Chapter votes on the changes. Transfer all chapter administration materials to incoming chapter officers June 2020 – Council on Region Affairs Meeting June 22-25, 2020 – SAFETY 2020 in Orlando, FL JUNE 30 – COMT REPORT DUE	Current Chapter President Current Chapter President All outgoing Chapter Officers VP of CoRA Current Chapter President