

## Chapter Checklist

(By Date)

### June

- 01 **DRT Fiscal Year** begins (Bylaws Article I, Sec. 15)
- 01 **All Convention information** sent electronically to **Annual Proceedings Chair**
- 01 Completion of research at DRT Library for **Virginia M. Law Research Award** (MOP p. 99)
- 01 CRT Submission Deadline: **CRT Officers General Projects** due to 3<sup>rd</sup> Vice Pres Gen/CRT Director and CRT President General
- 20 Filing Deadline: Chapters on monthly remittance schedule must remit **collected sales tax** to **State Comptroller's Office** (monthly remittances due 20<sup>th</sup> of every month)
- 30 Submission Deadline: Chapter Treasurer sends completed **DRT Chapter Entity form** to Treasurer General

### Jun-Aug

- 01 Essay topics, **Laura Lanigan Texas History Essay Contest for 4<sup>th</sup> and 7<sup>th</sup> grades**, announced by 5<sup>th</sup> Vice Pres Gen so Chapters can notify interested schools

### July

- 01 Chapter Treasurers send **second dues notice** to members
- 01 **1<sup>st</sup> Chapter Dues Report:** Chapter Treasurer to 2<sup>nd</sup> VP Gen (Effective 2013 - Bylaws Article I, Sec. 15, form in MOP)

### August

- 01 **2<sup>nd</sup> Dues Report:** Chapter Treasurer to 2<sup>nd</sup> VP Gen (Effective 2013)
- 01 **Final Dues Report** one month before Final Dues Report Deadline **required to qualify for Membership Award** (Effective 2013)
- Aug-Oct **Chapter Endorsement of Nominees for District Rep and/or Alternate/Nominating Committee Member and/or Alternate sent in writing to District Rep prior to District Meeting:** Dist. Rep and Alt nominees in even numbered years, Nom. Com Members and Alt nominees in odd numbered years. (Bylaws Article I, Sec. 8)

### September

- 01 **Dues Deadline:** Members to Chapter Treasurer (Effective 2013); unpaid members become Inactive. Members at large pay to 2<sup>nd</sup> VP Gen
- 07 **Final Dues and Reconciliation Report postmarked** by Chapter Treasurer to 2<sup>nd</sup> VP Gen (Effective 2013 - Bylaws Article I, Sec. 15, forms in MOP)

- Texian Navy Day**, 3rd Saturday in September
- 18 **Texas Heroes Day**
- 29 Submission Deadline, **Virginia M. Law Research Award** (entries delivered to DRT Library)

### October

- 01 Filing Deadline for Chapter Treasurer to **remit sales tax to State Comptroller**
- 02 **Gonzales Day**
- 15 **IRS Filing Deadline** for Chapter Treasurer to e-file form 990EZ – 990N to maintain 503(c)3 tax exempt status, include previous year’s Volunteer Hours (Chapters with \$50,000 gross revenue file 990EZ, Chapters with less file 990N)
- 31 **Virginia M. Law Research Award** winner announced

### November

- 03 **Stephen F. Austin’s Birthday**
- 06 **DRT Founders Day**
- 15 Submission Deadline, any **Bylaw Amendment Proposals** must be “in the hands” of Bylaws Com Chairman in odd numbered years for consideration at next convention (Bylaws Article XIII, Sec. 3, form in MOP)

### December

- 01 Submission Deadline, **Chapter Endorsement of Nominees for Officers General** sent in writing to the Nominating Com Chair in even-numbered years (Bylaws Article II, Sec. 8, forms in MOP)
- 10 Submission Deadline, entries in **Republic of Texas Museum Art Contest** sent to DRT Headquarters (DRT Website [www.drinfo.org](http://www.drinfo.org))
- 31 Submission Deadline, Chapter contributions to **President General’s Project** sent to 2<sup>nd</sup> VP Gen to qualify for **President General’s Project Award** (forms in MOP)

### January

- mid Essay and Teacher contest materials for **sent by 5<sup>th</sup> Vice Pres Gen** due to Chapters for judging and selection of Chapter winners
- 20 **Filing Deadline:** Chapters on an **annual remittance** schedule remit **collected sales tax to State Comptroller’s Office**
- 26 **Lamar Texas Honor Day**

- 31 Submission Deadline, any entries for **June Franklin Naylor Award** to DRT Library (MOP)

### **February**

- 01 **Senior Members Award:** Senior Members Chair contact some chapters to verify possible qualifying members for 25, 50, or 75 year certificates (Bylaws Article VIII, Sec. 2)
- 01 CRT Submission Deadline: **Proposed CRT bylaw amendments** must be sent to 3<sup>rd</sup> Vice Pres Gen/DRT Director and CRT Parliamentarian General (annually)
- 19 **Texas Statehood Honor Day**

### **March**

- 01 Chapters respond to **Senior Members** Chair re chapter eligible for certificates)
- 01 Submission Deadline, Chapters transmit 4<sup>th</sup> & 7<sup>th</sup> Grade Essay and Texas History Teachers to District Rep for final judging (Article VIII, Sec. 1, MOP)
- 02 **Texas Independence and Flag Day**
- 06 **Alamo Heroes Day**
- 31 Submission Deadline, any entries for **Mamie Wynne Cox Award** sent to Historian General
- mid At least 60 days before Convention, **Bylaws Com** distributes proposed Bylaw Amendments to Chapters in even-numbered years (Bylaws, Article VIII, Sec. 2)
- mid Custodian Gen/Headquarters staff send **Chapter Membership Roll** to Chapter Treasurers for correction; if Chapters send membership changes **as they occur**, the roll will be correct
- 27 **Goliad Heroes Day**

### **April**

- 01 **Membership Applications** approved by Registrars Gen on/after this date not liable for additional dues until the following year (Bylaws Article I)
- Mid **Convention Registration by members** at least 30 days prior to Convention to avoid \$10 late fee (Bylaws Article I)
- Mid **Nominating Com** distributes **Slate and bios** to Chapters and website at least 45 days before Convention
- 15 Notification Deadline, receipt by **Chaplain Gen of members' deaths** reported by Chapter Chaplains for inclusion in **Memorial Service** at Convention (MOP)
- Submission Deadline, **Publicity Award**, all printed articles sent by Chapters to Publicity Records Chair (MOP)

- 21 **San Jacinto Day**
- 22 Submission Deadline, **Chapter Awards Forms** (in MOP and on website) postmarked by or sent electronically to Awards Chair; include Volunteer Hours from Apr 16 last year–Apr 15 this year. Highest possible score on each of six required for **Six Star Chapter Award**

#### Apr/May

In odd-number years, Chapter Presidents **notify Headquarters immediately** list of chapter officers elected

#### May

- 01 Submission Deadline, **DRT and CRT Chapter** Annual Narrative Reports sent electronically to Annual Proceedings Chair, President General, and Recording Secretary General
- 01 Submission Deadline, **BOM and Committee Annual reports** sent electronically to Annual Proceedings Chair, President General, and Recording Secretary General
- 01 Reporting Deadline, Historian General and 5<sup>th</sup> VP Gen Historical Dinner honorees to Convention Chairman for **Convention program**
- 01 Chapter Treasurers return **corrected Membership Roll** to Custodian Gen/Headquarters
- 01 Chapter Treasurers send **Dues Notices** to members (Effective 2013, Bylaws Article I); **(June 1 only in 2012)**
- 01 Submission Deadline, entries for **Grandmother of the year, CRT Roth Trophy, Haltom Trophy and Scholarship Awards** to 3<sup>rd</sup> VP Gen
- mid **Opening day of Convention**, odd-numbered years, Chapters take **Chapter History Books and Yearbooks** to judging room by 5 p.m.
- 31 **DRT Fiscal Year Ends**