

DRT CHAPTER CHECKLIST by Month

June

- 01 **DRT Fiscal Year** begins (Bylaws Article II, Sec. 1).
- 01 **All Convention information** sent electronically to Annual Proceedings Chair.
- 01 CRT Submission Deadline: **CRT Officers General Projects** due to 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 remittance due 20th 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 4th and 7th grades, announced by Historian General so Chapters can notify interested schools.

July

- 01 Chapter treasurers send **second dues notice** to members.
- 01 **1st Chapter Dues Report**: Dues Reporting Form, the Dues Reconciliation Form and a check payable to DRT for the State dues should be mailed to DRT Headquarters.

August

- 01 **2nd Chapter Dues Report**
- 01 **Final Dues Report** one month before Final Dues Report Deadline **required to qualify for Membership Award**. Mail to DRT Headquarters.

Aug – Oct Chapter Endorsement of Nominees for District Representative and Alternate and Nominees for Nominating Committee member and Alternate sent in writing to District Representative prior to District Meeting.

September

- 01 **Dues Deadline**: Members to chapter treasurer: unpaid members become Inactive.
 - 07 **Final Dues and Reconciliation Report** from Chapter Treasurer to Headquarters (Bylaws Article II, MOP Page 56). Chapter Forms on DRT Members' website.
- mid 3rd Saturday, **Texian Navy Day**.

18 **Texas Heroes Day.**

October

01 Filing Deadline for chapter treasurer to **remit sales tax to State Comptroller.**

02 **Gonzales Day.**

07 **Final Chapter Dues Report Reconciliation** and Chapter check sent by chapter treasurer to Headquarters postmarked by this date.

15 **IRS Filing Deadline** for chapter treasurer to e-file form 990EZ or 990N to maintain 501(c)3 tax exempt status, include previous year's Volunteer Hours (Chapters with \$50,000 gross revenue file 990N, Chapters with less file 990EZ).

31 **Virginia M. Law Research Book Award** entry deadline. Mailed to DRT Headquarters/for Library Collection committee

31 **June Franklin Naylor Book Award** entry deadline. Mailed to DRT Headquarters/for Library Collection Committee.

November

01 **Stephen F. Austin's Birthday**

06 **DRT Founders Day**

15 Submission Deadline: **Bylaw Amendment Proposals** must be received by the Bylaws Committee Chair in odd numbered years for consideration at next convention, form on website.

December

10 Submission Deadline: entries in **Republic of Texas Museum Art Contest** sent to DRT Headquarters (form on website).

18 **Siege of Bexar Day**

31 Submission Deadline: Chapter contributions to **President General's Project** sent to Headquarters to qualify for President General's Project Award (form on website).

January

Mid Essay and Teacher contest materials sent by Historian General 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 **Mirabeau B. Lamar Day**

February

01 **Senior Members Award:** Awards Chair contact some chapters to verify possible qualifying members for 25, 50 or 75 year certificates.

19 **Texas Statehood Day**

28 **Elaine B. Davis Research Award** entry deadline.

March

01-31 **Texas History Month**

01 Membership applications approved by Registrar General on/after this date not liable for additional dues until the following year. (DRT Bylaws, Article II. Section 2.c)

01 Submission Deadline: **Chapter Endorsement of Nominees for Officers General** sent in writing to the Nominating Committee Chair in odd numbered years, form on website. (MOP Page 28)

01 Chapters respond to Awards Chair re senior members eligible for certificates.

01 Submission Deadline: Chapters **transmit 4th and 7th Grade Essay and Texas History Teachers** to District Representative for final judging.

02 **Texas Independence and Flag Day**

06 **Alamo Heroes Day**

10 Submission Deadline: entries for **Mamie Wynne Cox Award** sent to Historian General.

Mid At least 60 days before Convention, Bylaws Committee distributes **proposed Bylaw Amendments** to Chapters in even numbered years.

Mid Headquarters sends **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 Registrar General on/after this date not liable for additional dues until the following year.
- 01 **Nominating Committee distributes slate and bios** to chapters and website. (MOP Page 29)
- Mid Convention Registration by members at least 30 days prior to Convention to avoid \$10 late fee.
- 15 Notification Deadline: receipt by Chaplain General of **members' deaths** reported by chapter chaplains for inclusion in Memorial Service at Convention.
- 21 **San Jacinto Day**
- 22 Submission Deadline: **Chapter Awards Forms** postmarked by or sent electronically to Awards Chair, include Volunteer Hours from Apr 16 last year to Apr 15 this year. Highest possible score on each of six required for Six Star Chapter Award.

Apr-May

Odd numbered years, Chapter Presidents notify Headquarters and District Representative immediately of chapter officers elected and their contact information.

May

- 04 Submission Deadline: DRT and CRT Chapter Annual Narrative Reports sent electronically to Annual Proceedings Chair, Recording Secretary General and District Representative.
- 01 Submission Deadline: BOM and Committee Annual reports sent electronically to Annual Proceedings Chair, President General and Recording Secretary General.
- 01 Chapter treasurers return **corrected Membership Roll** to Custodian General/Headquarters.
- 01 Chapter treasurers send **Dues Notice** to members.
- 01 Submission Deadline: entries for **Grandmother of the Year, CRT Roth Trophy, Haltom Trophy and Scholarship Award** to CRT Director.
- Mid **Opening Day of Convention**: Chapters take Chapter Flag
- 31 **DRT Fiscal Year Ends**