

III. ASALH Important Dates and Events

Below is a schedule of key organizational timelines, many of which are highlighted throughout this document.

Scheduled throughout the year at 8:00 p.m. EST	---	Branch Leaders/Members Conference Call
February	---	Executive Council meeting
March	---	Branch annual financial report due to ASALH National by March 31
	---	Membership dues for ASALH and branches due March 15
	---	Branch annual programmatic report due to ASALH National by March 15
April, 2nd Friday	---	Nominations for Executive Council due
May 1	---	Branches send request to be chartered or rechartered at next conference
June	---	Executive Council will vote to approve chartering or rechartering of Organizing Branches request at EC meeting in June
	---	Conduct a mid-year compliance review using the Branch Procedural Manual
July	---	Early bird registration deadline for annual meeting and conference
	---	Ad deadline for Conference souvenir journal
August 31	---	Required donation due to National from branches; recommended \$600 minimum as annual donation. Submit \$600 annual donation or a lesser amount if the branch has extenuating circumstances. The branch must contact the VP for Membership with the hardship information.
September	---	Branches required to have a Founders Day program (September 9) Annual Meeting and Conference in late September or early October Branch workshop at Annual Conference (Reports from prior year due)
	---	Remembrance Program

October - February

- Annual membership drive; membership payments made after fall conference expire in December the following year

December

- Branches required to host a Woodson birthday program (December 19) (Submit your event by October 15 and receive a complimentary kit)
- Mail membership dues to ASALH National to be received before January 1st
- Mail membership or make online electronic dues payments.
- Annual Report Training
- Update the branch directory of members