

THE GIRL FRIENDS®, INC. NATIONAL CALENDAR

2011 – 2012 Reminders and Events



August 25	National President issues National Calendar of Reminders and Events
Sept 1- Jan 31	Period for the election and induction period for new chapter members
September 1	Chapter Treasurers' deadline for returning information for the IRS 990 Form to the National Treasurer. Deadline for National Secretary to receive completed nomination forms from those wishing to serve on the Nomination Committee.
October 1	Deadline for Chapters to send Life Membership requests to the National President and the National Secretary to be acted on by October 15
October 1	Deadline for Conclave Hostess Chapter to submit its agenda of Conclave Activities to the Executive Board
December 15	Chapters submit to the National President and National Secretary: 1. Chapter recommendations to be presented at the National Conclave 2. Proposed amendments to the Bylaws with rationale, to be submitted to the Bylaws Committee,
January 10	National Treasurer sends the Chapter Obligations Form to the Chapter Treasurers to be completed for the National dues and assessments owed by the Chapter
January 15	Bylaws Committee disseminates to Chapters proposed amendments presented at the previous Conclave
January 20	National President proclaims February as FRIENDSHIP MONTH with Letters to Chapters, National Officers, and Advisory Board
January 31	National Secretary notifies chapters of National Offices to be filled; National Secretary circulates material from the nominating Committee re: qualifications and requirements for national office
January 31	Last day for chapters to install new members
February 1-28	FRIENDSHIP MONTH celebrated throughout Girlfrendom with friendly expressions exchanged between Chapters and between individual members
February 15	1. Deadline for chapters to send to the National Treasurer: a) Dues and assessments; b) A copy of current chapter financial rosters 2. Deadline for chapters to send Chatterletter news to the Chatterbox Editor
February 20	National Treasurer sends copies of financial chapter rosters to the National Secretary
March 1	1. Deadline for Nominating Committee to receive names of GFs eligible to be nominated for national office 2. National Secretary circulates recommendations from chapters 3. Bylaws committee circulates proposed amendments to the bylaws to be presented at the National Conclave
March 12	Nominating Committee submits slate to National President, National Parliamentarian and National Secretary
March 15	National Secretary circulates the report of the Nominating Committee to chapters, after which campaigning by Candidates for National Offices may begin.
March 30	1. Deadline for chapters to send their civic service projects to the National Vice President 2. Deadline for chapters to send nominations for the following year's National Project Recipient to the Advisory Board Chairperson to be voted upon at the upcoming National Conclave
April 1	1. Last day to elect Chapter Officers 2. Host Chapter for National Conclave notifies the National Secretary of its nominee for National Vice President
April 15	1. Chapters send to the National Secretary a) A list of chapter officers for the ensuing year; b) Names of their Conclave delegate and alternate 2. Advisory Board Chairperson circulates chapters' nominations for following year's National Project recipient
May 1	Deadline for chapters to send Life Membership Requests to the National President and the National Secretary to be acted upon at the National Conclave
May 17 - 20	1. Executive Board / Advisory Board Meeting 2. National Conclave
July 1	Beginning of fiscal year, Newly elected National and Chapter Officers assume their duties
July 15	National treasurer sends IRS 990 form to chapter treasurers for completion
July 20	National Secretary disseminates the National Conclave and Executive Board Minutes to the Chapters, all National Officers (incoming and outgoing), Advisory Board members and Chairpersons of Special Committees
August 1	Deadline for national and chapter retired officers to transmit files to their successors.