

# IMPORTANT DATES AND DEADLINES



## **JUNE, 2017**

- June 1: NEW FISCAL YEAR BEGINS.
- June 1: NEW BUDGET YEAR BEGINS.
- June 1: NEW OFFICERS ASSUME OFFICE; NEW COMMITTEE CHAIRS AND COMMITTEE MEMBERS ASSUME RESPONSIBILITIES.
- June 1: Treasurer reviews signature cards for bank accounts and takes appropriate action.
- Annual Academy Meeting Exhibitor invitations sent to potential exhibitors

## **JULY, 2017**

- July 1: Treasurer sends copies of annual financial report of previous year to Auditing Committee.

## AUGUST, 2017

- August 1: Treasurer handles report to the State Budget Agency for the money received annually from them
- Mid- August: First notice of membership dues renewal for, 2018
- Executive Director distributes the Yearbook to Academy Leadership and places it on the website for members.

## SEPTEMBER, 2017

- September 15: Due date for Sept. 2017 issue of Newsletter.
- September 15: Fall deadline for receipt of research grant proposals from senior members.
- Mid-September: 133<sup>rd</sup> Annual Academy Meeting posted on the Website (1<sup>st</sup> notice).
- September 22 & 23: *IAS Science Talent Search* Competition & Awards Luncheon, IUPUI, Indianapolis, IN
- September 23: Section Leadership Meeting, Indiana State Museum, 3<sup>rd</sup> Floor Conference Room

## OCTOBER, 2017

- October 1: Membership Drive begins. New member invitations sent to prospective members.
- October 2: Indiana *Junior Academy of Science* Fall Meeting and Competition Registration deadline
- October 7: Science and Society Fall Forum (public affairs) **Celebrate Science Indiana (CSI)**, Indiana State Fair Grounds, Indianapolis, IN
- October 10: Section Chairs email 1<sup>st</sup> *Call for Paper and Poster abstracts* to members. (Abstract uploading begins December 1, 2017 and ends February 10, 2018)
- October 15: IAS Awards Deadline for Nominations sent to Marcia Moore, Chair of Awards Committee at: [awards@indianaacademyofscience.org](mailto:awards@indianaacademyofscience.org).
- October 20: *Junior Research Grants* ...deadline for Indiana high school students to apply for research grant awards.

## NOVEMBER, 2017

- November 2: Second membership dues reminder notice sent.

- November 7: Nominating Committee requests nominees for 2018-2019 offices.
- November 10: *Junior Academy of Science* Fall Meeting and Competition, IU Bloomington Campus
- November 15: Section Chairs email *2<sup>nd</sup> Call for Paper and Poster abstracts* to members. (Abstract uploading begins December 1, 2017 and ends February 10, 2018).
- November 18: Fall Council Business Meeting, Indiana State Museum 9:30 a.m.-12:00 p.m.; Boardroom 3<sup>rd</sup> Floor

## DECEMBER, 2017

- December 1: Third membership dues reminder notice sent.
- **December 1: Annual Academy Meeting Paper and Poster Abstract uploading begins** December 1, 2017 and ends February 10, 2018.
- **December 1: Annual Academy Meeting online pre-registration opens** at <http://www.indianaacademyofscience.org>
- December 2: Section chairs e-mails *3<sup>rd</sup> Call for Paper and Poster abstracts* to members.
- December 13: Due date for copy of December 2017 issue of the Newsletter.
- December 14: Treasurer prepares the Indiana Non-Profit Corporation Report (State Form 2423R5); submits it to the Secretary of State.
- **December 31: TAX YEAR ENDS; MEMBERSHIP YEAR ENDS.** Membership drive ends.

## JANUARY, 2018

- **January 1: TAX YEAR BEGINS; MEMBERSHIP YEAR BEGINS**

- January 15: Section Chairs send reminder to Section members for paper and poster abstract uploads, due by February 10, 2018.
- January 15: Nominating Committee Chair post names of nominees for 2018-2019 offices. Voting begins.

## **FEBRUARY, 2018**

- February 10: Deadline for uploading Annual Academy Meeting Paper and Poster abstracts.
- February 16: Deadline for member voting.
- February 19: Deadline for Section Chairs to submit Section paper presentation/recommendations to the Executive Director.
- February 21: Due date for copy of March 2018 issue of the Newsletter.
- Late February: Executive Director posts Annual Academy Meeting Preliminary Program on the Academy Website; authors review.

## **MARCH, 2018**

- March 1: Spring deadline for receipt of research grant proposals from senior members.
- March 9: Annual Academy Meeting online pre-registration closes. On-site registration available.
- March 23: Spring Council Business Meeting (Friday; 2:00p.m. followed by 6 p.m. Council Reception/Dinner.)
- **March 24: 133<sup>rd</sup> ANNUAL ACADEMY MEETING** (all day Saturday)
  - ❖ Presentations/Papers/Posters/ Academy Awards/Workshops/Hot Topics
  - ❖ Annual Academy Business Meeting
  - ❖ New Officers, Awardees and Fellows introduced
  - ❖ Updates

## **APRIL, 2018**

- Early April: Deadline for officers and committee chairs to submit budget requests to the Treasurer (following the Annual Academy Meeting).

- Early April: Budget Committee to meet and approve next year's budget (following Annual Academy Meeting).
- April 25: Due date for copy of May 2018 issue of the newsletter.

### **MAY, 2018**

- May 15: Deadline for Treasurer to file Federal (Form 990) and State (Form IT-35AR) Returns for tax-exempt organizations.
- May 15: Deadline for *Proceedings* Editor to send request for Allotment (Form 5750) to State Budget Agency.
- May 31: **END OF FISCAL YEAR. END OF BUDGET YEAR.**

### **JUNE, 2018**

- New Officers/Section Leadership/Committees begin terms.

