

ASUNAA COMPLIANCE TIMELINE

	Forms, Monies, Reports	Due Date to be Received	Member Responsible	Send/Present to:	Additional Notes
JANUARY	<ul style="list-style-type: none"> Annual Chapter Reports (Form 200) Assessment Fee 	25 th	Chapter President	Executive Secretary	
	1 st Internal Audit	31 st	Audit Committee Chair	ASUNAA President	
FEBRUARY	State of the Association Address	At MWC	ASUNAA President	B.O.D.	
	Membership & Chapter Status Report by Category	At MWC	Executive Secretary & Membership Chair	B.O.D.	
	Treasurer Report	At MWC	Treasurer	B.O.D.	
	Committee Reports	At MWC	Committee Chair	1 st Vice / B.O.D.	
	Nominations for National Officers	At MWC	Nomination Committee Chair	B.O.D.	Every 2 years (even years)
	Distribute Membership Cards	At MWC	Executive Secretary /Membership Chair	Chapter Presidents	Chapter Presidents will pick them up at MWC.
	Alcornite of the Year Ballot	By MWC	ASUNAA Membership	Elections Committee	Annually
MAY	Treasurer Report	Quarterly Meeting	Treasurer	B.O.D.	
	Committee Report	Quarterly Meeting	Committee Chair	President/B.O.D.	
	Distribute Membership Cards	Quarterly Meeting	Executive Secretary /Membership Chair	Chapter Presidents	Chapter Presidents will pick them up at Alumni Weekend Meeting.
	Officer Elections Period/Ballot	After MWC and before Alumni Weekend	ASUNAA Membership	Elections Committee	Every two years (even years)
	Results of Election	Quarterly Meeting	Election Committee Chair	B.O.D.	Every two years (even years)
	External Audit Report	31 st	ASUNAA President	University President	As required by IHL agreement
JUNE	2 nd Internal Audit	30 th	Audit Committee	ASUNAA President	
AUGUST	Board Meeting	Quarterly Meeting	President Presides	B.O.D.	
	Treasurer Report	Quarterly Meeting	Treasurer	B.O.D.	
	Committee Report	Quarterly Meeting	Committee Chair	President/B.O.D.	
	Elect Nominating Committee Members	Quarterly Meeting	B.O.D.		Every two years

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NOVEMBER					
	MWC Regular Registration Deadline	30 th	Host Chapter	ASUNAA	
	Alcornite of the Year Application	30 th	Chapter President	Awards Committee Chair	
	Chapter Awards Applications	30 th	Chapter President	Awards Committee Chair	
DECEMBER					
	Board Meeting	Quarterly Meeting	President Presides	B.O.D.	
	Treasurer Report	Quarterly Meeting	Treasurer	B.O.D.	
	Committee Report	Quarterly Meeting	Committee Chair	President/B.O.D.	
	Installation of National Officers	Quarterly Meeting			
	National Dues	31 st	ASUNAA Membership	Chapter	Covers upcoming year; Jan.1-Dec.31