

**INLAND NORTHWEST PARLIAMENTARY LAW UNIT
OF THE
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
UNIT CALENDAR**

KEY: BL = Bylaws; SR = Standing Rules (Unit BL & SR, unless preceded by NAP or WSAP)

DATE	EVENT	RESPONSIBILITY	REFERENCE
Jan 1, 2019	Officer terms begin.	All officers	BL V.4
Jan 1, 2019	Annual dues due	Treasurer All members	BL IV.1.C NAP BL III.3.F
Jan 15, 2019	Submit financial records to Audit Committee	Treasurer	SR 3.D.4
Jan 30, 2019	Turn over official records to successor. (Exception: Financial records in possession of Audit Committee.)	Immediate past officers	SR 3.A.5 SR 3B2 SR 3.C.8 SR 3.D.9
Jan 31, 2019	Deadline for submission of officer list to NAP.	Secretary	SR 3.C.2
Feb 1, 2019	Dues delinquent of not paid	Treasurer Delinquent members	BL IV.1.C NAP BL III.3.F
Feb 12-14, 2019	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Feb 10, 2019	Delinquency notices sent to members who have not paid dues	Treasurer	SR 3.D.6
Feb 19, 2019	Regular meeting. Election of Unit Representative to WSAP Board of Directors. Audit Committee Report.	All members.	BL VI.1.A SR 2 BL IX.2.B BL IV.4 WASP BL VII.2.B.1
Mar 1, 2019	Membership forfeited if dues not paid.	Treasurer Forfeited members	BL IV.1.C NAP BL III.3.F
Apr 6, 2019	WSAP Annual Meeting, Oak Harbor, Washington	Unit Rep to WSAP Board; other interested members.	WSAP BL VI.1.A WSAP Calendar
Apr 9-11, 2019	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Apr 16, 2019	Regular meeting.	All members	BL VI.1.A SR 2
Jun 11-13, 2019	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Jun 18, 2019	Regular meeting. Election of delegate(s) to NAP Convention.	All members.	BL VI.1.A SR 2 BL IX.1.C NAP BL VI.2.B.8
Jun 21-22, 2019	NAP District Seven Conference, Denver Metro Area, Colorado	All interested members	NAP B L IV.2.A Dist. 7 Newsletter
Aug 13-15, 2019	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Aug 20, 2019	Regular meeting.	All members.	BL VI.1.A SR 2

DATE	EVENT	RESPONSIBILITY	REFERENCE
Sep 5-18, 2019	NAP Convention, Las Vegas, Nevada	Unit delegates; other interested members	NAP BL VI.1 NAP Calendar
Oct 7-10, 2019	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Oct 15, 2019	Annual Meeting. Officer & committee reports due.	All members Officers & committee chairs	BL VI.2 SR 2 BL VI.2
Nov 30, 2019	Fiscal Year ends.	Treasurer	BL IV.4
Dec 1-10, 2019	Dues statements sent to unit members	Treasurer	SR 3.D.5
Dec 10-12, 2019	Window for sending meeting notice, agenda, and previous meeting minutes to members.	All members	SR 3.C.6
Dec 17, 2019 (Tentative)	Regular meeting & Holiday Party.	All members	BL VI.1.A SR 2
Dec 30, 2019	Deadline to file 990N	Treasurer	SR 3.D.8
Jan 1, 2020	Annual dues due	Treasurer All members	BL IV.1.C NAP BL III.3.F
Jan 15, 2020	Submit financial records to Audit Committee	Treasurer	SR 3.D.4
Feb 10, 2020	Delinquency notices sent to members who have not paid dues	Treasurer	SR 3.D.6
Feb 18, 2020	Regular Meeting. Audit Committee Report.	All members.	BL VI.1.A SR 2
Mar 1, 2020	Membership forfeited if dues not paid.	Treasurer Forfeited members	BL IV.1.C NAP BL III.3.F
Apr 14-16, 2020	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Apr 21, 2020	Regular Meeting.	All members	BL VI.1.A SR 2
Jun 9-11, 2020	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Jun 16, 2020	Regular Meeting.	All members	BL VI.1.A SR 2
Aug 11-13, 2020	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Aug 18, 2020	Regular Meeting.	All members	BL VI.1.A SR 2
Oct 13-15, 2020	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Oct 20, 2020	Annual Meeting. Officer & committee reports due. Election of officers.	All members Officers & committee chairs	BL VI.2 SR 2 BL VI.2
Nov 30, 2020	Fiscal Year ends.	Treasurer	BL IV.4
Dec 1-10, 2020	Dues statements sent to unit members	Treasurer	SR 3.D.5
Dec 8-10, 2020	Window for sending meeting notice, agenda, and previous meeting minutes to members.	Secretary	SR 3.C.6
Dec 15, 2020 (Tentativ)	Regular meeting & Holiday Party. Installation of officers for next term.	All members	BL VI.1.A SR 2
Dec 30, 2019	Deadline to file 990N	Treasurer	SR 3.D.8
Dec 31, 2020	Officer terms end.	All officers	BL V.4