

Deadline for Club Reports - Awards Program

CD-4

Club Roster Adjustments forms should be submitted to the International Office or Canadian Service Centre at any time clubs report membership additions, deletions or address changes; president or secretary-treasurer changes; meeting day, time or frequency changes. Club Roster Adjustments forms reporting membership changes for the final month of the administrative year must be received in the International Office or Canadian Service Centre no later than September 30 to be credited to that year's awards program.

Club Roster Adjustments forms updating and correcting the club roster in preparation for dues payments must be received in the International Office or Canadian Service Centre before December 31 for January 1 dues; before March 31 for April 1 dues; before June 30 for July 1 dues; and before September 30 for the October 1 dues. Dues payments are delinquent 60 days following each due date.

The Annual Activities Report is due in the International Office or Canadian Service Centre by October 20.

Club Officer-elect Report is due in the International Office or Canadian Service Centre by May 20.

When any of the above reporting dates fall on a Saturday, Sunday or holiday, on which mail is not delivered to the International Office or Canadian Service Centre, or if it is not open, a report will be credited "on time" if it is received in the International Office or Canadian Service Centre on the next working day.

(Sep 1954; Jun 1968; Mar 1978; Dec 1982; Mar 1989; Dec 1992)