

**TEXAS ASSOCIATION OF LEGAL PROFESSIONALS - MASTER CALENDAR
2010-2011**

BOD	Board of Directors
FBM	Fall Board Meeting
FC	Fall Educational Conference
AM	Annual Meeting
AC	Annual Educational Conference
EC	Executive Committee
LTC	Legal Training Course
O&C	Officers and Chairmen
SR & BL	TALP Standing Rules and Bylaws

Event	Timing	Date
NALS ALS exam for LTC (1st Saturday)	June 5, 2010	06/05/2010
Fall Conference (FC)	The President shall issue a call to each regular meeting of the BOD to all members at least 30 days prior thereto	08/18/10
	Date of FC determined 1 year in advance and may not be earlier than September 1 nor later than October 15	09/01/2010– 10/15/2010
Fall Educational Conference (Houston) (FBM)		Sept. 17-18, 2010
NALS Certification exams	Last Saturday in September and First Saturday in March	September 25, 2010 March 5, 2011
Annual Conference	The President shall issue a call to the AC to all members at least 30 days prior thereto	04/01/2011
	Date of AC determined 1 year in advance and may not be earlier than April 1 nor later than May 15	04/01/2011– 05/15/2011
	Annual Meeting & Educational Conference - Midland	Apr. 29-30, 2011
Duties of Elected Officers	The President shall, within 30 days after taking office, appoint the chairmen of all committees and subcommittees, except as otherwise provided in these BL, subject to the approval of the EC or the BOD	05/31/2010
General Duties of O&C Check Reimbursements	Submit check request within 45 days of expense date	
	Submit monthly report to President-Elect for publishing in Texas Roundup	10 th day of ea. month
General Duties of O&C Turnover of files to successor	Turn over files to successors at or within 2 weeks of AC (except Treasurer, Finance, and AC chair)	05/15/2010
President	Deliver President's AC files to incoming President no later than 60 days after AC	06/30/2010
	File Form 802 with Secretary of State	11/15/2010
	May suspend dates for amendments to Bylaws by giving notice 10 days prior to each meeting (requires 2/3 vote at meeting)	

Event	Timing	Date	
President-elect	Compile 10 th of Month Reports, prepare Roundup and submit to Webmaster for posting to Web Site	15 th of Each Month	
	Review Policy and Procedures Manual for revisions	March 1, 2011	
Secretary	Send draft of BOD and AC minutes within 30 days from meeting to President, PE and Parli in office at time of meeting for review, correction and President's approval before preparing in final form	AC 05/31/2010 FC 10/18/2010	
	Reviewers to return draft minutes to Secretary 10 days after receipt	AC 06/10/2010 FC 10/28/2010	
	AC files shall be delivered to incoming Secretary no later than 60 days after AC	06/30/2010	
	Outgoing secretary to update TALP History and send update to Webmaster for posting to Web site	6/30/2011	
	Distribute final form of BOD and AC minutes to all members not more than 60 days from date of meeting	AC 06/30/2010 FC 11/17/2010	
	Send request for FC call	07/16/2010	
	Shall send the call , at the direction of the President, to the AC and FC 30 days prior thereto	FC 08/17/2010 AC 03/29/2011	
	Prepare credentials list and furnish to EC and Credentials chair	FC 09/17/2010 AC 04/29/2011	
	Prepare report of EC actions for each board meeting	FC 09/17/2010 AC 04/29/2011	
	Send letter to chapters requesting contributions for President's gift	01/15/2011	
	Send request for AC call (60 days prior)	02/28/2011	
	Treasurer	Pay Regional Assessment on or after May 1	05/01/2010
		Check on bond renewal	06/01/2010
Bond expires		06/30/2010	
Files must be transferred to new Treasurer		At AC or by 06/30/2010	
File IRS Form 990 by September 15		09/15/2010	
Records for May 1-August 31 due to Fin Rev by September 15; Treasurer's report due at FC		09/15/2010 09/17/2010	
(1) Records for September 1-April 30 due to (outgoing) Fin Rev by May 15; (2) Treasurer's report due at AC or FC		(1) 05/15/2010 (2) 09/17/2010	
Deliver files of financial records for previous years to incoming Treasurer at AC or by June 30		05/01/2010 or 06/30/2010	
Submit first draft 2010-2011 budget to EC		1/1/2011	
Certify voting members with Roster and N&E		01/15/2011	
File Texas Sales & Use Tax Return		01/20/2011	
Send preliminary budget to O&C and directors for review and comment		02/01/2011	
President and Treasurer to prepare proposed budget and distribute to each chapter		3/1/2011	
Close financial records		4/30/2011 or 30 days after AC (05/28/2011)	

Event	Timing	Date
Parliamentarian	Send amended local chapter bylaws to NALS with cert/adoption as necessary	
	Send amended TALP bylaws to NALS as necessary	06/15/2010
	Furnish copies of Rules of Procedure and Voting Instructions to voting body at FC	09/18/2010
	Certify computation of Certification awards not later than 10 days prior to AC	04/19/2011
	Furnish copies of Rules of Procedure and Voting Instructions to voting body at AM	04/29/2011
Bylaws / Standing Rules	The Chair shall issue a call for SR & BL amendments . . . (90 days prior)	FBM 06/19/2010 AM 01/29/2011
	Following each board mtg. and AM, prepare and forward to Parli for distribution to EC and to Sec for cert. of adoption (for BL) all cumulative amendments or revisions of BL and SR as adopted within 30 days after mtg	FBM 10/18/2010 AM 05/30/2011
	Proposed amendments to be submitted to BL/SR chair at least 60 days prior to next meeting; BL/SR chair furnish notice to all officers, chairmen, and directors at least 45 days before the meeting	FBM 07/19/2010 08/03/2010
		AM 02/28/2011 03/15/2011
Certification Chair	Compute Cert awards and have verified by Parli no later than 10 days prior to AM	04/19/2011
	Plan Recognition Function/present awards	04/29 – 04/30/2011
Education Chair	Plan and coordinate legal ed seminars 90 days prior to each conference	6/17/2010 1/28/2011
	Obtain speaker handouts	30 days prior to conference
	Maintain list of CLE topics for last 3 years	Ongoing
Professional Development Chair	Plan and coordinate leadership/professional dev workshops at FC and AC and any regional/chapter workshops requested	FC 09/17-18/2010 AC 4/29-04/30/2011
Finance Chair*	Submit Texas Sales & Use Tax Resale Certificate to vendors when ordering finance items for resale	
	(1) Records for September 1-April 30 due to (outgoing) Fin Rev May 15; (2) Finance chair's report due at AM or FBM	(1) 05/15/2010 (2) 09/17/2010 and 04/29/2011
	Records for May 1-August 31 due to Fin Review September 15; Finance chair's report due at FBM	09/15/2010 09/17/2010
	Have finance items for sale at mtgs	FC 09/17-18/2010 AC 4/29-30/2011
	Close records for fiscal year by April 30	04/30/2011

Event	Timing	Date
Financial Review*	Treasurer and Finance records for September 1- April 30 due to (outgoing) Fin Rev by May 15	05/15/2010
	Fin Rev to complete review of Treas/ Finance records within 30 days of receipt	06/15/2010
	AC chair financial records for AC due to Fin Rev 45 days after AC	06/15/2010
	Return books to Treas within 7 days of fin review (Sept. 1-May 30 books delivered to incoming Treas)	06/22/2010 09/24/2010
	(1) Report to EC and deliver books of AC chair to next AC chair within 7 days after review complete; (2) Fin Rev report due at FC	(1) 06/22/2010 (2) 09/17/2010
	Fin Rev to complete review of AC chair records within 30 days	07/15/2010
	Treasurer and Finance records for May 1- August 31 due to Fin Rev by September 15	09/15/2010
	Fin Rev report on those records at FC	09/17/2010
	Upon completion of review of Treas/ Finance records for September 1-April 30, outgoing Fin Rev to provide fin rev report to current Fin Rev chair for delivery to BOD at FC	09/17/2010
	Fin Rev to complete review of Treas/ Finance records within 30 days of receipt	10/15/2010
	(1) Report to EC and deliver books of FC chair to next FC chair within 7 days after review complete; (2) Fin Rev report due at AC	(1) 10/22/2010 (2) 04/29/2011
	FC chair financial records due to Fin Rev 40 days after FC	10/28/2010
	Fin Rev to complete review of FC records within 30 days	11/28/2010
	Fin Rev report on those records at AC	04/29/2011
	Fin Rev report due on those records at AC	04/29/2011
	Nominations & Elections	Issue call for nominations for officers no later than September 1
Prepare blank ballots and tellers' reports for use at FBM and AM		FBM 09/17/2010 AM 04/29/2011
Prepare voting member packets for each voting member which include items to be voted on not previously provided to voting members for FBM and AM		FBM 09/17/2010 AM 04/30/2011
Close nominations for officers no later than October 15		10/15/2010
Obtain list of eligible members from NALS		10/31/2010
Obtain written consent of all nominees no later than November 15		11/15/2010
Furnish list of candidates to all members no later than December 15		12/15/2010
Issue call for nominations for honorary members not later than 90 days after FC		12/17/2010
Prepare ballot and distribute to all voting members no later than January 1		01/01/2011
Candidates to furnish items for posting on the Web site		1/15/2011
Request for replacement or paper ballot	1/15/2011	

Event	Timing	Date
	Close nominations for honorary members 45 days after call is issued	01/31/2011
	Elections closed no later than February 1	02/01/2011
	Certify results to Pres and announce to members no later than February 15	02/15/2011
Roster	Prepare mini-roster and distribute at AC	05/01/2011
	Notify NALS Resource Center of TALP O&C after AC and throughout year	05/15/2010 05/15/2011
	Notify Legal Directories Publishing Co. of new roster of TALP O&C (date not specified in SR)	05/15/2010 05/15/2011
	Notify Executive Director of State Bar of new roster of TALP O&C (date not specified in SR)	05/15/2010 05/15/2011
	Notify Papillion Publishing of new roster of TALP O&C (date not specified in SR)	05/15/2010 05/15/2011
	Prepare a roster (to be known as the "Official Roster") . . . [to] be distributed to chapter directors and O&C at the FC	09/17/2010
	Prepare mailing labels for members and deliver to Docket editor to mail July, October, January, and April issues	06/15/2010 09/05/2010 12/10/2010 03/05/2011
	Coordinate with Treas list of eligible voters, which Treas will certify and submit to N&E	01/15/2011
	Prepare supplemental roster reflecting changes during interim period between FC and AC; distribute by e-distribution to all O&C and members the first week of February	02/05/2011
	Prior to AC, request local chapter rosters for distribution at AC	04/01/2011
	Do not delete non-renewing members from Official Roster until NALS has removed them from NALS roster (usually 90 days after non-renewal)	Ongoing
<i>Texas Docket*</i>	<i>Texas Docket</i> to be issued four times per year, in July, October, January, and April (detailed calendar attached as page 10)	06/30/2010 10/30/2010 01/30/2011 04/30/2011
E-distributor	Submissions must be approved by the President and received 2 weeks prior to distribution date	Ongoing
Awards	Provide LPY/Scholarship forms to Executive Committee for approval at EC retreat	05/15/2010
	Furnish LPY Rules and Nomination Form to E-Distributor to be sent to the members	12/01/2010
	Obtain membership report (from Treasurer) for calculations of membership awards	7/31/2010 2/28/2011
Awards – LPY	Select LPY judges and submit to EC for approval no later than January 1	01/01/2011
	Deadlines (1) to submit LPY nomination and (2) for receipt by Awards chair	(1) 02/01/2011 (2) 02/10/2011
	Deadline to forward nominations to LPY judges	02/15/2011
	Deadline to acknowledge receipt of each nomination received; notify local chapters of disqualified entries and reason therefore	02/15/2011
	Deadline to notify finalists and alternates	03/10/2011

Event	Timing	Date
	(1) Provide information forms to finalists to complete and (2) return to chair	(1) 03/10/2011 (2) 04/01/2011
	Post names of finalists to website	03/15/2011
	Final tabulation sheet to be signed and dated by judges and chair after completion of interviews at AC; Pres then approves and attests to scoring and signs and dates final tabulation sheet	04/29/2011
	All rating sheets, evaluation forms, judges' notes, final tabulation form, etc., to be sealed in envelope and delivered to Pres for destruction at close of AC	04/30/2011
	Provide articles on finalists with photos to Docket	05/09/2011
	Select scholarship judges and submit to EC for approval no later than January 1	01/01/2011
	Awards – Scholarship	(1) Deadline to submit scholarship apps (Awards to acknowledge receipt); (2) deadline for receipt of apps by Awards chair
Deadline to submit apps to judges		02/10/2011
Deadline to acknowledge receipt of all apps		02/10/2011
Deadline for receipt of judges' completed documents		03/01/2011
Deadline to notify successful candidate and nominating chapter		03/15/2011
Deadline for thank-you letters to each participating chapter; include notification of scholarship recipient		04/02/2011
Provide article on recipient to Docket		05/15/2011
Budget	(1) Pres and Treas prepare proposed budget and distribute to directors no later than March 1; (2) to be approved by BOD at AM	(1) 03/01/2011 (2) 04/29/2011
	Standing Rules Changes	Proposed amendments to be received by BL/SR chair at least 60 days before next meeting
Chair to furnish notice of proposed amendments to O&C and directors at least 45 days before next meeting		FBM 08/03/2010 AM 03/15/2011
AC – Bids	AC bids to be submitted to Pres no later than 60 days prior to AC 1 year in advance	02/28/2011
AC – Chairman	AC chair to submit proposed AC hotel contract to EC	06/1/2010
	AC chair to present proposed registration and individual event fees and proposed registration form to EC for approval	06/1/2010
	AC finance chair's final accounting of AC shall be concluded no later than 40 days after AC	06/11/2010
	Send files (except financial records) to next hosting chapter for 2011 AC	6 weeks after AC (6/15/2010)
	AC chair to submit proposed AC budget, registration form, and schedule of events to Pres within 60 days of winning the bid	06/30/2010
	AC chair to furnish quarterly written status reports to Pres	08/02/2010 11/02/2010 02/02/2011

Event	Timing	Date
	AC chair to submit final AC financial report to BOD at FC following AC	09/17/2010
AC – Finances	AC finance chair's final accounting of AC shall be concluded no later than 40 days after AC	06/11/2010
	AC finance chair's balance sheet and P&L statement due to Fin Review with records [see p. 9 containing chart of deadlines for Financial Review]	06/15/2010
	AC chair to present distribution check to TALP with final accounting within 5 days of completion of review by Fin Review	07/20/2010
AC – Registrations & Reservations	AC chair to distribute approved registration form and schedule of events at FC and provide to website	09/17/2010
	AC chair to provide approved registration form and schedule of events to Docket editor for March issue	12/02/2010
AC – General	All AC files, except financial records, to be given to next AC-hosting chapter within 6 weeks after AC	06/12/2010
	AC financial records to be forwarded ASAP after fin review, but no later than FC	08/01/2010
Fall Conference – Bids	FC bids to be submitted to Pres no later than 60 days prior to FC 1 year in advance	07/17/2010
FC – Chairman	FC chair to furnish quarterly written status reports to Pres	2010 FC: 08/02/2010
		2011 FC: 02/02/2011 05/02/2011 08/02/2011
	FC chair to submit proposed FC hotel contract to EC	11/15/2010
	FC chair to submit proposed FC budget to Pres within 60 days of winning the bid	11/18/2010
	FC chair to present proposed registration and individual event fees and proposed registration form to EC for approval (date not specified in SR)	12/02/2010
	FC chair to prepare and submit final FC financial report to BOD at AC	04/29/2011
Fall Conference – Finances	FC finance chair's final accounting of FC shall be concluded no later than 40 days after FC	10/28/2010
	FC finance chair's balance sheet and P&L statement due to Fin Review with records [see p. 9 containing chart of deadlines for Financial Review]	11/1/2010
	FC chair to present distribution check to TALP with final accounting within 5 days of completion of review by Fin Review	12/15/2010
Fall Conference – Registrations & Reservations	FC chair to distribute approved registration form and schedule of events at AC and provide to Docket editor and Website for publication	05/09/2010
Immediate Past President	Order pin and plaque to be presented to outgoing president at AC	01/15/2011

FINANCE CHAIRMAN'S CHART:

Reporting Period Covering	Records Due to Financial Review	Finance Chairman's Report Due
May 1 through August 31	September 15	Board Meeting
September 1 through April 30	May 15	Annual Meeting or Board Meeting

FINANCIAL REVIEW CHAIRMAN'S CHART:

Records	Records Due to Financial Review Chairman	Reporting Period Covered	Financial Review Report Due
Treasurer and Finance Chair	September 15	May 1 through August 31	Annual Meeting
Treasurer Finance Chairman	May 15	September 1 through April 30	Board Meeting
Annual Conference Chair	45 days following Annual Conference	Annual Conference	Board Meeting
Fall Conference Chair	45 days following Fall Conference	Fall Conference	Annual Meeting

THE TEXAS DOCKET	
JULY ISSUE	
05/09/2010	Receive articles
05/16/2010	Forward articles/graphics to reviewing officers and committee proofreaders
05/23/2010	All proofreaders return comments
05/30/2010	Send first draft to EC and committee proofreaders
06/06/2010	Revisions back to editor
06/15/2010	Receive mailing labels from Roster for those who do not have email
06/20/2010	Editor proofs final draft, converts to PDF, transmits to Webmaster and E-Distributor
06/30/2010	Webmaster posts on Website; E-Distributor sends mass email re: posting; mail those necessary
OCTOBER ISSUE	
09/02/2010	Receive articles
09/05/2010	Forward articles/graphics to reviewing officers and committee proofreaders
09/16/2010	All proofreaders return comments
09/30/2010	Send first draft to EC and committee proofreaders
10/05/2010	Revisions back to editor
10/15/2010	Receive mailing labels from Roster for those who do not have email
10/20/2010	Editor proofs final draft, converts to PDF, transmits to Webmaster and E-Distributor
10/30/2010	Webmaster posts on Website; E-Distributor sends mass email re: posting; mail those necessary
JANUARY ISSUE	
12/02/2010	Receive articles
12/05/2010	Forward articles/graphics to reviewing officers and committee proofreaders
12/16/2010	All proofreaders return comments
12/30/2010	Send first draft to EC and committee proofreaders
01/05/2011	Revisions back to editor
01/15/2011	Receive mailing labels from Roster for those who do not have email
01/20/2011	Editor proofs final draft, converts to PDF, transmits to Webmaster and E-Distributor
01/30/2011	Webmaster posts on Website; E-Distributor sends mass email re: posting; mail those necessary
APRIL ISSUE	
03/02/2011	Receive articles
03/05/2011	Forward articles/graphics to reviewing officers and committee proofreaders
03/16/2011	All proofreaders return comments to editor
03/30/2011	Send first draft to EC and committee proofreaders
04/05/2011	Revisions back to editor
04/15/2011	Receive mailing labels from Roster for those who do not have email
04/20/2011	Editor proofs final draft, converts to PDF, transmits to Webmaster and E-Distributor
04/30/2011	Webmaster posts on Website; E-Distributor sends mass email re: posting; mail those necessary