

Calendar of Critical Business

When	Required timing	What
January	January ¹	Notify members about need to renew membership, amount of dues, and deadline
January - 3rd Thursday	4 weeks before annual meeting ²	Memberships must be renewed in order to vote in annual meeting
January or February	At least 7 days before annual meeting ³	Notify members of annual meeting and of candidates for board
Annual meeting: 3rd Thursday in February	February membership meeting ⁴	Elections of directors and officers
Annual meeting: 3rd Thursday in February	Annual meeting ⁵	Set year's membership meeting schedule
February: after annual meeting	Returned to GCC by March 31 ⁶	Renew Bingo license
March board meeting	Annual board meeting ⁷	Set year's board meeting schedule
April	May 15 ⁸	File Form 990 with IRS
April	May 15 ⁹	File CT-12 with Oregon Dept of Justice
May	June	Review and renew contract with Senior Services
December board meeting	At least 60 days before the annual meeting ¹⁰	President appoints Board Candidate committee
December membership meeting	Last scheduled membership meeting of year ¹¹	Determine amount of annual membership dues

1. Bylaws, Article 3, Section 6: Notice of Membership Meetings and Annual Meeting, sentence 3.
2. Policy voted by membership, meeting of 12/20/2007.
3. Bylaws, Article 3, Section 6: Notice of Membership Meetings and Annual Meeting, sentence 1; and Bylaws, Article 4, Section 2: Nominations and Election, paragraph 1, sentence 5.
4. Bylaws, Article 3, Section 5: Membership Meetings and Annual Meeting, sentence 4.
5. Bylaws, Article 3, Section 5: Membership Meetings and Annual Meeting, sentence 2.
6. Oregon Gaming Regulations; anniversary date of license
7. Bylaws, Article 4, Section 5: Annual Meeting of Directors.
8. Instructions for IRS Form 990.
9. Instructions for OR Dept of State Form CT-12
10. Bylaws, Article 4, Section 2: Nominations and Election, paragraph 1, sentence 1.
11. Bylaws, Article 3, Section 2: Dues, sentence 2.