



# AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS

## 2015 – 2016

### Critical Calendar

<u>2015</u>	DESCRIPTION
<b>AUGUST</b>	
1	<ul style="list-style-type: none"><li>ASPE Fiscal Year Begins.</li><li>Chapter Officers take office.</li></ul>
31	<ul style="list-style-type: none"><li>Members deleted from Membership if not paid.</li></ul>
<b>SEPTEMBER</b>	
1	<ul style="list-style-type: none"><li>Deadline for October <i>Estimating Today</i> articles to Society Business Office.</li></ul>
9	<ul style="list-style-type: none"><li>Chapter Reports due to Regional Governor for October Board of Trustees Meeting reports.</li><li>Committee and Technical Committee Chairs progress reports due to their respective Vice President and Society Business Office.</li></ul>
23	<ul style="list-style-type: none"><li>Last day for Board of Trustee reports to Society Business Office for October meeting board books.</li></ul>
<b>OCTOBER</b>	
3	<ul style="list-style-type: none"><li>Deadline for November <i>Estimating Today</i> articles to Society Business Office.</li></ul>
16-17	<ul style="list-style-type: none"><li>Board of Trustees Meeting at Society Business Office.</li></ul>
<b>NOVEMBER</b>	
3	<ul style="list-style-type: none"><li>Deadline for December <i>Estimating Today</i> articles to Society Business Office.</li></ul>
<b>DECEMBER</b>	
1	<ul style="list-style-type: none"><li>Deadline for January <i>Estimating Today</i> articles to Society Business Office.</li></ul>
15	<ul style="list-style-type: none"><li>Last day to submit Proposed Amendments to the Bylaws Committee.</li></ul>

**2016****DESCRIPTION****JANUARY**

- 4     ▪ Deadline for February *Estimating Today* articles to Society Business Office.
- 8-9    ▪ Standards Committee Meeting at Society Business Office
- 10     ▪ Last Day to submit Applications for Certification for Cycle 1 (Winter)
- 15-16  ▪ Certification Committee Meeting at Society Business Office.
- 22-23  ▪ Education Committee Meeting at Society Business Office.

**FEBRUARY**

- 1     ▪ Last day for nomination of candidates for Board of Trustees to Society Business Office and Nomination Committee Chairman.  
      ▪ Deadline for March *Estimating Today* articles to Society Business Office.
- 12    ▪ Chapter Reports due to Regional Governor for March Board of Trustees Meeting reports.  
      ▪ Committee and Technical Committee Chairs progress reports due to their respective Vice President and Society Business Office.
- 24    ▪ Last day for Board of Trustee reports to Society Business Office for March meeting board books.

**MARCH**

- 1     ▪ Last day for Society Business Office to confirm qualifications of candidates for election to the Board of Trustees.  
      ▪ Society Business Office to determine the voting body for the election of Board of Trustees.  
      ▪ Deadline for April *Estimating Today* articles to Society Business Office.
- 15    ▪ Last day to issue ballots to eligible voters.  
      ▪ Deadline to submit "*Intent to Submit*" form for Award Submittals.
- 18-19  ▪ Board of Trustees Meeting at Society Business Office.
- 31    ▪ Last day to vote in the Board of Trustees election.

**APRIL**

- 1     ▪ Deadline for May *Estimating Today* articles to Society Business Office.
- 1-30   ▪ Election of Chapter Officers must be held.
- 15    ▪ Last day to notify Society Business Office of any changes to Chapter Dues.  
      ▪ Nominations for Estimator of the Year, Fellow, and Honorary Member due to Society Business Office.  
      ▪ Nominations for Legacy Awards due to Society Business Office.

**MAY**

- 1
  - Society Business Office begins invoicing 2016-2017 Membership Dues Renewals.
  - Last day to announce Board of Trustee election results.
  - Nominations for Chapter President of Year due to Society Business Office.
- 15
  - Last day for Proposed Bylaw Amendments to be sent to chapter presidents.
- 27
  - Chapter Delegate(s) and Alternate(s) to Society Business Office at least 30 days prior to voting at Annual National Council Business Session
  - Last day for Chapter Reports to Governors for Annual Meeting reports.
  - Committee and Technical Committee Chairs Annual Report due to their respective Vice Pres' and SBO.

**JUNE**

- 1
  - Delegate voting strength of each Chapter determined by Society Business Office.
- 14
  - Annual Board Reports Due to Society Business Office for Annual Meeting Books.

**JULY**

- 5
  - Deadline for August/September *Estimating Today* articles to Society Business Office.
- 10
  - Last day to submit Applications for Certification for Cycle 2 (Summer)
- 13-16
  - Annual Meeting & Estimators' Summit - Tampa, Florida
- 16
  - 2016-2017 Board of Trustees take office.
- 31
  - **Fiscal Year End** – Renewal Dues due to Society Business Office.
  - CPE Expiration Date(s). **Check your certificate expiration date for compliance.**