



A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

## SOROPTIMIST INTERNATIONAL OF THE AMERICAS

# 2019-2020 Governors Calendar

### September 2019

- 1 Late fee of \$150 for any clubs that have not paid 2019-2020 dues
- 2 Headquarters office closed (Labor Day in U.S.)
- 5 On or about this date, overdue 2019-2020 federation dues letters mailed to clubs
- 15 Deadline for all Electoral Area Board Nominations to be received by headquarters (in regions electing this year)
- 15 Deadline for all Fundraising Council Nominations to be received by headquarters

### October 2019

- 1 Club Charter forfeiture if 2019-2020 dues not paid
- 3 Founders Day
- 7 Region Conference Planning & Succession Planning on-demand webinar available
- 25-27 Fundraising Council Meeting, Philadelphia, PA
- 31 Mail ballot sent for federation board members in region electing this cycle
- 31 Copy of your region's year-end financial statements and current year budget due to SIA's Chief Operating & Financial Officer

### November 2019

- 1 2019-2020 Soroptimist Celebrating Success Award region recipients and transmittal due to Headquarters at [program@soroptimist.org](mailto:program@soroptimist.org)
- 4 Healthy Regions on-demand webinar available
- 15 *Live Your Dream Awards* application deadline
- 15 US Clubs: Form 990 due to IRS no later than this date (Clubs with July 1-June 30 fiscal year)
- 16 Ballots for Soroptimist International President due at headquarters
- 28-29 Headquarters office closed (Thanksgiving Holiday in U.S.)
- Also This month, governors should contact their Official Visitor to acknowledge their region conference assignment

## December 2019

- 3 Giving Tuesday
- 10 Human Rights Day: SI December 10<sup>th</sup> Appeal
- 24-25 Headquarters office closed (Christmas)
- 31 Headquarters office closed (New Year's)

## January 2020

- 1 Headquarters office closed (New Year's)
- 1 *Best for Women* content submission deadline
- 6 Board ballots due at headquarters from regions electing this cycle
- 20 Headquarters office closed (Martin Luther King Jr.'s birthday in U.S.)
- 27 Strategic Planning and Succession Planning on-demand webinar available
- Also This month, governors should contact their Official Visitor to review expectations for region conference visit

## February 2020

- 1 *Live Your Dream Awards* new club funding paperwork due to headquarters
- 1 *Live Your Dream Awards* club transmittals due to district (in regions with district judging)
- 6-9 SIA Board of Directors Meeting, Philadelphia, PA
- 15 *Live Your Dream Awards* club transmittals due to region
- 17 Headquarters office closed (President's Day in U.S.)
- 19 Headquarters sends request to regions for Healthy Region Brief data
- 21 By this date, communicate to club presidents and treasurers the importance of budgeting 10% for Club Giving
- 28 Electronic ballot for SIA 2020-2021 President-elect opens; information sent to club email address

## March 2020

- 1 Soroptimist Club Grants for Women and Girls applications due to headquarters
- 1 Mail ballot for SIA 2020-2021 President-elect sent to clubs
- 1 Call to Conference due to Jill Groves, Executive Associate, at [jill@soroptimist.org](mailto:jill@soroptimist.org)
- 8 Due date for Healthy Region Brief data to be entered into the online web portal
- 8 International Women's Day

- 9 Spotlight on Programs and Philanthropy on-demand webinar available
- 15 *Live Your Dream Awards* region reporting and recipient applications due to headquarters
- 15 Convention Fee due to SIA
- 30 President-elect election closes

## April 2020

- 18 Renew Region D&O insurance policy anytime between this date and May 18 (US & Canadian Regions only)

## May 2020

- 1 Dates and locations of 2021 region conferences due to headquarters
- 2 President-elect ballots due at headquarters
- 16 2020-2021 dues payment information sent from headquarters this week
- 18 Region D&O insurance policy renewal date (US & Canadian Regions only – note, coverage will lapse unless insurance premiums are paid and annual enrollment form submitted)
- 25 Headquarters office closed (Memorial Day in U.S.)
- 31 Club Giving and Founders Pennies contributions due at headquarters for inclusion in 2020 recognition
- 31 “Diamond Campaign: Shining Our Way to the 2nd Century” campaign phase 2 ends
- 31 Shaping the Future Award Entries due to Jill Groves, Executive Associate at [jill@soroptimist.org](mailto:jill@soroptimist.org)
- 31 2020-2022 Region Chair appointments due to Jill Groves at [jill@soroptimist.org](mailto:jill@soroptimist.org)

## June 2020

- 1 Diamond Campaign: Shining Our Way to the 2nd Century phase 3 begins
- 1 *Dream It, Be It* online club reporting due to headquarters

## July 2020

- 1 2020-2021 Dues, Form 200 – New Officer information due at headquarters
- 1 2019-2020 Soroptimists Celebrating Success Award entries due to region
- 1 *Best for Women* content submission deadline
- 1 (*Ongoing*) Copies of contracts over \$10,000 and management liability insurance policy, required by the regions, due to SIA’s Chief Operating & Financial Officer
- 3 Headquarters office closed (in observance of July 4 Independence Day holiday in U.S.)
- 18 SIA Board of Directors Orientation, Bellevue, Washington, USA

- 19-21 SIA Board of Directors Meeting, Bellevue, Washington, USA
- 22-25 46th Biennial Convention, Bellevue, Washington, USA
- 26-27 SIA Governors Round Table, Bellevue, Washington, USA

## August 2020

- 1 *Live Your Dream Awards* online application opens
- 1 Late fee of \$100 for any club that has not yet paid 2020-2021 dues
- 1 Solicitation letters to clubs for nominations for Federation Board (in regions electing this upcoming cycle) and to all clubs for Fundraising Council
- 10 Soroptimist Club Grant impact reports due from clubs that received 2019-2020 funds