



New York State Organization of Mothers of Twins Clubs



2023-2024 CALENDAR OF EVENTS

MAY 2023

- 9 Newsletter articles due to the Editor
- May/June Presidential Papers distributed (including 2024 State Meeting Update; Board members' articles; Updated Executive Board Directory and Calendar of Events; Midterm Board Meeting Information)

JUNE 2023

- 1 Clubs' dues and Statistics forms due to Vice President
- 6 Newsletter articles due to the Editor
- 15 1st Draft of Fri/Sat/Sun Meeting Minutes due to President, Parliamentarian and Minutes Approval

JULY 2023

- 11 July/August Presidential Papers distributed
- 15 \$5 Late Fee applied to unpaid clubs; Vice President sends dues reminders to Club Presidents & State Reps

AUGUST 2023

- 8 Newsletter articles due to the Editor
- 15 \$10 late fee applied to unpaid clubs; Vice President notifies the Club's President & State Reps; 2nd Draft of State Minutes due to President, Parliamentarian and Minutes Approval

SEPTEMBER 2023

- 1 Hotel reservations made for Midterm Meeting; Nominating Chair sends Resume Forms to Executive Board; Official State Meeting Minutes sent to Executive Board
- 12 September/October Presidential Papers distributed; \$15 late fee applied to unpaid clubs; Vice President notifies the Club's President & State Reps

OCTOBER 2023

- 1 Midterm meeting registrations due to Chairperson; Agenda items and expense vouchers due to President; Resume forms due to Nominating Chairperson; MSS Scratch Off Tickets and monies due to MSS Fundraiser Chairperson
- 3 Midterm meeting reports due to Webmaster
- 14 Midterm Executive Board Meeting
- 17 Newsletter articles due to the Editor

NOVEMBER 2023

- 1 MSS Scholarship Calendar Fundraiser emailed to State Reps
- 7 3rd Call review finalized with State Meeting Chairperson; November/December Presidential Papers distributed
- 20 1st draft of Midterm Minutes Due to President, Parliamentarian and Minutes Approval



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DECEMBER 2023

- 1 Third Call distributed and published on Website
- 4 Midterm Board Meeting Minutes corrections due back to Recording Secretary
- 5 Newsletter articles due to the Editor – include MSS application deadline, contests entry forms and info, Proposed Amendments to Bylaws/Standing Rules, List of Executive Board Positions, MSS Calendar Fundraiser reminder

JANUARY 2024

- 1 Clubs begin discussing hosting 2026 State Meeting
- 9 January/February Presidential Papers distributed

FEBRUARY 2024

- 1 Midterm Board Meeting Minutes distributed by Recording Secretary; Mailing of credential documents to Officers, Past Presidents and Member Clubs
- 6 Newsletter articles due to the Editor; Reminders for 2024 State Meeting
- 20 MSS Applications due to MSS Chairperson

MARCH 2024

- 1 2024 State Meeting Registration due; Agenda items due to President; Credentials due to Parliamentarian; Club Scrapbook entry forms due to Chairperson; Newsletter Contest entry form due to Chairperson; Show and Sell Registrations due; Program booklet information due to State Meeting Chairpersons
- 12 March/April Presidential Papers distributed
- 15 MSS Calendar Packet and monies due to MSS Fundraiser Chairperson; Names due to Certificates Chairperson
- 26 MSS Fundraiser Chairperson sends calendar money to MSS Treasurer; State Meeting Registration/Attendance list is sent to Parliamentarian, President, and Membership Pins Chair; Executive Board member reports due to Webmaster; year-end vouchers due to President; Clubs prepare for contests and Raffles Auction Basket; Club hosting 2025 State Meeting to notify President and prepare a presentation for the 2024 Saturday General Meeting

APRIL 2024

- 10 Treasurer's books closed for year-end audit; Treasurer prepares 990 form for filing
- 11-14 NYSOMOTC State Meeting