



AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS

2011 – 2012

CRITICAL CALENDAR

DATE	DESCRIPTION
AUGUST, 2011	
1	<ul style="list-style-type: none"> • ASPE Fiscal Year Begins • Chapter and National Officers take office
26	<ul style="list-style-type: none"> • Deadline for October <i>Estimating Today</i> articles due to Society Business Office
31	<ul style="list-style-type: none"> • August Anniversary Dues Members deleted from Membership if not paid • Last day to have renewal to Society Business Office for inclusion in the Membership Directory • Members who joined prior to June, 2008, deleted from Membership if dues are not paid
SEPTEMBER, 2011	
1	<ul style="list-style-type: none"> • Chapters to submit Chapter Report to Regional Governor • Committee and Technical Committee Chairs progress reports due to their respective V-P and Society Business Office
23	<ul style="list-style-type: none"> • Deadline for November <i>Estimating Today</i> articles to Society Business Office
28	<ul style="list-style-type: none"> • Trustees to submit reports to Society Business Office for inclusion in the Trustee Meeting Notebook
30	<ul style="list-style-type: none"> • September Anniversary Dues Members deleted from Membership if not paid
OCTOBER, 2011	
21	<ul style="list-style-type: none"> • Deadline for December <i>Estimating Today</i> articles to Society Business Office
31	<ul style="list-style-type: none"> • October Anniversary Dues Members deleted from Membership if not paid
NOVEMBER, 2011	
5	<ul style="list-style-type: none"> • Board of Trustees Fall Meeting – Society Business Office
18	<ul style="list-style-type: none"> • Deadline for January <i>Estimating Today</i> articles to SBO
30	<ul style="list-style-type: none"> • November Anniversary Dues Members deleted from Membership if not paid
DECEMBER, 2011	
15	<ul style="list-style-type: none"> • Last day to submit Proposed Amendments to the Bylaws Committee
16	<ul style="list-style-type: none"> • Deadline for February <i>Estimating Today</i> articles to SBO
31	<ul style="list-style-type: none"> • December Anniversary Dues Members deleted from Membership if not paid

JANUARY, 2012

- 1 • Last Day to Submit Certification Applications (Cycle 1)
- 4 • Governors contact chapters for Quarterly Reports to go in report to Society Business Office
- 15 • Committee and Technical Committee Chairs to submit progress reports to their respective VP and Society Business Office
 - Technical Committees last day to submit proposed budget to SBO
- 20 • Deadline for March *Estimating Today* articles to Society Business Office
- 31 • January Anniversary Dues Members deleted from Membership if not paid

FEBRUARY, 2012

- TBD • Trustees reports due to Society Business Office to be included in the Trustee Meeting Handbook
- 1 • Last day for nomination of candidates for Society Office to Nomination Committee Chairman
 - Chapters to submit Chapter Report to Regional Governor
 - Deadline for April *Estimating Today* articles to Society Business Office
- 28 • Last day for Nominating Committee to confirm qualifications of candidates
 - Last day for the Bylaws Committee to submit proposed Bylaws Amendments to the BOT
 - February Anniversary Dues Members deleted from Membership if not paid

MARCH, 2012

- TBD Board of Trustees Meeting at Society Business Office
- 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 Society Trustees
- 15 • Last day to issue ballots to eligible voters
- 23 • Deadline for May *Estimating Today* articles to Society Business Office
- 31 • March Anniversary Dues Members deleted from Membership if not paid

APRIL, 2012

- 1-30 Chapter elections should be planned and implemented
- 15 • Last day to return ballots to Chief Teller
 - 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
- 20 • Deadline for June *Estimating Today* articles to Society Business Office
- 30 • April Anniversary Dues Members deleted from Membership if not paid

MAY, 2012

- 1
 - Society Business Office begins invoicing for Annual Dues Renewals
 - Last day to announce Trustee election results
 - Governors to contact Chapters for Quarterly Reports for report to Society Business Office
 - Nominations for Chapter President of the Year due to Society Business Office
 - Chapter Activity, Achievement, and Member Sponsorship Award nominations due to Society Business Office

- 15
 - Last day for Bylaws Amendments to be sent to Chapter Presidents for Chapter member review.
 - Chapter Annual Report due to Regional Governor and Society Business Office
 - Committee and Technical Board Chairs reports due to respective VP(s)

- 18
 - Deadline for July *Estimating Today* articles to Society Business Office

- 30
 - Last day for chapters to hold elections
 - May Anniversary Dues Members deleted from Membership if not paid

JUNE, 2012

- 1
 - Trustees to submit Annual Report to Society Business Office for inclusion in the Trustee Meeting notebook
 - Voting strength of each Chapter determined by Society Business Office

- 12
 - Chapter Delegate(s) and Alternate(s) to Society Business Office at least 30 days prior to Convention for voting

- 15 - 30
 - Final Dues Renewal invoices to be sent out by Society Business Office

- 30
 - Last day for the chapter to notify Society Business Office of chapter election results
 - June Anniversary Dues Members deleted from Membership if not paid

JULY, 2012

- 1
 - Last Day to Submit Certification Applications (Cycle 2)

- 11-14
 - Annual Convention and Estimating Academy

- 20
 - Deadline for August/September *Estimating Today* articles to Society Business Office

- 31
 - Fiscal year end – renewal dues due to Society Business Office to be included in Membership Directory
 - July Anniversary Dues Members deleted from Membership if not paid
 - CPE Expiration Date(s). *Check your certificate expiration date for compliance.*