

**SOCIETY OF CALIFORNIA ARCHIVISTS CALENDAR**  
**(effective 12/1/93, rev'd 4/94)**

Note: Most of the dates indicated on this calendar are intended as guidelines to the timing of SCA activities. Those events whose timing is governed by the SCA Bylaws are indicated with an "\*".

Scheduling is based largely on the recent tradition of holding the Society's annual general (business) meeting about May 1. The exact dates of SCA events and deadlines must be adjusted annually to reflect the annual variation in the exact date of the AGM.

JANUARY

- 1 SCA Membership Year begins - annual membership fee due
- 1 SCA Fiscal Year begins
- 15 Nominating Committee deadline for receipt of nominations
- 15 Second dues reminder
- 31 Final dues renewal deadline.

FEBRUARY

- 1 Board meets - final AGM approvals
- 15 Deadline for submitting articles for March newsletter
- 15 Nominating Committee reports slate to Board of Directors and Election Committee

MARCH

- 1 Complete candidate packets to Election Committee
- 10 Program in site alternate with AGM site
- 15 Newsletter published
- 15\* Deadline for Election Committee to mail candidate information and ballots (45-90 days before annual business meeting)
- 15 Mail AGM program kits

APRIL

- 1 Deadline to mail written notice of annual business meeting and proposed changes to SCA bylaws (30 days in advance of annual business meeting)
- 15 Election returns due to Election Committee, which notifies elected candidates.
- 29 Joint meeting of incoming and outgoing officers and Council

MAY

- 1 Annual General (business) Meeting. New officers and Council introduced; membership directory distributed.
- 15 Deadline for submitting articles for June newsletter

JUNE

- 1\* Terms of new officers, Council, and Nominating Committee begin (30 days after business meeting)
- 15 Newsletter published, reports AGM and new committee chairs.
- 15 Leadership seminar for committee chairs
- 15 Directory updates mailed

JULY

- 15 Regional "socials" or site visits (locally arranged)
- 15 Committees hold organizational meetings

AUGUST

- 1 Board meets - planning session, approval of committee plans, budget planning, preliminary AGM approvals
- 15 Deadline for submitting articles for September newsletter

SEPTEMBER

- 1\* Deadline for first Board meeting (90 days after assuming office)
- 15 Newsletter published

OCTOBER

- 15 Programs, North and South

NOVEMBER

- 15 Board meets - approve next fiscal year budget, AGM plans
- 15 Deadline for submitting articles for December newsletter

DECEMBER

- 1 Membership renewal notices mailed
- 1 Nominating Committee solicits nominations for SCA leadership
- 15 Newsletter published; includes form for nomination by petition