

State Bar of  
Texas

Reminder

## 2016-2017 CALENDAR FOR SECTIONS

### JUNE 2016

|       |  |
|-------|--|
| 1     | SBOT fiscal year begins  |
| 1     | Due date for 2016 SBOT bar dues, attorney occupation tax, and legal services fee |
| 18-19 | State Bar of Texas Annual Meeting – Grand Hyatt, San Antonio                     |
| 30    | Deadline to receive nominations for 2016-2017 Leadership SBOT class              |

Appoint Committee  
Chairs and Annual  
Meeting Chair. Set  
'action' deadlines for  
the year

Send your new council  
and officer's roster to  
the Sections Department

### JULY 2016

|    |   |
|----|---|
| 1  | First Reminder notices for bar dues mailed                                    |
| 4  | Holiday – Independence Day (Texas Law Center closed)                          |
| 15 | Sections budget for 2016-2017 fiscal year due to Executive Director           |
| 25 | Orientation for SBOT section chairs and treasurers – Texas Law Center, Austin |

Send your meeting schedule  
for the year to your council,  
Board Advisor(s) and the  
Sections Department

Remind your drop-offs  
to re-join the section

Bylaws or Dues changes  
from Annual Meeting to  
Sections Department

### AUGUST 2016

|    |   |
|----|---|
| 1  | Second Reminder for Bar Dues emailed                                      |
| 15 | Final notice for SBOT Bar Dues emailed                                    |
| 31 | Final Deadline for receipt of dues, occupation tax and legal services fee |

Update your website  
with new council, officers  
and committees

Welcome your section  
members (and make  
sure they can log-in to  
your website)!

### SEPTEMBER 2016

|       |  |
|-------|--|
| 1     | Suspension date for Non-Payment of Bar Dues                                |
| 1     | Deadline for receipt of information for Board of Director's Meeting Agenda |
| 1     | SBOT Executive Committee Meeting, Austin                                   |
| 5     | Holiday – Labor Day (Texas Law Center closed)                              |
| 15-16 | SBOT Board of Directors Meeting, Doubletree El Paso                        |

Section membership is  
'solid' by August 31

How are you going to  
use your free ¼  
Bar Journal Ad?

### OCTOBER 2016

|   |  |
|---|--|
| 7 | Council of Chairs – Texas Law Center, Austin |
|---|--|

Start your Annual  
Meeting Programming,  
Agenda and Speakers!

## NOVEMBER 2016

|       |  |
|-------|--|
| 11    | Holiday – Veterans Day (Texas Law Center closed)   |
| 14    | Annual Meeting Deadline: Submit date and time preference for your CLE programs, section meetings, council meetings, socials, and special events. |
| 24-25 | Holiday – Thanksgiving (Texas Law Center closed)   |

## DECEMBER 2016

|       |   |
|-------|---|
| 9     | SBOT Holiday Party – Texas Law Center, Austin               |
| 9     | President-elect nominee interviews – Austin                 |
| 15    | Deadline for receipt of SBOT minority director applications |
| 23-26 | Holiday – Christmas (Texas Law Center closed)               |

## JANUARY 2017

|       |  |
|-------|--|
| 1     | Holiday – New Year's Day (Texas Law Center closed)   |
| 2     | Deadline for receipt of information for Board of Director's Meeting Agenda   |
| 10    | SBOT Executive Committee Meeting – Austin  |
| 9     | Annual Meeting Deadline: Submit programming for the registration brochure: CLE topics, speakers, and speaker contact information and firm. |
| 16    | Holiday – Martin Luther King Jr. Day (Texas Law Center closed)   |
| 21-22 | SBOT Board of Directors Meeting – Doubletree, McAllen  |

## FEBRUARY 2017

|    |   |
|----|---|
| 1  | Register and make guest room reservations for Annual Meeting ( <a href="http://www.texasbar.com/annualmeeting">www.texasbar.com/annualmeeting</a> ) |
| 17 | Council of Chairs (and Section Representative Election) – Texas Law Center, Austin  |
| 20 | Holiday – Presidents' Day (Texas Law Center closed)   |

## MARCH 2017

|   |   |
|---|---|
| 1 | SBOT and TYLA President-elect nominees' campaigns begin outside of their offices  |
| 6 | Annual Meeting Deadline: Order special awards, council and chair plaques. Food and beverage, and audio visual orders due. |
| 9 | SBOT Executive Committee Meeting – Austin   |

**Dues increases or name changes should be decided in time for January Board meeting to be printed on the Dues Statement**

**Nominate a large section representative to the Board of Directors – elections are in February. (2 large positions this year)**

**Solicit nominations for your section council and awards**

**Finalize your Annual Meeting Plans!**

**Section budgets are due July 15<sup>th</sup>, 2017. Plan for your 2017-2018 budget at your spring meeting.**

**Annual Meeting Resolutions Due April 1**

**Start process for obtaining bids and booking retreats, CLE courses and Council Meetings for 2017-2018**

## APRIL 2017

|       |  |
|-------|--|
| 1     | Distribution of SBOT and TYLA paper and electronic election ballots  |
| 1     | Deadline for receipt of SBOT Annual Meeting resolutions  |
| 20-21 | SBOT Board of Directors Meeting – Westin Domain, Austin<br>(Announcement of Chair of the Board election and minority director appointment) |
| 17    | Annual Meeting Deadline: Course materials for app: CLE articles, PowerPoints, speaker bios and photos.                                     |
| 29    | SBOT bar dues, attorney occupation tax and legal services fees statements mailed   |

Work on your year-end Section Report for publication in the *Texas Bar Journal*

## MAY 2017

|    |  |
|----|--|
| 1  | Deadline for standing committee and section year-end reports for publication in the <i>Texas Bar Journal</i> |
| 1  | Deadline for receipt of nominations for Presidential Awards from Sections and Committees                     |
| 1  | National Law Day (tentative)   |
| 15 | New Lawyers Induction Ceremony – Frank Erwin Center, Austin  |
| 22 | Annual Meeting: Last day for early bird registration   |
| 29 | Holiday – Memorial Day (Texas Law Center closed)   |

Members who join in March- May will also be members for 2017-18

Don't mail newsletters in May, June or first part of July – your section membership is at 50% occupancy!

Invite new council members to attend your Annual Meeting. Brief incoming Chair on what they need to know for the upcoming year.

## JUNE 2017

|       |   |
|-------|---|
| 1     | SBOT fiscal year begins   |
| 1     | Due date for 2017 SBOT Bar Dues, Texas Occupation Tax, and Legal Services fee |
| 21    | SBOT New Directors Orientation – Hilton Anatole, Dallas                       |
| 21-22 | SBOT Board of Directors Meeting – Hilton Anatole, Dallas                      |
| 22-23 | State Bar of Texas Annual Meeting – Hilton Anatole, Dallas                    |

Leadership SBOT Nominations due June 1

Relax, plan your vacation, and enjoy being Immediate Past Chair!