

## 2023 – 2024 CALENDAR FOR SECTIONS

### JUNE 2023

1	SBOT fiscal year begins
1	Due date for 2022-23 SBOT bar dues and legal services fee
22-23	State Bar of Texas Annual Meeting – JW Marriott, Austin
30	Deadline to receive nominations for 2023-2024 Leadership SBOT class

### JULY 2023

4	Holiday – Independence Day (Texas Law Center closed)
15	Sections budget due.

### AUGUST 2023

18	New Section Chairs & Treasurer Orientation
30	Posting deadline for September 7 SBOT Executive Committee Meeting
31	Final notice for SBOT Bar Dues emailed

### SEPTEMBER 2023

1	Suspension date for delinquent SBOT membership dues and legal services fee payments
4	Holiday – Labor Day (Texas Law Center closed)
21	Posting deadline for agenda of September 29 SBOT Board of Directors Meeting
28-29	SBOT Board of Directors Meeting – Fort Worth

### OCTOBER 2023

27	Council of Chairs – Texas Law Center, Austin
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### NOVEMBER 2023

10	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.
23-24	Holiday – Thanksgiving (Texas Law Center closed)

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

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

Update your website with new council, officers and committees

Send bylaws or dues changes from Annual Meeting to Sections Department

Section membership is 'solid' by August 31

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

Start your Annual Meeting Programming, Agenda and Speakers!

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

## DECEMBER 2023

25-26	Holiday – Christmas (Texas Law Center closed)
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## JANUARY 2024

1	Holiday – New Year’s Day (Texas Law Center closed)
9	Annual Meeting Deadline: Submit programming for the registration brochure: CLE topics, speakers, and speaker contact information and firm.
9	SBOT Executive Committee Meeting – Texas Law Center, Austin
15	Holiday – Martin Luther King Jr. Day (Texas Law Center closed)
18	Posting deadline for agenda of January 26 SBOT Board of Directors Meeting
25-26	SBOT Board of Directors Meeting – Texas Law Center, Austin

## FEBRUARY 2024

1	Register and make guest room reservations for Annual Meeting ( <a href="http://www.TexasBar.com/AnnualMeeting">www.TexasBar.com/AnnualMeeting</a> )
23	Council of Chairs – Texas Law Center, Austin
19	Holiday – Presidents Day (Texas Law Center closed)

## MARCH 2024

1	Filing deadline for nominating petitions for SBOT and TYLA President-elect and director positions
6	Annual Meeting Deadline: Order special awards, council and chair plaques. Food and beverage, and audio-visual orders due.

## APRIL 2024

1	Distribution of SBOT and TYLA paper and electronic election ballots
3	Deadline for standing committee and section year-end reports for publication in the Texas Bar Journal
10	Annual Meeting Deadline: Course materials for app: CLE articles, PowerPoints, speaker bios and photos.
18-19	SBOT Board of Directors Meeting – Galveston

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. Plan for next year’s budget

Start process for obtaining bids and booking retreats, CLE courses and Council

## MAY 2024

1	National Law Day
1	Annual SBOT bar dues and legal services fee statements mailed
6	New Lawyers Induction Ceremony – Tentative, Austin
20	Annual Meeting: Last day for early bird registration
27	Holiday – Memorial Day (Texas Law Center closed)

## JUNE 2024

1	SBOT fiscal year begins
1	Due date for 2024-2025 SBOT bar dues and legal services fee
19	Holiday – Juneteenth National Independence Day (Texas Law Center closed)
22-23	State Bar of Texas Annual Meeting – Hilton Anatole, Dallas

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

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

**Members who join in March- May will also be members for the next fiscal year**

**Leadership SBOT Class Nominations due June 30**

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

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