

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
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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 (www.texasbar.com/annualmeeting)
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 15th, 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 (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!