



<b>Timeline and Deadlines from Source Documents</b>	<b>Responsibility</b>	<b>General Timeline and Notes for Chapter</b> <b>Example Chapter 1</b> <b>(Event &amp; Responsible Person)</b>  <b>(40 Members)</b>	<b>General Timeline and Notes for Chapter</b> <b>Example Chapter 2</b> <b>(Event &amp; Responsible Person)</b>	<b>General Timeline and Notes for Chapter:</b> <b>Example Chapter 3</b> <b>(Event &amp; Responsible Person)</b>  <b>(60 Members)</b>	<b>General Timeline and Notes for Chapter</b> <b>Example Chapter 4</b>  <b>(Event &amp; Responsible Person)</b> <b>(35-40 Members)</b>	<b>General Timeline and Notes for Chapter:</b> <b>Example</b> <b>(Event &amp; Responsible Person)</b>  <b>(100 Members)</b>	<b>General Timeline and Notes for Chapter:</b>  <b>(Event &amp; Responsible Person)</b>
<p><b>Annually:</b>            Business year commences July and concludes June 30. (Source: Ikebana International Articles of Incorporation, Section II, Article 36)            Prospective Chapter President will write to International Board of Directors to request Chapter status. (Source: Chapter section of Chapter Directives Section 1.1)            Establish a date for the <b>Annual General Meeting of the Chapter</b>. The Annual Meeting shall be held during the period of May to September. (Source: Constitution, Article VI and II By-laws under Article VI, Note.)            Directors shall be elected and then installed at the Chapter Annual General Meeting. (Source: II By-Laws, Article VI, Section 2, 1.)            Budget Committee prepares annual budget for the Chapter. (Source: II By-Laws, Article V, Section 6, 2.1)            Nominating Director with committee shall nominate a slate of Elected Directors annually/biennially with Board's approval. (Source: II By-Laws, Article V, Section 5, Duties of Elected Directors, 8 and Article VI, Section 1.)</p>	<p>May/June</p> <p>When?</p> <p>When?</p> <p>When?</p>	<p>Business year July 1 – June 30</p>		<p>Business year July 1 – June 30</p> <p>Annual General Meeting held in June at which Directors will be elected and installed immediately Business plan and budget as well as a business report and settlement of accounts will be presented at Annual General Meeting.</p> <p>Nominating Director will prepare a slate of one nominee per office to be voted on at AGM</p> <p>Regular meetings of the Board shall be convened at least 6x per year by the President</p>	<p>Business year July 1 to June 30</p> <p>Annual General Meeting held prior June to install Directors for upcoming year elected by ballot in May. Outgoing President gives summary of past year activities with Treasurer reporting year-end financials for upcoming year's budget.</p> <p>Minutes of the General Meeting are approved by the Board and sent to II according to Chapter by-laws Article VII, Sec 2(3).</p> <p>Nominating Director by March prepares slate of candidates.</p> <p>Meetings of the Board occur in July for program planning; in February to review remaining programs</p>	<p>Business year July 1 – June 30</p> <p>May: Annual General Meeting held. President provides an annual report. Properties Committee provides an annual inventory.</p> <p><b>Biannual election of officers:</b>  <u>March:</u> Nominating Director prepares and presents slate of candidates.  <u>April:</u> Nominating Committee presents slate to the Board for approval. Approved slate of nominees is submitted to the membership at least 30 days prior to the annual general meeting.            Honorary Membership Selection Committee recommends individual(s) for Board approval.  <u>May:</u> Officers are elected at the annual general meeting.  <u>June:</u> Elected board members are installed at the annual luncheon. Retiring president is presented with an I.I. past president's pin. Newly elected president receives from the past president the Chapter Charter Book, official gavel,</p>	

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					<p>and establish upcoming dues; and meet as needed.</p>	<p>Chapter Articles of Association and Bylaws, and all relevant notes and correspondence. Honorary Member(s) are recognized at the luncheon.</p> <p>June Board Meeting: Bylaws and standing rules are reviewed and adopted. In election years this meeting is attended by both the incoming and outgoing officers.</p> <p>February: Treasurer presents total amount of dues to board for approval. Dues are collected from February to June 1. Membership is terminated if dues are not paid by July 1.</p> <p>Prior to July 1: Treasurer submits the Membership Registration Form with payment of annual dues to I.I. Headquarters.</p> <p>Prior to June 30 treasurer submits books for audit. Audit Committee examines accounts and payments between the May general meeting and 2<sup>nd</sup> Wednesday in August. Audit Chairperson presents report at the August board meeting.</p> <p>Prior to June 1 the Membership Director completes and provides the Treasurer with Membership Registration Forms.</p>	

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						<p>Yearbook Committee creates an annual directory for distribution to the membership. Membership Director provides accurate membership information.</p> <p>A minimum of 8 program meetings will be held annually. The board will meet 10 times per year.</p> <p>Budget Committee presents budget to the board at the August meeting and to the membership at the September general meeting.</p> <p>The Exhibition Committee shall coordinate and implement all exhibitions. (The Annual Spring Show is traditionally held in March.)</p> <p>The Installation Luncheon Committee shall organize the annual luncheon held on the 4<sup>th</sup> Wednesday in June to honor the newly elected and previous Directors, and the Honorary Members.</p> <p>(The Second Vice President establishes the program/workshop calendar for the upcoming year.)</p>	
<b>Monthly:</b> After each monthly meeting submit Chapter Activity Report Form to Ikebana International. (Source: Chapter Directives – Prospective Chapter, Section 3, Note)	Changed?	5-6 wks before each meeting: ▫ Submit newsletter info to newsletter chair	Treasurer: Sends monthly report to members	Recording Secretary shall keep an accurate record of all business transacted at all meetings of the Chapter and the Chapter Board and shall	Recording Secretary takes minutes at regular meetings; and at Board meetings. Treasurer presents	General meetings are held at 10 am. on the 4 <sup>th</sup> Wednesday of the month with the exception of Nov. And Dec. When they are held on the 3 <sup>rd</sup> Wednesday.	

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		<ul style="list-style-type: none"> <li>▫ Request Officers &amp; Committee Chairs to send info to newsletter chair</li> </ul> <p>1-2 wks before each meeting:</p> <ul style="list-style-type: none"> <li>▫ Prepare agenda and send to board/committees</li> </ul>		<p>present the minutes for approval at the succeeding meeting. (Article 5 S IV.4) The Treasurer submit a monthly statement f current finances at each monthly Board meeting.</p>	<p>reports for same meetings.</p> <p>After general meetings Corresponding Secretary completes the <i>II Chapter Activity Report</i>.</p>	<p>There are no meetings in July or August.</p> <p><b>General Meetings:</b> President presides over meetings, First Vice-President in the absence of the President, Second VP in absence of First. A minimum of 3 centerpieces are provided for the raffle. The Raffles Committee sells tickets and conducts the raffle. The Recording Secretary shall keep an accurate record of all the business transacted at all meetings of the Chapter and the Chapter Board, and shall present the minutes for approval at the succeeding meeting. The Corresponding Secretary shall complete <i>Chapter Activity Report Form</i> and <i>List of Elected Directors Form</i> as required by Ikebana International Headquarters. Historian keeps an album of all Chapter events and provides photographs to the Corresponding Secretary for the Chapter Activity Report. Membership Director maintains nametags and makes them available at every General Meeting. Membership Director notes number of members present and provides the information to the Recording Secretary and Corresponding Secretary.</p>	

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						<p>Friendship Committee provides special courtesies to guests and general meetings.  Librarian provides the Chapters collection of materials to members through a monthly lending system.  Audio Committee maintains and operates audio equipment.  Parliamentarian ensures all meetings are conducted according to Robert’s Rules of Order, New Edition.  Related Arts Committee provides simple Japanese culture related crafts when there is not an ikebana workshop.</p> <p>Treasurer submits a monthly statement of current finances at each monthly Board Meeting.</p> <p>Newsletter committee prepares and distributes monthly Chapter newsletter and distributes Sakura News from headquarters.</p> <p>Japanese Friendship Garden Liaison organizes the exhibition of ikebana arrangements in their tokonoma created by our Chapter members.</p> <p>The board meets every month except July and December.</p>	
<b>As needed or as applies based upon II approved Chapter by-laws:</b> Submit “Chapter Communication Form” (Source Chapter Directives, Other Information 2.)			Secretary: *Shall send copy of minutes to chapter members	Standing Committees shall consist of Exhibition, Budget, Hospitality-Protocol, Public Relations, Ways and Means. They shall operate	Standing Committees are: Budget; Holiday Luncheon; Facebook – Private; Hospitality; Exhibition; NCAR	Information Technology Committee regularly updates the Chapter website and liaises with the Public Relations Committee.	

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<p>If new members join a Chapter during the year, submit "Membership Registration Form". Use membership code numbers. Source: Chapter Directives, Other Information, 3.6</p> <p>Assigned Chapter Director completes "Change of Address and Transfer Report Form". Use membership code numbers. (Source: Chapter Directives, Other Information, 4.)</p> <p>Update constitution and by-laws as needed. (Source: Chapter Directives, Section 4.)</p> <p>If Chapter is dissolved, notify Ikebana International after affirmative membership vote. (Source: Chapter Directives, Other Information, Section 6.</p> <p>Chapter Board is to implement International Headquarters directives in an expeditious manner. (Source: Chapter By-Laws, Article V, Section 4(3).)</p> <p><b>Treasurer shall submit a monthly state of current finances at each monthly (???) Board meeting.</b> (Source: II By-Laws Article V, Section 5, Duties of Elected Directors, 6.3.)</p> <p>Exhibition Committee shall coordinate and implement exhibitions. (Source: II By-Laws, Article V, Section 6, 2.2)</p> <p>Hospitality-Protocol Committee shall host functions and guests. (Source: II By-Laws, Article V, Section 6, 2.3)</p> <p>Public Relations Committee shall keep public aware of II goals and attach to Chapter Activity reports publicity items and photographs. (Source: II By-Laws, Article V, Section 6, 2.4)</p> <p>Ways and Mean Committee shall be responsible for fund raising projects. (Source: II By-Laws, Article V, Section 6, 2.5)</p>				<p>throughout the business year.</p> <p>2.1 The Budget Committee shall be responsible for the preparation of an annual budget.</p> <p>2.2 The Exhibition Committee shall coordinate and implement all exhibitions.</p> <p>2.3 The Hospitality-Protocol Committee shall be responsible for all hosting functions and for special courtesies to guests.</p> <p>2.4 The Public Relations Committee meeting shall be responsible for notifications of meetings and exhibitions. The Chair will send copies of all publicity items to II International accompanying the Chapter Activity Report.</p> <p>2.5 The Ways and Meanfss committee is responsible for all fundraising and all money raised should be in accordance with Article 2.</p> <p>The Historian shall keep a digital archive of all chapter events Article 6.5)</p>	<p>Liaison; Newsletter; Protocol; Public Relations; Sunshine; Tour; Ways and Means; Website; and Yearbook. "Ad-hoc" committees convened as needed, such as 50<sup>th</sup> Anniversary.</p> <p>Historian keeps an album that records events and can be displayed at exhibitions.</p> <p>Advisor (past president) assists the Board throughout the year.</p>	<p>The Amenities Committee shall send cards and/or flowers to members who are ill, injured, having surgery, or have suffered a bereavement, or to a member's survivors in the case of death.</p> <p>The Ways and Means Committee shall be responsible for all fund-raising projects in the name of the Chapter.</p> <p>The Public Relations Committee shall be responsible for notification of meetings and exhibitions through the media including newspapers, bulletins, and television. The Committee shall endeavor to have an official press photographer present at regular meetings and to keep the public aware of the goals of Ikebana International. The Public Relations Chairperson shall send copies of all publicity items and photographs of programs or exhibitions to Ikebana International Headquarters for the permanent Chapter records. These shall accompany <i>Chapter Activity Report Form</i>.</p> <p>The Hospitality-Protocol Committee shall be responsible for all hosting functions.</p>	
<b>June</b>		<ul style="list-style-type: none"> <li>▫ Send EDF to HQ &amp; NCARBudget Committee meets</li> <li>▫ Board meets to plan year</li> </ul>	Treasurer: *submits Dues and Membership registration to Tokyo by June 30	May The Nominating Committee shall prepare a slate biennially for each office on the Board of	Annual General meeting takes place to install the upcoming year's Board; and	JUNE  Board Meeting on the 3 <sup>rd</sup> Wednesday.	

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		<ul style="list-style-type: none"> <li>▫ Board Approves Budget</li> <li>▫ &gt;June 1, file (or have treasurer file) IRS 990N postcard return for TGC 501(c)(3); send copy to District X TGC</li> <li>▫ Order Ikebana brochure from HQ; add chapter name &amp; contact info</li> </ul>	<p>*Schedules audit committee meeting</p> <p>President: *Schedules Board Meetings</p>	<p>Directors. (Article 5 Section 5.7) The slate shall be presented at the April Meeting of the Board of Directors. (Article 6 S1 3.10) After being approved by the Chapter Board, the slate of nominees shall be submitted to the Chapter membership at least 30 days prior to the election.</p> <p>Directors shall be elected for a term of 2 years at the AGMJ in June and immediately installed and take office. The AGM shall be held in the period from May to September.</p>	<p>report on the past year's program &amp; financials. At same gathering solicit program ideas from the general membership for the upcoming year and hold fundraising auction.</p> <p>Prior to July 1 deadline Treasurer &amp; Second VP submit membership information and dues using II forms and procedures.</p> <p>Prior to July 1 deadline Corresponding Secretary submits // Elected Directors Report.</p>	<p>Bylaws and standing rules are reviewed and adopted. In election years this meeting is attended by both the incoming and outgoing officers.</p> <p>Annual Luncheon Meeting on the 4<sup>th</sup> Wednesday. Installation of officers is held every other year. Honorary Member(s) are recognized. This meeting is traditionally held at a restaurant or venue outside of our regular meeting room.</p> <p>Prior to June 30 treasurer submits books for audit.</p> <p>Prior to July 1: Treasurer submits the Membership Registration Form with payment of annual dues to I.I. Headquarters.</p>	
<p><b>July:</b> By July 1 Chapter Treasurer submits Membership Registration Form and Dues Payments. Use membership code numbers. (Source: Chapter Directives Other Information 3.4 &amp; 3.5.) By July terminate membership if a Member's annual dues have not been paid. (Source: II By-laws Article IV, Section 5 Assigned Chapter Director by July 1 submits the <b>Elected Directors Form</b>. Use membership code numbers. (Source: Chapter Directives Other Information)</p>			<p>1<sup>st</sup> Vice-President: *Confirms meeting location *Confirms meeting programs</p>	<p>The Second Vice-President shall submit the Membership Registration form with payment of annual dues to headquarters prior to July 1. (Article 5.3)</p>	<p>President convenes Board Meeting. First VP leads the discussion and decisions about program content; locations of meetings; and calendar. In concert, the Treasurer presents available funds framework and then tracks proposed program costs to not exceed budget. Board members may be</p>	<p>JULY</p> <p>Vacation month. No board meeting or general meeting.</p> <p>Membership is terminated if dues are not paid by July 1.</p> <p>Yearbook Committee creates an annual directory for distribution to the membership. Membership Director provides accurate membership information.</p>	

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					assigned tasks to locate speakers, space, etc.		
August:		<ul style="list-style-type: none"> <li>▫ Send President's letter, newsletter to membership announcing program</li> <li>▫ Program brochure printed</li> <li>▫ Yearbook/Directory printed</li> <li>▫</li> </ul>	Send yearbook		First VP tracks and finalizes annual program. With approval of Board/President, the program is included in the annual Yearbook. The Yearbook also includes member information; Board and Committee assignments, etc. The Yearbook is a Standing Committee assignment currently completed by 2 <sup>nd</sup> VP.	<p>AUGUST</p> <p>Board meeting on 3<sup>rd</sup> Wednesday. Budget Committee presents budget. Audit Chairperson presents report.</p> <p>No general meeting.</p>	
September:					Early in the month President sends out Newsletter to announce this month's meeting, usually 4 <sup>th</sup> Wednesday. September meeting takes place including business items and program.	<p>SEPTEMBER</p> <p>Board Meeting on 3<sup>rd</sup> Wednesday.</p> <p>General Meeting on 4th Wednesday. Budget Committee present budget to the membership. Yearbook is traditionally distributed.</p>	
October:			Treasurer: *Provides Audit committee report		Similar as September. Usually also includes a small fundraising/shopping opportunity.	<p>OCTOBER</p> <p>Board Meeting on 3<sup>rd</sup> Wednesday.</p> <p>General Meeting on 4th Wednesday.</p>	
November:			President: *Schedules board Meeting		Usually no formal meeting – may do a	NOVEMBER	

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					NCAR Zoom meeting this year.	Board Meeting on 2 <sup>nd</sup> Wednesday.  General Meeting on 3 <sup>rd</sup> Wednesday.	
December:			Holiday luncheon scheduled at restaurant		Early December holiday luncheon at local country club including member holiday showcase of arrangements and special speaker or entertainment.	DECEMBER  No Board Meeting.  General Meeting on 3 <sup>rd</sup> Wednesday.	
January:			Nominating Director: *Establishes nominating committee		Similar to September. Additionally nominating committee is established; and a small fund raising/shopping opportunity.	JANUARY  Board Meeting on 3 <sup>rd</sup> Wednesday.  General Meeting on 4 <sup>th</sup> Wednesday.	
February:					Similar to September. Additionally, the Board meets to review year's remaining programs and hear recommendations from Treasurer about upcoming years dues (local and II).	FEBRUARY  Board Meeting on 3 <sup>rd</sup> Wednesday. Treasurer presents total amount of dues to board for approval. (Dues are collected from February to June 1.)  General Meeting on 4 <sup>th</sup> Wednesday.	
March:			President: * Schedules Board Meeting  Nominating Director:		Similar to September. Additionally for the upcoming year the slate of Directors is	MARCH  Board Meeting on 3 <sup>rd</sup> Wednesday.	

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			<p>*Presents slate of officers for board approval</p> <p>Secretary: *Sends slate of officers to general membership 30 Days before Annual meeting</p>		announced for an upcoming vote; and the membership drive begins.	<p>Annual Exhibition in lieu of a General Meeting.</p> <p>Biannually - Nominating Director prepares and presents slate of candidates.</p>	
<b>April:</b>			<p>President:*Schedules Board Meeting to review Budget</p> <p>Treasurer: *begins dues collection *pays insurance *pays library donation *sends copy of proposed budget to members</p>	Treasurer begins dues collection and notifies the Membership Chair of any member whose dues are in arrears.	Similar to September. Additionally, membership drive continues. Vote on new Board can take place in April or May.	<p>APRIL</p> <p>Board Meeting on 3<sup>rd</sup> Wednesday. Nominating Committee presents slate to the Board for approval. Approved slate of nominees is submitted to the membership at least 30 days prior to the annual general meeting. Honorary Membership Selection Committee recommends individual(s) for Board approval.</p> <p>General Meeting on 4th Wednesday.</p> <p>Art Alive member participation at the San Diego Museum of Art.</p>	
<b>May:</b> Determine the total amount of dues required per member for the coming year no later than the May Chapter Board Meeting. (Source: Bylaws Article IV Section 2.)			Annual Meeting to vote on Proposed Budget, elections	Treasurer presents total amount of dues required per Member, to the Chapter Board for approval.	<p>Spring exhibition takes place over 3 days.</p> <p>Garden Tour.</p> <p>President sends Newsletter about results of election and</p>	<p>MAY</p> <p>Board Meeting on 3<sup>rd</sup> Wednesday.</p> <p>Annual General Meeting on 4th Wednesday. President provides an annual report.</p>	

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					upcoming Annual Meeting information.	Properties Committee provides an annual inventory. Officers are elected at the annual general meeting (biannually).  Prior to June 1 the Membership Director completes and provides the Treasurer with Membership Registration Forms.	
<b>June:</b> Treasurer shall at the close of the business year, submit books for audit by a <b>qualified person</b> approved by the Chapter Board. (Source: II By-Laws Article V, Section 5, Duties of Elected Directors, 6.6.)				The Treasurer shall, at the end of the business year, submit books for audit by a qualified person approved by the Chapter Board. Program planning for the upcoming year begins.	See previous June.  Treasurer submits books to review by a qualified person approved by the Board.		