



CARATS, INC.

Leveraging Our Heritage, Building Our Future

DATES TO REMEMBER AT-A-GLANCE September 1, 2024 – August 31, 2025

September 1st	Beginning of Fiscal Year
September 1st -30th	Chapter Presidents disseminate National documents to chapter members.
October 1st	Chapter Presidents submit name of Ethics Chair
October 15th	Deadline to submit Form and Per Capita Tax of \$75.00 per member, inclusive of Active, Legacy, Emeritus and General members; and Community Project fund Tax of \$150.00 per chapter to National Financial Secretary.
October 15th	Deadline to submit 50 th Anniversary Special Assessment of \$20 for Active, Legacy Emeritus and General members. Life members and Pivots are exempt from the assessment.
October 31st	National Historian distributes form for Chapter Presidents to complete for historical information to be retained for records.
November 1st	Chapters submit names of members who qualify for National Office to the following Officers per National Eligibility List.
December 30th	Chapters submit a copy of current Bylaws.
January 15th	Chapters receive official eligibility list for National Office from 2nd Vice President.
February 1st	Deadline for Chapters to submit proposed Amendments to the Constitution and Bylaws.
March 1st	Chapters receive Nominating and Chapter Profile Forms from:
March 1st	Board of Directors receive Mid-Year Hotel registration and Invitation
March 1st -30th	Chapters receive Names of Prospective New Members
March 7th	Deadline for Potpourri Submissions.
March 12th	Chapters and Board of Directors receive Agenda for Mid-Year Board meeting.
March 15th	Officers and Chairpersons submit electronic reports for Mid-year Board Meeting in PDF format.
March 31st	Deadline to submit Mid-Year luncheon meal selection and payment.
April 1st – May 31st	Installation of New Members into local Chapters

April 11, 12, & 13	MID-YEAR BOARD OF DIRECTORS' MEETING HOSTED BY CHICAGO CHAPTER
May 1st	Deadline for Chapters to submit Candidate Profile and Nominating forms for National Office.
May 1st	Chapters receive request from the 1st Vice President for the following:
	a) Silver Members 25 years; and
	b) Conclave Perfect Attendance for years 5,10,15 & 20
May 1st	Deadline for Electronic Mailing of National Conclave Invitations by Miami Chapter - National Conclave Thursday, July10, 2024 –July 14, 2024
May 10th	Chapter Presidents and Board of Directors receive Mid-Year Board meeting minutes.
May 30th	Potpourri publication mailed to membership.:
May 31st	Deadline for Chapters' Induction of New Members
June 1st	Chapters receive Slate of Officers and Candidate Profiles from Nominating..
June 1st	Chapters must submit New Member Names and Contact information
June 8th	National President sends the Board of Directors Proposed Agenda for Board of Directors' Meeting and the General Meeting for National Conclave
June 12th	Deadline for Officers and Committee Chairs to submit electronic reports in PDF
June 15th	Deadline for Chapters to submit Names of 1st Time Conclave Attendees
July 10th – 13th	50th NATIONAL CONCLAVE – Host Chapter Miami Marriott Biscayne Bay, 1633 N Bayshore Dr, Miami FL.
July 31st	Miami submits a Conclave Report a record of Conclave attendance.
August 1st	Chapter Presidents submit reports of all Conclave non-attendees.
August 10th	Chapters and Board of Directors receive National Board and Conclave Meetings Minutes from National Recording Secretary
August 15th	Board of Directors submit final vouchers and receipts for FY 2025 (September 1, 2024– August 31, 2025).
August 16th	Board of Directors submit final reports and documents
August 31st	National President sends out final Board of Directors Documents and Reports.