

PTG Chapter Deadline Calendar

<i>January</i>	Dues delinquent if not paid by 1/31
<i>February</i>	PTG officer nominations due by 2/1
<i>March</i>	<ul style="list-style-type: none"> • Choose Council delegate and submit names to PTG Home Office • Review chapter rosters
<i>April</i>	<ul style="list-style-type: none"> • PTGF Associate scholarship applications due 4/1 • Chapter dues checks mailed • Chapter officer elections
<i>May</i>	Chapter officer elections
<i>June</i>	Chapter officer elections
<i>July</i>	PTG Annual Convention & Technical Institute
<i>August</i>	
<i>September</i>	Return form requesting PTG collection of chapter dues by September 15; review chapter roster
<i>October</i>	Request help from Bylaws Committee by October 31 for developing bylaws proposals. bylaw@ptg.org
<i>November</i>	<ul style="list-style-type: none"> • Dues invoices mailed 11/1 • Bylaws proposals due 11/30 to Bylaws Committee Chair. Download template from www.ptg.org.
<i>December</i>	Award nominations due 12/31 to Awards Committee Chair. Download an awards nomination form from www.ptg.org . Due date for payment of PTG annual member dues 12/31.

Ongoing deadlines

- Regional conference approval should be submitted to the Home Office, using the proper form, eleven (11) months prior to the event. Chapter seminar and event approval should be submitted to the Home Office using the proper form, three (3) months prior to the event. The Home Office will obtain the necessary approvals. Conferences will not be approved for dates two months preceding or following the PTG convention without express permission from the Executive Committee. Chapter seminars will not be approved for dates one month preceding or following the PTG convention without express permission from the Executive Committee. Approval of chapter seminars shall be limited to two per year per chapter.
- Journal deadlines are on the 15th of each month six weeks before issue publication.
- Notify the Home Office as soon as possible when there is a change in officers.
- Notify the Home Office as soon as possible of member deaths. An obituary and picture can be included for Journal publication.
- Watch for LeaderLetters in your email. Published February, May, September and November.
- RVP newsletters are mailed to all members following the Mid-Year and Post-Council Board of Directors meetings.
- Copies of the most current PTG Bylaws and Regulations, Council minutes, and Graphic Standards Manual are mailed in the fall to each member.