

## CALENDAR FOR CHAPTER TREASURERS

### AUGUST 1

Your Chapter Dues Invoice should be available on eMembership. Instructions are included and you can download a worksheet. If you have trouble accessing it, contact the Office of the Organizing Secretary General. Make every effort to collect dues from each chapter member, enlisting help from others as needed.

### BEFORE NOVEMBER 15 KSDAR bylaws Article XIII Section 7(b) Paragraph 2

Print and submit the State Remittance Form with a check. It must show a Post Office cancellation date no later than November 15. Along with the dues you should send the state, you must include required donations for the State, Chapter Donations and the NSDAR Chapter Master Report Donations. It must show a Post Office cancellation date no later than November 15 is necessary to ensure payments are provided to NSDAR before their posted deadline.

### BEFORE DECEMBER 1

Submit the Chapter Dues Invoice to NSDAR and pay online, or with a check. Again, if mailed, it must show a Post Office cancellation date no later than December 1

After this date, members who have not paid dues may not: 1) resign, 2) transfer, or 3) be a delegate at Continental Congress or the State Conference.

### JANUARY 1

This is the official count date for chapter members once all payments are posted. **The January 1, 2023, date will be used to determine the number for pay 100% of the President General's Project during this term.**

### BEFORE FEBRUARY 28

If a member pays dues after December 1, but before February 28, you may submit those dues on forms available at both NSDAR and KSDAR websites. Those payments must be RECEIVED at NSDAR and KSDAR prior to the last day of February. Delinquent members cannot be a delegate at Continental Congress or the State Conference.

### FEBRUARY 28/29

All members whose dues for the year have not been received at National are automatically dropped from membership.

### BY MARCH 1

The chapter annual report must be sent to the State Treasurer. Both the form and a worksheet can be found on the KSDAR members website.

### BY APRIL 1

Per KSDAR bylaws, the 990N must be filed online with the IRS by April 1. See [www.irs.gov](http://www.irs.gov) and confirmation must be sent to the KSDAR State Treasurer.

When a new member joins your chapter and receives their national number, you must send the state dues to the State Treasurer on the State Remittance Form.