

Newsletter deadlines include reports from all executive officers, region vice presidents, coordinators, chapters, major rally masters, as well as regular recurring features. Other deadlines include those items listed as responsibilities of officers as detailed in DOAI Bylaws and Standing Rules, plus deadlines set by financial and governmental institutions, as well as certain necessary one-time deadline submissions, or deadlines in connection with biennial DOAI elections (2019 is an election year). Due to the variance in national rally dates, certain required submission dates will change from year to year.

**OCTOBER 2018**

- 1 – October *Discovery Express* published
- 6 – DOAI insurance policy and surety bond expires

**NOVEMBER 2018**

- 15 – **Deadline** for responses to Quarterly Question

**DECEMBER 2018**

- 1 – **Deadline** for officer/chapter reports for January issue to Editor
- 1 – **Deadline** for first call for officer candidates to Editor
- 1 – **Deadline** for approved DOAI 2019 budget to Editor
- 1 – Rally Master of 2018 National Rally submits final financial report to National Rally Master, who submits it to Treasurer, who submits it to BOD

**JANUARY 2019**

- 1 – January *Discovery Express* published
- 15 – Planning commences for 2019 National Rally
- 27 – Southeast Region Rally, Seffner, Fla.
- 29 – BOD meeting, Seffner, Fla.
- 31 – **Deadline** for Commonwealth of Virginia registration fee and annual report submitted by DOAI Registered Agent

**FEBRUARY 2019**

- 1 – National Rally Master submits preliminary budget for 2019 National Rally to BOD
- 15 – **Deadline** for chapter officer list to Secretary
- 15 – **Deadline** for chapter membership list with membership numbers to Membership Coordinator
- 15 – **Deadline** for responses to Quarterly Question

**MARCH 2019**

- 1 – Regional Rally Master submits 2019 Region Rally final financial report to National Rally Master and BOD
- 1 – **Deadline** for officer and chapter reports for April issue to Editor
- 1 – **Deadline** for previous year's financial and audit reports to Editor
- 1 – **Deadline** for second call for officer candidates to Editor

**APRIL 2019**

- 1 – April *Discovery Express* published

**MAY 2019**

- 15 – **Deadline** to file DOAI 2018 tax return with IRS
- 15 – **Deadline** for responses to Quarterly Question

**JUNE 2019**

- 1 – 2019 National Rally quarterly financial update to BOD
- 1 – Regional Rally Master submits budget for 2020 Regional Rally to National Rally Master and BOD
- 1 – **Deadline** for officer and chapter reports for July issue to Editor
- 1 – **Deadline** for notice of general meeting to be held during 2019 National Rally to Editor
- 1 – **Deadline** for slate of candidates w/bios to Editor

**JULY 2019**

- 1 – July *Discovery Express* published

**AUGUST 2019**

- 1 – President and BOD appoint two DOAI members to serve as Auditors of DOAI books during 2019 National Rally
- 1 – President and Treasurer develop 2020 DOAI budget for approval by BOD
- 15 – **Deadline** for responses to Quarterly Question
- TBA – **Deadline** to register for 2019 National Rally

**SEPTEMBER 2019**

- 1 – **Deadline** for officer and chapter reports for October issue to Editor
- 1 – **Deadline** for election ballot to Editor
- TBA – 2019 National Rally, southwest region
- TBA – BOD meeting, rally location
- TBA – President and Treasurer present 2020 DOAI budget at National Rally general membership meeting for approval

**OCTOBER 2019**

- 1 – October *Discovery Express* published
- 1 – Electronic biennial election of DOAI officers opens
- 6 – DOAI insurance policy and surety bond expires
- 31 – Electronic biennial election of DOAI officers closes

**NOVEMBER 2019**

- 15 – **Deadline** for responses to Quarterly Question

**DECEMBER 2019**

- 1 – Rally Master of 2019 National Rally submits final financial report to National Rally Master, who submits it to Treasurer, who submits it to BOD
- 1 – **Deadline** for officer and chapter reports for January issue to Editor
- 1 – **Deadline** for approved DOAI 2020 budget to Editor