



# Key Chapter Dates: 2025 - 2026

Due Date	These Items are Required to Maintain Your Charter		Responsible Party
<b>These Items are Required to Maintain Your Charter</b>			
Aug. 15, 2025	1. Annual Operational Plan uploaded to Question 1 - <a href="#">COMT</a> 2025-26 Chapter Year. ( <a href="mailto:chapterservices@assp.org">chapterservices@assp.org</a> )  2. ASSP files taxes for Chapters under \$50,000 revenue  3. Receipt of tax filing due to ASSP for Chapters filing taxes	Chapter President  ASSP  Chapter Treasurer/President	
May 31, 2026	1. Previous fiscal year's annual <a href="#">financial reports</a> uploaded to Q3 of the <a href="#">COMT</a> . Regions send their reports to <a href="#">Chapter Services</a>  2. Annual Leadership Form 2026-27 leadership uploaded to <a href="#">COMT</a>	Current Chapter, Area, and Regional Treasurers  Current Chapter President	
June 30, 2026	1. <a href="#">Chapter Operations Management Tool</a> (for the 2025-2026 Year)	Chapter President	

The Following Items are All Important Key Dates		
Due Date		Responsible Party
July	Chapter year begins and Society/Chapter officers begin terms  Rosters accessible through ASSP website account "My Groups" access provided to the reported Chapter Presidents, President Elects, Vice Presidents, Treasurers, Secretaries, N&E Chairs, and Membership Chairs. RVP and Area Directors.  2026 Society Elections – Nominations Open  July 8 - Volunteer Leader Kick Off Meeting 1:00 PM - <a href="#">Register</a>	All    Volunteer Leaders
August	August 15: 1. <a href="#">Annual Operational Plan</a> uploaded to COMT 2. ASSP files taxes for Chapters under \$50,000 revenue 3. Receipt of tax filing due for Chapters filing taxes (over \$50,000)	President ASSP Chapter Services President/Treasurer
September	TBD - Advisory Group Meeting	Adviory Group Members



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

October	<p>Society Office Election candidate information due to Society</p> <p>Virtual <a href="#">Leadership Conference</a></p> <p>Oct. 14 - Board Connection Series Virtual Meeting 1:00 p.m. – 2:00 p.m. <a href="#">Registration Information</a></p>	<p>Society Office Candidates</p> <p>ALL ASSP Leaders</p> <p>ALL</p>
November	<p><a href="#">Society Award</a> Deadline (Nov 1) for submitting petitions for:</p> <ul style="list-style-type: none"><li>▪ Society Safety Professional of the Year (SPY)</li><li>▪ Honor of Fellow</li></ul>	<p>Award Sponsors and Candidates</p>
December	Long Service Recognition sent to members	ASSP Chapter Services
January	<p>Chapters Appoint <a href="#">N&amp;E Committees</a> for the upcoming year's Chapter Leaders. Refer to your bylaws for additional details and slate of candidates.</p> <p><a href="#">Society Award</a> Deadline for submitting petitions for:</p> <ul style="list-style-type: none"><li>• Outstanding Safety Educator Award – January 7 deadline</li></ul>	<p>Current Chapter President N/E Chair</p> <p>Award Sponsors and Candidates</p>
February	<p>February 1:</p> <ul style="list-style-type: none"><li>• Deadline for nominations for <a href="#">Regional SPY Award</a></li><li>• <a href="#">Chapter SPY</a></li><li>• 2026 Society Election Slate finalized</li></ul> <p>Feb. 17 - Board Connection Series Virtual Meeting 1:00 p.m. – 2:00 p.m. <a href="#">Registration Information</a></p>	<p>RVP &amp; ROC Chapter President/AH Chair ASSP Governance Manager</p> <p>ALL</p>
March	<p>March 1</p> <ul style="list-style-type: none"><li>• Society Election voting period begins</li><li>• Chapter <a href="#">Dues Report Form</a> due to ASSP <a href="#">Chapter Services</a> – only if chapter will be making a change in dues. Dues changes occur only once a year. A dues change requires a vote of the entire Chapter membership.</li></ul> <p>March 15 - Deadline for submitting petitions for: <a href="#">Charles V. Culbertson Volunteer Service Award</a> to ASSP Executive Committee</p> <p>March 31:</p> <ul style="list-style-type: none"><li>• Society Election voting ends</li><li>• End of the Fiscal Year</li></ul>	<p>All Eligible ASSP Members</p> <p>Current Chapter President, Treasurer</p> <p>All</p> <p>All</p>



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April	<p>April 1 - Deadline for submitting petitions for:</p> <ul style="list-style-type: none"><li>Outstanding <a href="#">Student Section Award</a> to Chapter Services</li><li>Region submits Region SPY Award Winners to <a href="#">Chapter Services</a></li></ul> <p>April 14 - Board Connection Series Virtual Meeting 1:00 p.m. – 2:00 p.m. <a href="#">Registration Information</a></p> <ul style="list-style-type: none"><li>•</li></ul>	<p>Student Section RVP</p> <p>Current Chapter, Area, and Regional Treasurers</p>
May	<p>May 31:</p> <ul style="list-style-type: none"><li>Previous fiscal year's annual <a href="#">financial reports</a> uploaded to Question 3 of the <a href="#">COMT</a>.</li><li>Annual Leadership Form for incoming leaders uploaded to Question 2 of the <a href="#">COMT</a></li><li>Regions to submit financial report to <a href="mailto:Chapterservices@assp.org">Chapterservices@assp.org</a></li></ul>	<p>President/Executive Committee President</p> <p>RVP/Treasurer</p>
June	<p><b>SAFETY26</b> – Anaheim, CA June 15-17, 2026</p> <p>Host transition meeting in election years and plan for <a href="#">installation ceremony</a>.</p> <p>Review <a href="#">Chapter bylaws</a> with incoming leadership team. When <a href="#">changes</a> to bylaws are under consideration, provide a draft to Society for review/approval before the Chapter votes on the changes.</p> <p>Chapters transfer all administration materials to incoming chapter officers</p> <p><b>June 30 - COMT REPORT DUE NO LATER THAN THIS DATE</b></p>	<p>All</p> <p>Current Chapter President</p> <p>Current Chapter President</p> <p>All outgoing Chapter Officers</p> <p>Current Chapter President</p>