

**SJD Calendar/Checklist**

Refer to Bylaws for details

January	1	Elections/ Membership	Review and update membership list
February	15	SJD Election	SJD send Candidate Application for SJD election, copy to RJD
February	20	Financial	Quarterly Financial Report due to RJD
February	25	SJD Election	Candidate Application due to RJD, VP/Election Committee
March	5	SJD Election	Voting begins SJD Election
April	20	Report	Annual Statistical Report due to RJD. Reporting period July 1-June 30.
March	20	SJD Election	Voting ends SJD Election
May	15	SJD Election	Newly elected SJD assumes office
May	20	Financial	Quarterly Financial Report Due to RJD
May	31	Report	State CPE Coordinator receives, maintains, and files all CPE reports
June	1	SC Election	Forward application to eligible candidates, cc RJD
June	15	SC Election	Candidate Applications due to RJD, VP/Election Committee
June	25	SC Election	SC Election Begins
July	10	SC Election	SC Election Ends. RJD notifies candidates.
July	15	SC Election	Newly elected SC members assume office
July	30	Report	State Committee Report due to RJD, Vice President and National Secretary. Maintain list of eligible candidates for SJD.

August	20	Financial	Quarterly Financial Report due to RJD
November	20	Financial	Quarterly Financial Report due to RJD
November	20	Report	Equipment Inventory Report due to RJD
December	31	Financial	Issue and submit W-9's to the Director of Finance within five days of the service.

Annually	Membership	Group membership renewals completed by June 1st
Annually	Meeting	Attend National SJD workshop.
Annually	RC Meeting	Attend Regional Committee meeting.
Annually	SC Meeting	Publicize and hold two SC meetings.
Annually	SC Meeting	SC signs Mitigation (as needed), Conflict of Interest & Confidentiality forms annually (copy to VP).
Annually	Meeting	Publicize and hold a minimum of one general membership meeting annually. Report finances to membership, record in minutes and send minutes to RJD.
Annually	State Committee	Send SC members report to VP
Annually	Testing	Attend a TA workshop to be eligible to administer the certification exam.
Annually	Financial	Formulate an annual budget with the approval of SC, including a Fundraiser Compensation Package. Send copy to RJD.
Annually	Financial	Consult with SC and receive <i>written approval</i> from the RJD for depreciable expenses.

Annually	Communication	Organize and disperse relevant information to the membership with a copy to the RJD a minimum of four times a year.
Annually	Responsibility	Promote the National Judges Cup.
Annually	Historical	Maintain a list of all past SJD and SC members.
Annually	Oversight	Ensure that two administrators have passwords/codes to the State website.
Prior to SC Election	Elections	Determine positions of the SC with SC approval. Delegate responsibilities to SC. Report to VP.

**Updated Bylaws Committee 03/28/24**