

UPDATED 2024-2025 ALRDOC Chapter Timelines

The Chapter MUST satisfy all 7 obligations to seat delegates at the 2025 ALRDOC convention. Non-compliance MAY result in the chapter being placed on probation and eventually suspended. **A COPY OF UPDATED CHAPTER BYLAWS ARE NOT REQUIRED THIS YEAR.**

- 1.) **July 31, 2024**- Certification of Officers email deadline (Email to Dept. Secretary and Area Vice Director) ALRDOC BYLAWS Article VII, section 2 {POCs update the officer designations on the online roster. Scroll down to the bottom and click the COO button. Download and email. No signature required.}

- 2.) **August 31, 2024**-Certification of chapter POCs- (Points of Contact) Up to 3 chapter members able to access the chapter online roster. (Email to Dept. Secretary and area Vice Director) **Must be signed by Director** {Enter POCs in the POC section of the online roster. Scroll down to the bottom and click the POC button. Download, Ch Director signature required, email.}

- 3.) **December 1, 2024-January 31, 2025**-Chapter online rosters updated (chapter online responsibility) ALRDOC BYLAWS Article VII, section 2 {POCs make sure any members who have passed away and who have not paid family and chapter dues are removed by January 31.}

- 4.) **February 14, 2025**- Per capita payment deadline (Chapter to Dept. Treasurer. **Notify Dept. Secretary if sending a check.**) ALRDOC BYLAWS Article X, section 2 (Address of Treasurer is at the bottom of the online rosters){POCs Use the Per Capita PayPal button at the bottom of the online roster or mail a check to the State Treasurer. Checks must be received by 2-14}

- 5.) **March 1, 2025**- Revised By-laws email deadline (when applicable) (chapter to Dept. Judge Advocate, Area Vice Director and Dept. Secretary) ALRDOC BYLAWS Article V, section 6. **Must be signed by Director and Secretary NOT NEEDED THIS YEAR**

- 6.) **March 13, 2025**- Chapter Delegate fees payment deadline (chapter to Dept. Treasurer. **Notify Dept. Secretary if sending a check.**) ALRDOC BYLAWS Article VIII, section 4. {POCs use the delegate fee PayPal button at the bottom of the online roster or mail a check to the Treasurer. Checks must be received by 3-13.}

7.) **A.) March 13, 2025**-Chapter delegate election deadline. ALRDOC BYLAWS Article VIII, section 3 **AND**

B.) March 18, 2025- Chapter Delegate certification email deadline (chapter to Dept. Secretary) ALRDOC BYLAWS Article VIII, sections 2 and 3 {POCs add the delegate and alternate delegate designations to the corresponding members on the online roster. Scroll to the bottom and click the delegate report button. Download and email to the Secretary. No signature required.}

8.) **April 1, 2025**- End of Year Chapter Report deadline (chapter to Area Vice Director and Dept. Secretary) ALRDOC BYLAWS Article VII, section 2 {The Year End Report can be found on the website under Resources, ALR DOC forms, year end report. You can type into it. Complete and email to the Secretary and Area Vice Director.}