



AMERICAN SOCIETY OF HIGHWAY ENGINEERS
NATIONAL TIMELINE AND CALENDAR

The following is a timeline calendar of notifications and information.

DATE	ACTIVITY
June	ASHE Fiscal Year begins June 1; a snapshot of National database is taken on June 1 by National Secretary for assessment purposes. IRS 990 forms for all Regions/Sections/Conferences are due June 15. National directors will be notified to help with the process if necessary. PDHs are due by June 30, National directors will be notified to help with the process if necessary. Resource Center review and update documents by June 30. National President to review and update committees by June 30.
July	National assessment invoices are created and sent by the last week of July; these are due by Oct. 1. Scholarship totals are requested from the Sections and National by July 15. National Directors will be notified to help with the process if necessary. Section/Region/Committee leadership information will be collected by July 15; National Directors will be notified to help with the process, if necessary, this information is important to send out assessment invoices.
August	The National Executive Committee in person meeting held August or September, details sent via National Secretary. The committee and director's report request will be sent by August 1 with a due date for the Sept board meeting. The due date will be two weeks prior to the National Board Meeting.
September	The National Board Meeting will be held in either September or October, meeting information will be sent prior to meeting. Reports are due two weeks prior to the National board meeting. Expense forms for officer/director travel due to National Treasurer no later than 60 days after National board meeting. National Officers and Region Directors Nomination information will be sent by September 28 annually.
October	National assessments are due no later than October 1; National directors will be notified to help with the process if necessary. Reminders for National Officer and Director nominations will be sent by October 26. ASHE National Conference Call for Papers sent mid Oct for the National Conference due date to be established. Officer leadership training for Section/Region leadership is held in October, information sent minimum 4 weeks prior.
November	Reminders for Officer/Director Nominations due to Nomination Chair by December 1 reminder sent by November 15 and 2 nd reminder sent by November 23. The National award nomination information will be sent by November 15, and the due date is February 15.
December	The National Board Meeting will be held in January; information will be sent prior to the meeting. Reports are due two weeks prior to the National board meeting. Follow up reminder for National award nominations are sent December 7 and due February 15. Project of the Year notification sent mid-December due date TBD by committee chair.
January	The National board meeting held in January, reports due date is two weeks prior to meeting date. The Nominations committee meets prior to the National board meeting to vote on slate of officers. The nomination chair makes a report to the National board at the January meeting. Final reminders are sent for the National award nominations 1st notice sent January 5, the

	second notice is sent January 25, due date February 15. Project of the Year reminder sent mid-January due date TBD.
February	National award nominations are due February 15. Award nomination forms are distributed to committee members for review after February 15. National Project of the Year award reminder sent February 5.
March	The Nominating Committee selects National award recipients by March 15. Request for Section Secretaries to do final update to membership roster is sent March 4 in preparation for snapshot of database to be taken on April 1 for Section awards. IRS 990 Form is sent to Sections/Regions/Conferences in March to show due date of June 15.
April	The National Board Meeting will be held in either April or early May, meeting information will be sent prior to meeting. Reports are due two weeks prior to the National board meeting. Expense forms for officer/director travel due to National Treasurer no later than 60 days after National board meeting. Snapshot of database taken April 1 for Section Awards. The National Nominating Committee Chair notifies the National board of award recipients by the April board meeting. The board does not approve. Recipients will be notified soon after the April board meeting.
May	The ASHE National fiscal year ends May 31. The ASHE National Conference is held in May or early June. National officers and directors will be notified of events that are necessary to attend and reimbursement instruction to be provided. Past National President stipend will be identified and sent to all Past National Presidents. Expense forms are to be sent to the National Treasurer within 60 days.
Notes:	National Board Meetings are held 4 times per year. They are held in May/June (National Conference) in September, January, and April. Variations occur per President and event planning.