

# ASCLS Constituent Society (CS)

## Operations Checklist\*

- AUGUST**
- Schedule Board/governance meetings.
  - Orient new Board members/leaders.
- SEPTEMBER**
- Review bank signatories and update as needed.
- OCTOBER**
- Conduct an audit of the prior year's financial transactions.
- NOVEMBER**
- File [federal taxes](#) (Due December 15 for CSs operating on an Aug. 1 – July 31 fiscal year.)
- DECEMBER**
- Determine nominees for elected positions (for the next operational year). Use an alternate timeline if prescribed by your bylaws.
  - Review state legal obligations for compliance with items such as state taxes (if applicable), state nonprofit report, etc.
- JANUARY**
- Review strategic plan and update as needed.
- FEBRUARY**
- Conduct an election for elected positions. Use an alternate timeline if prescribed by your bylaws.
- APRIL**
- Appoint members to appointed positions for the next operational year. Use an alternate timeline if prescribed by your bylaws. Note that [leadership rosters](#) are due to ASCLS by June 1.
- MAY**
- Prepare budget for the next operational year. Be sure to have Board approval of the budget prior to expenditures in that budget year.
- JULY**
- Review bylaws and SOPs. Update as needed.

**\*This checklist assumes an August 1 - July 31 financial and operational year.**

**If your CS utilizes a different financial or operational year, adjust the timeline appropriately, noting leadership rosters are still due to ASCLS by June 1.**

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