



Santiam Detachment #374

Schedule of Events Calendar



JANUARY

- _____ 1. **Junior Past Commandant:** Acts as Nominations Committee Chairperson and selects two additional members in good standing to serve on the Nominations Committee. *Article 7, Section 705*
- _____ 2. **Audit Committee:** Perform semi-annual audit of Paymasters financial records. *Article 10, Section 1005 B*
- _____ 3. **Quartermaster:** Perform a 100% semi-annual inventory of all Detachment organizational equipment and nonexpendable property and reconcile hand receipts with end users. *Article 6, Section 655 A (6)*
- _____ 4. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*

FEBRUARY

- _____ 1. **Audit Committee Chairperson:** Delivers semi-annual Paymaster Audit Report to the Detachment at the general membership meeting under the order of Report of Standing Committees on the status and activities performed by the committee. *Article 10, Section 1005 B*
- _____ 2. **Junior Past Commandant:** As the Nominations Committee Chairperson, presents the nominations for elected officers to the membership, under the order of New Business. *Article 7, Section 705*
- _____ 3. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*

MARCH

- _____ 1. **Executive Staff:** Quarterly meeting in conjunction with the Board of Trustees meeting at a time and place to be determined by the Commandant. *Article 9, Section 910*
- _____ 2. **Board of Trustees:** Meeting and quarterly review of Paymasters financial records. *Article 6, Section 600 A (1)*
- _____ 3. **Board of Trustees:** Annual review of Detachment dues. *Article 4, Section 415 A*
- _____ 4. **P.O. Box:** Payment due for renewal of m P.O. Box.
- _____ 5. **Annual Election of Officers:** Voting on elected officers (Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate) by “Regular” members in good standing under the order of New Business. *Article 7, Section 700 A & B*
- _____ 6. **Detachment Membership:** “Annual” general membership meeting on the first Saturday of the month. *Article 9, Section 900*

APRIL

- _____ 1. **Detachment Quartermaster:** Perform a 100% inventory of all Detachment organizational equipment and nonexpendable property and reconcile with Incoming and Outgoing Commandants. *Article 6, Section 655 A (2)*
- _____ 2. **Installation of Officers:** Incoming Commandant will choose the Installing Officer of his/her choice. *Article 7, Section 720*
- _____ 3. **End Term of Officers:** All terms of office shall begin and end at the closing of the regular scheduled membership meeting in **April** each year. *Article 5, Section 535*
- _____ 4. **End Term of Committees:** The term of office for committee members expire with the completion of their assigned task(s) or at the adjournment of the Detachment general membership meeting in April. *Article 10, Section 1000 B*
- _____ 5. **Commandant:** Reestablish committees under his/her administration. *Article 10, Section 1000 B (1)* (Audit, Budget & Finance, Awards, Picnic, and USMC Birthday Committees)
- _____ 6. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*

MAY

- _____ 1. **Report of Officer Installation:** Report of Officer Installation is due to the Department of Oregon Adjutant/Paymaster by May 15th. *Article 7, Section 720 A*
- _____ 2. **IRS Form 990N (e-Postcard):** Filing of tax report 990N (e-Postcard) with the IRS deadline is May 15th. *Article 13, Section 1300 A and Enclosure One (1)*
- _____ 3. **IRS Accepted Receipt:** Once received from the IRS, a copy of the IRS Accepted Receipt – Form 990-N (e-Postcard) must be sent to the Department Adjutant/Paymaster for filing at National Headquarters. *Article 13, Section 1300 B*
- _____ 4. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*

JUNE

- _____ 1. **Board of Trustees:** Meeting and quarterly review of Paymasters financial records. *Article 6, Section 600 A (1)*
- _____ 2. **Executive Staff:** Quarterly meeting in conjunction with the Board of Trustees meeting at a time and place to be determined by the Commandant. *Article 9, Section 910*
- _____ 3. **Report of Officer Installation:** Deadline for Report of Officer Installation is due at National Headquarters no later than June 30th. *Article 7, Section 720 B*
- _____ 4. **Commandant:** Appoint Chairperson for Picnic Committee. *Article 10, Section 1010 A ; Article 6 Section 605 (10)*

- _____ 5. **Commandant:** Appoint Chairperson for USMC Birthday Committee. *Article 10, Section 1010 B*
- _____ 6. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*

JULY

- _____ 1. **Commandant and Paymaster:** Annual audit of Detachment quarterly roster dated June 30th of participating Life Members. *Article 4, Section 455*
- _____ 2. **Quartermaster:** Perform a 100% semi-annual inventory of all Detachment organizational equipment and nonexpendable property and reconcile hand receipts with end users. *Article 6, Section 655 A (6)*
- _____ 3. **Audit Committee:** Perform semi-annual audit of Paymasters financial records. *Article 10, Section 1005 B*
- _____ 4. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*
- _____ 5. **Picnic Committee Chairperson:** Provide picnic plans and information to Detachment members. *Article 10, Section 1010 A*

AUGUST

- _____ 1. **Detachment Membership:** NO general membership meeting on 4th Saturday of the month. *Detachment Picnic*
- _____ 2. **Detachment Picnic:** All Detachment members and member's family are invited to the picnic held on the 4th Saturday. *Article 10, Section 1010 A*

SEPTEMBER

- _____ 1. **Board of Trustees:** Meeting and quarterly review of Paymasters financial records. *Article 6, Section 600 A (1)*
- _____ 2. **Executive Staff:** Quarterly meeting in conjunction with the Board of Trustees meeting at a time and place to be determined by the Commandant. *Article 9, Section 910*
- _____ 3. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*
- _____ 4. **Birthday Ball Chairperson:** Provide USMC birthday celebration plans and information to Detachment members. *Article 10, Section 1010 B (1)*
- _____ 5. **Audit Committee Chairperson:** Delivers semi-annual Paymaster Audit Report to the Detachment at the general membership meeting under the order of Report of Standing Committees on the status and activities performed by the committee. *Article 10, Section 1005 B*
- _____ 6. **Senior Vice Commandant:** As Awards Committee Chairperson, will identify members deserving of awards. *Article 10, Section 1005 F*

OCTOBER

- _____ 1. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*
- _____ 2. **Birthday Ball Chairperson:** Provide USMC birthday celebration plans and information to Detachment members. *Article 10, Section 1010 B (1)*

NOVEMBER

- _____ 1. **Commandant and Paymaster:** Certification deadline for annual audit of Life Members from the quarterly roster dated June 30th is due to Department Adjutant/Paymaster by November 1st. If done, disregard. *Article 4, Section 455; Article 6, Section 605 A (11)*
- _____ 2. **Awards Committee Chairperson:** Provide awards for those deserving members at the birthday celebration party. *Article 10, Section 1005 F*
- _____ 3. **Birthday Ball Committee:** USMC Birthday on November 10th, 1775. Implement Detachment celebration party plans. *Article 10, Section 1010 B*
- _____ 4. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*

DECEMBER

- _____ 1. **Board of Trustees:** Meeting and quarterly review of Paymasters financial records. *Article 6, Section 600 A (1)*
- _____ 2. **Executive Staff:** Quarterly meeting in conjunction with the Board of Trustees meeting at a time and place to be determined by the Commandant. *Article 9, Section 910*
- _____ 3. **Detachment Membership:** General membership meeting on the first Saturday of the month. *Article 9, Section 900*