

ROYALE COACH CLUB

2012 CALENDAR

JANUARY

1 st	Treasurer	Send dues notices to members who have not renewed
1 st	Treasurer	Invoice sponsor for spring rally - payment is due January 30 th
1 st	2 nd Vice Pres	Order Certificate of Insurance for spring rally, if required
15 th	Rallymaster	Send rally registration forms (at least 90 days prior to rally)
31 st	Treasurer	Prepare financial reports & send to President for audit.

FEBRUARY

TBA		Naples, FL Prevost Dinner
29 th		Deadline for dues payments to remain in Club

MARCH

1 st	Treasurer	Drop members from Club for non-payment of dues
10 th	Secretary	Update membership directory on website

APRIL

1 st	President	Prepare Agendas for BOD and Club meetings and e-mail to officers for review
30 th to May 5 th		SPRING RALLY AT MYRTLE BEACH, SC (Bill & Rita Bunch) Board of Directors Meeting Club Chapter Meeting
	Secretary	Send Club meeting minutes to website manager for archiving

MAY

15 th	Treasurer	File Form 990 with the IRS
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JUNE

1 st	Treasurer	Invoice sponsor for fall rally – payment is due June 30 th
1 st	2 nd Vice Pres	Order Certificate of Insurance for fall rally, if required
15 th	Rallymaster	Send rally registration forms (at least 90 days prior to rally)

JULY

23 rd -29 th		AIRVENTURE 2012 @ Oshkosh, WI (Bob & Gail Hansen)
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AUGUST

27 th -30 th		FMCA Convention at Indianapolis, IN
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SEPTEMBER

15 th	President	Prepare Agendas for BOD & Club meetings and e-mail to officers for review
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OCTOBER10th-15th

FALL RALLY AT ORANGE BEACH, AL (Jim & Jenny Evans)

Board of Directors Meeting

Club Chapter Meeting

Secretary

Send Club meeting minutes to website manager for archiving

NOVEMBER1st

Treasurer

Send dues notices to membership

15th

President

Prepare rough draft of 2013 Club Calendar

DECEMBER15th

President

Final draft of 2013 Club Calendar e-mailed to officers for approval

15th

Secretary

Chapter Officers Form sent to FMCA

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Chapter Meeting Verification/Chapter Membership Status to FMCA

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Updated Chapter Roster sent to FMCA