

2023 ACEP Chapter Services Calendar

Important dates and deadlines at the chapter and National ACEP level

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Chapter Specific Dates / Annual Basic Requirements

- **Did you file your chapter's 990 with the IRS on time?**
Form 990, 990-EZ, or 990-N (postcard) must be filed by the 15th day of the 5th month after the end of your organization's accounting period. Chapters on a calendar year must file Form 990, 990-EZ, or 990-PF by May 15 of the following year. Chapters on a fiscal year ending on June 30 must file by November 15. [More information here.](#)
- **Did you file your state's annual incorporation report on time?**
Check your state's Secretary of State website for requirements and deadlines. [More information here](#) and [here](#).
- **Did you renew your insurance?**
General Liability, and/or Directors and Officers Insurance (aka Association Professional Liability Insurance (APLI) or Management Liability Insurance) is renewed annually. Check your various insurance policies for details and payment schedule. If your chapter doesn't have general liability, or nonprofit director and officer (D&O) insurance, ACEP can recommend providers. [More information here](#) and [here](#).
- **Did you hold Board of Directors elections in accordance with your chapter's bylaws?**
What month of the year does your Chapter typically elect new officers and Board members? Elections are typically held in conjunction with a chapter's annual meeting. Check your Bylaws if unsure.
 - **Immediately following an election:**
 - If an outgoing officer was a signatory on the bank account, ensure that this is transferred to a new officer. Ensure there is **more than one** signatory on each account.
 - Please complete the [Chapter Leaders Update Form](#)

This form will ensure for instance that

 - 1) *financial statements are sent to your new Treasurer and President,*
 - 2) *your President is added to the Chapter Presidents engagED Community,*
 - 3) *your Board members receive any communications relevant to Chapter Leaders.*

- **Within 30 days following the election:**
 - Conflict of Interest Forms signed by Board members
 - Executive Director conducts Board orientation
- **Chapter Bylaws Routine Comprehensive Review:** Every four years, the ACEP Bylaws Committee will initiate a routine comprehensive review of a chapter's bylaws. The comprehensive review will focus on the following areas: (a) compliance with the requirements of and possible conflicts with College Bylaws; (b) compliance with the form and content of the *Guidelines*; (c) compliance with the form and content of the *Model*; and (d) internal consistency and overall clarity. At least thirty (30) calendar days prior to commencing a comprehensive review or bylaws audit, the Chapter's Executive Director and/or President will be notified by the ACEP Bylaws Committee staff.

Other Optional Chapter Activities

- **Strategic/Long-range planning:** Review progress, revise plan, set priorities and timelines
- **Annual Budget** is drafted and approved by the Board
- **Annual Report** (year in review report for membership)
- **Annual Review of Operations, Policies**
- **Board, Executive Director and staff performance evaluations**

Deep Dive: Legal Audit Checklist

A periodic Legal Audit enables chapters to assess their legal health. The [Legal Audit Checklist](#) is a guide to this process, assisting chapters in ensuring that documentation, standards, policies, procedures and organizational resources are in place. The checklist is by no means comprehensive. It is designed to be a starting place for most chapters. Once completed, the information identified in the checklist will be helpful to staff and leaders in fulfilling their chapter responsibilities.

2023 Important ACEP Dates and Deadlines

ACEP's Fiscal Year: July 1 to June 30

ACEP's Leadership Year (Board, Officers, Council, Committees, Sections, etc.)

Typically coincides/starts with elections at ACEP's Annual Scientific Assembly in **October**.

ACEP 2023 Holidays: 1/2/23, 1/16/23, 5/29/23, 6/19/23, 7/4/23, 9/4/23, 11/23/23 11/24/23, 12/25/23, 12/26/23.

January

1/8/23	Deadline for ACEP/EMRA National Outstanding Medical Student Award Nominations	For information
1/11/23	Deadline to submit edits for the 2023 Chapter-Focused Member Acquisition Campaign (content from the campaign will be re-purposed for this quarter's chapter updates)	For action
1/17/23	Bi-monthly Chapter Presidents and Executive Directors Town Hall @ 2pm CT (hosted by ACEP President & President-Elect)	Attendance recommended
1/15/23	Housing opens for LAC (there is no sub block for chapter execs) – Grand Hyatt, Washington, DC	For action
1/20/23	EMF Grant Applications due	For information
1/23/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended
1/25/23	Registration opens for LAC23 (April 30 - May 2). Chapter Executives register free of charge.	For action or information
1/31/23	Council Steering Committee Meeting (Virtual)	For information

February

2/1/23-2/2/23	ACEP Board Meeting (Virtual)	For information
2/15/23	Winter Chapter Newsletters due to Chapter Services (For chapters that participate in ACEP's newsletter service. Newsletters will be formatted and emailed to chapter members between 2/15 & 3/1/23)	For action or information
2/27/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended
2/28/23	Complete the Annual Compliance Questionnaire for Chapter Executives	For action - REQUIRED

March

3/3/23	Complete and return the <i>Annual Chapter Authorization for Inclusion in ACEP's Group Exemption</i> form requested by Heather Ly along with a copy of your latest IRS 990 filing.	For action - REQUIRED
3/9/23	Bi-monthly Chapter Presidents and Executive Directors Town Hall @ 1pm CT (hosted by ACEP President & President-Elect)	Attendance recommended
3/15/23	Deadline for ACEP Leadership & Council Award Nominations including Diane K. Bollman Chapter Advocate Award	For information
3/15/23	Deadline for ACEP Board of Director and Council Officer Nominations	For information
3/21/23-3/24/23	CORD Academic Assembly (San Diego, CA)	EM meeting – For information
3/27/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended

April

4/4/23	Deadline to indicate interest to serve as a member of the Chapter Executives Committee. Term: May 1, 2023 to May 2025.	For action or information
4/12/23	Quarterly Chapter Updates due to Chapter Services	For action
4/15/23	Deadline for ACEP Teaching Award Nominations	For information
4/15/23	Deadline for ACEP/EMRA Medical Student Professionalism and Leadership Award Nominations	For information
4/14/23	Chapter Executives hotel sub block for ACEP23 opens. Details + and password to be shared on engagED.	For action or information
4/17/23	EMF Diagnostic Excellence Grant Applications due	For information
4/17/23-4/20/23	EDPMA Solutions Summit (Bellagio Hotel, Las Vegas, NV)	EM meeting – For information
4/18/23	Online voting for new member of the Chapter Executives Committee closes.	For action or information
4/24/23	ACEP Chapter Chat: Non-Physician Independent Practice, Legislative Strategies for Protecting Physician-led Care (hosted by the State Legislative and Regulatory Committee)	Attendance recommended
4/30/23-5/2/23	Leadership and Advocacy Conference & Hill Visits – Grand Hyatt, Washington, DC	For action or information
4/30/23	Council Steering Committee Meeting (8am-12pm)	For action or information
4/30/23	Chapter Leaders Session at LAC (10am-12pm)	Attendance recommended
4/30/23	Lunch with ACEP Leaders (12-1pm)	Attendance recommended
4/30/23	Chapter Executives Forum at LAC (1:30-5pm)	Attendance recommended
4/30/23	ACEP Board Meeting (Day 1) (1:30-5pm) Grand Hyatt, Washington, DC	For information

May

5/1/23	Chapter Executives Committee: New terms begin.	For information
5/3/23	ACEP Board Meeting (Day 2) Grand Hyatt Washington, DC	For information
5/11/23	Bi-monthly Chapter Presidents and Executive Directors Town Hall @ 1pm CT (hosted by ACEP President & President-Elect)	Attendance recommended
5/15/23	ACEP Committee Interest Forms Due	For action or information
5/16/23-5/19/23	SAEM Annual Meeting (JW Marriott, Austin, TX)	EM meeting – For information

5/17/23	Spring Chapter Newsletters due to Chapter Services (For chapters that participate in ACEP's newsletter service. Newsletters will be formatted and emailed to chapter members between 5/17 & 5/31/23)	For action or information
5/22/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended
5/22/23-5/24/23	ACEP Finance Committee Meeting	For information

June

6/1/23	Registration opens for ACEP23 (Philadelphia, PA). Chapter Executives register free of charge.	For action or information
6/1/23	Function space requests for meetings and receptions at ACEP23 opens.	For action or information
6/10/23-6/14/23	AMA Annual Meeting (Hyatt Regency, Chicago, IL)	EM meeting – For information
6/14/23	Quarterly Chapter Updates due to Chapter Services	For action
6/15/23	If applicable, submit your Zoom account invoice(s) for FY22-23 (July 1, 2022 -June 30, 2023) for reimbursement.	For action
6/26/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended
6/26/23-6/27/23	President-elect appoints members to ACEP Committees	For information
6/28/23-6/29/23	ACEP Board Meeting (ACEP HQ)	For information
6/30/23	ACEP 22-23 Fiscal Year ends	For information

July

7/1/23	ACEP 23-24 Fiscal Year begins	For information
7/10/23	Council Resolutions Due to Sonja Montgomery (90 days prior to the Council meeting)	For information
7/13/23	Bi-monthly Chapter Presidents and Executive Directors Town Hall @ 1pm CT (hosted by ACEP President & President-Elect)	Attendance recommended
7/14/23	ACEP23 Chapter Executives hotel sub block closes. Details + and password were shared on engagED.	For action
7/24/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended
7/30/23	Suggested deadline to submit function space requests for meetings and receptions at ACEP23. Complete the form at this link . There is no charge for chapters and meeting room space is assigned on a rolling first-come, first served basis.	For action

August

8/1/23	List of Councillors and Alternates to represent your Chapter at the Council meeting due to Mary Ellen Fletcher	For action - REQUIRED
8/9/23	Summer Chapter Newsletters due to Chapter Services (For chapters that participate in ACEP's newsletter service. Newsletters will be formatted and emailed to chapter members between 8/9 & 8/23/23)	For action or information
8/24/23	Deadline for Cosponsors to be added to Resolutions (45 days prior to the Council meeting). It will be up to the cosponsors to let Sonja Montgomery know. If a chapter is cosponsoring a resolution, Sonja needs an email from the chapter executive or chapter president confirming that information. Per the Bylaws, she needs documentation from the cosponsors and not just from the author if the author is not the chapter. Section chairs or section staff liaisons need to confirm any section cosponsors.	For information or action
8/28/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended

September:

9/1/23	Lobbying Estimate Form due to Chapter Services Changes will be reflected on member dues statements issued starting in November for January 1 renewals.	For action - REQUIRED
9/1/23	Completed PAC Collection Form & Updated Solicitation Letter due to Chapter Services (If ACEP collects PAC donations on behalf of your chapter via the member application) Changes will be reflected on member dues statements issued starting in November for January 1 renewals.	For action - REQUIRED
9/6/23	Kick off chapter-specific member acquisition (recruitment) campaign. Deadline for chapters to submit content: 10/13/23.	For action
9/8/23	Council Resolutions with Background Info Distributed to Councillors (30 days prior to the Council meeting)	For information
9/8/23	Asynchronous Testimony on Council Resolutions Opens	For information
9/14/23	Bi-monthly Chapter Presidents and Executive Directors Town Hall @ 1pm CT (hosted by ACEP President & President-Elect)	Attendance recommended
9/20/23	Quarterly Chapter Updates due to Chapter Services	For action
9/25/23	Monthly Chapter Execs Call @ 1pm CT- Cancelled	Attendance recommended
9/27/23	Asynchronous Testimony on Council Resolutions Closes at Noon Central Time	<i>For information</i>

October

10/2/23	Preliminary Reference Committee Reports Distributed to Council	For information
10/6/23	ACEP Board Meeting – Philadelphia, PA	For information

10/7/23-10/8/23	2023 Council Meeting – Philadelphia, PA	Attendance recommended
10/9/23-10/12/23	ACEP23 – Philadelphia, PA	Attendance recommended
10/9/23	Chapter Executives Forum @ACEP23 (11am-4pms)	Attendance recommended
10/10/23	National/Chapter Relations Committee Meeting @ACEP23 (4-5:30pm)	For information
10/12/23	ACEP Board Meeting – Philadelphia, PA	For information
10/12/23	ACEP's Leadership/Committee Year starts	For information
10/13/23	Chapter-focused acquisition campaign. Deadline for chapters to submit content. Details TBA.	For action
10/20/23 (tentative)	<i>Chapter Sponsorship Program cycle opens</i> <i>Submit chapter meeting information in the next calendar year to ACEP Corporate Development to solicit support for Exhibit and/or Expert Theater (Product Showcase) opportunities for your Chapter.</i> <i>Deadline: November TBC, 2023.</i>	<i>For action or information</i>
10/23/23	Monthly Chapter Execs Call @ 1pm CT	Attendance recommended

November

11/1/23	List of your 2024 Chapter Meetings (Board meetings, membership meetings, annual business meeting, conferences, etc.) due to Chapter Services	For action
11/1/23	Pay close attention to membership numbers and ramp up retention and recruitment efforts to avoid losing Councillors.	For action
11/8/23	Fall Chapter Newsletters due to Chapter Services (For chapters that participate in ACEP's newsletter service. Newsletters will be formatted and emailed to chapter members between 11/8 & 11/22/23)	For action or information
11/27/23	Monthly Chapter Execs Call @ 1pm CT (Monday after Thanksgiving)	Attendance recommended
Nov - TBC	<i>Chapter Sponsorship Program – Submission Deadline</i> <i>Submit chapter meeting information in the next calendar year to ACEP Corporate Development to solicit support for Exhibits and/or Expert Theater (Product Showcase) opportunities for your Chapter.</i>	<i>For action or information</i>

December

TBA	Annual Chapter Leader and Lobbyist Call (hosted by the State Legislative and Regulatory Committee)	Attendance recommended
TBA	ACEP Board Retreat (typically held the first week in Dec)	For information
12/25/23	Monthly Chapter Execs Call @ 1pm CT (ACEP Closed. Cancel or reschedule earlier in the month)	Attendance recommended
12/31/23	Cutoff date for Councillor allocation based on primary chapter membership numbers. View ACEP Bylaws.	For action

Membership

Membership Cancellations:

3rd Friday of every month: Cancellation of memberships that have reached the end of their grace period (~85 days from expiration date)

Membership Expiration Date	Cancellation Date	Additional Information
10/31/22	Friday, January 20, 2023	
11/30/22	Friday, February 24, 2023	
12/31/22	Friday, March 17, 2023	
1/31/23	Friday, April 21, 2023	
2/28/23	Friday, May 18, 2023	
3/31/23	Friday, June 16, 2023	
4/30/23	Friday, July 21, 2023	
5/31/23	Friday, August 18, 2023	
6/30/23	Wednesday-Friday, September 20-22, 2023	Bulk of ACEP Members. Excludes graduating residents (they will be cancelled in Nov or Dec 2023)
7/31/23	Friday, October 20, 2023	
8/31/23	Friday, November 17, 2023	Graduating resident memberships with 6/30/23 Expiration Date
9/30/23	Friday, December 15, 2023	

Membership Acquisition Campaigns:

- January 2023-March 2023: Acquisition #82 – Chapter-focused membership acquisition.
 - Mailed piece from chapter president with biggest chapter accomplishment from 2022, top 3 legislative priorities in 2023 and upcoming chapter and ACEP events.
 - Email follow up from chapter president: Why ACEP and Chapter exist + what ACEP and chapter have done lately on your behalf.
- Aug-Oct 2023: Acquisition #? – Chapter-focused membership acquisition. Details TBA.

Membership Renewal Campaigns:

- June 30: Bulk of memberships expire. Regular Renewal Series starts 75 days prior to expiration and ends 75 days after expiration with an exit survey, then cancellation ~85 days from expiration.
- Graduating Residents Special Campaign: Starts in March. Email from chapter president in June. Ends with an exit survey 5 months after expiration, then cancellation in November or December.