

SAHANZ Two year cycle

Even Year	January	[A new incoming editor for <i>Fabrications</i> commences, with a 4 year appointment.] Consider call for Life and Honorary Member nominations.
	February	[Draft conference papers due about now.]
	March	Deadline for Life and Honorary Member nominations 1 March. [Committee meeting? (Quorum = 4 including 2 office bearers).] [Draft submissions for <i>Fabrications</i> for vol. nn:3 due about now.]
	April	Advertise Saunders Grant. [Final conference papers due about now.]
	May	
	June	Deadline for Saunders Grant 1 June. Twenty-one days' notice of AGM given. Committee meeting to select Saunders Grant awardee, etc (Quorum = 4 including 2 office bearers). Update website for RegisterNow payment information for coming year. Outstanding reports (including minutes) from previous year's AGM to be forwarded to webmaster. [Draft submissions for <i>Fabrications</i> for vol. nn:1 due about now.]
	July	SAHANZ Annual Conference In-person Committee meeting held at Conference (Quorum = 4 including 2 office bearers). AGM at Conference – Quorum = 15 Ordinary members. Financial statement & Annual Report(s) presented. Following AGM, formal reports and meeting decisions & announcements forwarded to webmaster. Conference organisers to be thanked on website.
	August	
	September	Consider call for SAH session proposal – for SAHANZ Committee approval.
	October	[Committee meeting? (Quorum = 4 including 2 office bearers).] [Conference abstracts due about now] [Draft submissions for <i>Fabrications</i> for vol. nn:2 due about now.]
	November	
	December	
Odd Year	January	Consider call for Life and Honorary Member nominations.
	February	[draft conference papers due about now.]
	March	Deadline for Life and Honorary Member nominations 1 March. [Committee meeting? (Quorum = 4 including 2 office bearers).] [Draft submissions for <i>Fabrications</i> for vol. nn:3 due about now.]
	April	Advertise Saunders Grant. [Final conference papers due about now.]
	May	Call for Office bearers and committee nominations.
	June	Deadline for Saunders Grant 1 June. Twenty-one days' notice of AGM given (with notice of elections and nominees). Committee meeting to select Saunders Grant awardee, etc (Quorum = 4 including 2 office bearers). Outstanding reports (including minutes) from previous year's AGM to be forwarded to webmaster. Update website for RegisterNow payment information for coming year. [Editorial Board: Call for expression of interest for replacement editor to be appointed from January the following year]. [Draft submissions for <i>Fabrications</i> for vol. nn:1 due about now.]
	July	SAHANZ Annual Conference In-person Committee meeting held at Conference (Quorum = 4 including 2 office bearers). AGM at Conference (Quorum = 15 Ordinary members). Financial statement & Annual Report(s) presented. Following AGM, formal reports and meeting decisions & announcements forwarded to webmaster. Conference organisers to be thanked on website.
	August	
	September	Consider calls for SAH and EAHN session proposals – for SAHANZ Committee approval.
	October	[Committee meeting? (Quorum = 4 including 2 office bearers).] [Conference abstracts due about now.] [Draft submissions for <i>Fabrications</i> for vol. nn:2 due about now.]
	November	
	December	