

Chapter Incorporation renewal

A reminder that Chapters **must renew** their Incorporation every year. The process for this varies from State to State to Province.

The Society requires that all Chapters be incorporated as not-for-profit corporations. Incorporation generally protects the Chapter members from claims made against the chapter for damages, injuries or debts for which the chapter might be liable. To be chartered by the Society, a Chapter must be incorporated in its State or Province.

A chapter that is not incorporated technically is not in compliance with the Society Bylaws, Statements of Policy, rules and regulations, and not eligible to compete, have a vote in the House of Delegates meeting in its district, register quartets as part of its chapter (which will affect their ability to compete, too) or be covered under any of the Society's liability insurance coverage.

Chapters must annually file a statement of continued existence or annual report, in order to remain in good corporate standing in their State or Province.

- ▶ **Wisconsin Chapters** - The State sends an annual renewal form that must be returned with the fee which is \$10 for non-profit organizations. The State has a web site at - www.wdfi.org or the phone number is 608-261-7577
- ▶ **Minnesota Chapters** - The renewal is on-line at the Secretary of State. The web site is - www.sos.state.mn.us On "Home Page" click on "Business Center", then "On line services", and scroll down to "File annual Business Renewal". You need to know the File # for your Chapter. The Entity type is "Non-Profit Corporation". There is no fee required for renewal.
- ▶ **North Dakota Chapters** - The State sends an annual renewal that must be filed by February 1st of each year. The renewal fee is \$10.00.
- ▶ **Manitoba Chapters** - The renewal and fee is shown on the web site link below: www.gov.mb.ca/finance/cca/comp_off/forms/annualre.pdf
- ▶ **Saskatchewan Chapters** - The renewal and fee is shown on the web site below: www.saskjustice.gov.ca Scroll down to "Programs & services", high lite "Corporation", then "forming a non-profit Corporation" and then "Filing annual returns and financial statements".