

## HOUSE CORPORATION LEGAL CHECKLIST

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- If incorporated, do you have a current certified copy of your Articles of Incorporation (state charter) from the Secretary of State?
- Do you have all Amendments to the Charter, if any? Are the Articles in compliance with current law and does it contain available “safeguard” provisions (e.g., director immunity for not for profit corporations).
- Is your House Corporation in “good standing” with the Secretary of State? (i.e., have you filed annual returns each year and paid the annual fee?)
- Is the designated a “registered agent” for legal service of process (lawsuits) and a “principal business address” of such agent on file with the Secretary of States Office?
- Do you have a copy of current Bylaws and all Amendments?
- Do you have a copy of prior Minutes of the Board of Directors Meetings and Annual Meetings of the Members?
- Is the corporation meeting any other filing obligations (i.e., quarterly wage withholding reports)?
- Is the corporation qualified as a 501(c) organization? Do you have a copy of the IRS form 1024 application for qualification as to 501(c) (7) corporation which should have been filed?
- Has the corporation filed IRS Form 990 for each preceding year?
- Does the House Corporation have a current lease with the undergraduate chapter?
- Do you have a copy of all insurance which is in place? Who are the named “insureds”? Are the officers, directors, and chapter advisor listed?
- Who has copies of bookkeeping, financial and banking reports? Is an annual report made to the House Corporation?
- Is the annual report, income and expense reviewed annually by someone in addition to the Treasurer?
- Is there a capital reserve for emergencies or capital replacement?

