



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—ADMINISTRATION

OFFICIAL DOCUMENTATION OF CORPORATION - Part 1

RCONA is a non-profit California corporation, the Articles of Incorporation were filed with the Secretary of State on February 28, 1997. RCONA was granted tax-exempt status as determined under 501(C)(3) of the IRS codes on October 6, 1998. To maintain our tax-exempt status and avoid penalties, it is important that all the mandatory corporate filings and applicable fees be maintained in a timely manner. The following procedure details the agencies and forms required to meet these obligations.

Procedures:

Responsible Party	Step	Action
RCONA Secretary	1.	Maintain the Official RCONA Administration Book. This book will contain copies of all official corporation documents, including those for renewal of all mandatory forms.
Secretary	2.	Review the book regularly to note timelines for renewal of mandatory forms and at least 30-days prior to due date , present the book to the appropriate responsible party (if other than Secretary) for completion of renewal as required.
Secretary/RCONA official	3.	Renewal: <ol style="list-style-type: none"> a) Check with appropriate agency on-line to obtain the most recent version of the required form. b) Note any changes in filing requirements/fees and bring updates to the Secretary's attention for amendment to the procedure. c) Complete form and make copy for the Administration Book.
Secretary/RCONA official	4.	If a fee is required, contact the Treasurer for issuance of a check or obtain electronic payment authorization. If check, note RCONA check # on the upper right corner of form copy (or keep copy of the check with the renewal form).

Secretary/RCONA official	5.	When completed: a) Submit form with any required fee to appropriate agency. b) Place copy on top of the last year's form in the corresponding portion of the Administration Book. c) Update the corresponding section of the Renewal Chart with your name and date of completion.
Outgoing & Incoming Secretary/President	6.	At the end of each year, the out-going Secretary meets with the incoming President and Secretary to verify that all mandatory filings have been completed, then surrenders the Administration Book to the new Secretary to maintain.

The remainder of this Procedure will be available to the RCONA President and Secretary, or an individual as designated by the President to prepare and transmit the required documents per this procedure. The attachment contains the details and access information for yearly renewals per the following agency requirements:

Internal Revenue Service

Secretary of State

CA Attorney General

Franchise Tax Board

City of Roseville (business license)

Roseville Chamber of Commerce

Insurance Renewal (current provider)

Mailbox Service (current provider)

Adopted: August _____ 2012