



# Handcrafted Soap Makers Guild, Inc.

## ORGANIZATIONAL POLICY

### Corporate Record Book

June 30, 2009

It is the responsibility of the HSMG Secretary to keep complete corporate records in compliance with Ohio state statutes and commonly accepted business practices. The Corporate Record Book must be in the possession of the Secretary.

The HSMG Corporate Record Book must contain:

#### **Kept in sections in the Corporate Book:**

- a) Articles of Incorporation
- b) Changes to the Statutory Agent
- c) Current and revised versions of the Bylaws
- d) Annual Membership Meeting Minutes and Annual Meeting booklet containing information provided to the membership and annual financials.
- e) Copies of the Corporate Tax Returns

#### **Kept in date order in the Corporate Book:**

- f) Copies of all minutes of each meeting of the Board of Directors, with all attached committee reports, approved Policies or Procedures and/or any other documents submitted, approved or disapproved at the meeting.
- g) Profit & Loss and Balance Statements on at least a quarterly basis (to be provided by the Treasurer and/or included in Board of Directors meeting minutes).
- h) Copies of official announcements to the membership (i.e. announcement of changes in the bylaws, Nomination Committee report, etc.)
- i) Original, signed Board Member Conflict of Interest statements
- j) Document return/disposal statements from outgoing Board Members.

### **Archives**

Items a – e must remain permanently in the Corporate Record Book.

Items f – j may be archived by fiscal year (Jul 1 - June 30) so long as one full year of records is maintained in the Corporate Record Book. For example, on June 30, 2009 the records up through June 30, 2007 may be archived, leaving July 1, 2007 – June 30, 2008 in the book.

Items to be archived should be bound in a folder or report cover of some kind, dated with the period the records cover, and forwarded to the Administrative Office for safe keeping.

### **Basecamp**

In addition to keeping the copies of all the documents on paper in the Corporate Record Book, electronic copies should also be filed on Basecamp in the Board of Directors section as both a backup and so they are available to Board Members if needed.

### **New Secretary**

When a new Secretary takes office, the outgoing Secretary must forward the Corporate Record Book to the new Secretary within 10 days of leaving office.

### **Back-Up Copies**

Back-up copies of the contents of the Corporate Record Book must be maintained on Basecamp in the event anything happens to the Corporate Record Book. The Secretary should upload any documents for the Corporate Record Book that are not already on Basecamp.

Written by Marie Gale

Approved June 30, 2009 by the  
Board of Directors