

## ORGANIZATIONAL POLICY

Corporate Record Book (v3)

# CORPORATE RECORD BOOK



It is the responsibility of the HSCG Executive Director to keep complete corporate records in compliance with applicable state statutes and commonly accepted business practices. The Corporate Record Book must be maintained at the legal address of the HSCG.

The HSCG 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) Copies of minutes of each meeting of the Executive Committee.
- h) 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).
- i) Copies of official announcements to the membership (i.e. announcement of changes in the bylaws, Nomination Committee report, etc.)
- j) Original, signed Board Member Conflict of Interest statements
- k) 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 annually 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 appropriately archived.

## ELECTRONIC COPIES

Electronic copies of corporate documents must be provided to or be made available to members of the Board of Directors.

Approved June 30, 2009  
by the Board of Directors

History:

June 30, 2009 (v1) Original publication date  
Oct 7, 2013 (v2) Amended to include name changes, to assign responsibility to the Executive Director, and to include minutes from Executive Committee meetings.  
May 4 2018 (v3) Minor revisions; reformatted.