

Registered Agent

a. Charge

- i. The Registered Agent is responsible for housing and maintaining the Chapter's Minute Book.

b. Articles/Bylaws Statements

c. Responsibilities

- i. The Chapter's Registered Agent must be a resident of the State of Florida and serves as such for a minimum of three years.
- ii. The Registered Agent is responsible for housing and maintaining the Chapter's Minute Book.
- iii. The Minute Book should include:
 - (1) copies of the minutes of the Chapter's Executive Committee Meetings from the Secretary.
 - (2) copies of the minutes from the Chapter's Business Meetings from the Secretary.
 - (3) copies of the Chapter's annual corporate report prepared by the Registered Agent.
 - (4) copies of the Chapter's annual budget prepared by the Treasurer.
 - (5) copies of the Chapter's income tax return from the Treasurer.
- iv. Should the appropriate officer not provide copies of the above listed reports, the Registered Agent should request them from the officer.

d. Corporate Information

- i. The Southeastern Chapter of the American Association of Law Libraries is a section 501(c)(6) non-profit trade association under federal income tax laws.
- ii. The Chapter is incorporated in the state of Florida.
- iii. A chapter member who is resident in the state of Florida serves as Registered Agent for the chapter.
- iv. The Chapter's Employer Identification Number is: 58-1592266.
- v. The Chapter's accounting period (fiscal year) ends March 31.

e. Corporate Reports

- i. A report is required annually by the Florida Secretary of State.
- ii. The report is prepared by the Chapter's Registered Agent and sent to the Treasurer.
- iii. The Treasurer pays the corporation filing fee as required by the state of Florida and mails the report, providing a copy of the signed report to the Registered Agent.

f. Income Tax Reports

- i. The Chapter is incorporated as a non-profit corporation and is not required to file a federal or state income tax return unless gross receipts exceed \$25,000 per year.

- ii. The Treasurer provides a copy of the chapter's Florida and Federal income tax returns to the Registered Agent.
- iii. Further information is available in a directive from the Internal Revenue Service dated November 30, 1990 found in the Appendix section of this manual.

g. Reimbursement of Expenses [revised 4/99]

- i. Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of the duties of the Registered Agent will not be reimbursed by the Chapter.
- ii. Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
- iii. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

h. Chapter Records [added 3/98]

i. Calendar of Responsibilities [added 3/98]

March/ Annual chapter meeting
April

April Chapter fiscal year begins

Southeastern Law Librarian copy due by April 30.

July Chapter membership year begins

Annual chapter business meeting

Southeastern Law Librarian copy due by July 30.

October *Southeastern Law Librarian* copy due by October 30.

January *Southeastern Law Librarian* copy due by January 30.

January/ Send proposed handbook modifications to Handbook Editor two months prior to annual
February chapter meeting.

j. Relevant Chapter Forms [added 3/98]

- i. Budget report