

REQUIREMENTS FOR WY INCORPORATED NONPROFIT WSMGS CLUBS

As an incorporated nonprofit organization, each WSMGS club is required by Wyoming state statutes:

17-19-701 Annual and Regular Meetings

(a) A corporation with members shall hold a membership meeting annually at a time stated in or fixed in accordance with the bylaws.

(l) At the annual meeting, the president and chief financial officer shall report on the activities and financial condition of the corporation.

17-19-1601. Corporate records.

(a) A corporation shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or directors without a meeting, and a record of all actions taken by committees of the board of directors

(c) A corporation or its agent shall maintain a record of its members in a form that permits preparation of a list of the name and address of all members

(e) A corporation shall keep a copy of the following records at its principal office:

(i) Its articles or restated articles of incorporation and all amendments to them currently in effect.

(ii) Its bylaws or restated bylaws and all amendments to them currently in effect;

(iii) Resolutions adopted by its board of directors

(iv) The minutes of all meetings of members and records of all actions approved by the members for the past three (3) years;

(v) All written communications to members generally within the past three (3) years, including the financial statements furnished for the past three (3) years

(vi) A list of the names and addresses of its current directors and officers; and

(vii) Its most recent annual report delivered to the secretary of state-Due Annually.

THE BOTTOM LINE IS:

ALL CLUBS SHOULD FILE THEIR ANNUAL ACTIVITY REPORT, FINANCIAL REPORT AND MINUTES WITH THE WSMGS HISTORIAN WHO WILL ARCHIVE IT FOR LEGAL & HISTORICAL PURPOSES.

(The Financial report should report balances, income, and expenses. The Activities Report can be a photo copy of the club's minutes or a Summary of the club's programs, activities, field trips, etc.)