

Incorporation with the Secretary of State, Corporate Division

Neighborhood associations are required to register as non-profit corporations and renew annually with the Secretary of State, Corporate Division. Incorporation with the Secretary of State ensures that your association is a legal entity in Oregon, which provides an extra level of protection for members in addition to the protection from SE Uplift's Directors and Officers Insurance. Incorporation protects neighborhood association volunteers as long as the processes and procedures, which have been set forth in the association's bylaws are followed. It doesn't always provide complete indemnity, but it limits the opportunity for a legal suit against your association.

When you register as a public benefit corporation with the Secretary of State, you are creating organizational Articles of Incorporation, which include the mission and purpose of your association. According to the City's Standards for Neighborhood Associations, each association's Articles of Incorporation must be current and in harmony with its bylaws.

Please note state non-profit status ensured by these filings does not qualify neighborhood associations as federal 501(c)(3) nonprofits that can receive tax-deductible donations from neighbors and organizations. Separate filing to pursue federal non-profit status would have to be undertaken by the neighborhood association to become a 501(c)(3) organization. SE Uplift can provide fiscal sponsorship to neighborhood associations for fundraising efforts to ensure that donations will be tax-deductible.

For help with registration and renewal, visit
<http://www.sos.state.or.us/corporation/renew/help.htm> or
contact 503-986-2200.

Each year, your neighborhood association is required to complete an annual report and pay a \$50 filing fee.

Approximately forty-five days prior to the anniversary date of your initial registration with the Secretary of State, the Corporation Division will mail an annual report to the mailing address listed on the previous year's report. Annual reports must be completed with current board information and delivered to the Corporation Division within 30 days of the deadline. You can complete your annual report online to have your business renewed electronically at http://egov.sos.state.or.us/br/pkg_br1_web_rnewl.login From there, you just enter in your registry number and click "renew" and your association will be renewed by the next business day.

To assist neighborhood associations with the process, SE Uplift staff will be contacting you each year to remind you of upcoming deadlines and offer technical assistance. Each year, SE Uplift budgets to reimburse associations for the required \$50 filing fee for the annual report. In order to process your reimbursement, you are required to submit a copy of your completed report to SE Uplift for archival.

Secretary

