

Clerk of the Corporation

Revised May 2014
Approved May 2014

Purpose:

The Clerk of the Corporation is responsible for maintaining the standing of New England Archivists (NEA) as a legal entity, incorporated in the Commonwealth of Massachusetts.

Term of Office:

Indefinite. Appointed by the President with the approval of the Executive Board.

Major Duties:

- Serves as the second signatory for regular NEA accounts and is the alternate signatory for the Treasurer. Clerk must visit the bank with the outgoing and new Treasurers to update the signatures on the account(s).
- Prepares Annual Report for Commonwealth of Massachusetts. Obtains filing fee from the Treasurer and obtains home addresses for new officers.
- Responsible for filing with the Division of Corporations copies of amendments to the Articles of Incorporation, *i.e.*, those which affect the statement of purposes.
- Oversees NEA's sales-tax-exempt status with the Massachusetts Department of Revenue and renews this tax-exempt status when needed, *i.e.*, every ten years. Sends updated renewal notices to the Treasurer.
- Maintains copy of Certificate of Solicitation issued annually by The Office of The Attorney General. Send updated copies to the Treasurer.
- Files with the Commonwealth a "Change of principal address" form when a new Clerk takes office.
- Must be a Massachusetts resident because NEA is incorporated within the Commonwealth of Massachusetts.
- Serves as an ex-officio member of the Executive Board.