

YALEWOMEN, INC.

CHAPTER REPORTING REQUIREMENTS

(ADOPTED 9/11/15)

All YaleWomen Chapters, regardless of size or incorporation status, are required to submit information to the central organization as outlined below. All Chapters must operate on the same accounting period as YaleWomen, which has a June 30th year end.

All Chapters are required to report any change in the names and addresses of Chapter leaders whenever such changes occur. In addition, depending on their mode of organization, Chapters may be subject to the following reporting requirements.

INCORPORATED CHAPTERS

Upon formation, an incorporated Chapter must submit:

1. Verification in the form of a letter from a Chapter representative or a copy of the appropriate meeting minutes demonstrating that the Articles of Association have been adopted by the Chapter and that the Chapter has agreed to operate under the general control and supervision of YaleWomen.
2. Copies of the Chapter's Articles of Incorporation and Bylaws.
3. Written authorization from the Chapter allowing YaleWomen to include the Chapter in its group exemption letter and stating that the Chapter intends to operate as a public charity and not as a private foundation. In simplest terms, a public charity is one that receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions.

Annual requirements - within 60 days of the end of the fiscal year (August 31):

1. A short paragraph describing each of the Chapter's activities and events in the past year including the number of attendees, the type and amount of revenue received (corporate donation, individual donation, etc.), and expenses paid.
2. Any information about changes in purpose, character, or method of operation, including amendments to the original documents (Bylaws and Articles of Incorporation).
3. Any changes to names or addresses of the officers or any change in status, (e.g., ceasing operations, disaffiliation or withdrawal of authorization to the central organization).
4. Financial statements for the fiscal year.

UNINCORPORATED CHAPTER WITH A JOINT BANK ACCOUNT

Quarterly requirements - within 30 days following the end of each quarter (October 31, January 31, April 30 and July 31):

1. A profit and loss statement for the quarter on a cash basis and a reconciliation of the bank account for the quarter.

Annual requirements - within 60 days following the end of the fiscal year (August 31):

1. A summary of the Chapter's activities and events during the year including a brief description of each event and the number of attendees at events.
2. An annual profit and loss statement.
3. A list of all donors and the amounts each has given during the calendar year.
4. Any other specific information that YaleWomen may request in order to make timely IRS or state filings (normally due no earlier than four and a half months following the end of the fiscal year).

ALL OTHER CHAPTERS

Annual requirements - within 60 days of the end of the fiscal year (August 31):

1. A short paragraph describing each of the Chapter's activities and events during the past year including number of attendees at events.
2. A summary financial report for the fiscal year.