

Information Checklist on Governance and Corporate Requirements

- ☐ 1. Obtain a Charter from the American GI Forum US (AGIF-US) for your Chapter, according to the Constitution and Bylaws requirements.
- ☐ 2. Hold a first meeting of the Board of Directors.
- ☐ 3. Elect new officers, if applicable, appoint officers, and review and adopt AGIF-US Constitution, Bylaws, and Policies, Practices, and Procedures Manual.
- ☐ 4. Register your new Chapter with the Secretary of State or other regulatory agencies in your state.
- ☐ 5. Maintain your record at the Secretary of State's office to avoid delinquency.
- ☐ 6. Obtain a Certificate of Good Standing with the Secretary of State, if your state provides a Certificate of Good Standing.
- ☐ 7. Signatures on checks for the Forum shall be the Chapter's Treasurer and Commander. Women's Chapter signatures on checks shall be the Treasurer and Chairwoman. Youth Chapters signatures on checks shall be Youth Chair and Youth Advisor.
- ☐ 8. Treasurer of each chapter is responsible for bookkeeping and account management. Contact your accountant for bookkeeping and account management if you have any issues.
- ☐ 9. Establish a business bank account and credit/debit card. A credit/debit card is not mandatory. You will need the minutes from your first Board of Director's meeting with your EIN number to open a bank account for your new chapter.
- ☐ 10. Understand the tax implication of the entity you are using for your business. Under the AGIF-US you will be a 501(c)(4).
- ☐ 11. When and if you establish a 501(c)(3) you must first obtain permission from the AGIF-US.

- ☐ 12. Obtain your Federal Tax Identification number (EIN) from IRS.
- ☐ 13. Advertise your new chapter by creating a web page, create a social media account, and order business cards/signage.
- ☐ 14. Contact the County Clerk at your City Hall to obtain any necessary licenses or other special licenses.
- ☐ 15. Contact your local/state health departments if you will be serving food or providing public accommodations.
- ☐ 16. May 15th of each year you must file an IRS Form 990. If profit is under \$50,000.00 can file an E-postcard, if over \$50,000.00 you must file the completed 990 Form.
- ☐ 17. Annually, you shall file an annual report to your AGIF-State Chapter documenting the work that your Chapter has performed.
- ☐ 18. If your organization no longer desires to operate under the AGIF-US, you shall file a dissolution of your organization and you can no longer use any organizational history or AGIF-US 501(c)(4) status.