

## California Secretary of State

Many booster clubs and parent organizations operate as corporations. Incorporation is a smart way for boosters to limit the liability of its officers, but in exchange for that status, there are more laws and forms applicable. One of those is the Statement of Information. Nonprofit corporations within the state of California must file a Statement of Information (Form SI-100) within 90 days of incorporation and every two years thereafter. Organizations that incorporated in even years must file a statement every year that ends in an even number and organizations that incorporated in odd years must file a statement every year that ends in an odd number.

Form SI-100 can be filed online at <https://www.sos.ca.gov/business-programs/bizfile/>. There is a \$20 filing fee for nonprofit corporations.

Filing the form is very simple. You will need the legal name of the organization, its seven-digit corporate identification number and permanent address, and the names, titles and addresses of the corporation's chief executive officer (president), secretary, and chief financial officer (treasurer). Every corporation is required to have at least these three officers. Any number of offices may be held by the same person unless the articles of incorporation or bylaws provide otherwise, **except** neither the secretary nor the chief financial officer or treasurer may serve concurrently as the president or chairperson of the board.

The corporation must also list an agent for service of process. This is the person (or corporation) responsible for accepting legal documents, such as subpoenas or service of lawsuits. Booster and parent organizations generally designate one of the officers for this role.

The SI-100 is a public document. This means that the officers', as well as the agent for service of process' names and addresses will be open to all.

For more information, please visit the Secretary of State website at <https://www.sos.ca.gov/businessprograms/business-entities/statements/>

### Important Takeaways

- *Incorporation is a great way to limit liability.*
- *Incorporation comes with added responsibilities and legal requirements*