

# Is Your Club Incorporated?

Kiwanis International policy requires all clubs to become incorporated within one (1) year following charter of the club. Most jurisdictions require a corporation to file a renewal and pay a small fee every year or, in some places, every other year, in order to maintain the corporation in good standing.

Unfortunately, incorporation renewals are often ignored by volunteer officers and Board of Directors. Many Kiwanis Clubs (*and their members*) are totally unaware that the club's corporate status has lapsed and is no longer in force.

The consequences of a Kiwanis Club being unincorporated can be dire – especially in the event that something happens at a club service project or fund-raising activity that causes the club to be sued in a court of law. In such a case, it is possible that individual members of the club may well find their personal assets at risk in the action.

We encourage all club Presidents and Secretaries to check with their state or provincial government in order to determine if their club's corporate status is current. The contact information for each jurisdiction's Corporation Division is given below.

The states of Alaska, Washington, Oregon, Idaho and California each have a free searchable database that is accessible via the internet. We have provided those addresses for those that have the capability to use them. British Columbia also has a online corporation database but a fee must be paid in order to use it. BC clubs may well want contact the Corporation Section directly in order to determine their status. The Yukon Territory does not have an online searchable corporation database that we are aware of.

## **ALASKA**

Corporations Supervisor  
PO Box 110808, Juneau, AK 99811-0808  
Fax: 907-465-3257  
<https://www.commerce.alaska.gov/web/>

## **CALIFORNIA**

Corporations Main Office  
1500 11th Street, Sacramento, CA 95814  
(916) 657-5448  
<http://www.sos.ca.gov/business-programs/business-entities/forms/>

## **IDAHO**

Office of the Secretary of State  
700 W Jefferson, Room 203  
PO Box 83720, Boise ID 83720-0080  
Telephone (208) 334-2300  
[https://sos.idaho.gov/corp/corp\\_form.html](https://sos.idaho.gov/corp/corp_form.html)

## **OREGON**

Secretary of State  
Corporation Division  
255 Capitol St. NE, Suite 151, Salem, OR 97310-1327  
Phone: (503) 986-2200  
<http://www.filinginoregon.com>

## **WASHINGTON**

Corporations Section  
PO Box 40234, Olympia WA 98504-0234  
Telephone (360) 753-7115  
<https://www.sos.wa.gov/corps/Forms.aspx>

## **BRITISH COLUMBIA**

Corporate and Personal Property Registries  
PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3  
Phone: 250 387-7848 or 604 775-1041  
(Direct dial free line from Greater Vancouver)  
<http://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/citizens-services/bc-registries-online-services>

## **YUKON TERRITORY**

Corporate Affairs  
Department of Community Services  
Law Centre  
2130 Second Avenue, 3<sup>rd</sup> Floor  
Box 2703, C-6  
Whitehorse, Yukon Y1A 2C6  
(867) 667-5314  
<http://www.gov.yk.ca/forms/cs.html>