

Rocky Mountain Medieval and Renaissance Association

Handbook for Officers and Members of the Council (rev. 2015)

Welcome to the Executive Board of the Rocky Mountain Medieval and Renaissance Association. Our Association thrives only because members of the Association are willing to serve as officers and councilors, and we are pleased that you are joining us. We are grateful to you for your willingness to take on this responsibility.

This handbook is intended to help you as officers or councilors to carry out your responsibilities efficiently. The opening sections are addressed to everyone on the Executive Board; later sections address the specific responsibilities of the President, the President-Elect, the Secretary, the Treasurer, and the Registered Agent.

THE ASSOCIATION'S CORPORATE CHARACTER AND WHAT IT MEANS

The Rocky Mountain Medieval and Renaissance Association is legally registered as a non-profit corporation in the State of Colorado, and is also a 501(c)(3) charity exempt from federal income taxes. The Executive Board is the Board of Directors of this Colorado Corporation, and has certain State and Federal responsibilities.

The laws of incorporation require you to direct and oversee the affairs of this legally registered non-profit Association. Properly doing these protects you, by the laws of incorporation, from any suit that may be filed against the Association. It is therefore important to understand the legally binding character of our duties.

GENERAL DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD

The Executive Board is composed of Officers, an elected Council, and *ex officio* members. As Board members, we are charged with the following:

1. directing and overseeing the business affairs of the Association
2. making sure that all obligations to the members are fulfilled and that all decisions of the Executive Council are carried out
3. giving advice on and consenting to any new project undertaken in the name of the Association
4. controlling all disbursements
5. ordering an audit of the Treasurer's accounts
6. ensuring that no debt in excess of current resources is incurred
7. scheduling conferences, at least tentatively, three years in advance
8. appointing the editor(s) of Association publications and acting as the editorial advisory board
9. annually presenting a slate of officers and Council members for election at the Association's annual luncheon/business meeting.

To carry out these obligations, you should attend the Executive Board meeting, or at least read its minutes and respond to the following:

1. Did you receive the annual Newsletter, and a notice of annual dues? Did you receive a call for papers at the next

Conference, with subsequent reminders? Did you receive conference information and registration materials, as well as notice of the Association's publications? Did you receive a copy of this handbook soon after your election?

2. Did the annual Executive Board meeting end with all issues facing the Association discussed and voted on, all initiatives appropriate to our mission (as given in our Constitution) approved by the vote of a proper quorum, a Registered Agent appointed, representatives to other relevant associations appointed, a slate of new officers and councilors presented for election at the business luncheon, and a committee or agent appointed for the annual audit?

3. Were the Treasurer's reports detailed enough to indicate all sources of income, such as dues, contributions, and conference profits? Did the reports account for all expenses? Were sums for the annual awards available? Were any recommendations from last year's audit report satisfied?

4. Did the Secretary distribute a draft copy of the minutes and a list of Executive Board members within a month after the Executive Board meeting? Did it list the entire Executive Board and the duration of their terms? Did the Secretary bring a copy of the minutes to be approved at the Board's annual meeting? How many names does the Secretary report on the current mailing and membership lists? How do the numbers compare with last year's?

If any of these are not being done, then as a Director, you are responsible for making recommendations about what can be done to correct the problem. However, if the Association and the resolutions of its Executive Board demand too much of its officers and appointees, then you and the other board members must work to address this, even if it means scaling Association activities back.

We hope you will help ensure that the RMMRA maintains the highest professional standards, and brings distinction to the teaching and scholarship done in Medieval and Renaissance studies in the Rocky Mountain region and beyond.

IMPORTANT NOTES FOR ALL MEMBERS OF THE EXECUTIVE BOARD

1. If you find you cannot fulfill your responsibilities to the Association in a timely and professional way, please let the President or the Secretary know IMMEDIATELY so that others may help or other arrangements can be made.

2. Officers and appointees will likely incur expenses. It is appropriate to ask for reimbursement. If you need reimbursement, write to the President and Treasurer in advance of undertaking any expenditure, and keep receipts. Should you decide to contribute from your own resources, you may wish to keep receipts for tax purposes.

3. Members of the Executive Board with urgent matters to share should contact the current President and Secretary.

DUTIES OF THE PRESIDENT

The President is the most important public representative of the Association and the officer on whom all other officers and members of the Council depend. This position offers a rare opportunity to serve the Association and your profession. You will have the opportunity to work with the most devoted members of the Association, and will find the relationships you form deeply rewarding.

The President is responsible for seeing that all the constitutional obligations of the Association and all the directives of past and present Executive Boards are carried out, and for overseeing and assisting in the work of everyone with Association responsibility, including other officers, the editor(s) of *Quidditas* and other publications, each year's Conference organizers, the Executive Board, and the general membership.

In addition, the President publicizes the West, Breck, and Walton awards, receives submissions, initiates the selection process, and announces the winners. The President produces one to two issues annually of the Newsletter; prepares the agenda and conducts the annual meeting of the Executive Board; appoints the corporation's registered agent for each year; distributes the *Officers' Handbook* to new members of the Board; sends the current *Conference Guide* to the organizers, and conducts the business luncheon.

The President's two-year term of office begins at the end of the annual Executive Board meeting. Each new President's first official act is to conduct the luncheon business meeting after taking office.

Our Federal Tax EIN number is 03-0414969. Other official documents are available from the Secretary.

NOTE: In the President's second year of office, the outgoing President should copy the President-elect on all communications as an introduction to the office.

The President's Calendar

1. The new President's duties begin with the annual luncheon, largely a social occasion but with a business portion which should include the following:

- a. Thanks to the organizers of the Conference
- b. If desired, a few brief announcements about motions passed during the Executive Board meeting
- c. Thanks to departing officers or councilors for their service
- d. A call for additional nominations for officers and councilors, and a vote for new officers and councilors
- e. Announcement of the Breck, West, and Walton prizes and presentation of the West Award if the winner is present

2. Immediately after the Conference:

- a. Write letters on behalf of the Association to thank the organizers of the Conference: no one will have done more during the past year. Ask them to recommend any changes or additions to the *Conference Guide*.
- b. Write letters of thanks to retiring officers and councilors, and ask for recommended changes to *Handbook*.
- c. Welcome incoming officers and councilors, and be sure that each receives copies of the *Officers' Handbook* and *Constitution and Bylaws*.
- d. Contact and thank the organizers of the coming conferences (ideally scheduled three years out), and be sure each has copies of the *Conference Guide*.
- e. Remind conference presenters of the West and Breck award deadline and note that submissions should be substantially as presented at the Conference. Applicants should submit papers directly to you so you can forward them to the evaluation committees. BE SURE to keep backup copies.

- f. Send the Webmaster names and e-mail addresses of retiring and incoming members of the Executive Board, so that the RMMRA webpage is up to date.
- g. Visit the CARA webpage of the Medieval Academy of America, and submit any appropriate changes for the RMMRA listing. Make similar changes, as appropriate, for the Renaissance Society of America website.

3. By early August:

Start the work of choosing the Breck and West award winners by appointing Executive Board members to committees of three to four reviewers per award. Keep copies of all the papers submitted, but make them anonymous for the reviewers.

Ask the reviewers to give brief evaluative comments about the submitted papers, to justify their choices for the winners, to provide useful comments when announcing the awards and congratulating the winners, and to indicate in addition to the winner any other papers of sufficient potential merit to warrant publication. Send names and papers potentially publishable to the *Quidditas* editor, and contact all participants with the results promptly, encouraging those who were not selected to present new work and submit again next year. Tell the winners that they may publish their papers in *Quidditas*: they should let the Editor know their intentions promptly.

Ensure that the Treasurer sends \$300 to the Breck winner, and ask the winner to acknowledge its receipt to you.

Order the plaque for the West Award as soon as the winner is known, so you (or your successor) can present it at the next year's Conference luncheon meeting if the winner is there. When the first West Award was given in 2001, a mountain-shaped acrylic plaque was designed that seemed so perfect that the same plaque has been used in subsequent years. To order the plaque, contact the company in Provo, Utah: <http://www.mulletthoover.com/> (phone: 801.373.5270). They should have a record of our annual purchase. Give them the updated information for the plaque, and ask them to send you the mockup / proof for review. Arrange with the Treasurer for payment.

4. October: Compose the Fall Newsletter and send it to the Secretary for distribution.

- a. Obtain the first call for papers from the next Conference organizer.
- b. Write the Newsletter, feeling free to develop it as you think best. Consult recent editions on our website. You should include the first call for papers for the coming Conference; a report on the previous conference; a brief report of the Executive Board meeting and business luncheon, naming retiring and new officers; an invitation to submit papers to *Quidditas*; announcements of future conferences; winners of the Breck and West awards; and a request that Association members make tax-free donations to the Association.

5. January

Toward the end of January check with the Registered Agent to be sure the proper registration, filings, and payment have been made to protect our legal status as a Colorado nonprofit corporation. Check also with the Treasurer who must file form 990-N with the IRS to maintain our status as a 501(c)3 charity.

6. January to a Month before the Conference: Keep Up with the Essentials

- a. Review the *Conference Guide* so that you know what should be happening with the upcoming Conference.
- b. Consult with the Conference organizers regarding funding, ensuring that they cover all costs. In some years, organizers have sought to obtain a profit for the Association; this may not always be possible, and it is most important that the conference be successful and not go over budget.
- c. Consult with the Treasurer with regard to donors to the Association so that these may be noted in an appropriate venue—either at the Business Luncheon, in the Newsletter, or in *Quidditas*.
- d. If possible, publish a Spring Newsletter, foregrounding the coming conference.

6. Conference

- a. Prepare the agenda for the Executive Board meeting, incorporating issues of discussion during the previous year. For help preparing the agenda, refer to the minutes of recent meetings and the section on the responsibilities of the Executive Board.
- b. At the opening of the Conference, offer a few words of welcome to the members of the Association and thanks to the conference organizers.
- c. Organize and conduct the Executive Board meeting so that all obligations of the Board are completed and any issues facing the Association have been discussed and voted on.

At the End of Your Term

Perhaps the best service you can render to the presidents who follow you is to review and revise this section of the *Handbook*, passing on to them as much as you can that will speed their work. Best wishes. The Association is grateful for all that you have done and honors all past presidents with a permanent “Ex-officio” seat on the Executive Board. You are encouraged to keep your membership current and to participate in future activities and discussions.

DUTIES OF THE PRESIDENT-ELECT

In addition to your duties as an Executive Board member, you should familiarize yourself with the operations of the Association, the duties of all the officers, and, to the extent the President might ask or you might wish, assist in carrying out her/his responsibilities. You might, for example, chair an award committee or undertake special assignments. The President should copy all communications to you as an introduction to the office.

DUTIES OF THE SECRETARY

Because the Secretary retains our history and maintains our membership lists, the Secretary is essential to the survival of the Association. The office of Secretary requires reasonable document skills, promptness, accuracy, ability to communicate, and carefulness of records. The Secretary must, therefore, be the first to seek help, or submit a resignation if he/she finds it impossible to complete ALL the tasks required in a timely, professional way.

Because the Secretary has the names and addresses of the members and visits the lists regularly, the Secretary has

the best chance to know all the active members of the Association.

The Secretary's Duties:

- a. Takes the minutes of all meetings of the Executive Board or arranges for someone to take them;
- b. Records all decisions of the Executive Board -- including those conducted by e-mail -- and distributes them to all members of the Board;
- c. Sends e-mail drafts of the minutes to all members of the Executive Board, including those newly elected, within four weeks after the annual conference;
- d. Keeps--in duplicate--records of all agendas, minutes, reports, conference programs, membership rolls, and other relevant Association information;
- e. Makes one set of these records available for consultation by any member of the RMMRA and keeps the second set in a safe place so that the official records of the Association and all actions, recommendations, and proposals from the Board are never lost;
- f. Transmits upon completion of his or her tenure one set of these records to the BYU Archivist and the second set to his or her successor and impresses upon the successor the necessity to preserve these records so that, in addition to the BYU archive, Association secretaries have at hand a continuous record of the minutes for at least ten years and all other documents for at least six years;
- g. Maintains a regularly updated mailing list that contains the following: name, current preferred mailing address, e-mail address, record of the years each member has paid dues, and as far ahead of the current year as a member may have paid;
- h. Preserves the RMMRA *Constitution and Bylaws*, the *Handbook for Officers*, and the *Conference Organizer's Guide*, and updates them as necessary;
- i. Provides addresses of members if requested by other officers or by Conference organizers;
- j. Distributes the Newsletter to all active members;
- k. Corresponds with members as necessary.

Within one month of the end of the Conference, the outgoing secretary is to pass on a complete set of official records as outlined above as well as all important electronic documents (which should be in hardcopy as well), and an electronic copy of the membership records, which include names, postal addresses, e-mails, membership year(s), and areas of interest. If the outgoing Secretary cannot hand over the hard-copy official records in person, they must be sent by registered and tracked mail. If any of these materials do not arrive, the Secretary must communicate at once with his/her predecessor. Costs associated with transmitting these documents can be reimbursed.

The membership lists received should be organized to include members for any of the last three years.

Within a month after the Conference, the Treasurer should forward to Secretary all the Conference registration and membership materials. If these forms do not arrive within a month of the Conference, the Secretary must contact the Treasurer or Conference organizers. After the names, addresses, and e-mails from these forms are recorded, the originals (and a copy) are to be kept in that year's binder, so that hardcopies of these essential records are preserved.

During the next months and throughout your three-year term, you may receive an occasional note from the Webmaster with the name of someone who wishes to join the Association. You should immediately send a brief message welcoming them to the Association, reminding them of the dues schedule, encouraging them to send their dues to the Treasurer. When you receive a note from the Treasurer telling you they have paid dues, add their information to the membership list for the current year.

After the first months, you will begin to feel quite at home with your duties.

Secretary's Calendar

End of Conference

Within month or so of the end of the conference you should receive from the Treasurer copies of the conference registration forms. You should immediately enter the new information into your system. As you do this, keep aware of anyone who, having paid dues ahead or joined during the year, paid a second membership fee. If you don't receive these forms promptly, check with the Treasurer or the Conference Organizers. After you have entered the names, addresses, and e-mails from these forms, keep them for backup of your electronic records.

NOTE: The Treasurer's fiscal year is January 1 to December 31. The RMMRA membership year, however, is conference to conference: any given year should include anyone who joined after the preceding conference, or paid membership fees in response to the notice of annual dues, or registered at the current year's conference.

July (or so)

If in the months following the conference, the President hasn't asked for updated copies of the *Handbook* or *Conference Organizer's Guide*, you may check to see if the President already has these materials: the President is responsible for sending copies of one or both to all new officers, board members, and conference Organizers.

October / November: Fall Newsletter

Distribute the President's Fall Newsletter to the membership via e-mail. If you haven't heard from the President about the Newsletter by mid-October, it's time to inquire.

January

The Conference Organizers should send out a second (or final) call for papers early in the month. You will need to forward the call for papers to current members (including those who've been members during the prior two years). If organizers don't contact you about this mailing, you might wish to inquire about their needs.

February and March

The Treasurer will need contact information for members during this period for the notice of annual dues. The responsibility for the dues lies with the Treasurer rather than the Conference Organizers. Make sure that persons who joined since the last conference don't join twice in the same year.

March-April

During this period you should receive from the Treasurer information regarding renewals and new members. You will need to update your records for anyone renewing. Be sure to add the renewal forms to the binder

along with any new-member registrations.

Conference

Distribute a copy of the draft of the minutes of the previous year's Executive Board meeting and supplement it, as necessary, with on-line decisions or resolutions, if any, of the Executive Board during the year. If you cannot be present at the conference to take the minutes of the Executive Board meeting, you **must** find someone on the Board who will do it for you. A draft of these minutes should be sent to all members of the Executive Board, including those retiring and those newly elected, within a month of the conference. You are also responsible for this the year your term ends.

AT THE CONFERENCE DO YOUR VERY BEST TO GET TWO COPIES OF ALL REPORTS AND GET TWO COPIES OF THE CONFERENCE PROGRAM FOR THE RECORDS.

End Of Your Tenure

Pass one copy of all official records along with membership lists, registration/membership forms, folders, conference materials, and electronic materials to the new Secretary as soon as you can after the conference ends. Try to make the transition smooth as possible. The Secretary is the de facto Association historian: because of past lapses, large sections of our history have been lost, so ensure the safety and completeness of the records. The second copy of the records you've kept during your tenure—the exact duplicate copy—is to be deposited in our permanent institutional home, at BYU's Harold B. Lee Library Special Collections. Contact John M. Murphy or current archivist at the library to arrange the deposit of one set of your materials. Please make an effort to have both sets of records as clear and organized as possible when you deliver them to their next destinations.

Also, please suggest revisions in the Secretary Duties and Calendar of this *Handbook*. Include anything that might have made your tasks easier or clearer.

DUTIES OF THE TREASURER

The financial well-being of the Association and its ability to fund its activities depends on the work of the Treasurer. The Treasurer sends out annual dues notices, collects and records all payments of annual dues, keeps a complete and documented record of the amounts and sources of all income and expense, and is responsible for careful management of the Association's resources. The constitutional requirement for an annual audit, our status as a registered non-profit Colorado corporation, and our recognition as a tax-exempt 501(c)(3) organization all mean greater responsibility for the Treasurer whose records must satisfy not only the Association's annual auditors but potentially state and federal authorities as well. These duties require a person with quantitative ability, diligent attention to the keeping of financial records, and a sense of the value of each Association cent. Like the Secretary, any Treasurer who finds for whatever reasons that keeping the records of the Association is impossible must seek help or replacement before the legal or financial status of the Association is threatened in any way.

As part of the Treasurer's duties, s/he:

- a. files electronically before 15 April of each year Form 990-N with the IRS;

- b. reimburses the Registered Agent for the filing of an electronic filing fee to the Colorado Secretary of State;
- c. promptly banks, in interest-bearing accounts if possible, all moneys received by the Association;
- d. keeps a record with name, date, purpose and amount of every check received or paid by the Association;
- e. sends an email notice of annual dues soliciting name, current preferred address, e-mail, and areas of specialization from every dues-paying member in the prior two years who has not paid in the current year; provides lists of members who have not paid to the conference organizer so that registrants can be reminded to pay membership fees when they check in, if necessary;
- f. promptly forwards for recording by the Secretary the address, e-mail, areas of specialization, and year(s) payment covers of every member paying dues;
- g. handles all correspondence relating to payment of dues and relating to donations, including notes of thanks to all donors complying with all IRS requirements for 501(c)(3) organizations;
- h. works out as necessary with the other officers procedures and requirements for reimbursements (except for those of the Treasurer which must be approved by the President);
- i. for internal auditing purposes, at least 3-4 times a year copies the President and Secretary current balances on checking & savings accounts;
- j. offers a detailed written annual report to the Executive Board covering income, expenses, and profits, including records of conference (any fiscal year in which our income from all sources exceeds \$50,000, an appropriate return must be filed with the IRS);
- k. manages all relations with donors and with federal and state authorities who regulate non-profit, tax-exempt corporations and 501(c)(3) charities;
- l. reports all donors to the President for appropriate notice;
- m. opens records for an annual audit and complies with any requests or recommendations by the auditors or the Executive Board;
- n. completes all financial accounts and records for the conference at which the new Treasurer is installed;
- o. transmits everything potentially of value to the new Treasurer that might help in the transition to or in the performance of the duties of the office by July 1 (or within one month after the end of the Conference if it is held after June 1);
- p. arranges with new Treasurer to transfer Association assets to the bank of the successor's choice by July 1 (or within one month after the end of the Conference if it is held after June 1).

The Treasurer's Calendar

After the Conference

Upon assuming office (if not before), the new Treasurer must examine potential convenient banks for the Association's accounts--savings accounts, interest rates on deposits, checking accounts, etc. If the bank used by the former Treasurer offers advantages over closer possibilities, the new Treasurer may wish to consider retaining the current bank and changing only the signature permissions (and checks as necessary).

Your duties begin when the outgoing Treasurer, responsible for completing all matters relating to the conference at which you were elected, transmits all records and other matters relating to the office to you, but no later than July 1 (or within one month after the end of the Conference if it is held after June 1).

NOTE: Our fiscal year is January 1 to December 31, but our membership year is conference to conference. Thus, as noted above, any given year should include anyone who joined after the preceding conference, paid

membership fees in response to the notice of annual dues, or registered at the current year's conference.

Fall and early Winter

While the Association has receipts and expenses year round, the Treasurer's duties mostly occur in the spring. One exception is receiving, recording, and writing appropriate notes to donors to the Association. Federal law requires timely acknowledgement of all contributions of \$250 or more (see IRS Publication 1771).

January

Organize all accounts for the annual audit.

February

The first significant duty of the spring is to prepare the annual notice of dues. This notice should go out toward the end of February or at least a month before the conference.

Spring Executive Board Meeting

Preparation for the annual Executive Board meeting requires a full statement of all sources of income and outgo, and a projection of expected income/expenses for purposes of planning or recommending changes in the dues structure.

You should also obtain and keep a record of all contributions, receipts, and expenses for the annual conference. If the Conference Organizers don't send it in a month or so, check with them since this information is critical for maintaining our status as a 501(c)(3) charity. If our income from all sources, including contributions supporting the conference, exceeds \$50,000 in any fiscal year, you must file a report with the IRS by the next April 15.

End of Term

As your term draws to a close, submit any revisions for the *Handbook* that might help your successor, and try to offer as much assistance as you can to your successor in making sense of your records and files. Complete the final duties of your office, including all records and other matters relating to the conference, as soon as possible, and no later than July 1 send all electronic records (and paper copies as necessary) to the new Treasurer.

DUTIES OF THE EDITOR OF *QUIDDITAS*

The Association's annual publication, *Quidditas*, began in 1980 as *Journal of the Rocky Mountain Medieval and Renaissance Association* (JRMMA). In 1998, the Association approved changing the name to *Quidditas*. Like the name, the duties of the editor have varied over the years as the editors and location have changed.

The Editor is appointed by the Executive Board, is an ex-officio member of the Executive Board, and is responsible for all phases of the selection and approval of all materials published in *Quidditas*. (While the RMMRA *Constitution and Bylaws* specify that the Executive Board serves as the Editorial Advisory Board, it exercises its responsibility chiefly by appointing the Editor.) The Editor also serves as Production Editor, responsible for copyediting, proofreading, and delivery of the final copy to the webmaster at Brigham Young University.

The Editor's duties are as follows:

- a. solicits submissions during the annual conference by asking session chairs to recommend strong presentations as worthy of being invited to submit to *Quidditas*;
- b. makes necessary efforts to publicize the journal and to encourage submissions both in the region and beyond;
- c. makes certain that articles are indexed in all standard bibliographic sources;
- d. seeks reviewers for work submitted;
- e. appoints and coordinates the work of the Associate Editor, who commissions, edits, and approves all book reviews;
- f. receives all submissions and distributes them to appropriate reviewers;
- g. approves all submissions accepted for publication;
- h. keeps the President informed about publication schedules;
- i. reports to the President any problems affecting the timely completion of the journal for each year;
- j. annually gives a full report to the Executive Board on submissions, acceptances, timeliness of the journal, and such other matters as may arise;
- k. updates the *Handbook* as necessary, especially upon turning the editorship over to a successor.

DUTIES OF THE REGISTERED AGENT

The registered agent maintains the official Colorado address of the RMMRA, a Colorado nonprofit corporation, and is responsible for receiving and handling as appropriate all correspondence from the state or federal government.

When you accept appointment as the RMMRA Registered Agent, you must very soon thereafter visit the homepage of the Secretary of State for the state of Colorado (at this writing, www.sos.state.co.us), and file a statement of change as the Registered Agent for the RMMRA as an entity on record. Before you do so, decide which address—whether your office or your home—you wish to use as RMMRA's legal Colorado address. There may be a small filing fee associated with changing the name and address of the Registered Agent.

Our *Colorado corporate* ID number is 19891109571.

IMPORTANT: Once you have established yourself as the RMMRA's Registered Agent, you must—EACH January during your tenure—revisit the Colorado Secretary of State webpage (www.sos.state.co.us), and following the leads given, *file the Annual Report*, that is, reregister as our agent and pay the annual fee (at this writing, \$10). The Colorado Secretary of State may remind you by mail (or e-mail if requested) to carry out this task once you register as the Agent. Since the report is filed online, have your credit-card number ready. After you have completed this

Annual Report and paid the fee, notify the President and the Treasurer that you have completed this annual task. If you wish to be reimbursed for the fee, print out the receipt it and submit it to the Treasurer with a request for reimbursement.

Why is this necessary? The Secretary of State must have a legal contact (a registered agent and address) in Colorado so that any notices *from the federal or state governments* may be delivered to a legal agent who will immediately notify the Association President or other officer as necessary. The importance of registering EACH YEAR cannot be overstated. If the Secretary of State cannot contact the registered Colorado office of the Association, we lose our legal status as a corporation, which in turn means that Executive Board members become personally liable for any suits brought against the Association. In brief, failure to register, to pay the annual fee, or to respond to official communications is potentially very serious.

Should you find that you cannot change the name and address of the registered agent online, write a letter to the Secretary of State giving the name of the Association, the address of the registered office currently on file (available on the Secretary of State website), the new address of the registered office as you wish it to be, the name of the registered agent currently on file (again available on the Secretary of State website), and your name as the new registered agent. You must then acknowledge your willingness to accept appointment as the RMMRA's registered agent, include a statement testifying that the address of the registered office of the Association and the business address of the registered agent are identical, state that you have notified the President of the Association of the change of address, and sign the statement. Should you wish to verify any of these requirements, you may check the relevant Colorado statutes: 7-125-101 (Registered office and registered agent [for nonprofit corporations]) and 7-125-102 (Change of registered office or registered agent [for nonprofit corporations]).

When your tenure ends, please review and update this portion of the *Handbook* to help your successor.