

Ongoing Required Maintenance for CHS of Texas Nonprofit Corporation which is the responsibility of officers or trustees

CHS is a nonprofit 501c3 tax exempt corporation and requires ongoing updates and functions required to maintain the corporation with the State of Texas secretary of state (SOS) and the IRS. The CHS of Texas Federal (IRS) EIN # is 76-0141269. Incorporation documents are stored in the CHS Waymond & Jean Blaha Davis archives room located on the grounds of the Texas Czech Heritage and Cultural Center in La Grange Texas. The following outlines the major items.

Incorporation Documents & registered agent with the State of Texas filed with the Secretary of State (SOS) must be maintained

- Incorporation documents must be updated a minimum of ever four years by filing Form 802. This is done by signing in to the SOS web site and providing the updated information such as officer & director changes, registered agent, etc.

- The registered agent with the secretary of state is the primary contact for SOS with the CHS of Texas. This person must provide an address (not PO box) that is monitored on a continuous basis. Richard Skopik is currently the registered agent. A new agent must be appointed and information updated on the SOS website once Richard retires from this role. If the registered agent changes his or her address it must be updated on the SOS website. The SOS communicates with the corporation through the registered agent.

Federal and State taxed

- A 501c3 nonprofit must file a 990T with the IRS. This filing is required regardless of any net proceeds. The treasurer should handle this filing.

This can be done online. Past CHS of Texas filings and filing information can be accessed – [Tax Exempt Organization Search Details | Internal Revenue Service](#)

- Sale tax must be remitted to the State of Texas comptroller, annually, to report tax due for sale of items such as books, etc. The treasurer should handle this filing.

- Franchise tax is not required for 501c3 nonprofit

Trademark Maintenance and Renewal

- CHS logo was trademarked but has expired due to nonrenewal in past years. Trustees are working on reinstating the trademark. If reinstated it will need to be maintained and renewed every five years as per requirements of the SOS. This can be done using SOS website once the user has registered with an online account.

Appointment of Standing committees

- The standing committees must be appointed by the president and chairman each according to the bylaws. These committees consist of, Budget, Nomination, Bylaws & Audit. This should be updated annually.

Insurance, Event Liability and Directors & Officers Liability

- The CHS presently has purchased general liability and D&O insurance. The policies expiration date needs to be monitored and renewed as needed. An officer or trustee should make sure that function is being handled by someone for renewals and ongoing issues.

Investment Management and Committee

- In order to properly handle CHS investments such as CDs or stock or bond mutual funds authorized persons with signature authorization that can make changes to the accounts must be updated each time new officers or trustees are elected. An investment committee of two or more should be established by the board of trustees and maintained to

invest and manage CHS cash from various accounts. This committee should be comprised of one person from the board to assist the treasurer. The investment company that is used like Vanguard should have the treasurer, president and someone from the investment committee as signatures on the account.

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