

CHAPTER ANNUAL REPORTING POLICY

BACKGROUND

The Constitution requires all chapters to file a copy of their annual Financial Report and annual Election Report with the State Council in addition to the National office. Each chapter also must file appropriate reports with both the IRS and South Carolina Secretary of State. VVA National further requires the State Council president to submit an annual affidavit of chapter compliance with all state, federal, and VVA reporting requirements.

PURPOSE

This policy will insure that the Council president is in a position to accurately report chapter compliance with all reporting requirements. Compliance also provides chapters with an emergency backup copy of VVA reports and insures that the state council can produce the required documents for delegate credentialing at each convention.

REPORTING REQUIREMENTS

Each year, no later than July 15, each chapter in South Carolina will forward a copy of the annual financial report to the South Carolina State Council.

Each year, before the end of May, each chapter in South Carolina will forward a copy of their annual election report to the South Carolina State Council. If a chapter does not hold an election during the current year due to multi-year terms, a copy of the previous election report with dates updated to reflect the current year shall be forwarded.

Each year, no later than July 15, each chapter in South Carolina will submit a statement that they have filed their appropriate IRS tax submission (IRS990, 990EZ, 990PF, or 990N)

Each year, no later than July 15, each chapter in South Carolina will submit a copy of their SCSOS Registration Statement or Exemption form (SC Code, Title 33, Chapter 56) to the South Carolina State Council.

On odd numbered years (National Convention years) the VVA Financial reports must be forwarded before the end of May.

Each of these shall be submitted to the State Council president using FAX, email, or any other delivery method agreed to by the State Council president.