

Chapter Incorporation and Annual Reporting

Most of the chapters affiliated with CUPA-HR are incorporated in the State of Delaware. We have been advised that continuing this arrangement will require additional annual reporting responsibilities and additional cost for CUPA-HR.

If all chapters remain incorporated in Delaware, every chapter will have to “foreign quality” in the chapter’s home state. This will result in filing and paying fees for annual reports in both the home state and Delaware. To avoid this duplication of time and resources, we are transferring the incorporation of each chapter to the home state. For chapters that cover more than one state, incorporation and annual filing is a little more complicated.

We have already started this process with five of our chapters to help us identify and work through the complexities of the transfers. Each state has different regulations and forms, so the process will vary by state. Our plan is to work through this process with 5-6 chapters at a time, so it will take us several months to complete this transfer for all 42 chapters. We hope to complete the entire process by December 31, 2016 to avoid any additional filing fees in the State of Delaware.

CUPA-HR’s director of finance, Glee Wilson, is coordinating this effort. She will be contacting each Chapter President and possibly other officers for their signature on documents needed to make these changes. Most documents can be signed and returned to Glee via email. In a few instances, an original signature is required and the signed documents will need to be mailed to Glee. Again, she will work with each chapter regarding the specific details.

InCorp Services, Inc. is helping us with this entire process and will be listed as the resident agent for our chapters. A resident agent is the person/company that a state contacts with legal notices (report filing notices, lawsuits, etc.). Since chapter officer names and addresses frequently change, having a resident agent means that the chapter does not have to contact state agencies every time officers change. It will also mean that we do not miss important notifications.

There are five chapters that are not incorporated in Delaware. Glee will discuss options with those chapters individually.

All fees for these changes, resident agent fees and the annual report filings will be paid by the national office.