

Maintenance of Corporate Documents and Services

Document or Service	Action and Timeline	Responsible Position	Comments
Liability, Directors & Officers Insurance	Review, update, and renew annually in January	Area Chairperson	Area Secretary &/or Treasurer forward to Area Chair for signature **Insurance Policy scanned and placed on MGS Panel sharepoint
Corporate Documents 1. MGS Bylaws 2. Articles of Incorp.	Review annually in January	Area Chairperson	Review for status and compliance **
Outside Resident Agent	Review annually in January for performance and update of Area contact	Area Chairperson	Area Secretary &/or Treasurer forward to Area Chair for signature
Annual Tax Document	Deadline to Sign and File final document prior to May 15	Area Chairperson	Area Treasurer will forward to Area Chair for signature
Annual Tax Information for Accountant	Compile annually in January or February and send to accountant	Area Treasurer	
Annual Tax Document	Receive from accountant to obtain signature of Area Chair	Area Treasurer	Receive prior to May 15; signed prior to April 15 filing **
Annual Tax Filing	Confirm annually that accountant has filed	Area Treasurer	Deadline to file is May 15
W-9 (Request for Taxpayer ID# and Certification)	Provide as requested	Area Treasurer	
MD Business Personal Property Assessment	File annually by April 15	Treasurer/Accountant	File on MDT website **
MGS Corporate Status	Review in January each year	Area Secretary	Review on MDAT website **
Tax Exempt Status and Certificate	Renew every 5 years	Area Secretary	Last updated Aug 2017 – Expires Sept 2022 **
Compilation of Area Minutes	Update after each Area Committee and Assembly approves Minutes	Area Secretary	
Document of Motions Passed	Update after each Area Committee and Area Assembly	Area Secretary	All motions made at Area Committee and Area Assembly, including result: Pass or Fail
Document of Current Procedures	Update after each Area Assembly	Area Secretary	Only motions passed at Assemblies which dictate how the Area currently functions. Obsolete or superseded motions are not included.
Area Inventory	Maintained for each Biennial Inventory	Area Secretary	A living document maintained on the Area sharepoint.

**All Maryland documents can be accessed at <https://egov.maryland.gov/Business Express>