**ABLL Secretary Cheat Sheet**

1. Secretary of the Commonwealth of Massachusetts:

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| --- | --- | --- | --- |
| **Name of entity** | **FEIN** | **CID** | **PIN** |
| ASSOCIATION OF BOSTON LAW LIBRARIANS, INC. | 000110141 | FK9MK3 | 6955 |

* 1. ABLL’s Secretary of Massachusetts Identification Number: 000110141
	2. ABLL’s Annual Report with the Secretary of Massachusetts – June
		1. Find the form here: <http://www.sec.state.ma.us/cor/corpweb/cornp/npfrm.htm>
		2. Fill it out and request a check from the Treasurer
			1. It should be filled out for the coming year so it can only be done after the business meeting with elections that usually occurs in May. It must be filed before November.
		3. ABLL’s address should change with the Secretary.
	3. ABLL’s Certificate of Change of Directors or Officers of Non-Profit Corporations – June
		1. Find the form here: <http://www.sec.state.ma.us/cor/corpweb/cornp/npfrm.htm>
		2. Fill it out for the coming year so it can only be done after the business meeting with elections that usually occurs in May (there are no filing fees for this one)
	4. ABLL’s Certificate of Change of Principal Office – June, every other year
		1. This should be updated after the election of a new Secretary
		2. Fill out and request a check from the Treasurer
	5. In the past, we have filed Articles of Amendments and Change of Fiscal Year forms when necessary
1. Each year, the following needs to be collected from the officers and put into the archives:
	1. By-Laws and Articles of Organization
	2. Report of Charity Donations
	3. Financial Records
	4. General Correspondence
	5. Membership Directories
	6. Minutes – Committee Meetings
	7. Minutes – Officers’/Executive Board Meetings
	8. Publications: Brochures, General, Newsletters, Salary Surveys, Union Lists
	9. Records of ABLL Educational Meetings (including correspondence)
	10. Miscellaneous