



Procedure Number: ADM001

*Rick Evans*

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Rick Evans, Executive Director

Title: Reporting Changes to the Articles of Incorporation and/or Bylaws

Date: September 21, 2009

Reviewed: June 18, 2012

December 9, 2022

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Statement:

*The Compilation of Policies and Procedures for California State University Auxiliary Organizations* sets sound business practice guidelines for auxiliary organizations operating within the CSU system. Section 11.6.1, *Reporting Changes in Articles of Incorporation (or Constitutions) and Bylaws*, states that when an auxiliary organization makes changes to its Articles of Incorporation or Bylaws, a complete amended copy is to be submitted to Business and Finance division at the Office of the Chancellor within 30 calendar days. The submission should indicate the date the changes were approved by the governing board and/or members.

Procedure:

1. Any changes in the Articles of Incorporation or Bylaws of The University Corporation will be approved by the Board of Directors.
2. After the approval of the Board of Directors, the Executive Secretary of the Corporation will file the changes with the Secretary of State of California.
3. Upon receipt of written confirmation that the Secretary of State received and approved the changes, the Executive Assistant will, within 30 calendar days, send a complete amended copy of the Articles of Incorporation and Bylaws to the Business and Finance division at the Office of the Chancellor.