

INCORPORATION

Louisiana law requires all 501 (c) (3) organizations to be incorporated. It is one of the most important steps a PTA can take to protect its officers and volunteers from being held liable or responsible for a PTA's debts or legal obligations. The existence of a corporation serves to establish protection for a PTA member while they are conducting PTA business. Incorporating does not change the liability of the PTA in the event of a lawsuit but personal liability is minimized.

Submission

- The forms can be printed from the Secretary of State's website, www.sos.la.gov. Click Business Services, File Business Documents, Get Forms & Fee Schedule, Articles of Incorporation-Louisiana Nonprofit #395
- After the Articles are filled out and notarized, send them with an affidavit of registered agent (page 2 of Articles)
- There is a \$75 fee to file initial Articles of Incorporation with the Secretary of State's office and a local fee to file with the Bureau of Records at your local courthouse.
- Upon filing, you will receive a certified copy of the Articles and a Certificate of Incorporation.
- Within thirty (30) days after filing with the Secretary of State's Office, a multiple original of Articles (or a copy certified by the Secretary of State), and a copy of the Certificate of Incorporation must be filed with the office of the recorder of mortgages in the parish where the corporation's registered office is located.
- If the Articles of Incorporation are filed within five (5) working days (exclusive of legal holidays) and acknowledgment, the corporate existence shall begin as of the time of such acknowledgment.

Renewal

To maintain your unit's incorporation, an annual report and renewal fee of \$15 must be submitted to the Secretary of State through geauxBIZ.sos.la.gov. More information is available at www.sos.louisiana.gov, the Secretary of State's website.

Registered Agent

Business registrations with the Secretary of State require, by law, an agent with a physical address in Louisiana. An agent, or as it is sometimes called, registered agent, can be almost anyone of legal age and a legal resident of Louisiana. An agent is someone that is designated to receive legal documents served on the business in the event of administrative or legal action. An agent has an obligation to forward the "legal documents" to the business. An agent's name and address are publicly available and are displayed on the Secretary of State's website.

Individuals that can be designated to be an agent include, but are not limited to, an organizer of a business, a member of an LLC, an employee of the business, an attorney or an accountant.

Instructions for Completing Articles of Incorporation

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Parish of [Unit's Parish}

1. Your official PTA name as written on your bylaws
2. Check the top ()
3. Perpetual
5. School Address
6. President's name and address
7. 1st VP, Secretary and Treasurer's name and address
8. Attach a list of your board of directors and their addresses. Terms of Office are specified in your bylaws.
10. Leave Blank

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11. Your EIN/tax identification number listed on your bylaws.
Check with the LAPTA Office if you do not have the number.

After completing, the form must be notarized. All four officers listed on lines six and seven need to be present when the notary signs.

All documents can be mailed to:
Louisiana Secretary of State
Commercial Division
P.O. Box 94125
Baton Rouge, LA 70804-9125

Or Faxed:
Original Filings and Amendments: 225.932.5314