

Proposed NC Department Bylaw Change/Addition

Compliance

Proposed by

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Compliance Topics and Instruction to be Added:

- A. Compliance Officer Position
- B. Development of A Section in the DoNC Bylaws to address the following:
 - 1. Definition for a Detachment to be considered “In Full Compliance”
 - 2. Date for Required Submission by each Detachment showing Full Compliance – this should be completed within the month prior to installation of newly elected Detachment officers to insure a complete and accurate transfer of Detachment records.
 - 3. What must each Detachment have on-hand in both Hard Copy and Electronic format to meet these requirements?
Copies of the following documents:
 - A. North Carolina Secretary of State (NC SoS) Requirements
 - (1). Date the approved Articles of Incorporation were received from the NCSoS
 - (2). All records of documents the Detachment submitted and dates the Registered Agent were changed
 - (3). All records and dates of submissions for Amendments to the Articles of Incorporation
 - (4). Date the “Current Status” was checked on the NC SoS Website
 - B. Internal Revenue Service (IRS) Requirements
 - (1). The date the IRS Form 1024-A was submitted for 501(c)(4) Status and a copy of the Form submitted
 - (2). Date the IRS Determination Letter was received and a copy of the letter received
 - (3). Date the Detachment checked the IRS “Auto – Revocation List” to ensure the Detachment was not on the list

(4). Date the Detachment's Fiscal Year Ends and the Date the appropriate IRS 990 Form is due to the IRS and a copy of each annual form submitted

(5). Date the Detachment gained "Recognition in Group 0955" and a copy of the recognition

C. Detachment Reporting Requirements

(1). The Date the Current Detachment Charter was Authorized and a Copy of the authorization

(2). Date the Detachments Bylaws were certified by the Department of North Carolina Judge Advocate (DoNCJA) and a copy of the certification

(3). Date the Detachment Approved the Detachments "Administration Procedures" and a copy of the approval and any following amendments

(4). Date the initial "Report of Officer Installation" was conducted, the Date the Report was sent to the Department/National and a copy of the submitted report as well as all subsequent reports submitted due to report installation of members not in attendance or to fill positions vacated during the year.

(5). Date the Detachment Submitted the "PLM Audit" to the Department and a copy of the submitted report

(6). Date(s) the Detachment Financial Audit and Annual Property Inventory were completed and a copy of the submitted report.

D. Ceremonial Rifles Reporting Requirements

(1). Date the Detachment submitted the request for the Rifles utilizing the "Qualification Checklist" and retain a copy of the checklist that was submitted

(2). Date the Detachment submitted the "ADPO-R1 Certification of Arms Storage" form and retain a copy of the checklist the was Submitted

(3). Date the Detachment submitted the "ADPO-R2 Certification of Compliance with 10 USC § 7683", and retain a copy of the form that was submitted

(4). Date the Detachment submitted the "ADPO-R3 Ceremonial Rifle Inventory Form" and a copy of the submitted form

(5). Date the Detachment submitted the "Triennial Certification of Ceremonial Rifles Form" and a copy of the submitted form