CONSORTIUM COMPENDIUM:
A Guide For Establishing a Non-Profit Organization for the Mediation Community
In Nevada

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SECTION 1: ESTABLISHMENT OF THE CONSORTIUM – CREATING A TRADE ASSOCIATION

1.1 - State of Nevada Requirements – Articles of Incorporation

- The Secretary of State website clearly states all requirements necessary for the creation of a not for profit trade association. The form is enclosed in Appendix 1 of this document.
- Of special importance will be the establishment of the registered agent, along with one address to act as the primary address of the organization.
- It is heavily recommended that the official name of the corporation for the purposes of this filing is something broad and all purposing (Mediation Consortium LLC) that is free of limiting language (be it geographical, chronological, or anything similar).

1.1.1 - Cost

- Total Estimated Cost: Roughly $75.00
  - Articles of Incorporation - $50.00
  - List of Officers - $25.00
  - Note: This cannot be accomplished without a board of directors (for the list of officers!)

1.2 - IRS Requirements

- File form 1024 with the IRS for tax-exempt status.
- For a visual example of how to set up with the IRS, please consult Appendix 2: A visual lifecycle of a business league.

1.2.1 - Cost

- Total Cost: $400.00 or $850.00 dependent on forecasted income levels.
  - Less than $10,000 - $400.00 payment.
  - More than $10,000 - $850.00 payment.

1.3 - Clark County Recorder Requirements

- Set up a fictitious name
  - “Southwest Mediation Consortium” or “Clark County Mediation Consortium” or “Ray Patterson’s Big Ol’ Mediation Thingy”
  - We advise against the last option, but leave the choice to you.

1.3.1 - Cost

- Total Cost: $20.00

1.4 - Banking requirements

- Set up a bank account for the organization once incorporated.
- If loans are required ensure they are recorded as such to offset initial deposit income for the account.
- Consider the use of QuickBooks to track finances.
  - QuickBooks online is roughly $9.95 / month and allows multiple users to access info from various locations (if more than one person will be responsible in this field)
• For Professional assistance, Kondler and Associates has extensive experience with the establishment and operation of these types of organizations.
  - Contact: Tim Koch, CPA
    - timkoch@kondlercpa.com
    - 6460 Medical Center St # 230 Las Vegas, NV 89148
    - Office: (702) 433-7075

1.5 - Section 1 Review
• Set up with Nevada, the IRS, and Clark County.
• Get basic financial requirements in order prior to operation.
• Total Upfront Estimated Expenditure: Roughly $500.00
• Annual Estimated Expenditure: Roughly $200.00 based on renewal numbers.

SECTION 2: GOALS & OBJECTIVES

2.1 - Short Term Goals
• Short-term goals are goals intended to be achieved in between the present moment and the next twelve (12) months.
  - GOAL 1: Identify all possible ADR groups for inclusion in the consortium.
    - Local organizations
    - Regional organizations (information sharing and networking)
    - National organizations (informational sharing and networking)
  - GOAL 2: Establish membership criteria
    - Note to Board Members: See Section 4 for establishing membership criteria.
  - GOAL 3: Create a mission statement reflective of our goals, morals, and intentions.
    - How to write a mission statement
    - How to write your mission statement – Entrepreneur Magazine
      - http://www.entrepreneur.com/article/65230
  - GOAL 4: Create Consortium and all components.
    - Note to Board Members: This guide is designed as a roadmap for the accomplishment of this goal in particular. Much of this can be used to develop bylaws and other key aspects of a successful association.
  - GOAL 5: Hold regular membership meetings.

2.2 - Mid Term Goals
• Mid-term goals are intended to be achieved in between one (1) and three (3) years from establishment of said goals.
• Typically these goals include things such as:
  - Regional expansion
  - Addition of new services, resources, or personnel.
  - Expansion of underserviced programs or services.
• Consortium to establish mid-term goals upon creation of a board of directors and a
“meeting of the minds.”

2.3 - Long Term Goals

- Long-term goals are goals intended to be achieved beyond three (3) years from establishment of said goals.
- Typically these goals include things such as:
  - “Dream” goals
    - This is what you want to achieve overall if everything goes as planned (or close to it).
  - Possible Government lobbying efforts come to fruition here due to the nature of the system.
    - Note: “World domination” is considered a “long term goal” Professor/Emperor Patterson…
  - “Exit Strategies”
    - Eventually want to sell this thing? Retire?
      - If you don’t think you’ll live forever you’ll want to have an “end game.”
    - If you plan on having a rotating board of directors (elected board of directors annually, for example) this becomes less important.

SECTION 3: TARGET MARKETS

3.1- Purpose

- Target markets are sources from which to start building a client base. Many areas of the law potentially could use mediation has a tool to narrow issues between parties and to settle outstanding legal issues. Consequently, mediation services have a vast market from which to draw clients.
  - Examples of target markets:
    - Universities or other education institutions
    - Corporations
    - Real estate management
    - Legal Community
  - It's important to emphasize to potential clients the value of mediation especially in cases where:
    - 1) disputing parties that still have an ongoing relationship such as employee/employer, parent/child, and landlord/tenant; and
    - 2) parties are disputing minimal or marginally valued property.

3.2- Individuals

- Individuals often have minor disputes that can be handled with minimal expense through mediation. Though individuals using mediation services may not be long-term clients, they can provide referrals to other possible clients, both for mediations and other legal services.
Mediation services could result in substantial savings to individuals with pending divorce actions involving limited amounts of property, custody disputes, minor personal injury claims, working condition or employee injury disputes, etc.

3.2.1- Social Media
• Social Media provides access to localized groups with common interests. Meet up is an example of such sites
  o Preliminary searches of Meet up showed:
    ▪ Custody & Divorce Legal Resource Group
    ▪ The Las Vegas Single Parents Meet up Group

3.3- Attorneys
• Networking opportunities with local attorneys, emphasizing low cost mediation services would create opportunities to reach attorneys’ client bases. In particular, if attorneys identify client disputes unlikely to result in significant after costs profits, mediation service would offer attorneys with such client’s low cost settlement options before involving the courts.

3.4- Companies
• While attorneys and individual clients provide a good client, long term growth and success requires mediation services to attract companies that need access to mediators for employee, customer and supplier disputes.
• Apartment or property management companies present additional long-term opportunities. These companies could utilize low cost mediation services to resolve disputes with tenants who cannot afford extensive legal representation.

SECTION 4: MEMBERSHIP STRUCTURE

4.1 - Roles & Responsibilities of General Membership Base
• Clearly define expectations of membership including ethical, operational, and educational objectives.

4.1.1 - Ethical Responsibilities
  o Identify the standards membership are expected to uphold and the results of not adhering to those roles.
    ▪ Ex: Member of this consortium shall adhere to all standards of moral and ethical behavior found in ______ (state a document with a pre-existing standard if you want to adopt one)
    ▪ Alternative Ex: Every member of this consortium shall follow the rules of Mediation under U.S.C. _____. Any member subject to sanctions or discipline for ethical misconduct shall run the risk of punitive action, suspension, or termination of membership by this consortium.
Punitive Measures Ex:

- A member subject to a minor ethical violation (or you could list certain violations) may retain active membership in the consortium by writing a mea culpa for distribution by the board of directors to the membership base.
- A member sanctioned for ______ shall have his active membership suspended for ____ months and may have membership terminated pursuant to the membership termination rules of this consortium as found in the consortium bylaws.
- A member sanctioned for ______ shall have his membership terminated pursuant to the membership termination rules of this consortium as found in the consortium bylaws.

4.1.2 - Operational Roles and Responsibilities

- Identify what is expected of membership with regards to participation.
  - Note to Board Members: this type of guideline is typically used to weed out inactive members if that is the goal of the organization. Otherwise it can be used to set guidelines for being eligible for the board of directors or other positions.
  - Example: Member is expected to attend a minimum of one general consortium meeting every quarter.
  - Optional Requirements Ex: Membership is encouraged to write articles for consortium email updates. Membership is encouraged to join committees.
  - Leadership requirement Ex: Members interested in future board of directors position must be active in the chapter for a minimum of one year and have served in a committee for a period of no less than six months.

4.1.3 - Educational Roles and Responsibilities

- Can be used to outline required or encouraged educational behavior:
  - Requirement Example: Member is required to host, teach, or otherwise participate actively in one of the consortium’s approved mediation courses within the 12 months prior to elections to be eligible for election to the Board of Directors.
  - Encouraged Example: Members are encouraged to volunteer their time, location, or experience to consortium approved training courses.

4.1.4 - Termination of Membership

- Set out process for nomination for termination of a member.
  - Should include a clear and quantifiable standard for nomination for termination.
  - Should include an anonymous vote by the board of directors.
  - Do not allow for “dissenting opinions” once the board has voted. The board acts as a single entity.
  - Either requires a unanimous vote for termination, or an 80% vote for termination (4 out of 5 board members).
    - The high threshold assures the members that you do not take this responsibility lightly.
  - Terminated member should be informed immediately and in writing that
clearly states the cause for termination, citing the bylaws, as well as a copy of 
the bylaw section applicable, and an assurance that all information gathered 
by the board shall remain confidential including reason for termination.
• Follow the confidentiality requirement.

4.2 - Types of Membership
• Membership types are established based on the type of target market you are appealing to 
for the consortium. For the purposes of this group we have broken it into three types: 
Group Membership, Individual Membership, and Sponsorship.

4.2.1 - Group Membership
○ Membership designed for the benefit of an entire non-profit organization, trade 
association, or government entity.
  ▪ Typically dues for this are somewhere in between sole membership costs (see 
below) and sponsorship costs (generously more, see below)
    • Ex: $250 – Groups less than 5 people.
    • Ex: $500 – Groups more than 5 people.
    • Ex: $300 – Any Group (if size isn’t important to the board)
  ▪ Membership Term: 1 year.
  ▪ Benefits of membership:
    • May attend meetings of the consortium at the member price.
    • May use the consortium logo on company marketing items and 
website.
      ○ Must only be to represent themselves as members. May not 
represent views, opinions, or any other statement with the 
consortium.
    • May represent self as a member of the consortium.
    • May provide educational materials, articles, or other writings to the 
consortium for distribution to the members at the board’s discretion.

4.2.2 - Individual Membership
○ Membership designed for the benefit of an individual professional.
  ▪ Typically dues for this are at the low end of the pricing spectrum, to 
encourage individual participation in the consortium.
    • Ex: $100 – One Year Membership
    • Ex: $250 – Three Year Membership
      ○ Note: all of this is at the board’s discretion. Some organizations offer 
longer term memberships at a deal price to encourage people to use them 
because they feel that participation will be greater in those who are 
invested for longer.
  ▪ Membership Term: 1 year (or 3, depending)
    • Membership is non-transferable and runs with the person, not the 
company, no matter who pays for said membership.
  ▪ Benefits of membership:
    • May attend meetings of the consortium at the member price.
    • May use the consortium logo on company marketing items and
website.
  o Must only be to represent himself or herself as a member. May not represent views, opinions, or any other statement with the consortium.

  • May represent self as a member of the consortium.
  • May represent company as “supporter” of the consortium.
    o May not represent company as member of the consortium without sponsorship (see below).
  • May provide educational materials, articles, or other writings to the consortium for distribution to the members at the board’s discretion.

4.2.3 - Sponsorship

  o Membership designed for the benefit of a for-profit company.
    ▪ Bronze Sponsorship:
      • Cost: $300
      • Membership Term: 1 year.
      • Benefits of membership:
        o Sponsor will receive one (1) individual membership with their sponsorship.
        o May transfer membership from one employee or representative to another with written notice to the board of directors.
        o May substitute one employee or representative to another to attend meetings or events so long as only one member is in attendance.
        o May send additional employees or representatives to meetings or events at the guest price unless prohibited by the Board of Directors.
          ▪ Note: These limiting rules are used to prevent vendors or other members looking to sell your consortium base on things from overwhelming the group. Allowing them to bring extras, in limited capacity, can raise funds because guests typically pay more to get into meetings or events.
      • May use the consortium logo on company marketing items and website.
        o Must only be to represent himself or herself as a sponsor or member. May not represent views, opinions, or any other statement with the consortium.
      • May represent self as a sponsor or member of the consortium.
      • May provide educational materials, articles, or other writings to the consortium for distribution to the members at the board’s discretion.
    ▪ FOR BREVITY: Silver, Gold, & Platinum sponsorships will increase in cost gradually based on any additional benefits you provide to them. The member terms should be the same for all sponsors. The benefits may include some of the following:
      • Providing ability to send out email blasts “featuring” the sponsor and
providing some sort of deal or offer they’re providing.

- **Training Sponsor** – list them as the sponsor of a particular training course. If you’re doing divorce mediation, for example, you could have it sponsored by a particular mediator, bank, wealth management company, insurance company, etc.

- **Meeting Sponsor** – typically platinum sponsors are allowed to pick a meeting that they “sponsor” where they get to stand up in front of everyone for five minutes and talk. They also get to have exclusive control over any materials on the meeting tables not pertaining to the topic of the day (sales literature, give-a-ways, etc.)

- Allow more people to attend as the sponsorship goes up. That way, if a company wants to send 3 people to the meeting, maybe the gold membership in the long term is more valuable to them than the bronze, for example.

- **Logo / Name on materials** – Sending out event fliers for a mixer or training session? Consider putting the platinum members logos across the bottom of the flier in a designated area. Be very clear in your language if you do this to say *exactly* which materials the logos go on (meeting fliers, event announcements, etc.)

**SECTION 5: ORGANIZATIONAL STRUCTURE**

5.1 - **Bylaws or Constitution**
(To be created by the Consortium Group)

5.2 – **Leadership**

5.2.1 - **Positions**

5.2.1.1 - **President/Chairman**
- The President/Chairman will serve as the overseer of the entire organization. President/Chairman’s responsibilities will include:
  - Working with board members to formulate the organization’s mission statement
  - Attending all meetings
  - Creating an agenda for and running meetings
  - Overseeing that members of the board follow through with their duties
  - Coordinating with Treasurer on financial decisions for the organization
  - Participating in organizing and executing outreach and fundraising activities

5.2.1.2 - **Vice President**
- The Vice President/Chair will serve as primary assistant to the
President/Chairman. Vice President/Chair’s responsibilities will include:

- Being Successor to President/Chairmen
- Working closely with the President/Chairman on all tasks
- Serving as President/Chairman when he/she cannot attend meetings or events
- Helping to oversee committee activities
- Participating in organizing and executing outreach and fundraising activities

5.2.1.3 - Treasurer

- The Treasurer will be the financial head of the organization. The Treasurer’s responsibilities will include:
  - Advising President/Chairman on appropriate amounts for dues, fines, etc.
  - Creating and managing organization’s bank account
  - Balancing the budget of the organization
  - Paying all necessary fees out of the organization’s account that are required to maintain a legal non-profit status
  - Advising Board of Directors on financial policies of the organization
  - Creating annual budget and report

5.2.1.4 - Committee Chair

- The Committee Chair will oversee committees formed within the organization. Responsibilities will include:
  - Attending committee meetings (frequency to be determined by the Board)
  - Following up with committee chairs to make sure that committees are functioning and completing assigned tasks
  - Provide aid to committee chairs when necessary
  - Report to the Board on Committee Activities

5.2.1.5 - Recording Secretary

- The Recording Secretary will serve as a minute keeper for all board meetings. Recording Secretary’s responsibilities will include:
  - Attending all meetings
  - Recording all information discussed at meetings
  - Preparing annual reports of Organization’s progress for the Board

5.2.2 - Terms

5.2.2.1 - Electoral Process

- The Board will need to establish an electoral process for the following events:
  - Standard Elections
    - Nomination Process
    - Timing Requirements
5.2.2.2 - Board Meetings
- The Board will need to meet at certain intervals as to be determined by them.
  - Frequency
    - Current mediation professionals working on this project have suggested that a monthly board meeting be held immediately before or after a general meeting.
  - Decision Process
    - The Board will need to decide how to make decisions based on discussions at meetings. (E.g. general decisions, committee submissions, bylaw amendments)

5.3 - Committees

5.3.1 - Training Committee

5.3.1.1 - Purpose
- The Training Committee ensures that the training needs are met of individuals involved with the Consortium and mediation in Nevada.

5.3.1.2 - Charge
- The Training Committee decides which training courses will be provided to ensure that individuals seeking training meet any requirements of the Consortium. Moreover, the Training Committee must identify gaps in training resources and resolve the issues as necessary.

5.3.1.3 - Time Commitment
- Members of the Training Committee require a time commitment of ____ number of hours per week/month. This time commitment may break down as follows:
  - Monthly meeting: ____ hour(s)
  - Preparation for monthly meetings: ____ hour(s)
  - Drafting materials: ____ hours(s)
  - Completing assigned tasks: ____ hour(s)
5.3.1.4 - Qualifications
- Members of the Training Committee must have knowledge and interest in mediation training.
- Qualifications for the Training Committee may be modified upon majority vote of the committee.

5.3.1.5 - Tenure
- Members of the Training Committee generally serve a ONE (1) year term commitment. Members who hold a leadership position in the Committee generally hold the position for ONE (1) year and renewable upon majority Committee vote.

5.3.1.6 - Size
- The Training Committee will have a total of ____ number of voting members, including a Chair and Vice Chair. Leadership positions in the Committee will be determined by a majority of voting members and in the event of a tie, the Chair casts the deciding vote. The number of non-voting members is determined at the discretion of the committee.

5.3.1.7 - Relationship to Other Committees
- The Training Committee may consult with other committees of the Consortium as necessary.

5.3.2 - Government Relations Committee

5.3.2.1 - Purpose
- The Government Relations Committee serves to advocate and represent the interests of the Consortium with respect to policies, laws and regulations that may affect the Consortium.

5.3.2.2 - Charge
- The Government Relations Committee shall research federal and state laws that may affect the Consortium and advises the Board about these issues.

5.3.2.3 - Time Commitment
- Members of the Government Relations Committee require a time commitment of ____ number of hours per week/month. This time commitment may break down as follows:
  - Monthly meeting: ____hour(s)
  - Preparation for monthly meetings: ____hour(s)
  - Drafting materials: ____hours(s)
  - Completing assigned tasks: ____hour(s)
  - Etc.
• Note these time commitments are subject to change upon a vote by the Committee. These commitments are also subject to change as the Committee finds necessary.

5.3.2.4 - Qualifications
• Members of the Government Relations Committee must have knowledge and interest in government policy issues.
• Qualifications for the Government Relations Committee may be modified upon majority vote of the Committee.

5.3.2.5 - Tenure
• Members of the Government Relations Committee generally serve a ONE (1) year term commitment. Members who hold a leadership position in the Committee generally hold the position for ONE (1) year and renewable upon majority Committee vote.

5.3.2.6 - Size
• The Government Relations Committee will have a total of ____ of voting members, including a Chair and Vice Chair. Leadership positions in the Committee will be determined by a majority of voting members and in the event of a tie, the Chair casts the deciding vote. The number of non-voting members is determined at the discretion of the Committee.

5.3.2.7 - Relationship to Other Committees
• The Government Relations Committee may consult with other committees of the Consortium as necessary.

5.3.3 - Program Advisory Committee

5.3.3.1 - Purpose
• The Program Advisory Committee assists the Consortium with membership meeting program development and improvement.

5.3.3.2 - Charge
• The Program Advisory Committee oversees meeting agendas including, but not limited to, determining speakers, building materials, and sending e-mails driving participation in monthly meetings. The Committee also provides specifications for a mediation program to ensure the quality of programs the Consortium provides.

5.3.3.3 - Time Commitment
• Members of the Program Advisory Committee require a time commitment of ____ number of hours per week/month. This time commitment may break down as follows:
  • Monthly meeting: ___hour(s)
  • Preparation for monthly meetings: ___hour(s)
  • Drafting materials: ____hours(s)
  • Completing assigned tasks: ____hour(s)
• Etc.
  ▪ Note these time commitments are subject to change upon a majority vote by the Committee. These commitments are also subject to change as the Committee finds necessary.

5.3.3.4 - Qualifications
  ▪ Members of the Program Advisory Committee must have knowledge and interest in the different programs available throughout the state of Nevada, federal government and other states.
  ▪ Qualifications for the Program Advisory Committee may be modified upon majority vote of the Committee.

5.3.3.5 - Tenure
  ▪ Members of the Program Advisory Committee generally serve a ONE (1) year term commitment. Members who hold a leadership position in the Committee generally hold the position for ONE (1) year and renewable upon majority Committee vote.

5.3.3.6 - Size
  ▪ The Program Advisory Committee will have a total of ____ number of voting members, including a Chair and Vice Chair. Leadership positions in the Committee will be determined by a majority of voting members and in the event of a tie, the Chair casts the deciding vote. The number of non-voting members is determined at the discretion of the Committee.

5.3.3.7 - Relationship to Other Committees
  ▪ The Program Advisory Committee may consult with other committees of the Consortium as necessary.

5.3.4 - Public Relations Committee

5.3.4.1 - Purpose
  ▪ The Public Relations Committee serves to promote the Consortium, its members and information about mediation to the legal community and the general public.

5.3.4.2 - Charge
  ▪ The Public Relations Committee will create, develop and distribute materials promoting the Consortium and other materials the Consortium and other committees wish to distribute within the organization and the general public with respect to mediation. The Public Relations Committee will also organize an annual event, open to the general public, promoting mediation.
  ▪ The form and format of promotional materials will be determined by the committee
    ▪ Types of form/format for distributing information include, but are not limited to, the following:
      ▪ Postal Mail
      ▪ E-mail
      ▪ Brochures/Pamphlets
• Postal Mail
• Videos
• Social Networking Websites (e.g. Facebook, Twitter, Blogger, etc.)

5.3.4.3 - Time Commitment

Members of the Public Relations Committee require a time commitment of ____ number of hours per week/month. This time commitment may break down as follows:
• Monthly meeting: ____hour(s)
• Preparation for monthly meetings: ____hour(s)
• Drafting materials: ____hours(s)
• Completing assigned tasks: ____hour(s)
• Etc.

Note these time commitments are subject to change upon a majority vote by the Committee. These commitments are also subject to change as the Committee finds necessary.

5.3.4.4 - Qualifications

Members of the Public Relations Committee must have knowledge and interest in Public Relations.

Qualifications for the Public Relations Committee may be modified upon majority vote of the Committee.

5.3.4.5 - Tenure

Members of the Public Relations Committee generally serve a ONE (1) year term commitment. Members who hold a leadership position in the committee generally hold the position for ONE (1) year and renewable upon majority Committee vote.

5.3.4.6 - Size

The Public Relations Committee will have a total of ____ number of voting members, including a Chair and Vice Chair. Leadership positions in the Committee will be determined by voting members and in the event of a tie, the Chair casts the deciding vote. The number of non-voting members is determined at the discretion of the Committee.

5.3.4.7 - Relationship to Other Committees

The Public Relations Committee may consult with other committees of the Consortium as necessary.

5.3.5 - Creation of Additional Committees

As the Consortium sees fit, the Board may decide to create any additional committee as necessary, following the same or similar guidelines as provided in this guide upon majority vote of the Board.

5.3.6 - Termination of Committees

As the Consortium deems necessary, the Board may decide to terminate any existing
committee upon majority vote of the Board and the majority vote of voting members within each committee.

5.4 - Consortium Meetings for the General Public

- A consistent weekly schedule will help to clearly define expectations for consortium members and will ensure that everyone is completing tasks and updating members on a regular basis. This section details an ideal monthly schedule.

5.4.1 - Frequency

- Consortium meetings available to the general public shall be held on a monthly basis at the location where the board has approved for membership meetings.
- The meeting dates will be either determined during previous meetings or set by the board at least two weeks prior to the meeting date and time and communicated by email, telephone or mail to members. The board reserves the right to alter how often meetings are held as well as the locations.

5.4.2 - Structure

- A focused structure for each meeting will keep members engaged and focused. This section outlines a recommended meeting structure to make the best use of general meeting time.
- The Consortium Board will lead meeting. President responsible for hosting meeting.
- Consortium Board will notify general members of the meeting’s agenda 1 to 2 days in advance by email or mail.
- Meeting Activity
  - Social activity and/or lunch before meeting
  - Discussion and review of previous meeting
  - Committee Reports and Board announcements
- Discussion Points
  - Programs run and hosted by program committee member responsible for that program.
  - Planning panels to educate the public about mediations
  - Education: mediation clinics for beginners and continued education for more experienced individuals
- Until the consortium has sufficient funding, each member is responsible for the cost of their meals and any travel or incidental costs.

5.4.3 - Leading General Meeting

- Preparing the Agenda.
  - E-mail the agenda out to participants at least 1-2 days before the meeting
  - Have participants post updates at least four hours before the meeting
    - Forces them to be prepared and let you know what will be discussed
  - Print agenda immediately before meeting and distribute to everyone attending
• Announce the agenda at the start of the meeting and ask for any recommendations/changes

• Welcome everyone.
  • Make sure the members feel welcome and that you appreciate them attending the meeting.

• Start with the Big Picture, AND THEN get into the specifics.
  • FIRST, remind everyone why he or she is there and what he or she is trying to accomplish. This reinvigorates them to get the job done.

• Stay on Task and Make Decisions.
  • There will always be numerous potential items to talk about. Stay focused by:
    ▪ Sticking to the agenda
    ▪ Saying, “We can talk about that at the end of the meeting,” if someone brings up a new item that needs to be discussed as a group or can be discussed individually
    ▪ Not being afraid to move forward if consensus cannot be reached
      • Come back to it later

• Summarize Key Takeaways.
  • Review what was accomplished at the meeting
  • Post meeting minutes/summaries after each meeting
    ▪ This ensures that people leave the meeting knowing it was worthwhile

• Model the Way Forward.
  • Summarizing what the organization as a whole needs to do in the upcoming week/month
  • Posting objectives on the Internal site

5.5 - Finances

5.5.1 - Requirements

▪ It is required for the operation of the consortium that a bank account be established for the organization. (See Section 1.4: Banking requirements)
  • Bylaws should state who has access to the bank account and who is responsible for the oversight of said account.
  • It is encouraged that at least three executive board members are made to be signers on the account.
    ▪ Preferably all executive board members. This means that if you get a quorum in the meeting you are guaranteed to have 2 signers, which is generally required for the checks.
  • Note: Bank of America has a small business account that requires only a monthly usage on the account (one debit per month) to avoid any account charges. This could be extremely fiscally beneficial.

▪ The consortium shall establish a budget for the fiscal year that forecasts and tracks all income and expenditures.
  • Budget should include notes regarding reasoning for expenditures or cite other documents in a budget file that are arranged to accurately show the logic behind the numbers.
    ▪ Use information below to help set up categories for budget spreadsheet.
5.5.2 - Funding

- Dues: It is encouraged that members pay an established but menial annual dues payment.
  - This encourages participation amongst the members.
  - This provides a fixed income that allows for longer term planning for expenditures.
  - For a list of proposed dues please review guide section 4 – Types of Membership

- Sponsorship
  - Sponsorship typically provides larger direct sums of money to the organization.
  - For a list of proposed sponsorships please review guide section 4 – Types of Membership

- Event Entry Fees
  - Member cost should be lower than guest costs to events (Members $10, Guests $30)
  - Never run at a loss.

5.5.3 - Expenses

5.5.3.1 - Fixed Costs

- Government Costs
  - See guide section 1 for government requirements and costs.

- Set Up Costs
  - Website development
  - Website hosting
  - Logo design

5.5.3.2 - Variable Costs

- Training
  - Educator Fees?
  - C.E. Certification?
  - Room Rental Fees?
  - Food and Beverage expenses

- Advertising
  - Print
    - Can be expensive, but in the right trade ads, can show returns.
    - May be able to trade out for membership for the trade magazine or business magazine.
  - Google Ads
    - Can get $50 free-targeted advertising with online coupon!
  - Alternative Online Advertising
    - Chatzakis
      - Pens, Notepads etc. with logo on it.
Facebook
- Know your target market. Are they on Facebook? Spend for targeted marketing.

Yelp
- Can upgrade past free spot. Probably shouldn’t.

Yellowbook
- This is probably a terrible idea!

5.5.3.3 - Operating Expenses
- Website
  - Editing fees
- Monthly Meeting Costs
  - Food & Beverage
  - Room Rental
  - Printed materials
  - A/V set up or rental
- Banking Expenses
  - Usage fees
  - Account fees (checks, teller fees, etc.)

5.6 – Resources

5.6.1 - Website (MINT)
- The MINT website (http://law.unlv.edu/mediation-in-nevada-today/index.html) has already been established. However, we believe that there are some changes that could be made to make the website more useful. These include:
  - Making the tabs for specific areas of mediation larger for viewer
  - Keeping the URL site links to up-to-date
    - The “Foreclosure” link is no longer active
    - “Workplace Disputes” has no information, so tab can be removed
    - Perhaps instead of linking directing to the URL from the side tab, there could be a description of why mediation in these areas is important and effective, followed by the URL link
  - More engaging graphics
- Placement
  - The organization might want to coordinate with mediation centers and other organizations and groups that might benefit from mediation to see if such groups would be willing to post a link to MINT’s website on their pages
- Fliers
  - It might be helpful to show fliers and brochures as small images on the MINT site instead of having links to the .pdfs so that viewers might be more likely to notice them and click to open
5.6.2 – Training
(To be created by the Consortium Group)

- See Section 5.3.1 Training Committee to create a committee in charge of addressing the following issues:
  - List of Training resources (as already compiled by members reading this guide)
    - Classes are already established by the various organizations
  - Identify needs or gaps in education resources

5.6.3 - Database

- A database will be an excellent way to track expenses, projects and outreach efforts for the organization. A database can be easily set up using an Excel spreadsheet, or through the use of one of many database software products available.
  - Types of Data to Track
    - Membership information
      - Name
      - Company
      - Contact information (e.g. e-mail addresses and phone numbers, mailing address)
    - Meeting information
      - Attendance
      - Names
      - Numbers
      - Program information
    - Donation information
  - The necessity for this kind of software should be determined once the Board has a clear mission and plan of action.
  - Once the mission of the organization is clear, the Board can vote on whether or not software is necessary and how to keep information organized an accessible.
  - In the event that software needs to be purchased, there are a number of websites designed to help nonprofits choose the kind of software that will best fit their needs.
    - To determine what software to use, visit:
    - For a list of Non-profit software providers:

5.6.4 - Social Media
(Social Media listed in order of performance)

5.6.4.1 - Facebook

- Facebook is a social networking site that allows groups to create pages and profiles to market themselves. Using Facebook, the organization can become “friends” with its members as well as other groups in the community. An
account can be created for the organization without being linked to a personal profile. Because Facebook has millions of users, it creates an invaluable resource for organizations looking to reach out.

- More information about the site, as well as easy-to-use instructions on how to create a page, can be found via the following link: https://www.facebook.com/pages/create.php
- The chosen page administrator can click the link, select the option for a “Company, Organization or Institution” and follow the steps to get the site up and running.

5.6.4.2 - LinkedIn

- LinkedIn is a professional website that allows people to share resumes and employment information.
- The many search functions allow users to find organizations and other professionals they may know or be interested in working with.
- To create a page, follow this link: http://www.linkedin.com/static?key=what_is_linkedin&trk=hb_what

5.6.4.3 - Twitter

- Twitter is a social networking site that allows users to update other members with “Tweets,” which are short status updates that are published to a constant feed.
- Twitter makes it easy to quickly disseminate information about events and other organizational announcements to “followers.”
- To set up a Twitter account, follow this link: https://twitter.com/

5.6.4.4 - Blogger

- Blogger is a website that allows individuals and organizations to create blogs for free.
- To create a blog, follow this link: https://accounts.google.com/ServiceLogin?service=blogger&passive=1209600&continue=http://www.blogger.com/home&followup=http://www.blogger.com/home&tmpl=start#s01
# Nonprofit Articles of Incorporation

(PURSUANT TO NRS CHAPTER 82)

## 1. Name of Corporation:

<table>
<thead>
<tr>
<th>Corporation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
</tr>
</tbody>
</table>

## 2. Registered Agent for Service of Process:

- [ ] Commercial Registered Agent: [Name]
- [ ] Noncommercial Registered Agent: [Name]
- [ ] Office or Position with Entity: [Name]

<table>
<thead>
<tr>
<th>Name of Agent or Position</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

## 3. Names and Addresses of the Board of Directors/Trustees:

<table>
<thead>
<tr>
<th>Director/Trustee</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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<tr>
<td>2)</td>
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<td>3)</td>
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<tr>
<td>4)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 4. Purpose:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

## 5. Name, Address and Signature of Incorporator:

- [X] Name: [Incorporator Name]
- [X] Address: [Incorporator Address]

## 6. Certificate of Acceptance of Appointment of Registered Agent:

- [X] Authorized Signature of Registered Agent or On Behalf of Registered Agent: [Signature]
- Date: [Date]

---

This form must be accompanied by appropriate fees.

Nevada Secretary of State NRS 82 Articles
Revised: 4-14-09
**Instructions for Nonprofit Articles of Incorporation**

(PURSUANT TO NRS CHAPTER 82)

**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.**

1. **Name of the Corporation.** A name appearing to be that of a natural person and containing a given name or initials must not be used as a corporate name except with the addition of a corporate ending such as Incorporated, Inc., Limited, Ltd., Company, Co., Corporation, Corp. or other words that identifies it as not being a natural person. The name must be distinguishable from the names of corporations, limited-liability companies, limited partnerships, business trusts or limited-liability partnerships on file in the office of the Secretary of State. If it appears from the name and/or purpose of the entity being formed that it is to be regulated by the Financial Institutions Division, Insurance Division, State Board of Professional Engineers and Land Surveyors, State Board of Accountancy or Real Estate Division, the application will need to be approved by the regulating agency before it is filed with the Office of the Secretary of State. A name may be reserved, if available, for 90 days by submitting a name reservation form with a $25.00 filing fee. For details you may call (775) 684-5708, visit www.nvsos.gov, or write to the Secretary of State, 204 North Carson Street, Suite 4, Carson City, NV 89701-4520.

2. **Registered Agent.** Persons wishing to incorporate in the State of Nevada must designate a person as a registered agent who resides or is located in this state. Every registered agent must have a street address in this state for the service of process, and may have a separate Nevada mailing address such as a post office box, which may be different from the street address.

3. Indicate the names and addresses of each member of the first governing board. Use a separate 8½ x 11 sheet as necessary for additional members. Directors or trustees must be at least 18 years of age.

4. Describe the nature of the corporation’s business or purposes.

5. Names and addresses of the incorporators are required. Each incorporator must sign the articles. Additional 8½ x 11 white sheet will be necessary if more than 1 incorporator.

6. Registered agent must complete and sign certificate of acceptance at bottom of form or attach a separate signed certificate of acceptance.

7. On a separate 8½ x 11, white sheet you may state additional information you wish to be part of the articles. This is an optional provision.

***IMPORTANT***

**INITIAL LIST OF OFFICERS:** Pursuant to NRS 78.150, each corporation organized under the laws of this state shall, on or before the last day of the first month after the filing of its articles of incorporation, and annually thereafter, file its list of officers, directors and registered agent. The fee is $25.00 per year. Forms will be mailed to you upon the organization of your corporation and annually thereafter to the corporation’s registered agent.

**PLEASE NOTE:** Any nonprofit corporation before engaging in any activities in the state of Nevada, as specified in section 9 of SB224 of the 2005 session, designed to affect the outcome of any primary, general or special election or question on the ballot shall, submit the names, addresses and telephone numbers of its officers to the Secretary of State. This is a separate filing from the initial or annual list of officers. For your convenience, a form is available for your use at www.nvsos.gov.

**COPIES:** One file stamped copy of the articles will be returned at no additional charge. To receive a certified copy, enclose an additional $30.00 per certification. A copy fee of $2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order. NRS 82.181 requires that a corporation receive at least one certified copy to be kept in the office of the registered agent. The Secretary of State keeps the original filing.

**CEREMONIAL CHARTER:** Ceremonial (colored) charters are also available for an additional $100.00.

**FILING FEE:** Filing fee is $50.00. Filing may be expedited for an additional $125.00 expedite fee.

**TAX-EXEMPT STATUS:** Filing articles with the Secretary of State does not infer tax-exempt status. Prior to submitting articles of incorporation, contact the IRS for specific information.

Filing may be submitted at the office of the Secretary of State or by mail at the following addresses:

<table>
<thead>
<tr>
<th>MAIN OFFICE: Regular and Expedited Filings</th>
<th>SATELLITE OFFICE: Expedited Filings Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary of State New Filings Division</td>
<td></td>
</tr>
<tr>
<td>204 North Carson Street, Suite 4</td>
<td></td>
</tr>
<tr>
<td>Carson City NV  89701-4520</td>
<td></td>
</tr>
<tr>
<td>Phone: 775-684-5708</td>
<td></td>
</tr>
<tr>
<td>Fax: 775-684-7138</td>
<td>Secretary of State – Las Vegas</td>
</tr>
<tr>
<td>Commercial Recordings Division</td>
<td></td>
</tr>
<tr>
<td>555 East Washington Ave, Suite 5200</td>
<td></td>
</tr>
<tr>
<td>Las Vegas NV  89101</td>
<td></td>
</tr>
<tr>
<td>Phone: 702-486-2880</td>
<td></td>
</tr>
<tr>
<td>Fax: 702-486-2888</td>
<td></td>
</tr>
</tbody>
</table>
Certificate of Acceptance of Appointment by Registered Agent

In the matter of

Name of Represented Business Entity

I, ____________________________

Name of Appointed Registered Agent OR Represented Entity Serving as Own Agent*

(choose one)

a) ☐ commercial registered agent listed with the Nevada Secretary of State,

b) ☐ noncommercial registered agent with the following address for service of process:

Street Address: ____________________________ Nevada

City: ____________________________ Zip Code: __________

Mailing Address (if different from street address): ____________________________ Nevada

City: ____________________________ Zip Code: __________

c) ☐ represented entity accepting own service of process at the following address:

Title of Office or Position of Person in Represented Entity: ____________________________

Street Address: ____________________________ Nevada

City: ____________________________ Zip Code: __________

Mailing Address (if different from street address): ____________________________ Nevada

City: ____________________________ Zip Code: __________

and hereby state that on ____________________________ Date I accepted the appointment as registered agent for the above named business entity.

X

Authorized Signature of R.A. or On Behalf of R.A. Company

Date

*If changing Registered Agent when reinstating, officer’s signature required.

X

Signature of Officer

Date
# Customer Order Instructions

**Processing Service Requested:**
- [ ] Regular
- [ ] 24-Hour Expedite (additional fee included)

<table>
<thead>
<tr>
<th>Name of Entity:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Return to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Return Delivery:** (email or fax options do not receive a copy via mail; must be ordered separately)

- [ ] Email to: [Enter Email]
- [ ] Fax to: [Enter Fax Number]
- [ ] Hold for Pick Up
- [ ] Mail to Address Above
- [ ] FedEx: Acct # [Enter Account Number]
- [ ] Other: (explain below) [Enter Other]

<table>
<thead>
<tr>
<th>Order Description:</th>
<th>(include items being ordered and fee breakdown)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*PLEASE NOTE: this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is $2.00 per page (plus $30.00 for each certification). Total Amount: [Enter Total Amount]

**Method of Payment:**

- [ ] Check/Money Order
- [ ] Credit Card (attach ePayment checklist)
- [ ] Trust Account: [Enter Account]
- [ ] Use balance remaining in job #: [Enter Job Number]

---

[Signature]

Nevada Secretary of State Customer Order Instructions
Revised: 1-11-11
<table>
<thead>
<tr>
<th>Processing Service Requested:</th>
<th>2-Hour Expedite (additional $500.00 fee included)</th>
<th>1-Hour Expedite (additional $1000.00 fee included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Entity:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Return to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Return Delivery:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Email to:</td>
<td>☐ Fax to:</td>
<td></td>
</tr>
<tr>
<td>☐ Hold for Pick Up</td>
<td>☐ Mail to Address Above</td>
<td>☐ FedEx: Acct #</td>
</tr>
<tr>
<td>☐ Other: (explain below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Description: (include items being ordered and fee breakdown)*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*PLEASE NOTE: this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is $2.00 per page (plus $30.00 for each certification).  

Total Amount: 

Method of Payment:  
☐ Check/Money Order  ☐ Credit Card (attach ePayment checklist)  ☐ Trust Account: 
☐ Use balance remaining in job # 

Nevada Secretary of State 1-2 Hr Customer Order Instructions  
Revised: 1-11-11
IMPORTANT: To ensure expedited service, please mark “Expedite” in a conspicuous place at the top of the service request. Please indicate method of delivery.

24-HOUR EXPEDITED SERVICE

The Secretary of State offers a 24-hour expedite service on most filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Check the 24-hour expedite box on your customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 24-hour expedited service, include your telephone number and return information. Attach the order form or cover sheet to the top of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office does not fax confirmation of a 24-hour expedite.

The fee for 24-hour handling ranges from $25.00 to $125.00. Please consult our fee schedules for the appropriate 24-hour expedite fee. If you require assistance, please contact this office.

Time Constraints: Each filing submitted receives the same day filing date and may be picked up within 24-hours. Filings to be mailed the next business day if received by 2:00 pm and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in fileable form.

2-HOUR EXPEDITED SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional $50.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the top of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-HOUR EXPEDITED SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional $100.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the top of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-Hour and 2-Hour Time Constraints: Each filing submitted for either 1-hour or 2-hour expedite receives the same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.

Nevada Secretary of State Expedite Guidelines
Revised: 7-1-08
### Service Type
- [ ] Counter
- [ ] Mail
- [ ] Fax

### Order Processing Requested
- [ ] Regular Processing
- [ ] 24-HOUR Expedite
- [ ] 2-HOUR Expedite
- [ ] 1-HOUR Expedite

### Payment by Card
(card holder name and billing address required below)

**Card Type:**
- [ ] VISA
- [ ] MasterCard
- [ ] Discover
- [ ] American Express

**Customer Credit Card Number:**

<table>
<thead>
<tr>
<th>Card Number</th>
<th>V CODE*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
4-digit number found on the front right side of American Express card.

**NOTICE:** For security and verification purposes, all credit card payments must include the 3 or 4-digit CVV2 code (VCode) number located on the credit card. Failure to include this code will result in the rejection of your filing or service request.

**Credit Card Expiration Date:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amount to Charge Card:** USD $

### Order Information
(required)

**Entity Name/Order Reference:**

**Card Holder Information:**

- Name as it Appears on the Account
- Billing Address
- City, State, Zip
- Telephone

### Payment Authorization
I authorize the Secretary of State to bill an amount not to exceed the following to be charged to the above listed account(s):

- [X] Not to Exceed Amount: USD $

**Authorized Signature:**

---

Nevada Secretary of State ePayment Checklist
Revised: 11-19-10
The following is a list of copies and certification services and the associated fees. Fees are per document unless otherwise noted.

**SERVICE REQUESTED:**

<table>
<thead>
<tr>
<th>SERVICE REQUESTED</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies</td>
<td>$2.00 per page</td>
</tr>
<tr>
<td>Certification of Document</td>
<td>$30.00</td>
</tr>
<tr>
<td>Search</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Existence (evidence of good standing – short form)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Existence (listing amendments – long form)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ceremonial Certificate of Good Standing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Certificate Evidencing Name Change</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Fact of Merger</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Default</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Revocation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Dissolution</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Withdrawal</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Cancellation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Non-Existence</td>
<td>$50.00</td>
</tr>
<tr>
<td>Miscellaneous Certificates</td>
<td>$50.00</td>
</tr>
<tr>
<td>Apostille (Hague Treaty Nations)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Corporate Charter</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ceremonial Charter</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**EXPEDITED SERVICE:**

Expedites service is available for copies, certificate and certification services. Fees for expedites service are in addition to the fees as listed above.

**24 Hour Expedites Service:** Order may be picked up or mailed out within 24-hours.

<table>
<thead>
<tr>
<th>SERVICE REQUESTED</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apostille</td>
<td>$75.00</td>
</tr>
<tr>
<td>Copies: Per entity name</td>
<td>$125.00</td>
</tr>
<tr>
<td>Certificates: Per entity name and certificate type</td>
<td>$125.00</td>
</tr>
<tr>
<td>Search: Expedites fee on search only; additional expedites fee required for copies</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**2 Hour Expedites Service:** Order may be picked up or mailed within 2 hours.

<table>
<thead>
<tr>
<th>SERVICE REQUESTED</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more certificates (per entity name and certificate type)</td>
<td>$500.00</td>
</tr>
<tr>
<td>1 or more copies (per entity name)</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**1 Hour Expedites Service:** Order may be picked up or mailed within 1-hour.

<table>
<thead>
<tr>
<th>SERVICE REQUESTED</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more certificates (per entity name and certificate type)</td>
<td>$1000.00</td>
</tr>
<tr>
<td>1 or more copies (per entity name)</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

**BASIC INSTRUCTIONS:**

1. All orders may be submitted in writing, with fees enclosed, to the above address. Telephone orders with payment by VISA, Mastercard, Discover or American Express may be called into our Customer Service Department at (775) 684-5708. Trust account and credit card customers may fax expedite orders only to (775) 684-5645. Trust account orders must be received on company letterhead.
2. All orders not specified as a pick-up are mailed out via first-class mail, unless a Federal Express number is provided or other major courier pickup arrangement is made.
3. Fax back service is only available for certificates or copies of 50 pages or less. This service must be requested at time of order with complete fax information provided.
4. Each order will be returned to one address only.
**Nonprofit Corporation Fee Schedule**

**Effective 7-1-08**

**NONPROFIT CORPORATIONS FEES:** Pursuant to NRS 81, 82, 84 and 89. This includes Nonprofit Cooperative Corporations, Cooperative Associations, Nonprofit Cooperative Corporations without Stock, Nonprofit Corporations, Corporation Sole and Professional Association.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles of Incorporation pursuant to NRS 81.010 (Nonprofit Cooperative Corp. with stock)*</td>
<td>$50.00*</td>
</tr>
<tr>
<td>Articles of Incorporation pursuant to NRS 81.170 (Cooperative Associations)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Articles of Incorporation pursuant to NRS 81.410 (Nonprofit Cooperative Corp without stock)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Articles of Incorporation pursuant to NRS 82.006 (Nonprofit Corporation)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Articles of Incorporation pursuant to NRS 84.010 (Corporation Sole)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Articles of Conversion; Articles of Domestication - contact office for fee information</td>
<td></td>
</tr>
<tr>
<td>Revival of Nonprofit Entity – contact office for fee information</td>
<td></td>
</tr>
<tr>
<td>Reinstatement Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Certificate of Amendment</td>
<td>$50.00</td>
</tr>
<tr>
<td>Restated Articles</td>
<td>$50.00</td>
</tr>
<tr>
<td>Certificate of Correction</td>
<td>$25.00</td>
</tr>
<tr>
<td>Termination Pursuant to NRS 92A</td>
<td>$350.00</td>
</tr>
<tr>
<td>Merger</td>
<td>$350.00</td>
</tr>
<tr>
<td>Preclearance of any Document</td>
<td>$125.00</td>
</tr>
<tr>
<td>Dissolution of Corporation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ceremonial Charter</td>
<td>$100.00</td>
</tr>
<tr>
<td>Certificate of Good Standing</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ceremonial Certificate of Good Standing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Initial List of Officers and Directors</td>
<td>$25.00</td>
</tr>
<tr>
<td>Annual or Amended List of Officers and Directors</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>24-Hour Expedite fee for above filings</strong></td>
<td><strong>$125.00</strong></td>
</tr>
<tr>
<td>Apostille</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>24-Hour Expedite fee for above filing</strong></td>
<td><strong>$75.00</strong></td>
</tr>
<tr>
<td>Name Reservation</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>24-Hour Expedite fee for above filing</strong></td>
<td><strong>$50.00</strong></td>
</tr>
<tr>
<td>Change of Noncommercial Registered Agent</td>
<td>$60.00</td>
</tr>
<tr>
<td>Change of Registered Agent by Represented Entity</td>
<td>$60.00</td>
</tr>
<tr>
<td>Resignation of Director or Officer</td>
<td>$75.00</td>
</tr>
<tr>
<td>Resignation of Registered Agent (plus $1.00 for each additional entity listed)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>24-Hour Expedite fee for above filings</strong></td>
<td><strong>$25.00</strong></td>
</tr>
<tr>
<td>Certification of Documents – per certification</td>
<td>$30.00</td>
</tr>
<tr>
<td>Copies – per page</td>
<td>$2.00</td>
</tr>
<tr>
<td>Late Fee for List of Officers</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*Fee will be higher if corporation elects to authorize stock. Fees will be figured according to the initial filing fee schedule for profit corporations.

2-Hour Expedite is available on all of the above filings at the fee of $500.00 per item.

1-Hour Expedite is available on all of the above filings at the fee of $1000.00 per item.

PLEASE NOTE: the expedite fee is in addition to the standard filing fee charged on each filing and/or order.

**24-HOUR EXPEDITE TIME CONSTRAINTS:**

Each filing submitted receives same day filing date and may be picked up within 24 hours. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in fileable form. The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages, or equipment malfunction. These extensions are few and will rarely extend more than a few hours.
APPENDIX 2

Life Cycle of a Business League  
(Trade Association)

- Starting Out
  - Creating the Organization
  - Employer Identification Number
    - Application Form
    - On-line EIN Application
  - Types of organizations exempt under Code section 501(c)(6)
    - Business leagues – requirements for exemption
    - Examples of qualifying activities
    - Non-qualifying activities
      - Inurement and benefits to members
      - Conducting for-profit business activities
      - Performing particular services

- Applying to IRS
- Required Filings
- Ongoing Compliance
- Significant Events

Updated: May 12, 2009
Life Cycle of a Business League
(Trade Association), page 2

Starting Out

Applying to the IRS

Application Forms

- Exemption Application (Form 1024)
- Group exemption
- User Fee
- Power of Attorney
- Disclosure of Applications

IRS Processing

- While You Wait
- Rulings and Determination Letters
- Advance Rulings

Help from the IRS

- Application Process Step by Step
- Customer Account Services
- Publication 557, Tax-Exempt Status for Your Organization

Required Filings

Ongoing Compliance

Significant Events

Updated: May 12, 2009
Starting Out

Applying to IRS

Required Filings

- Annual Exempt Organization Return
  - Requirements for Filing
  - Power of Attorney

- Unrelated Business Income Tax
  - Requirements for Filing
    - Form 990-T
    - Form 990-T instructions
    - Estimated tax
    - Exceptions and Exclusions

- Employment Taxes

- Help from the IRS
  - Customer Account Services
  - Publication 598, Tax on Unrelated Business Income of Exempt Organizations
  - Publication 557, Tax-Exempt Status for Your Organization

Ongoing Compliance

Significant Events

Updated: May 12, 2009
Life Cycle of a Business League
(Trade Association), page 4

Starting Out

Applying to IRS

Required Filings

Ongoing Compliance

Jeopardizing Exemption

Business activities

Inurement

Particular services

Lobbying and Political Campaign Activity

Proxy tax

Employment Taxes

Requirements to Pay

Exceptions and Exclusions

Worker Classification

Forms and Publications

Contributions

Disclosure

Annual returns, exemption applications, and determination letters

Nondeductible dues disclosure

Fundraising solicitation notice

Retirement Plan Compliance

Help from the IRS

Customer Account Services

Publication 557, Tax-Exempt Status for Your Organization

Significant Events

Updated: May 12, 2009

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