

# AAUW Colorado Springs (CO) Branch Timeline for 501(c)3 Status

## Achieve 501(c)3 Status

*Nov '18: Board votes to pursue 501(c)3 status – DONE*

*Aug-Nov '19: Research application process – DONE*

*Nov '19: Obtain EIN tax ID for 501(c)3 status – DONE*

*Sep-Dec '19: Assemble 501(c)3 1023EZ application information – DONE*

*Dec '19: Submit Articles of Incorporation to Colorado - DONE*

*Dec '19: Submit 1023EZ to IRS – DONE*

TBD '20: Receive IRS approval of 1023EZ (1-2 mo)

TBD '20: Implement 501(c)3 AAUW Affiliate Agreement (after IRS approval & member vote)

## Update Bylaws and Working Rules & Policies

*Aug '19: Gather examples from AAUW National and other 501(c)3 branches – DONE*

*Oct '19-Jan '20: Solicit suggestions for updates to WR&P – DONE*

*Jan '20: Draft bylaws updates – DONE*

Jan '20 Board approval of draft bylaws updates

Jan '20: Submit draft bylaws updates to AAUW State

Feb '20: Finalize bylaws updates with AAUW State feedback

Mar '20: Board approves final bylaws updates

May '20: Member vote on final bylaws updates

## Implement 501(c)3 Status

Strategic planning

Join Colorado Nonprofit Association

Update Working Rules & Policies and Position Descriptions

Financial processes (accounting system, reports, audits, bank accounts, etc.)

Record keeping (minutes, documents, etc.)

Fund raising and grants

Review and refresh admin procedures (conflict of interest policy, scholarship procedures, etc.)

Note: Estimated timeline as of Jan 2020