

Legal Documents Checklist

Organizational Calendar

- Start an Organizational Calendar.
- Assign someone to keep it up-to-date.
- Find out when Annual Returns are due and note the dates in your Organizational Calendar. Also note who is responsible for preparing and filing the Annual Returns.
- Find your organization's federal or provincial corporate number, Business Number (BN), charitable registration number (if appropriate), and charitable fund-raising number (if appropriate) and note these numbers on your Organizational Calendar.
- Make sure you have included key dates relating to your organization's contracts, funding agreements, and lease arrangements.
- Review and update your Organizational Calendar monthly.

Key Contacts

- Create a list of key contacts for your organization.
- Assign someone to keep it up-to-date.
- Find out who your organization's lawyer is.
 - Check to see if the contact information in your Organizational Binder is correct.
- Find out who your organization's auditors are.
 - Check to see if the contact information in your Organizational Binder is correct.
- Find the location of your organization's Registered Office.
 - Check to see if the contact information in your Organizational Binder is correct.
- Add the names and contact information for board members and senior staff members.
 - Check to see if the contact information in your Organizational Binder is correct.
- Add names and contact information for other key people (eg your funders, bank manger, building supervisor, emergency services) that your board may need to contact quickly.
 - Check to see if the contact information in your Organizational Binder is correct.
- Update your Key contacts after every AGM or whenever board members change.
- Update your Key Contacts whenever there is a change in senior staff or other important people.

Constitutional Documents

- Get a copy of your organization's constitution and read it. If you are uncertain as to the documents that make up your constitution, see chart on [page 14 of Organizing Your Corporate Documents](#).
- Make a note of any deadlines or other important dates on your Organizational Calendar.
- Put a copy of the constitution behind Tab 3 in your Organizational Binder.
 - Has it been amended? Add any amendments to your binder.
- Review your constitution yearly before your organization's Annual General Meeting.
- Find out if your organization is a registered charitable organization.

Governing Statute

- Get a copy of the legislation that your organization was incorporated under and read it.
- Make a note of any deadlines or other important dates on your Organizational Calendar.
- Put a copy of the legislation behind Tab 4 in your Organizational Binder.
- Review your governing statute yearly before your Annual General Meeting.

Policies

- Get a copy of any policies your organization has and read them.
- Make a note of any deadlines and add them to your Organizational Calendar.
- Put a copy of these policies in your binder behind Tab 5.
- Review your policies yearly at the first Board meeting after the Annual General Meeting.

Minutes

- Get a copy of the last two years' minutes of your Board and read them.
 - Note the key issues your board has been dealing with.
 - Note the matters that still need to be dealt with.
 - Add notes on these matters behind Tab 6 in your Organizational Binder.
- Make a note of any deadlines or other important dates in your Organizational Calendar.
- Put a copy of these minutes behind Tab 6 in your Organizational Binder.
- Get a copy of minutes of the last two years' members' meetings, the Annual General Meeting (AGM), and any other special meetings that were held.
 - Note the issues that were raised.
 - Note the matters that still need to be dealt with.
- Make a note of any deadlines or other important dates in your Organizational Calendar.
 - Put these minutes and your notes on these matters behind Tabs 7, 8, and 9 as appropriate.

Finances

- Get a copy of the minutes of the banking resolution that gives financial signing authority to specific individuals.
- Note the names of those people on the Key Contacts directory behind Tab 2 of your Organizational Binder.
- Put a copy of these minutes behind Tab 11 of your binder.
- Get a copy of the budgets and financial reports for the last two years and read them. If they are not clear, ask the President, Treasurer, or the Executive Director to explain them to you.
 - Note your organization's major sources of revenue.
 - Note your organization's major expenses.
 - Note your organization's debts.
- Make a note of any deadlines or other important dates in your Organizational Calendar.
- Put a copy of the budgets and financial records behind Tab 11 in your Organizational Binder.
- If your organization is a registered charitable organization, find your organization's Business Number and charitable suffix and add it at the top of your Organizational Calendar.
- Ask if your organization is actively fund-raising. If so, find your organization's charitable fund-raising number, if required, and add it at the top of your Organizational Calendar.

Contracts, Grant or Operating Agreements, Leases

- Get a copy of any current contracts, grant agreements, and leases your organization has signed and read them.
- Make a note of any deadlines and add them to your Organizational Calendar behind Tab 1.
- Put a copy of the contracts, grant agreements, and leases behind Tab 12, 13, and 14 in your Organizational Binder as appropriate.
 - If there are too many contracts or they are too long to put in your binder, make notes of the parties to each contract, the nature of the contract, the important terms of the contract, and any deadlines that must be met by your organization or the other parties. Put these notes in your Organizational Binder behind the appropriate tabs.

Insurance

- Get a copy of your Directors and Officers Liability insurance policy, your Comprehensive Insurance policy, or any other insurance policies and read them.
- Make a note of any deadlines or renewal dates and add them to your Organizational Calendar behind Tab 1.
- Put a copy of the policies behind Tab 15 in your Organizational Binder.