



Church of God in Christ, Inc.

International Headquarters

Office of the General Secretary

Filing Resolutions

FILING RESOLUTIONS AND OTHER DOCUMENTS WITH THE SECRETARY OF STATE'S OFFICE FOR THE JURISDICTION

As a Jurisdictional Secretary, you are the official custodian of all official documents pertaining to your Jurisdiction. It is strongly suggested that each Jurisdiction be incorporated in the State where it is located. Copies of Articles of Incorporation and Constitution (By-Laws) should be kept in the Jurisdictional Secretary's Office. In the event that documents are required for a lawsuit, a bank request, or a governmental filing, they will be readily available.

This is the procedure for filing Resolutions and other related documents:

1. All documents should be typed, signed and dated by the Jurisdictional Secretary. They should be original documents.
2. The documents should be mailed (original and 2 copies) to the Secretary of State's Office in your State Capitol with an enclosed self addressed stamped envelope for the return of a file stamped copy for your records.
3. The documents should be accompanied by a cover letter requesting that the enclosed original be filed and the copies are file stamped and returned in the enclosed envelope.
4. There is a fee for filing. Be sure to call the Secretary of State's Office to find amount the filing fee that must accompany the original documents.