

Chapter 7 Incorporation and Reporting Requirements

7.1 EOSARDA's Incorporation History

The Eastern Ontario Square and Round Dance Association was first incorporated under the *Ontario Corporations Act* on 22 June 1979 and assigned the Ontario Corporation Number 417231. With the introduction of new legislation, EOSARDA is now incorporated under Ontario's *Not-for-Profit Corporations Act*, 2010.

EOSARDA is a registered business name of the association.

EOSARDA is listed in the [Ontario Business Registry](#), making basic information about our association publicly available online.

7.2 Not-for-Profit vs. Charitable Status

EOSARDA is incorporated as a not-for-profit corporation. As such, we operate as a business for the benefit of the square and round dance community in Eastern Ontario. As a not-for-profit corporation, we can obtain and manage funds from our operations, but retained funds cannot be used for the personal benefit of directors, officers, or members. Unused funds must remain within the corporation for future use benefiting our dance community.

EOSARDA is NOT a registered charity. To register as a charity, all purposes for which we operate would have to be charitable and EOSARDA would have to be approved by and registered with the Canada Revenue Agency.

7.3 Reporting Requirements

All Ontario corporations must file periodic reports. Usually, reports are filed when significant changes take place within the corporation and/or following annual meetings of the membership – typically, our spring Council of Dancers meeting. In special situations, not-for-profit corporations can be required to file special reports.

Not-for-profit corporations like EOSARDA file reports online through a ServiceOntario account.

Reports typically involve submitting information about significant changes for the corporation, such as:

- new or departing directors
- changes to address or contact information
- changes to corporate name
- changes to the purpose for which the corporation operates
- dissolution of the corporation

The Secretary maintains information about EOSARDA's ServiceOntario account and is responsible for updating information and submitting the required reports.

7.4 Security of EOSARDA's ServiceOntario account

To maintain security and provide redundancy, access to EOSARDA's ServiceOntario account information is limited to the Secretary and President.