



NYS Department of State
Division of Corporations, State
Records, and Uniform
Commercial Code

Certificates of Election

An Informational Guide for Benevolent Orders

Contents

I. CERTIFICATE OF ELECTION	3
II. HOW DO I FILE A CERTIFICATE OF ELECTION?	3
III. HOW DO I REQUEST COPIES?	4
IV. WHO MAY I CONTACT IF I HAVE QUESTIONS?	4

I. CERTIFICATE OF ELECTION

A Certificate of Election is a document that may be filed with the New York Department of State Division of Corporations pursuant to NYS Benevolent Orders Law §2.

(<https://www.nysenate.gov/legislation/laws/BVO/2>) The Certificate of Election must include the following information:

1. A title that includes the title of the document (Certificate of Election of Trustees/Certificate of Election of Executive Committee members) and the specific name of the lodge, chapter, etc. for which the certificate is being filed.
2. The names of the trustees (minimum of 3 and maximum of 5) or executive committee members (maximum of 5) elected, and the term for which each one is elected to serve.
3. A statement that the individuals elected are members in full membership and in good and regular standing of the lodge, chapter, etc.
4. The time (a date is sufficient) and place of the election.
5. A statement that the meeting and election were regular.
6. A signature and acknowledgement by the first three elective officers of the lodge, chapter, etc.

Once a Certificate of Election has been filed, the filing organization is deemed a corporate entity for the purpose of making contracts, incurring liabilities, owning property, and other corollary powers. See Benevolent Orders Law §§2, 3 and 3-a.

II. HOW DO I FILE A CERTIFICATE OF ELECTION?

- The completed Certificate of Election must be filed with the Department of State.
- The completed Certificate of Election, together with the statutory filing fee of \$60, should be forwarded to:
 - New York Department of State, Division of Corporations, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231.
- Preferred payment methods for the Certificate of Election filing fee include money order, MasterCard, Visa or American Express.
- To pay for a fee using your credit card or debit card, complete and sign the [Credit Card/Debit Card Authorization Form](#) and submit it to the Division of Corporations with your request for service.
- Money orders should be made payable to the “Department of State.”

III. HOW DO I REQUEST COPIES?

Benevolent Orders may need to provide a copy of their Certificate of Election to others for various reasons. Once the Certificate of Election has been filed with the Department of State's Division of Corporations, copies may be requested from the Division at any time.

Instructions for requesting a copy of a certificate of election filed in the Division of Corporations may be found here: <https://dos.ny.gov/copies-corporation-or-business-entity-documents>


Copies may be requested online or by mail, and expedited processing is available if needed.

IV. WHO MAY I CONTACT IF I HAVE QUESTIONS?


The contacts at which the Division of Corporations may be reached during business hours may be found on the Department's website and are reproduced here:

Contact

Contact the Division of Corporations, State Records, and Uniform Commercial Code

 Contact us by phone:

[\(518\) 473-2492](tel:(518)473-2492)

 Contact us by email:

corporations@dos.ny.gov