



Commonwealth of Massachusetts

CPF ID #: _____

(For Office Use Only)

Form CPF 101SP: STATEMENT OF ORGANIZATION STATE PARTY COMMITTEE Office of Campaign and Political Finance

File with: Director
Office of Campaign and Political Finance
One Ashburton Place, Room 411 Boston, MA 02108

(617) 979-8300
ocpf@cpf.state.ma.us
http://www.ocpf.us

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a state party committee as follows:

COMMITTEE:	Name of Committee: _____
	Committee Mailing Address: _____
	City / State / Zip: _____ Phone #: _____

OFFICERS:

CHAIRMAN:	Full Name: _____
	Residential Address: _____
	City / State / Zip: _____
	E-Mail Address: _____ Phone #: _____

TREASURER:	Full Name: _____
	* A public employee may not serve as treasurer of any political committee (see reverse).
	Residential Address: _____
	City / State / Zip: _____
	E-Mail Address: _____ Phone #: _____

Other Officer/Title: _____	Other Officer/Title: _____
Residential Address: _____	Residential Address: _____
City / State / Zip: _____	City / State / Zip: _____
Phone #: _____	Phone #: _____

(Attach an additional page, if necessary, with other officers and finance committee, if any.)

I hereby accept the office of Chairman of the above-named committee.
SIGNED UNDER THE PENALTIES OF PERJURY:

_____ Date: _____
Chairman's signature

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; and 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation.

SIGNED UNDER THE PENALTIES OF PERJURY:

_____ Date: _____
Treasurer's signature

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L C. 55

Sections 2 and 5 require treasurers to keep certain records:

Each treasurer of a political committee shall keep detailed accounts of all contributions received by the committee, or by a person acting on behalf of the committee of all expenditures made. Said accounts may be kept by an agent duly authorized thereto, but the committee is responsible for said accounts, which shall be kept separate and distinct from all other accounts. The treasurer shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity. The treasurer shall preserve said receipted bills and accounts for six years from the date of the relevant election.

Section 3 requires the director to:

"assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]. In the case of failure to file a timely report, the civil penalty shall be assessed against the treasurer

Section 5 outlines statements of organization of political committees:

Each political committee shall organize by filing with the director a statement of organization.

The statement of organization shall include: (1) the full name of the political committee, (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any.

Any change in information previously submitted in a statement of organization shall be reported to the director within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee

Section 5C requires treasurers to complete OCPF's online training program within 30 days of filing this form and every two years thereafter.

IMPORTANT: M.G.L. c. 55, s. 5 requires that any changes in the information provided on this form shall be filed within ten (10) days of said change. Further information can be obtained from OCPF by phone at (617) 979-8300, via e-mail at ocpf@cpf.state.ma.us or on the web at <http://www.ocpf.us>.