

Canada Revenue Agency (CRA) Submission Requirements

Rotary clubs that are Incorporated and **HAVE A CHARITABLE STATUS** are required to submit a copy of their Club Constitution and/or By-Laws when they are amended, such as to incorporate changes due to - Rotary International new *Council on Legislation* and/or new/revised provincial/federal government legislation or regulations.

Please submit your amended Constitution and/or Club By-Laws to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

Please state your club's Charitable Number in your covering letter.

And please add the following statement to each of your documents:

*"This is a certified true copy of the original which has not been altered in any way."
Signature / Executive Position in Your Club. Date.*

For additional information or assistance contact the CRA at 1.800.267.2384.

Follow this to the Ontario Not for Profit Incorporators

[HANDBOOK](#)

It contains details of setting up and **maintaining** a Not-for-Profit Corporation or a Charity in Ontario. These will apply to clubs who are incorporated as a not for profit or for those that are also registered as a charity.

Revised Ontario Not- for-profit Corporations Act (ONCA) 2010

<https://nonprofitlaw.cleo.on.ca/transition-to-onca/when-do-i-need-to-act/>

- [Step 1: Find out if the ONCA applies to your Nonprofit](#)

Step 1: Find out if the ONCA applies to your Nonprofit.

If you're incorporated as a Nonprofit under Ontario's Corporations Act, then the Ontario's Not-for-Profit Corporations Act (ONCA) **applies to you**.

The ONCA **does not apply** to you if you are:

- incorporated under the [Canada Not-for-Profit Corporations Act](#),
- incorporated under Ontario's Co-operative Corporations Act, or
- not incorporated

Step 2: When do I need to act?

Decide when to start preparing for ONCA.

If you've confirmed that the Ontario's [Not-for-Profit Corporations Act](#) (ONCA) applies to your Nonprofit, your next step is to decide when to start preparing for it. You have some options.

The ONCA was proclaimed on October 19, 2021.

You have until **October 18, 2024**, to review, update and file your governing documents with the Ontario government. Until then, the rules in your articles and bylaws continue to be valid provided they were valid before the ONCA took effect.