Commonwealth of Massachusetts

Form CPF 101 : STATEMENT OF ORGANIZATION
CANDIDATE'S COMMITTEE
Office of Campaign and Political Finance

File with: Director
Office of Campaign and Political Finance
One Ashburton Place
Boston, MA 02108
(617) 727-8352

CPF ID# _____
For Office Use

Please print or type all information, except signatures

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

1. Committee Name: _____
(The name of the committee must include the candidate's last name)

2. Committee Address: _____

2a. Mailing Address: _____

3. Purpose: _____

4. Officers:

	Name	Residential Address	Zip	Tel. No.
Chairman:				
Treasurer:				
Other officer:				
Other officer:				

Attach additional page, if necessary, with other officers and finance committee, if any

5. Candidate: _____
(see note 1 on reverse)

Name	Address	Zip	Tel. No.

6. Office Sought: _____

Title	District	Party affiliation, if applicable

I hereby consent to the filing of this committee. I understand that a candidate shall not give consent to the organization of more than one committee on his/her behalf. I am aware that candidates are required to keep detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election.
SIGNED UNDER THE PENALTIES OF PERJURY:

_____
Candidate's signature Date

I hereby accept the office of treasurer of the above-named committee. I understand that 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. I am aware that an appointed public employee may not serve as the treasurer of a political committee.
SIGNED UNDER THE PENALTIES OF PERJURY:

_____
Treasurer's signature Date

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

_____
Chairman's signature Date

NOTE 1. NOTICE OF REQUIREMENT TO FILE STATEMENT OF FINANCIAL INTEREST

M.G.L. c. 55, s. 5 provides that whenever a statement of organization is filed on behalf of a candidate who became a candidate **after** the deadline for filing nomination papers, the director shall at the time of filing notify the candidate or his representative that clause (a) of Section 5 of Chapter 268B requires that such a candidate must file a Statement of Financial Interest with the State Ethics Commission within three days after filing the Statement of Organization. If this applies to you, you are hereby so notified.

SELECTED EXTRACTS FROM M.G.L. C. 55

Section 1 defines candidate's committee: "Candidate's committee", the political committee organized on behalf of a candidate....The term "candidate's committee" shall also apply to the campaign fund of a candidate who has not organized a political committee for the purpose of carrying out the election campaign of such candidate or who receives contributions or makes expenditures independently of said committee.

*Section 2 requires candidates to keep certain records: Every candidate shall keep detailed accounts of all contributions received by him, or by a person acting on his behalf, and of all expenditures made by him, or by a person acting on his behalf. Said accounts may be kept by an agent duly authorized thereto, but the candidate shall be responsible for said accounts, which shall be kept separate and distinct from all other accounts and shall include contributions made by the candidate....The candidate shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity....The candidate 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 ten dollars per day....[up to $2,500]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate....

Section 5 outlines statements of organization of political committees: Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee, which, if organized on behalf of a candidate, shall include the name of the candidate in said name;....(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, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required....

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, 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....

IMPORTANT: M.G.L. c. 55, s. 5 requires that any changes in the information provided on this form shall be filed within ten days of said change. Further information can be obtained from OCPF at (617) 727-8352