



CCIM Institute
Commercial Real Estate's
Global Standard for Professional Achievement

Articles of Incorporation | CCIM Chapters

What is Incorporation: The Articles of Incorporation is a legal document through which a corporation is formed. This document is sometimes referred to as the “charter”. This document is processed through the Secretary of State Office. A Chapter can be incorporated through the state of Illinois or through the chapter’s *home/resident state*.

Many chapters question whether they should become incorporated. It is beneficial for large or active chapters to incorporate when their activities, financial obligations and undertakings are substantial. If the chapter is small the chapter might not see the need to incorporate. However, all chapters, both large and small, can benefit from incorporation because it allows the chapters to more conveniently undertake contractual commitments and establish financial accounts.

If your Chapter is not incorporated:

To begin the incorporation process, the state of incorporation must first be determined. Chapters may incorporate within their home state or in another state.

To file through the State of Illinois:

<https://apps.ilsos.gov/corporatellc/CorporateLlcController>

Once the state of incorporation has been selected, Articles of Incorporation, which satisfy the legal requirements, must be submitted. The articles generally include the following:

1. The names of the incorporators of the corporation who will execute the articles. The required number and qualifications of incorporators vary from state to state.
2. The name of the corporation. (This will be your CCIM Chapter's Name)
3. The duration of the corporation, this is usually perpetual.
4. The principal or registered office and the registered agent of the corporation.