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TRANSMITTAL LETTER

FILED
GO SEP 25 AM 11:49
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

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*****70.00 *****70.00

SUBJECT: Community Youth Outreach Choir, Inc.
(Proposed corporate name - must include suffix)

Enclosed is an original and one(1) copy of the articles of incorporation and a check for :

☒ \$70.00
Filing Fee

☐ \$78.75
Filing Fee &
Certificate of
Status

☐ \$78.75
Filing Fee
& Certified Copy

☐ \$87.50
Filing Fee,
Certified Copy
& Certificate

ADDITIONAL COPY REQUIRED

FROM: Bridget Gordan
Name (Printed or typed)
2112 E. Juneau St.
Address
Tampa, Florida 33604
City, State & Zip
(813) 228-4315
Daytime Telephone number

NOTE: Please provide the original and one copy of the articles.

9.27

**ARTICLES OF INCORPORATION
OF
COMMUNITY YOUTH OUTREACH CHOIR, INC.**

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ARTICLE I – NAME

The name of this non-profit organization shall be Community Youth Outreach Choir, Inc.

ARTICLE II – LOCATION

The Community Youth Outreach Choir, Inc. mailing address shall be 2112 E. Juneau Street, Tampa, Florida 33604. The Community Youth Outreach Choir student President or student Vice-President may determine a physical location.

ARTICLE III – PURPOSE

The objective of the Community Youth Outreach Choir, Inc., a non-profit organization is to serve in the community by musically entertaining and assisting nursing homes, schools, hospitals, recreational parks, prisons, etc. Therefore providing educational opportunities in music, computer, and social skills to children beginning at age 6 and up to the age of 18 years old.

Additional goals are: to assist young people to learn responsibilities by serving as officers in the organization by assisting fellow members in a professional manner through example and by maintaining good positive relations with community leaders.

ARTICLE IV – THE DIRECTOR/FOUNDER (non-elect)

The Director/Founder recruits young people from age 6-18 for membership and coordinates, schedule, and promote the events in which the Community Youth Outreach Choir participates. Serves as host for all community events, conducts training sessions with the student choir member in learning computer skills, perfecting musical aptitudes, fine tuning their social skills, and developing professional skills by serving as student officers. Additionally the director/founder encourages parent participation and oversees the transportation of choir members to various functions and activities as well as supervising fundraising events.

The director/founder secures funding through grants, and community donations. A long-term goal is for the Community Youth Outreach Choir to have a permanent training base and office facility of their own. This facility will also provide opportunities for the director/founder to encourage and coordinate interaction and assistance to the elderly in the community. The director/founder will supervise the activities of the student officers to enhance the learning process.

ARTICLE V – ELECTION OF STUDENT OFFICERS

Community Youth Outreach Choir, Inc. student officers will be elected annually by the membership (under the supervision of the director/founder) and shall consist of a President, Vice-President, Secretary, and Treasurer. These student officers shall perform the duties prescribed in these bylaws.

ARTICLE VI – DUTIES OF STUDENT OFFICERS

Student officers must maintain at least a C average in school to serve as an officer.

President

- The student President elect shall serve as chairman and official spokesman for the Community Youth Outreach Choir, Inc. He/she (under the director/founder supervision) shall set the objectives, guide the policies and preside over all meeting (except when absent or when presiding might result in a conflict of interest). The student President shall ensure that all administrative requirements of the Community Youth Outreach Choir, Inc. are accomplished. He/she shall coordinate the duties of Community Youth Outreach Choir, Inc. student officers; and shall perform all other duties incident to the office of Community Youth Outreach Choir, Inc. He/she is directly responsible for ensuring that all required reports are submitted to assigned student officers of Community Youth Outreach Choir, Inc. in a timely manner and act as liaison between the body of student officers and the director/founder.

Vice-President

- The student Vice-President(s) elect shall assist the student President in the performance of his/her duties and shall fulfill such other duties as the student President may assign (under director/founder supervision). Each student Vice-President shall normally chair one or more committees, and in the temporary absence of the student President, shall serve in his/her stead, in the proper order of succession (when appropriate). The student Vice-President will preside as student President when the president is absent or unavailable.

Secretary

- The student Secretary elect shall record all business transacted at meetings and shall read the minutes of the previous meeting (under the director/founder supervision). Corrections to the minutes (if any) shall be made on the official file copy-or, if corrections are extensive, the minutes may be retyped. The file copy will be date approved and signature of the student

secretary. The student secretary shall perform such other duties prescribed by the student president.

Treasurer

- The student Treasurer elect shall be responsible for the financial affairs of the Community Youth Outreach Choir, Inc. to include care and custody of all funds (under the director/founder supervision). He/she shall ensure payment of all legitimate bills. He/she shall coordinate the establishment of an annual budget; manage all financial accounts; maintain written reports and give a verbal report at each meeting (which shall contain-as a minimum- the beginning balance, a record of receipts and disbursements for the period covered, and the ending balance). He/she shall prepare and submit financial statements to assigned student officers of Community Youth Outreach Choir, Inc. at least quarterly, annually, and at such other times as may be required.

Historian

- The student Historian shall compile a narrative history of the Community Youth Outreach Choir, Inc. to include its activities and accomplishment (under director/founder supervision). He/she shall be the custodian of all-historical records and documents, and shall transfer custody to his/her successor upon leaving office.

Sergeant-At-Arms

- The student Sergeant-At-Arms (under director/founder supervision) shall maintain a sign-in register at Community Youth Outreach Choir, Inc. meetings; verify voting eligibility of attendees when in doubt; maintain order in the meeting room; report the number of members present; assist the student president when called upon; and perform such other duties as may be assigned.

Chaplain

- The student Chaplain (under director/founder supervision) shall give the benediction at the opening and closing of each Community Youth Outreach Choir, Inc. meeting and at such other times as may be appropriate. He/she shall offer assistance and condolence to the families of ill or deceased members and shall officiate at community affairs on behalf of the Community Youth Outreach Choir, Inc. as appropriate.

ARTICLE VII – MEMBERSHIP MEETING

Parents of student membership can serve in a voluntary capacity as transportation, host at social functions, and other Community Youth Outreach Choir, Inc. functions deemed necessary.

The date, time, and place of all regular membership meetings shall be determined by the membership. The date, time, and place of special membership meetings shall be determined by the person(s) authorized to call such meetings.

A regular meeting of the membership shall be held every Saturday of each month at 2:00pm unless prohibited by other circumstances.

ARTICLE VIII – REGISTERED AGENT

The Community Youth Outreach Choir, Inc. director/founder address is Bridget O.Gordon-2112 E. Juneau Street, Tampa, Florida 33604.

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ARTICLE VIII – INCORPORATOR

The Community Youth Outreach Choir, Inc., Incorporator of these Articles of Incorporation is Bridget O. Gordon-2112 E. Juneau Street, Tampa, Florida 33604.

I hereby am familiar with and accept the duties and responsibilities of Registered Agent.

Bridget Gordon
Signature/Incorporator / Registered Agent

6/24/00
Date