

NO400000/449

(Requestor's Name)

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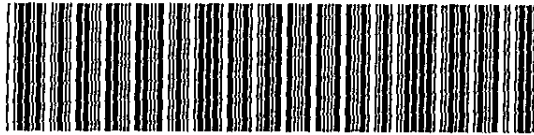
(Business Entity Name)

(Document Number)

Certified Copies _____ Certificates of Status _____

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CLERK OF COURT
CLERK OF COURT

W04-4851
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TRANSMITTAL LETTER

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

SUBJECT: MULTICULTURAL SERVICES, 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: Lucia C. Fenske
Name (Printed or typed)

2380 Palo Duro Blvd.
Address

North Fort Myers, FL 33917-6762
City, State & Zip

(239) 567-4584
Daytime Telephone number

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



FLORIDA DEPARTMENT OF STATE

Glenda E. Hood
Secretary of State

February 4, 2004

LUCIA C. FENSKE
2380 PALO DURO BLVD.
NORTH FT. MYERS, FL 33917-6762

SUBJECT: MULTICULTURAL SERVICES, INC.
Ref. Number: W04000004851

We have received your document for MULTICULTURAL SERVICES, INC. and your check(s) totaling \$87.50. However, the enclosed document has not been filed and is being returned for the following correction(s):

Entities may file using only the entity's name. Please delete any reference to the "doing business as name" in your document. If you wish to register your fictitious name, you may do so by filing the enclosed application and submitting the appropriate fees to this office.

Please return the original and one copy of your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6878.

Alan Crum
Document Specialist
New Filings Section

Letter Number: 304A00007522

MULTICULTURAL SERVICES, INC.

Constitution and By-laws

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CLERK OF DISTRICT COURT
NORTH FORT MYERS, FLORIDA

ARTICLE I NAME

The name of this corporation shall be the Multicultural Services, Inc. The Multicultural Services, Inc. shall comply with the laws of the State of Florida, as a Non-Profit corporation and shall conform to all Federal Regulations relating to such corporations as outlined in Section 501©(3) of the Internal Revenue Code.

ARTICLE II PRINCIPAL OFFICE

Section 2.1 – Location: The principal place of business of the corporation shall be in the Lee County, Florida.

Section 2.2 – Address: The mailing address is 2380 Palo Duro Blvd., North Fort Myers, Florida 33917.

ARTICLE III PURPOSES

The purpose of the Multicultural Services, Inc. is to help low to moderate income families, including minorities and "English as a Second Language" individuals to improve the quality of their lives, and promote their full participation and integration within the Lee County and surrounding communities.

The main goal is to educate individuals in relation to Federal, State, and Local laws, by way of workshops or one-on-one sessions, including but not limited to: tax education and services; homeownership education and counseling; awareness of census, non-partisan voters education and rights; citizenship education and assistance and/or referral. Also, to provide health and social services information, information on community programs available and referrals to other non-profit organization; translation of

documents; notary public services; advocacy, money management information, and literacy programs, according to each individual or family needs, in an atmosphere of respect.

ARTICLE IV MANNER OF ELECTION

Board of Directors:

Section 4.1 – Authority and Responsibility: The governing body of the Multicultural Services, Inc. shall be the Board of Directors, which is entrusted with the direction of the affairs of this corporation in compliance with the by-laws. The Board, by a majority vote of the quorum, shall authorize the President of the Board or the Executive Director to enter into any contract or agreement.

Section 4.2 – Number: The Board of Directors shall consist of no more than fifteen (15) members.

Section 4.3 – Board Terms: Directors shall serve two (2) year terms for no more than three (3) consecutive terms. Directors shall serve until their successors are elected or until their resignation or removal. Unexpired terms will be only filled for the period remaining for that term.

Section 4.4 – Method of Election: A Nominating Committee of three (3) members in good standing consisting of Executive Committee members and a minimum of one (1) Board member shall solicit and consider nominees for consideration and approval of the Board.

Section 4.5 - Meetings: A) Regular meetings of the Board of Directors shall be held at a location convenient to the constituencies of the corporation. The Board shall meet at least five (5) times annually.

B) At the December meeting of the Board of Directors the Board shall elect Officers for the coming year, new Board members to fill expiring terms, and transact other business as necessary that may concern the corporation.

C) Special meeting may be called by the Executive Director or by a simple majority of the Board.

D) Written notices stating the place, date and time of each meeting shall be mailed, e-mailed, or faxed to each Board member in advance. Notice shall include an agenda.

E) Quorum – Forty (40%) of the Directors shall constitute a quorum for the transaction of business. Any and all actions taken by the Board shall be by a majority vote of a quorum of Board members present at a duly called meeting, except as otherwise specifically noted in other provisions of these by-laws.

F) Policy – The corporate policies shall be maintained in a policy manual, to be reviewed annually and revised as necessary by the Board of Directors.

Section 4.6 – President: The President shall serve as the presiding officer at all Executive Committee meetings. He or she shall perform such duties as delegated by the Board of Directors.

Section 4.7 – Vice President: The Vice President shall preside in the absence of the President, and his or her duties and responsibilities shall be delegated by the President.

Section 4.8 – Secretary: The Secretary shall be responsible for the recording and retention of official documentation, membership records, minutes for all meetings of the Executive Committee and general meetings.

Section 4.8 – Treasurer: The Treasurer is responsible for the administration and general overview of all financial matters and for reporting all financial matters of a consequential nature to the Board. It shall be the duty of the Treasurer to prepare financial statements at each Executive Board meeting, countersigning of checks with other members of the Executive Committee or Executive Director, and sign for the business of the corporation when required.

Section 4.9 – Executive Director: Executive Director shall be the Chief Executive Officer of the corporation. The Executive Director shall serve as the advisor to the President and the Executive Committee on program planning. The Executive Director shall be non-voting, member of the Board of Directors, the Executive Committee and all committees.

The Executive Director shall be responsible for the administration of all programs and operations, in accordance with the policies and regulations of the Board of Directors. The Executive Director shall be responsible for hiring volunteers and employees, discharging, directing and supervising all employees within the constraints of budget and operations.

With the cooperation of the Executive Committee, the Executive Director shall be responsible for the preparation of an annual operating budget covering all activities of the corporation.

The Executive Director shall preside meetings, as necessary and make sure that agendas and minutes for each are maintained as part of the corporate records.

Section 4.10 – Salaries: The Executive Director shall be a salaried employee of the corporation. The Executive Committee shall select the candidate for the position of Executive Director and shall assign the salary and other considerations of employment.

Section 4.11 – Committees: The Board of Directors shall authorize and define the powers of all committees. No committee shall represent Multicultural Services, Inc. in advocacy of, or in opposition to, any project without specific authorization of the Board of Directors or the Executive Committee.

Section 4.12 – Executive Committee: The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, the immediate Past President, and the Executive Director. The Executive Committee may set the guidelines for the business of the Multicultural Services, Inc. and make recommendations to the Board of Directors.

Section 4.13 – Special Committees: The Executive Director or the Board of Directors shall have authority to name and designate special committees or advisory committees for specific functions, projects or programs as considered necessary for carrying on the business of the Multicultural Services, Inc.

Section 4.14 – Dissolution: A resolution to dissolve the Multicultural Services, Inc. must be initiated by the Executive Committee and approved by the entire Board. Notification of the resolution to dissolve shall be made in good faith and in writing to include the reason for the Dissolution. The corporation shall use its funds only to accomplish the objectives and purposes specified in the by-laws, and no part of said funds shall inure, or be distributed to the members of the corporation. On dissolution of the corporation any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, or philanthropic organizations to be selected by the Board of Directors as defined in IRS Section 501 ©(3).

Section 4.15 – Fiscal Year: The Fiscal Year of the Multicultural Services, Inc. shall be from January 1st through December 31st each year.

Section 4.16 – Amendments: These by-laws may be amended, altered or repealed and new by-laws may be adopted by two-thirds (2/3) of the Board present at any regular meeting or at any special meeting of the Board at which a quorum is present, if at least ten (10) days written notice is given to alter, amend, or repeal these by laws or to adopt new by-laws at such a meeting.

ARTICLE V INITIAL DIRECTORS

President/Treasurer:

Kristopher P. Pagan-Cruz
900 SW 22nd Avenue Apt. 506
Delray Beach, FL 33445

Vice President:

Jose R. Aviles
5988 Dickenson Ct.
North Fort Myers, FL 33903

Secretary:

Giseyna L. Pagan
13121 University Drive
Fort Myers, FL 33907

ARTICLE VI INITIAL REGISTERED AGENT AND STREET ADDRESS

Lucia C. Fenske
2380 Palo Duro Blvd.
North Fort Myers, FL 33917-6762

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04 FEB 13 PM 12:24
CLERK OF COURT
STATE OF FLORIDA

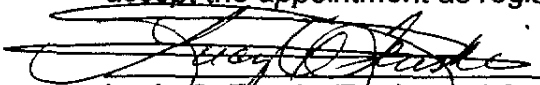
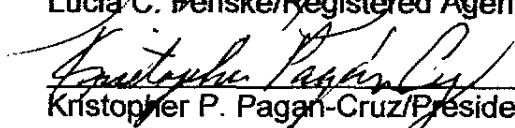
These by-laws, which are in compliance with Chapter 617 of Florida Statutes, are effective this 3rd day of January, 2004.

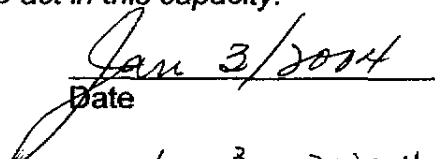

Kristopher P. Pagan-Cruz, Pres/Treas.


Jose R. Aviles, Vice President


Giseyna L. Pagan, Secretary

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.


Lucia C. Fenske/Registered Agent

Kristopher P. Pagan-Cruz/President/Treasurer


Date
1-3-2004
Date