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09 JUL 21 PM 3:52  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

EP 7/22/09

W090000031437



FLORIDA DEPARTMENT OF STATE  
Division of Corporations

July 8, 2009

VIVIAN HAYNES  
1635 NORTH EAST 28TH AVE.  
GAINESVILLE, FL 32609

SUBJECT: SISTERS HELPING SISTERS IN NEEDS INC.  
Ref. Number: W09000031437

We have received your document for SISTERS HELPING SISTERS IN NEEDS INC. and check(s) totaling \$58.00. However, the enclosed document has not been filed and is being returned to you for the following reason(s):

There is a balance due of \$12.00.

Section 617.0202(d), Florida Statutes, requires the manner in which directors are elected or appointed be contained in the articles of incorporation or a statement that the method of election of directors is as stated in the bylaws.

The effective date is not acceptable since it is not within five working days of the date of receipt.

Please return the corrected 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) 245-6062.

Eula Peterson  
Regulatory Specialist II  
New Filing Section

Letter Number: 009A00023413

*As stated in the bylaws*  
*The manner in which directors are elected is stated in the bylaws.*

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## **ARTICLES OF INCORPORATION**

In Compliance with Chapter 617, F.S., (Not for Profit)

### **ARTICLE I NAME**

Sisters Helping Sisters in Needs Inc,

### **ARTICLE II: PRINCIPAL OFFICE**

1635 North East 28<sup>th</sup> Ave Gainesville, Florida 32609

### **ARTICLE III: PURPOSE**

This corporation is organized exclusively for charitable, social Assistance, mentoring educational purposes, salaries, transportation, renting, and food services more specifically to social services. To this end, the corporation shall at all times be operated exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

### **ARTICLE IV: MANNER OF ELECTION**

Only Member Representatives from within a geographic region may be nominated for that region's board vacancy. All members will be eligible to vote for each class of board candidate. In addition to the slate of nominees presented by the Board Development Committee, any member representative may become a nominee by obtaining the signature of five percent of the Sisters Helping Sisters In Need of Nonprofits who move her nomination.

The election will be held by mail in accordance with the election procedures established by the Board of Directors. Each organization eligible to vote shall receive one ballot, and shall have a number of votes equal to the number of openings to be filled in the particular class of the ballot. These votes may be cast cumulatively within a class, where there is more than one vacancy. The nominees receiving the largest number of votes in each class of the ballot in the annual election shall be elected to those full term vacancies which exist. The manner in which directors are elected is as stated in the bylaws

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**ARTICLE V INITIAL DIRECTORS AND/OR OFFICERS**

Dr. Vivian Haynes -1635 North East 28<sup>th</sup> Ave Gainesville, Florida 32609

Mrs. Mattie Smith- 1123North East 24<sup>th</sup> Street Gainesville, Florida 32641

Ms. Mary Reed - 1635 North East 28<sup>th</sup> Ave Gainesville ,Florida 32609

Nicole Marshall 1635 North East 28<sup>th</sup> Ave Gainesville, Florida 32609

**ARTICLE VI INITIAL REGISTERED AGENT AND STREET ADDRESS**

1635 North East 28<sup>th</sup> Ave Gainesville, Florida 32609

Sisters Helping Sisters In needs Inc,

Mrs. Mary J. Reed

**ARTICLE VII INCORPORATOR**

1635 North East 28<sup>th</sup> Ave Gainesville, Florida 32609

Sisters Helping Sisters in Need Inc,

Dr. Vivian Haynes

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*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.*

Mrs. Mary J. Reed Mary J. Reed 7/17/09  
Signature/Registered Agent Date

Dr. Vivian Haynes Dr. Vivian Haynes 7/17/09  
Signature/Incorporator Date

## **Sisters Helping Sisters in Need Inc,**

### **Narrative Outline**

#### **Mission, Goals, Vision.**

In 2007, a nonprofit benefit program was conducted for a young woman diagnosed with kidney disease. Her illness caused her to lose everything she owned. She was unable to work and had been denied disability. A group of instructional and non-instructional women came together and provided needed assistance to her. Today, one year later, the organization has services fifty-eight families, four furniture stores who donate to this organization in which has become a recognized resource in the Alachua area for families in crisis.

Sisters Helping Sisters in Need Inc is a non-profit 501c3 organization. We are dedicated professionals working with families, in crisis, critically ill children and underprivileged children by providing assistance to families in crisis. Our primary corporate goal is, social assistance, mentoring educational purposes, salaries, transportation, renting, and food services and more specifically to social services. Families will be empowered and able to navigate the system of care in order to receive the services that their families needs to reach their fullest possible potential.

The organization current programs and accomplishments consist of feeding families, No sac's free furniture, clothing, Youth Transformation Center, youth groups educational components, mission trips for youth 13-18. The goal of the organization is to purchase a 34 foot American Mobil kitchen and a production center for at-risk youth.

Our vision for Sisters Helping Sisters in Need Inc, and productive Americans individuals, families, and communities are the very foundation of the nation's security and prosperity. Through our leadership in our outreach program, and as guardian of critical components of America's outreach programs, Sisters Helping Sisters in Need Inc, seeks to improve family in crises hand well-being of people in Gainesville, Florida and throughout the community.

To realize the objectives for improving our organization, strengthening the social and economic fabric, and contributing to community need, the organization will form many kinds of partnerships. These include partnerships with other federal departments; state, local, and tribal governments; academic institutions; the business community; nonprofit and volunteer organizations; and our counterparts in other counties.

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### **Management /Governance.**

Sisters Helping Sisters in need organization is manage and governed by The Board of directors in which is responsible for overall policy and direction of the Council, and delegate's responsibility for day-to-day operations to the Council's Executive Director and committees. The Board shall have up to twenty-one and no fewer than fifteen, members. The board receives compensation other than reasonable expenses. The Board shall meet at least quarterly, at an agreed upon time and place. Board Election up to fourteen Board members shall be elected by the voting representatives of member organizations.

Member Representative Board Members will be divided into two classes for election purposes: four Greater Alachua Member Representative Board Members and ten General Member Representative Board Members, Board Development Committee. A Board Development Committee shall be appointed by the Board to represent diverse aspects of the nonprofit community. The Board Development Committee shall have three board members, with the Executive Director as an ex-officio committee member.

Committee members shall serve one year terms. The Board Development Committee shall be responsible for developing nominees for board elections, board committees, and planning for board training and leadership development. All Board members shall serve three-year terms, but are eligible for re-election. However, no board member shall serve more than two three-year terms. The first Board will include members with one and two-year terms to begin staggered terms.

A quorum must be attended by at least forty percent of the Board members before business can be transacted or motions made or passed. An official Board meeting requires that each Board member have written notice two weeks in advance. Officers and Duties. There shall be five officers of the Board consisting of a Chair, a first Vice-Chair, a second Vice-Chair, Secretary, and Treasurer. The officers shall be elected by the Board at the November Board Meeting after the at-large members are seated.

Board of Directors: Dr. Vivian Haynes, Nicole Marshall, Mattie Smith, and Mary Reed  
Vice-Chair: Mattie Smith  
2<sup>nd</sup> Chair- Eva Cole Harper  
Secretary: Pam Ninja  
Finance Committee: Linda Ivey and Francine Speed

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## **Programs and Services**

The Outreach Community programs are a multi-purpose, neighborhood resource serving the residents in the Alachua area. The organization's goal is to help neighborhood residents work together to build a stronger community. The organization's staff is professionally trained in education and human services. In their work, they share a common commitment to minister to each client's physical, social and spiritual needs. Sisters Helping Sisters in need are dedicated to putting this mission into action by providing a full range of charitable, educational, religious and community development activities.

These activities help people and the communities they live in realize their potential as uniquely gifted individuals, in their family and community relationships. Our Outreach program has provided over one years of continuous service to the people of greater Alachua County. Our philosophy includes a commitment to community-based services, and we intend to develop and provide services within these communities as long as there are unmet needs requiring creative responses.

The activities and services of Outreach program are available to all residents of the communities in which we serve without regard for income, race, color, national origin, religion or handicap of the participants. Some activities, because of their specific purpose and goals, are limited by age or gender.

## **Audience**

9th -12th grade students meet every other Tuesday after school at the center classroom based programs that combines homework completion, recreation and life skills activities designed to strengthen academic performance and build self-esteem and character. There is no fee or enrollment limited to students.

A summer school program that serves junior high students entering grades 9<sup>th</sup> -12<sup>th</sup>. Will operate for nine weeks during the summer, Monday through Friday, from 8:30 am- 3:30 pm. With combine's interactive academic courses, life skill training, community service work and recreational activities. Students are given an opportunity to earn a weekly stipend based on performance.

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## **Fundraising**

Despite the good intentions of our organization and cause, many people will not donate due to disinterest. To help improve the chances of making our fundraiser a successful one, we will promote our cause to those who either have some sort of emotional attachment towards our organization or have openly expressed an interest in the objectives of our organization. In order to raise funds for our organization operations the organization will do the following:

- Bulletin announcements
  - Bulletin insert
  - Organizational Website
  - Keep the secretary up to date on our website to help those without computers
- Encourage members to add this to their offices--give them the flyers and brochures- as their outreach participation.
- Enlist members to spread the word through the community through places they do business: nail salon, beauty salon, barber, hardware store, cafes, and coffee shops.
  - Bring in other members in the community to share the idea and fundraise together at their events.
  - Enlist one person to be the top advocate for our organization to answer questions and we will train them.
  - Apply for local federal and state grants.

## **Finances**

Our current financial condition of our organization consists of membership dues and sponsors that donate items for families who are in need such as, clothing, furniture and resources to guide them in the right directions in order to get the help they need. The organization is currently working on sponsors, fundraiser ideas local federal and state grants. The organization does not have any loans or credit

## **Problems and Opportunities**

The organization has not had any recent or anticipated changes in staff, finances, facilities, management, or governance with in the organization.

## **Use of Support Funds**

Funds will be used for the next year to improve the organization's services and management projects directed at improving family in crisis , 34 foot Mobile Kitchen to feed the homeless, access to resources. Members will use project funds to provide training, presentations, demonstrations, technology improvement and exhibits to target populations including the public workforce for homeless, serving at risk youth populations living in rural, inner city areas of Alachua County.

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