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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

N CULLIGAN

AUG 17 2018



FLORIDA DEPARTMENT OF STATE
Division of Corporations

2018 AUG 3 10:27

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August 3, 2018

EDWARD L FLOOD
PO BOX 842
FORT MEADE, FL 33841

SUBJECT: FRIENDS OF THE LIBRARY OF FORT MEADE, FLORIDA, INC
Ref. Number: W18000070650

We have received your document for FRIENDS OF THE LIBRARY OF FORT MEADE, FLORIDA, 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):

The DOS does not file the bylaws.

You must list the corporation's principal street address and/or a mailing address in the document. A post office box is not acceptable for the principal address.

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.

Please return 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) 245-6052.

Neysa Culligan
Regulatory Specialist II

Letter Number: 518A00015982

COVER LETTER

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

SUBJECT: FRIENDS OF THE LIBRARY OF FORT MEADE, FLORIDA, 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: Edward L. Flawd
Name (Printed or typed)

75 East Broadway Street
Address

Fort Meade, Florida 33841
City, State & Zip

(863) 640-3930 (Cell)
Daytime Telephone number

fortmeadefo1@gmail.com
E-mail address: (to be used for future annual report notification)

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

FRIENDS OF THE LIBRARY OF FORT MEADE, FLORIDA, INC
ARTICLES OF INCORPORATION

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

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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLE I
NAME

The name of the organization shall be **FRIENDS OF THE LIBRARY OF FORT MEADE, FLORIDA, Inc.**, referred to as **FOL**.

ARTICLE II
REGISTERED OFFICE

The corporation's registered office is located at 75 East Broadway Street, Fort Meade, Florida 33841.

ARTICLE III
PURPOSE

The purpose of the organization shall be:

1. To foster closer relations between the Fort Meade Public Library and the citizens of the Fort Meade area.
2. To inform the city and county officials and other community leaders of the importance of their role in support of our library.
3. To promote knowledge of the functions, resources, services and needs of the library.
4. To assist in the development of a program for extension and improvement of library services and resources that may adequately serve the needs of the steadily increasing population of our city and county.
5. To encourage gifts or memorials of funds, books, art objects and others.
6. To dispose of items not needed by the library through sales and recycling, where applicable.

ARTICLE IV

DIRECTORS

1. Officers will determine the need and number of Directors that will be nominated and elected at the annual meeting.
2. The Directors so elected will be elected to serve a two (2) year term.

ARTICLE V

GENERAL MEMBERSHIP & MEETINGS

1. Membership in this organization (**FOL**) shall be open to all individuals and organizations who endorse and support its purpose as stated in Article III.
2. Members in good standing are those whose annual dues are paid for the current fiscal year. All such members are entitled to vote at the annual election of officers and all meetings.
3. Each member in good standing shall be entitled to one vote.
4. Membership dues shall be set and approved at the annual meeting. Dues may be waived if the Officers approve.
5. The Librarian for the City of Fort Meade Library shall be considered as a sitting advisor and/or consultant with one vote.
6. A member of the City of Fort Meade City Commissioners shall be considered as a Liaison and a sitting advisor and/or consultant with one vote.
7. The Friends of the Library of Fort Meade, Florida, Inc. (**FOL**) will meet the second Monday of each month, after the Library Board meets at 6:00pm or at approximately 6:30pm.
8. Each meeting will be for business and programs, one of which shall be the annual meeting at which officers shall be elected.
9. A special meeting of the members may be called at any time by the Officers, provided the members are notified at least one (1) week prior to the meeting.
10. Three (3) members shall constitute a quorum sufficient to transact business at any regular or special meeting of the members.

ARTICLE VI

OFFICERS, ELECTION, TERM OF OFFICE, DUTIES

1. The Officers of **FOL** shall consist of President, Vice-President, Secretary and Treasurer.
2. Officers shall be elected annually prior to the new year and assume their duties on July 1. Officers should be installed in the June meeting. In the event a position is not filled, the current officer will continue until a replacement is elected or the position may be filled temporarily by another officer.
3. All officer terms shall be for one year. There is no limit to the number of terms an officer may serve.
4. A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members. Notice of such election should be given.
5. Duties of the **PRESIDENT**:
 - a. The President will preside over all meetings of **FOL**.
 - b. The President shall have executive authority to see that all orders and resolutions of **FOL** are carried into effect.
 - c. The President shall keep the Librarian and City Commissioner Liaison informed of actions and decisions.
 - d. The President shall coordinate activities with all involved individuals, both internal and external.
 - e. The President shall ensure all reports both internal and external are filed accurately and in a timely manner.
 - f. The President may delegate specific tasks to other officers or members.
6. Duties of the **VICE-PRESIDENT**:
 - a. The Vice-President shall act as aid to the President.
 - b. The Vice-President shall preside over any meeting where the President is unable to attend.
 - c. The Vice-President shall assume the duties of the President during the short-term absence, impeachment or resignation of the President.
7. Duties of the **SECRETARY**:
 - a. The Secretary shall record meeting information and compose the meeting minutes. The meeting minutes shall be provided to the President for review and dissemination to all members.

- b. The Secretary shall notify the membership of **FOL** meeting dates.
- c. The Secretary shall be the custodian of the meeting records.
- d. The Secretary shall perform the entire duties incident to the office of Secretary.
- e. In the absence of the Secretary, the Vice-President shall record meeting information and relay the information to the Secretary for preparation and distribution.

8. Duties of the **TREASURER**:

- a. The Treasurer shall receive all monies collected on behalf of **FOL**.
- b. The Treasurer shall keep full and accurate financial records and accounts.
- c. The Treasurer shall be empowered to receive any contribution, gift, bequest or device for **FOL**.
- d. The Treasurer shall disburse the disbursement of funds as authorized by the members.
- e. The Treasurer shall receive all items presented to **FOL**.
- f. The Treasurer shall perform the entire duties incident to the office of Treasurer.
- g. The Treasurer shall render at any meeting the financial and other appropriate reports on the financial condition of **FOL**.
- h. The Treasurer shall file all State and Federal information and tax returns required to ensure **FOL** remains a non-profit organization.

**ARTICLE VII
INITIAL OFFICERS**

1. Brenna Cagiano, President
75 East Broadway Street
Fort Meade, Florida 33841
2. Katherine Belcher, Vice-President
75 East Broadway Street
Fort Meade, Florida 33841
3. Delores Avery, Secretary
75 East Broadway Street
Fort Meade, Florida 33841
4. Edward L. Flood, Treasurer
75 East Broadway Street
Fort Meade, Florida 33841

**ARTICLE VIII
FISCAL YEAR**

1. The fiscal year for the **FOL** shall begin July 1 and end June 30.

**ARTICLE IX
PARLIAMENTARY AUTHORITY**

1. Roberts Rules of order shall govern this organization in all cases which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE X
AMENDMENTS**

1. These bylaws/articles may be amended at any meeting of **FOL** by a majority vote of members, provided that the proposed amendments were given at least thirty (30) days prior to the meeting at which the amendment is voted on.

ARTICLE XI

BUDGET

1. The annual budget shall be presented to the members at the first **FOL** meeting of the new year. The budget shall be used for that fiscal year, being modified only by a vote of the membership.

ARTICLE XII

MISCELLANEOUS

1. Committees may be established as needed by the officers or membership.
2. Special called meetings may be called by the President as necessary for issues that will not wait until the next scheduled meeting. Notification shall be made by phone, email or text messaging, by the President or her/his designee. Notification must contain the purpose, date, time and location of the special meeting.
3. Action without a meeting may be taken with consent in writing, such as email, or text messaging. Any action taken must be confirmed by email or text by all participating officers and members, with action added officially at the next regular meeting.
4. Bank account establishment will use minutes of the meetings and articles of incorporation to officially denote the officers as the signers on the account. The initial account will be with Citizens Bank & Trust, Fort Meade branch. The bank account may be moved at any time by vote of the officers. Debit cards are authorized for each officer and may be used by other members as designated by the card holder. Debit cards must be returned once an individual is no longer an officer. The Treasurer will account and control the use of these Debit cards. Only officers wanting/needing a card will get one.

ARTICLE XIII
DISSOLUTION

1. Upon the dissolution of Friends of the Library of Fort Meade, Florida, Inc., assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Mainly going to the Fort Meade City Library, the purpose of this organization. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XIV
REGISTERED AGENT**

1. Edward L. Flood
420 Edgewood Drive North
Fort Meade, Florida 33841

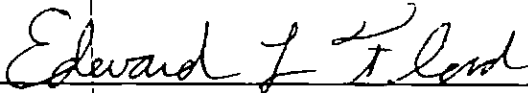
**ARTICLE XV
INCORPORATOR**

1. Edward L. Flood
420 Edgewood Drive North
Fort Meade, Florida 33841
2. The incorporator is the person who prepares and signs the Articles of Incorporation and then submits them for filing to the Division of Corporations. The Function of the incorporator usually ends after the corporation is filed.

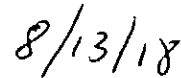
FILED
2018 AUG 17 AM 8:12
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

REGISTERED AGENT:

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.



Required signature of Registered Agent



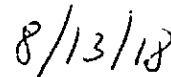
Date

INCORPORATOR:

I submit this document and affirm that the facts stated herein are true. I am aware that any false information submitted in a document to the Department of State constitutes a third-degree felony as provided for in s.817.155, F.S.



Required signature of Incorporator



Date

Approved by the Friends of the Library of Fort Meade, Florida, Inc. officers and members on this 9th day of July 2018.