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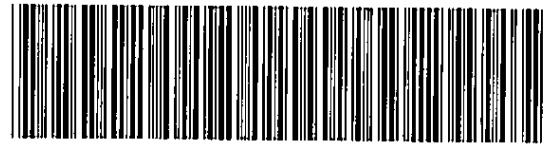
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COVER LETTER

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

SUBJECT: MINISTRY OF HANDS, 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: JACQUITA MOORE

Name (Printed or typed)

4286 WOODSTOCK DR. APTD

Address

WEST PALM BEACH, FLORIDA 33409

City, State & Zip

561.891.2903

Daytime Telephone number

JACQUITAMOORE1982@ICLOUD.COM

E-mail address: (to be used for future annual report notification)

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

ARTICLES OF INCORPORATION

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

ARTICLE I Name

The name of the corporation shall be:

Ministry of Hands, Inc.

ARTICLE II

Principal Office of the Corporation & Mailing Address Shall Be:

**4286 Woodstock Drive Apt. D
West Palm Beach, Florida 33409**

ARTICLE III PURPOSE

The purpose for which the corporation is organized is:

Section 1 – This corporation is organized exclusively for charitable, religious, literary, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. The Corporation may receive and administer funds for charitable, religious, literary, educational, or scientific purposes, with the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 2 – To the extent consistent with the above general purposes, the specific purposes of the organization will consist of but not limited to:

Direct services to individuals and families to help them with basic needs such as food and clothes, as well as empowerment services for mentoring, financial literacy, health & wellness, and other community referral services for them to create a life of sustainability.

Section 3 – To receive property by gift, devise or bequest subject to the laws relating to the transfer of property by gift or will;

Section 4 – To act as Trustee under any trust incidental to the principal objects of the corporation and to receive, hold, administer and expend funds and property subject to such trust;

Section 5 – To take, purchase or otherwise acquire; to own, hold,

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Ministry of Hands, Inc.

occupy, use; manage, improve, develop and work; to grant, sell, exchange, let, demise and otherwise dispose of real estate, buildings, and improvements and every right, interest, and estate therein without limit as to the amount thereof and wheresoever's the same may be situated; to erect, construct, alter and repair buildings; to assume any and every kind of contract, agreement and obligation by or with any person, firm, corporation, or association, or any Federal, State, or other government for the erection, construction, alteration, repair, renewal, equipment, improvement, development, use, leasing, management or control of any buildings, improvements or structures of any kind wherever the same may be situated;

Section 6 – To enter into, make, perform, and carry out contracts of every kind for any lawful purpose without limit as to amount and with any person, firm, association or corporation; to draw, make, accept, endorse, discount, issue, and execute promissory notes, warrants, and other negotiable or transferrable interests;

Section 7 – To purchase or otherwise acquire, to own, hold, use, to sell, assign and transfer, exchange or otherwise dispose of, deal in or deal with personal property of every kind and description without limit as to the amount thereof, and affairs and attainment of the exempt purposes of the corporation and to have and exercise all the powers now or hereafter conferred by the laws of the State;

Article IV Members

The corporation shall have no members

ARTICLE V INITIAL DIRECTORS AND/OR OFFICERS

List name(s), address(es) and specific title(s):

<u>NAME</u>	<u>ADDRESS</u>	<u>TITLE</u>
Jacquita Moore	4286 Woodstock Dr. Apt. D West Palm Beach, Florida 33409	President & CEO
Katrina Redden	4286 Woodstock Dr. Apt. D West Palm Beach, Florida 33409	Director
Alshea Moore	4286 Woodstock Dr. Apt. D West Palm Beach, Florida 33409	Director

The manner in which the officers and directors are elected or appointed are provided for in the bylaws:

The officers will serve in their elected position until the first annual meeting.

ARTICLE VI INITIAL REGISTERED AGENT AND STREET ADDRESS

The name and Florida street address

Jacquita Moore
4286 Woodstock Drive Apt. D
West Palm Beach, Florida 33409

ARTICLE VII INCORPORATOR

The **name and address** of the Incorporator is:

Jacquita Moore
4286 Woodstock Drive Apt. D
West Palm Beach, Florida 33409

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ARTICLE VIII Officers

Section 1 – The business of the organization shall be managed by a Board of Directors consisting of no fewer than three (3) and no more than nine (9) members, together with the officers of this organization. At least one of the Directors elected shall be a resident of the State of Florida and a citizen of the United States.

Section 2 – The Directors to be chosen for the ensuing year shall be chosen at the annual meeting of this organization in the same manner and style as the officers of this organization and they shall serve for a minimum of one term of 2 years. The completion of a 2-year term does not forfeit an officer or director from serving on the board for another term; terms are renewable.

Section 3 – The Board of Directors as well as the Executive Director shall have the control and management of the affairs of the business of this organization.

Section 4 – At any meeting of the Board of Directors, a quorum shall consist of (1) more than (50%) of the total members of appointed Directors.

Section 5 – Each Director shall have one vote and such voting may be done by proxy over the phone, fax, or email; in addition, each director may submit their vote by absentee ballot.

Section 6 – The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine is necessary.

Section 7 – Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the term, unless indicated otherwise at the time of voting.

Section 8 - A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director. The Board of Directors shall adopt such rules for this hearing and in its discretion consider what is necessary for the best interests of the organization.

ARTICLE IX MEETINGS

Section 1 – Meetings will be held at intervals necessary to conduct the business of the organization.

Section 2 – (a) Notice of all board meetings shall be given to each board member no less than two (2) days nor more than fourteen (14) days prior to the meeting.

(b) Notice of special meetings of the Board of Directors shall be in writing, signed by the President or Secretary, and shall be delivered personally or sent to each Director by mail or electronic mail to the recipient's last known address or by facsimile transmission to such number provided to the Corporation by such Director at least three (3) days before the date designated for such meeting. All notices of special meeting shall state the time and place of meeting.

(c) In the event an emergency meeting is necessary notification can be provided via telephone which may consist voicemail or text.

Article X DUTIES OF DIRECTORS

Section 1 – The President/CEO/Founder shall oversee and maintain the primary business of the organization and shall:

- a. Supervise and control the affairs of the corporation and shall perform all matters and duties that may be required by law and the articles of incorporation. The position shall attend all meetings of the Board of Directors and be a voting member.
- b. The position of President/CEO/Founder is unique and carries a lifetime term at the discretion of the CEO/Founder.
- c. If the President/CEO/Founder is no longer in office due to resignation, illness, or death the subsequent CEO will not be

subject to a lifetime term or seat on the Board of Directors as a voting member.

- d. If the President/CEO/Founder becomes ill or otherwise becomes unable to perform the duties of the office due to becoming incapacitated or death, the board of directors will be responsible for selecting an interim CEO until the position is filled.
- e. At the time of such circumstances the board of directors will be responsible for hiring a new CEO.
- f. The President/CEO/Founder cannot be voted out of office unless there is a proven and convicted illegal charge sanctioned against him/her.

Section 2 – The President shall preside at all meetings of the Board of Directors.

Section 3 – The Vice-President preside at the meetings of the Board of Directors in the absence of the President.

Section 4 – The Secretary shall:

- a. Maintain records of and, whenever necessary, certify all proceeds for the organization.
- b. See that all notices are given in accordance with the provisions of these articles or as required by law.
- c. Be custodian of the corporate records.
- d. With the President/CEO/Founder sign and deliver any transactions pertaining to the business of the organization.

Section 5 – The Treasurer or his or her designated agent shall:

Ensure that accurate financial records for the organization are kept.

Deposit all moneys and checks in the name of and to the credit of

Ministry of Hands, Inc. Disburse funds and issue checks for the primary business of the organization according to the approval of the Board of Directors.

- a. Render whenever requested, an account of all transactions by the Treasurer and of the financial condition of **Ministry of Hands, Inc.** Oversee the work of the Budget as set forth by the Board of Directors.

Section 6 – All Board of Directors shall complete a standard application for the organization primary management file.

Section 7 - Once the initial President/CEO/Founder becomes a paid staff person; the board shall appoint or vote upon a Chairperson to lead the officers and board of directors.

ARTICLE XI TERRITORY

The territory in which the operations of the corporation are principally to be conducted is the United States of America and its territories and possessions; but the operation of the corporations shall not be limited to such territory.

ARTICLE XII NON-STOCK CORPORATION

The corporation shall be considered organized on a non-stock basis, and therefore, certificate of shares of stock in the corporation shall not be issued.

ARTICLE XIII LIMITATIONS

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE XIV REIMBURSEMENT OF EXPENSES

By resolution of the organization, the Directors and the CEO/Founder may be paid for their expenses and/or reimbursed as is reasonable and necessary as approved by the Board of Directors.

ARTICLE XV

ROBERT RULES OF ORDER

Except as for specific situations approved by the Board of Directors meetings shall be conducted in accordance with Robert's Rule of Order as most recently revised in addition to the agenda line items the board of directors can implement (i.e. prayer).

Section 1 – The recommended order of business for meetings is:

- a. Roll Call
- b. Minutes Provided of Previous Meeting
- c. Correspondence
- d. Committee Reports
- e. Treasurer's Report
- f. Unfinished Business
- g. New Business
- h. Elections
- i. Bylaws and Rule Changes
- j. Adjournment

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SECRETARY
MINISTRY OF HANDS, INC.

ARTICLE XVI

SALARIES

Section 1 – The Board of Directors shall serve without compensation.

Section 2 – The Board of Directors shall hire and develop the compensation of any and all employees, which they in their discretion may determine to be necessary for the conduct of the business of the organization.

ARTICLE XVII

COMMITTEES

Section 1 – The Board of Directors shall appoint all committees of this organization. The term of office of such committees shall be for a period of one year or less if sooner terminated by such action of the Board of Directors.

ARTICLE XVIII

VOTING

Section 1 – In order for the Board of Directors to recommend any action, the vote ratifying this recommendation must be a majority one.

ARTICLE XIX

STAFF

Section 1 – The Board of Directors may, as its option, employ professional assistance as it deems necessary to assist in the operation of the organization and its programs. Such authorization may be given to the CEO/Founder for the cause of conducting pertinent business.

ARTICLE XX FINANCES

Section 1 – The funding for this organization shall be established by the Board of Directors and the CEO/Founder.

Section 2 – The fiscal year for accounting purposes will be from January 1 through December 31.

Section 3 – Financial Statements shall be rendered on a detailed and regular basis and made available for the Board of Directors for inspection.

ARTICLE XXI LIABILITY

Section 1 – Nothing in these articles shall constitute any member of the Board of Directors partners for any purpose. No Director, officer, agent, or employee of this organization shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of this organization. Nor shall any member, officer, agent, or employee be liable for his/her acts or failure to act under these articles, excepting only acts or omissions to act arising out of his/her negligence or misconduct in the performance of day for this organization.

ARTICLE XXII CONFLICT OF INTEREST

Section 1 – Purpose- The purpose of the conflict of interest policy is to protect the organization's interest when it is considering negotiating a transaction or agreement that might benefit the personal interest of an officer or director of the organization or might result in a possible gain for the transaction. This article is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organization.

Section 2 The officers, employees, or agents of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors.

Section 3 – No officer, employee, or agent of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract.

Section 4 – Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.

Section 5 – Board Action – When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

Section 6 – Record of Conflict- The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final discussion or vote and did not vote on the matter.

Section 7 – Violations of Conflict of Interest Policy- If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest; it shall inform the member of the basis for such belief and allow the member the opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE XXIII DISTRIBUTION OF FUNDS UPON DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which organized and operated exclusively for such purposes.

ARTICLE XXIV Bylaws

Bylaws, not inconsistent with law of these Articles, shall be adopted by the Board of Directors to provide for the administration of the affairs of the Corporation and the exercise of its corporate powers.

ARTICLE XXV AMENDMENTS

Section 1 – Any Amendments of the constitution of bylaws must be approved by a two-thirds (2/3) vote of the Board of Directors.

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, accept the appointment as registered agent, and agree to act in this capacity

Signature/Registered Agent *J. Moore* Date 5/17/19

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.

Signature/Incorporator *J. Moore* Date 5/17/19