

Jacksonville Area Legal Aid, Inc.

CHAPTER 617
CORPORATIONS
NOT FOR PROFIT

*A Wealth of Justice for Those
Who Have Neither*

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Building Better Blocks Everyday

Not for Profit Corporations

Getting to Know More...

Understanding the Florida Statute: Chapter 617 on Not for Profit Corporations is the best way to kick start and maintain a successful community organization. There are several ways to keep your organization's finances and paperwork up-to-date with government standards—avoiding those extra, pesky fees.

► First, documentation is key—the mandatory annual report that the Department of State requires demands recollecting information from countless past meetings. It is vital for the Secretary to record the minutes, all actions and votes at the meetings. The Secretary should also create a membership book, recording member attendance and contact information at gatherings. The Treasurer should record all financial transactions of the organization—keeping receipts or records of expenses and income.

► Second, the Board of Directors, Officers, and Mem-

bers should comply with the approved and current Bylaws and Articles of Incorporation. Diligent secretarial work will keep the organization healthy and efficient.

► Third, it is essential to have a current Registered Agent, filed annually with the Department of State. Not for Profit Corporations that own real property must be careful of this detail—penalties ensue for noncompliance.

To avoid fees and unnecessary costs towards your budding organization, keep current and consistent records of day-to-day dealings. Chapter 617 of the Florida Statute contains a long listing of rules and regulations that the corporation must follow.

For more information, contact Carol Miller at Jacksonville Legal Aid (904) 356-8371.

What is the BOD?

The Board of Directors is a representative body of your organization. The Board of Directors has the power to manage the business and affairs of the Corporation, subject to the law, the Articles of Incorporation, and the Bylaws. The statutes require the Board to meet at least annually to settle matters of the corporation and encourages the Board to call special meetings to finish or continue discussion of business and other dealings of the corporation. The Bylaws usually describe the method of electing these members. It is best to know who directs and manages your corporation—get familiar with the Bylaws and Articles of Incorporation. It is important to get to know your Board. As board members tend to the business affairs of your organization/corporation, only you can make sure the board members have the corporation's best interest at heart.

HOW CAN LEGAL AID HELP YOUR ORGANIZATION?

Our job is to assist you in implementing and fulfilling your corporation/organization's mission. We deal with the legal work that comes with being a non profit corporation. The upkeep of non profits can be daunting and the paper work utterly confusing—it is our job to help you understand everything. We want you to SUCCEED, to make a difference in your community.

The Legal Aid attorney's role includes preparing documents, assisting in resource development, obtaining access to key actors within the larger community, and providing training and other organizational development assistance. The attorney role may change over time as the corporation matures. But, be sure to ask your attorney for help—he or she is there to direct and help you in achieving your goals.



**Make Everyday Count
Take Action
&
Make a Difference in Your Community**

FOR MORE INFORMATION

If you have access to a phone or the Internet, there are several ways of obtaining information that can benefit your corporation. The following are websites to check out for information, pertinent to non profit corporations.



Your Unwavering Efforts Allow
Communities to Grow

- For 501 (c) (3) forms and assistance in filling out these applications go to:

[Http://www.form1023help.com](http://www.form1023help.com)

This website is very useful, providing a step-by-step approach in guiding you to correctly file your non profit with the IRS. The site also tells you the pros and cons of filing and provides links to other websites.

You can also obtain information on registering as a tax exempt non profit organization via phone. To contact the IRS call 1-800-829-1040.

- For information on Chapter 617 of the Florida Statute, request the Florida Not-for-profit Corporation Act booklet, which contains all necessary forms and instructions that must be filed by not-for-profit organizations in Florida. Contact the Florida Department of State - Division of Corporations at 850-245-6052 for the booklet and more information. Or go to <http://www.flsenate.gov> and click on Title XXXVI and click at Chapter 617: Corporations Not for Profit to read the statute.
- For help in general, feel free to contact Carol Miller for assistance in all your corporate endeavors.

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