

Recurring Tasks Resolution

Orlando Robotics Foundation, Inc.

This resolution relates to periodic tasks, such as annual paperwork.

The Board resolves the following.

1. Annual Report

Regarding the Annual Report required by the Florida Department of State Division of Corporations:

(a) The President, or a director they designate, (the “filing director”) is required to file an Annual Report each year during the statutory filing period.

(b) At least five days prior to filing the report, the filing director must send a copy of the report to each member of the Board for review and feedback. It is the right of any member of the Board to request a special meeting for the approval of the Annual Report prior to filing. In the event of such a request, the filing director must not file the Annual Report until it is approved by the Board.

(c) The filing director is empowered to pay any fees related to the filing of the Annual Report and, if necessary, request reimbursement for the exact amount of those fees from the Corporation at a later date.

(d) The Annual Report shall contain the current names and addresses of each director along with their current positions as Officers.

2. Amendments to the Annual Report

In the event that

(a) A director's name or principal address changes,

(b) A director or officer is elected, or

(c) A director or officer resigns or is removed,

It is the responsibility of the President or a director they designate to ensure that the Corporation's records are updated promptly with the Department of State. However, if an Annual Report is expected to be filed within 30 days, the filing director may wait to include the updated information in the upcoming Annual Report.

3. Solicitation of Contributions

The President, or a director they designate, (the "filing director") is required to file *Solicitation of Contributions, Small Charitable Organizations/Sponsors Application* with the Florida Department of Agriculture and Consumer Services each year during a period communicated by the department. The filing director is further empowered to respond to communication by the state related to this request, provided that they report all such communication to the Board.

The filing director is empowered to pay any fees related to the filing of *Solicitation of Contributions, Small Charitable Organizations/Sponsors Application* and, if necessary, request reimbursement for the exact amount of those fees from the Corporation at a later date.

4. Annual Tax Return

Regarding the annual filing of taxes with the IRS:

(a) The President, or a director they designate, (the "filing director") is required to file IRS Form 990-N, Form 990-EZ, or Form 990 each year depending on the financial status of the organization.

(b) At least five days prior to filing the form, the filing director must send a copy of (or, in the case of Form 990-N, the intended contents of) the form to each member of the Board for review and feedback. It is the right of any member of the Board to request a special meeting for the approval of the form prior to filing. In the event of such a request, the filing director must not file the form until it is approved by the Board.

(c) The filing director is empowered to pay any fees related to the filing of the form and, if necessary, request reimbursement for the exact amount of those fees from the Corporation at a later date.

Adoption and Revision History		
Adopted	15 Sept. 2023	Adopted by unanimous vote of the Board