



FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

INSTRUCTIONS FOR NOT FOR PROFIT ARTICLES OF INCORPORATION

The following are instructions, a cover letter and sample articles of incorporation pursuant to Chapter 617, Florida Statutes (F.S.)

NOTE: THIS IS A BASIC FORM MEETING MINIMAL REQUIREMENTS FOR FILING ARTICLES OF INCORPORATION.

The Division of Corporations strongly recommends that corporate documents be reviewed by your legal counsel. The Division is a filing agency and as such does not render any legal, accounting, or tax advice.

If you intend to apply for IRS federal tax exemption as a charitable organization, your articles of incorporation must contain a required purposed clause and a dissolution of assets provision. Valuable information on 501 (c) (3) qualification is on the IRS website, www.irs.gov. It includes sample articles of incorporation. Click the “charities and Nonprofits” link and then the [Life Cycle of a Public Charity](#) link.

Chapter 496, F.S., requires charitable organizations or sponsors intending to solicit contributions from the public in the state of Florida to register annually with the Division of Consumer Services. They may be reached at (850) 488-2221 or 1-800-435-7352 for more information.

A preliminary search for name availability can be made on the Internet through the Division’s records at www.sunbiz.org. Preliminary name searches and name reservations are no longer available from the Division of Corporations. You are responsible for any name infringement that may result from your corporate name selection.

Pursuant to Chapter 617.0202, F.S., the articles of incorporation **must** set forth the following:

- Article I: The name of the corporation **must** include a corporate suffix such as Corporation, Corp., Incorporated, or Inc.; **“Company” or “Co.” may not be used** as a corporate suffix by a nonprofit corporation.
- Article II: The principal place of business and mailing address of the corporation. The principal address must be a **street** address. The mailing address, if different, can be a P.O. Box address.

- Article III: The specific purpose or purposes for which the corporation is organized. **A general statement of “any and all lawful business” will not be sufficient.**
- Article IV: The manner in which the Directors are elected or appointed.
- Article V: The names, address and titles of the Directors/Officers (**optional**) When naming Directors, 3 must be listed. The names of officers/directors may be required to apply for a license, open a bank account, etc.
- Article VI: The name and **Florida street address** (P.O. Box **NOT** acceptable) of the initial Registered Agent. The Registered Agent **must** sign in the space provided and type or print his/her name below signature accepting the designation as Registered Agent.
- Article VII: The name and address of the Incorporator. The Incorporator **must** sign in the space provided and type or print his/her name below signature.

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.

An Effective Date: Add a **separate** article if applicable or necessary: An effective date **may** be added to the Articles of Incorporation, otherwise the date of receipt will be the file date. (An effective date can not be more than five (5) days prior to the date of receipt or ninety (90) days after the date of filing).

Important Information About the Requirement to File an Annual Report

All Florida Not- For-Profit Corporations must file an Annual Report yearly to maintain “active” status. The first report is due in the year **following** formation. The report must be filed electronically online between January 1st and May 1st. The fee for the annual report is \$61.25. “Annual Report Reminder Notices” are sent to the e-mail address you provide us when you submit this document for filing. To file any time after January 1st, go to our website at www.sunbiz.org.

The fee for filing a not for profit corporation is:

Filing Fee	\$35.00
Designation of Registered Agent	\$35.00
Certified Copy (optional)	\$8.75 (plus \$1 per page for each page over 8, not to exceed a maximum of \$52.50).
Certificate of Status (optional)	\$8.75

(Make checks payable to Department of State)

Mailing Address:

Department of State
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314
(850) 245-6052

Street Address:

Department of State
Division of Corporations
The Centre of Tallahassee
2415 N. Monroe Street, Suite 810
Tallahassee, FL 32303
(850) 245-6052

COVER LETTER

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

SUBJECT: _____
(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: _____
Name (Printed or typed)

Address

City, State & Zip

Daytime Telephone number

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

Filed with the Florida Department of State: 2022-08-22

The undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Corporation under the *Florida Not For Profit Corporation Act* (F.S. Chapter 617), do hereby certify:

I. Name

The official name of the Corporation shall be *Snowpity, Inc.*, hereinafter referred to as the *Corporation*.

II. Principal Office

The *principal office* of the Corporation shall be:
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

III. Purpose

The Corporation is organized exclusively for one or more of the purposes as specified in [Section 501\(c\)\(3\) of the Internal Revenue Code](#), including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under the same, or the corresponding section of any future federal tax code.

Snowpity, Inc., is a 100% volunteer organization that holds events to raise funds to rescue, care for, and improve the lives of equines in need; to bring together artists to practice and hone their craft of pony art; and to educate the world about the beauty that resides within every mare.

IV. Manner of Election

The manner in which the Directors are elected and appointed shall be stated in the Bylaws of the Corporation.

V. Initial Directors and Officers

The following shall be the initial Directors of the Corporation:

Joshua Hope
Chairpony of the Board, Director
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

Kai Byall
Head Pony In Charge, Director
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

Dakota Crowell
Director
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

Marcel Hinsch
Director
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

Luis Rivera
Director
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

Additionally, there shall be a Secretary and a Treasurer chosen to serve as Officers of the Corporation per the manner stated in the Bylaws of the Corporation.

VI. Registered Agent and Office

The name and Florida street address of the *Registered Agent* is:

Registered Agents Inc.
7901 4th St N Ste 300
St Petersburg, FL 33702-4399

VII. Incorporator

The name and address of the *incorporator* is:

Joshua Hope <chairpony@snowpity.org>
PO Box 621622
Orlando, FL 32862-1622

VIII. Tax Exemption Provisions

A. Limitations on Activities

No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Articles or the Bylaws, the Corporation shall not carry on any activities not permitted to be carried on:

1. by a corporation exempt from Federal income tax under [Section 501\(c\)\(3\) of the Internal Revenue Code](#), or
2. by a corporation, contributions to which are deductible under [Section 170\(c\)\(2\) of the Internal Revenue Code](#), or
3. the corresponding section of any future federal tax code.

B. Prohibition Against Public Inurement

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, Directors or trustees, Officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation as set herein.

IX. **Distribution of Assets**


Upon the dissolution of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, 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. 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. When determining the recipient organization, preference must be given to organizations that most closely match this Corporation's stated purpose and mission.

X. **Effective Date**

These Articles shall be effective as of August 26, 2022.

In witness whereof, we have hereunto subscribed our names this day of August 22, 2022.

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.

Signature of Registered Agent: 

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 F.S. 817.155.

Signature of Incorporator: _____

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