1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **New Business**
   1. **Appoint a Temporary Chair and Secretary**

*Motion: I move that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be appointed as temporary chair for this meeting.*

*Motion: I move that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be appointed as temporary secretary for this meeting.*

* 1. **Report on Filing of Articles of Incorporation**

*Motion: I make a motion to direct the secretary of this corporation to make a copy of the signed and certified articles of incorporation and place them in a corporate binder to be kept at our principal office.*

* 1. **Adopt of the Bylaws of This Organization Name**

*Motion: I make a motion to adopt the presented bylaws as the bylaws of this organization.*

* 1. **Appointment of Officers**

*Motion: I nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the office of (pick one) President | Vice President | Secretary |Treasurer of this organization.*

* 1. **Designate Principal Office**

*Motion: I make a motion that the principal office of this organization be located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

* 1. **Corporate Bank Account (optional)**

*Motion: I make a motion to authorize the President (or other officer) to apply for an employee identification number and open a corporate account at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bank.*

* 1. **File for Tax Exemption (optional)**

*Motion: I make a motion to authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to apply for tax-exempt status as a charitable organization under Section 501(c)(3) of the Internal Revenue Code.*

* 1. **File Required State Reports (optional)**

*Motion: I move to authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ file all reports and registration statements required by our state statutes for new corporations. These reports/filings should include (list here the required documents) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

1. **Set Meeting Dates**
2. **Member Comments/Announcements**
3. **Adjournment**