

Florida Statutes Chapter 616- Florida Fairs and Expositions

Proposed Charter Checklist

- ☐ A list of 25 or more qualified voters residing in the county where the fair will be. Include their name and address. They're known as subscribers.
- ☐ Name of Association to include "Inc."
- ☐ Principal Office Location- Physical address, not a P.O. Box
- ☐ Objectives and Powers of Association (Chapter 616.01 (2))
- ☐ Membership (*traditional inclusions- age, residence, qualified elector, participation, voting or nonvoting, attendance requirements*) for subscribers, fair association members, and directors and/or officers. Include:
 - ☐ Qualifications
 - ☐ Terms
 - ☐ Criteria for Admission
 - ☐ Criteria for Expulsion
 - ☐ Ex-Officio, if applicable
- ☐ Designate members who will manage the affairs until first election or appointment
 - ☐ Initial Board of Directors
 - ☐ Initial Officers
 - ☐ Annual Meeting procedures
- ☐ Procedures for the election of and governance by officers
- ☐ Procedures for the adoption, amendment or rescission of bylaws of the association
- ☐ The highest amount of indebtedness or liability that may be accrued by the association
- ☐ Proposed Charter Acknowledgement (Chapter 616.02)- Primary objective, available assets, follow Charter in good faith
 - ☐ Three signatures from subscribers
 - ☐ One signature from an officer
 - ☐ Notarized
- ☐ Indemnification (Chapter 616.07)
- ☐ Initial Capital (Chapter 616.02)- amount that the association will begin with
- ☐ Directors and/or Officers- Names and Address
- ☐ Term of Existence (Chapter 616.01(4))-time frame for association to exist
- ☐ Registered Agent Information- Name, Street Address and Acceptance of Duties