

**Organization Worksheet for Articles of Incorporation,
ByLaws, Organizational Meeting, etc.**

Name of Corporation: _____

Directors: (Name only)

Note: Texas Non-Profit MUST have at least three (3) Directors

(Note any changes to initial directors
named in Articles of Incorporation.)

Members: (Name Only); Not required to have Members.

Is the corporation to be run by the Directors or Members?

(Can be either one) _____

Officers:

(The corporation must have a President and a Secretary, which may be NOT be held by the same person.)

President _____

Secretary _____

Vice President (optional) _____

Treasurer (optional) _____

Compensation of Officers: (ANY? \$/yr, month, bi-monthly,etc.)

President _____

Secretary _____

Vice President (optional) _____

Treasurer (optional) _____

Is there a corporate Seal? _____

Accounting Period: Year ending _____ (Must be December 31 if S Corp.)

Name of Accountants: _____

Address: _____

Are there any Pre-incorporation Agreements:

(Describe any agreements to be assumed by corporation.)

Additional Information:

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