**INSTRUCTIONS TO APPLY FOR A NONPROFIT**

**ARTICLES OF INCORPORATION**

Articles of Incorporation refers to **the highest governing document in a corporation**. It is also known known as the corporate charter. The Articles of Incorporation generally include the purpose of the corporation, the type and number of shares, and the process of electing a board of directors.

**Most Importantly:**

**Contact the Secretary of State for the state where you live requesting information about incorporating as a non-profit incorporation** [example—in Missouri this form will require that you list the names and addresses of your board of trustee members].

**Be sure to check the Articles of Incorporation Template in the state in which your ministry is incorporated**.

**Reminder:**

You will need to have determined what your IRS tax designation will be prior to submitting your application and filing for incorporation as a non-profit in your state.

**What Must You Include within Nonprofit Articles of Incorporation?**

1. Organization's name. Different states have various requirements for corporation names. ...
2. Address for primary office. ...
3. Nonprofit's purpose. ...
4. Duration of organization. ...
5. Contact details of Incorporators. ...
6. Contact details of board members. ...
7. Additional statements.

<https://donorbox.org/nonprofit-blog/articles-of-incorporation>

In order to complete the Articles of Incorporation you must appoint a board of trustees. The number of people on your board may be dictated by the state where you seek non-profit incorporation [example—Missouri requires at least three members].

For additional support, contact UWM Member Support at [membersupport@unity.org](mailto:membersupport@unity.org)