

Organization Bylaws

The Board of Directors of the DC STATEWIDE TENANTS CORPORATION shall adopt bylaws for the Corporation.

These bylaws contain provisions for regulating and managing the affairs of the DC STATEWIDE TENANTS CORPORATION that is not inconsistent with law or the entities articles of incorporation.

Adopted this the ____ day of _____ , 20____.

Secretary

MISSION STATEMENT

DC Statewide Tenants Association is a 501 C(3) jurisdiction wide tenants association dedicated to interrupt gentrification, displacement and the loss of affordable housing within the District of Columbia.

Our Vision:

To preserve affordable housing, advance economic opportunities and exercise and actualize our rights as viable DC stakeholders.

Article I:**NAME & FISCAL YEAR**

Section 1.01 Name. The name of the Corporation is the DC STATEWIDE TENANTS ASSOCIATION., hereinafter referred to as the “The Corporation.” It shall be a non-profit organization incorporated under the laws of Washington, District of Columbia (Washington DC). The principal office of the Corporation, Inc. shall be in Washington, District of Columbia.

Section 1.02 Fiscal Year. The Corporation’s Fiscal Year shall be from January to December.

Article II:**PURPOSE**

Section 2.01 Purpose. The purposes for which the corporation is organized are to promote educational and charitable works to the tenant Corporations within the District of Columbia within the meaning of section 501(c)(3) of the Internal Revenue Code, including but not limited to: (1) providing affordable housing advocacy, nonprofit development and or small business enterprise/ social beneficial for profit development, organizing, educational training via workshops, conferences and events, fair housing, residents rights and responsibilities, relocation, demolition/disposition and resident council leadership development, section 3 oversight and technical assistance and compliance, and self-sufficiency programming, consultancy, development and overall capacity building and economic development strategy.

Section 2.02 Net Earnings. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, 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 set forth. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the 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 provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III:**OFFICES AND REGISTERED AGENT**

Section 3.01 Offices: The principal office of the Corporation shall be located at 2301 11TH Street, NW Unit #204 Washington, DC 20001. The Corporation may maintain additional offices at other locations within the District of Columbia as the Board of Directors may designate.

Section 3.02 Registered Agent: The Corporation shall designate a person to serve as the registered agent for the District of Columbia. The Board of Directors may change the registered agent from time to time.

Article IV:

GENERAL MEMBERSHIP

Section 4.01: Purpose: General Membership will serve as advisory board members to the Corporation and advise the Directors/Officers in all areas of DCSTA operations, including but not limited to occupancy, overall management, development partners, policies to address, on-site resident services, property and modernization priorities, maintenance, security, resident training, resident employment, social services, and to discuss problems, plan, activities and review the fiscal and operational health and progress of DCSTA.

Section 4.02: General Powers: The general powers of membership consists of an advisory capacity only. General members shall have no voting power, however can advise and assist the DCSTA Board of Directors on all matters as necessary and required by the DCSTA Directors/Officers.

Section 4.03: Eligibility for General Membership: General Membership in the Corporation shall be open to all tenant associations registered and or organized/unregistered within the District of Columbia. Eligibility is to be without regard to race, creed, age, religion, color, national origin, ethnicity, gender, disability, military status, sexual orientation, or political views.

Section 4.04: Restrictions of General Members: No general member of the Corporation may use or permit the use of the name of the Corporation or any information obtained through membership in the Corporation for commercial, political, or any other purpose inconsistent with these Bylaws or the Corporation's Articles of Incorporation.

Section 4.05: Transfer of General Membership: General Membership in the Corporation is neither transferable nor assignable.

ARTICLE V:

GENERAL MEMBERSHIP MEETINGS

Section 5.01: General Membership Meeting: General meetings shall be held quarterly at a time and place designated by the Executive Board of Directors. These meetings are for general information purposes for all Tenant Associations (TA). TA's may request a meeting between with members of the Board of Directors as necessary/

Section 5.02 General Special Meetings. A special general meeting of the membership may be called by the President or by a majority of the Executive Board of Directors as deemed necessary.

Notification and purpose of the special general meeting shall be within five (5) days advance written, email or telephone notice to all general members of the Corporation.

Section 5.03: General Meeting Agenda. The President shall prepare the agenda for general and special meetings of the general membership. Any member may suggest an item to be added to the agenda by submitting the item in writing to the Executive Board of Directors at least three to five business (3-5) days in advance of the general membership meeting. Any member of the Corporation may make a motion to add an item to the board, general or special agendas at those respective meetings. Adoption of the motion requires a second and majority vote.

Section 5.04: General Meeting Quorum. General Membership meetings have no quorum. Unless otherwise specified in these bylaws, advising of the Corporation shall be made by a majority vote of those members present at any meeting.

Section 5.07: General Meeting Procedures: All Meetings (General and Executive) Meetings shall follow Roberts Rules of Order in all areas not covered by the bylaws.

Section 5.08: Order of General Business Meetings:

- Roll Call
- Agenda
- Old Business
- New Business
- Announcements and Events
- Adjournment

ARTICLE VI:

BOARD OF DIRECTORS

Section 6.01: Composition of the Board: The Executive Board of Directors hereinafter referred to as the Board of Directors shall be composed of seven (7) members.

Section 6.02: Purpose: The Board of Directors (BOD) shall be responsible for organizing, promoting educational and charitable works to the tenant associations within the District of Columbia within the meaning of section 501(c)(3) of the Internal Revenue Code, including but not limited to: (1) providing affordable housing advocacy, nonprofit development and or small business enterprise/ social beneficial for profit development, organizing, educational training via workshops, conferences and events, fair housing, residents rights and responsibilities, relocation, demolition/disposition and resident council leadership development, section 3 oversight and technical assistance and compliance, and self-sufficiency programming, consultancy, development and overall capacity building and economic development strategy.

Section 6.03: Board of Director Powers and Duties: All corporate powers shall be exercised by and under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, the Board of Directors.

- No Board of Director member or officer shall enter into any agreement with vendors or other business entities without the knowledge and approval from the majority vote ($\frac{2}{3}$) of the Board of Directors.

Section 6.04 Eligibility of Board of Directors Board of Directors shall be appointed and or voted on by a majority vote of the Board of Directors. Eligibility is to be without regard to race, creed, age, religion, color, national origin, ethnicity, gender, disability, military status, sexual orientation, or political views.

Section 6.05: Restrictions of Board of Directors. No Board of Directors of the Corporation may use or permit the use of the name of the Corporation or any information obtained through membership in the Corporation for commercial, political, or any other purpose inconsistent with these Bylaws or the Corporation's Articles of Incorporation.

Section 6.06: Transfer of Executive Membership: Executive Membership in the Corporation is neither transferable nor assignable.

Section 6.07: Terms /Roles of Executive Directors. Executive board members shall serve the following terms.

President/CEO	Two (2) Years
Vice President/COO	One (1) Year
Secretary/CAO	Two (2) Years
Treasurer/CFO	One (1) Year
Member at Large/Assistant Officer	Two (2) Years

All terms are eligible for re-election for up to five consecutive terms.

Roles:

The Board Chair (a voting director)

shall convene regularly scheduled board meetings and general body meetings, shall appointed committee members, provides leadership to the Board of Directors who sets policy, develops the agenda, assist in strategic planning with the Board of Directors, helps guide and mediate board action, ensures Board of Directors are aware of their roles and responsibilities and seeks out technical assistance and support when necessary.

The Vice Chair (a voting director)

shall chair committees on special projects as designated by the Board of Directors and serve in the absence of the Board Chair and carry out all other duties assigned by the Board of Directors.

The Directors at Large (voting directors)

shall attend board meetings and important related meetings. Make serious commitment to participate actively in the work of the Board. Volunteers for and willingly accepts assignments and completes them thoroughly and on time. Stays informed about board matters, prepares well for meetings, and reviews, comments and approve minutes, agendas and reports. These are the expectations of all Board of Directors.

Section 6.08: Election Procedures of Board of Directors: All Board of Directors are nominated, appointed and approved by a $\frac{2}{3}$ majority vote of the Board of Directors.

Section 6.10: Removal. Any Executive Board of Director may be removed from office with cause by at least two-thirds ($\frac{2}{3}$) vote of the current Executive Board of Directors. An Executive director may not be removed by the Executive board at a meeting unless the notice (agenda) of such meeting states that the purpose, or one of the purposes, of the meeting is removal of the director. Such meeting notice must be given at least five (5) days in advance.

Causes for Removal:

- A board member may be removed from the board due to excess absences, i.e., no more than three consecutive absences (without prior notice to the president or secretary) from board meetings in a year.
- A board member may be removed for violating the confidentiality policy.
- A board member may be removed for violating any corporations governing policies.

Section 6.11 Vacancies. A vacancy occurring on the Executive Board of Directors may be filled by a $\frac{2}{3}$ vote of the remaining directors. The officer appointed and approved to such vacancy shall serve for the remainder of the term of the director he or she replaced.

Section 6.12: Resignations. Any Board of Director/officer may resign at any time by giving written notice to the Board, the President or the Secretary. Resignations from the board must be in writing. Such resignation shall take effect on the date of receipt of such notice.

Section 6.13: Special Appointments. The Board of Directors may elect officers as the affairs of the Corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board of Directors may, from time to time determine.

Section 6.14 Compensation. The Executive Board of Directors shall not receive any stated salary for their services as directors. However, by resolution of the board of directors, a fixed sum and expenses of attendance, if any, may be allowed to directors for attendance at each quarterly, regular or special meeting of the board of directors or of any committee of the board of directors; but nothing contained in these bylaws shall be construed to prevent any director from serving the corporation in any capacity and receiving compensation for those services.

It is also agreed that salaried officers cannot vote on their own compensation and that compensation decisions shall be made by a separate committee to make such decisions.

ARTICLE VII:

EXECUTIVE BOARD VOTING

Section 8.01: Voting Rights: Each member shall be entitled to one (1) vote to conduct business transactions. Such transactions shall take place during face to face, telephone and or electronic voting.

ARTICLE IX:

EXECUTIVE BOARD MEETINGS

Section 9.01: Executive Meetings and Notice: Executive meetings shall be held on the 1st Monday of every month (unless otherwise deemed necessary i.e. holidays), at a time and place designated by the Executive Board of Directors. A notice/agenda will be furnished to directors within 3 to 5 days of the scheduled meeting.

Section 9.02: Holding Special meetings: Special meetings of the Executive Board shall be called upon at the request of the President or two-thirds (2/3) vote of the Board members. Notices of special meetings shall be sent out by the Secretary to members/at least 48 to 72 hours in advance unless there is an emergency meeting called. In the case of an emergency meeting, the secretary must contact each board member in writing, by telephone, text or email at least 24 hours in advance.

Section 9.03: Quorum: At least two-thirds (2/3) members of the executive board must be present for action to be taken on consent items and business transactions. All actions require proper motions to pass.

ARTICLE X

OFFICERS

Section 10.01: Officers Powers and Duties: The officers of the corporation shall be appointed and approved by the executive board of directors at any meeting of the board of directors. Each officer shall hold office until the officer's successor is elected and qualified or until the officer's death, resignation or removal in the manner hereinafter provided. Appointment of an officer shall not of itself create contract rights between the corporation and that officer.

Section 10.02: Removal and Resignation: Any officer may be removed by the board of directors if in its judgement the best interest of the corporation would be served thereby, but the removal shall be without prejudice to the contract rights, if any, of the person so removed. Any officer of the corporation may resign at any time by giving written notice of the resignation to the board of directors, the chairman of the board, the president or the secretary. Any resignation shall take effect at the time specified therein or, if the time when it shall become effective is not specified therein, immediately upon its receipt.

Section 10.03: Vacancies: A vacancy in any office may be filled by the board of directors for the balance of the term.

Section 10.04 Eligibility of Officers. Officers of the Corporation shall be open to qualified Tenants of the District of Columbia and approved by the Board of Directors. Eligibility is to be without regard to race, creed, age, religion, color, national origin, ethnicity, gender, disability, military status, sexual orientation, or political views.

Section 10.05: President/Chief Executive Officer: The President / Chief Executive Officer (CEO) of the corporation and shall in general supervise and control all of the business and affairs of the corporation. The President shall preside at all meetings of the membership. Unless the President /CEO is not a member of the board of directors, the CEO shall preside at all meetings of the board of directors and shall be an ex officio member of all committees that may, from time to time, be constituted by the board of directors. The CEO may execute any deed, mortgage, bond, contract

or other instrument which the board of directors has authorized to be executed, except in cases where execution is expressly delegated by the board of directors or by these bylaws to some other officer or agent of the corporation or shall be required by law to be otherwise executed; and in general shall perform all duties incident to the office of CEO and any other duties prescribed by the board of directors from time to time.

Section 10.06: Vice President/COO: In the absence of the president, or in the event of a vacancy in that office, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions of the president and shall perform all duties assigned from time to time by the president or by the board of directors. The board of directors may designate one or more vice presidents as executive vice president or as vice president for particular areas of responsibility, including a vice president of finance who shall and direct the organizations financial policies and oversee all financial functions including accounting, budget, credit, insurance, tax and treasury.

Section 10.07: Secretary/Chief Administrative Officer (CAO): The CAO shall (a) keep the minutes of the proceedings of the general body membership meetings, the board of directors and committees of the board of directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation; (d) keep a register of the post office addresses, telephone numbers and fax numbers furnished to the secretary by the members; and (e) in general perform all other duties assigned from time to time by the president or by the board of directors.

Section 10.08:Treasurer/Chief Financial Officer : The Assistant Treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the corporation in those depositories designated by the board of directors.

If required by the board of directors, the treasurer shall give the corporation a bond in an amount and with a surety or sureties which are satisfactory to the board of directors for the faithful performance of the duties of this office and for the restoration to the corporation, in the case of the treasurer's death, resignation, retirement or removal from officer, of all books, papers, vouchers, money and other property of whatever kind in the treasurer's possession or control belonging to the corporation.

The Treasurer/ Chief Financial Officer (CFO) shall oversee all aspects of the organization's accounting function. The CFO is responsible for planning and directing ledger accounts, financial statements, and cost control systems. The CFO leads and directs the work for others. The CFO shall disburse the funds of the corporation as ordered by the board of directors, taking proper vouchers for disbursements, and shall render to the president and board of directors, at the regular meetings of the board of directors or whenever they may require it, an account of all transactions as treasurer and of the financial condition of the corporation.

Section 10.10: Assistant Secretaries and Assistant Treasurers: The assistant secretaries and assistant treasurer, in general shall perform the duties assigned to them by the secretary or treasurer, respectively, or by the president or the board of directors. The assistant treasurer shall, if required by the board of directors, give bonds for the faithful performance of their duties in amounts and with a surety or sureties which are satisfactory to the board of directors.

Section 10.11: Annual Report: The President/CEO or any other officer designated by the board of directors shall prepare or cause to be prepared annually a full and correct statement of the affairs of the corporation, including a balance sheet and a statement of the results of operations for the preceding fiscal year, which shall be submitted at the annual meeting of the general members and filed within twenty (20) days thereafter at the principle officer of the corporation.

Section 10.12: Salaries: The salaries of the officers shall be determined by a separate committee and no officer shall be prevented from receiving a salary by reason of the fact that the officer is also a director of the corporation.

ARTICLE XI COMMITTEES

Section 11.01: Committee Formation: The board may create committees as needed, outreach and engagement, training and development, ethics, etc. The President appoints and the Board of Directors approve all committee chairs and members. The Board of Directors has the authority to dismiss members and or retract committees as necessary and when it deems appropriate and in the best interest of the Corporation.

It is expected that all committees are working committees and shall produce timely reports to the board of directors.

A Finance Committee shall be established and forever required when the corporation reaches and exceeds \$100,000 of operating capital. Finance committee roles and responsibilities will be established at such time.

Section 11.03 Committee Meetings: Committees shall meet according to the established frequency schedule set forth by the Board of Directors. Such meetings shall be called and chaired by the Chairperson of the committee or his or her designated replacement.

ARTICLE XII FISCAL AFFAIRS

Section 12.01: Fiscal Affairs: The fiscal affairs of the Corporation shall begin on the first of January of each year, and end on the last day of December in each year which is considered a calendar year. Board approved financial reports are to be given to the general members, by the CFO/Treasurer on an annual basis.

Section 12.02: Fiscal Policies and Procedures: The fiscal affairs of the Corporation shall be governed by Fiscal Policies and Procedures and approved by the Board of Directors.

Section 12.03: Inspection of the Books: Upon request from a member, the Secretary/Chief Administrative Officer (CAO) shall make corporate books and accounting records available to members within 30 business days.

Section 12.04: Annual Audit: At the close of a calendar year the Board shall retain a Certified Public Accountant to perform an audit of corporate books and financial accounts. The Board of Directors shall designate through the recommendations of the Finance Committee, an auditor other than a member of the Board of Directors.

Section 12.05: Expenditures. Expenditures of funds requested (i.e. products, events or projects) amounting to over Five Hundred Dollars (\$500) per expense must be approved by a majority vote of the Executive Board at any properly announced meeting.

Section 12.06: Financial Reports. Quarterly Reports shall be prepared by the Treasurer/CFO and presented to the Executive Board of Directors and Annual Financial Reports shall be presented to the General Membership Body.

ARTICLE XIII

CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 13.01: Contracts. The President is authorized to enter into any contract, lease or other agreement, and to execute and deliver any instrument, on behalf of the Corporation which is to be entered or executed and delivered in the ordinary course of the Corporation's business pending the approval of the board. In addition, the executive board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver an instrument in the name of and on behalf of the Corporation pending the approval of the board. Such authority may be general or confined to specific instances and follow conflict of interest policy and procedures. The Executive Board may also authorize the Corporation to enter into employment contracts with any of its employees for any length of time and on any terms and conditions it deems wise.

Section 13.02: Loans. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors, or a committee thereof, and except as permitted by law. Such authority may be general or specific in nature and scope.

Section 13.03: Checks and Drafts. All checks, drafts or other orders for the payment of money issued in the name of the Corporation shall be signed by two officers (President and Treasurer), In the event, one of the above officers are unavailable, the Vice President may sign in lieu of the absent officer.

Section 13.04: Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Executive Board or a committee shall direct.

Section 13.05: Miscellaneous Transactions. The following types of transactions shall not be entered into without a vote by the Executive Board of Directors approving the same as provided herein:

1. Participation in administrative or legal proceedings, except as may be necessary to enforce rules and regulations adopted by the Corporation.
2. Contracts or transactions that may commit the Corporation to an amount, either alone, or in combination with other commitments, in excess of the total approved budget of the Corporation.

Section 13.06: Gifts. Executive Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Corporation so as long as such gifts are approved by the Executive Board of Directors.

ARTICLE XIV:**INDEMNIFICATION OF OFFICERS AND DIRECTORS**

Section 14.01: Indemnification of Officers and Directors. In addition to, and not in any way in limitation of, all indemnification rights and obligations otherwise provided by law, the Corporation shall indemnify and hold harmless its Directors and Indemnified Officers against all Liabilities and Expenses in any Proceeding (including, without limitation, a Proceeding brought by or on behalf of the Corporation itself) arising out of their status as Directors or officers, or their service at the Corporation's request as a Director, officer, partner, trustee, employee or agent of another foreign or domestic Corporation, limited liability company, Corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, or their activities in any such capacity; provided, however, that the Corporation shall not indemnify a Director or an Indemnified Officer against Liabilities or Expenses that such person may incur on account of activities of such person which at the time taken were known or believed by him or her to be clearly in conflict with the best interest of the Corporation.

The Executive Board of Directors shall have the authority to adopt such resolutions pertaining to the implementation of this Section 14.01 as it may from time to time determine, and such resolutions shall be given full effect, even though they supplement, amplify or go beyond the provisions of this Section 14.01, provided and to the extent such resolution does not violate any provision of the Act or Articles. This Section 14.01 shall be construed in a manner to fully effect the purpose and intent of the resolution of the Corporation's Executive Board of Directors approving and adopting this provision.

ARTICLE XV:**INSURANCE**

Section 15.01 Insurance. The Corporation may purchase and maintain insurance on behalf of its directors, officers, employees and agents and those persons who were or are serving at the request of the Corporation in any capacity with another Corporation, partnership, limited liability company, Corporation, joint venture, trust, employee benefit plan or other enterprise // against any liability asserted against or incurred by such person in any capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article XV or otherwise. Any full or partial payment made by an insurance company under any insurance policy covering any director, officer, employee, agent or other person identified above made to or on behalf of a person entitled to indemnification (to compensate for damage or loss sustained, expense incurred, or to guard or secure against anticipated loss; give security against (future damage or liability), under this Article XV shall relieve the Corporation of its liability for indemnification provided for in this Article XV or otherwise to the extent of such payment, and no insurer shall have a right of substitute against the Corporation with respect to such payment.

ARTICLE XVI:**GENERAL PROVISIONS**

Section 16.01 Succession Order. The succession order to the President for purposes of these By-Laws shall be the Vice-President, the Treasurer and then Secretary (in such order), and if there are

no persons holding such offices or if the Board of Directors shall determine to alter such succession order, the person selected to preside by a majority of the directors present or participating in a meeting at which such designation is necessary.

Section 16.02 Conflict. In case of any conflict between the Articles of Incorporation and the Bylaws, the Articles shall control;

ARTICLE XVII:

AMENDMENT OF THE BYLAWS

Section 17.01: Amendments to the Bylaws: The amendment to the bylaws shall be made at any board of directors regular, quarterly special or emergency meeting after the members have been notified of all proposed amendment/s to the bylaws up to three to five (3 to 5) days advance written, email or telephone notice. Adoption of amendment shall require a two-thirds (2/3) vote of the members present at the meeting. An approved copy of the bylaws shall be distributed to all Corporation members.

ARTICLE XVIII:

ADOPTION OF THE BYLAWS

Section 18.01: Adoption. The Adoption of these bylaws shall require a two-thirds (2/3) vote of the executive board of directors at any meeting.

ARTICLE XIX:

DISSOLUTION

Section 19.01 Dissolution. The executive board of directors may condition its submission of the proposal for dissolution on any basis and shall be treated according to the regulations set forth in the Articles and according to its Bylaws. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by a Court in the jurisdiction 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.

Certificate of Secretary

I, the undersigned, certify that I am the presently elected and acting Secretary of DC Statewide Tenant Association District of Columbia, and the above bylaws, consist of thirteen (13) pages, are the bylaws of this Corporation as adopted by the members of the Corporation.

By:

Adopted this the _____ day of _____, 20____.

Printed Name

Signature Secretary

DRAFT 8.17.2019