

BYLAWS  
OF  
THE PARTNERSHIP FOR PHILANTHROPIC PLANNING SAN ANTONIO

**ARTICLE I.  
NAME**

The name of this nonprofit corporation is THE PARTNERSHIP FOR PHILANTHROPIC PLANNING SAN ANTONIO (hereinafter referred to as the “Corporation”).

**ARTICLE II.  
PURPOSE**

The purpose or purposes for which the Corporation is organized are exclusively charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, and the Corporation shall seek to provide an educational forum which will promote and support charitable planned giving with the intent to benefit both donors and nonprofit organizations.

No part of the Corporation’s net earnings shall inure to the benefit of any individual member, director or individual; no part of its activity shall be carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate nor intervene (including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE III.  
OFFICES**

**Section 1. Principal Office.** The principal office of the Corporation in the State of Texas shall be located in the City of San Antonio, County of Bexar. The Corporation may have such other offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

**Section 2. Registered Office and Agent.** The Corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Business Organizations Code. The registered office may be, but need not be, identical with the principal office of the Corporation in the State of Texas. The address of the registered office and the identity of the registered agent may be changed from time to time by the Board of Directors.

**ARTICLE IV.  
MEMBERS**

**Section 1. Membership Application, Dues, Responsibilities and Privileges.** The Corporation shall have one class of members. Membership in the Corporation shall be obtained by making written, or virtual online, application therefore to the Board of Directors of the Corporation and paying a membership fee, and such application shall state the name and address of the applicant, a

statement by the applicant that he or she has read the *Model Standards of Practice for the Charitable Gift Planner* (as adopted by the National Partnership for Philanthropic Planning) and that he or she accepts the responsibility to abide by said Code. All membership applications must be approved and accepted by the national chapter of the Partnership for Philanthropic Planning.

The amount of membership dues shall be set annually by the action of the Board of Directors at their annual meeting. If no amount is set at the annual meeting, the amount of membership dues for the new year shall remain the same as the prior year.

Members must renew their membership annually and pay annual membership dues for each year of membership. An exception to this shall be honorary members, whom the Board of Directors may nominate and the membership may approve by a majority vote. Membership dues do not include the cost of admission to monthly luncheons.

Members must abide by and be governed by the *Model Standards of Practice for the Charitable Gift Planner* (as adopted by the National Partnership for Philanthropic Planning), the provisions of the certificate of formation and these Bylaws, and agree to cooperate with the Board of Directors and the other members in attaining the purposes of the Corporation. No person shall be a member of the Corporation until placed upon the membership roll by the action of the Board of Directors.

Members are entitled to attend and directly participate at all regular meetings of the members and member luncheons, and are entitled to vote on all matters relating to the election of directors or other candidates for office and bylaws.

**Section 2. Membership List and Minutes.** All new members shall be acknowledged in a meeting of the Board of Directors, and shall be recorded in the written minutes of such meeting. From the record of such minutes, the Vice President/Membership shall make and maintain a membership list, showing the name and address of each member of the Corporation. For all purposes, including the giving of notices required by these Bylaws, the address given by the member in the application stated above shall be the official mailing address of such member until such time as the member shall notify the Vice President/Membership, in writing, of a new address. Upon receipt of such written notice the Vice President/Membership may change the address of the member on the membership roll.

**Section 3. Removal.** The directors, by a majority vote taken at any regular or special meeting of the Board of Directors, may remove any member from membership in the Corporation, and any such action shall be duly recorded in the minutes of such meeting. The directors shall notify such member of the action of the Board of Directors, from which action there shall be no appeal.

**Section 4. Regular Meetings.** Regular meetings of the members shall be held monthly at such date and time as called by the Board of Directors. Such meeting shall be held at such place as the Board of Directors shall designate. Such regular meetings may be canceled by the action of a majority of the Board of Directors, but the number of regular meetings held each year shall not be less than four.

**Section 5. Special Meetings.** Special meetings of the members of the Corporation for any purpose may be called (i) by the President, (ii) by a majority of the Board of Directors or (iii) at the request in writing of any member having not less than one-tenth of the votes entitled to be cast at the meeting. A request for a special meeting shall state the purpose(s) of the proposed meeting, and

business transacted at any special meeting of members shall be limited to the purposes stated in the notice.

**Section 6. Notice.** Notice of the date, time and place of a meeting and, in the case of a special meeting, the purpose(s) for which the meeting is called, shall be delivered not less than ten (10) nor more than sixty (60) days before the date of the meeting, either personally, by mail or by email, to each member in good standing on the membership roll, unless such notice is waived by the member in writing. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the members at the address appearing on the membership roll.

**Section 7. Quorum.** If a majority of the members are present, either in person or by proxy, at any meeting of the members, whether regular or special, a quorum shall be deemed to be present. If a quorum is present at any meeting, the majority vote of the members entitled to vote, present in person or by proxy, shall decide any question brought before such meeting. Each member shall be entitled to one vote on any matter submitted to a vote at a meeting of the membership.

**Section 8. Proxy.** A member may vote at a meeting of the members by proxy executed in writing by the member and delivered, at or prior to such meeting, to the Secretary, if the Secretary is present at the meeting, or to the secretary of the meeting. Each proxy shall be revocable unless otherwise irrevocable by law.

## **ARTICLE V. DIRECTORS**

**Section 1. Board of Directors.** The affairs of the Corporation shall be managed by a Board of Directors.

**Section 2. Standing.** Each director shall be a member in good standing of the Corporation.

**Section 3. Number.** The initial number of directors shall be fifteen commencing with the meeting of the Board of Directors at which these Bylaws are adopted. The Board of Directors may not increase or decrease the number of directors above or below fifteen (15). The immediate past president of the Corporation shall be a director, unless determined otherwise by the Board of Directors.

**Section 4. Election.** The members shall elect new directors at the annual meeting. If elections are not held at that time, they will be held as soon thereafter as convenient and the Board of Directors then serving shall continue to manage the affairs of the Corporation during any interim period. Only seven directors may be elected in one year at one time, so that no more than half the Board of Directors will be replaced each year.

**Section 5. Term.** Each director shall hold office for two fiscal years or until a successor has been elected. No director shall serve more than three consecutive terms and shall not be again nominated or elected to serve as a director until the completion of two full years from the expiration of their previous term as director.

**Section 6. Attendance.** Any director absent without good and sufficient cause (as determined by the Board of Directors) from three meetings of the Board of Directors during any calendar year shall thereupon be removed as a director subject to the conditions outlined in the section entitled "Removal."

**Section 7. Removal.** Any director may be removed with or without cause by the unanimous vote of all other directors present and voting at a meeting. Such vote may occur at any regular or special meeting, provided that written notice is given to all directors not less than ten (10) days before such meeting and that such notice specifies that a vote for the removal of a director will be considered at such meeting and identifies the director whose removal is to be voted upon.

**Section 8. Resignation.** Any director may resign at any time by giving written notice to the Board of Directors, the President or the Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Directors or such officer. The acceptance of the resignation shall not be necessary to make it effective.

**Section 9. Vacancies.** Vacancies that occur on the Board of Directors shall be filled by a majority vote of the remaining directors. If all of the directors are unable to continue to serve, and no vacancies on the Board of Directors has been filled such that there is a complete vacancy on the Board of Directors, then a director shall be appointed by a district court sitting in the county where the principal office of the Corporation is located and the remaining vacancies shall be filled in accordance with this Section.

**Section 10. Regular Meetings.** Regular meetings of the Board of Directors shall be held no less than four times annually. Special meetings of the Board of Directors may be called by the President or at the written request of any two directors.

**Section 11. Notice.** Notices of meetings shall be sent by the Secretary, or by such other individual as designated by the President, to each member of the Board of Directors at least three (3) days before each meeting except as provided in the Section regarding removal. If the removal of a director or officer is to be considered at a meeting of the Board of Directors, notice to the directors of that meeting shall indicate that fact.

**Section 12. Annual Meeting.** The regular meeting in December shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and any other business that may arise.

**Section 13. Attendance.** Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting that the meeting is not properly called.

**Section 14. Quorum for Meeting.** A quorum shall consist of two-thirds (2/3) of the directors then serving. A majority vote of those present shall decide all questions, unless otherwise specified in these Bylaws.

**Section 15. Voting.** The affirmative vote of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except as may be otherwise specifically provided by law or these Bylaws.

**Section 16. Proxies.** A director may vote at a meeting of the Board of Directors by proxy executed in writing by the director naming another director as a proxy and delivered to the Secretary at or prior to such meeting. A director present by proxy at any meeting of the Board of Directors may not be counted to determine whether a quorum is present at such meeting. Each proxy shall be revocable unless otherwise irrevocable by law. No proxy shall be valid after three months from the date of its execution.

## **Section 17. Action by Written Consent.**

a. Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action to be taken shall be signed by all members of the Board of Directors. Such consent shall have the same force and effect as a unanimous vote at a meeting.

b. (1) Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action to be taken shall be signed by a sufficient number of the directors as would be necessary to take that action at a meeting at which all of the directors were present and voted.

(2) Each written consent shall bear the date of signature of each director who signs the consent. A written consent signed by less than all of the directors is not effective to take the action that is the subject of the consent unless, within 60 days after the date of the earliest dated consent delivered to the Corporation in the manner required by this Section, a consent or consents signed by the required number of directors is delivered to the President of the Corporation at the Corporation's principal place of business or to the Secretary of the Corporation. Delivery shall be by hand, electronic transmission, or certified or registered mail, return receipt requested.

(3) Prompt notice of the taking of any action by directors without a meeting by less than unanimous written consent shall be given by the Secretary to all directors who did not consent in writing to the action.

(4) A facsimile transmission, electronic message, printed reproduction, or a combination of these methods, which evidences an original writing signed by a director shall be regarded as signed by the director for purposes of this Section

**Section 18. Telephonic Meetings.** A meeting of the Board of Directors may be held by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation pursuant to this section shall constitute presence in person at such meeting, except where a person participates in the meeting for the express purpose of objecting that the meeting was not properly called.

## **ARTICLE VI. OFFICERS**

**Section 1. Personnel.** The officers of the Corporation shall be elected by the members and shall consist of a President, a Vice President/President-Elect, a Secretary, a Treasurer, a Vice President/Programs, a Vice President/Membership, and a Vice President/Education and Training. These officers shall constitute the Executive Committee of the Corporation. Any two or more offices may be held by the same person, except the offices of President and Secretary. Each officer must be a member and a director in good standing of the Corporation.

**Section 2. Term.** Officers so elected shall hold office for one calendar year or until the earlier of the date their successors are elected and qualify, or the date such officer dies, resigns, or is removed. No officer shall serve more than two consecutive terms in the same office (except for the President who shall not serve more than one consecutive term in office) and shall not be again nominated or elected to serve in that same office until the completion of two full years from the

expiration of their previous term holding that office. Election of an officer shall not of itself create contract rights.

**Section 3. Resignation.** Any officer may resign at any time by giving written notice to the President or the Secretary. Unless otherwise specified in the notice, the resignation shall take effect upon receipt, and the acceptance of the resignation shall not be necessary to make it effective.

**Section 4. Removal.** Any officer elected by the members may be removed at any time by the Board of Directors with good cause.

**Section 5. Vacancies.** Vacancies that occur in any office shall be filled by a majority vote of the directors.

**Section 6. President.** The President shall preside at all meetings of the Board of Directors and be responsible for the general management of the affairs of the Corporation. The President may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments that the Board of Directors have authorized be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, by these Bylaws, or by statute, to some other officer or agent of the Corporation. The President shall serve as the Chief Executive Officer of the Corporation and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Section 7. Vice President/President-Elect.** The Vice President/President-Elect shall become the next President upon the expiration of the President's term. In the absence of the President or in the event of the inability or refusal to act of the President, the Vice President/President-Elect shall perform the duties of the President. When so acting, the Vice President/President-Elect shall have all the powers of and be subject to all the restrictions upon the President. The Vice President/President-Elect shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Section 8. Secretary.** The Secretary shall keep minutes of the meetings of the Board of Directors and shall send copies of all minutes to the Board of Directors and to such other parties as are designated by the President. The Secretary, or such other individual designated by the President, shall notify the directors of all meetings of the Board of Directors and shall be responsible for the handling of general correspondence, as well as perform such other duties as may be prescribed by the Board of Directors from time to time.

**Section 9. Treasurer.** The Treasurer shall be responsible for the collection and disbursement of funds for meetings and other purposes, and shall cause to be kept regular books of account of the Corporation's funds and property. The Treasurer shall have co-signatory powers on checks, along with the President. The Treasurer shall present a periodic financial statement to the Board of Directors and shall be responsible for presenting an annual budget to the Board of Directors for approval, as well as perform such other duties as may be prescribed by the Board of Directors from time to time.

**Section 10. Vice President/Programs.** The Vice President/Programs shall be responsible for all of the regular meeting programs of the Corporation, as well as perform such other duties as may be prescribed by the Board of Directors from time to time.

**Section 11. Vice President/Membership.** The Vice President/Membership, or such other individual designated by the President, shall be responsible for disseminating membership information, maintaining and distributing membership rosters and meeting notifications, as well as perform such other duties as may be prescribed by the Board of Directors from time to time.

**Section 12. Vice President/Education and Training.** The Vice President/Education and Training shall be responsible for organizing and planning educational/professional seminars and workshops for the Corporation's members, as well as perform such other duties as may be prescribed by the Board of Directors from time to time.

**Section 13. Officer Prohibited Actions.** No loans shall be made by the Corporation to any officer, however reimbursements for personal monies expended by an officer in furtherance of the Corporation's purpose may be disbursed upon the approval of the Board.

## **ARTICLE VII. APPOINTIVE OFFICERS AND AGENTS**

**Section 1. Officers and Agents.** The Board of Directors may appoint such officers and agents in addition to those specifically provided for in the Bylaws, as may be deemed necessary, who shall have such authority and perform such duties as shall from time to time be prescribed by the Board of Directors. All appointive officers and agents shall hold their respective offices or positions at the pleasure of the Board of Directors, and may be removed from office or discharged at any time with or without cause. These officers or agents need not be directors.

**Section 2. Executive Director.** The President shall serve as the Executive Director and, under the direction of the Board of Directors, shall be administrative officer of the Corporation and perform such other duties as directed by the Board of Directors. The compensation of the Executive Director shall be determined by the Board of Directors and this person shall serve at the pleasure of the Board of Directors.

**Section 3. Staff.** The Executive Director of the Corporation, with the approval of the Board of Directors, shall have the authority to appoint, employ, or discharge any person or persons deemed necessary to carry out the purposes of the Corporation.

## **ARTICLE VIII. COMMITTEES**

**Section 1. Nominating Committee.** The Nominating Committee shall present to the membership a slate of officers and directors for their election. The list of nominees shall be presented to the Board of Directors at least 30 days prior to the annual meeting of the members at which the elections are to be held, and to the members at least 10 days prior to the annual meeting. Prior to presenting the nominees, the Nominating Committee shall confirm that all nominees are members in good standing with the Corporation and that the nominees have agreed to serve in the capacity for which they are being nominated. Nominees shall be elected by a vote of the majority of the members meeting a quorum, voting in person or by proxy.

The Nominating Committee shall be appointed by the President, with the approval of the majority of the Board of Directors not appointed to serve, and shall be appointed no later than September 1st of each year. The Nominating Committee shall be composed of at least three directors,

one of whom shall be the Past President. The Board of Directors shall appoint a chairperson to oversee the activities of the Nominating Committee.

**Section 2. Appointment of Committees.** Committees may be designated by the Board of Directors, who shall appoint their members. Each committee shall have and may exercise such powers as the Board of Directors may determine and specify in the respective resolutions appointing them.

**Section 3. Removal.** The members of any committee may be removed by the Board of Directors whenever in their judgment the best interests of the Corporation shall be served by such removal.

**Section 4. Chairperson.** One member of each committee shall be appointed chairperson by the Board of Directors.

**Section 5. Vacancies.** Vacancies in the members of any committee may be filled by appointments made in the same manner as provided in the case of original appointments.

**Section 6. Quorum.** Unless otherwise provided by the Board of Directors a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**Section 7. Rules.** Each committee may adopt rules for its own governance not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

**Section 8. Committee Action by Written Consent.**

a. Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if a consent in writing, setting forth the action to be taken shall be signed by a sufficient number of the committee members as would be necessary to take that action at a meeting at which all of the committee members were present and voted.

b. Each written consent shall bear the date of signature of each committee member who signs the consent. A written consent signed by less than all of the committee members is not effective to take the action that is the subject of the consent unless, within 60 days after the date of the earliest dated consent delivered to the committee chairman in the manner required by this Section, a consent or consents signed by the required number of committee members is delivered to the chairman of the committee. Delivery shall be by hand or certified or registered mail, return receipt requested.

c. Prompt notice of the taking of any action by the committee without a meeting by less than unanimous written consent shall be given by the committee chairman to all committee members who did not consent in writing to the action.

d. A facsimile transmission, electronic message, printed reproduction, or a combination of these methods, which evidences an original writing signed by a director shall be regarded as signed by the director for purposes of this Section.

**ARTICLE IX.  
NOTICES**

**Section 1. Form of Notice.** Whenever under the provisions of these Bylaws, notice is required to be given to any member, director, officer or committee member, and no provision is made as to how such notice shall be given, it shall not be construed to mean personal notice, but any such notice may be given in writing, by mail, postage prepaid, addressed to such director or committee member at such address as appears on the books of the Corporation, or by email. Any notice required or permitted to be given by mail shall be deemed to be given at the time when the notice is deposited, postage prepaid, in the United States Mail.

**Section 2. Waiver.** Whenever any notice is required to be given to any director or committee member under the provisions of these Bylaws, a written waiver signed by a person entitled to notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

**ARTICLE X.  
FISCAL YEAR**

**Section 1. Calendar.** The fiscal year of this Corporation shall be the calendar year.

**ARTICLE XI.  
CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

**Section 1. Contracts and Instruments.** The Board of Directors 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 any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

**Section 2. Loans.** No loan shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.

**Section 3. Checks.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as from time to time be determined by resolution of the Board of Directors or these Bylaws. In the absence of such determination by the Board of Directors, such instrument shall be signed by the Treasurer and the President of the Corporation, in accordance with these Bylaws.

**Section 4. Deposit of Funds.** 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 Board of Directors may select.

**Section 5. Contributions.** The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

**Section 6. Bonding.** At the direction of the Board of Directors, the Treasurer and such other officers, agents and/or employees of the Corporation may be bonded.

**ARTICLE XII.  
MINUTES, RECORDS AND REPORTS**

**Section 1. Minutes.** The Corporation shall keep correct and complete books and records of account. The Corporation shall also keep minutes of the proceedings of its meetings of the Board of Directors and committees having any of the authority of the Board of Directors.

**Section 2. Financial Records.** The Corporation shall maintain current true and accurate financial records with full and current entries made with respect to all financial transactions of the Corporation, including all income and expenditures, in accordance with generally accepted accounting practices. Financial records of the Corporation shall be open to inspection by any of the members during business hours.

**Section 3. Separate Financial Records.** The Corporation may maintain separate financial records with respect to all public funds subject to the Texas Public Information Act that are subject to public disclosure and maintain them separate from funds that are not public funds and not subject to the Texas Public Information Act.

**Section 4. Reports.** Based on these financial records, the Board of Directors shall annually prepare or approve such reports of the financial activity of the Corporation for the preceding year as are required by the Internal Revenue Service.

**Section 5. Audit.** The books of this Corporation may be audited annually by a certified public accountant appointed by the Board of Directors. The auditor's report shall be filed with the records of the Corporation.

**ARTICLE XIII.  
DISSOLUTION**

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, scientific, literary or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as it may hereafter be amended, as the Board of Directors shall determine. Any of such assets not disposed of shall be disposed of by a district court of the county 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.

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

**Section 1. Indemnification.** Section 8.101 et seq. of the Texas Business Organizations Code (the "Code") permits the Corporation to indemnify its present and former directors and officers to the extent and under the circumstances set forth therein. Additionally, in some circumstances indemnification is required by the Code. The Corporation hereby elects to and does hereby indemnify all such persons to the fullest extent permitted or required by the Code promptly upon request of any such person making a request for indemnity hereunder. Such obligation to so indemnify and to so make such determination may be specifically enforced by resort to any court of competent jurisdiction.

Further, the Corporation shall pay or reimburse the reasonable expenses of such persons covered hereby in advance of the final disposition of any proceedings to the fullest extent permitted by the Code and subject to the conditions thereof.

**Section 2. Insurance.** The Corporation may purchase and maintain insurance against any liability asserted against and incurred by any officer or director in a capacity described in these Bylaws or arising out of the status of such a person, whether or not the Corporation would have the power to indemnify such person against that liability under this Article.

**ARTICLE XV.  
AMENDMENTS AND PARLIAMENTARY PROCEDURE**

**Section 1. Amendments.** These Bylaws may be altered, amended or repealed and new Bylaws may be adopted at any regular or special meeting of the Board of Directors by a majority vote of the directors present provided that notice setting forth the proposed alterations, amendments, or new Bylaws has been given to all members of the Board of Directors not less than seven days before such meeting. Any alteration, amendment, repeal or adoption is subject to approval by a majority of the members constituting a quorum.

**Section 2. Parliamentary Procedure.** In all cases where parliamentary procedure of the Corporation is not provided by these Bylaws, *Robert's Rules of Order Newly Revised* shall govern.

*As approved by a Unanimous Consent of the Board of Directors dated*  
\_\_\_\_\_, 2010.

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SUZANNE LETCH, President

ATTEST:

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SARAH SWINNEY, Secretary