*SSU Change of Leadership Packet*

**Change of Leadership Checklist 2019-2020**

**\*Organization Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­

**\*Organization Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Position(s) That Are Changing** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*New Leader(s) Name(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Denotes Required Field***

**Student Organization Paperwork**

*One officer must initial below acknowledging that organization has completed each Recognition Requirement prior to turning in this form to the Student Activities Front Desk.*

\_\_\_\_\_ Organization’s Engage@SSU portal is updated with the following information

* Current President, Treasurer, and Advisor are reflected as Officers on your portal.
* Current President, Treasurer, and Advisor contact information are reflected on your portal.
* Your membership roster is updated with all current organization members (must have a minimum of 5 members on Roster)
* Updated Constitution containing all italicized and underlined parts from the quick reference guide AND current year uploaded to portal.
* Profile is up to date with current meeting times, organization purpose/overview, and Profile Photo.

\_\_\_\_\_ AS Trust Form (Authorized Signer Form 2019-2020) is complete with required WET signatures (front and back) and attached to this document. **No Electronic Signatures will be accepted.**

\_\_\_\_\_ Student Leader Recognition Online Training Completed by Newly Elected Student Leaders

Student Activities/Student Involvement Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **WHAT TO DO** | **HOW TO DO IT** |
| **Recognition Overview** | If you have been involved with a student organization previously, you might be familiar with the term "charter" or "chartering." This was the annual process in which your organization filled out Authorized Signer paperwork, updated your constitution, completed the online chartering module, and resubmitted your online portal on SonomaSync. However in an effort to update our Student Involvement practices to make sure they are inclusive, student-focused, user friendly, and in line with all CSU and SSU policies, we are now going to refer to the process in which your student organization becomes a "recognized" student organization at SSU as the "Recognition Process" instead of the "Chartering Process". It makes more sense to us and we hope that it makes more sense to you as well. ***Please keep in mind the following minimum requirements for Recognition Before Continuing with the rest of the process:**** *All Presidents and Treasurers are required to maintain at 2.0 or higher cumulative GPA, be enrolled in at least 6 units (undergrad) or 3 units (grad), and must NOT have completed more than 150 units (undergrad) or 50 units (grad) per* [*CSU Minimum Qualifications for Student Office Holders.*](https://calstate.policystat.com/policy/6648732/latest/)
* *Student Organizations should have at least 5 members in order to be recognized*
* *Student Organizations membership must be comprised of at least 80% currently enrolled Sonoma State Students. You are allowed to have up to 20% of your organization to be non-SSU students. EXCEPTION: 100% of the membership in Sport Clubs, Fraternities, and Sororities are required to be currently enrolled SSU Students.*
 |
| **First**: Download and Print your Recognition Packet from Student Involvement Website  | * Please Download your Recognition Packet from the Student Involvement Website
	+ Click Here for New Student Org Recognition Packet (will be linked)
	+ Click Here for Existing Student Org Recognition Packet (will be linked)
* If you have questions about the recognition process you can email or schedule a meeting with the appropriate Student Involvement Advisor.
	+ Fraternities and Sororities
		- Leo Serrato
		- [**http://calendly.com/leoserrato**](http://calendly.com/leoserrato)
		- serratol@sonoma.edu
	+ Sport Clubs
		- Mo Phillips
		- <https://calendly.com/phillipm-2>
		- phillipm@sonoma.edu
	+ General Clubs
		- Hannah Thomas
		- [www.calendly.com/schedulewithhannah](http://www.calendly.com/schedulewithhannah)
		- thomasjul@sonoma.edu
 |
| **Second**: Create/Update Your Student Organization Constitution  | * Please refer to the [Constitution Quick Reference](https://sonoma.campuslabs.com/engage/organization/studentinvolvement/documents/view/1607638) Guide found in your Recognition Packet
	+ This constitution is a starting point for your student org and its policies, don’t forget the *required statements* and personalize it to reflect your specific Organization.
	+ If you are working on an updated constitution for an existing org, you should review the constitution that was submitted previously and update it accordingly to the newest Quick Guide regulations.
 |
| **Third**: Update your Organization’s Profile on [Engage@SSU](https://sonoma.campuslabs.com/engage/) | * Your [Engage@SSU](https://sonoma.campuslabs.com/engage/) is Connected to your MySSU account information. Clicking on the “Sign in With Campus ID” will prompt you to use your Sonoma Username and Password.
* Registering Your Organization on Engage@SSU
	+ Login to Engage@SSU. If this is your first time logging in, it will prompt you to create your Individual Account. After that, it will direct you to the homepage.
	+ From the Engage@SSU homepage, click on the Organizations Tab at the top of the Page.
	+ Click the 'Register an Organization' button on the left side of the page underneath the Search Bar.
	+ **Existing Organizations:** Search for your Organization in the Search Bar, then click the Blue "Re-Register" Button.
	+ **New Organizations**: Click the Blue 'Register a New Organization" button at the bottom of the page.
	+ Complete the Registration form in its entirety. Please note that you will need your updated constitution and emails of your organization members in order to add them to your portal. Each Organization is Required to have at least 5 active members to meet the minimum standards set forth in Executive Orders [1068](https://calstate.policystat.com/policy/6591312/latest/) and the [Minimum Qualifications for Student Office Holders](https://calstate.policystat.com/policy/6648732/latest/) by the California State University system and Sonoma State University.
* [Click Here to Access the Engage@SSU Student Leader Training Video](https://training.campuslabs.com/recorded_training/intro-to-engage)
 |
| **Fourth**:Complete Online Training on Engage@SSU  | * Each organization is required to have a President, Treasurer, and Advisor that will complete an online training module on Engage@SSU that will cover processes and practices to help your organization thrive and outlines the policies and procedures you are agreeing to by serving in a Leadership Role within your organization and representing Sonoma State.
	+ President and Treasurers Should Complete the [Student Organization Leader Online Training Form.](https://sonoma.campuslabs.com/engage/submitter/form/start/373743)
	+ Faculty/Staff Advisors Should complete [the Student Organization Advisor Online Training Form.](https://sonoma.campuslabs.com/engage/submitter/form/start/381455)
 |
| **Fifth**:Authorized Signer Form | * Fill out the Associated Student Trust Account Form included in your Recognition Packet which serves as your Bank Agreement as well as your Authorized Signature Form. If you do not have a club account number (i.e you are a new registered student org/club), you can leave that space blank and a number will be assigned to you and included in your Recognition Letter.
* The Authorized signer form requires original wet (non electronic or copied) pen signatures.
* Both sides of the form must be signed by the President, Treasurer, and Advisor.
 |
| **Recognition**  | * Once you have completed every step for this process, you will turn you completed Recognition Packet in to Student Involvement at the Student Activities Front Desk.
* We will check:
* GPA and Enrollment of President and Treasurer and verify your Advisor is a staff or faculty member.
	+ *All Presidents and Treasurers are required to maintain at 2.0 or higher cumulative GPA, be enrolled in at least 6 units (undergrad) or 3 units (grad), and must NOT have completed more than 150 units (undergrad) or 50 units (grad) per* [*CSU Minimum Qualifications for Student Office Holders.*](https://calstate.policystat.com/policy/6648732/latest/)
* All appropriate information is updated on Engage@SSU
* This process can take up to a week, and may require edits on your end. Please check your Sonoma Email Daily for updates.
* If all the information is complete and correct, Student Involvement will send a Recognition Letter via email verifying your status of a registered student organization.
 |



**[Insert Your Student Org Name] Constitution and Bylaws [Insert Current School Year Ex. 2019-2020]**

**Overview**

A **constitution** is comprised of the fundamental laws and principles that prescribe the nature, function, and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates. **Bylaws** are secondary laws, which rule or govern the internal affairs of an organization. Bylaws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently.

**Purpose**

This quick reference sheet includes those areas of a constitution and bylaws that **MUST** be included as a part of the SSU student organization charter process to meet the minimum standards set forth in Executive Orders [1068](https://calstate.policystat.com/policy/6591312/latest/) and the [Minimum Qualifications for Student Office Holders](https://calstate.policystat.com/policy/6648732/latest/) by the California State University system and Sonoma State University. **Use this guide as a template for creating your organizations constitution by editing and filling in your organization’s required and supplemental content.**

**All constitutions MUST cover the following areas and all sections in *“quotes, italicized, and underlined”* MUST appear verbatim in all student organizations’ constitutions. The wording provided for other sections are guidelines and suggestions.**

**Article I - Name of Organization**

* The name of the organization will be used in a variety of University and Student Involvement and Service publications. It is recommended that the name be stated in the document exactly how the organization prefers to be addressed. **If an organization chooses to use the University name, it must be written as follows: “{Name of Organization} AT Sonoma State University.”**

**Article II - Purpose of Organization**

* What is the purpose for establishing the organization?
* What is the intended impact of the organization on the University community?
* What services will be provided and for whom?

**Article III - Membership of Organization**

* *“Membership in the organization shall be open to all those regularly enrolled Sonoma State University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.”*
* *“This organization shall have associated members who are non-Sonoma State University students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.”*
* *“Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.”*
* *“Faculty, staff, and alumni of SSU, as well as non-students may be considered for non-voting membership in this organization. Only currently enrolled or continuing students of SSU may be voting members.”*

**Article IV - Elections**

* *“Only currently enrolled or continuing students in good standing at Sonoma State University may serve as Officers of this organization. The Officers shall be: President and Treasurer.”* What other officers make up the organization? At least a president and treasurer need to be included in the constitution.
* Describe the election process. For example, “Officers of this organization shall be elected by a majority vote (51%) of the regular student membership of the organization. Elections shall take place once a year and they will be held at the next to the last meeting of the spring semester of each year.”

**Article V - Officers**

* *“Organization presidents and treasurers must be enrolled at SSU and earn a minimum of 6 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average. In addition, the president and treasurer may not have earned 150 units or 125% of the total units needed for graduation, whichever is higher.”*
* List the Officer Positions and Describe their responsibilities. \*\*\*All organization must at least have a President and a Treasurer.

**Article VI- Discipline of Members**

* *“All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.”*

**Article VII - Committees**

* *If your organization has committees:*

State the names, purposes, and responsibilities of the various standing committees. These might include executive board, publicity committee, fundraising committee, etc. How are members selected for each committee – by choice or by appointment?

**Article VIII - Meetings**

* Describe meeting schedules. For example, “Regular meetings shall be held at least once a week during the academic year, excluding semester breaks and final exam weeks. Meetings shall be held on campus unless a majority of the regular members votes to change the location. Emergency meetings may be called by the President as needed.”

**Article IX - Finance/Fiscal Responsibility**

* Dues/Membership Fees?
* Fundraising?
* Budget Expenditures?

**Article X - Advisors**

* Describe the process for selecting an advisor and explain the term of office for each advisor.

**Note:** At least one advisor must be an SSU employee and may not be an auxiliary (Sonoma Student Union Corporation/ Associated Students, Inc.) employee. Student organizations may have an advisory board composed of community members or alumni however at least one advisor must be a faculty or staff member of SSU.

* Describe the expectations you have for your advisors. At a minimum they should include
	+ **Be available** to the officers and/or members of the club or organization for advising and required signing of documents.
	+ Assist both the old and new leadership in this **transition** and provide **historical continuity.**
	+ Ensure your organization properly **charters on an annual basis.**.
	+ Allow the elected **student leadership to exercise primary decision-making authority** with regard to organization goals, objectives and activities within the limitations of the expectations above.
	+ **Meet with organization officers and members** as determined by the organization’s constitution. In addition, assist the organization in developing goals and planning projects or events and to make suggestions that will empower members of the organization to become better leaders.
* In addition, Advisors and students are encouraged to **develop a list of their own expectations for each other**. [An example advisor expectation guide can be found on Engage@SSU.](https://sonoma.campuslabs.com/engage/organization/studentinvolvement/documents/view/1607632)

**Article XI - Amendment**

* Describe the process for amending the constitution. For example, “This constitution and bylaws may be amended by a 2/3 vote of the entire voting student membership.”
* *“The amended constitution/bylaws must be approved by and kept in file with the Student Involvement*

***This document is intended to serve as a model you may follow to insure you are meeting the minimum requirement of the CSU. Student organizations may structure and govern themselves in any way deemed appropriate, so long as it does not violate any policies and requirements applicable to student organizations (SSU, CSU, state, federal).***

Associated Students of Sonoma State University

**Agreement for Establishment or Continuation of a Trust Account, 2019-2020**

By signing below, we agree that in the event of any negative balances in IRA funding, or in the event of any outstanding bills owed to University entities ASI and the Student Involvement Office have the authority to pay University entities from student organization moneys without student organization authorization signatures.

**Trust Information:**

Trust Name (Organization Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:** To conduct the business and operations of the organization.

**Source of Funds:** (*dues, event receipts, fundraising proceeds, other revenue that supports club*):

 , etc.

**Types of Expenditures:** (*travel, hospitality, equipment, special events, uniforms, other expenses that support the business purpose of club*): , etc.

**Agreements/Restrictions/Reporting Requirements** (*please attach supporting documentation*)

 , etc.

**Number of Signatures Required: *(circle)* 1 or 2** *How many people you want required to sign for reimbursements*

**Authorized Signatures for Disbursements:** *(Required: President, Treasurer, Advisor)*

1. Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title **President** Seawolf ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSU Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@sonoma.edu

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title **Treasurer** Seawolf ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSU Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@sonoma.edu

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title **Advisor**

Contact Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSU Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@sonoma.edu

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seawolf ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSU Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@sonoma.edu

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Approved By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

New Organization

Recharter

Change of Leadership

Other:

Expiration Date:

Change of Leadership

Other

Expiration Date:

Associated Students of Sonoma State University

**Agreement for Establishment or Continuation of a Trust Account, 2019-2020**

In order to establish or continue a trust account, we the authorized signers acknowledge the following.

* Documentation Requirements:
	+ Reimbursement: Original Receipts, Proof of Payment (copy of card used/bank statement), Proof of item/event (copy of minutes, photo, screenshot of Facebook event, etc) is required for all reimbursement requests from this account.
	+ Invoice to be paid: Original Invoice (must match check payee info), Proof of Event (copy of minutes, photo, screenshot of Facebook event, etc.)
	+ CA 204: An original, signed CA 204 form is required for every payee to be paid from this account.
* Expenditures not deemed appropriate from this account include: alcohol, drugs, firearms, weapons, ammunition, and/or hazardous materials.
	+ Chartered Student Organization activities are subject to the restrictions of the campus hospitality policy, expenditures restricted by that policy are also not deemed appropriate from this account.
* We acknowledge that the organization is required to follow guidelines for philanthropic events and expenditures established by SI.
* We acknowledge that the organization is required to follow guidelines for fundraising activities established by SI
	+ We recognize that chartering does not confer non-profit tax status on the organization.
* We acknowledge that neither fees will be charged for use of this account and cash handling services nor will interest be earned.
* We acknowledge that the organization may lose its chartered status and officers may be subject to the university judicial process for violations of proper cash handling policy and procedures.
* Officers and/or signatories have attended training in fiscal responsibility offered during the chartering process or at a separate training offered by Student Involvement.
* In the case of the organization being disbanded or not properly chartered, funds will be disposed of according to Associated Students Defunct Club Policy.

By signing below, I have read and understand the agreements to using this trust fund. I acknowledge and will comply with all above requirements and procedures.

Authorized Signer #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signer #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signer #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signer #4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_