MID-PACIFIC ROAD RUNNERS CLUB

POLICY AND PROCEDURE MANUAL

NOVEMBER, 2017

MID-PACIFIC ROAD RUNNERS CLUB

BOARD OF DIRECTORS

POSITION NAME TERM

President Ron Alford 2017 - 2018

Past-President Joy Schoenecker 2017 - 2018

President-Elect Halina Zaleski 2017 - 2018

Secretary Judith Inazu 2017 - 2018

Treasurer Craig Knohl 2017 - 2018

VP Race Operations Joan Davis 2017 - 2018

VP Administration Paula Carroll 2017 - 2018

VP Public Affairs Betty Gail Alford 2017 - 2018

VP Volunteers and Equipment Erik Covarrubias 2017 - 2018

COMMITTEES

**RACE OPERATIONS COMMITTEE:**

Ron Alford

Joan Davis

Chris Mewhort

**GOVERNANCE COMMITTEE**:

Halina Zaleski

Sam Aucoin

Paula Carroll

**VOLUNTEERS COMMITTEE**:

Ron Alford

Halina Zaleski

Steve Porter

Vanna Porter

**NOMINATING COMMITTEE**:

MID-PACIFIC ROAD RUNNERS CLUB

(MPRRC)

MPRRC MISSION STATEMENT: The members of the Club firmly believe that long distance running, properly practiced, contributes significantly to health and happiness. The Club is therefore committed to active participation and cultivation of long distance running as a community service. Accordingly, the Club is devoted to the vigorous, rational promotion of long distance running and competition.

POLICIES AND PROCEDURES: This manual is developed for runners and others who are interested in the policies, attitudes, beliefs, goals and future plans of MPRRC. This document is the result of volunteer hours spent in discussion, research and careful deliberate thought. We dedicate it to the runners who have contributed to its development.

This policy manual serves as a guide to runner members, leadership, and staff for future direction. It is updated annually to reflect current policies as directed by the Board of Directors, committees, and members of MPRRC. The officers review the bylaws and the policies at least every five years.

We challenge you, as an interested individual, to not rest with this document in its current form, but rather, contribute to this manual and to provide leadership to the running community.

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**100 Membership Dues**

Annual dues established by the Board of Directors will be as follows:

Individual Members: $30

Family Members: $40

Junior Members: $20

Life Members: $600

Membership dues are made payable to MPRRC and shall be collected by the Treasurer of the Club. Membership starts when payment is received and continues for one year from that date, except for life members.

The Board of Directors may also establish temporary discounted rates to promote Club membership. Discounted membership rates will only apply to new members.

**200 Club Communications**

Meeting Notification: Notice of meeting can be sent by email. If an email address is not available or if an error message is received, then the notice will be sent by regular mail.

The Social/Publicity Committee shall develop Club communications to members, which should include a periodic electronic newsletter and emails regarding future and past events (thank you messages, race results, congratulations, etc.). A Club phone line will be managed by the Social/Publicity Committee.

Communication programs of MPRRC include a web page, Facebook page, email, direct mail, telephone and meetings.

Web Site: The Club will maintain a web site with complete information about the Club, a race schedule, race results, photos, Club history, and links to various relevant web sites. The Social/Publicity Committee will oversee the web site and appoint or hire a web master to make timely changes and updates.

Social Media: The Club may maintain social media accounts to promote Club activities. Social Media accounts will be managed by the Social/Publicity Committee.

**300 External Relations**

Members of the Executive Committee are official spokespersons for the Club.

**400 Conflict of Interest**

MPRRC requires that the Directors will devote time and attention to the activities of MPRRC and will act to further the purposes of the Club. The Directors must act in the best interests of MPRRC and conduct themselves so as to reflect well on MPRRC and its principles.

MPRRC recognizes the inherent right of Directors to pursue outside interests. MPRRC also recognizes that Directors may themselves participate or have relatives participate as runners or volunteers in MPRRC events or serve as vendors to MPRRC. At the same time, the Directors have an obligation to apply fairness in their dealings and to not act out of favoritism or for personal advantage and private interests.

The Directors agree not to use their position with MPRRC expressly, or by inference or implication, to their personal advantage or benefit, or to the advantage or benefit of anyone else, contrary to the interests of MPRRC.

A conflict of interest is a transaction or relationship that presents or may present a conflict between a Director's obligations to MPRRC and the Director's personal, business, or other interests.

Full disclosure of all actual and potential conflicts is required prior to conducting business related to MPRRC matters, including introducing issues, participating in deliberations, and voting on matters before MPRRC. The Directors shall make the determination as to whether a conflict exists and what subsequent action, if any, shall be taken.

Directors must disclose and should avoid serving in a fiduciary role for another organization that takes public positions adverse to those of MPRRC.

On election, each Director will sign the appended Conflict of Interest form and provide it to the Secretary.

**500 Memorandum of Agreement with RRCA**

The Mid-Pacific Road Runners Club is affiliated with the Road Runners Club of America. MPRRC agrees in maintaining this affiliation to comply with the articles and bylaws of the RRCA.

**600 Club Operation**

600.0 General Operation

MPRRC is governed by the Board of Directors and has well-documented Bylaws.

Membership in MPRRC is defined in the Bylaws for the Club. Annually, the Board of Directors for the Club designs the membership recruitment plan for the Club. Information related to membership in the Club is available by contacting the MPRRC and on the Club website at www.mprrc.com.

It is a top priority of MPRRC to be responsive to the needs of the running community in the state related to promotion and race organization, as well as membership needs and representing the sport to the public.

610.0 Budget and Fiscal Controls

The fiscal year of MPRRC is the same as the calendar year.

MPRRC funds are collected from projects conducted by the Club related to Membership and other activities. The restrictions placed on these funds and the priority of usage are established by the Directors. These funds cannot be used for government relations, lobbying, or legislative activities. Funds can be used for fund-raising activities and purchase of capital items. These funds are prohibited from being used as political action committee funds. Overall usage is guided by the Bylaws, Board of Director action, and state and federal statutes.

Operating Budget Preparation

1. An annual budget shall be prepared under the direction of the Club Treasurer. The Treasurer may solicit members and non-members to assist in the preparation of the budget. A draft budget for the following year shall be submitted to the Board of Directors at least 30 days prior to year-end. This draft budget shall consist of a spreadsheet with twelve monthly columns and a total column for annual amounts. After discussion and any revisions, the budget shall be voted on by the Board of Directors.
2. On a monthly basis, the Treasurer or his/her designee shall provide the Board of Directors with a comparison of actual monthly amounts against budgeted monthly amounts, including year-to-date amounts. All significant variances shall be explained.

Capital Budget Preparation

1. A separate annual budget shall be prepared for the expected purchase of capital items during the coming year. Capital items are long-lived assets, such as generators, tents, computers, etc. costing $300 or more each.

Controlling Receipts and Expenses

1. All Club business is transacted by checks requiring signature, or other paper voucher or receipt or expense statement or report. All Club business done by check is listed in a monthly ‘checks written’ report. This report includes the date, check number, payee and amount. Prior to each meeting of the Board, the list of checks will be reviewed by the Treasurer and President. This information will be available to the Board of Directors as part of the Financial report at each meeting of the Board. Any member of the Board has full access to the journals, accounts, and vouchers to ensure that checks are properly written, documentation supporting any check is in order and financial resources are expended in line with budgets and Board policy.
2. Situations can occur when considerable amounts of cash are received by both Club personnel and volunteers. Deposits should be made on a timely basis, so large amounts of cash do not accumulate. More than one person should be present any time cash is being handled.

Process for Payment

1. Club expenses shall only be paid or reimbursed upon submittal of a bill or other statement setting forth the reason for the expense as authorized by the Board of Directors. All requests for payment by the Club are to be directed to and received by the MPRRC Treasurer. The Treasurer or paid accountant will open all requests for payment and initial the bill for payment before preparing a check voucher.
2. For payment the Treasurer will provide the original check and a copy of the original invoice to either the President, Vice President or Secretary to sign the check. A copy of the check and the original invoice will be kept in a file with the Treasurer for possible future verification.
3. All checks drafted for Club business, regardless of type of account, require drafting by the Treasurer or paid accountant or designee and then officer signature. Those authorized to sign checks include any of the following: President, Vice President, Treasurer, or Secretary.
4. All unused checks of MPRRC will be kept under lock and key and available only to the Treasurer or paid accountant of MPRRC.
5. A qualified tax preparer, accountant or CPA may be retained on an as-needed basis. If retained, the signed contract will be kept on file by the Treasurer with a copy to the Secretary. The Treasurer is responsible for insuring that all tax forms are prepared and filed on a timely basis.

Banking Policy

1. MPRRC will determine by Board motion the banking institutions to handle the accounts of the Club. The Treasurer will recommend to the Board of Directors which banking institutions are preferred, based on the services they provide and convenience.
2. All bank statements will be mailed directly to the Treasurer or designee.
3. The Treasurer or designee will handle all deposits.
4. All accounts will maintain signature cards of the current authorized persons.

Purchases/Contracts

1. Requests for reimbursements must be turned in to the treasurer within sixty (60) days of date of receipt. Late requests may not be accepted or reimbursed.
2. All expenditures over $200 for MPRRC business require Board of Directors approval. All board members are contacted for approval of payment, and a majority must approve payment.
3. All expenditures over $300 require two signing officer’s signatures.
4. All purchases are directed generally by the committees or directly by the Board of Directors, after budget approval has been secured. Specifically, purchases are directed by committee chairs and the Treasurer, based on the annual budget. All purchases over $2,500 should not be made without the solicitation of three competitive bids. In some cases where contract services are only available from one vendor (i.e. a specific office or agency) MPRRC recognizes competitive bids may not be possible or practical. Any purchase above $2,500 shall be approved by the President and the Treasurer to ensure it is in compliance with the policy, prior to commitment to purchase. Contracts may only be signed with those having check authorization. All contracts should have prior approval through the budget process, or specific action of the Board of Directors.
5. Supporting documentation is needed for each purchase. Acceptable documentation may include, but is not limited to bid sheets, order invoices, confirmation letters, contracts, letters of agreement, memoranda of understanding or similar contracts from the vendor.

Proof of Performance

1. In order to assure that it receives the value of the funds to purchase goods and services, MPRRC routinely requires a statement of proof of performance. This includes but is not limited to any of the following types of documentation:
2. Confirmation of a delivery on the purchase of goods and services.
3. Reports confirming and documenting goods or services

620.0 Reports and Availability of Information

MPRRC may have several reports directed to various audiences based on standard business procedures. Specifically, these are:

|  |  |
| --- | --- |
| Report | Available to |
| 990 Internal Revenue Service Filing | Public on request from the Treasurer |
| DCCA Annual Report | Public on request from the Treasurer |
| Applicable budget lines, checks, special reports related to committee purpose | Board of Directors |
| Any financial reports of the accountant or CPA | Board of Directors |
| Any financial report, including lists of checks, balance sheets, operating statements, investments | Board of Directors |
| Individual Payroll information, personnel documents, etc. | Board of Directors |

For public requests for documents, MPRRC may charge 50 cents per page or $5.00, whichever is greater.

Record Retention Schedule

MPRRC retains records for various Club documents based on the following schedule.

|  |  |
| --- | --- |
|  | Number of Years Retained |
| *Accounting (retained by Treasurer):* |  |
| Bank Statements and Deposit Slips | 6 |
| Computer Records | 6 |
| Payroll or Contracts for Staff | 6 |
| Time Sheets | 6 |
| Checks | 6 |
| Vouchers | 6 |
| Audit Reports | Indefinitely from start date |
| General Ledgers and Journals | Indefinitely |
| *Corporate (retained by Secretary):* |  |
| Mortgages, notes, and leases (expired) | 6 |
| Bylaws, charter and minutes | Indefinitely |
| Contracts and Agreements | 6 |
| Retirement and pension records | Indefinitely |
| *Race Operations (retained by the Secretary):* |  |
| Completed race application forms | 7 |
| *Correspondence (retained by Secretary):* |  |
| General | 3 |
| Legal and Tax | 7 |
| *Insurance (retained by Secretary):* |  |
| Policies (all types-expired) | 6 |
| Accident reports | 6 |
| Claims (after settlement) | 6 |
| *Personnel (retained by Secretary):* |  |
| Withholding Tax Statements | 6 |
| Disability and Sick Benefit Records | Indefinitely |
| Personnel Files | Indefinitely |
| *Purchasing and Sales (retained by Treasurer):* |  |
| Purchase Orders | 6 |
| Sales Contracts and Invoices | 6 |
| Shipping and Receiving Reports | 6 |

Investment Policy

It shall be the responsibility of the Treasurer in consultation with the Club President to oversee the management of investments of the operational and contingency funds. These funds will be limited to investments in the following types of insured accounts:

1. Money Market and Checking Accounts
2. Certificates of Deposit
3. U.S. Treasury Bills
4. Accounts and amounts covered by FDIC/NCUA

Contingency Funds

In order to enable MPRRC to respond to unforeseen opportunities in which the Club operates, a contingency strategy is established. The long-term goal is to maintain cash and securities at least equal to the greater of $20,000 or 50 percent of usual annual expenses.

Volunteer, Staff Travel and Expense Policy

The purpose and scope of the following expense and travel policies are to establish guidelines for reimbursement of appropriate expenses. These procedures apply to all volunteers and staff incurring expenses.

1. Travel Authorization: All out of town business travel, for which MPRRC is to be expensed, must have prior approval being given by the Board. No Cash Advances will be made by MPRRC for travel expenses. Mileage expenses will be reimbursed at the IRS rate.
2. Receipts: For reimbursement, every expenditure must be supported by a receipt. Receipts, should indicate the specific expense, the meeting or purpose for the expense, the date and the amount.
3. Expense Certification: All volunteers and staff are required to sign their expense report to certify the information is correct. Reports should be submitted to the Treasurer who will evaluate the expenses for their correctness and reasonableness. Expense reports submitted which do not meet the criteria will be returned. Expense reports should be submitted within 60 days of travel being completed. MPRRC will not reimburse the traveler for unapproved expenses.
4. Credit Cards: MPRRC will not issue credit cards for business expenses.
5. Telephone: Reasonable actual expenses will be reimbursed to the members of the Board of Directors and staff. Personal calls home are not reimbursed by MPRRC.
6. Transportation Expenses: Directors and staff should coordinate all airline and ground travel whenever possible to reduce costs. Advanced planning will result in the lowest possible transportation expense.
7. Car Rental and Car Insurance: MPRRC will not reimburse for car insurance.
8. Lodging: Lodging costs reimbursement is limited to the actual lodging night needed to conduct Club business while traveling off-island or out-of-state. Any additional nights taken in conjunction with a business trip are the responsibility of the traveler, unless negotiated with the Board in lieu of cheaper airfares.
9. Meals: Meals are not reimbursed.
10. Miscellaneous Expenses: Personal entertainment expenditures such as bar tabs, in-room movies, etc., will not be reimbursed. Reasonable laundry service will be reimbursed only if traveling for longer than 5 consecutive days.

Computer Records

Every six months the Secretary and Treasurer will provide a back-up copy of all documents on the computer to the President. The Social/Publicity Committee will maintain a backup of the Club web page.

630.0 Insurance

The MPRRC has an insurance policy to cover liability through RRCA. If the need arises the specific insurance policies will be available by contacting the Treasurer. Additionally, the Board of Directors, annually reviews the coverage of these policies.

640.0 Equal Opportunity

All MPRRC personnel policies and practices related to both volunteers and employees – including recruitment, selection, promotion, compensation, benefits and discipline – will be administered without regard to any individual’s race, color, religion, sex, age, national origin, and disability or veteran status. Any question or complaints concerning Equal Employment Opportunity or the Americans with Disabilities Act should be brought to the attention of the President.

650.0 Anti-Harassment Policy

MPRRC is committed to maintaining a work environment that is free of employment discrimination. In keeping with this commitment, we will not tolerate harassment of MPRRC employees or volunteers by anyone, including management staff, non-management staff, activity participants (leaders, committee/task force members, and race participants), stakeholders, vendors, or others who interact with MPRRC.

All interactions between staff and Club leaders or between staff members will be on a professional basis. This includes interactions in meetings after regular working hours and in social situations during or after regular working hours where staff is still performing work-related duties.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person’s sex, color, race, religion, national origin, age, or disability. MPRRC will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance, or that creates and intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature constitutes sexual harassment when:

Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of employment,

Submission to or rejection of such conduct is used as the basis for employment decisions,

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or

Such conduct creates an intimidating, hostile or offensive working environment.

Examples of conduct that are in violation of this policy include, but are not limited to:

 Touching or pinching sexual parts of a person’s body,

 Explicit or suggestive sexual propositions,

 Sexually oriented teasing or practical jokes,

 Sexual compliments about a person’s appearance,

 Foul or obscene sexual language or gestures,

 Telling sexual stories about one’s personal life,

 Derogatory, insulting or malicious words or comments about men and women, and

Displaying sexually suggestive or obscene visual materials whether in print or computer generated.

This type of conduct is a violation of this policy when it occurs:

 Between MPRRC staff,

 By participants, stakeholders, vendors, or others who interact with MPRRC to our staff,

 By MPRRC staff to our runners, stakeholders, vendors, or others who interact with MPRRC,

 By volunteers representing MPRRC to other runners/volunteers or stakeholders.

All MPRRC staff is responsible to help assure that we avoid harassment.

Club leadership is expected to model behavior consistent with this policy and to prevent harassing conduct from occurring. If staff or volunteers sees or hears conduct not consistent with this policy, they are responsible to either address the conduct and stop it, or report it to either the Secretary, or the President for action.

If you believe that you have experienced or witnessed conduct not consistent with this policy, you may attempt to correct it yourself at the lowest possible level, and/or you are to notify immediately the Secretary or President.

It is the MPRRC’s policy to attempt to resolve all complaints internally, so that the process can be expedited and kept confidential to the maximum degree possible. All complaints will be investigated fairly, thoroughly, and promptly. The Secretary or President will conduct investigations. All MPRRC employees have an obligation to cooperate in investigations and refusal to do so may result in discipline up to and including termination. All complaints will be kept confidential to the extent possible.

If an investigation confirms that a violation of this policy has occurred, corrective action will be taken including discipline, up to and including termination. In addition, the complaining person will be informed that corrective action has been taken and to report any further incidents.

The MPRRC forbids retaliation against anyone for reporting alleged sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation. However, if false accusations are deliberately made against another individual, that conduct will be viewed as misconduct. Corrective action will be taken with that employee, including discipline up to and including termination.

660.0 Contract to Provide Race Operations Services

The MPRRC may make an agreement with an appropriate organization to provide race management services for the Club. The agreement is available to all members of the Board of Directors, which review the agreement on an annual basis.

670.0 Notification of Membership in outside organizations

The MPRRC may use funds to join membership in other outside related organizations.

680.0 Volunteers and Equipment

MPRRC recognizes that volunteers are essential to Club operations and will recognize volunteers at every opportunity. The Race Committee shall manage recruitment and recognition of volunteers. Volunteer hours shall be recorded and volunteers will be recognized at the Annual Membership Meeting. [Incorporate Mid-Pac Buck Policy here]

The Race Committee shall manage Club equipment. An annual inventory of equipment will be conducted in November to determine if all Club equipment is present and in good working order. Requests will be submitted to the Budget Committee for equipment that is in need of repair or replacement. Any committee may submit a request for new or additional equipment to the Race Committee for consideration.

690.0 Training and Social Runs

Training and social runs are important benefits for Club members and the public to carry out the Club mission. The Social/Publicity Committee will oversee training and social runs in coordination with the Club coaches.

700 Race Management

RACING DIVISIONS

Competition in all races shall be held by divisions. Divisions will be in five-year age groups, unless otherwise specified by the Race Operations Committee or Race Director. The youngest age group shall be 10 and under, and the oldest age group shall be 90 and over.

RACING RULES

Fees. Nominal entry fees shall be charged to Club members for Club races, except for special events as directed by the Board of Directors. Non-members shall pay a higher race entry fee recommended by the Race Committee with approval by the Board of Directors. Life members shall not be required to pay race entry fees in Club races.

Race Director. The President, or his/her designated representative, may appoint a race director(s) for each race. The race director(s) shall oversee all race matters. The race director's jurisdiction shall end after the completion of the race and the results have been determined.

Disqualification. Runners or teams may be disqualified by the race director(s) if they have:

1. Intentionally or significantly run off the course;
2. Interfered with another runner (e.g., blocking, tripping, pushing, etc.);
3. Accepted inappropriate assistance;
4. Violated pre-race instructions;
5. Shown unsportsmanlike conduct (e.g., use of profane language, abusive and derogatory comments to other runners and or officials, intentional interference with the conduct of the race, deliberate acts of "clowning" or "horseplay");
6. Been found to be using stimulants in contravention of established U.S.A. Track and Field Policy and Rules.

Disqualification can be appealed to and decided on by the Board of Directors.

Course Safety. The City and County of Honolulu Police Department suggests members of the Club run on the right side of all roadways. The road, sidewalks, and immediate shoulders shall be legal ground for running, unless otherwise instructed to the contrary.

Race Entries. Runners shall register and pay membership dues or entry fees, if necessary, before each race.

Racing Records. A new record may be set only over the same course and distance as the previous record. The Club may recognize member and non-member records.

Records may be established in each division or further subdivision made by the Race Operations Committee in a race for any course.

EMERGENCIES

Volunteers will be provided with Emergency Instruction Cards noting that they should call 911 for an emergency and providing MPRRC contact numbers to call.

RACE SCHEDULE

The Race Operations Committee will determine the coming calendar race schedule no later than August 1 for the following calendar year with approval by the Board of Directors. The Club's race schedule will be posted on the website and forwarded to appropriate officials.

AWARDS

Annual Awards. There shall be annual awards for outstanding members. The basis for the awards shall be determined by the Directors and detailed on the Club's website at least three months before the start of the calendar year.

Additional Awards. The Directors may create additional awards which will be detailed on the Club's website.

MID-PACIFIC ROAD RUNNERS CLUB

CONFLICT OF INTEREST POLICY

The Mid-Pacific Road Runners Club (MPRRC) requires that the Directors will devote time and attention to the activities of MPRRC and will act to further the purposes of the Club. The Directors must act in the best interests of MPRRC and conduct themselves so as to reflect well on MPRRC and its principles.

MPRRC recognizes the inherent right of Directors to pursue outside interests. MPRRC also recognizes that Directors may themselves participate or have relatives participate as runners or volunteers in MPRRC events or serve as vendors to MPRRC. At the same time, the Directors have an obligation to apply fairness in their dealings and to not act out of favoritism or for personal advantage and private interests.

The Directors agree not to use their position with MPRRC expressly or by inference or implication, to their personal advantage or benefit, or to the advantage or benefit of anyone else, contrary to the interests of MPRRC.

**A conflict of interest is a transaction or relationship that presents or may present a conflict between a Director’s obligations to MPRRC and the Director’s personal, business, or other interests.**

Full disclosure of all actual and potential conflicts is required prior to conducting business related to MPRRC matters including introducing issues, participating in deliberations, and voting on matters before MPRRC. The Directors shall make the determination as to whether a conflict exists and what subsequent action, if any, shall be taken.

Directors must disclose and should avoid serving in a fiduciary role for another organization that takes public positions adverse to those of MPRRC.

**ACKNOWLEDGEMENT AND DECLARATION**

I have read, understand and agree to the MPRRC Conflict of Interest Policy and agree to fully comply with its terms and conditions at all times during my service as a Director. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, I will promptly disclose such information to the MPRRC Directors.

Potential Conflicts (Use back of page if needed)

Organization Role

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is filed with the Secretary.