

**CONSTITUTION & BY-LAWS
OF THE
TIOGA YOUTH SPORTS ASSOCIATION**

January 7th, 2025

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**CONSTITUTION & BY-LAWS
TIOGA YOUTH SPORTS ASSOCIATION**

ARTICLE I - NAME AND MISSION

- A. This association shall bear the name - "Tioga Youth Sports Association" or "TYSA"*
B. The mission of the association shall be to provide sports opportunities to the youth of Tioga, Texas.

ARTICLE II - OBJECTIVES

- A. The Objectives of the Association Shall Be:*
1. To develop leadership skills in young people.
 2. To improve physical fitness through sports participation.

3. To help children develop positive self-concepts.
4. To provide an opportunity for the entire family to be involved.
5. To provide safe, enjoyable recreation for young people.
6. To develop self-responsibility in young athletes.
7. To learn sportsmanship so young people can develop morally
8. To teach children how to compete and cooperate.
9. To develop a young person's motive to achieve and the desire to strive for excellence.

ARTICLE III – RULES AND GUIDELINES

A. Rules and Guidelines:

1. The Board of Directors can establish, interpret and enforce rules and guidelines as long as they are consistent with these By-laws.
2. Rules and guidelines should be put in writing and should be presented to the Association at the next monthly meeting.
3. Whenever rules or guidelines conflict with the By-Laws, the By-Laws shall apply.

B. Conflict of Interest policy:

1. Purpose

The purpose of this policy is to help board members of Tioga Youth Sports Association to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Tioga Youth Sports Association and manage risk.

2. Objective

The Tioga Youth Sports Association Board aims to ensure that board members are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of Tioga Youth Sports Association.

3. Scope

This policy applies to the board members of Tioga Youth Sports Association or any other person that may volunteer in the capacity of Coach, Coaches Assistant, Manager, Concessions or any position that reports up to the direction of a Board Member.

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity. Personal interests include direct interests as well as those of family, friends, or other organizations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a board member's duty to Tioga Youth Sports Association and another duty that the board member has (for example, to another charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial. These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of Tioga Youth Sports Association and must be managed accordingly.

5. Policy

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the charity if they are openly and effectively managed. It is the policy of Tioga Youth Sports Association as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to Tioga Youth Sports Association.

Tioga Youth Sports Association will manage conflicts of interest by requiring board members to avoid conflicts of interest where possible, identify and disclose any conflicts of interest, carefully manage any conflicts of interest, and follow this policy and respond to any breaches.

- 5.1 Responsibility of the board

1. The board is responsible for: establishing a system for identifying, disclosing and managing conflicts of interest across the charity.
2. Monitoring compliance with this policy.
3. Reviewing this policy on an annual basis to ensure that the policy is operating effectively.

Tioga Youth Sports Association board members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

- 5.2 Identification and disclosure of conflicts of interest

1. Once an actual, potential or perceived conflict of interest is identified, it must be entered into Tioga Youth Sports Association's register of interests, as well as being

raised with the board. Where all of the other board members share a conflict, the board should refer to governance standard 5 to ensure that proper disclosure occurs. The register of interests must be maintained by the Tioga Youth Sports Association Secretary and record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Confidentiality of disclosures:

Only board members of the Tioga Youth Sports Association shall have access to confidentiality information presented. In the event additional restrictions apply for a sensitive matter, then only the officers will have access to this information.

6. Action required for management of conflicts of interest

- 6.1 Conflicts of interest of board members
 1. Once the conflict of interest has been appropriately disclosed, the board (excluding the board member disclosing and any other conflicted board member) must decide whether or not those conflicted board members should:
 2. vote on the matter (this is a minimum), participate in any debate, or be present in the room during the debate and the voting.
 3. In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth the board considering whether it is appropriate for the person conflicted to resign from the board.
- 6.2 What should be considered when deciding what action to take
 1. In deciding what approach to take, the board will consider whether the conflict needs to be avoided or simply documented whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making alternative options to avoid the conflict the charity's objects and resources, and the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the charity. The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted board member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

7. Compliance with this policy

- If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.
- If it is found that this person has failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with the charity.
- If a person suspects that a board member has failed to disclose a conflict of interest, they must notify the Tioga Youth Sports Association President and Vice President in writing so that they can discuss with the person in question, then they will notify the Secretary, which is the person that maintains the registrar of interest.

Contacts

For questions about this policy, contact the board of Tioga Youth Sports Association President by email. An appropriate email address can be found on the Tioga Youth Sports Association website www.tiogayouthsports.org.

C. Dissolution Clause:

Upon consideration of dissolution, the officers of Tioga Youth Sports Association agree to the following procedure:

1. Tioga Youth Sports Association shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of Tioga Youth Sports Association.
2. When Tioga Youth Sports Association dissolves or fails to reorganize, the resources become the property of Tioga Independent School District.
3. Upon dissolution and termination of Tioga Youth Sports Association for any reason, the officers shall take full account of Tioga Youth Sports Association assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from the following order:
 - a) To the payment of the debts and liabilities of Tioga Youth Sports Association
 - b) The remaining balance shall be distributed to Tioga Independent School District
4. Each of the members shall be furnished with a statement prepared by Tioga Youth Sports Association setting forth the assets, liabilities, and the distribution upon complete liquidation.
5. Upon compliance with the foregoing terms and manner of distribution, the Tioga Youth Sports Association shall cease.

ARTICLE IV – AFFILIATION

A. Soccer:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

B. Softball:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

C. Baseball:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

D. Basketball:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

E. Flag Football:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

F. Volleyball:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

G. Cheerleading:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

H. Tackle Football:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors.

I. Other Sports or Programs:

1. The Association may affiliate in the future as deemed advisable by the Board of Directors and consistent with the mission of the Tioga Youth Sports Association.

ARTICLE V – BOARD OF DIRECTORS

A. Membership of the Board

The Board shall consist of the following Elected Officers/voting status:

1. President – only tie breaker
2. Vice President – voting member
3. Treasurer – voting member
4. Secretary – voting member
5. Each Sports Commissioner – voting member
6. Public Relations, Fundraising and Marketing Manager – voting member

B. Duties of the Board

1. The Board shall have the responsibility of conducting the business of the Association during the time between annual Association meetings.
2. The Board shall hold regular meetings of the Board, members cannot miss more than three consecutive meetings within a one year time frame.
3. Meetings of the Board shall be quorum when at least one- half of the voting members of the Board are present. All decisions shall be determined by a majority vote of all those present and voting unless defined otherwise in these By-Laws. No individual, regardless of how many Board positions they hold, shall ever have more than one vote. The presiding officer shall vote in the event of a tie in order to resolve the issue at hand.
4. The Board shall report on activities at monthly meetings of the Association. The Board shall also present minutes of all Board Meetings held since the last monthly meeting of the Association.
5. The Officers of the Board shall appoint Commissioners for each sport. These Commissioners shall become voting members of the Board as soon as they are appointed.
6. The Board shall review and render a decision to decide any conflict of interest. Such decisions will be considered final.
7. The Board shall appoint the Rules/Guidelines Committee, Grievance Committee, and any other committees deemed necessary for proper Association functioning.

C. Election of the Board

1. Incoming Association Officers for the Board of Directors shall be elected at the Annual Meeting of the Association by the current Board of Directors.
 - i. Officers: two-year alternating terms
 - ii. Commissioners: Two-year terms
2. The Board in office shall establish a Nominating Committee of at least 3 Members of the Association to ensure that there is at least one individual running for each

elected position, The Nominating Committee may not nominate anyone who is not a member in good standing with the Association.

3. Once an individual has been nominated for a Board position, the individual shall submit to a background check. If the background check is in accordance with Article VI Section A.2, the Board may cast their votes on the individual.

4. Members of the Board shall be elected only if they are personally present unless written notice has been filed with the Secretary expressing an interest in a particular position.

5. When more than one individual is running for a specific Officer's position, the voting for that specific position shall be by secret ballot. When only one individual is running for a specific position, the election shall be by voice vote. A simple majority of votes by the Board of Directors is necessary for election.

6. All elected officers shall assume office effective at the end of the meeting at which they are elected.

7. Sports Commissioners shall be appointed as defined in Section B.5. If a Member of the Board is appointed to be a Sport Commissioner, a replacement Member will be elected or appointed.

8. Term dates are from July 1 -- June 31.

D. Removal of an Individual from the Board

1. Any member of the Board of Directors may be removed from office by a 2/3 vote of all of the Board Members, present and voting, at either an Annual Meeting or a Special Meeting called for this stated purpose in accordance with these By-Laws.

2. The voting on removal shall be by secret ballot.

3. Removal of a Member from the Board does not affect the status of rights of the individual, or of any relative, except the loss of office.

4. If a member of the Board shall be removed in accordance with the method prescribed in Section E below.

E. Filling Vacancies

1. If a vacancy shall exist in any position on the Board of Directors for any reason, the Board shall elect a replacement. Election shall be by a majority of all Board Members in office.

2. Any vacancy shall be filled for the remaining portion of term only.

F. Duties of the Officers

1. President

- i. The president shall supervise all activities of the Association and the work of the Board of Directors.
- ii. They shall preside at all meetings of the Board and the Association.
- iii. The President is the general representative of the Association in all legal and other matters.
- iv. The President is an "ad hoc" member of all committees.
- v. The President is charged with working with nearby associations and leagues, suggesting operating procedures including fees for participation, membership, sponsorship, and interfacing with other community organizations.
- vi. The President is empowered to take prudent and reasonable action in cases not covered in these by laws, and such authority is implicit in the office. All actions are subject to approval of the voting members.

2. Vice-President

- i. In the event of the absence or resignation of the President, the Vice President shall succeed to the powers of the President
- ii. The Vice President will be responsible for working with various community organizations to secure facilities.
- iii. The Vice President may perform other duties deemed necessary by the president.
- iv. The Vice President is responsible for the development of risk management programs and training including first aid.
- v. The Vice President is formally charged with securing liability insurance for the association.

3. Treasurer

- i. The Treasurer shall be in charge of the finances of the Association.
- ii. The Treasurer shall collect all dues, including membership fees, registration fees, and photograph funds or others agreed upon fund raising activities, and have charge of all monies of TYSA, which shall be kept, in a bank designated by the Executive Committee.
- iii. The Treasurer shall pay all bills that have been approved by the TYSA President and authorized by the Executive Committee as budgeted or approved.
- iv. The Treasurer shall be responsible for keeping accurate financial records and shall

present a detailed report of the financial position at each Board meeting and a summary report at each Association meeting.

v. All disbursements from the funds of the Association shall be approved and signed by 1 signature of either the President, Vice President, or Treasurer. Any disbursements in excess of \$1,000.00 must be approved in advance by the Board of Directors.

vi. The Treasurer shall prepare the annual budget for the Association. This budget shall be presented for approval at the Annual meeting of the Association.

vii. The Treasurer shall work to manage the cash flow of the association.

viii. The Treasurer shall prepare and submit all information required by local, State and Federal tax laws to enable continuation of the Association as a non-profit organization.

ix. The Treasurer shall prepare and submit all information required by other organizations in order to request and receive contributions.

4. Secretary

i. The Secretary shall attend to all official correspondence.

ii. The Secretary shall maintain all official master records, information and bylaws of TYSA.

iii. The Secretary shall record the minutes of all regular monthly Association meetings and all Board meetings and shall maintain the Official Copy of the same, in their absence, the Presiding Officer shall appoint a replacement.

iv. Copies of minutes for monthly Association meeting and Board meetings shall be distributed at the next monthly Association meeting.

v. The Secretary shall maintain other records as set forth in these bylaws such as signed Official By-Laws and Official amendments to the By-Laws.

vi. The Secretary shall have general custody of TYSA records.

5. Public Relations, Marketing and Fundraising Manager

i. This position is responsible for working outside business and funding agencies to acquire the funding necessary to run a quality program.

ii. Is responsible for working with other Board Members, Commissioners, the newspaper, social media, website providers, and schools to promote the programs.

6. Sports Commissioner – One for Each Sport

i. The Sports Commissioner is responsible for coordinating all sport-related activities including working with the Public Relations manager to promote the

registration for the sport season, working with designated leagues to schedule games and other duties deemed necessary by the president.

ii. The Sports Commissioners are responsible for coordinating coaches, screening coaches per direction of the board, supervising coaches, and handling any issues related to coach conduct.

iii. The Sports Commissioners are also responsible for focusing on player and parent needs including communication with the parents and coaches regarding grievance resolution. The Commissioners will also work with the Board of Directors to ensure that all grievances are handled in an appropriate manner.

iv. The Commissioners will work with the Vice President to secure practice and game facilities and will assign and schedule practice facilities as deemed necessary.

v. The Commissioner will define any equipment, materials and uniform needs early enough to enable spending approval and actual procurement without paying a premium.

vi. The Commissioner will coordinate and supervise "tryouts" and "drafts" to assign players to specific teams, consistent with the rules/guidelines in force.

vii. The Commissioner shall assign responsibilities for field maintenance, refreshment stand operation and other specific tasks required to conduct the sports program.

viii. The Commissioner or his/her designee, will represent the Association at any meetings of the leagues in which the Association participates or is considering participation.

ix. Commissioners may serve as a coach for their respective sport as needed.

ARTICLE VI - MEMBERSHIP

A. Eligibility

1. Any person of good moral character wishing to promote an athletic program for the youth of Tioga who is a parent or guardian of a child registered in a sports program, or who acts as a head coach or assistant coach, or who holds an elected or appointed position in the Association, shall be a member of the Association for a period of 12 months following registration, election or appointment except as modified per the following Section B.

2. Background Check

i. Potential members of the Association must submit to a background check as follows:

1. 1. Elected officers must submit to a background check every 2 years when the position is available for reelection
2. 2. Commissioners and coaches must submit to a background check every year when the position is available.
3. 3. Failure to pass a background check will result in the denial for that position.
4. 4. Crimes involving children will result in automatic denial; all persons flagged for background check issues may participate per board discretion
5. The membership of an adult shall include the members of his or her immediate family residing in the same household.
6. A family membership in the Association is required for participation in any program or event sponsored by the Association
7. Membership is obtained upon payment of annual dues to the Treasure. The amount of annual dues shall be set by the Board of Directors.

B. Discipline/Suspension/Termination

1. Membership may be terminated by resignation or action by the Board of Directors.
2. The Board of Directors, by a 2/3 vote of all Members shall have the authority to discipline, suspend or terminate a member when the conduct of the member is considered detrimental to the best interest of the Association. Misconduct includes, but is not limited to, non-compliance with the Rules/Guidelines in effect at the time.
3. The Association Member if Members involved shall be notified of the Board meeting at which actions will be considered and shall be given the opportunity to appear at the meeting to answer the charges.
4. Discipline applied to a Member of the Association could include the loss of any or all of the following privileges plus any other restrictions deemed appropriate by the Board of Directors:

- i. Holding any office or appointed position
- ii. Participation as a coach or referee/umpire

- iii. Representing the Association at any functions/activities
- iv. Attending any Monthly, Board or Special meetings of the Association
- v. Attending any games or practices

ARTICLE VII –MEETINGS

A. Annual Meetings

1. The Annual Meeting of the Association shall be held each year for the purpose of electing the Board of Directors, approving the budget, amending By-Laws and voting on grievances per Article IX.

B. Monthly Meetings

1. Meetings of the Board of Directors shall be held monthly. The purpose of such meetings is for the Board of Directors to report on significant actions taken or business transacted and for members to provide input to the Board on any issues they feel should be considered for Board action, Minutes of the last Monthly meeting, and all Board meetings held since the last Monthly meetings shall be presented.
2. Information needed by coaches and parents shall be provided at these meetings.
3. The Presiding Officer shall define the time, date and location of the next Monthly Meeting before adjournment.
4. Other business as deemed necessary by the Board.

C. Special Meetings

1. Special Meetings of the general membership may be called by the President, or a majority vote of all Membership of the Board of Directors, at their discretion.
2. Upon the written request of at least (15) Members of the Association, the President shall call a Special Meeting to consider the specific issue or item defined in the written request.
3. A notice shall be publicized at least one (1) week prior to the date of the meeting. The exact time, date and location will be defined in the notice. The specific issue or item to be considered shall also be defined in the notice. Meetings should typically be held immediately after a Monthly Meeting.
4. No business other than specified in the notice, shall be transacted at the Special Meeting.

D. Board of Directors Meetings

1. These meetings shall only be attended by Members of the Board and by individuals specifically invited by one or more Board Members.
2. Invited attendees are only allowed to participate in discussions for which they have specifically been invited unless otherwise allowed by the Presiding Officer.
3. Other meeting requirements are defined in Article V.

E. Voting

1. No individual shall ever have the right to cast more than one vote.
2. No individual shall ever have the right to vote unless that individual is present when the vote is taken.

ARTICLE VIII -COACHES RESPONSIBILITY/AUTHORITY

A. Administrative

1. Each coach is responsible for handing out uniforms and equipment at the start of their respective playing seasons and collecting all items for return to the Association after completion of the playing season. The time and place of pick-up and return will be defined by the respective sports commissioners.
2. Each coach is responsible for the proper completion and submission of registration materials required by their respective leagues.
3. Each coach is responsible for his/her team's full participation in the taking of team pictures including the distribution of information, forms and the pictures themselves.
4. Each coach is responsible for attending/acquiring education/licensing deemed necessary by the Board or respective sport commissioner.

B. Fund Raising

1. Each coach is responsible for his/her team's active participation in all fund-raising activities sponsored by the Association.
2. No fund-raising activities shall be conducted without the advance notice and approval of the President, Treasurer and FundRaising manager. Their approval will be based upon compliance with requirements defined by the Rules/Guidelines Committee as documented in the current published guidelines plus published amendments, information required before a request will be considered includes:
 - i. Description of type of activity

- ii. Identify individuals responsible for conducting the activity and for collecting/accounting for the money.
 - iii. Identify expected source of the money (Local merchants, general public, or parents of Association Players)
 - iv. Proposed use of funds collected (specific tournament)
 - v. Dispensation of funds remaining after completion of the funded event or activity.
3. All fundraising will either be for the general use of the Association, or for a specific individual team's purpose with an identifiable purpose or goal.
 4. Documentation must be submitted to the Treasurer which fully accounts for all funds collected.

C. Coaching

1. Each coach shall strive to promote the ideals of good sportsmanship, fair play, teamwork and "healthy" competition. He/She shall provide the opportunity for everyone to play and shall never stress winning ahead of having fun and learning. He/She shall strive to develop the confidence and self-esteem of each individual player on the team regardless of abilities.
2. Each coach is responsible for the conduct of his/her players, assistant coaches, fans and parents at practices and games.
3. Each coach shall ensure the all, active participation of players and coaches in all special events sponsored by the association or any league in which the team is registered. This includes all-star games and "select-teams" programs.
4. ALL COACHES SHALL ADHERE TO BOTH THE LETTER AND THE INTENT OF THE BY-LAWS AND ALL RULES/GUIDELINES IN EFFECT INCLUDING ALL CODES OF CONDUCT.

ARTICLE IX - APPEALS

A. Right of Appeal

1. Any ruling by the Board of Directors, an Officer or a Committee, may be appealed.
2. Any player or Member of the Association, may submit an appeal, a protest or a grievance.

B. Appeal Procedure

1. Appeals must be made within 7 calendar days of publication of the original decision being appealed.
2. All protests or grievances must be made within 4 calendar days of the incident.

3. Appeals must be in writing, addressed to the President, with a copy to the Secretary.
4. The President shall be responsible for giving copies to all individuals where deemed appropriate.

C. Disposition of Appeal

1. All appeals, protest or grievances shall be heard by the duly appointed Grievance Committee of the Association who shall report its recommendations to the Board.
2. A decision shall be reached by the Board and all parties involved shall be notified within fourteen (14) calendar days.
3. The Association membership may vote to overrule a decision on an appeal by a two-thirds (2/3) majority of the members present and voting at the next annual or special association meeting following publication of the appeal decision. The Special meeting must be called with this item of business specifically stated as the purpose of the meeting.

ARTICLE XI – PARLIAMENTARY PROCEDURES

A. Roberts Rules of Order– "Roberts Rules of Order" shall govern in all cases wherein they do not conflict with these By-Laws.

ARTICLE XI – COMMITTEES

A. Grievance Committee

1. This will be a standing committee appointed by the Board.
2. The purpose of the Grievance Committee is to take prompt action on all appeals, protests or grievances.
3. The committee shall consist of a Chairperson and a committee of not less than two (2) members of the Association.
4. No member can participate in a specific matter if he/she has a direct involvement in the grievance or will benefit from the decision as determined by the Board.

B. Special Committees

1. The Board of Directors may appoint special committees as deemed necessary to conduct the business of the Association.

ARTICLE XII – AMENDMENTS TO THE BY-LAWS

A. Method of Amending

1. The Secretary shall announce, at a Monthly Meeting of the Association, the time, place and date of the Annual or Special meeting at which the amendments are to be read and adopted.
2. Typed copies of the amendments shall be presented to each Member if the Association present at the Annual or Special meeting at which the amendments are to be read and adopted.
3. It shall take the affirmative vote of at least two-thirds (2/3) of the members of the Association present and voting to amend these By-laws.

B. Effective Date of Amendments

1. Amendments shall become a party of the By-Laws immediately upon their adoption.

C. Filing of Amendments

1. The President and Secretary must sign the Official Copy of all amendments to these By-Laws.
2. The Secretary shall keep in his/her possession the Official Copy of all amendments to the Official Copy of the By- Laws.
3. The By-Laws shall be revised to incorporate all adopted amendments and a new Official Copy shall be signed by the President and the Secretary.
4. The Secretary shall distribute copies of the updated By- laws at the next Monthly Meeting after adoption of the amendments.

ARTICLE XIII-EFFECTIVE DATE AND FILING OF BY- LAW

A. Effective Date

1. These By-Laws shall become effective immediately upon their adoption,

B. Filing of the By-Laws

1. The by-laws shall be retyped as approved and shall be distributed by the Secretary at the next Monthly Meeting.
2. The President and Secretary must sign the Official Copy of these By-Laws.
3. This signed Official Copy shall be maintained on file by the Secretary.

OFFICIAL COPY OF BY-LAWS

President

Date

Secretary

Date