

# CHOICE CHARTER SCHOOL, INC.

## BYLAWS

### ARTICLE I.

#### Name and Purpose

Section 1. Name. The name of this organization shall be Choice Charter School, Inc.

Section 2. General Purpose. The corporation is organized and shall be operated exclusively for charitable, informational and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

The corporation is irrevocably dedicated to and operated exclusively for non-profit purposes and shall not operate for the purposes of carrying on a business or trade for profit.

Section 3. Specific Purposes. The specific purpose of this organization is to establish, implement and manage educational programming and services through a charter school in order to achieve one or more of the purposes set forth in Iowa Code Section 256E.1(3) including, but not limited to, improving student learning, wellbeing and postsecondary success; increasing learning opportunities of students in areas of need; increasing opportunities for serving at-risk populations; implementing a multitiered system of supports for students; and allow greater flexibility to meet the educational needs of a diverse student population.

Section 4. Scope. This organization may transact only such business that is in the furtherance of its purpose as stated.

Section 5. Registered Office and Agent. The Founding Members will designate a registered agent and registered office for service of legal process; these designations are to be filed with the Iowa Secretary of State as required by the Iowa Code. The Board of Directors may change these designations at any time. In the event the Board of Directors fails to make a designation, or a registered agent resigns without a new designation of a registered agent and office, then the Chairman of the Board of Director's and the charter school's address, are to be filed with the Iowa Secretary of State as the registered agent and office until the Board makes some other affirmative designation.

### ARTICLE II.

#### Members

Section 1. Founding Members. The Founding Members of Choice Charter School, Inc. are:

Dr. Cynthia Knight, 607 Center Street, Union, IA 50258

Jerry Homeyer, 575 Nucla Way, Aurora, CO 80011

Craig Elliot, 16199 Kennedy Road, Los Gatos, CA 95032

Jennifer Sayers, 1129 28<sup>th</sup> Street, Des Moines, IA 50311  
Steve Cox, 607 Center Street, Union, IA 50258  
Janet Merry, 12214 NW 106 Avenue, Granger, IA 50109

Section 2. General Powers. The Members shall take action or assist in taking necessary action to establish the organization and/or obtain application approval for the charter school; set the initial policies and goals of the organization; elect the initial Board of Directors; establish policies that shall govern the Board of Directors; and undertake and/or assist with the general powers as set forth in Article IV, governing Board of Directors, until the Board of Directors is established and can take over same.

Section 3. Annual Meeting. The annual meeting of the Members shall be held on the first day of September each year, beginning with the year 2021, at the hours of 10:00 o'clock a.m., for the purpose of electing directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day. If the election of Directors shall not be held on the day designated herein for any annual meeting of the shareholders or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the shareholders as soon thereafter as conveniently may be.

Section 4. Special Meetings. Special meetings of the Members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the Chairman, Executive Director or the Board of Directors, and shall be called by the Chairman at the request of the holders of not less than one-fourth (1/4) of the Members.

Section 5. Personal Liability of Members. A Member of the corporation shall not be personally liable on the corporation debts nor obligations, except for a breach of the duty of loyalty to the corporation, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. A Member of this corporation has agreed to serve as such in reliance upon the provisions of this section.

Section 6. Indemnification of Members. This corporation shall indemnify any Member to the fullest extent possible under Iowa law. The member of this corporation has agreed to serve as a Member in reliance upon the indemnification assurances contained in those provisions of the Iowa Code. The organization may purchase and maintain insurance on behalf of an individual who is or was a Member of the organization against liability asserted against or incurred by him or her in that capacity or arising from his or her status as a Member whether or not the organization would have power to indemnify him or her against the same liability under this Section.

Section 7. Compensation. Members will receive no compensation for their service other than reimbursement for reasonable expenses.

ARTICLE III.

Chief Administrator

Section 1. General Requirements of the Chief Administrator. The Chief Administrator of the organization must be one of the following: (1) a person who holds a valid license under Iowa Code Chapter 272; (2) a teacher who holds a valid license under chapter 272; and/or (3) an individual who holds an authorization to be a charter school administrator issued by the board of educational examiners under Chapter 272.

Section 2. Initial Chief Administrator. The initial Chief Administrator of Choice Charter School, Inc. is Dr. Cynthia Knight. 607 Center Street, Union, IA 50258.

Section 3. General Powers of Chief Administrator. The Chief Administrator of the organization shall be responsible for the general day-to-day administration of the organization, charter school, and educational programing; oversight and management of teachers, staff and other administrators, oversight of students, and all other administrative duties necessary for the carrying out of the day-to-day operation and fulfillment of the purpose of the organization as well as the facilitating and implementing the decisions of the Board of Directors. The Chief Administrator shall be a non-voting member of the Board of Directors.

Section 4. Resignation. A Chief Administrator desirous of resigning must submit a thirty (30) day notice in writing to the Board of Directors.

Section 5. Removal. A Chief Administrator may be removed by a recommendation of a majority vote of the Board of Directors, whenever, in their judgment, the best interest of the Choice Charter School, Inc. would be served thereby.

Section 6. Vacancy. Whenever a vacancy shall occur in the position of Chief Administrator, the Board of Directors shall appoint a replacement to take over the position.

Section 7. Personal Liability of Chief Administrator. A Chief Administrator of the corporation shall not be personally liable on the corporation debts nor obligations, except for a breach of the duty of loyalty to the corporation, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. The Chief Administrator of this corporation has agreed to serve as such in reliance upon the provisions of this section.

Section 8. Indemnification of Chief Administrator. This corporation shall indemnify any Chief Administrator to the fullest extent possible under Iowa law. The Chief Administrator of this corporation has agreed to serve as Chief Administrator in reliance upon the indemnification assurances contained in those provisions of the Iowa Code. The Corporation may purchase and

maintain insurance on behalf of an individual who is or was a Chief Administrator of the organization against liability asserted against or incurred by him or her in that capacity or arising from his or her status as a Chief Administrator whether or not the organization would have power to indemnify him or her against the same liability under this Section.

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#### ARTICLE IV.

##### Board of Directors/School Board

Section 1. General Powers. Subject to these Bylaws, the business and affairs of the organization will be managed under the direction of the Board. The Board will have and may exercise all of the powers that may be exercised or performed by the organization. The roles and responsibilities of the Board include but are not limited to the following:

- Recruiting, hiring, administration, oversight, development, and termination of teachers, administrators, faculty and staff of the organization and/or charter school
- Recruiting, enrolling, transferring students including, but not limited to, establishing procedures for conducting transparent admissions selections and lotteries
- Financial development and management
- Fiduciary Duties
- General program oversight
- Coordination of long-term planning
- Overseeing and evaluating the work of the Principal and Chief Administrator • Setting a framework for the budget process and authorizing the annual budget • Approving large resource expenditures, significant program changes, expansion into new program areas, and building and facility issues
- Adopting an annual budget
- Locating new buildings or changing the location of the school's administrative offices • Creating or increasing indebtedness
- Adopting online and offline education programs and curriculums including utilizing existing or establishing new operations schedules, classroom sizes, learning environments, classroom structure, curriculum and teaching methods
- Obtaining, creating, managing and implementing academic and instructional programs and standards
- Designating depositories of school funds
- On behalf of the organization, entering into contracts not previously approved in the annual budget and that involve funds in excess of \$5,000.00
- On behalf of the organization, entering into contracts with and making appropriations to Charter school districts, professional service providers, or education service centers • Using and measuring internal and external assessments of the organization and/or charter school including, but not limited to, measuring and reporting student progress and performance in accordance with Iowa Code section 256E.9
- Utilizing existing or creating and carrying out plans for identifying and serving students

with disabilities, students who are limited English proficient, students who are academically failing or below grade level, students who have dropped out of school previously, are at risk for dropping out, have been expelled, and gifted students

- Utilizing existing or establishing and carrying out cocurricular and extracurricular programs as necessary

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- Preparing a student code of conduct with disciplinary procedures and sanctions • Utilizing existing or creating and establishing new performance evaluation measures, compensation structure, methods of contract oversight and dispute resolution, employment policies • Utilizing existing or establishing new and carryout plans for providing transportation services, food services and other operational and ancillary services
- Prepare a school start-up plan and five-year plan for the charter school • Ensuring compliance with all applicable laws and regulations
- Other matters necessary to carry out the purpose and vision of the organization and/or charter school
- Other responsibilities as deemed necessary or provided for by applicable law.

The Board may exercise all powers granted to it as they determine to be expedient and necessary for the interests of the organization and/or charter school, subject to the articles of incorporation, these bylaws, and all applicable state and federal laws, statutes, regulations or rules. The Members and/or Board may establish additional policies or written direction regarding the duties and powers of the Board of Directors that are not inconsistent with these Bylaws, the Articles of Organization the Iowa Code and/or any other applicable state and federal law, statute, regulation or rule. The Board may contract, on behalf of the organization, with other persons or entities to undertake or carry out any or all of the duties/powers of the Board to the extent allowed by applicable federal and state law, statute, regulation or rule, except that the Board shall at all times retain the right and obligation of oversight of the organization, charter school, and/or the undertaking or carrying out of any duty or power that has been contracted for.

Section 2. Composition. The Board of Directors shall be composed of five voting directors of legal age plus one voting student director. The Chief Administrator and Principal shall also sit on the Board of Directors but shall not have voting rights. The Board reserves the right to expand its capacities by an internal Board election though a super majority of the Board then in office.

Section 3. Tenure. With the exception of the student representative member, who shall only be appointed and serve a term of one (1) year, each board member shall be appointed to a term of three (3) consecutive years. Directors will be elected by a majority vote of the Board and will serve until election of their successor director or their earlier resignation or removal. Any director shall be eligible for re-election to the Board of Directors without limitation as to the number of terms. Initially, for purposes of developing this new organization, three (3) groups of directorships shall be designated.

A. Two of the members, including the student representative shall serve a one (1) year term.

B. Two of the members shall serve a two (2) year term.

C. Two of the members shall serve a three (3) year term. Thus, thereafter, up to one-third of the new members will be elected every year.

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Section 4. Vacancy. Whenever a vacancy shall occur on the Board of Directors, the remaining directors shall elect a replacement to serve for the remainder of the Director's vacated term.

Section 5. Quorum. A majority of the Board of Directors shall constitute a quorum.

Section 6. Resignation. A Board Member desirous of resigning must submit a thirty (30) day notice in writing to the other directors.

Section 7. Removal. Any officer or board member may be removed by a recommendation of a majority vote of the Board of Directors, whenever, in their judgment, the best interest of the Choice Charter School, Inc. would be served thereby.

Section 8. Personal Liability of Directors. A director of this corporation shall not be personally liable on the corporation debts nor obligations, except for a breach of the duty of loyalty to the corporation, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. The directors of this corporation have agreed to serve as directors in reliance upon the provisions of this section.

Section 9. Indemnification of Directors. This corporation shall indemnify any director to the fullest extent possible under Iowa Code Chapter 504A (2007). The directors of this corporation have agreed to serve as directors in reliance upon the indemnification assurances contained in those provisions of the Iowa Code. The organization may purchase and maintain insurance on behalf of an individual who is or was a Director of the organization against liability asserted against or incurred by him or her in that capacity or arising from his or her status as a Director whether or not organization would have power to indemnify him or her against the same liability under this Section.

Section 10. Voting Majority. Issues shall be approved or disapproved by a simple majority of the directors voting.

Section 11. Exofficio Board Members. Notwithstanding anything contained elsewhere in these Bylaws, the Board of Directors may contain up to three (3) exofficio, nonvoting members, which members will be appointed by the Board.

Section 12. Compensation. Voting Directors will receive no compensation for their service other than reimbursement for reasonable expenses.

## ARTICLE V.

### Officers

Section 1. Number. The officers of the organization may be the President, Vice President, Secretary, Corresponding Secretary, and Treasurer.

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Section 2. Election and Term of Office. The election of officers shall be held at the annual meeting of the Board of Directors and the officers then elected shall assume their duties at the end of such meeting and serve a term of one (1) year.

Section 3. Vacancies. A vacancy of an officer may be filled for the unexpired portion of the term with the recommendation of the officers and approval of the Board of Directors.

Section 4. Duties of the President. The President operates under the policies established by the Board. The President shall be in charge of all operations of the organization and perform such duties as are incident to the office and properly required by the Board of Directors.

Section 5. Duties of the Vice President. The Vice President shall perform such duties as may be assigned by the President. In the absence of the President, the Vice President shall perform and discharge all duties of the President.

Section 6. Duties of the Secretary. The Secretary shall keep the minutes of all meetings, maintain records, compile an annual report, and perform all other duties as assigned by the President.

Section 7. Duties of the Treasurer. The Treasurer will prepare and provide written fiscal reports when deemed necessary by the Board of Directors.

## ARTICLE VI.

### Committees

Section 1. Committees. The Board of Directors may appoint or dissolve committees as deemed necessary.

## ARTICLE VII.

### Principal

Section 1. Hiring. The Board of Directors shall hire a Principal for the charter school who meets, at a minimum, the standard requirements as provided by state and federal law, statute, rule and regulation.

Section 2. General Powers. In conjunction with the Chief Administrator, the Principal will (a) Manage daily operations of school; (b) Supervise all school administrative, teaching, and support staff and otherwise meet all criteria outlined in the job description of the Principal; (c) Ensure that the charter contract goals are being met; (d) Facilitate and implement

Board decisions; (e) Facilitate and implement school's vision and goals; (f) Report to the Board.

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## ARTICLE VIII.

### Meetings

Section 1. Founding Members. The Founding Members shall hold at least one (1) meeting each year which shall be designated as the Annual Meeting. The time and date of these meetings shall be set annually by the Chairman.

Section 2. Board of Directors. The Board of Directors shall hold at least four (4) regular meetings each year with one of them designated as the Annual Meeting. The time and date of these meetings shall be set annually by the President.

Section 3. Committees. Committees shall hold separate meetings as such times and places as designated by the President.

Section 4. Special Meetings. Additional meetings of the Board of Directors may be called by the President or by any member of the Board.

Section 5. Meeting Protocol. It is understood that in the transaction of its business the meetings of the Members, Board, their executives, officers, and committees may be conducted with informality; however, this informality does not apply to procedural requirements required in the articles of incorporation, these Bylaws, or the Code. When circumstances warrant, any meeting or a portion of a meeting will be conducted according to generally understood principles of parliamentary procedure as stated in the Articles of Incorporation, these Bylaws, or a recognized procedural reference authority. The procedural reference authority is designated as the latest edition of Robert's Rules of Order, Newly Revised.

Section 6. Place of Meeting. The Members, Board of Directors, or Committees may designate any place, either within or without the State of Iowa, as the place of meeting for any meeting. A waiver of notice signed by all Members, Directors or Committee members entitled to vote at a meeting may designate any place either within or without the State of Iowa, as the place for the holding of such meeting. If no designation is made the place of meeting shall be the registered office of the organization in the State of Iowa, except as otherwise provided in these Bylaws, but any meeting may be adjourned to reconvene at any place designated by vote of a majority of the shares represented there at.

Section 7. Use of Contemporaneous Communications Systems Meetings, Voting and Actions. The Members, Board of Directors or Committee members may utilize a



contemporaneous communications system in which all participants in the meeting can hear each other; and participation in a meeting by this system constitutes the presence of the participant at the meeting. All members, directors or committee members present, both those physically present and those attending by contemporaneous communications, will constitute a quorum if required. The Members, Board of Directors or Committees may utilize any form of electronic communication system available to them to vote on any given issue or action where all voting Members are copied on the vote. The Members, Board of Directors or Committees may utilize electronic forms of communication that affords every recipient the opportunity to

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review all the information presented and allows Members, Directors and Committee members to exchange ideas and thoughts (it is anticipated that the committees will utilize email to communicate during the time between scheduled meetings).

Section 8. Catastrophic Event. If some catastrophic event occurs that precludes the organization, charter school, Members, Board of Directors or a Committee from assembling, then those Members/Directors who are capable of assembling, either in person or through a communications system that permits all of the participants to hear each other, will convene as required and take any necessary action to preserve the corporation until the emergency ceases. Quorum will consist of a majority of the Board Members who participate in the initial emergency session. Each emergency session will be convened by any manner of notice reasonable, prudent or practicable in the circumstances. The available Board Members will designate as many Members of the organization as necessary to serve as acting Board Members so that there are at least five persons acting as Board Members for the organization until the emergency conditions cease. The acting Board may exercise any and all emergency powers authorized under the Iowa Code, in the name of the organization, without regard to requirements of Membership approval, if the action taken is reasonably necessary during the presence of emergency conditions.

Section 9. Consent in Lieu of Meeting. Any action to be taken at a meeting of the Members, Board of Directors or a Committee, or any action that may be taken at such a meeting, may be taken without a meeting if consent in writing, setting forth the action so taken, will be consented to in writing by the majority of the Members. The action and the vote is then to be restated at the next public meeting and become part of the formal minutes.

Section 10. Open Records. To the extent required by law, the organization will abide by the Iowa Examination of Public Records (Open Records) laws as set forth in Iowa Code Chapter 22.

Section 11. Open Meetings. To the extent required by law, the organization will abide by the Iowa Open Meetings laws as set forth in Iowa Code Chapter 21.

## ARTICLE IX.

### Conflict of Interest

Section 1. Conflict of Interest Policy. The Founding Members and/or the Board shall adopt a Conflict of Interest Policy that shall govern the Members, Directors, and Officers. Such

Conflict of Interest Policy, which shall incorporate applicable provisions of the Iowa Code and the Rules of the State Board of Education (to the extent required) by law, is hereby adopted by the organization by this reference as a bylaw of the organization.

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## ARTICLE X.

### Fiscal Provisions

Section 1. Contracts. The Board of Directors is empowered to execute contracts on behalf of the organization subject to the limitations of these bylaws. The Board lacks capacity to contract on its own behalf, and no Director has authority to enter any contract on behalf of the Board. The Board President, Treasurer and Chief Administrator have general authority to execute on behalf of the organization any contract(s) in the furtherance of the organization's charitable and educational purposes. The Board may, by resolution, grant one or more additional Directors and the Principal general authority to execute such contracts or limited authority to execute specified contracts. The Board may, by resolution, authorize the Principal to grant, on an as-needed basis, a designee limited authority to execute specified contracts in the furtherance of the organization's charitable and educational purposes.

Section 2. Drafts and Notes. All checks, drafts or orders for payment of money, notes or other evidences of indebtedness issued in the name of the organization, will be signed by such officers or agents as determined by policies established and approved by the Board of Directors.

Section 3. Authorized Signatories. The Board of Directors will designate appropriate authorized signatories for all contracts, deposit accounts, and other accounts.

Section 4. Deposits. All funds of the organization will be deposited from time to time to the credit of the organization in such banks, trust companies, or other depositories as the Board of Directors determines.

Section 5. Receipt of Funds. The Board of Directors may accept on behalf of the organization any contribution, grant, gift, bequest, devise or payment of governmental or other funds for the general purpose or for any special purpose of the organization.

Section 6. Budget and Fiscal Year. The fiscal year of the organization will begin on the first day of July and end on the last day of June of the following year. Not less than thirty (30) days prior to the beginning of the next fiscal year, the Board of Directors will approve the budget for the upcoming fiscal year.

Section 7. Records. The organization will keep correct and complete books and records of account and will also keep minutes of all proceedings of its Members, Board of Directors and

Committees and will keep, at the office of the Principal, a record giving the names and addresses of the Members, Directors and Committee members entitled to vote. All books and records may be inspected by any other Member or Director or his agent or attorney for any proper purpose, at any reasonable time.

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## ARTICLE XI.

### INSPECTION RIGHTS

Section 1. Right to inspect. Every Director, including the Chief Administrator, will have the right at any time to inspect the organization's books, records, financial records, and documents of every kind, physical properties, and the records of each subsidiary as permitted by applicable state and federal law. The inspection may be made in person or by the Director's agent or attorney. The Right of Inspection includes the right to copy and make extracts of documents as permitted by state and federal law. The right to inspect may be circumscribed in instances where the right to inspect conflicts with state or federal law pertaining to access to books, records, and documents. Founding Members shall have the right to receive a summary of the financial records annual and the right to inspect the financial records of the organization.

## ARTICLE XII.

### Internal Revenue Code Section 501(c)(3) Tax Exemption

Section 1. Limitations on Activities. No substantial part of the activities of this organization will be the carrying on of propaganda, or otherwise attempting to influence legislation, except as otherwise provided by Internal Revenue Code Section 501(h), and this organization will not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate of public office.

Section 2. Prohibition Against Private Instrument. No part of the net earnings of this organization will inure to the benefit of, or be distributable to, its Members, Directors, officers, or other private persons, except that the organization will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this organization.

Section 3. Distribution of Assets. Upon dissolution of the organization's affairs, the Board of Directors will, after paying or making provision for the payment of all liabilities of the organization, distribute, transfer, convey, deliver and pay over any of the assets of the organization received and held by the organization subject to limitations permitting the use only for charitable, educational and similar purposes to any other organization which qualifies to

preserve the organization nonprofit tax status under the Internal Revenue Code and the Iowa Nonprofit Corporation Code, provided. Any such assets not so disposed of will be disposed of by a court of competent jurisdiction for the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations as said Court will determine which are organized and operated for charitable, educational or similar purposes.

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#### ARTICLE XIII.

##### Iowa Code Provisions Incorporated

Section 1. Iowa Code Chapter 256E. The provisions of Iowa Code Chapter 256E, where applicable to a Member founded/established Charter School and to the extent not waived by the State Board of Education, are adopted by the organization by this reference as a bylaw of the organization.

Section 2. Audit. The provisions of Iowa Code Sections 11.6, 11.14, 11.19, 279.29, and 256.9(20) pertaining audits, unless deviations allowed/approved by the State Board of Education, are adopted by the organization by this reference as a bylaw of the organization.

Section 3. Educational Standards. The provisions of Iowa Code Sections 256.7(21) and 256.11 relating to educational standards, unless waived by the State Board of Education, are adopted by the organization by this reference as a bylaw of the organization.

Section 4. Instructional Hours and Days. The provisions of Iowa Code 279.10(1) relating to instructional hour/day requirements, unless waived by the State Board of Education, are adopted by the organization by this reference as a bylaw of the organization.

#### ARTICLE XIV.

##### Approval

Section 1. Approval. These Bylaws shall be effective when approved by the Board of Directors.

#### ARTICLE XV.

##### Amendments

Section 1. Amendments. These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by two-thirds (2/3) of the Board of Directors present; provided, however, any revision to Article II, Section 2 to add additional members shall require an unanimous vote of the Board of Directors. Written notice of the intention to alter, amend, repeal, or to adopt new bylaws must be given at least five (5) days in advance.

Signatures to follow text of Bylaws:

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I hereby certify that the foregoing Bylaws were duly adopted by Choice Charter School, Inc. as of Sept 1, 2021 and that they fully replace any previously approved versions of Choice Charter School, Inc.'s bylaws and their subsequent amendments. All bylaws and bylaw amendments prior to Sept 1, 2021 are null and void and have been replaced by this document as of Sept 1, 2021.

The Founding Members of Choice Charter School, Inc.

\_\_\_\_\_  
Name/ Title Date Signature Printed Name/ Title Date

\_\_\_\_\_  
Name/ Title Date Signature Printed Name/ Title Date

\_\_\_\_\_  
Signature Printed Name/ Title Date Signature Printed Name/ Title Date



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I hereby certify that the foregoing Bylaws were duly ratified by the Board of Directors of Choice Charter School, Inc. as of \_\_\_\_\_, 2021 and that they fully replace any previously approved versions of Choice Charter School, Inc.'s bylaws and their subsequent amendments. All bylaws and bylaw amendments prior to \_\_\_\_\_, 2021 are null and void and have been replaced by this document as of \_\_\_\_\_, 2021.

The Board of Directors of Choice Charter School, Inc.

Signature Printed Name/ Title Date Signature Printed Name/ Title Date Signature Printed

Name/ Title Date Signature Printed Name/ Title Date Signature Printed Name/ Title Date

Signature Printed Name/ Title Date

