

The Metropolitan Fire Planners is a Not-for-Profit organization formed across the United States and Canada. The Metro Fire Planners mandate is to encourage, promote and provide a forum of fire and emergency service leaders, planners and associated professionals to share ideas/solutions, discuss fire service innovations, gather information, and provide education for the improvement of all fire and emergency services. The Metropolitan Fire Planners serves its members by following standard practices in governance as laid out in this Constitution/Bylaw. The Metropolitan Fire Planners Board of Directors will uphold this Constitution/Bylaw to the best of their ability for all decisions and actions in the interest of its members.

## **Metro-Fire-Planners Bylaws**

### **Article I**

#### **Name, Purpose and Definitions**

**1.01 Name** - The name of this organization shall be the Metropolitan Fire Planners.

The business of the organization may be done as Metro-Fire-Planners or Metro-Planners.

The name of the Corporation shall be Metro Fire Planners Foundation.

**1.02 Purpose and Financial Management** - The Metro Fire Planners Foundation is a non-profit corporation and shall operate exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501 (c)(3) exempt organizations.

The purpose of the Metro-Fire Planners Foundation is to provide a forum for fire and emergency service leaders, planners, and associated professionals to share and gather information and provide education for the improvement of all fire and emergency services.

The purpose of the Metro-Fire Planners Board of Directors is to provide leadership, guidance, and facilitation of the organization to ensure the sustainability and continuation of the organization and the annual conference.

The purpose of the organization shall also be to provide a repository for registration funds, membership dues, vendor funds and other financial assets to be managed allowing host agencies to receive funds for the purposes of hosting the annual conference and associated events.

The purpose of the Metro-Fire Planners organization is to provide a forum of fire and emergency service leaders, planners and associated professionals to share and gather information and provide education for the improvement of all fire and emergency services. The purpose of the Metro-Fire Planners Board of Directors is to provide leadership, guidance and facilitation of the organization to ensure sustainability and continuation of the organization and the annual conference.

The purpose of the organization shall also be to provide a repository for registration funds, membership dues, vendor funds and other financial assets to be managed allowing host agencies to receive funds for the purposes of hosting the annual conference and associated events. The funds shall be managed through the Virginia Beach Fire Foundation. The Virginia Beach Fire Foundation shall be the fiduciary for the Metro-Planners funds.

Funds for hosting a conference will be made available for the host agency at the direction of the Board of directors/when all accounts payable are settled at the conclusion of a previous conference. Host agencies must keep an accurate accounting of all revenues and expenses for each conference.

**1.03 Definitions** - In this By-law and all other By-laws and special resolutions of the Organization unless the context otherwise requires:

- a) **“Annual Conference”** means the conference held each year by the Metro-Fire-Planners that is based upon an open round table discussion of participants on question/issues submitted by participants. The conference should include informal events to allow for participants to interact with other participants and sponsors to share and gather information and provide education for the improvement of all fire and emergency services.
- b) **“Articles”** means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Organization;
- c) **“Board”** means the Officers and other members of the Metro-Fire-Planners Board of Directors;
- d) **“By-law”** means this By-law and all other By-laws of the Organization from time to time in force and effect;
- e) **“Member Agency”** Public Fire/EMS agencies in good standing;
- f) **“Member Agency Representative”** means a representative of the agency that is responsible for the actions of the Member Agency
- g) **“Member in Good Standing”** means a Member agency that has paid in full all Membership dues owing by that agency at that particular time;
- h) **“Organization”** – The Metropolitan-Fire-Planners;
- i) **“Ordinary Resolution”** means a resolution passed by a majority of votes cast by Members who voted in respect of that resolution;
- j) **“Officers”** includes all Executive Committee Members: President, Vice President, Immediate Past President, Treasurer and Secretary;
- k) **“Special Resolution”** means a resolution passed by not less than 2/3 of the votes cast by the Members who voted in respect of that resolution; Words and expressions defined in the Act have the same meanings when used here;
- l) **“Sponsor”** means an organization that satisfies the qualifications of a Sponsor as set forth in these bylaws;
- m) **“Virginia Beach Fire Foundation”** – means the entity that maintains the funds of the Metro-Fire Planners through its own 501(c)(3) nonprofit status.

**Article II**  
**Powers and Board of Directors (BOD)**

**2.01 Powers** - The Metropolitan Fire Planners Board of Directors shall have the power, directly or indirectly, alone or in cooperation with others to conduct any acts which may be convened to affect the purposes of the organization for which it is organized and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes.

**2.02 Execution of Instruments** - Any contract, document or other instrument in writing requiring execution by the Organization shall be executed by any two Board members including an Officer of the Board, and all contracts, documents, or other instruments in writing so executed shall be binding upon the Organization without any further authorization or formality. The Board is authorized from time to time, by resolution, to appoint any person, or persons, on behalf of the Organization to execute, either manually, electronically or by digital signature, and deliver either contracts, documents, or other instruments in writing, generally or specific contracts, documents, or other instruments in writing.

**2.03 Board of Directors** - The organization shall be led by a Board of Directors (BOD). Members of the Board must be current members of a public fire service agency existing in the United States or Canada or the territories thereof. The Board shall consist of a minimum of six (7) members. Additional Board of Directors positions shall be approved by the general membership of the Metro-Fire-Planners.

**2.03 a Staggering of Terms** - At the conclusion of the 2025 Metro Fire Planners Conference, The Vice Chair and Treasurer shall conclude their terms and the positions be vacated for the membership to fill by nomination and vote. At the conclusion of the 2026 Metro Fire Planners Conference, the President and Secretary shall conclude their terms and the positions be vacated for the membership to fill by nomination and vote as detailed in Section 2.05.

The BOD shall be comprised of the following positions.

- Chair – 3-year term
- Vice Chair – 3-year term
- Treasurer – 3-year term
- Secretary - 3-year term
- Three members at large – 5-year term

**2.03.1 Board Chair** – The Chair shall preside over all Board meetings and the absence of the Chair the Vice-Chair shall preside. Should neither the Chair or vice-Chair be present then the remainder of the Board shall determine who shall preside over the meeting. The Chair shall coordinate the appointment of vacant Board positions, coordinate the appointment of any committees and subsequent members, shall serve as point of contact for all Board inquiries and for host agency coordination.

**2.03.2 Vice-Chair** – The Vice-Chair shall have all the powers, authority, and shall perform all the duties of the Chair in the absence of the Chair. The Vice-Chair shall also assist the Chair, as necessary, in the performance of his/her duties.

**2.03.3 Secretary** – The secretary of the Board shall:

- Maintain such records as the Board shall determine
- Attend keep all minutes of all Board meetings or designate a Board member to do so in their absence
- Transcribe minutes of all Board meetings for distribution to members
- Receive correspondence and other materials for the organization and respond to said correspondence accordingly
- Gather and organize applications for membership during the registration period

**2.03.4 Treasurer** – The treasurer of the Board shall:

- Coordinate with the Virginia Beach Fire Foundation for the custody of all funds, property and securities of the organization.
- Submit records to the Virginia Beach Fire Foundation accountant annually or at the request of the Foundation.
- Endorse for collections, cheques, notes and other obligations and deposit in the bank of the organization.
- Sign receipts, vouchers, cheques, bills of exchange and promissory notes issued by the organization.
- Work directly with the host agency for the collection of registration fees, sponsorship fees, and any other incoming funds dedicates to the annual conference.
- Provide timely and accurate accounting for the annual conference and report findings to the Board.
- Make payments as necessary on behalf of the organization.
- Enter regularly on the books, the full and accurate account of all money received, and obligations paid.
- Render annual financial statements and make regular financial reports to the Board.
- Make available at all times to the Board or Members, the organization's books and other financial records.
- Transact the financial business matters of the Organization in a manner compliant with federal and other applicable legislation.

**2.04 Vacancies** - Subject to these By-laws, a quorum of the Board may fill a vacancy in the Board, except a vacancy resulting from an increase in the minimum number of Directors or from a failure of the Members who are entitled to vote in respect thereof, to elect the minimum number of Directors. In the absence of a quorum of the Board, or if the vacancy has arisen from a failure of the Members to elect the minimum number of Officers and Directors, the Board shall forthwith call a special meeting of Members to fill the vacancy. If the Board fails to call such meeting or if there are no such Directors then in office, any Active Member in good standing may call the meeting.

**2.05 Election of Board Members** – Board members shall be elected at the Annual Conference when terms of existing officers expire. Each member organization shall have one vote in the election of each Board position. Nominations shall be made on the first day of the conference with elections held at the beginning of the last day of the conference. Each position ~~office~~ shall be elected separately. The nominee receiving the most votes shall be declared the winner if they meet the qualifications for the position. The first election of Board members shall be held at the 2022 conference.

**2.06 Notwithstanding Clause** - In the event the Annual General Meeting and election is unable to be held at the prescribed time due to an unforeseen set of circumstances, then the election of new Officers and Directors may be delayed until such time as the Board deems suitable.

**2.07 Board Member Qualifications** – Board members must have the following qualifications.

- Board Members must be members of a member organization and have attended the Annual conference on at least two consecutive occasions.
- Chair – Must be a current member in good standing of a Fire Department and served as a previous Board Member.
- Vice-Chair – Must be a current member in good standing of a Fire Department and served as a previous Board Member.
- To comply with provisions within the Virginia Tax Reporting Laws, The Chair or the Vice Chair and the Treasurer shall be a United States Citizen.

**2.08 Board Member Responsibilities** – Each member of the Board is responsible to:

- Perform duties in a manner that is credible to the Metro-Fire-Planners and in the best interest of the Board and Fire/EMS services.
- Attend a minimum of 50% of Board meetings and the annual conference unless special consideration has been given by the Board and miss no more than three consecutive meetings.
- Performs duties as assigned by the Board.
- Report to the Board on any activities assigned.

**2.09 Removal of Board Members** - The Board shall have the authority to remove any Board member for cause. Cause shall include but not be limited to the following:

- Any act that brings discredit to the Board or the Metro-Fire-Planners
- Nonparticipation in Board or Metro-Fire-Planners activities
- Upon termination of membership/employment in a public Fire/EMS agency
- The Director dies

**2.10 Resignation of Directors** – A director may resign their position by giving written notice to the Board. The resignation shall be effective upon receipt by the Board or upon the date specified in the notice of resignation.

**2.11 Board Meetings** – Meetings of the Board may be called upon 24 hours' notice in writing, by email, telephone or other electronic mean providing that all Directors have access to the notification. Any

meeting of the Board may be held at any time and place whether in-person or virtually without such notice if all Board members are present or if a quorum is present and those members Board Members who are not present signify their consent in writing, by email, by telephone, by text message or subsequently thereto signify their consent in writing.

A Board member may participate in Board meetings by telephone, internet or other communications methods provided that the means of communication permits all persons participating in the meeting to hear and participate in all proceedings.

At a minimum the Board shall meet biannually with one meeting held at and prior to the annual Metro-Fire-Planners conference. There is no maximum number of meetings required.

**2.12 Quorum** – A quorum for Board meetings shall consist of no less than four (4) members present. Members may be present in person, by telephone, internet or other live electronic means provided that the means of communication permits all persons participating in the meeting to hear and participate all proceedings.

**2.13 Votes to Govern** - At all meetings of the Board, every motion shall be decided by a majority of votes cast on the motion, and each Member of the Board shall have one vote. A declaration by the Chair of the meeting that a resolution has been carried and any entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of votes recorded in favour or against such resolution. In the case of an equality of votes on a motion, then the motion will be considered not approved.

#### **2.14 Initial Board Of Directors at Incorporation**

The name(s) and address(es) of the initial director(s) is (are):

Amy Valdez: 2817 Denswoods Ln Virginia Beach VA 23453

Tom Clemo: 333 Olympic Drive, Public Safety Facility Santa Monica, CA 90401

Maria Reyes: 9300 NW 41 Street, Doral, FL 33178

### **Article III Business of the Organization**

**3.01 Financial Responsibility** – The Board shall be responsible for the maintenance of the finances of the Metro-Planners and the relationship with the Virginia Beach Fire Foundation. The Board shall be the fiduciary of the metro-Fire-Planners.

**3.02 Annual Financial Statements** - The Metro-Fire-Planners Board shall publish an annual financial report on the Metro-Fire-Planners web site.

**3.03 Financial Year End** - The financial year end of the Organization shall be determined by the Board in coordination with the Virginia Beach Fire Foundation. When an Auditor is required, the Treasurer will

make a motion at the Annual General Meeting to approve the choice of Auditor to carry out the Audit for the Organization.

**3.04 Board Renumeration and Expenses** – Board Members shall not receive renumeration as such for serving on the Board.

Members of the Board may have their expenses covered by the Metro-Planners only if the Member’s sponsoring agency does not sponsor his/her participation. These expenses included travel, hotel, per diem and registration. Expenses must be recorded by Board Members for reimbursement. The treasurer shall approve the expenditures. The Metro-Fire-Planners shall not procure credit cards for Board members use.

**3.05 Registered Agent and Office** - The name of the corporation’s initial registered agent is Amy Valdez, who is a resident of Virginia and an initial director of the corporation. The address of the corporation’s initial registered office, which is identical to the business office of the initial registered agent, is 2817 Densewoods Ln, Virginia Beach VA 23453. The registered office is located in the City of Virginia Beach.

#### **ARTICLE IV**

#### **Protection of Directors, Officers and Others**

**4.01 Indemnification of Directors and Officers** - The Organization hereby consents that each and every Officer and Director of the Organization shall be deemed to have assumed office on the expressed understanding and agreement and condition that every Officer and Director of the Organization, her/his heirs, executors, administrators, estate and effects shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the Organization from and against all costs, charges and expenses whatsoever which such Director or Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against the Director or Officer for or in respect of any act, deed, matter or transaction whatsoever made, done or permitted by the Director or Officer in or about the execution of the duties of the Director or Officer’s office, and also from and against all other costs, charges and expenses which the Director or Officer sustains or incurs in or about or in relation to the affairs of the Organization in respect of which the Director or Officer has acted honestly and in good faith with a view of the best interests of the Organization.

**4.02 Indemnification of Others** - The Organization shall indemnify and save harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Organization) by reason of the fact that the person is or was an employee or agent of the Organization, or is or was serving, at the request of the Organization, as a Director, Officer, employee, agent of or participant in another Organization, partnership, joint venture, trust or other enterprise, against expenses (including legal fees), judgments, fines, and any amount actually and reasonably incurred by the person in connection with such action, suit or proceeding if the person acted honestly and in good faith with a view to the best interests of the Organization, and with respect to any criminal or administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds

for believing that the conduct was lawful. The termination of any action, suit or proceeding by judgment, order settlement, or conviction, shall not, of itself, create a presumption that the person did not act honestly and in good faith with a view to the best interests of the Organization, or, with respect to any criminal or administrative action or proceeding that is enforced by a monetary penalty, had no reasonable grounds for believing that the conduct was lawful.

**4.03 Right of Indemnity Not Exclusive** - The provisions for indemnification contained in the Bylaws of the Organization shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any Bylaw, agreement, vote of Members or disinterested Directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, Officer, employee or agent and shall ensure to the benefit of the heirs, executors and administrators of such a person.

**4.04 No Liability of Directors or Officers for Certain Acts** - No Director, Officer or employee of the Organization, for the time being, shall be liable for the acts, receipts, neglects or defaults of any other Director, Officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Organization through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Organization, or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Organization shall be placed or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the respective office or in relation thereto unless the same shall happen by or through the person's own willful act or default.

**4.05 Insurance** - Subject to the limitations contained in the Act, the Organization may purchase and maintain such insurance for the benefit of its Directors and officers as the Board may from time to time determine.

## **Article V Membership**

**5.01 Membership** – General membership to the Metropolitan-Fire-Planners shall be by public Fire/EMS organization. Each member organization shall have one vote in matters of elections and other activities of the Metro-Fire-Planners.

Each member agency shall be obligated to pay to the organization annual dues in an amount which shall be established by the Board from time to time. The Board shall establish a schedule of dues for all Members which shall be reviewed when deemed appropriate to do so.

Membership dues shall be current for members agencies to be eligible to participate in proceedings of the organization.



**5.02 Admission to Membership** - Eligible agencies that desire to become Member Agencies, as the case may be, must submit an application to the Board in the form prescribed by the Board during the annual registration period prior to the annual conference. The Board shall, in its sole discretion, either accept or reject any application for Membership. If the application is accepted by the Board, such applicant shall be admitted as a Member Agency, as the case may be, upon payment by the agency of the Membership dues or portion thereof established by the Board from time to time. A Member Agency must submit to the Secretary the name and contact information of the Member Agency Representative. A copy of this By-law will be made available to new Members, as may be amended from time to time.

**5.03 Additional Classes of Membership** – The Board may from time to time create additional classes of Membership, including Membership ex-officio.

**5.04 Emeritus Status** – The BOD shall have the authority to appoint Board emeritus status to individuals that have participated and are in good standing of the Metro-Fire-Planners prior to the formation of the Organization and the Board.

**5.05 Committees** – The Board may, from time to time, constitute Committees as it deems necessary or advisable to assist the Board in carrying on the affairs of the Organization. The composition and functions of each Committee shall be determined by the Board. Committee Chairs shall make every effort to engage Members (non-Directors) in committee activities as a means of engagement and succession planning.

**5.06 Dues** – Each Member agency shall be obligated to pay to the Organization annual dues in an amount which shall be established by the Board from time to time. The Board shall establish a schedule of dues for all classes of Members which shall be reviewed when deemed appropriate to do so.

**5.07 Ceasing to be a Member** – A Member agency that fails to pay the Organization any amount owing to the Organization within thirty days of being notified in writing by the Treasurer of the amount owing shall automatically cease to be a Member of the Organization, however any Member may on payment of all unpaid amounts be reinstated by resolution of the Board.

**5.08 Resignation of Members** – Member agencies may resign in writing, which shall be effective upon receipt thereof by the Board. Upon resignation, the Member agency shall cease to be a Member of the Organization and accordingly, shall cease to have any rights in respect thereof. Any Membership fees paid shall not be refunded.

**5.09 Sponsorships** – With the approval of the Board, Corporations and other organizations that support the values of the organization shall be categorized as “Sponsors”. Sponsors are not eligible for Membership privileges including voting. In return for Sponsorship status, these organizations shall receive appropriate recognition and participation in the annual conference and other forums presented by the organization.

## **Article VI Meetings of Members**

**6.01 Annual General Meeting or Special Meeting** - The annual General Meeting of the Membership shall be held at the Organization’s Annual Conference at a time determined by the Board this meeting and others may be held virtually or in person. Special meetings of the membership may be held from time to

time at a time and place determined by the Board. Special meetings may include in person and virtual participation.

**6.02 Notice** - Notice of the time and place of each meeting of Members shall be given not less than fifty-six (56) days before the date of the meeting.

**6.03 Quorum** - A quorum for the transaction of business at meetings of the Membership shall consist of not less than 10 Member agencies who are Members in Good Standing and present in person or virtually except as otherwise provided.

**6.04 Chairperson** - The Chair of any meeting of Membership shall be the Board Chair, if present, or the Vice- Chair in the Chair's absence.

**6.05 Votes to Govern** - At any meeting of the Membership, every motion shall, unless otherwise required by the Articles or By-laws, be determined by the majority of the votes cast on the question. The Chair will not vote on any motions unless there is equality of votes and in such a case her/his vote will be the deciding vote.

**6.06 Voting By Proxy** – Member agencies wishing to vote by proxy when not present for the vote shall forward their proxy in writing or e-mail to the Secretary two business days prior to the meeting identifying which Member agency in good standing is authorized to vote on their behalf. The Chair shall make known the vote at the appropriate time. The Proxy vote shall identify the Member agency and motion being voted on and its vote.

## **Article VII Notices**

**7.07 Method of Giving Notices** - Any notice to be given (which term includes sent, delivered, or served) be sufficiently given if delivered to the last address or email address known to the Organization of the Member agency representative or if mailed to the last address known to the Organization.

**7.07 Computation of Time** - In computing the date when notice must be given under provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

**7.08 Execution of Notice** - The signature of any notice to be given by the Organization may be lithographed, written, printed, or otherwise mechanically or electronically reproduced.

**7.09 Omissions and Errors** - The accidental omission to give any notice to any Member Agency, Director, Officer, member of a committee of the Board or public accountant, or the non-receipt of any notice by any such person where the Organization has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

**7.10 Waiver of Notice** - Any Member Agency, Director, Officer, auditor, member of a committee, may either before or after any meeting, waive any notice, or waive or abridge the time of any notice, required to be given under any provision of the Act, the regulations, the Articles, the By-laws or

otherwise, and such waiver or abridgment shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgment shall be in writing.

**7.11 Proof of Service** - A certificate of the Secretary or other duly authorized Officers of the Board in office at the time of the making of the certificate as to facts in relation to the mailing or delivery of any notice to any Member Agency, Director, Officer or auditor, publication of any notice shall be conclusive evidence thereof and shall be binding on every Member, Director, auditor, or Officer of the Organization as the case may be.

## **Article VIII Miscellaneous**

**8.01 Use of Proceeds** - The income and property of the Organization whosoever's derived, shall be applied solely towards the promotion of the purposes of the Organization, as set forth in its Articles, and no portion thereof shall be paid or transferred or be available directly or indirectly by way of dividend, bonus or otherwise howsoever for the benefit of any Board Member, Member Agency or Members of the Organization. Provided that nothing herein shall prevent the payment in good faith of reasonable reimbursement to any servant of the Organization, in return for any services actually rendered to the Organization, there shall be no salaried office or positions of the Organization, or any office of the Organization paid by fees and that no remuneration or other benefit of money or moneys shall be given by the Organization to any of its Members.

**8.02 Amendment of By-laws** - The Board, by resolution, may make, amend, or repeal any By-laws, provided that the enactment, repeal, or amendments of such By-laws shall not be enforced or acted upon until sanctioned by an affirmative vote of not less than 2/3 of the votes cast by the Member Agencies who were entitled to vote thereon at a meeting duly called for the purpose of considering the said By-laws.

**8.03 Invalidity of Any Provision of This By-law** - The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

**8.04 Rules of Order** - All questions not herein provided for, shall be decided upon the principles laid down in Robert's Rules of Order.

## **Article IX Dissolution**

**9.01 Dissolution** - The Organization shall be dissolved voluntarily whenever a Special Resolution requiring the Organization to be so dissolved is passed by each class of Membership whether or not they are otherwise entitled to vote.

**9.02 Distribution on Dissolution** - Upon the dissolution of the Organization, the remaining property of the Organization (after payment of all debts and liabilities) shall be distributed to a non-profit and/or charitable organization or organization whose objects are similar to those of the Organization, or failing

the existence of any such organization or organizations, to such non-profit and/or charitable organization or organizations as may be designated by the Board of Directors.

**MADE** by the Board the 15<sup>th</sup> of August 2023

**REVISED** by the Board the 29<sup>th</sup> day of March 2024

**SIGNED** by the Board the 5<sup>th</sup> day of April, 2024

Tom Clemo – Board Chair  \_\_\_\_\_

Maria Taylor - Vice Chair \_\_\_\_\_

Maria Reyes – Treasurer \_\_\_\_\_

Nathan Adams – Secretary \_\_\_\_\_

Amy Valdez – Member at Large \_\_\_\_\_

Peter Gatto – Member at Large \_\_\_\_\_

Brian Godlonton – Member at Large \_\_\_\_\_

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**MADE** by the Board the 15<sup>th</sup> of August 2023

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Tom Clemo – Board Chair



Maria Taylor - Vice Chair

*Maria Taylor*

Maria Reyes – Treasurer

*Maria Reyes*

Nathan Adams – Secretary

*Nathan Adams*

Amy Valdez – Member at Large

*Amy Valdez*

Peter Gatto – Member at Large

**Peter Gatto** Digitally signed by Peter Gatto  
Date: 2024.04.04 (2:04:11 -0400)

Brian Godlonton – Member at Large

