



## **SURREY SCHOOL DISTRICT 36 PARENTS ADVISORY COUNCIL**

### **CONSTITUTION**

#### **PART I - NAME**

The name of this organization shall be **Surrey School District 36 Parent Advisory Council ("DPAC")**.

#### **PART II-- PURPOSE**

The purpose of this organization shall be:

1. To promote the interests of public education in Surrey School District #36 (SD36) and, to that end, to foster co-operation and communication among parents, students, educators and school district representatives;
2. To advise the school district of parents' views on district and provincial policies and programs, and to make recommendations where appropriate;
3. To communicate with parents and Parent Advisory Councils on district and provincial policies and programs, and to provide a forum for discussion of policies, programs and educational issues;
4. To assist parents in forming Parent Advisory Councils in their schools, and to encourage their membership in them;
5. To assist its members in obtaining information about school, district and provincial programs and policies and in communicating with district representatives;
6. To communicate with other organizations in the community and the province on educational matters of common concern;
7. To promote a positive image of the public school system within the district.

**Adopted April 21, 1993**

**Certificate of Change in Constitution issued by Registrar of Companies June 23, 1993 Bylaws amended:**

**May 29, 1996**

**May 27, 1998**

**November 24, 2004**

**May 24, 2013**

**May 23, 2018**

**May 22, 2019**

## **Surrey School District 36 Parent Advisory Council**

Surrey School District 36 Parent Advisory Council (DPAC) founded in 1977 is a non-profit organization, representing the interests of Surrey parents in the public education system.

It is parents helping parents learn more about our education system and how they can contribute to it.

### **Mission**

*Our mission is to facilitate meaningful parent involvement in the public school system and to empower parents to speak on behalf of their children.*

We are committed to:

- Promoting the interests of public education in the Surrey School District
- Encouraging membership in and providing assistance to Parent Advisory Councils
- Assisting parents to enhance skills needed to nurture and educate their children
- Working in partnership with the stakeholders who make decisions affecting children
- Fostering communication and cooperation among all the participants in the education system.

# BYLAWS OF SURREY SCHOOL DISTRICT 36 PARENT ADVISORY COUNCIL

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## **PART I: MEMBERSHIP**

### **Entitlement to membership**

1. All Parent Advisory Councils established pursuant to School District #36 (Surrey) Policy No. 10300, as amended, are entitled to be members of Surrey District 36 Parent Advisory Council ("DPAC").

### **Application for membership**

2. a.) A Parent Advisory Council (PAC) may apply to DPAC for membership, and shall upon application be a member.  
  
b.) The application shall designate a person elected or appointed by the PAC to be its registered representative on DPAC.  
  
c.) The application may also designate an alternate representative to represent the PAC in the absence of the registered representative.

### **Compliance with bylaws**

3. Every member shall uphold the constitution and comply with these bylaws.

### **Cessation of membership**

4. A PAC ceases to be a member of DPAC upon its dissolution.

### **Good standing**

5. All members are in good standing except:
  - a.) a member who has not registered with DPAC for the current school year;
  - b.) a member who has ceased to be established pursuant to Surrey School District #36 Policy No. 10300.

## **PART II: MEETINGS OF GENERAL MEMBERS**

### **General meetings**

6. General meetings of DPAC shall be held not less than four times during each school year at the time and place, that the directors decide. One of those meetings shall be the annual general meeting.

### **Notice**

7. a.) A Calendar of general meetings will be presented at the Annual General Meeting or at the beginning of the school year and located on the DPAC website throughout the year. 30 days notice will be provided for an Annual General Meeting or Extraordinary Meeting.  
  
b.) The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings at the meeting.

#### **Right to attend and vote**

8. a.) Every parent or guardian of a student attending a public school in Surrey School District #36 has the right to attend general meetings.  
  
b.) Upon a request made to the directors, a student representative of a student council in a public school in Surrey School District #36 may attend general meetings.  
  
c.) Only members of DPAC in good standing have the right to vote on matters before the meeting.  
  
d.) Other persons, at the discretion of the directors, may attend meetings, but are not eligible to vote.  
  
e.) Robert's Rules of Order shall apply in instances where the C&B are silent

#### **Request by member**

9. Any member may request the calling of a general meeting by way of signed petition representing twenty percent (20%) of the membership. The request shall be in writing delivered to the President and shall state the reason for the request. All petitioners shall be present at the next available general meeting when called by the President.

### **PART III- PROCEEDINGS AT GENERAL MEETINGS**

#### **Quorum**

10. A quorum for general meetings is ten members present for the meeting.

#### **Appointment of a Chair**

11. If, at a general meeting
  - a.) both the President and Vice-President are absent, one of the other Directors present, shall preside as Chair of a general meeting.
  - b.) there is no President, Vice-President or other Director present within 20 minutes after the time appointed for holding the meeting; or

c.) the President and all the other Directors present are unwilling to preside, the members present shall choose one of their number to chair the meeting.

### **Voting**

12. a.) A member PAC in good standing present at a meeting of members is entitled to one vote. In cases where there is dispute as to who the DPAC representative for a member PAC is, Surrey DPAC directors will investigate and make determination of who the registered member shall be, such that, member PAC vote is exercised in order by respective member's school PAC Executive Officers position of President, Vice-President, Treasurer, and then Secretary.

b.) A member exercises its vote through its registered representative or, in his or her absence, its alternate representative designated in its application for membership.

c.) (i.) Where a member has not designated an alternate representative in its application for membership, the member may designate an alternate to vote on as behalf at a meeting.

(ii.) The designation shall be in writing, specifying the date of the meeting at which the alternate representative is authorized to vote, and signed by the registered representative and the president of the member PAC.

(iii.) No other proxies are permitted.

d.) Voting is by a show of hands or, where requested by two members present, by secret ballot.

e.) Any conflict of interest must be declared by voting representatives prior to any discussion. Any representative so declaring will not participate in any discussion or any vote, pertaining to the noted conflict.

f.) Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.

### **No casting vote by Chair**

13. In the case of an equality of votes, the Chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution shall not pass

## **PART IV: DIRECTORS AND OFFICERS**

### **Eligibility**

14. a.) Any parent or guardian of a student attending a public school in Surrey School District #36 and nominated by a member PAC is eligible to be a Director of DPAC.

- b.) No member of any Board of Education can hold office as a Director for Surrey School District 36 PAC (DPAC)
- c.) No employee of Surrey School District 36 can hold office as a Director due to potential perceived conflict of interest.
- d.) Any Director seeking political office must declare their intention, and take leave from the Board for the term of the election.
- e.) Any parent having declared candidacy for a seat on any Board of Education (in an election year) shall not be elected to an Executive Officer role on DPAC.

### **Directors' powers**

- 15. a.) The Directors may do all the things that DPAC can do, subject to
  - (i.) these bylaws or any law affecting DPAC;
  - (ii.) any rule, consistent with these bylaws, made from time to time by DPAC in general meeting.
- b.) No rule made by DPAC in general meeting invalidates an act of the directors done before the rule was made.
- c.) DPAC directors shall carry on the day to day business of the organization and seek parent views through its membership and through open communication at general DPAC meetings. At no time shall any Director enter into any kind of agreement with any other group or organization in which DPAC's name will be associated without first seeking membership approval to collaborate.

### **Number of Directors**

- 16. There shall be a minimum of nine Directors and a maximum of thirteen.

### **Election of Directors and Officers**

- 17. a.) The Directors shall be elected at each annual general meeting, to hold office for a term of one year from June 1 to May 31.
- b.) If less than the prescribed numbers of candidates are nominated for election, each candidate must garner simple majority of fifty-one percent (51%) of members present to become a Director. No Director positions will be filled by acclamation, but rather by affirmation.
- c.) At the first meeting of the newly elected Directors, they shall elect from among themselves a President, a Vice-President, a Secretary, and a Treasurer who shall be the executive officers for the ensuing term.
- d.) Candidates for the office of President and Treasurer shall have served a minimum of one term as a Director of DPAC prior to being elected to one of these executive officer positions.

e.) It is recommended that no one hold an executive officer position in their youngest child's secondary school graduation year.

#### **Nominating committee**

18. a.) The Directors may, in accordance with these bylaws, appoint a nominating committee to set standards and rules for nominating candidates for directorship at the annual general meeting.

b.) Any standards or rules set by the nominating committee shall be approved at the annual general meeting (AGM) prior to nominations.

#### **Vacancy/Resignation**

19. a.) Should a resignation or vacancy open, the Directors shall post a notice to fill vacancy, at the next General Meeting, any candidates stepping forward will be voted in by general membership.

b.) A Director so appointed holds office only until the next annual general meeting (AGM), but however, is eligible for re-election at that meeting.

#### **Removal of Directors and executive officers**

20. a.) The members may, by a majority of not less than 75% of the votes cast, remove a director before the expiration of his or her term of office, and may elect a successor to complete the term of office.

b.) The board of directors, with a minimum of 75% of the directors present, may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration date of his or her term of office, and may elect a successor to complete the term.

#### **Remuneration of Directors**

21. a.) No Director shall be remunerated for being or acting as a Director, but may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of DPAC in accordance with Surrey Board of Education approved travel and mileage rates.

b.) Pre-approval of expenditures for conferences is recommended and/or set out in its annual budget.

## **PART V: PROCEEDINGS OF DIRECTORS**

#### **Meetings**

22. a.) The Directors shall meet not less than six times during each school year at the time and place they see fit.

b.) Any two Directors may request the calling of a board meeting. The request shall be in writing delivered to the President stating the reason for the meeting. On receiving the request, the president shall call the meeting. Directors shall be given not less than seven (7) days notice of a meeting called under this section.

c.) Any DPAC Board member who is absent for three (3) consecutive meetings without leave of absence from the Board, or without satisfactory reason, shall forthwith cease to be a member of the Board (Director). Directors are required to attend board meetings, general meetings, liaison meetings and all other meetings called at the discretion of the board or President.

#### **Quorum**

23. A quorum for Board of Directors' meetings is five Directors.

#### **Chair**

24. The President shall preside at all Directors' meetings, but if the President is unable or unwilling to preside, the Vice-President shall chair the meeting. If neither is able or willing, the Directors present may choose one of themselves to preside at the meeting.

#### **Notice**

25. a.) Verbal or written notice of a Directors' meeting to each Director shall be sufficient.

b.) The inadvertent omission to give notice to a Director, or the failure of a Director to receive notice, does not invalidate the proceedings at the meeting.

#### **Voting**

26. a.) Questions arising at a Directors' meeting shall be decided by a simple majority of the votes cast.

b.) In the case of an equality of votes, the Chair does not have a second or casting vote and the proposed resolution shall not pass.

#### **Resolution in writing**

27. A resolution in writing, signed by all the Directors and placed with the Directors' minutes, is valid and effective as if regularly passed at a Directors' meeting.

#### **Communications**

28. a.) Communications: The Directors shall produce and circulate noteworthy information to the members and others as the Directors decide, with the objective of keeping the members informed of DPAC's activities.

b.) Website: The Directors shall maintain and effectively manage a website with the objective of keeping the members informed of DPAC's activities.

c.) Media Relations: The Directors may appoint a media relations contact, who once appointed, has the authority to speak on behalf of the Directors, without seeking approval from the Directors first.

#### **Internal committees**

29. a.) The Directors may establish committees as they think necessary or useful to meet DPAC's objectives, and shall do so if required by motion of the members in general meeting.
- b.) Each committee shall be chaired by a Director. The DPAC board may appoint as many of the following persons to the committee as they require:
- (i.) other Directors;
  - (ii.) any parent or guardian of a student attending a public school in School District #36 (Surrey);  
and
  - (iii.) other persons to act in an advisory capacity only, without a vote.
- c.) The terms of reference of each committee shall be specified by the Directors at the time it is established, or by the committee at its first meeting, as the Directors decide.
- d.) Committees shall report to the directors as the Directors require.
- e.) Committees may meet and adjourn as they think fit.

#### **External committees**

30. a.) The Directors may appoint representatives to external committees or in liaison positions to external organizations.
- b.) Whenever possible, the Directors shall involve members in the selection process.
- c.) Persons so appointed shall report to the Directors as the Directors require.

#### **Disclosure of interest**

31. A Director who is, directly or indirectly, interested in a proposed contract or transaction with the organization shall disclose fully and promptly the nature and extent of his or her interest to every other Director.

## **PART VI: ROLES AND RESPONSIBILITIES OF DIRECTORS**

#### **President**

32. a.) Except as provided elsewhere in these bylaws, the President shall preside at all members' and

Directors' meetings of DPAC.

b.) The President is the Chief Officer of DPAC and shall supervise the other officers and Directors in the execution of their duties.

c.) The President is an ex officio member of all committees established by the Directors.

d.) The President will ensure an agenda is prepared and presented at each General, Board, and Annual General Meeting.

e.) The President will update members on DPAC activities at each General and Board meeting.

f.) The President will submit and present an annual report at the Annual General Meeting.

g.) Except as the Directors decide from time to time, the President is the official spokesperson on behalf of DPAC.

#### **Vice-President**

33. The Vice-President shall:

a.) assume the duties of the President in his or her absence or upon the resignation of the President until such a time as the Board fills the vacancy.

b.) when not carrying out the President's duties, the Vice-president shall assist the President as needed and perform such special duties as the Directors decide.

#### **Secretary**

34. The Secretary shall:

a.) record and keep minutes of all members' and Board of Directors' meetings;

b.) maintain and ensure the membership is up-to-date; and

c.) maintain and ensure the safekeeping of all records and documents of DPAC, except those required to be kept by the Treasurer.

d.) assure all records, older than 3 months, are to be held at the DPAC office

#### **Treasurer**

35. The Treasurer shall

a.) receive all monies, issue invoices, issue receipts, and ensure the payment of authorized expenditures.

- b.) keep the financial records, including books of account, necessary to comply with Canadian Generally Accepted Accounting Principles (GAAP);
- c.) render financial statements to the Directors, members at respective monthly meetings and others when required;
- d.) assist the Directors in preparing an annual budget;
- e.) prepare a set of financial statements for the AGM and the annual report;
- f.) apply for Province of BC Gaming Grant annually by deadline; maintain and keep related documents for Gaming Summary; and
- g.) assure all records, older than 3 months, are to be held at the DPAC office

#### **Absence of Secretary**

- 36. In the absence of a Secretary from a members' or Board of Directors' meeting, the Chair shall appoint another person to act as Secretary at the meeting.

#### **Immediate Past President**

- 37. The Immediate Past President shall act as a special advisor and shall provide advice and support. The Immediate Past President does not have a vote on resolutions or a tie-breaker vote.

#### **Directors**

- 38. Directors shall:
  - a.) abide by Constitutions and Bylaws, Directors Code of Conduct, and Directors Responsibility and Legal Liability;
  - b.) utilize consensus building processes when developing positions on issues;
  - c.) attend external committees as representatives of Surrey DPAC;
  - d.) chair DPAC internal committees;
  - e.) attend member PAC meetings, provide guidance to strengthen PACs;
  - f.) assist with parent advocacy issues;
  - g.) have an open-mind, be respectful of diverse opinions.

## **PART VII: DIRECTORS CODE OF CONDUCT, RESPONSIBILITIES AND LEGAL LIABILITY**

### **Confidentiality**

39. DPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

### **Responsibilities**

40. A Director who accepts a position representing DPAC will:
- a.) Uphold the Surrey DPAC's Constitution and Bylaws, Directors Code of Conduct (Appendix I), Directors Responsibilities and Legal Liability (Appendix II) of DPAC
  - b.) Perform his/her duties with honesty and integrity
  - c.) Work to ensure that the well-being of students is the primary focus of all decisions.
  - d.) Respect the rights of all individuals
  - e.) Strive to be informed and only pass on information that is reliable and correct.

## **PART VIII: FINANCIAL MATTERS**

### **Financial year**

41. The financial year shall be June 1 to May 31.

### **Power to raise money**

42. a.) In order to further the purpose and objectives of DPAC, the directors may, on behalf of and in the name of DPAC, raise money in the manner they decide.
- b.) The members may restrict the directors' power to raise money, but a restriction imposed expires at the next annual general meeting.

### **Bank accounts**

43. a.) DPAC may establish and maintain a minimum of 2 bank accounts.

(i.) One account is to be held for the gaming funds

(ii.) One account is to be held for general revenue

b.) All funds of DPAC shall be kept on deposit in a chartered bank or credit union.

#### **Signing authority**

44. a.) The President, Treasurer, and at least one other Executive Officer shall have signing authority on all banking and legal documents. At least two signatures shall be required on all these documents.

b.) Related Executive Officers shall not be signing authorities at the same time.

c.) The Executive Officers do not have any borrowing power and shall not take out any loans on behalf of Surrey DPAC.

#### **Spending**

45. a.) Subject to subsection (b), the directors may spend money as approved by the members in general meeting.

b.) The Directors may spend up to \$500.00 without prior approval of the membership.

#### **Appointment of auditor**

46. DPAC may appoint an auditor.

## **PART IX: AMENDMENTS TO BYLAWS**

#### **Amendments of bylaws**

47. These bylaws may be amended by a Special Resolution passed by at least seventy-five (75%) of the members present at any General meeting, given the Notice of proposed amendments has been provided to the membership at least thirty (30) days prior to the meeting at which they are to be considered.

## **PART X: DISSOLUTION**

#### **Dissolution**

48. DPAC may be dissolved by resolution at a general meeting convened for the purpose of dissolution.

a.) In the event of dissolution, the assets remaining after the payment of all debts and liabilities will be distributed equitably to member PACs at the time of dissolution. Any remaining funds in the gaming account will be returned to the Province of BC – Gaming Branch.

b.) All DPAC records will be transferred to Surrey School District 36 Secretary Treasurer’s Office for record-keeping.

## **PART XI: GENERAL**

### **Written Notices**

49. Any written notice required by these bylaws to be given to a member is deemed to have been sufficiently given if posted to the DPAC website or Facebook, subsequent to notice requirements previously noted.

### **Property in documents**

50. a.) All documents, records, minutes, correspondence or other papers of any kind kept by a member, Director, or committee member in connection with DPAC shall be deemed to be property of DPAC, and shall be turned over to the President when the member, Director, or committee member ceases to perform the task to which the papers relate.

b.) Documents deemed to be the property of DPAC shall be held at the office of the DPAC. Original documents of Surrey DPAC should not be held at a personal residence longer than 3 months.

**Dated at Surrey, British Columbia, the 21st day of April, 1993.**

**Amended: May 29, 1996**

**May 27, 1998**

**November 24, 2004**

**May 24, 2013**

**January 24, 2018**

**May 22, 2019**

## Appendix I: Director's Code of Conduct

### DIRECTORS CODE OF CONDUCT

Each member of the Surrey DPAC Board of Director's must sign a consent document; ideally this document should be signed at the beginning of their term of office. This document should be kept on file. Any violation of this Code of Conduct should be reported directly to the DPAC President and/or Board in writing. The Board should then convene to determine what actions, if any, are required.

#### As a Member of the Board of Directors, I will:

- Listen carefully to my fellow Board members;
- Carefully consider and respect the opinions of my fellow Board members;
- Respect and support all majority decisions of the Board;
- Recognize the authority vested in the Board;
- Keep well informed of developments relevant to issues that may come before the Board;
- Participate actively in Board meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board meetings;
- Bring to the attention of the Board any issues I believe will have significant effect on our organization or those we serve;
- Attempt to communicate the needs of those we serve to the Board of Directors;
- Bring complaints directly and promptly to the attention of the Board;
- Recognize that my duty is to ensure that the organization is well-managed, not necessarily to manage the organization;
- Represent all those whom this organization serves vs. geographic or special interest groups;
- Consider myself a "trustee" of the organization and do my best to ensure it is well-maintained, financially secure, and always operating in accordance with our stated objectives;
- Work to learn how to undertake my role and responsibilities better; and
- Acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues in which I am conflicted.

#### As a Member of the Board of Directors, I will not:

- Criticize fellow Board Members or their opinions, outside of the Board Room;
- Use the organization or my position for my personal advantage or that of my friends, relatives or associates;
- Discuss the confidential proceedings of the Board outside the Board Room;
- Promise how I will vote on an issue **before** hearing the discussion and becoming fully informed on that issue;
- Speak for or on behalf of the organization unless specifically authorized to do so.

I (*print name*) \_\_\_\_\_ having read the aforementioned Code of Conduct hear by agree to the terms and conditions set forth in this document and will abide by the decisions of the Board.

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

## Appendix II: Directors Responsibility and Legal Liability

### DIRECTORS RESPONSIBILITY AND LEGAL LIABILITY

The duty of the Surrey DPAC Board of Directors is to uphold the Constitution and By-Laws and to accept responsibility for its operations. Surrey Board members are expected to serve in good faith, act honourably, behave honestly, attend meetings and contribute to decisions that are in the best interests of the organization, respect confidentiality, and avoid conflicts of interest. Board members are responsible for their actions which should be those that would be performed by any prudent person in similar circumstances. They are stewards of the good name of Surrey DPAC and are required to be wise, prudent and vigilant on its behalf.

The Surrey DPAC Board of Directors is responsible to the members and therefore is responsible for acting in accordance with the Mission Statement, Core Philosophy and Beliefs.

The Surrey Board of Directors is responsible for:

- Envisioning the Future (Goals and Priorities)
- Setting Policy (Guidelines for Decision Making)
- Hiring the Executive Director (if applicable)
- Developing Links to the Community (building Relationships)
- Representing the organization (Fundraising)
- Providing for the prudent management of the organization's resources
- Risk management - The process by which the risks faced by the organization are identified together with the precautions necessary to prevent, control or reduce the chance of loss or damage.

All members of the constituted Board of Directors are required to attend Board meetings, General Meetings, Annual General Meeting, Extraordinary General Meetings, and all Board functions including liaison meetings with stakeholder groups. If for just cause, Directors who are unable to attend meetings may be exempted from this requirement through the giving of their regrets to the President in advance of the scheduled meeting.

Board members are responsible for insuring that volunteers and personnel if any, are properly chosen, and adequately supervised and constrained by appropriate policies.

Board members are not normally liable for the debts or liabilities of Surrey DPAC, though any Director who has directed, authorized, assented to, acquiesced in, or participated in an illegal act is personally liable for that offence.

I (*print name*) \_\_\_\_\_ having read the aforementioned responsibilities hear by agree to the terms and conditions set forth in this document.

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)