

## BYLAWS FOR THE HURON HUMANE SOCIETY

### ARTICLE 1-NAME, OFFICE, PURPOSE, POLICIES

**Section 1:** *Name:* name of the Corporation shall be the Huron Humane Society, Inc

**REGISTERED OFFICE:** The address of the registered office of the Corporation in Michigan is 3510 Woodward Avenue, Alpena, Michigan 49707. The Corporation may have other offices or branches as determined by the Board of Directors.

**FISCAL YEAR:** The fiscal year for the Corporation shall be January 1 through December 31.

**Section 2:** *Purpose:* The purpose of the Huron Humane Society, Inc

- providing shelter for stray and lost animals;
- provide foster homes for all animals;
- locating suitable homes for the pets;
- Rehabilitating ill and injured dogs and cats;
- working with owners to re-home their animals
- providing micro chipping to the general community
- to promote the importance of spay/neutering and set up a low cost spay/neuter program;
- obtaining full veterinary services for all animals in our care
- micro chipping service to the community
- school and nursing home pet visitations
- Building and maintain a shelter for stray and lost animals

Huron Humane Society, Inc will endeavor to maximize the percentage of its operating budget, which directly benefits rescued animals, including the spaying and neutering of these dogs and cats. Fundraising to support this will be achieved through solicitation and acceptance of contributions from individuals and other methods or events as the Board of Trustees of the Organization desire to utilize.

**Section 3:** *Policies*

The Policies and Procedures Manual contains guidelines to achieve the goals and direct the governance of the organization. This document provides information about operations and enables members and staff to perform the administrative functions of the Society. Policies and procedures are established and modified over time by the Board of Directors and can only be changed or eliminated by official action of the Board. The Policies and Procedures Manual is maintained by the staff with Board approval, and subject to revision.

**Human Resources:**

Employees will be hired, and released in accordance with all fair labor practices. The Huron Humane Society encourages the professional development for all employees and will encourage and support relevant career education. Semi-annual evaluations will be provided for all hourly employees. Wage increases will be considered on a semi-annual basis, to concur with the evaluation. Volunteers will be utilized and will be expected to follow all HHS policies and procedures.

Prepared 2/2011

#### Animal Care:

Every day, all animals, both onsite and in foster care, will be provided with: fresh food, a clean and dry living space, clean bedding, socialization, and mental and physical exercise in a manner that exceeds legal requirements both for on-site animals and those in foster care. We will provide core vaccinations and obtain necessary medical treatment and grooming as needed. All care decisions will be made to reach the goal of rehabilitating and rehoming all pets in our custody as quickly as possible. Animals arriving at the shelter will receive timely assessment. Those found to have health or behavior problems will receive prompt treatment. Animals HHS places in foster care are still in the custody of the HHS and foster care homes will be subject to inspections.

#### Adoption and Relinquishment:

Animals will be received, held and released in accordance with all local, state and federal laws. Animals will be received from Animal Control, private citizens, and past adopters. A fee will be charged for adoptions and those pets returned to owners. Adopters will be screened for suitability with every attempt to ensure a safe and enduring family match. Animals will not be adopted out to minors, or to renters without landlord consent. The shelter staff reserves the right to deny any adoption. Adopters will sign a contract to include a date and will pay a deposit for spay/neuter of unaltered animals. There will be a "fee refundable" trial period, and at any future date an adopter may return the animal to the HHS at no charge. All dogs will undergo a formal behavior evaluation before being placed for adoption. This will be done by trained shelter personnel and fully documented.

#### Business Operations:

All shelter income and expenses will be tracked and recorded with accounting software and statements will be provided by the Treasurer at monthly board meetings. A team, to include the Executive Director and board members, will manage the finances to keep the shelter moving in an operationally secure and financially sound direction. All financial transactions will be considered public record.

#### Public Relations & Policy Issues:

The Executive Director will keep the Executive Committee aware of any concerns associated with policies and procedures, including non-compliance or the need to modify them. The Board of Directors and shelter team will promote the shelter's positive public image in the community. Customer service and satisfaction will be a top priority for all staff and volunteers who work for the HHS. Concerns or complaints with customer relations and service or shelter policies and procedures will be brought to the immediate attention of shelter management, and if necessary for satisfactory resolution, to the Executive Committee.

#### Facility Maintenance:

The HHS will maintain a facility which will be open to the public, for the purpose of housing its animals, serving as a point of business, and storing all HHS property and records. Access to, and proper maintenance of, this facility and its entire contents will be determined and monitored by the Executive Director with the help of management staff.

## Euthanasia

Neither the age nor breed nor length of stay of any animal, are acceptable factors for euthanasia, and the HHS will not place a time limit on the duration of an animal's stay at the shelter. The HHS is a no-kill shelter, and will not end an animal's life unless at least one of the following are true: 1. The animal poses health or safety risks to other pets or people, and is therefore unsuitable for home placement. 2. The animal displays aggressive behavior, which requires expert aggressive behavior modification, which HHS is unable to provide, making these animals placement into a home unlikely or unsafe. 3. The animal displays antisocial behavior the HHS is unable to correct and placing the animal into a home or social setting would inhumanely create stress for the animal. 4. The rehabilitation requirements of the animal are so great that they exceed the resources of the HHS, or the likely success rate of the treatment does not justify the use of the resources, and/or the stress the treatment would place on the animal. When it is determined that euthanasia is to be implemented, a member of the HHS management team will take the animal to a veterinarian's office and stay while the procedure is being performed. The method in which the procedure is to be performed will be as humane as possible. If euthanasia needs to be performed at the shelter, it will be performed by a veterinarian, in the presents of shelter management, or representative if possible. Approved by board: 12/06/05

## ARTICLE II-MEMBERSHIP

**Section 1. CLASSES OF MEMBERSHIP** - Membership shall be of two classes: life with voting privileges; and annual with voting privileges. Every person accepted as an annual member shall pay dues in the amount set forth by resolution of the Board of Directors at the regular meeting of the board following the annual membership meeting. The amount of said dues shall be recorded in the minutes and become part of the Corporation's Policy and Procedure Manual.

*Foster Home Membership:* Any person desiring to become an active foster home for the animals awaiting adoption, will be required to comply with the policies and procedures of the Organization, and will also be subject to majority vote of the Board of Directors for acceptance. Foster Home Members will have no rights to vote as directed by the Board of Directors. Foster Home Members accepted to the Organization are allowed to participate in the activities of the Organization as described in **Article I, Section 2**. The Organization shall be authorized and empowered to pay reasonable compensation for services rendered for the health and well being of the animals.

**Section 2. ACCEPTANCE OF MEMBER** - A person shall be considered a member in good standing upon his/her application for membership, accompanied by payment of dues. Annual dues are payable at any time during the calendar year prior to the annual meeting of the general membership and are payable at the registered office. Once having made payment pursuant hereto, and received a receipt, a person shall remain a member in good standing unless he/she is expelled, suspended or otherwise disciplined for just cause and may lose all membership privileges including voting rights.

**Section 3. ANNUAL MEMBERSHIP MEETING** - The annual meeting of the general membership of the Corporation for the purposes of electing directors, appointment of terms and for the transaction of other business authorized to be transacted by the members, shall be held at a date, time and place to be designated by the Board of Directors. A regular meeting of the Board of

Directors shall take place immediately following the annual membership meeting for the purpose of electing officers, and any other business that may come before the board.

**Section 4. VOTING** - Only Members in good standing shall be entitled to vote at the annual membership meeting or at a special membership meeting called by the Board of Directors; provided, however, that a member shall not be entitled to vote until he or she has been a member of the Corporation for a period of thirty (30) days. The membership shall elect directors on the basis of majority vote.

**Section 5. SPECIAL MEETING** - Special meetings of the membership may be called by the President, by a majority of the Board of Directors, or upon written request of the majority of the active membership.

**Section 6. NOTICE OF MEETING** - Notice of the date, time, place and purpose of any special meeting of the members shall be provided to the membership at least ten (10) days prior to the meeting, in such a manner and by such means as may be directed by the Board of Directors.

**Section 7. QUORUM** - At a special general membership meeting of the Corporation, at least ten per cent (10%) of the members from the general membership and a majority of the Board of Directors shall constitute a quorum and have authority to transact properly submitted business which may come before the meeting. Vote by proxy will not be permitted.

### **ARTICLE III-POWERS**

**Section 1: *Direction of Powers:*** The general powers of the Organization will be exercised, its property controlled, and its business and affairs conducted by or under the direction of the Board of Directors (hereinafter referred to as the Board). The Board may act only by a simple majority vote of all the Directors of the Board in the matters declared above; as well as in all other matters, including all rules and regulations governing the action of the Board, and shall have full authority with respect to the distribution and payment of the monies received by the Organization from time to time; provided, however that the fundamental and basic purposes of the Organization, as expressed in the Certificate of Incorporation, shall not thereby be amended or changed.

**Section 2: *Private Inurement:*** No part of the net earnings of the Organization shall inure to the benefit of or be distributed to its Board of Directors, Volunteers, Donators, or any other private persons, except that the Organization shall be authorized and empowered to pay reasonable reimbursements for actual and necessary expenses to further improve the health and well being of the animals, and to make payments and distributions in furtherance of the purposes set forth in **Article I, Section 2.**

**Section 3: *Discrimination:*** The Organization shall not apply its standards, policies, procedures, or practices inequitably or single out any particular party for disparate treatment unless justified by substantial and reasonable cause. The Organization shall not discriminate against any reasonable application for a Volunteer or Foster Home Member for their race, religion, creed, marital status, or sexual preferences.

**Section 4: Lobbying:** No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and furthermore, shall 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 for public office. Notwithstanding any other provision of these articles, this Organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purposes of the Organization.

#### **ARTICLE IV - STRUCTURE OF THE BOARD OF DIRECTORS**

**Section 1: Board Role, Size, And Compensation:** The Board is responsible for overall policy and direction of the Organization. The Board shall also delegate responsibility for day-to-day operations to the Volunteers and Foster Home Members. The Board shall have up to Nine (9) and not fewer than three (3) members. The Board of Trustees shall receive no salary for their services as Board members; however, the Board may authorize the reimbursement of actual and necessary reasonable expenses incurred by Board members performing duties as Directors of the Board, as well as any necessary reasonable expenses to further improve the health and well being of the animals.

**Section 2: Elections, Terms:** The initial Directors shall be persons named in the Article of Incorporation. Directors shall continue in the office until his or her death, resignation, or removal. Any Director or Board Member may be removed, with or without cause, by a majority vote by the Board. Nominations for new Board Members may be received by the Secretary two weeks in advance of the annual Board Meeting. These nominations shall be sent out to the Board Members with the meeting announcement, to be voted upon at the next meeting. Board Members hold a one-year office term. Board Members are eligible for re-election. There shall be no limit on the number of terms served.

**Section 3: Directors of the Board, Duties:** There shall be four (4) Directors of the Board (also referred to as Directors or Officers), consisting of a President, Vice President, Secretary, and Treasurer. Officers of the Organization shall, unless otherwise provided by the Board, have such powers and duties as generally pertain to their Respective offices. Directors shall have the right to act in such ways to reasonably serve the best interests of the Organization and not as representatives of their employers, or any other organizations or constituencies. .

Their duties are as follows:

**The President** will be the Chief Executive Officer (CEO) of the Organization. He/She shall be in charge of all of its activities and business. The President shall serve as a Director of the Board. All other officers and members shall report to the President or his or her delegate. The President will be empowered to call special meetings of the Board as set forth herein, and shall be entitled to attend any meeting of any committee. The President shall discharge all other duties as may be required by these Bylaws, as well as all duties that may from time to time be assigned by the Board.

**The Vice President** shall serve as the President's delegate, as well as preside in the President's absence. The Vice President shall also assume the responsibilities of any other officer when such officer is absent, subject however to the control of the Board, and such other duties and he/she shall from time to time be assigned.

**The Secretary** shall keep the minutes of the Board in the appropriate books provided specifically for that purpose. He/she shall see that all notices are duly given in accordance with **Article VII**,

**Section 3** of these Bylaws or as required by law. The Secretary must assure that corporate records are properly maintained, as well as distribute copies of the minutes, and the agenda, to each Board member. The Secretary shall perform all duties incident to the office of the Secretary, subject however, to the control of the Board, and such other duties that shall from time to time be assigned to him or her by the Board.

**The Treasurer** shall manage all financial affairs of the organization. He or she shall be responsible for all funds, properties, and securities held by the Organization. The Treasurer shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of the Organization, as well as record the deposits of all monies and other valuable effects of the Organization. He/she shall deposit all monies and other valuable effects of the Organization in the name, and to the credit of the Organization in such banks or depositories as the Board may designate. The Treasurer, serving as Chair of the Finance Committee, shall provide a monthly financial report to all Directors. He/she shall at all reasonable times exhibit his or her books and accounts to any Officer or Director of the Organization, or when requested by a Director. He/she shall perform all duties incident to the office of the Treasurer, subject, however, to the control of the Board, and such other duties that shall from time to time be assigned to him or her by the Board.

The agenda, minutes and financial reports shall be prepared and distributed to the Board Member at least two (2) days prior to the next schedule meeting. The Secretary shall prepared the minutes from the Board Meeting and distributed to the Manager of the HHS to be made available to any Contributors, Associates, members of the Board, and the general public, in a reasonable period time not to exceed one (1) week from the date of the Board Meeting.

**Section 4: Vacancies:** A vacancy or vacancies in the Board of Directors shall be deemed to exist in the case of the death, resignation, or removal of any Director, if the authorized number of Directors is increased, convicted of a felony, or incarcerated for more than 90 days as a result of a criminal conviction. When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next meeting, however, if the next regular meeting is further than two (2) weeks away a Special Meeting may be called in compliance with **Article VII, Section 2**. These vacancies will be filled only to the end of the former Board member's term.

**Section 5: Resignations:** Any Director of the Board may resign at any time by presenting written notice to the Secretary. Such resignation shall take effect at the time specified, and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The successor shall be selected by the rules set forth in **Article V, Section 4**, including a simple majority vote of the remaining Directors of the Board.

**Section 6: Termination, Absences:** Any Director of the Board may be removed with or without cause by a majority vote of all Directors of the Board then in office, provided, however, that the Director who is subject to removal action shall not be entitled to vote on such an action or be counted as a Board member when calculating the majority vote.

## ARTICLE V - COMMITTEES & ADVISORS

**Section 1: *Executive Committee:*** The President, Vice President, and Secretary shall serve as the members of the Executive Committee. The Executive Committee alone shall not have the power to amend the Articles of Incorporation or Bylaws, as stated in **Article IV, Section 1**. The Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board, provided, however, that the fundamental and basic purposes of the Organization declared in **Article I, Section 2** are respected.

**Section 2: *Finance Committee:*** The Treasurer is chair of the Finance Committee, the Fundraiser and one other Board member. The Finance Committee is responsible for developing and reviewing all financial matters, a fundraising plan, and the annual budget for the Organization. The Financial Committee shall cause the annual report, showing income, expenses, and pending income, to be prepared and sent to each Director of the Board and to such other persons as the Board may designate. All expenditures must be within the budget; however the budget and expenditures shall be subject to approval by the Board of Directors. Any major change in the budget must be approved by the Board or the Executive Committee. The financial records of the Organization are public information and shall be made available to any Contributors, Associates, members of the Board, and the general public.

**Section 3: *Other Committees:*** The Board may create committees as needed. The Board shall hold a simple majority vote on the creation of all committees and appointing any/all necessary committee members.

**Section 4: *Advisors:*** The Board may appoint from time to time any number of persons as advisors of the Organization. Each such advisor may be appointed to act either singly or as a committee. Each such advisor shall hold office only during the pleasure of the Board. Advisors shall have only such authority or obligations as the Board may determine. No advisor of the Organization shall receive a salary for services provided to the Organization, however, the Board shall be authorized and empowered to pay reasonable compensation for services rendered, or reimbursement of expenditures reasonably incurred on behalf of activities for the benefit of the Organization, and furthermore the improvement of the health, safety, and well being of the animals.

## ARTICLE VI - MEETINGS

**Section 1: *Regular Meetings:*** Regular meetings of the Board will be held on dates to be determined by the President or Executive Committee. To the extent of practicality, regular meetings may be held in different locations or to include Directors participating via the Internet and/or telephone. Regular meetings are to be held on a regular basis. In the absence of other designation, regular meetings will be held at a location determine by the Organization. The Secretary shall cause the organization and distribution of all Board meeting announcements before every regular meeting.

**Section 2: *Special Meetings:*** Special meetings of the Board may be called by or at the request of the President, the Executive Committee, or one-quarter (1/4) of the Directors of the Board. The call for a special meeting shall be made by the Secretary, subject to the regulations set forth in **Article VII, Section 5**. In the absence of designation, special meetings will be held at the principal

office of the Organization. Closed meeting may be called by the Executive Committee and minutes will be prepared but the based on privacy issues or matter under investigation. The Executive Committee may use their discretion when the minutes will be made available to any Contributors, Associates, members of the Board, and the general public.

**Section 3:** *Notice of Meetings:* Board announcements including notice of time and place of all regular meetings will be delivered personally, by telephone, electronic mail, or sent by first-class mail. In the event of all regular meetings the notice may be mailed, however, it must be mailed at least fourteen (14) days before the meeting is to be held. Announcements shall be sent charges prepaid, addressed to "Board Director" at the Board Director's address as it is shown on the records of the Organization. In the event the Board announcement or Special Meeting notice is delivered personally, by telephone, facsimile, or electronic mail it is to be delivered at least forty-eight (48) hours before the time and day the meeting is to be held.

**Section 4:** *Quorum:* At all regular and special meetings of the Board, presence of a majority of the total number of the entire Board, then in office, shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board, unless otherwise provided by the Articles of Incorporation, within these bylaws, or by law. If a quorum shall not be present at any meeting of the Board, the Directors present may adjourn the meeting to another place, time, or date with or without notice. If the meeting is adjourned for more than twenty-four (24) hours, the Secretary shall cause notice to be given to those Directors not present at the meeting at the time of adjournment.

**Section 5:** *Action Without Meeting:* Actions required or permitted to be taken by the Board or a Committee of the Board may be taken without a meeting. All of the Directors entitled to vote there at must, individually or collectively, consent in writing to such action. Such written consent or consents shall be filed, with the minutes of the proceedings, to the Secretary, who in return shall notify and file such actions to the Board. Written consent filed by the Board shall have the same force and effect as the unanimous vote of such Directors.

**Section 6:** *Electronic Mail, Telephone Meetings:* If permitted under applicable law, communication by electronic mail shall be considered equivalent to any communication otherwise required to be in writing. The Organization shall take such steps as it deems appropriate, under the circumstances, to assure itself that communications by electronic mail is authentic. Board members shall also be permitted to participate in meetings of the Board through telephone communication if such can be arranged so that all Board members can hear all other members. The use of a telephone for participation shall constitute presence in person.

**Section 7:** *Internet Meetings:* Board members shall also be permitted to hold meetings of the Board through Internet communication if such can be arranged so that all Board members shall participate. An Internet chat area will be used for the purpose of any/all Internet meetings. The Organization shall take such steps as it deems appropriate, under the circumstances, to assure itself that communications via Internet chat are authentic. The use of the Internet for participation shall constitute as an official meeting and the Secretary shall record the minutes of the meeting as such.

**Section 8: *Presumption of Assent:*** Any Board member present at a Board or Committee meeting at which action on any matter is taken shall be presumed to have assented to the action taken. He or she has the right to dissent or abstain from any action; however it must be entered in the minutes of the meeting. Such Director shall also be allowed to file a written dissent or abstention to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or forward such disagreement or abstention by registered mail to the Secretary of the Organization immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to any Board member who voted in favor of such action.

#### **ARTICLE VII - GENERAL PROVISIONS**

**Section 1: *Contracts:*** No officer, agent, Director, or Board member shall have any power or authority to enter into any contract, render it liable for any debts or obligations, execute, or deliver any instrument in the name of, or on behalf of the Organization. The Board may however, authorize any Director or Directors, agent or agents, to take such actions. Such authority may be general, or confined to specific instances. In the absence of a contrary Board authorization, contracts and instruments may only be executed by the President, Vice President, and Secretary serving as the Executive Committee.

#### **ARTICLES IX- BOOKS, RECORDS, & REPORTS**

**Section 1: *Permanent, Corporate Records:*** The Organization shall keep current and correct records of the accounts, minutes of the meetings and proceedings, Foster Home Membership and records of all Board membership, past and present, of the Organization. Such records shall be kept at the registered office or the principal place of business of the Organization. Any such records shall be in written form or in a form capable of being converted into written form. The Board shall publish, at least annually, a report describing its activities, including a financial statement, and a description of any payments made by the Organization to Directors, including all reimbursements of expenses.

#### **ARTICLE VIII- RIGHTS OF INSPECTION**

**Section 1: *Inspections:*** Any Contributors, Associates, members of the Board, and the general public shall have the right at any reasonable time, and on written demand stating the purpose thereof, to examine the relevant books and records of, accounts, minutes, and bylaws of the Organization. Each such Director shall also have the right at any reasonable time to inspect the physical properties of the Organization. The Organization must establish reasonable procedures to protect against the inappropriate disclosure or release of confidential information regarding any Contributors.

#### **ARTICLE IX - FINANCIAL MATTERS**

**Section 1: *Deposits:*** All funds of the Organization not otherwise in use will be deposited to the credit of, or in the name of the Organization. The Board may from time to time deem any/all of the following as desirable ways to employ such monies: banks, trust companies, investments, or other depositories.

**Section 2: *Investments:*** The funds of the Organization may be employed in whole, or in part, to cash or be invested or reinvested in such properties, stocks, bonds, or other such securities as the Board may from time to time deem desirable.

**Section 3: *Loans:*** There shall be no loans made by, or to this Organization, and no evidences of indebtedness will be issued in its name unless authorized by a simple majority vote of the Board. In the absence of a contrary Board authorization, the Executive Committee shall assume the right, provided, however, that no loans will be made by the Organization to any of its Directors, Officers, agents or Board members.

**Section 4: *Checks:*** All forms of checks, drafts, or other orders for the payment of money, acceptances, notes, or other evidences of indebtedness, issued in the name of the Organization, will be signed by such Director or Directors of the Board, as shall from time to time be determined by resolution of the Board.

#### **ARTICLE X - INDEMNIFICATION**

**Section 1: *Terms of Indemnification:*** The Organization may; to the fullest extent, now or hereafter permitted by law, indemnify any person made, or threatened to be made, a party to any action, suit or proceeding by reason of the fact that he/she (or a person of whom he/she is the legal or personal representative or heir or legatee) is or was a Director, Officer, employee, Associate, Contributor, or any other agent of the Corporation, or of any other organization served by him/her in any capacity at the request of the Corporation, against judgments, fines, amounts paid in settlement, and reasonable expenses; including attorneys' fees.

#### **ARTICLE XI - DISSOLUTION**

**Section 1: *Dissolution:*** Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed shall be disposed of by a Court of Competent Jurisdiction in which the principal office of the Organization is then located, exclusively for such purposes, or to such organizations, as the Court of Competent Jurisdiction shall determine which is operated exclusively for such purposes.

**ARTICLE XII - AMENDMENTS**

**Section 1: *Amending Bylaws:*** The Articles of Incorporation or Bylaws of the Organization may be altered, amended, or repealed, and new Bylaws adopted only upon acting by a simple majority vote of all Directors of the Board, except as otherwise provided in the Articles of Incorporation, or these Bylaws. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements. These Bylaws were approved at a meeting of the Board of Directors of Huron Humane Society, Inc. on \_\_\_\_\_, 2011.

\_\_\_\_\_, PRESIDENT

\_\_\_\_\_, VICE PRESIDENT

\_\_\_\_\_, SECRETARY