BYLAWS
of the
RANCHO CUCAMONGA BANDS
AND COLORGUARD BOOSTER ASSOCIATION

ARTICLE I - NAME:

The name of the organization shall be the "RANCHO CUCAMONGA BANDS AND COLORGUARD BOOSTER ASSOCIATION", here into referred to as The Rancho Cucamonga Marching Cougars, or RCMC.

ARTICLE II - PURPOSE:

The purpose of this organization shall be to promote the RCMC program and related group activities by providing financial and moral support deemed appropriate by the RCMC Band Director and the membership of RCMC. Groups so supported include Marching Band, Winter Guard, Winter Drumline, and all Concert and Jazz Ensembles. This organization will not seek to control the policies of any of the performing groups or the policies of the Band Director.

ARTICLE III - MEMBERSHIP:

Section 1 – A member shall be defined as – Any parent or legal guardian with a student enrolled in RCMC.

Section 2 – All members shall hold one vote.

Section 3 – All members shall constitute the "membership" or "Boosters".

Section 4 – All parents of band students, who have graduated from the RCMC program, as well as said graduated band students, are considered alumni. All alumni members who wish to continue helping the RCMC program via volunteerism at special events and/or fundraisers shall be encouraged to do so, at the discretion of the Band Director.

ARTICLE IV- EXECUTIVE BOARD OF DIRECTORS:

Section 1 - The Executive BOARD of Directors (hereinafter the "BOARD") shall consist of the Elected Officers, Band Director, and Committee Chairpersons. The BOARD shall be responsible for activities within the organization that require budgeted financial commitment by the organization.

Section 2 - The Elected Officers will be elected annually for a twelve (12) month period. Their term of office shall be from June 1 through May 31 of the following year. The Elected Officers

shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Assistant Treasurer, Ways and Means Representative, Scrip Representative, Color Guard Representative, Drumline Representative, and Woodwinds and Brass Representative.

Section 3 - The Elected Officers and the Band Director will have full voting privileges. The Committee Chairpersons shall be non-voting members of the BOARD and are encouraged to attend BOARD Meetings.

Section 4 - The Past President, may participate in an advisory capacity to the BOARD as a non voting, ex-officio member of the BOARD, if they are a general member in good standing with a child currently participating in the RCMC program.

Section 5 - The BOARD shall perform the duties prescribed by these BY-LAWS and by the parliamentary authority adopted by the General Membership. All BOARD members serve in a voluntary capacity, without remuneration.

Section 6 - The BOARD shall be vested with authority over all facets of management and operation of RCMC, which authority it may delegate to the officers in its sole discretion. This authority shall include decisions concerning financial matters and authorization of payment of bills within the limits of the budget adopted by the membership. It is the BOARD's responsibility to control the budget, and promote the activities of the group, and to permit as many students as possible to participate in the activities.

Section 7 - All BOARD members are expected to actively participate and support significant events of all the groups (such as Quakes, competitions, performances, and other fundraising activities) throughout the year.

Section 8 - Attendance to all Board and General Booster meetings by voting members of the BOARD is required. Non-voting committee chairpersons are encouraged but are not required to be in attendance for the voting portion of the BOARD meetings. When a BOARD member fails to attend two (2) consecutive board/booster meetings without adequate excuses, or when an officer or chairperson is not fulfilling the responsibilities of the office as prescribed in the bylaws, standing rules, or engages in conduct which the BOARD determines to be injurious to the organization or its purposes, the BOARD may by a two-thirds (2/3) vote, take such action as it deems appropriate, which could result in the BOARD member being removed from the position.

Section 9 - In the event there is a vacant office of the Elected Officers during the term, the President, in consultation with the Band Director, may appoint a General Member to the vacant office. This appointment shall then be ratified by a vote of a quorum of the BOARD at the earliest possible time after the parent has accepted the position. A General Member shall only be eligible for the appointment if the individual is either already a member in good standing or has been a member in good standing and has an incoming freshmen in the program.

Section 10 - No member shall hold more than one Elected Officer position at a time, and no member shall be eligible to serve more than three (3) consecutive terms in the same office.

However, if there is no member willing to serve in an open Elected Officer position, an exception can be made by a vote of a quorum of the BOARD for an officer to hold the same position for a fourth year.

Section 11 - Elected Officers may finish serving the term even if their student is no longer a member of the RCMC programs, if approved by the President and Band Director.

ARTICLE V - ELECTION OF OFFICERS:

Section 1 - Elections shall follow an annual process with nominations procedure that begins in February. In February's General Booster meeting, a call from the floor for volunteers for the Nominating Committee shall take place. The Nominating Committee for the following year's slate of officers shall consist of the Band Director or their duly appointed chair, and two (2) other General Booster members appointed by the President and ratified by a vote of a quorum of the BOARD. Nominating Committee members shall be General Booster members in good standing who have attended at least four General Booster meetings in the current school year.

Section 2 - The Nominating Committee shall be announced by the March BOARD meeting. During the nominations process, if a member of the Nominating Committee is nominated for an Elected Officers position that person should be replaced by the Chair of the nominating committee. The President may not serve as a member of the Nominating Committee. No member shall serve on the Nominating Committee for more than two (2) consecutive years. The Nominating Committee should solicit nominations for Elected Officer positions from the floor at the March General Booster meeting, as well as, via email to the General Membership. The Nominating Committee should then contact the potential candidate to ascertain their willingness and desire to serve, only. Every attempt should be made to include representatives from each of the RCMC Ensembles on the slate of potential officers. The Color Guard Representative, Drumline Representative, and the Woodwinds and Brass Representative shall be nominated with the consultation of the Band Director and must have a student participating in both fall and winter programs. Nominations close seven (7) days prior to the election.

Section 3 - Elections are held at the April General Booster meeting. A written ballot will be created by the Nominating Committee. Five (5) days prior to the election, ballots will be published via email. In the event of a non-contested position, officers may be elected by acclamation. Nominees may choose to make an election speech only during the meeting, prior to voting. Distribution of any other type of candidate statement(s) or campaign material by anyone other than the Nominating Committee shall be grounds for disqualification. Each member (parent/guardian) with students in the RCMC program during the school year in which the election is held is entitled to one vote. Upon entrance to the meeting, each member will be required to sign in to obtain a ballot. There will be no proxy voting or absentee ballots. A Teller Committee of three (3) people will be appointed by the Band Director, or their duly appointed chair, for the purpose of distributing, collecting, and counting the written ballots. No current BOARD member may serve on the Teller Committee.

ARTICLE VI - DUTIES OF ELECTED OFFICERS:

The duties of the Elected Officers shall be:

Section 1 - **PRESIDENT:** Shall preside at all General Booster Meetings and all BOARD Meetings; to enforce a due observance of the BY-LAWS and parliamentary authority adopted; to ensure that all officers, members and committees perform their respective duties; call special meetings and appoint standing and special committees including securing corporate sponsorship and donations; negotiate the Quakes fundraising contract with the assistance of the Quakes Representative; required to attend the Chaffey District Booster Club Meetings; to act as a signer of checks; at the discretion of the Band Director, represent RCMC in all interactions with Rancho Cucamonga High School administration and Chaffey Joint Union High School District; coordinate with the Chaperone Coordinators, 1st and 2nd Vice Presidents, and Treasurer the logistics of overnight competition trips; and to appoint, with the approval of the BOARD, an officer to fill an unexpired term or vacancy on the BOARD; and have the authority to commit RCMC for amounts up to $250.00 per month, providing written explanation at the next BOARD Meeting. If the President should be unable to complete the term of office, the BOARD shall elect a new President from the existing BOARD to fill the unexpired term. The office of the President will not be a voting office unless the vote is needed to break a deadlock vote. The President must have held another BOARD position prior to being elected to the position of President.

Section 2 - **1st VICE PRESIDENT:** Shall assist the President in the performance of his or her duties; to preside over the BOARD or General Booster meetings in the absence of the President; to assist the New Parent Liaison in contacting prospective members; coordinate the Parent Preview Show and Band Banquet; to act as a signer of checks; coordinate with the Chaperone Coordinators, President, 2nd Vice President, and Treasurer the logistics of overnight competition trips; plan and coordinate for the preparation, service, and disposal of all meals and snacks during rehearsals and competitions requested by the Band Director. It is further recommended that they should also hold a current Food Handler's Permit and follow the Chaffey High School District nutrition policy; and to perform such other duties as may be assigned by the President and/or required by the laws and usages of the program. The 1st Vice President shall serve on the board of the Rancho Cucamonga High School Booster Club or a duly appointed representative.

Section 3 - **2nd VICE PRESIDENT - OPERATIONS:** Shall preside over the BOARD or General Booster meetings in the absence of the President and 1st Vice President; maintain control and inventory of RCMC equipment; identify and report to the Band Director and BOARD the need for any equipment purchases and/or repairs; coordinate band camp equipment requirements; coordinate prop requirements; coordinate volunteers for construction, rehearsals, football games, all competitions/performances; coordinate with the Chaperone Coordinators, President, 1st VP, and Treasurer the logistics of overnight competition trips; be responsible for the organization and

transportation of equipment to performance sites, the planning, building, movement, and maintenance of transportation equipment on and off performance sites; work with 1st Vice President to coordinate equipment setup and cleanup for any events where their assistance is requested; perform maintenance of transportation equipment and keep a maintenance log which includes copies of receipts for repairs, purchases etc.; assist winter ensembles as requested by the Band Director or representatives; and perform such other duties as may be assigned by the President and/or required by the laws and usages of the program.

Section 4 - **SECRETARY:** Shall preside over the BOARD or General Membership meetings in the absence of the President, 1st Vice President, and 2nd Vice President; keep the official written and/or digital record of the proceedings of all BOARD and General Booster Meetings which must be transcribed and sent to the President no later than seven (7) days after meeting; prepare a list of unfinished business items for the President and assist with the preparation of the agenda which will be posted 5 days prior to the meeting; have on hand for reference at each meeting a copy of the BY-LAWS and standing rules, minutes of previous meetings, list of all committees, and an up to-date list of all members in collaboration with the Band Director and President; read the minutes of any previous meeting when called upon to do so; make all corrections to the official minutes; present or distribute all BOARD and General Membership Booster Meeting minutes for the general membership to review and approve in a timely manner; record all amendments to the BY LAWS; handle all correspondence as requested by the President and the BOARD; sign all certified copies of acts of the BOARD; conduct the general correspondence of the program; maintain a printed and electronic file of all such correspondence; to keep the program's official membership roll and to call roll where it is required; provide all information to the President; to act as a signer of checks; audio record meetings if required; to perform such other duties as may be assigned by the President and/or required by the laws and usages of the program.

Section 5 - **TREASURER:** Shall be responsible for the handling and accounting of RCMC funds; with the assistance of the President and Band Director shall prepare an annual budget in April, to be approved by the BOARD at the May BOARD Meeting and presented for membership approval at the May General Booster Meeting; act as an advisor for winter budget preparation; attend the Chaffey District Booster Club Meetings; advise the BOARD on all financial matters; comply with government requirements relative to financial reporting; forward all documents required by the Chaffey District on a monthly basis; administer RCMC bank accounts in a responsible manner and make timely deposits and disbursements, only disbursements accompanied by a receipt will be honored; paying all expenses as authorized by the BOARD; prepare and present at each regularly scheduled BOARD and General Booster Meeting a financial summary (Treasurer's Report), in standard account format showing income, disbursements, and current balance of all RCMC funds and ledgers; requested to attend the June BOARD Meeting following the end of their term; and secure two (2) authorized signatures on all checks. The Treasurer shall provide any detailed reports to the BOARD and Membership, if requested, in a timely manner (within seven days). The Treasurer shall have a strong background in accounting and possess strong accounting software skills.

Section 6 - **ASSISTANT TREASURER:** Shall work closely with the Treasurer to ensure financial transparency and cash control; collect donations and/or any other monies from lockbox, PO Box, or any other designated drop off location; assist with the Treasurer to make deposits; in coordination with the Quakes Representative, keep track of all hours worked/volunteered by members under Quakes fundraising program and reconcile Quakes payments and deposits; and to perform such other duties as may be assigned by the President and/or required by the laws and usages of the program. The assistant treasurer should have some understanding of accounting principles and software accounting knowledge.

Section 7 - **WAYS AND MEANS COORDINATOR:** Shall coordinate all fundraising activities of RCMC, and report activities at the General Booster and BOARD Meetings. It shall be the duty of the BOARD to approve plans for raising and dispersing funds of the organization. The coordinator may create sub-committees to assist with fundraising activities throughout the year. They will also coordinate with the Merchandise Chair. Submit all funds collected and associated supporting documentation to the Treasurer no later than two (2) weeks after receipt of funds. The fundraising chairperson shall perform other duties as may be assigned by the President and/or required by the laws and usages of the program.

Section 8 - **SCRIP REPRESENTATIVE:** Shall deposit all monies collected in the usual sale of Scrip gift cards, maintain control and inventory of the Scrip program, control the operation of the Scrip program, and coordinate with the Treasurer for funding of the Scrip Program. Should make recommendations for improvement of the Scrip Program to the BOARD; and to perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 9 - **COLOR GUARD REPRESENTATIVE:** Shall be responsible for all facets of Color Guard uniform maintenance, fitting, and pre- and post event preparation; accompany the Color Guard to all competitions/events or appoint a designee; advise BOARD on Color Guard related matters; coordinate with the Band Director and Guard Caption Head to make arrangements for all necessary travel to away competitions; with the assistance of the Treasurer, present preliminary budget for winter program to the BOARD for approval no later than the December Board meeting; maintain the approved Color Guard budget; arrange parent information meetings; and to perform other such duties as may be assigned by the President and/or required by the laws and usages of the program.

Section 10 - **DRUMLINE REPRESENTATIVE:** Shall be responsible for all facets of Drumline uniform maintenance, fitting, and pre- and post event preparation; accompany the Drumline to all competitions/events or appoint a designee; advise BOARD on Drumline related matters; coordinate with the Band Director and Drumline Caption Head to make arrangements for all necessary travel to away competitions; with the assistance of the Treasurer, present preliminary budget for winter program to the BOARD for approval no later than the December Board meeting; maintain the approved Drumline budget; arrange parent information meetings; and to

perform other such duties as may be assigned by the President and/or required by the laws and usages of the program.

Section 11 - **WOODWINDS AND BRASS REPRESENTATIVE:** Shall be responsible for all facets of Concert and Jazz Ensembles; uniform maintenance, fitting, and pre- and post event preparation; accompany the Concert and Jazz Ensembles to all competitions/events or appoint a designee; advise BOARD on Concert and Jazz Ensembles related matters; coordinate with the Band Director and Concert and Jazz Ensembles instructional staff to make arrangements for all necessary travel to away competitions; with the assistance of the Treasurer, present preliminary budget for winter program to the BOARD for approval no later than the December Board meeting; maintain the approved Concert and Jazz Ensembles budget; arrange parent information meetings; and to perform other such duties as may be assigned by the President and/or required by the laws and usages of the program.

ARTICLE VII - STANDING COMMITTEES:

Section 1 - The BOARD, with the recommendation from the Band Director and staff, shall create Standing Committees as necessary and appoint Committee Chairpersons. The President shall be an ex-officio member of all committees except the Nominating Committee. All standing Committee Chairpersons are responsible for coordinating with the BOARD and General Membership for activities under their purview.

ARTICLE VIII – DUTIES OF STANDING COMMITTEE CHAIRPERSONS:

Section 1. Each so-named chairperson shall select committee members to fulfill his/her directed responsibilities, subject to the approval by the BOARD. The duties of each shall be:

Section 2 - **CHAPERONE COORDINATOR:** Shall recruit and coordinate male and female chaperones for all activities where chaperones are required; will work with the President, 1st and 2nd Vice President, and Treasurer to coordinate any competitions that require overnight stays; accompany the Marching Band to all competitions/events, or appoint a designee; maintain and convey the emergency kits to all activities where needed; collect and maintain a complete set of Field Trip Permission Slips and Emergency Card forms for each member, duly signed by their parent or guardian prior to Band Camp each year; facilitate the RCMC Volunteer Orientation Meeting. The Chaperone Coordinator must be first aid certified and it is recommended that they be CPR certified. They shall promote the well being of all students; and perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 3 - **UNIFORM CHAIRPERSON:** Shall be responsible for all facets of Marching Band uniform and attire: maintenance, fitting, and pre-and post-event preparation; should also

accompany the Marching Band to all events, or appoint a designee. Shall present demonstration of proper uniform care and handling; and to perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 4 - **QUAKES REPRESENTATIVE:** Shall be responsible for all aspects of the Quakes volunteer fundraiser scheduling, will send out emails to membership; maintain volunteer schedule; in coordination with the Quakes Representative, keep track of all hours worked/volunteered by members under Quakes fundraising program and reconcile Quakes payments and deposits; will confirm and communicate information with Quakes management; will negotiate the Quakes fundraising contract with the assistance of the President; and to perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 5 - **NEW MEMBER LIAISON:** Shall be the liaison between RCMC and all new members, i.e.: answering questions and helping to keep members informed of events, schedules, etc; keeping the BOARD apprised of new member concerns; coordinate recruitment at middle schools (i.e. attending middle school concerts) as requested by the Band Director; and to perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 6 - **HISTORIAN:** Shall be responsible for gathering, organizing, creating, and disseminating material, in format decided upon by the Band Director, which shares the highlights, traditions, and the history of this organization. Will coordinate with the Student Band Council Historian for Band Banquet slide presentation. Shall also manage the Alumni social media channels; and perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 7 - **MERCHANDISE CHAIRPERSON:** Shall work with and report to the Ways and Means Coordinator in the creation, acquisition, and sale of merchandise. Shall be responsible for all merchandise, which includes ordering and distribution; submit all funds collected and associated supporting documentation to the Treasurer no later than two (2) weeks after receipt of funds; and to perform such other duties as assigned by the President and/or required by the laws and usages of the program.

Section 8 - **WEBMASTER:** Shall be responsible to oversee the content and quality of the RCMC website in a time appropriate fashion; verify calendar content of calendar is current and up to date; and perform such other duties as assigned by the president and/or required by the laws and usages of the program.

Section 9 - **SHOW-HOST CHAIRPERSON:** In coordination with the appropriate representatives, shall be responsible for all aspects of coordinating, maintaining, and remaining within budget of any show hosted by RCMC; coordinate with the BOARD as needed; work closely with show organizing or sponsor organization (ie. WGI, SCPA, WGASC, etc.) to ensure show is hosted in compliance with sponsor organization rules and requests and to perform such other duties as assigned by the President and/or required by the laws and usages of the program.

ARTICLE IX - MEETINGS:

Section 1 – The General Booster and BOARD Meetings of the program shall be held once each month on a day selected by the Band Director and President.

Section 2 – The General Booster meeting in April shall be for the purpose of selecting Elected Officers and for any other business that may arise.

Section 3 - The BOARD meeting in May shall include the incoming and outgoing BOARD for the purpose of presenting and approving the proposed annual budget and any other business that may arise.

Section 4 - The General Booster meeting in May shall be for the purpose of approving the annual budget, and for any other business that may arise.

Section 5 – A special meeting may be called at the request of the President, a quorum of the BOARD, or a written request by ten (10) or more members of the membership. The purpose of the meeting shall be stated in the notice, and may be in person or held via electronic mail. All BOARD members must be notified of upcoming meetings, except in cases of emergency. All BOARD members must have at least seven (7) days prior notice of a meeting date change.

Section 6 – At all regular meetings and special meetings of the BOARD, no business can be conducted unless a quorum is present. A quorum shall consist of a majority (6 of the 11 Elected Officers).

Section 7 - All meetings of RCMC may be audio recorded and there shall be no expectation of privacy during an official meeting.

Section 8 - Regular or Special Meetings may be held via video conferencing if, in the BOARD's judgment, an in-person meeting is impractical, inconvenient, or unsafe. The BOARD is authorized to purchase or subscribe to a video conferencing service for the purpose of conducting meetings. Any video conferencing service used for meetings must: (1) have audiovisual capacity, (2) have the ability to record for the duration of the meeting, and (3) provide members with a reasonable opportunity to participate and vote.

ARTICLE X - FINANCE/BUDGET:

Section 1 – All funds collected by RCMC shall only be used to actively support RCMC activities.

Section 2 – The fiscal year shall begin on June 1 and will run through May 31 of the following year. At the May General Booster meeting, the outgoing BOARD will submit a budget of estimated income and expenditures for the upcoming fiscal year to the general membership. The BOARD will approve the budget at least one week prior to the May General Booster Meeting.

Section 3 – All disbursements shall be included in the annual budget. Non-budgeted disbursements shall not be made unless those disbursements have been approved in advance by the BOARD.

Section 4 - All disbursements made by check must be signed by at least two of the following authorized check signers, of which the two (2) signatures must not be related: Treasurer, President, 1st Vice President, and/or Secretary.

The BOARD is authorized to make disbursements using electronic payment methods, including ACH, Zelle, and other electronic payment systems that may be authorized by the BOARD from time to time.

Section 5 – All disbursements made by credit or bank card must be under $250 and included in the annual budget. Disbursements over $250 and included in the annual budget, or non-budgeted disbursements shall not be made unless these disbursements have been approved in advance by the BOARD.

Section 6 - All funds collected by RCMC shall be deposited by the Treasurer, Assistant Treasurer, or Scrip Representative in an RCMC savings and/or checking account.

Section 7 – The BOARD, under the advisement of the Band Director, will be responsible for decisions regarding the purchase of band equipment and/or supplies with RCMC funds, loaning of RCMC property, and any other items included in the annual RCMC budget.

Section 8 – No advisor, instructor, instructional staff member, or member is authorized to commit RCMC to financial commitments, contracts, or agreements without prior vote of the BOARD.

Section 9 – All money and/or receipts must be submitted to the Treasurer or Assistant Treasurer within two (2) weeks of the conclusion of an event.

Section 10 - A non-affiliated contracted bookkeeper shall provide financial accounting services and coordinate financial responsibilities with the Treasurer. This individual shall be selected by the President, Treasurer, and Band Director, and ratified by a vote of a quorum of the BOARD.

Section 11 - The financial records of RCMC shall be audited at the end of the fiscal year by an independent bookkeeper. The auditor shall be: independent and not involved in the performance routine accounting services for the RCMC program; selected by the President, Treasurer, and Band Director; and ratified by a vote of a quorum of the BOARD. The audit report and any findings shall be reported to the BOARD and General Membership in a timely manner (within 7 days of final completion).

ARTICLE XI PARLIAMENTARY AUTHORITY:

The rules contained in the current edition of Robert's Rules of Order shall govern the RCMC in all cases to which they are not inconsistent with these BY-LAWS and any special rules of order the BOARD or General Membership may adopt. The BOARD may appoint a Parliamentarian Advisor as deemed appropriate.

ARTICLE XII - AMENDMENT OF BY-LAWS:

The BY-LAWS should be reviewed annually by the BOARD, and revised by a two-thirds vote of the BOARD. Revisions of the BY-LAWS must be presented in writing to the Membership fourteen (14) days prior to being ratified at a General Booster Meeting. Any changes in the bylaws must be ratified by two-thirds of the membership in attendance at the General Booster Meeting.

RANCHO CUCAMONGA BANDS AND COLORGUARD BOOSTER ASSOCIATION STANDING RULES

Section 1 - All property bought with RCMC funds is the sole property of RCMC and may not be gifted, loaned, borrowed, transferred, rented, traded, or sold to any other person or entity without prior written authorization and vote of the BOARD. The RCMC inventory list is maintained by the 2nd Vice President - Operations.

Section 2 - The RCMC logo is the sole property of RCMC and may not be used by any person or entity without the written authorization and vote of the BOARD.

Section 3 - It is recommended that all BOARD and standing committee members hold a current first aid certificate and it is required that they have attended the RCMC Volunteer Orientation Meeting.

Section 4 - RCMC holds the rights to all email addresses, and contents created therein, for the BOARD and Standing Committee Chairpersons. All documents created under the auspices of RCMC are wholly owned by RCMC. All email addresses and documents must be transferred to the new BOARD or Standing Committee Chairpersons within 15 days of beginning their new term.

ADOPTED 8/15/1992

REVISED 10/23/1995; 6/4/2001; 5/4/2004; 10/10/2005; 4/17/2006; 12/11/06; 6/19/2007; 5/5/2009; 5/17/2010; 9/20/10; 2/21/11; 8/15/19 ; 3/15/21; 9/28/2026

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the BOARD of Directors of said corporation on the date set forth below.

Dated: _____ _____

Lalaine Lam, Secretary