



**Brevard Veterans Memorial Center, Inc.**  
**400 S. Sykes Creek Parkway**  
**Merritt Island, FL 32952**  
**Bylaws**



## **BREVARD VETERANS MEMORIAL CENTER, INC.**

400 S. Sykes Creek Parkway

Merritt Island, FL 32952-3547

### **BYLAWS**

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## ARTICLE I – NAME

**Section 1.** The name of this organization is the Brevard Veterans Memorial Center, Inc. hereafter to be referred to as “BVMC”.

**Section 2.** The BVMC is recognized by the IRS as a 501(c)(3) non-profit corporation (EIN: 59-3070304) organized under the laws of the State of Florida as shown by the records of the office of the State of Florida, Department of State, document number: N43650.



## ARTICLE II – OBJECTIVES

**Section 1.** The objectives of the BVMC will be to work in conjunction with the Brevard Board of County Commissioners, the State of Florida Legislative delegation, and veterans' organizations, military, and civilian associations in Brevard County:

- A. Promote the interests and welfare of military veterans and their dependents in Brevard County and provide service and counsel to veterans.
- B. Cooperate with the leadership of the Cape Canaveral National Cemetery to ensure the appropriate burial and interment of veterans. This may include, where it is feasible, assisting in or conducting a final burial service to honor each veteran.
- C. Support the maintenance and operation of the Veterans Memorial Center, Plaza and Park in Brevard County as a living memorial to all military veterans and to maintain the museum which represents all the wars and conflicts in which the United States of America has taken part.
- D. Reawaken in citizens, through non-partisan, non-political and nonsectarian efforts and activities, a sense of pride in American traditions ideals and accomplishments, and a new devotion and admiration for our Country.
- E. Increase the knowledge of citizens, particularly our children, concerning the Nation's cultural heritage, constitutional form of government and National, State and local history as well as maintain a multi-media library and research center of all of America's wars and conflicts.
- F. To support educational curricula and to provide scholarships for veterans, their spouses, children, and their descendants.

**Section 2.** The BVMC will ensure that compliance with the objectives, terms and conditions outlined in the Lease Agreement between the Board of County Commissioners of Brevard County and the BVMC origination date January 2025 and all subsequent renewals of lease agreements are adhered to and complied with.



## ARTICLE III – MEMBERSHIP

**Section 1.** There are two types of paying memberships: Individual member and Organizational Member. Each member will be required to pay the appropriate membership fee listed on the membership application when submitting their application for review.

**Section 2.** Voting right of the member organizations and individuals:

- A. Member organizations are each entitled to one vote on business matters before the Membership.
- B. Individual members are entitled to one vote each on business matters before Membership.
- C. One individual can vote for one organization or for their individual membership only – not for both.

**Section 3.** All applicants for Membership must be:

- A. Sent to the Membership Chairman by the 1<sup>st</sup> of the month in order to be reviewed and presented for approval at the next General Membership Meeting.
- B. The Membership Chairman will, at a minimum, review the application and papers for eligibility, perform the required background check, and check with the Treasurer for payment.
- C. Approved by a majority vote of those members present and voting at the regularly scheduled General Membership Meeting of the BVMC.

**Section 4.** An individual or organizational member may cancel their membership at any time by submitting their request in writing to the Membership Chairman.

**Section 5.** An individual or organizational membership may be terminated by two-thirds vote of the Board of Directors upon receipt of a written request for such action. The member or organization targeted for termination has the right to present their argument to the Board of Directors before the BOD makes their final determination at a meeting designated for this action. The members will receive advance notification of the meeting.

**Section 6.** Membership fee for individual and organization types shall be a one-time payment as listed on the membership application for lifetime membership. Membership fees are not refundable unless the membership is denied.

**Section 7.** The Membership fee amount may be changed by majority decision of the BOD.

**Section 8.** Membership records will be maintained in a secure file cabinet in the Administration Office of the BVMC.



## ARTICLE IV – BOARD OF DIRECTORS

**Section 1.** The powers of this corporation shall be exercised, its properties controlled, and its affairs conducted by a Board of Directors (BOD).

**Section 2.** The BOD shall be composed of:

- A. The Officers of the BVMC, (President, Vice President, Secretary, Treasurer),
- B. The immediate Past President of the BVMC,
- C. 3 elected and 2 appointed Directors.

**Section 3.** The three (3) Directors shall be elected from the eligible individual membership.

**Section 4.** The two (2) Directors shall be designated by the Executive Committee. No one person may hold two (2) positions on the BOD. It is intended that the elected/designated Directors will be candidates that are interested in succession to higher office within the BVMC.

**Section 5.** The Executive Committee is comprised of the elected officers of the BVMC. The Executive Committee will be responsible for the day-to-day operations of the BVMC. All decisions regarding projects and events with a direct impact on the facility and grounds must be brought before the BOD for review and approval. This specifically pertains to facility projects and events requiring approval of the Brevard County offices. Updates of Executive Committee activities will be made at the following BOD meeting.

**Section 6.** The BVMC President shall serve as the Chairman of the Board of Directors and the presiding officer at BVMC Board of Directors meetings. During a hand vote on issues before the Board, the President, as the presiding officer, will only vote when needed to break a tie.

**Section 7.** Decisions made by the BOD will be reported to the Membership at the next regularly scheduled General Membership Meeting.

**Section 8.** Regularly scheduled BOD meetings will be held as agreed upon by the BOD members. Normally, there will be a minimum of ten (10) meetings conducted per calendar year. The President may propose a change to the date and/or time of a scheduled meeting at a scheduled meeting or at least seven (7) days before the originally scheduled date by notifying all members electronically through the secretary. The majority of the Board of Directors must agree to the change before it is effective. Voting for such a change may be conducted electronically via email or telephonically, but it must be completed at least three days before the originally scheduled date.

**Section 9.** The Board of Directors meeting agenda items will be accepted by the secretary in advance of the meeting but no later than three (3) days before the meeting. Chairmen of the standing BVMC committees and department heads will report on their activities and forward a copy of their report to the secretary.



**Section 10.** Board meeting minutes will be provided to Board members within one week of the meeting for review and comments.

**Section 11.** A quorum for the BOD meeting shall be a simple majority of the BOD membership in attendance.

**Section 12.** Should a BOD vacancy occur, the BVMC President shall appoint a replacement who will serve the rest of that term.

- A. When it is an elective office, the appointment will be ratified at the following Board of Directors meeting and reported at the General Membership Meeting.
- B. In the instance that the vacancy is that of the President:
  - 1) The secretary of the Board of Directors will convene an emergency meeting for the purpose of appointing a replacement who will serve the rest of the term.
  - 2) The selection will be made from the current slate of BVMC Board of Directors members.
  - 3) This selection will be reported to the General Membership at its next meeting.

**Section 13.** The Executive Committee (ExComm), with the concurrence of the BOD, can employ and terminate employment as necessary.

**Section 14. Roles & Responsibilities**

- A. President of the BVMC Board Shall:
  - 1) Chair the ExComm.
  - 2) Ensure orderly conduct of Board of Directors meetings.
  - 3) Ensure appropriate meeting minutes are taken and distributed to the Board membership.
  - 4) Ensure that new Board of Directors members are oriented and receive and sign appropriate paperwork and copies of all standard operating procedures (SOPs). This includes their acceptance of responsibilities as outlined in Section 14.C. below.
  - 5) Appoint a Chaplain.
- B. Board of Directors Executive Committee Shall:
  - 1) Review and approve facility user fee schedule annually.
  - 2) Ensure that the BVMC is operated in such a manner that it complies with Brevard County and the lease agreement between the Brevard Veterans Memorial Center, Inc. and Brevard County Commissioners.
  - 3) Approve all paid positions at the BVMC.
  - 4) Cooperate with the county in all actions affecting the Brevard Veterans Memorial Center, Park, and grounds.
  - 5) Approve the standing list of organizations authorized to receive donations from the BVMC. Such organizations must be vetted by the President of the BVMC and the results reported to the Board of Directors prior to being placed on the list.



C. Members Board of Directors Shall:

- 1) Attend at least six (6) monthly Board of Directors and General Membership meetings. Except for emergencies, absences will be excused with prior coordination with the BVMC President, Vice President or Secretary.
- 2) Attend BVMC events that are sponsored by the BVMC.
- 3) Sit on and participate in at least one (1) committee.
- 4) Accept positions of appointment.
- 5) In the event a director is not fulfilling his/her obligations as a Board member, he/she may be recommended for review by the BVMC Board of Directors as outlined in Article VII Recall of Elected/Appointed Officers/Directors.
- 6) Support the operation of the museum and media-center/library.
- 7) Oversee adherence to the mission, bylaws, and policies to assure that the organization fulfills its legal and federal, state, and local compliance obligations.
- 8) As needed, add agenda items for the conduct of regular General Membership meetings.
- 9) Review of the Treasurer's report at the BOD meeting.



## ARTICLE V – OFFICERS AND DUTIES

**Section 1.** The elected Officers of the BVMC shall be a President, a Vice President, a Secretary, a Treasurer and the Board of Directors. At least four of the seven elected officers will be veterans or active duty military. These officers shall be elected annually by the General Membership for a term of one (1) year. All elected officers of the BVMC shall be individual members of the BVMC in good standing.

**Section 2.** There may be an assistant secretary and assistant treasurer who will be appointed but will not be a member of the Board of Directors unless voted in or appointed as a Board of Directors member.

**Section 3.** Currently employed staff of the BVMC shall be prohibited from serving simultaneously as an appointed or elected officer or Board of Directors member.

**Section 4.** The President shall:

- A. Be presiding officer of the BVMC.
- B. Preside at all meetings of the members.
- C. Preside at meetings of the BVMC Board of Directors.
- D. Be responsible for oversight of any employee and his/her annual performance review. This review can be made available to the BOD at the President's discretion.
- E. Maintain the standing list of organizations authorized to receive community donations through the BVMC. Perform all the duties commonly incident to this office and shall perform such other duties as this Board of Directors may designate as part of the ExComm.

**Section 5.** The Vice President shall perform the duties and have the powers of the President during the absence, sickness, or other disability of the President, and shall perform such other duties and have such other powers as the Board shall designate.

**Section 6.** The Secretary shall ensure that accurate electronic minutes of all meetings of the Board are properly kept, secure all operational documents other than financial, prepare and post the BOD approved annual election schedule, be prepared to execute an election run-off, use social media to promote the BVMC, and perform all the duties commonly incident to this office, and such other duties or other powers as the Board may designate.

**Section 7.** The Treasurer shall have the care and custody of the money, funds, and any valuable papers that relate to the finances of the BVMC and shall have and exercise under the supervision of the Board all the powers and duties commonly related to this office. The Treasurer shall keep accurate accounts of the BVMC's financial transactions in books which shall be the property of the BVMC and ensure that all tax returns and legal forms related to finances including State of Florida annual financial certifications are completed as required. The Treasurer shall:



- A. Deposit all money received in the appropriate financial account in the name of the BVMC.
- B. Make authorized disbursements by checks or vouchers.
- C. Keep a system of accounts approved by the Board of Directors and shall preserve all receipts and checks or vouchers for payments made. All financial documents must be kept for seven years.
- D. Provide a report of receipts and expenditures with the balances of accounts for the previous month to the BVMC Board of Directors monthly that will specifically report discrepancies between planned/authorized and actual expenditures.
- E. Provide an oral report at each regular General Membership meeting that provides a summary of account balances.
- F. For transparency, the report is available in the Treasurer's Office.

**Section 8.** All checks or vouchers more than \$250 issued by the BVMC must be signed by any two of the following: President, Vice President, BVMC Treasurer, or BVMC Assistant Treasurer. No signatory may be the recipient of said check. All signatures must be registered with the banking institution through the Treasurer.



## ARTICLE VI – NOMINATIONS AND ELECTIONS

**Section 1.** Election of Officers (President, Vice President, Secretary and Treasurer) and open Board of Directors positions of the BVMC shall be held at the Annual Membership Meeting designated for election of Officers and Board of Directors members.

**Section 2.** Current employees (Article V, Section 3) disqualified from serving, and non-members are ineligible to be nominated.

**Section 3.** The BVMC President will recommend the Nomination Committee appointments, consisting of one Chairman and two committee members, to the BOD at the BOD meeting 2 months in advance of the scheduled election. With the concurrence of the BOD, their appointments will be presented at the regular General Membership meeting the following week. The nominating committee members:

- A. Will be individual members.
- B. Will not be part of the current Executive Committee,
- C. Will not be up for election or re-election in the current election.

**Section 4.** The committee will:

- A. Work with the Secretary to electronically notify active BVMC members in the newsletter and via email of the upcoming election and the Nomination Committee's members contact information.
- B. Canvas individual members determine who are willing to serve as Officers and/or Directors for the following year no later than the BOD meeting the month before the election. Where needed, collect biographical information to be published with the ballot in the election month newsletter. For the members running for a position, it would be desirable to bring skills expected of that position. For example, a president might have experience running an organization and working with executives or officials, and a treasurer have previous budgeting experience.
- C. Develop a slate of nominees to be presented to the current BOD at the regular BOD meeting the month before the election. The BOD must confirm eligibility to run, and no additional nominations will be accepted for the current year once the General Membership Meeting begins.
- D. Present the slate of nominees at the regular General Membership meeting held the month before the election for consideration by the membership.

**Section 5.** The BVMC President will ask the Membership Chair to contact all organizational members via email, phone or mail to validate the current voting contact and advise them of the upcoming election. The Membership Chair will update the Membership database.

**Section 6.** At the General Membership meeting the month before the election:

- A. The Nominating Committee shall present the complete slate of BOD approved nominees and be released from additional duties by the Presiding Officer.



- B. The BVMC President will appoint, with the approval of the Board members in attendance at the election month BOD meeting, a Teller Committee consisting of one (1) head teller and two (2) assistant tellers who will be responsible for:
- 1) Creating the ballot that satisfies the BOD,
  - 2) Work with the Secretary to email the ballot to active BVMC members and add it to the newsletter,
  - 3) Find a suitable voting room and plan for the election day setup, which includes seating the Membership Chair and his/her committee,
  - 4) Ensuring the integrity of all ballots cast during the election process,
  - 5) Accurate accounting of ballots,
  - 6) Reporting results to the Presiding Officer, which is the BVMC President or stand-in.

**Section 7.** At the election month General Membership meeting, individual and organizational members will elect the officers and Board members for the coming year.

- A. There will be a 1.5-hour time for members to cast their votes prior to the start of the election month General Membership meeting and closes 15 minutes before the start of the General Membership meeting. Only the teller committee is allowed in the voting room.
- B. To be eligible to vote, the member must be 18 years of age or older and a member in good standing.
- C. The Membership Chair and committee (or teller) will verify individual or organizational membership of each member. All members will be verified via the membership printout or electronically upon showing a valid picture ID. For organizational memberships, the validated point of contact for that organization, upon presentation of photo ID, will receive one ballot to be cast as the organization's representative and may not vote as an individual. (One person, one vote). If the organization does not have an accurate representative listed, the individual cannot vote for the organization.
- D. Upon entering the voting room, the voting member will receive one ballot which will be completed and placed in the ballot box.
- E. At the end of the allotted voting time, the Head Teller will:
  - 1) Announce that voting is finished,
  - 2) Oversee the process as the tellers tally the votes,
  - 3) Report the results to the Presiding Officer.
- F. A majority of votes cast will be required to elect a candidate for Officer or Board of Directors member. In the event of a tie, there will be a run-off election announced by the secretary if one of the two candidates will not defer. The run-off election date will be determined and announced at that time.

**Section 8.** Installation of Officers and Board of Directors members elected at the regular annual election meeting should be held at the next succeeding General Membership meeting. The BOD will be sworn in by a duly elected State of Florida Official by Brevard County Regulations.



## **ARTICLE VII – RECALL OF ELECTED/APPOINTED OFFICERS/BOARD OF DIRECTORS MEMBERS**

### **Section 1. Removal of Board of Directors members:**

- A. Any member of the Board of Directors may be removed from office with or without cause by a majority of all votes of the directors.
- B. The notice of a meeting to recall a member or members of the board of directors shall state who should be removed.
- C. A proposed removal of a director at a meeting shall require a separate vote for each director whose removal is sought. Where removal is sought by written consent, a separate consent is required for each director to be removed.
- D. If removal is affected at a meeting, any vacancies created shall be filled by the members or directors eligible to vote for the removal.
- E. Any director who is removed from the board is not eligible to stand for reelection until the next annual election.
- F. Any director removed from office shall turn over to the board of directors within 72 hours all records of the corporation in his or her possession.



## ARTICLE VIII – DEPARTMENTS AND COMMITTEES

**Section 1.** Standing departments of the BVMC will consist of but are not limited to:

- A. Library
- B. Museum
- C. Veteran Support and Outreach

**Section 2.** Standing Committees of the BVMC will consist of are but not limited to:

- A. Cemetery
- B. Education
- C. Executive Committee (ExComm)
- D. Finance
- E. Governance
- F. Membership
- G. Park and Plaza
- H. Public Relations
- I. Scholarship

**Section 3.** Copies of the Department and Committee SOP's are available in the Executive Committee's office or through the Department Head or Committee Chairman.

**Section 4.** Ad hoc committees may be established by the President as the need arises.

**Section 5.** The President of the BVMC shall appoint the membership of each committee and will designate the chairman thereof. The President or the Vice-President of the BVMC will be an Ex-Officio member of all committees.

**Section 6.** Notwithstanding Section 2 above, the Board of Directors may establish and appoint membership of a Financial Review Committee to review BVMC financial records to confirm:

- A. The contracted accounting firm is performing its duties in accordance with the associated contract.
- B. The Treasurer is performing his/her duties with generally accepted accounting practices, applicable laws and these bylaws.
- C. Prepare a report of its findings for submission back to the Board of Directors.

**Section 7.** Governance Committee

- A. Is responsible for ongoing review to enhance the quality and future viability of the Board of Directors. The governance committee serves as the "conscience of the board".



- B. A committee chairman who is appointed by the BVMC President. The committee chairman will select the committee members and then present their names to the BVMC President for approval.
- C. Maintain the bylaws of the organization and follow up on BOD recommended changes as needed.
- D. Along with the ExComm, evaluate adherence to the mission, bylaws, and policies to assure that the BOD members fulfill their legal, contractual, and community obligations. Any irregularity found will be brought directly to the appropriate Board member.
- E. Along with the ExComm, review relevant SOPs and department operations documents with their respective chairman or department head, which directly affect the governance of the BVMC.
- F. Will, upon request of the BVMC President, render a determination concerning the interpretation of the organizations' bylaws.



## ARTICLE IX – GENERAL MEMBERSHIP MEETINGS

**Section 1.** Regular scheduled general membership meetings shall be held monthly on the second (2<sup>nd</sup>) Wednesday of the month, unless designated otherwise by the BVMC President and the Board of Directors. Meetings will be held at the official physical address of 400 South Sykes Creek Parkway, Merritt Island, FL, 32952.

**Section 2.** The purpose of the monthly meeting will be to share information and updates with and between individual and organizational members.

**Section 3.** The regularly scheduled general membership meeting for the election month each year will constitute the annual meeting for the purpose of the election of officers and the Board of Directors. This may change based on individual circumstances. At the meeting we will also recognize the outgoing BOD and accomplishments of the previous year's volunteers.

**Section 4.** Special meetings may be called by the President of the BVMC whenever he or she may deem it necessary, or when requested in writing to do so by ten (10) or more members of the BVMC in good standing. The call for such a meeting will state the purpose, and no other business will be conducted.

**Section 5.** A quorum for a regular or a special meeting shall include five BOD and five percent (5%) of the membership.

**Section 6.** Due notice of at least five days will be given to the membership for any meeting.

**Section 7.** Agenda items may be recommended by any officer, Board of Directors member or individual member. Agenda items will be accepted by the Secretary up to three (3) days prior to any meeting. The items received after that time will be carried over to a subsequent meeting unless the Board of Directors rules otherwise.

**Section 8.** Robert's Rules of Order, newly revised, may be used as a guide for conduct of BVMC meetings as applicable and when not inconsistent with these bylaws.



## ARTICLE X – SEAL

**Section 1.** Description of the Seal, The Center seal shall bear the words: “Brevard Veterans Memorial Center, Inc.” which shall be between two concentric circles, and on the inside of the inner circle shall be the words: “Corporate Seal, Florida” and the figures “1991”. The Treasurer will ensure the security of the seal.



## ARTICLE XI – AMENDMENTS

**Section 1.** Amendments to these bylaws may be recommended to the Board of Directors by any lifetime member in good standing by submitting a written proposal that includes:

- A. A short title for reference
- B. The rationale for the change
- C. The current section wording
- D. The proposed section wording.

The proposed amendment will be sent to the Board of Directors for review. The proposal will be scheduled for a future board meeting. The member who makes the proposed amendment will attend that portion of the Board meeting to respond to questions about the proposal.

The Board may make suggestions for modification of the amendment at which time the member may:

- A. Agree and make the recommended changes. The updated amendment will be presented to the membership for a vote.
- B. Disagree with the changes and the amendment, as is, will be presented to the membership for a vote.
- C. Rescind the proposed amendment.

After recording the Board of Directors' recommendation, the proposed change(s) will be submitted to the general membership in advance of the meeting to be reviewed.

The proposal will then be read at the next General Membership Meeting as new business and adopted if approved by a two-thirds vote of the members present. Any member may request that consideration of the proposal be delayed for one meeting to allow for proper review and consideration. That request shall be granted, and the proposal will be considered at the next General Membership Meeting. Only one such delay may be granted for any proposal. Revising a proposal does not constitute a new proposal.

**Section 2.** Copies of the approved amendments will be maintained on the website along with the latest copy of the bylaws. An updated electronic bylaws document with the approved amendments may be printed by the Secretary with the concurrence of BOD, signed and made available to the membership. Once amendments are incorporated into new bylaws, the amendments will be noted in the table for bylaws amendments.

**Section 3.** Any proposal that changes more than ten percent of the current bylaws shall be deemed a Full Revision. In which case, the bylaws review process will be handled as if a new set of bylaws is being considered. The document will be presented to the membership in advance of and considered at a General Membership meeting and they will be presented for review and approval as outlined by Robert's Rules of Order.



## ARTICLE XII – REPORTING TO BREVARD COUNTY

**Section 1.** The duly authorized representative of BVMC for the purpose of the lease agreement between Brevard County, Florida and the Brevard Veterans Memorial Center, Inc. is the Brevard Veteran’s Memorial Center President or his/her designee. That duly authorized representative will track all correspondence for purposes of updating the BOD.

**Section 2.** The BVMC Treasurer will ensure compliance with the insurance and liability requirements of the Lease Agreement between the Board of County Commissioners of Brevard County, Florida, and BVMC. Specifically, upon renewal or change of said insurance policy, the Treasurer will email the Certificate of Insurance (COI) to the appropriate Brevard County Parks and Recreation office.

**Section 3.** The duly authorized representative will ensure that the monument policy of the Brevard Veterans Memorial Center, Inc., follows the requirements of the Lease Agreement between the Board of County Commissioners of Brevard County, Florida and BVMC.

**Section 4.** The duly authorized representative will ensure that the standard operating procedures of the Brevard Veterans Memorial Center, Inc. are following the requirements of the Lease Agreement between the Board of County Commissioners of Brevard County, Florida as well as all federal, state, and local safety, security and Americans with Disability Act (ADA) requirements.



### ARTICLE XIII – CERTIFICATE OF ADOPTIONS

These bylaws, prepared and presented by the Brevard Veterans Memorial Center Governance Committee, replace all previous bylaws, have been reviewed, approved, and adopted at a regularly scheduled General Membership Meeting held on 14 May 2025 and revision # basic.

**President**

Dean Schaaf

Dean Schaaf

Date: 12 NOV 25

**Vice President**

Don Pearsall

Don Pearsall

Date: 12 NOV 25

**Secretary**

Kristi Blanchard

Kristi Blanchard

Date: 12 NOV 25

**Treasurer**

David Clayton

David Clayton

Date: 12 NOV 25

**Governance Committee Chairman**

Jim Carleton

Jim Carleton

Date: 12 NOV 25



Revision	Change Description	Date	Initials
1	Updated the Vice President on the Signature Page	12 Nov 25	JC

