

**Board Meeting Minutes**

**March 31, 2018**

**Conference Call**

President Brandon Benavides called meeting to order at 11:38 a.m.

Directors present: Rolando Arrieta, VP Broadcast; Brandon Benavides, President; Geraldine Cols Azócar, Region 2; Laura Castañeda, Academic At-Large; Nancy Flores, Secretary; Daniela Ibarra, Student Representative; Paula Machado, Region 4; Alberto Mendoza, Executive Director; Rafael Mejia, Region 1; Dianna Náñez, Region 7; Javier Palmera, General At-large Officer; Maria Peña, VP Print; Maclovio Pérez, Region 5; Michelle Rindels, Financial Officer; Blanca Rios, Region 6; Miguel Rosa, Spanish At-Large Officer; Joe Ruiz, VP Online; Rosalba Ruiz, Region 3

Directors Absent: Brian De Los Santos, Region 8

Guests: BA Snyder, Veritas Austin

Dianna Nánez motioned to go into executive session at 11:39 a.m. Michelle Rindels seconded the motion. Motion passed.

Geraldine Cols Azócar motioned to end executive session at 11:58 a.m. Paula seconded the motion. Motion passed.

Nancy Flores motioned to approve February 3 minutes. Rafael Mejía seconded. Motion passed.

2018 Annual Meeting

On a motion duly made by Geraldine Cols Azócar and seconded by Maria Peña, the Board of Directors of the Association (the “Board”) adopted following resolution:

RESOLVED, that the 2018 annual meeting of members of the Association to be held July 2018 in Miami (the “2018 Annual Meeting”);

FURTHER RESOLVED, that, pursuant to Section 5.7(a) of the Bylaws, the quorum requirement for the 2018 Annual Meeting shall be set at [10%] of the members entitled to vote;

FURTHER RESOLVED, that, pursuant to Section 5.10(a) of the Bylaws, the record for determining the members of the Association entitled to vote at the 2018 Annual Meeting shall be May 18, 2018;

FURTHER RESOLVED, that the voting of members on all matters presented at the 2018 Annual Meeting be conducted by electronic ballot.

Bylaws Amendments

On a motion duly made by Geraldine Cols Azócar and seconded by Blanca Rios, the Board adopted following resolution:

RESOLVED, that the Bylaws of the Association (the “Bylaws”) be amended to (i) delete current Article XIII (“Chapters”), (ii) to add Articles XIII (“Professional Chapters”), Article XIV (“Student Chapters”) and Article XV (“Affiliated Organizations”) as set forth as set forth in Exhibit A hereto, and (iii) to re-designate current Article XIV as Article XVI (the “Chapter Amendment”);

On a motion duly made by Javier Palmera and seconded by Joe Ruiz, the Board adopted following resolutions:

FURTHER RESOLVED, that Section 7.1(a) of the Bylaws concerning the responsibilities of the President of the Association be amended to read as set forth in Exhibit B hereto (the “President Amendment”); and

FURTHER RESOLVED, each of the Chapter Amendment and the President Amendment be submitted to the voting members of the Association for approval in accordance with Article XIV of the Bylaws, each a separate ballot item, with the recommendation of the Board that they be approved.

Executive Code of Conduct

On a motion duly made by Rolando Arrieta and seconded by Michelle Rindels, the Board adopted following resolution:

RESOLVED, that the Executive Code of Conduct attached as Exhibit C hereto is hereby approved.

Board of Director Contact

On a motion duly made by Rolando Arrieta and seconded by Laura Castañeda, the Board adopted following resolution:

RESOLVED, that the contract traditionally entered into between the Association and each member of the Board of Directors be amended and restated to be and read as set forth in Exhibit D hereto (the “Board Contract”) is hereby approved, and each current member of the Board is requested to promptly sign the Board Contract and return it to the Association.

Campaign Guidelines

On a motion duly made by Laura Castañeda and seconded by Michelle Rindels, the Board adopted following resolution:

RESOLVED, that the statement entitled “2018 Board Announcement on Campaign Guidelines” attached as Exhibit E hereto (the “Campaign Guidelines”) is hereby approved, the [President / Executive Director] is hereby directed to post the Election Guidelines on the Association’s website[ and deliver a copy to each to candidate running for office at 2018 Annual Meeting].

Elections Committee

On a motion duly made by Dianna Náñez and seconded by Joe Ruiz, the Board adopted following resolution:

RESOLVED, that pursuant to Section 5.13(a) of the Bylaws of the Association, the Board hereby appoints an Elections Committee for the 2018 Annual Meeting consisting of the following [members of the Board of Directors]:

|  |  |
| --- | --- |
| Nancy Flores | Secretary, Elections Committee Chair |
| Rafael Mejía | Region 1 Director |
| Paula Machado | Region 4 Director |
| Dianna Náñez | Region 7 Director |
| Brian De Los Santos | Region 8 Director |

FURTHER RESOLVED, that in addition to the responsibilities set forth in Section 5.13(b) of the Bylaws, that Elections Committee shall be responsible for (i) reviewing and approving election guide for the 2018 Annual Meeting (the “Election Guide”), a draft of which is attached as Exhibit F hereto, (ii) upon approval submitting the Election Guide to the Secretary of the Association for publication and dissemination, and (iii) enforcing the Campaign Guidelines (including, but not limited to, investigating and taking disciplinary actions for any violation of the Campaign Guidelines), with the decisions of the Elections Committee in such matters to be final and binding on all concerned.

**NEW BUSINESS**

Daniella Ibarra motioned to approve the creation of Florida International University student chapter. Rafael Mejía seconded. Motion passed.

Laura Castañeda motioned to adjourn. Michelle Rindels seconded. Meeting adjourned at 2:06 p.m.

See all exhibits below:

Exhibit A

Bylaw Amendments of Articles XIII and XIV

**ARTICLE XIII**

**Professional Chapters**

**13.1 Establishment of Professional Chapters**

 A professional chapter may be established in any city or other locality of the United States by ten (10) or more Regular Members of the Association residing or employed in the city or other locality where the chapter will operate. Unless otherwise authorized by the national Board of Directors, a new professional chapter may not be established in a city or other locality where a professional chapter already exists.

**13.2 Approval of Professional Chapters**

 The eligibility requirements (in addition to those set forth in Section 13.1) and the procedures for the establishment of a professional chapter shall be determined by the national Board of Directors. The certification of a professional chapter requires the approval of the national Board of Directors by a majority vote at a meeting at which a quorum present.

**13.3 Membership of Professional Chapters**

 Any Regular Member, Academic Member, Associate Member or Honorary Member of the Association may elect to become a member the professional chapter located in the city or other locality where such person resides or is employed. The members of professional chapters shall have the same chapter rights in respect to the governance of the chapter as they have as a Regular Member, Academic Member, Associate Member or Honorary Member with respect to the governance of the Association, except as otherwise expressly provided in Section 13.6.

**13.4 Compliance With Association Requirements**

 Each professional chapter shall be governed by these Bylaws and all such other rules, regulations and policies as the national Board of Director from time to time shall adopt for the operation and governance of professional chapters. If the national Board of Directors of the Association determines that a professional chapter has failed to conduct any of its activities in compliance with these Bylaws or the rules, regulation and policies of the Association, the national Board of Directors, after reasonable notice and affording the chapter a reasonable opportunity to address the matter, may impose such sanctions on the chapter as it deems appropriate, including the revocation of the chapter’s certification.

**13.5 Board of Directors of Professional Chapters**

 The activities of each professional chapter shall be conducted under the direction of a chapter board of directors (the “Chapter Board”) composed of the elected officers of the chapter. At all meetings of the Chapter Board, a majority of Chapter Board members shall constitute a quorum for the transaction of business, and the act of a majority of the Chapter Board members present at any meeting at which there is a quorum shall be the act of Chapter Board.

**13.6 Officers of Professional Chapters**

 (a) Officers. Each professional chapter (i) is required to have a President, a Vice President, a Treasurer and a Secretary and (ii) at the discretion of the Chapter Board also may have a single at-large officer with such responsibilities as the Chapter Board shall determine.

 (b) Qualifications. The offices of President, Vice President, Treasurer and Secretary may be held only by Regular Members in good standing. Any Regular Member, Academic Member or Associate Member, in good standing, may serve as the at-large officer.

 (c) Holding Multiple Offices. Any elected officer may concurrently hold two or more offices, except that in no event shall the President serve simultaneously as the Treasurer or the Secretary.

 (d) Election. Chapter officers shall be elected annually. The President, Vice President, Treasurer and Secretary shall be elected by the Regular Members and the Academics Members of the chapter. The at-large officer, if any, shall be elected by the Regular Members, the Academic Members and the Associate Members of the chapter. Chapter elections shall be conducted in accordance with (i) these Bylaws and such rules, regulations and policies as may established by the Association and (ii) any additional requirements adopted by the chapter that are not inconsistent with these Bylaws or the rules, regulations and policies of the Association.

**13.7 President**

 The President of the chapter is responsible for directing the activities of the chapter, subject to the oversight of the Chapter Board, and shall preside at all meetings of the Chapter Board. The President may not serve more than four consecutive terms as President (excluding any partial term to which such person may be elected or appoint to fill a vacancy caused by the death, resignation or removal of the predecessor President).

**13.8 Vice President**

The Vice President (i) shall in the absence or disability of the President, or at the request of the President, perform the duties and exercise the powers of the President and (ii) shall perform such other duties not inconsistent with these Bylaws as the Chapter Board may from time to time assign to the Vice President.

**13.9 Treasurer**

 The Treasurer of the chapter is responsible for all of the financial activities of the chapter, including the disbursement of chapter funds upon receipt or proper direction or authorization. The Treasurer shall keep complete and accurate records of all chapter receipts, disbursements and balances. The Treasurer shall furnish to the Association such records or reports concerning the financial activities of the chapter as may be required by the rules, regulations and policies of the Association or as my be requested from time to time by the national Board of Directors or by the President or the Executive Director of the Association.

**13.10 Secretary**

 The Secretary of the chapter is responsible for maintaining all non-financial records of the chapter, including a current list of chapter member and the minutes of Chapter Board meetings. The Secretary shall furnish to the Association such records or reports concerning the activities of the chapter that are within the scope of the Secretary’s responsibilities as may be required by the rules, regulations and policies of the Association or as may be requested from time to time by the national Board of Directors or by the President or the Executive Director of the Association.

**13.11 Reporting Requirements of Professional Chapters**

 Each professional chapter shall submit to the Association an annual report which (i) reviews the activities and accomplishments of the chapter over the preceding year, (ii) sets forth an accounting for the receipts and disbursement of the chapter during the preceding year and (iii) provides any other information that the Association may from time to time request. The annual report shall be delivered to the President of the Association no later than 30 days after the end of the calendar year.

**13.12 Termination of Professional Chapter Status**

 A professional chapter by majority vote of the Chapter Board and with the approval of the national Board of Directors may voluntarily terminate its chapter status. Upon termination of chapter status, whether by voluntary dissolution or by action of the national Board of Directors taken under Section 13.4, (i) any funds of the chapter shall be paid over to the Association and (ii) all of the books and records of the chapter shall be delivered to the Secretary of the Association.

**ARTICLE XIV**

**Student Chapters**

**14.1 Establishment of Student Chapters**

 A student chapter may be established (i) as a campus chapter at any college or university that has a school or department of journalism or that offers multiple courses that would prepare students for a career in journalism or (ii) as a city-wide or area-wide chapter composed of students from multiple colleges or universities that have a school or department of journalism or that offer multiple courses that would prepare students for a career in journalism.

**14.2 Approval of Student Chapters**

 The eligibility requirements (in addition to those set forth in Section 14.1) and the procedures for the establishment of a student chapter shall be determined by the national Board of Directors. The certification of a student chapter requires the approval of the national Board of Directors by a majority vote at a meeting at which a quorum present.

**14.3 Chapter Advisor**

 Each student chapter, as a condition to its initial certification and its ongoing qualification as a student chapter, is required to have a chapter advisor. The chapter advisor must be a Regular Member or an Academic Member of the Association and must satisfy any other eligibility requirements that may be established by the national Board of Directors. The role of the chapter advisor shall be oversee the activities of the chapter and to carry out any other responsibilities that the national Board of Directors may assign to the chapter advisor.

**14.4 Membership of Student Chapters**

 Any Student Member of the Association may elect to become a member the student chapter associated with the college or university attended by the Student Member. Student chapter members have the right to serve as officers of the chapter and to vote on the election of chapter officers.

**14.5 Compliance With Association Requirements**

 Each student chapter shall be governed by these Bylaws and all such other rules, regulations and policies as the national Board of Director from time to time shall adopt for the operation and governance of student chapters. If the national Board of Directors of the Association determines that a student chapter has failed to conduct any of its activities in compliance with these Bylaws or the rules, regulation and policies of the Association, the national Board of Directors, after reasonable notice and affording the chapter a reasonable opportunity to address the matter, may impose such sanctions on the chapter as it deems appropriate, including the revocation of the chapter’s certification.

**14.6 Board of Directors of Student Chapters**

 The activities of each student chapter shall be conducted under the direction of a chapter board of directors (the “Chapter Board”) composed of the elected officers of the chapter. At all meetings of the Chapter Board, a majority of Chapter Board members shall constitute a quorum for the transaction of business, and the act of a majority of the Chapter Board members present at any meeting at which there is a quorum shall be the act of Chapter Board.

**14.7 Officers of Student Chapters**

 Each student chapter (i) is required to have a President, a Vice President, a Treasurer and a Secretary and (ii) at the discretion of the Chapter Board also may have a single at-large officer with such responsibilities as the Chapter Board shall determine. Any elected officer may concurrently hold two or more offices, except that in no event shall the President serve simultaneously as the Treasurer or the Secretary. All chapter officers shall be Student Members, in good standing, and elected annually by the members of the chapter. Chapter elections shall be conducted in accordance with (i) these Bylaws and such rules, regulations and policies as may established by the Association and (ii) any additional requirements adopted by the chapter that are not inconsistent with these Bylaws or the rules, regulations and policies of the Association.

**14.8 President**

 The President of the chapter is responsible for directing the activities of the chapter, subject to the oversight of the Chapter Board, and shall preside at all meetings of the Chapter Board.

**14.9 Vice President**

The Vice President shall in the absence or disability of the President, or at his or her request, perform the duties and exercise the powers of the President and shall perform other duties as the Chapter Board shall assign.

**14.10 Treasurer**

 The Treasurer of the chapter is responsible for all of the financial activities of the chapter, including the disbursement of chapter funds upon the receipt of proper direction or authorization. The Treasurer shall keep complete and accurate records of all chapter receipts, disbursements and balances. The Treasurer shall furnish to the Association such records or reports concerning the financial activities of the chapter as may be required by the rules, regulations and policies of the Association or as may be requested from time to time by the national Board of Directors or by the President or the Executive Director of the Association.

**14.11 Secretary**

 The Secretary of the chapter is responsible for maintaining all non-financial records of the chapter, including a current list of chapter member and the minutes of Chapter Board meetings. The Secretary shall furnish to the Association such records or reports concerning the activities of the chapter within the scope of the Secretary’s responsibilities as may be required by the rules, regulations and policies of the Association or as may be requested from time to time by the national Board of Directors or by the President or the Executive Director of the Association.

**14.12 Reporting Requirements of Student Chapters**

 Each student chapter shall submit to the Association an annual report which (i) reviews the activities and accomplishments of the chapter over the preceding year, (ii) sets forth an accounting for the receipts and disbursement of the chapter during the preceding year and (iii) provides any other information that the Association may from time to time request. The annual report shall be delivered to the President of the Association no later than 30 days after the end of the calendar year.

**14.13 Termination of Student Chapter Status**

 A student chapter by majority vote of the Chapter Board and with the approval of the national Board of Directors may voluntarily terminate its chapter status. Upon termination of chapter status, whether by voluntary dissolution or by action of the national Board of Directors taken under Section 14.5, (i) any funds of the chapter shall be paid over to the Association and (ii) all of the books and records of the chapter shall be delivered to the Secretary of the Association.

**ARTICLE XV**

**Affiliated Organization**

**15.1 Establishment of Affiliated Organizations**

 Any professional chapter of the Association desiring to carry out its activities as a separate legal entity, any group of Regular Members that, in lieu of forming a chapter, elects to incorporate as a separate legal entity, or an existing unaffiliated nonprofit organization of professional journalists may apply to the Association for recognition as affiliated organization (an “Affiliated Organization”).

**15.2 Approval of Affiliated Organization**

 In order to be recognized as an Affiliated Organization (i) the applicant must (A) be duly incorporated and in good standing under the laws of its jurisdiction of incorporation and (B) have received from the United States Internal Revenue Service (“IRS”) a determination letter confirming its qualification as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, (ii) the Certificate of Incorporation and Bylaws of the applicant may not include provisions that are not acceptable to the Association and (iii) the applicant shall have adopted such rules, regulations and policies as the Association shall require as a condition to Affiliate Organization recognition. All determinations regarding Affiliated Organization status shall be within the sole discretion of the Board of Directors. The Board of Directors may grant an organization provisional Affiliated Organization status that is conditioned on the satisfaction by the applicant of specified requirements.

**15.3 Affiliated Organization Membership**

 Members of the Affiliated Organization may, but need not, be members of the Association.

**15.5 Affiliated Organization Corporate Governance**

 Subject to the Section 15.6, all matters of Affiliated Organization corporate governance, including the composition of its board of directors, the election of its directors, the determination of titles and the responsibilities its officers and their election or appointment, and the voting rights of Affiliated Organization members shall be within the discretion of the Affiliated Organization exercised by its members, board of directors and officers.

**15.6 Compliance With Association Requirements**

 An Affiliated Organization shall comply with all such rules, regulations and policies that the Association may from time to time adopt governing its relationship with Affiliated Organization. If Board of Directors of the Association determines that an Affiliated Organization has failed to conduct any of its activities in compliance with these Bylaws or any of the rules, regulation and policies adopted by the Association with respect to Affiliated Organization, the Association, if authorized by the Board of Directors, after reasonable notice and affording the Affiliated Organization a reasonable opportunity to address the matter, may impose such sanctions on the Affiliated Organization as it deems appropriate, including the revocation of its recognition of the Affiliated Organization.

**15.7 Reporting Requirements of Affiliated Organizations**

 (a) Each Affiliated Organization shall submit to the Association an annual report which (i) reviews the activities and accomplishments of the Affiliated Organization over the preceding year, (ii) identifies each member of its board of directors and each of its officers, (iii) discloses any amendments to the Affiliated Organization’s Certificate of Incorporation or Bylaws and (iv) provides any other information that the Association may from time to time request. The annual report shall be delivered to the President of the Association no later than 30 days after the end of the calendar year.

(b) Each Affiliated Organization shall deliver to the President of the Association a copy of its IRS Revenue Service Form 990 simultaneously with the filing thereof with the IRS.

 (c) If the annual financial statements of the an Affiliated Organization are audited by an auditor, the Affiliated Organization shall deliver a copy thereof to the President of the Association promptly following the Affiliated Organization’s receipt of the audit report.

**15.8 Relationship Between the Association and an Affiliated Organization**

 (a) The Association shall have no responsibility for any debts or liabilities incurred by an Affiliated Organization, nor shall it have any obligation to perform or fulfill any contract entered into by an Affiliated Organization.

 (b) Any use by an Affiliated Organization of the Association’s name or any Association trademark, trade name or logo shall be permitted on such terms and condition as the Association shall expressly authorize.

**15.9 Affiliation Agreement**

If required by the Board of Directors of the Association, the Association shall condition the recognition of an Affiliated Organization on the entry of the Association and the Affiliated Organization into an Affiliation Agreement that sets forth the rights and obligations of the Association and the Affiliated Organization.

**ARTICLE XVI**

**Amendments**

 The amendment or repeal of these Bylaws, the adoption of new bylaws, or the amendment of the Association’s Articles of Incorporation requires approval by at least two-thirds (2/3) of the votes cast at a meeting of members at which a quorum is present or, in the case of a vote by ballot, at least two-thirds (2/3) of the ballots cast if the total number of ballots cast equals or exceeds the number of voting members that would have been required to be present in order to constitute a quorum had a meeting been held to vote on the matter.

Exhibit B

Bylaw Amendment of Section 7.1(a)

7.1(a) President. The President, subject to the oversight of the Board of Directors, shall be responsible for the management of the Association. The President shall supervise, direct, and control the business and the activities of the Association and shall have such other powers, duties, and responsibilities as are prescribed by these Bylaws, as the Board of Directors may from time to time assign to the President, or as are incident to the office of President. The President shall preside at all meetings of the members and at all meetings of the Board of Directors. The President may sign and execute in the name and on behalf of the Association such deeds, mortgages, bonds, contracts, and other instruments as are authorized by the Board of Directors. The President shall be a member of the Board of Directors. The President shall not simultaneously serve as the Executive Director of the Association.

Exhibit C

Executive Code of Conduct

<https://www.scribd.com/document/375237276/NAHJ-Code-of-Conduct>

Exhibit D

Board Contract

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that as a member of the Board of Directors of the National Association of Hispanic Journalists (NAHJ), I have a legal obligation and a fiduciary duty to use my best efforts to ensure that NAHJ does the best work possible in the pursuit of its goals and in carrying out its mission. I believe in the purpose and the mission of NAHJ and I will act responsibly and prudently as its steward.

While serving as a member of the Board of Directors (Board), I will conduct myself as follows:

1. I will act in the best interest of NAHJ, and I will work with the other NAHJ Board members, employees and partners towards achieving NAHJ’s goals.
2. I will familiarize myself with the finances of NAHJ, including the annual budget and NAHJ’s fundraising activities.
3. I will read and become familiar with NAHJ’s Bylaws, Code of Conduct and other policies and procedures and following them to the best of my ability, including the provisions concerning conflicts of interest and will abide by any measures adopted by the Board to address an actual or potential conflict of interest.
4. I will use my best efforts to attend each meeting of the Board of Director and of each Board committee on which I serve, or if I am a Regional Director, use my best efforts to ensure my Alternate Regional Director attends in my place.
5. I will fully prepare for all Board and committee meetings by reviewing any material circulated to the directors in advance of the meeting.
6. I will at all times exercise my independent judgment and due care in in making decisions and otherwise fulfilling my responsibilities as a director NAHJ.
7. I will work to promote the goals of NAHJ and the recruitment of new members.
8. I will pay my membership dues promptly and not allow my membership with NAHJ to lapse.
9. I will stay informed on the activities of NAHJ, and ask questions and request information when necessary.
10. I will actively participate in fundraising in a manner to the extent consistent with my journalistic ethics.
11. I will use my best efforts as a Director to protect the sound financial standing of NAHJ. I will support NAHJ financially to the extent my personal circumstances permit, and will do my best to encourage donations from NAHJ members and from existing and potential sponsors
12. I will maintain the confidentiality of all privileged or confidential information that I learn in the course of my service as a Director, whether obtained through emails, phone calls, or Board or committee meetings, including all non-public information concerning NAHJ’s finances, fundraising activities, employment and personnel decisions and the NAHJ members.
13. I will abide by all guidelines adopted by the Board of Director concerning public communications.
14. I will safeguard NAHJ’s reputation and integrity, as well as the privacy rights of individuals and donors connected with NAHJ.
15. I will immediately notify NAHJ if I my principal means of support is no longer earned in the gathering, editing, or presentation of news or I am otherwise no longer eligible for Regular Membership with NAHJ, and shall resign my directorship with NAHJ.

Should I fail to fulfill these commitments to NAHJ, I understand that the Board Chairman may call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to NAHJ, it will be my responsibility to resign my position as a member of the Board.

In turn, I expect NAHJ to be responsible to me in the following ways:

1. Providing me with regular financial reports and analyses and updates on significant organizational and personnel activities.
2. Providing me with opportunities to discuss important NAHJ issues with the Board and Committee Chairs and the President or Executive Director of NAHJ, as appropriate.
3. NAHJ staff will be made available to respond in a straightforward fashion to appropriate questions that I feel are necessary to carry out my responsibilities as a Board member.

If NAHJ does not fulfill its commitments to me, I can call on the Board Chairman to discuss NAHJ’s responsibilities.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name]

Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name]

President Date

Exhibit E

Campaign Guidelines

**https://www.scribd.com/document/375353741/NAHJ-Board-Campaign-Guidelines**

Exhibit F

Election Guide

<http://www.nahj.org/nahj-election-guide/>