

## Bylaws of Alpha Epsilon Chapter of Pi Kappa Phi, Inc.

# BYLAWS OF ALPHA EPSILON CHAPTER OF PI KAPPA PHI, INC. 

## PREAMBLE

To promulgate the noble purposes of brotherhood that caused Pi Kappa Phi Fraternity to be founded and to give those who follow us the same privilege that we have enjoyed, we, the Trustees of Alpha Epsilon Chapter of Pi Kappa Phi, Inc., do hereby establish these Bylaws to supplement and support the Ritual, Constitution, and Supreme Laws of the Pi Kappa Phi Fraternity for the governance of our Chapter.

## ARTICLE I. NAME AND PURPOSE

## Section 1. Name

The name of this corporation shall be Alpha Epsilon Chapter of Pi Kappa Phi, Inc. (hereinafter the "Alumni Chapter," "Chapter," or "Corporation"), a corporation not for profit existing under the laws of the state of Florida. These Bylaws constitute the code of rules adopted by the Board of Trustees for the regulation and management of the Corporation's affairs.

## Section 2. Purposes

The purposes of this Corporation shall include the following:
A. To provide for the welfare of Alpha Epsilon Chapter of Pi Kappa Phi Fraternity, an unincorporated association, (the "Active Chapter") by, among other things:
(1) Maintaining a suitable chapter house for the benefit of the Active Chapter; and
(2) Providing the Active Chapter with administrative guidance;
B. To cultivate and maintain the high ideals as expressed in the Ritual and Supreme Laws of Pi Kappa Phi Fraternity;
C. To connect Alpha Epsilon alumni to the Active Chapter, to the Alumni Chapter, and with each other through timely communication and meaningful events;
D. To maintain and promote true and lasting friendship amongst the brothers of Pi Kappa Phi;
E. To promote the interests of Pi Kappa Phi in the community and its meaning in the individual lives of its members;
F. To motivate and foster a spirit of pride, loyalty, inclusion, and respect for Pi Kappa Phi and its rich history; and
G. To work collaboratively with the National Headquarters of Pi Kappa Phi Fraternity and with the University of Florida to further the goals, aspirations, and success of the Active and Alumni Chapters and the University of Florida Greek System.

## ARTICLE II. MEMBERSHIP

## Section 1. Membership

Any person who has been initiated into Alpha Epsilon Chapter of Pi Kappa Phi, is in good standing under the terms and provisions of the Constitution and Supreme Laws of Pi Kappa Phi Fraternity and with the Active Chapter, and is no longer enrolled at the University of Florida as a student shall be a member of the Corporation. An initiate from another chapter of Pi Kappa Phi Fraternity may be admitted as a member of the Corporation by the Board of Trustees if he is in good standing under the terms and provisions of the Constitution and Supreme Laws of Pi Kappa Phi Fraternity and with the active chapter into which he was initiated and he is no longer enrolled as a student at the university or college where he was initiated.

## Section 2. Fiscal Year

The fiscal year of this Corporation shall be from July 1 st to June $30^{\text {th }}$.

## Section 3. Property Rights

No member shall have any right, title, or interest in any of the Corporation's property or assets, including any earned or investment income of the Corporation, nor will any of the Corporation's property or assets be distributed to any of its members upon its dissolution.

## ARTICLE III. MEETINGS AND ELECTIONS

## Section 1. Member Meetings

A. The annual meeting ("Annual Meeting") shall be held once every year during the Founders' Day weekend in February or at such other time and place as may be specified each year by the Board of Trustees.
B. Regular meetings of this Corporation's members may occur at a time and place designated by the Board of Trustees.
C. Special meetings of this Corporation's members may be called at any time by:
(1) The Chairman;
(2) The Vice Chairman;
(3) Majority vote of the Board of Trustees; or
(4) The Secretary upon the written request of any ten (10) members in good standing.
D. Each meeting of the Corporation shall be conducted in accordance with the rules contained in the then current edition of Robert's Rules of Order, except to the extent those rules are inconsistent with these Bylaws.
E. Any meeting of the members of the Corporation must have a quorum of the Board of Trustees, as defined in Article V, Section 2, present to conduct business.
F. Not less than seven (7) days before the date of a meeting of the members, written notice of the meeting, stating the time and place of such meeting, shall be posted at the Corporation's website and transmitted electronically via email by the Secretary or his designee to each member at his address as it shall appear on the books of the Corporation. Notice shall not, however, be sent to any member whose current email address does not appear upon the books of the Corporation. Written notice of a special meeting shall state the purpose for which the meeting is called and business transacted at any special meeting shall be confined to the purpose stated in the notice of such meeting.

## Section 2. Quorum

The presence of ten (10) members is required for and shall be necessary to constitute a quorum and be sufficient for the transaction of business at any meeting of the members. If a quorum shall not be present at any meeting of the members, the members present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. Any meeting of the members may be held via telephone conference call, internet webcast, or by any means of electronic communication by which all members participating may simultaneously hear each other during the meeting.

## Section 3. Voting

A. Each member of the Corporation who is in good standing and present at a duly called meeting shall be entitled to one vote on any and all questions
which are presented for a vote at that meeting by the Board of Trustees. Notwithstanding the foregoing and except for the right of the members to vote for the election of Trustees at the Annual Meeting, the right to vote on any matter addressed in Chapter 617 of the Florida Statutes shall be solely vested in the Board of Trustees.
B. Except as otherwise provided herein, voting shall be by acclamation and a majority vote of the members present shall decide all questions presented to the membership by the Board of Trustees unless otherwise provided by these Bylaws. Any member may demand a secret ballot. At the conclusion of voting by secret ballot, the ballots shall be collected and counted by the Secretary and Immediate Past President and the results of the balloting then announced by the Secretary. In the event of a tie vote, the President shall be entitled to an additional vote.
C. There shall be no voting by proxy.

## ARTICLE IV. TRUSTEES AND OFFICERS

## Section 1. The Power of the Board of Trustees

The affairs and business, including without limitation all property and moneys of any kind, of this Corporation shall be controlled and managed by a Board of Trustees (hereinafter the "Board of Trustees" or "Board"). The Board of Trustees may exercise all such powers of the Corporation and do all such lawful acts and things which are not by statute, the Constitution and Supreme Laws of the Pi Kappa Phi Fraternity, and/or these Bylaws required to be exercised or done by the members of this Alumni Chapter.

## Section 2. Number of Trustees

A. The Board of Trustees shall consist of thirteen (13) Trustees (hereinafter "Trustees" or, if referring to an individual member of the Board, "Trustee") divided into three groups: Group One, Group Two, and Group Three. There shall be five (5) Trustees in Group One and four (4) Trustees each in Groups Two and Three.
B. To serve on the Board, a member must:
(1) be at least twenty-five (25) years of age and in good standing with the Corporation and Pi Kappa Phi Fraternity; and
(2) have been an alumnus for at least two (2) years.
C. No Trustee shall hold a formal advisory role with the Active Chapter, e.g., Chapter Advisor.
D. In addition to the aforementioned thirteen (13) Trustees, the Immediate Past President and the Chapter Advisor shall be ex-officio, nonvoting members of the Board of Trustees and, as such, may discuss for a reasonable length of time any question at any meeting.

## Section 3. Length of Trustee Terms

Trustees in Group One shall serve a term of one year. Trustees in Group Two shall serve a term of two years, and Trustees in Group Three shall serve a term of three years. A Trustee shall serve the specified term for his Trustee Group, or such other term as may be specified at the time he is elected; and, thereafter, until (1) his reelection; (2) the election or appointment of his successor; or (3) his resignation, death, or removal. In the event of the death, disability, resignation, or removal of a Trustee prior to the expiration of his term, a successor may be appointed by a majority of the Trustees present at any regular or special meeting of the Board of Trustees, such successor to serve until the next Annual Meeting at which Trustees are elected.

## Section 4. Election of Trustees

Each year at the Corporation's Annual Meeting an election shall be held to fill the trusteeships in the Trustee Group or Groups whose members' terms are expiring that year.

This system shall be implemented as follows. Prior to the first Annual Meeting which follows the adoption of these Bylaws, the Chairman shall assign each Trustee's seat to one of the Trustee Groups. Notwithstanding anything in these Bylaws to the contrary, the trusteeships in every Group shall be up for election at the first Annual Meeting which follows the adoption of these Bylaws. Thereafter, only the trusteeships in the Group or Groups whose members' terms are expiring will be up for election.

Trustees shall be elected by vote of a majority of the members present at an Annual Meeting as follows:
A. Prior to that Annual Meeting, the Immediate Past President shall prepare a list of nominees for election to the Board of Trustees and shall identify on such list the trusteeships which are up for election.
B. A list of such nominees shall be posted at the Corporation's website at least seven (7) days prior to the Annual Meeting.
C. Prior to the call to order of the Annual Meeting, any member may submit additional nominations to the Secretary in writing by mail or other means of delivery, including electronic means.
D. No additional nominations may be made after the Annual Meeting is called to order.
E. To be eligible for election, each candidate must have been nominated as provided above and meet the requirements outlined in Article IV, Section 2B.
F. Nominated members must be present during the election process at the Annual Meeting or, in the event that a nominee is unable to attend the Annual Meeting, the nominee shall be permitted to run in absentia if, prior to the call to order of the Annual Meeting, the nominee delivers a written request to run in absentia to the Secretary and delivers a copy of the request to the President.
G. Each member of the Alumni Chapter present and voting shall be entitled to one vote for each trusteeship to be filled; and cumulative voting shall not be allowed.
H. If there is more than one nominee for any trusteeship, voting for that trusteeship shall be by secret ballot. At the conclusion of voting by secret ballot, the ballots shall be collected and counted by the Secretary and Immediate Past President and the results of the balloting then announced by the Secretary.
I. A candidate must receive a majority of all votes cast in the balloting. If no candidate receives a majority of the votes, a runoff election shall be held between the two candidates receiving the most votes with the candidate receiving the majority of all votes cast in the runoff election being declared the winner.
J. A candidate who fails to win election to an available trusteeship may choose to run for election to one other available trusteeship during the same Annual Meeting.
K. If, for any reason, an election does not occur at an Annual Meeting in any year, the Trustees whose terms have not expired shall elect Trustees to fill the trusteeships on the Board that are then open or that will come open during that year due to the expiration of a Trustee's term.

## Section 5. Compensation

The Trustees of this Corporation shall not receive any salary or remuneration for their services. This shall not be construed to prohibit reimbursement of expenses incurred on behalf of the Corporation, to the extent that provision in the Corporation's budget exists for such reimbursement.

## Section 6. Resignation

Any Trustee resigning from office must submit a resignation in writing, whether by letter or email, to the Chairman. If the resigning Trustee is the Chairman, he shall submit a resignation in writing to the remaining Trustees.

## Section 7. Removal of Trustee from Board

A. Any member of the Board of Trustees may be removed from office with or without cause by:
(1) A majority of all votes of the Trustees, if the removal is with cause and the Trustee was elected or appointed by the Trustees;
(2) A vote of two-thirds of the Trustees then in office, if the removal is without cause and the Trustee was elected or appointed by the Trustees; or
(3) A majority of all votes of the members, if the Trustee was elected by the members.
B. The notice of a meeting to recall a member or members of the Board of Trustees shall state the specific Trustee(s) sought to be removed.
C. A proposed removal of a Trustee at a meeting shall require a separate vote for each Trustee whose removal is sought. Where removal is sought by written consent, a separate consent is required for each Trustee to be removed.
D. If removal is effected at a meeting, any vacancies created shall be filled by the members or Trustees eligible to vote for the removal.
E. Any Trustee who is removed from the Board is not eligible to stand for reelection until the next annual meeting at which Trustees are elected.
F. Any Trustee removed from office shall turn over to the Board of Trustees within 72 hours any and all records of the corporation in his possession.
G. If a Trustee who is removed does not relinquish his office or turn over records as required under this section, the circuit court in the county where the Corporation's principal office is located may summarily order the Trustee to relinquish his office and turn over corporate records upon application of any member.
H. As used herein, cause shall include, but not be limited to, the following:
(1) The Trustee engaged in conduct which is a felony under the laws of the United States or any state or political subdivision thereof;
(2) The Trustee engaged in conduct constituting a breach of fiduciary duty, breach of loyalty, willful misconduct relating to the Alumni

Chapter, embezzlement, or fraud;
(3) The Trustee violated any federal, state, or local law or regulation applicable to the business of the Alumni Chapter or any of its affiliates;
(4) The Trustee refused to follow a proper directive of the Board within the scope of his duties or failed to do so within fifteen (15) calendar days after his receipt of written notice from the Board specifying the performance required;
(5) The Trustee engaged in any act of dishonesty or misrepresentation affecting the business or the financial condition of the Alumni Chapter;
(6) The Trustee's abuse of alcohol or drugs impairs his ability to perform his duties and responsibilities hereunder or endangers other members of the Active and/or Alumni Chapters;
(7) The Trustee failed to participate sufficiently in the governance of the Chapter (e.g., failing to attend or participate telephonically in Board of Trustees meetings); or
(8) The Trustee engaged in non-exemplary conduct or conduct unbecoming of a Pi Kappa Phi, as defined by the National Council or Chief Executive Officer of Pi Kappa Phi Fraternity.

## Section 8. Executive Committee

The President, Vice-President, Treasurer, Secretary, and Immediate Past President shall constitute the Executive Committee of the Board of Trustees (hereinafter the "Executive Committee") and shall be presided over by the President.

## ARTICLE V. TRUSTEE MEETINGS

## Section 1. Meetings

A. Meetings of the Trustees shall be held at least twice during the fiscal year, one of which may, at the discretion of the Chairman, be held immediately after the adjournment of the Annual Meeting in any given fiscal year. Other regular meetings of the Board of Trustees shall be held at times and places to be designated by the Chairman of the Board of Trustees.
B. Special meetings of the Board of Trustees shall be held at the call of the President, or upon the written request of any two Trustees filed with the Secretary.
C. The Secretary or his designee shall give written notice of each meeting, stating the date, time, and place of such meeting, by delivery, email, or other electronic means not less than twenty-four (24) hours before the time of such meeting to each Trustee at his address as it shall appear on
the books of the Corporation. Written notice of a special meeting shall state the purpose for which the meeting is called, and business transacted at any special meeting shall be confined to the purpose stated in the notice of such meeting. Notwithstanding anything herein to the contrary, no written notice shall be required for a meeting held immediately after the adjournment of the Annual Meeting.
D. Any meeting of the Trustees may be held via telephone conference call, internet webcast, or by any means of electronic communication by which all members participating may simultaneously hear each other during the meeting.
E. Each meeting of the Board of Trustees and its committees shall be conducted in accordance with the rules contained in the then current edition of Robert's Rules of Order, except to the extent those rules are inconsistent with these Bylaws.

## Section 2. Quorum

A majority of the members of the Board of Trustees, excluding its ex-officio members and rounded upward to the next integer, shall constitute a quorum for the transaction of business in a meeting of the Board of Trustees, and a majority vote of the Trustees present shall decide all questions and motions unless otherwise provided by these Bylaws. In the event of a tie vote on any matter before the Board, the Chairman shall be entitled to cast an additional vote. If a quorum shall not be present at any meeting of the Trustees, the Trustees present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

## ARTICLE VI. OFFICERS

## Section 1. Chapter Officers

The officers of this Corporation shall be:
A. President;
B. Vice-President;
C. Secretary;
D. Treasurer; and
E. Immediate Past President.

## Section 2. Election of Officers

The Board of Trustees shall elect once each year by vote of a majority of the Board from their number a President, Vice-President, Secretary, and Treasurer. Said vote shall occur either (1) immediately following the election of Trustees by the members
during the Annual Meeting; or (2) at a meeting held by the Trustees immediately after the adjournment of the Annual Meeting. Nominating and balloting shall commence with the office of President and proceed from there. Each officer shall be elected to serve for a term of one (1) year and, thereafter, until his successor shall be elected and shall qualify or until his resignation, death, or removal. Any officer may be removed, with or without cause, at any time by a vote of a majority of the Trustees present at any meeting of the Board of Trustees, with his successor to serve for the remaining portion of such term. Cause shall include, but not be limited to, the types of matters listed in Section 7H of Article IV, pertaining to the removal of Trustees.

## Section 3. Holding More Than One Office

One person may hold the offices of and perform the duties of any two of the aforesaid officers, except those as President and Vice-President. Each officer shall perform such duties as are designated by the Board of Trustees, and to the extent not inconsistent therewith, such duties as are performed customarily by a person holding such an office.

## Section 4. President

The President shall be the Chief Executive Officer of the Corporation and Chairman of the Board of Trustees. The President shall: (1) issue calls of meetings of the Board of Trustees; (2) monitor the activities of other officers during intervals between meetings of the Board of Trustees, (3) oversee the committees in charge of the major functions of the Corporation and be a link between them and the other committees, and (4) serve as Chairman of the Executive Committee.

## Section 5. Vice-President

The Vice-President shall be the Vice Chairman of the Board of Trustees and, in the absence or incapacity of the President, be vested with all of the powers and perform all of the duties of the President. The Vice-President shall: (1) perform such duties as are directed by the President, (2) be responsible for arranging special presentations at meetings, and (3) chair the Communications Committee.

## Section 6. Secretary

The Secretary shall: (1) authenticate records of the Corporation; (2) prepare minutes of meetings of the Board of Trustees and meetings of the Alumni Chapter's members; (3) send notices of such meetings as required by these Bylaws within the required notice period; and (4) maintain a record of the Alumni Chapter's current members.

## Section 7. Treasurer

The Treasurer shall have the care and custody of the funds and securities of the Corporation, and all checks, notes, drafts, and orders for payment of money shall be signed by the Treasurer upon written approval by the President. At his discretion, the

President may grant such approval in the form of a blanket written approval for (1) the payment of money below a specified limit not exceeding Three Thousand and No/100 Dollars (\$3,000.00); and/or (2) ongoing payments of money to a specified person or entity or in connection with a specified project or recurring expense. Endorsement for deposit may be made by any officer of the Corporation. The Treasurer shall prepare the Corporation's operating budget for each fiscal year during his term of office and submit said budget to the Board of Trustees for its approval. He shall maintain a book of account on all funds received and disbursed during his term of office. The Treasurer is responsible for the collection of funds due to the Corporation and the allocation of the Corporation's funds, including paying all bills incurred by authority of the Corporation. The Treasurer shall also conduct or obtain an annual audit of the Corporation's financial records, file proper paperwork with the Internal Revenue Service, and pay annual Alumni Chapter dues to Pi Kappa Phi Fraternity, as appropriate. The Treasurer shall prepare an annual financial report, including financial statements, and shall present same at the first Board of Trustees meeting which occurs more than ninety (90) days following the end of a fiscal year, and shall make such report available at the Annual Meeting. In addition, the Treasurer shall prepare and present such additional financial reports and/or statements as the President or the Board may, from time to time, request.

## Section 8. Immediate Past President

The Immediate Past President shall (1) serve as an advisor to the President; (2) perform the duties outlined for him in Section 4 of Article IV of these Bylaws; (3) perform such other duties as may be directed by the President; and (4) serve as an ex-officio, nonvoting member of the Board of Trustees. Except as provided below, the office of Immediate Past President is not an elective office. Upon the election of a new President, his immediate predecessor in that office shall assume the office of Immediate Past President and shall hold that office until the next election of a new President. However, no President who resigns or is removed from office shall be eligible to assume the office of Immediate Past President; and the election of his successor shall not, for the purposes of the preceding sentence only, be considered the next election of a new President. In the event of the death, disability, resignation, or removal of an Immediate Past President, the vacancy in that office shall be filled pursuant to the provisions of Section 11 of this Article.

## Section 9. Term of Office

Officers shall serve for a term which ends upon the election of officers by the Trustees at the next Annual Meeting or at a meeting of the Trustees immediately following the adjournment of the next Annual Meeting. In the event of a failure to elect officers of this Corporation at any such meeting, then all acting officers shall serve until their successors are elected.

## Section 10. Resignation

To resign from office, an officer must submit his resignation in writing, whether by letter or email, to the President. If the resigning officer is the President, he shall submit a resignation in writing to the remaining members of the Board of Trustees.

## Section 11. Vacancies

All vacancies which occur for any reason in the Executive Committee or any office in the Corporation shall be filled by a majority vote of the remaining members of the Board of Trustees, and the person so elected shall hold office for the unexpired term of the member of the committee or officer whom he succeeds.

## ARTICLE VII. COMMITTEES

## Section 1. Committees

There shall be the following standing committees:
A. Executive Committee;
B. Communications Committee;
C. Events Committee; and
D. Facilities Committee.

## Section 2. Executive Committee

A. The Executive Committee shall conduct all business of the Corporation between meetings or events of the Chapter; authorize and account for the expenditure of funds in the Corporation's treasury; and do all things necessary and proper for the orderly conduct of the Corporation. The Executive Committee shall have the sole power to interpret these Bylaws.
B. The Executive Committee shall meet at least twice a fiscal year for the purpose of assisting in the planning and fulfillment of a well-rounded active Alumni Chapter program. In addition, the Executive Committee shall ensure that all of the officers and committees have set proper goals for their term of office; shall establish long-range goals; and shall conduct an adequate and regular evaluation of all Chapter operations and programs.

## Section 3. Communications Committee

A. The Vice-President shall serve as Chairman of the Communications Committee and the President shall appoint two additional Board members to serve on the Committee.
B. The Communications Committee shall oversee the planning and development of all written and verbal communications with alumni (e.g., Pi Kapp Gator and a website) and shall, through those and other means, endeavor to encourage active participation of all Alpha Epsilon alumni in the Alumni Chapter and in support of the Active Chapter.
C. The Communications Committee shall secure and maintain a record of the names, postal addresses, email addresses, and phone numbers of all Alpha Epsilon alumni and shall keep the Secretary apprised of changes to that record as they occur.

## Section 4. Events Committee

A. The Chairman of the Events Committee, together with two additional Board members, shall be appointed by the President to oversee the planning and execution of all social events hosted by the Alumni Chapter.
B. The Events Committee shall plan events that are (1) of interest to the members of the Chapter; (2) will help promote friendship and responsible brotherhood; and/or (3) will further the interests and/or goals of the Chapter.

## Section 5. Facilities Committee

A. The Chairman of the Facilities Committee, together with two additional Board members, shall be appointed by the President to oversee the management, maintenance, repair, and/or improvement of the Corporation's real properties.
B. The Facilities Committee will also be responsible for locating and overseeing housing for the Active Chapter whenever the house located at 419 Fraternity Drive, Gainesville, Florida, becomes unavailable for occupancy for any reason.

## Section 6. Ad Hoc Committees

The President is empowered to appoint and dissolve such other committees as he may, from time to time, see fit.

## ARTICLE VIII. CONTRACTS; FINANCES

## Section 1. Contracts

The Board of Trustees may authorize any two officers or one officer and one committee
chairman to enter into any contract or to execute any instrument in the name of and on behalf of this Corporation. Such authority may be general or may be confined to specific instances. Unless so authorized by the Board of Trustees, no Trustee, officer, or member of this Corporation or any other person shall have the power to bind this Corporation by any contract or engagement, whether written or verbal, or to pledge its credit or assets, or to render it liable for any purpose or any amount.

## Section 2. Financial Reports, Accounting System, Books and Records

The Chapter's books and records shall be maintained in accordance with generally accepted accounting principles for nonprofit organizations.

## Section 3. Annual Report Filing with Florida Department of State

At the first Board meeting which occurs after May 1st of each year, the Treasurer or Secretary, as appropriate, shall present proof to the Board that the Corporation's annual report for that year was duly and timely filed with the Florida Department of State.

## Section 4. Federal and State Nonprofit Information Returns

At the first Board meeting which occurs one hundred twenty (120) days or more following this Corporation's fiscal year end, the Treasurer shall present proof to the Board that all applicable required information and/or tax returns were duly and timely filed with the Internal Revenue Service and, if applicable, state and/or local taxing authorities.

## Section 5. Liability of Members, Trustees, and Officers

No Trustee, officer, or member shall be personally liable for any of the Corporation's debts, liabilities, or obligations, nor will any Trustee, officer, or member be assessed for the debts, liabilities, or obligations of the Corporation.

## ARTICLE IX. AWARDS AND RECOGNITION

The Board of Trustees shall, at its discretion award and recognize alumni members of this Chapter for their contribution to their fraternity, university, and/or country.

## ARTICLE X. AMENDMENTS

These Bylaws may be amended by a majority vote of the Trustees of this Corporation at any duly held meeting.

The undersigned certify that the foregoing Bylaws of Alpha Epsilon Chapter of Pi Kappa

Phi Fraternity, Inc. were duly approved and adopted on the $12^{\text {th }}$ day of February, 2015, and duly amended on the $28^{\text {th }}$ day of January, 2016.


