

NOTE: THIS IS A SAMPLE DOCUMENT ONLY. PLEASE BE SURE TO HAVE THE NOTARY PUBLIC INCLUDE A COMPLETE ACKNOWLEDGMENT OF THE SIGNATURES ON THE PETITION, INCLUDING AN ACKNOWLEDGMENT STATEMENT SUCH AS THAT ON PAGE 2 AND HIS/HER STAMP AND SIGNATURE. IF THE SIGNATURES ARE ACKNOWLEDGED SEPARATELY, EACH ACKNOWLEDGMENT MUST INCLUDE THE STATEMENT, STAMP AND SIGNATURE.

S A M P L E

PETITION FOR AMENDMENT OF CHARTER

TO THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

We the undersigned, being the president and secretary (*NOTE: although it is usually the president and secretary, any two officers are acceptable*) of _____ do hereby apply to the Regents of the University of the State of New York for an amendment to the charter of _____, and do make, sign and acknowledge the following statements:

1. The name of the corporation is _____.
2. (*A provisional OR an absolute*) charter was granted to this corporation on which (*provisional OR absolute*) charter was (*give charter history with regard to any amendments, extensions, etc.; if none, please indicate*).
3. The trustees hereby request that the charter be amended to (*set forth amendment such as name change, change of location, expanded authority of the corporation, etc.*).

IN WITNESS WHEREOF, we have made, signed and acknowledged this application

on the ____ day of _____ 20 __.

Signature of officer
Typed name/Board President

Signature of officer
Typed name/Secretary, Board of Trustees

STATE OF NEW YORK)

ss:

COUNTY OF _____)

On this ____ day of ____ 20 __ before me personally came (*insert names of officers*), to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

(*Typed name, stamp and signature of notary public*)

S A M P L E

RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF

We the undersigned, being the president and secretary (*NOTE: although it is usually the president and secretary, any two officers are acceptable*) of _____, a corporation organized and existing pursuant to (*an absolute OR a provisional*) charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the ____ day of _____ 20__, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of _____ hereby requests that the Board of Regents of the University of the State of New York amend the charter of such corporation to (*include the amendment, as in the petition*); and be it further

RESOLVED: That the President and Secretary (*or whichever two officers executed the petition*) of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the ____ day of _____ 20 __.

Signature of officer
Typed name/Board President

Signature of officer
Typed name/Secretary, Board of Trustees

STATE OF NEW YORK)

ss:

COUNTY OF)

On this ____ day of ____ 20 __ before me personally came (*insert names of officers*), to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

(Typed name, stamp and signature of notary public)

Revised 2/28/06