

**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 TO AMEND AND MAKE ABSOLUTE A PROVISIONAL 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 provisional charter of such corporation and, as so amended, to make the provisional charter absolute, and do make, sign and acknowledge the following statements:

1. The name of the corporation is \_\_\_\_\_.

2. A provisional charter was granted to this corporation on \_\_\_\_\_ which provisional charter was (*give charter history with regard to any amendments or previous extensions; if none, please indicate*).

3. (*Give a brief history of the operations of the corporation since the time of incorporation.*)

(*If available any additional supporting material may be attached such as pamphlets, brochures, financial reports...*)

4. The trustees wish to amend the provisional charter of \_\_\_\_\_ to



**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 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 provisional charter of such corporation to (*include the amendment as in the petition*); and that such provisional charter, as so amended, be made absolute; 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  
*Typed name and title of officer*

Signature  
*Typed name and title of officer*

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 and/or stamp and signature of notary public)*