

NOTE: THIS IS A SAMPLE DOCUMENT ONLY. PLEASE FOLLOW THIS FORMAT AND THE INSTRUCTIONS IN PARENTHESES () WHEN DRAFTING YOUR OWN PETITION. 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.

PETITION FOR ABSOLUTE CHARTER TO REPLACE A PROVISIONAL CHARTER

S A M P L E

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 the issuance of an absolute charter to replace the provisional charter of such education corporation, 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*)

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

on the ____ day of _____ 20 __.

Signature of officer
Typed name/title of officer

Signature of officer
Typed name/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, 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 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 at a meeting of the trustees by the affirmative vote of a majority of the whole number on the ____ day of _____ 20__ , and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of _____ hereby petitions the Board of Regents of the University of the State of New York for the issuance of an absolute charter; 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/title of officer

Signature of officer
Typed name/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, stamp and signature of notary public)