



**By Laws of the
Orange County Democratic Executive Committee
Orange County, Florida**

November 2011

**BY-LAWS OF THE
ORANGE COUNTY DEMOCRATIC EXECUTIVE COMMITTEE
ORANGE COUNTY, FLORIDA**

PREAMBLE

The mission of the Orange County Democratic Executive Committee is to promote the values and principles of the Democratic Party and elect Democratic candidates by encouraging civic participation and providing tools for effective political action and to officially represent Orange County Democrats.

We, the representatives of the Democratic Party in Orange County, Florida, believing in the principles of the Democratic Party, pledge ourselves to continue our Party's tradition for all the people; to work for effective government, and to develop strong leadership for responsible political action.

We advocate for values consistent with our Party's traditions, among which are inclusion, equal opportunity, social and economic justice, empowerment, patriotism, equality, freedom, fairness, shared prosperity, compassion and hope.

For these purposes, we associate ourselves to carry on the continuing organization of the Orange County Democratic Executive Committee (Orange County DEC).

I. NAME AND POWERS

- A. Name.** The Orange County Democratic Executive Committee is hereafter referred to as the County Committee or the Orange County DEC, and shall also be known as the Orange Democrats.
- B. Powers.** The County Committee is empowered to discharge the affairs of the Democratic Party in Orange County, pursuant to and consistent with Florida Statutes and applicable law.

II. MEMBERSHIP

- A. Elected Membership.**
 - 1. Precinct Committee Members.** The elected membership of the Orange County DEC shall consist of all duly elected Orange County DEC Precinct Committeemen and Committeewomen, as certified by the Supervisor of Elections of Orange County. There will be two members, a man and a woman, from each precinct, except in precincts where there are more than 1,000 qualified Democratic Electors (registered voters), in which case an additional Precinct

Committeeman and Committeewoman are authorized for each additional 1,000 qualified Democratic Electors.

- a. **Time of Election.** County Committee members shall qualify and be elected, in accordance with State Law, in the first State Primary election of Presidential Election years.
- b. **Term of Office.** Members elected shall take office on December 1 following their election and shall serve for a term of four years.

- 2. **Automatic Members.** All elected officials, registered as Democrats in Orange County, who comply with the Loyalty Oath requirement in Article I, Sec. 6 of the Florida Democratic Party Charter, have automatic membership privileges. Automatic members have voting privileges; however, they may not hold elected office in the Orange County DEC. There are no attendance requirements levied on automatic members and they are not counted when determining a quorum. An automatic membership term is concurrent with the term of public office held by the member.

B. Non-elected Membership.

- 1. **Members-at-Large.** Members-at-large are an addition to the elected membership. The Chair may appoint a number of members-at-large equal to 10% of the total number of precinct committee positions for Orange County. Such appointments must be approved by a majority vote of the County Committee members present and voting. Members-at-large are counted when determining a quorum and are voting members but they may not hold elected office in the Orange County DEC. The term of their appointment is concurrent with the Chair's term except that the appointment expires immediately prior to the commencement of an organizational meeting. The appointment may be canceled by a request of the Member-at-Large or by the Chair.
- 2. **Member Emeritus.** Member Emeritus status is granted by the Chair and such status lasts until the Member Emeritus requests a change of status or until revoked by a majority vote of the Board of Directors. Generally, Member Emeritus status is given as an award to members who have served the party long and well. Members Emeriti are not counted for quorum requirements and may not

vote. Members Emeriti, the same as every other member, may speak when properly recognized.

C. Vacancies.

1. **Vacancies.** Any office (Precinct Committeeman, Precinct Committeewoman, Member-at-Large) shall be deemed vacant when a member accumulates three consecutive, unexcused absences in accordance with Florida law [Section 103.131(8), Florida Statutes]. Proxies shall not be considered as fulfillment of attendance requirements for County Committee members.
2. **Disposition of Vacancies.** Vacancies on the County Committee shall be filled by action of the County Committee according to procedures adopted by the Board of Directors and in accordance with Florida Law and these By-Laws.
3. **Procedure for Filling a Vacancy.** A vacancy shall be filled by a majority vote of the County Committee Members present and voting, according to procedures adopted by the Board of Directors. The Chair and/or Secretary shall notify both the Supervisor of Elections of Orange County and the Chair of the State Democratic Executive Committee within ten days of the name(s) of person(s) elected to fill vacancies.

III. OFFICERS

- A. **Officers and Terms of Office.** The officers of the County Committee shall be Chair, Vice-Chair (who shall be of the opposite sex of the Chair), Secretary, Treasurer, and a male and female At-Large Board Member. Each officer shall be elected for a term of two years. They shall be elected from among the eligible membership of the County Committee at biennial December organizational meetings by a majority of the members of the County Committee, present and voting, and shall serve until their term expires or until a fully qualified successor assumes the office.
- B. **Chair.** The Chair shall be the Chief Executive Officer of the County Committee, subject to the direction of the Board of Directors. He/she shall:
 1. When present, preside at all meetings of the County Committee and of the Board of Directors;

2. Sign any deeds, mortgages, bonds, contracts, or other instruments, which the County Committee or the Board of Directors has authorized to be executed;
3. Be a Disbursing Officer;
4. Hire staff subject to the approval of the Board, and may dismiss staff, without the approval of the Board. In the event the Chair hires staff, he/she shall supervise said staff to assure that staff is acting in accordance with the policies, patronage, and activities of the County Committee, as directed by the Board. The approval of the Chair shall be required for any expenditure committed by any staff member. Any contracted employee of the County Committee shall report to the Chair or his/her designee regarding activities of the County Committee.
5. Appoint all chairs and all members of all standing or special committees;
6. Establish such special committees, as he/she deems necessary;
7. Perform any other duties as may be assigned by the Board of Directors of the County Committee from time to time.

In general, the Chair shall perform all duties included in the office of Chair as prescribed by these By-Laws, the Standing Rules of the Florida Democratic Party, and the Florida Statutes.

- C. Vice-Chair.** The Vice-Chair, in the absence of the Chair shall perform the duties and exercise the powers of the Chair at meetings of the County Committee and of the Board of Directors. In cases of the disability of the Chair, The Vice-Chair shall perform the duties and exercise the powers of the Chair, but for not longer than until a new Chair is elected in accordance with these By-Laws and Florida Statutes. The Vice-Chair shall:

1. Be a Disbursing Officer;
2. Be responsible for the annual development of a Strategic Plan for the County Committee;
3. Ensure the written or oral presentation of reports from all officers, standing committee chairs and special committees chairs;
4. Serve as an ex-officio member of all standing and special committees;
5. Perform any other duties as may be assigned by the Board of Directors of the County Committee from time to time.

- D. Secretary.** The Secretary shall:

1. Keep the minutes of County Committee and Board of Director meetings, copies of which shall be furnished to the Florida

Democratic Party, as may be required under its compliance rules, within 20 days after approval at the next County Committee or Board of Directors meeting at which there is a quorum, at the same time furnishing a copy of the cover email to the Florida Democratic Party and the approved minutes to the Chair and the State Committeepersons;

2. Inform all fiduciary institutions who do business with the County Committee of the election of all new officers immediately after such election, and execute any documentation which may be required by such institutions;
3. Maintain a current list of all members of the County Committee,
4. Furnish a list of all County Committee members, officers and standing or special committee chairs to all County Committee members within 30 days of any organizational meeting, and during the first quarter of each year thereafter;
5. Send timely notices of County Committee meetings to all members of the County Committee,
6. Reply to correspondence;
7. Serve as an ex-officio member of all standing or special committees.
8. Perform any other duties as assigned by the Board of Directors of the County Committee from time to time.

Any secretarial duties may be delegated, as a procedural matter, to staff or another County Committee member.

E. Treasurer. The Treasurer shall:

1. Have custody of the County Committee's funds,
2. Deposit all monies and other valuable effects of the Committee, in the name of and to the credit of the County Committee, in such depositories as may be designated by the Board;
3. Render written reports of the County Committee's financial standing in such form as may be prescribed by the Board of Directors at each meeting of the County Committee and of the Board of Directors;
4. Keep accurate and complete physical record of all receipts and disbursements in accordance with general accounting procedures;
5. As a Disbursing Officer, he/she shall disburse funds of the Committee promptly as may be ordered by the Board in the manner provided herein;
6. Obtain an annual audit of the County Committee funds;
7. Serve as an ex-officio member of all standing and special committees;

8. Perform any other duties as assigned by the Board of Directors of the County Committee from time to time.

F. At-Large Board Members. The two At-Large Board Members shall serve without portfolio, but make themselves available to the Chair, at the direction of the Board of Directors, to handle special problems, to chair vacant standing or special committees and/or to be assigned to other affairs of the County Committee.

G. Vacancies. If any office becomes vacant, election of a successor to fill the unexpired term shall be held within 60 days of the date of such vacancy. In the event of a vacancy in the office of the Chair, a meeting shall be held within 60 days, upon written notice to the members within ten days of said vacancy. In the event that a person of the same sex as the Vice-Chair fills a vacancy in the office of the Chair, the requirement that they be of the opposite sex shall be waived for the remainder of the unexpired term.

IV. STATE COMMITTEEMAN AND STATE COMMITTEEWOMAN

A. Election and Term of Office.

1. Election. The County Committee, from among its elected membership, shall elect a State Committeeman and a State Committeewoman in the same manner as prescribed for the election of officers of the County Committee. [For the purposes of this section, elected membership, in case of vacancy, shall include Precinct Committeemen and Committeewomen elected in the primary and those selected to fill vacancies of the County Committee as provided in Article II, Section A, but shall not include members appointed at large.]

2. Term of Office. The State Committeeman and the State Committeewoman shall be elected at the organizational meeting at which officers of the County Committee are elected. The State Committee Members so elected shall serve for a four year term or until a fully qualified successor assumes the office.

B. Duties of the State Committeeman and State Committeewoman:
The duties of the State Committeeman and State Committeewoman are to serve as liaison between the Florida Democratic Party and the county DEC; liaison between the county DEC and the clubs; members of the State Executive Committee and county DEC Steering Committee; members of

the county DEC Campaign Committee; and members of other committees as designated by the DEC Charter and Bylaws.

- C. Vacancies.** A vacancy for any reason in the office of State Committeeman or State Committeewoman shall be filled for the unexpired term by election as prescribed in Section A of this article within 60 days following the occurrence of such vacancy.

V. BOARD OF DIRECTORS

- A. Powers and Policies.** The Board of Directors (the Board) shall manage and control all policies, patronage, and activities of the County Committee and shall perform such other duties as may be delegated to it from time to time by the County Committee.
- B. Members.** The members of the Board of Directors shall consist of all the elected officers, the appointed chairs of the standing committees, and the State Committeeman and State Committeewoman.
- C. Meetings.** The Board of Directors shall meet, at least quarterly, at the call of the Chair or at the request of a majority of the members of the Board of Directors or of the County Committee at a duly constituted meeting. Notice of Board meetings shall be provided seven days in advance of the meeting, or, in the case of an emergency declared by the Chair, 48 hours in advance of the meeting. The Board may, approve and adopt procedures relating to attendance electronically of a member who cannot be physically present and may approve and adopt procedures to conduct business by remote conference.

VI. STANDING AND SPECIAL COMMITTEES

- A. Standing Committees.** The Standing Committees of the County Committee, effective January 2004, shall be:

Affirmative Action
Campaigns
Development
Events
Membership
Outreach
Precinct Activities
Procedures
Public Relations
Young Democrats

1. Responsibilities of these Standing Committees shall be determined in accordance with these Bylaws and adopted by the Board of Directors as a policy document entitled "Committee Descriptions," which may be modified by the Board of Directors from time to time as the need arises.
2. Each Standing Committee shall be lead by a Chair, appointed by the Chair of the County Committee and ratified by the Officers, and a Vice-Chair, appointed by the Chair of the Standing Committee from among the members of the Standing Committee. Standing Committee Chairs shall be members of the County Committee, and shall serve for one year beginning in January of each year, or until the appointment of their successor, whichever shall first occur.
3. Each Standing Committee Chair, or the Standing Committee Vice-Chair, shall provide reports on plans and activities of the Standing Committee to the Board of Directors and to the County Committee, in accordance with policies and procedures adopted by the Board of Directors.
4. Each Standing Committee Chair shall serve as a member of the Board of Directors of the County Committee.
5. Any activity of any of the Standing Committees may be delegated, as a procedural matter, to staff of the County Committee. A contracted employee may not be a member of the Standing Committee.
6. In case of the resignation of a Standing Committee Chair, or removal of the Standing Committee Chair by the County Committee Chair, the Standing Committee Chair may be replaced by the County Committee Chair, with the ratification/approval of the Officers of the County Committee.

B. Special Committees

1. The Chair of the County Committee may create such special committees as deemed necessary. Special Committees will generally be created for a limited period of time or to handle a specific project.
2. Each Special Committee shall be lead by a Chair, appointed by the Chair of the County Committee and ratified by the Officers. The

Special Committee Chair may appoint a Vice-Chair as the need arises from among the members of the Special Committee. Special Committee Chairs shall be members of the County Committee.

3. Each Special Committee Chair, or the Special Committee Vice-Chair, shall provide reports on plans and activities of the Special Committee to the Board of Directors and to the County Committee, in accordance with policies and procedures adopted by the Board of Directors.
4. Any activity of any of the Special Committees may be delegated, as a procedural matter, to staff of the County Committee. A contracted employee may not be a member of the Special Committee.
5. In case of the resignation of a Special Committee Chair, or removal of the Special Committee Chair by the County Committee Chair, the Special Committee Chair may be replaced by the County Committee Chair, with the ratification/approval of the Officers of the County Committee.

VII. PROCEDURES

A. Organizational Meetings. [To be held in accordance with section 103.091(4), Florida Statutes]

1. Within 30 days after the County Committee Members take office in a Presidential election year, and two years later during the month of December in Florida's Gubernatorial election year, a meeting of the County Committee shall be called by the outgoing Chair of the County Committee for the purpose of electing officers, and to consider any other business that may properly come before the County Committee.
2. It shall be the responsibility of the outgoing Chair to open the meeting, and he/she will preside until a new Chair has been elected. In the event the outgoing Chair is unable to open the meeting, the outgoing Vice-Chair will open the meeting and preside until a new Chair has been elected.
3. A Chair, State Committeewoman, State Committeeman, Vice-Chair, Treasurer, Secretary, and two At-Large Board Members shall be elected at the initial organizational meeting in Presidential election years. A Chair, Vice-Chair, Treasurer, Secretary, and two At-Large Board Members shall be elected at the biennial organizational meeting in a gubernatorial election year. Each officer will be elected by majority vote in the order

given. (The order specified in this section is drawn directly from the Florida Democratic Party Bylaws. If those Bylaws are amended, then the order of election may be amended to conform without amending these By-Laws.)

4. The order of business for the organizational meetings will be (1) Call to Order; (2) Invocation; (3) Pledge of Allegiance; (4) Call of the Roll of Certified Precinct Committeemen and Committeewomen; (5) election of Officers and State Committeeman and State Committeewoman. Following such elections, other business may come before the County Committee under the usual order of business described in Section B.4. of this Article.
5. Procedures for Election of Officers. Each candidate shall have one minute for nomination and one minute for seconding speeches, or any other activity on his/her behalf [two minutes total]. The meeting will proceed with voting by signed, written ballot, which shall be retained for inspection at the County Committee offices. Each candidate shall be asked to name one observer for counting of the votes. When the tellers have completed the counting of the ballots, the tellers shall announce the results. The candidate receiving the smallest number of votes shall be eliminated. The voting shall proceed without recess until one candidate shall have received a majority of votes.

B. Other Meetings.

1. The Chair of the County Committee shall call at least one meeting each quarter of the County Committee and as many additional regular or special meetings of the County Committee, or any section of the County Committee, as may appear necessary.
2. At least seven days advance notice must be given to County Committee Members prior to any meeting. Such notice should outline the purpose of the meeting.
3. A meeting may also be called through submission of a written petition signed by 40% of the County Committee Members as attested by the Secretary. In such event, the Chair will be required to call a meeting of the County Committee after giving the notice prescribed in Section B.2. of this article.
4. The order of business for all regular meetings shall be:
 - a. Call to Order
 - b. Moment of Silence
 - c. Pledge of Allegiance
 - d. Affirmation of Quorum

- e. Approval of the Minutes of the Previous Meeting
 - f. Treasurer's Report
 - g. Officers' Reports
 - h. Reports of Standing Committees
 - i. Old or Unfinished Business
 - j. New Business
 - k. Special Orders
 - l. Adjournment
5. The Parliamentarian, who shall be identified and appointed by the Chair with the assistance of the Chair of the Standing Committee on Procedures, is charged with enforcing time limits on all debates and reports given before the County Committee, and providing the County Chair with advice on parliamentary procedure and precedence.
- C. **Notice.** Notice of meetings required under these Bylaws may be delivered either electronically by email to the last email address provided by the Member to the County Committee or by United States Mail to the last mailing address provided by the Member to the County Committee. Unless otherwise specifically set forth herein, notice of all meetings shall be provided seven (7) days in advance of the meeting.
- D. **Quorum.** A Quorum shall be 40% of the total current membership of the County Committee. Proxies may not account for more than 10% in computing a quorum.
- E. **Voting.** Voting for officers, and on all other business before the Committee, shall be on the basis of one vote for each elected or appointed member. Decisions shall be by a simple majority unless otherwise provided in these By-Laws or Florida law, or unless contrary to the standard parliamentary procedures as outlined in Robert's Rules of Order. The Chair shall declare all votes and may call for a vote on any question by voice vote, by division, or by call of the roll in order of precincts. Upon the request of any member, a rising vote shall be called, or upon the showing of hands by 25 or more members, the Chair shall take the roll call by yeas and nays by a call of the roll by precincts.
- F. **Rules of Procedure.** Procedures not specified in these By-Laws or Florida Law will be governed by the latest edition of Robert's Rules of Order.

G. Proxies.

1. Any member who, for any reason, is unable to attend a meeting of the County Committee may create a written proxy. Such proxy shall be sworn to before a notary public, or in the alternative, may be validated by two registered Democrats signing as witnesses. The holder of such proxy shall be a qualified Democrat.
2. An elected member of the County Committee shall designate a Democrat residing in the same area of representation as said elected member. An automatic or appointed member shall designate a Democrat residing in the same County and also in the same area of representation as said member. For a proxy to be honored by the County Committee, the holder shall submit written notice to the Chair prior to the meeting.
3. All proxies shall be substantially the form given as Appendix 1 to these By-Laws.
4. Proxies shall not be considered as fulfillment of attendance requirements for County Committee members. (See also Article II, Section C.1)

VIII. PARTY FINANCES

- A. **Authority.** The County Committee shall have authority to raise, receive, maintain and expend such funds as may be provided from any source not prohibited by law.
- B. **Budget.** The Board of Directors shall approve by majority vote the annual budget prepared by the Finance Committee, together with any changes that the Board deems appropriate. The budget shall be presented and distributed to all County Committee Members not later than the County Committee meeting in March of each year.
- C. **Disbursing Officers.** The Chair, Vice-Chair, and Treasurer shall be Disbursing Officers and shall make all disbursements. Each disbursement shall be by check signed by the Treasurer with the approval of the Chair or the Vice-Chair. Each Disbursing Officer shall be bonded by an authorized bonding agency, or by personal bond acceptable for the Finance Committee, in an amount to be fixed annually by the Finance Committee subject to the approval of the Board of Directors, but not less than \$5,000.00. Said bond shall provide surety and shall remain in full force and effect until the officer is replaced by a successor and all

accounts and records have been transferred and a complete audit has been taken and approved. Copies of said bond shall be furnished to the Florida Democratic Party no later than March of each calendar year.

- D. Expenses.** Expenses of the County Committee may be paid or reimbursed from the Committee's general funds subject to limitations of the approved budget, the prior authorization from the County Chair and restrictions of State Rules and Florida Law. Other distribution of Committee funds among Committee members is forbidden.

E. Accounts and Audits.

1. Funds of the County Committee shall be kept on deposit in the name of the County Committee. Funds may be disbursed by bank draft or check drawn by the Treasurer and countersigned by the Chair or Vice-Chair, each of whom shall be under adequate bond as prescribed above in this Article.
2. The financial condition of the County Committee shall be audited annually for the period January 1 through December 31 in compliance with Florida Law and in accordance with standard accounting procedures. Qualified examiners who shall not be members of the County Committee shall conduct such audit. Copies of the audit shall be retained by the Chair and furnished to the Supervisor of Elections and the Chair of the State Executive Committee prior to April 1 of the ensuing year.

IX. DEFINITION, STATUS, EFFECT AND AMENDMENT TO BY-LAWS

- A. Definition.** This document shall be called the By-Laws of the Orange County Democratic Executive Committee.
- B. Status and Effect.** These By-Laws shall operate in conjunction with the Standing Rules of the Florida Democratic Party and Laws of the State of Florida, either of which shall prevail in the event of a conflict. These By-Laws are adopted by the County Committee as its governing rules and wholly supersede all previously adopted constitutions, rules, regulations, or resolutions of whatever kind.
- C. Amendments.** These By-Laws may be amended or repealed by 60% vote of the members present and voting. No amendment to the By-Laws may be voted upon unless seven days prior notice of the same shall have been given.

- D. Procedure of Adoption.** These By-Laws of the County Committee must be approved by at least 60% of the County Committee present and voting at a County Committee meeting. At least seven days written notice of such vote shall have been given to the membership.
- E. Effective Date.** These By-Laws shall take effect immediately upon adoption by the County Committee. All Officers and other members of the County Committee and/or any of its agencies elected under the previous By-Laws shall complete their current terms of office, provided that they shall be subject to all other injunctions and provisions of these By-Laws.

Appendix 1 Proxy Form

Appendix 2 Loyalty Oath Form

References: Chapter 103, Florida Statutes (2011)
The Charter and Bylaws of the Florida Democratic Party (April 2, 2011)

Revision dates:

15 February 1981
13 May 1987
14 January 1990
27 September 1991
19 May 1997
19 January 2004
14 November 2011

Appendix 1
Orange County Democratic Executive Committee
PROXY FORM
Use either Option 1 OR Option 2

I hereby appoint _____ as my proxy to attend the
(Print name of proxy holder)
_____ meeting to be held on _____
(Name of meeting) (Date of meeting)
in _____, to vote on any and all matters and to do any and all acts that I could do if present.
(City)
Name (print): _____ County: _____
Signature: _____ Date: _____

OPTION 1. SIGNED BY A NOTARY PUBLIC

(Use either Option 1 OR Option 2.)

STATE OF FLORIDA COUNTY OF _____	
Sworn to and subscribed before me this _____ day of _____, 20____, by (name of person making statement) _____.	
_____ Signature of Notary Public – State of Florida	
_____ Name of Notary typed, printed or stamped	
<input type="checkbox"/> Personally Known	OR <input type="checkbox"/> Produced Identification
Type of ID Produced: _____	

OPTION 2. SIGNED BY TWO WITNESSES

(Use either Option 1 OR Option 2.)

WITNESS #1	
_____ Date	_____ County
_____ WITNESS #1: Print Name	
_____ Signature	
_____ Address	
_____ City	
_____ State	_____ Zip Code

WITNESS #2	
_____ Date	_____ County
_____ WITNESS #2: Print Name	
_____ Signature	
_____ Address	
_____ City	
_____ State	_____ Zip Code

Appendix 2 Orange County Democratic Executive Committee LOYALTY OATH

County of _____, Florida

I, _____, having been duly sworn, say that I am a member of the Democratic Party,

that I am a qualified elector of Orange County, Florida; that during my term of office, I will not support the election of the opponent of any Democratic nominee, I will not oppose the election of any Democratic nominee, nor will I support any non-Democrat against a Democrat in any election other than in judicial races; that I am qualified under the Constitution and Laws of the State of Florida and the Charter and Bylaws of the Florida Democratic Party to hold the office I am seeking, or to which I have been elected; that I have not violated any of the laws of the State of Florida relating to election or the Charter and Bylaws of the Florida Democratic Party.

Print Name

Date

Signature

OPTION 1. SIGNED BY A NOTARY PUBLIC

(Use either Option 1 OR Option 2.)

STATE OF FLORIDA COUNTY OF _____	
Sworn to and subscribed before me this _____ day of _____, 20 _____, by (name of person making statement) _____.	
_____ Signature of Notary Public – State of Florida	
_____ Name of Notary typed, printed or stamped	
<input type="checkbox"/> Personally Known	OR <input type="checkbox"/> Produced Identification
Type of ID Produced: _____	

OPTION 2. SIGNED BY TWO WITNESSES

(Use either Option 1 OR Option 2.)

WITNESS #1	
_____ Date	_____ County
_____ WITNESS #1: Print Name	
_____ Signature	
_____ Address	
_____ City	
_____ State	_____ Zip Code

WITNESS #2	
_____ Date	_____ County
_____ WITNESS #2: Print Name	
_____ Signature	
_____ Address	
_____ City	
_____ State	_____ Zip Code