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Amend
@ 9/20/11

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: Suncoast Professional Firefighters & Paramedics Charitable
Foundation, Inc.

DOCUMENT NUMBER: N11000004164

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Phil Vets

(Name of Contact Person)

Suncoast Professional Firefighters & Paramedics Charitable Founda

(Firm/ Company)

740 Commerce Drive, Suite 1

(Address)

Venice, FL 34292

(City/ State and Zip Code)

phil.vets@gmail.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

James Brantley - Attorney at (239) 226-4001
(Name of Contact Person) (Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

☒ \$35 Filing Fee

☐ \$43.75 Filing Fee &
Certificate of Status

☐ \$43.75 Filing Fee &
Certified Copy
(Additional copy is
enclosed)

☐ \$52.50 Filing Fee
Certificate of Status
Certified Copy
(Additional Copy
is enclosed)

Mailing Address

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

Articles of Amendment
to
Articles of Incorporation
of

Suncoast Professional Firefighters & Paramedics Charitable Foundation, INC.
(Name of Corporation as currently filed with the Florida Dept. of State)

N11000004164

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.

B. Enter new principal office address, if applicable:
(Principal office address MUST BE A STREET ADDRESS)

C. Enter new mailing address, if applicable:
(Mailing address MAY BE A POST OFFICE BOX)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent:

New Registered Office Address:

(Florida street address)

(City)

Florida

(Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

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If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:

(Attach additional sheets, if necessary)

<u>Title</u>	<u>Name</u>	<u>Address</u>	<u>Type of Action</u>
_____	_____	_____	<input type="checkbox"/> Add
		_____	<input type="checkbox"/> Remove

_____	_____	_____	<input type="checkbox"/> Add
		_____	<input type="checkbox"/> Remove

_____	_____	_____	<input type="checkbox"/> Add
		_____	<input type="checkbox"/> Remove

E. If amending or adding additional Articles, enter change(s) here:

(attach additional sheets, if necessary). (Be specific)

Article I - Name = name unchanged but additional language added to this Article.

Article II - Principal Office = now located in Article I - Section 4.

Article III - Purpose = purpose and scope unchanged. This language now located in
Article II

Article IV - Manner of Election = Manner of elections has not changed. This language
now located in Article VII

Article V - Initial Officers and Directors = The initial officers/directors have not changed
but this language has been moved to Article VIII Sections 1, 2 & 3.

Article VI- Registered Agent = Registered agent has not changed. This language has
been moved to Article XVII.

Article VII - Incorporator = Incorporate has not changed. This language has been
moved to Article XVIII.

Added Articles III - IV - V - VI - VII - VIII - IX - X - XI - XII - XIII - XIV - XV - XVI - XVII
XVIII and XIXVII.

**SUNCOAST PROFESSIONAL FIREFIGHTERS & PARAMEDICS
CHARITABLE FOUNDATION**

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

Section 1: The name of this organization shall be the Suncoast Professional Firefighters & Paramedics Foundation, Inc., hereafter referred to as the Foundation.

Section 2: Reference in this Constitution and By-Laws to the Foundation shall refer to the Foundation as set forth in Section 1 above.

Section 3: This Foundation, its officers and representatives shall recognize, observe and be bound by the provisions of the Constitution and By-Laws, the resolutions and directives of officers of the Foundation when made in conformity; with the authority granted by the resolutions adopted and policies established by the Foundation.

Section 4: The principal office of the Foundation shall be located at 740 Commerce Drive, Suite 1 Venice, Florida 34292-1743. The mailing address for the Foundation shall be the same.

ARTICLE II- PURPOSE AND SCOPE

Section 1: It will, as a non-profit organization, operate within the meaning of section 501 (c) (3) of the IRS code.

Section 2: The primary objective and purposes of this nonprofit organization shall be to provide support for the Safe Hearts Program and to otherwise provide charitable support for other recognized non-profit (IRS 501(c)(3)) organizations operating for the betterment of the community in Manatee, Charlotte and Sarasota counties of Florida as selected by the officers of the Foundation.

Section 3: It will not directly pay any monies to any individuals as charity.

ARTICLE III – FISCAL YEAR

Section 1: The fiscal year of this Foundation shall begin the 1st day of January and end the 31st day of December of each year.

ARTICLE IV - MEMBERSHIP

Section 1: Jurisdiction shall be as follows: All executive board members of the Suncoast Professional Firefighters & Paramedics IAFF Local 2546 shall be Foundation members by virtue of their office.

ARTICLE V - MEETINGS

Section 1: Meetings of the Foundation - Meetings of the Foundation's Board of Directors shall be determined at the close of the current meeting. Meetings shall be held to conduct the business of the Foundation. The time and date of the meetings shall be specified in accordance with the availability of a majority of the Board of Directors so as to achieve a quorum. A quorum shall be at least 3 members of the Board of Directors in attendance of the meeting. All members of the Foundation shall be allowed to attend any and all meetings of the Board of Directors and shall be given ample opportunity to voice their opinions. Notification of all meetings shall be posted in writing at the Suncoast Professional Firefighter & Paramedic, IAFF Local 2546 offices and on the Local 2546 website seven (7) days prior to the meeting. Notices will also be provided to Foundation members via e-mail.

Section 2: Special Meetings - Special meetings may be called by any Board member. Meetings shall be to address specific and/or time sensitive issues. No regular or ongoing business shall be conducted at such meetings.

Section 4: Rights of Members - Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by this Foundation. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the Foundation.

Section 5: Voting – All voting shall be conducted by the Foundation members. All votes shall be decided by a simple majority. Rules for the electing of Directors are as set forth in Article VII.

Section 6: Rules for Meetings - The rules contained in Atwood's Rules for Meetings shall govern the meetings of this Foundation.

ARTICLE VI – ORDER OF BUSINESS

Section 1: Attendance – A list of all members attending shall be kept as part of the minutes.

Section 2: Meetings shall be called to order by the Chairman and shall be followed by a report from all of the individual directors.

Section 3: A review and approval of expenditures.

Section 4: Conduct all Old Business

Section 5: Conduct any New Business

Section 6: Establish time and location for the next Board Meeting.

ARTICLE VII - DIRECTORS AND ELECTIONS

Section 1: Directors - The three (3) Member Board of Directors of this Foundation shall consist of the following: Chairman, Secretary and Treasurer. Chairman, Secretary and Treasurer shall be elected to two (2) year terms.

Section 2: Time of Elections - The election of Directors shall be held during the month of February.

Section 3: Eligibility for position of Director - Any member in good standing shall be eligible to be a candidate for any Board of Director position in this Foundation.

Section 4: Method of Nomination and Election – Nominations shall be conducted at a regular Foundation in January, every other year. Elections shall be conducted at a Foundation in the February following the January in which nominations were accepted. Any member in good standing may nominate eligible members for office. Elections shall be by secret ballot and write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected by acclamation. There shall be no voting by proxy in the election of Directors. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election between the two candidates who received the most votes.

Section 7: Ballots Preserved - The Ballots and all other records of the election of Directors shall be preserved by the Secretary for a period of one (1) year.

Section 8: Vacancies in Board of Directors - When a Directors position becomes vacant for any reason the Board of Directors shall appoint a successor by a majority vote, no

later than thirty (30) days from the date the position is deemed vacated. Appointments must be ratified by a plurality vote of all members attending the following meeting.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1: Duties of the Chairman - It shall be the duty of the Chairman to preside at all meetings of the Board of Directors. He shall be the Executive head of the Foundation. Together with either the Treasurer or Secretary, he/she shall sign all orders and checks lawfully and properly drawn. The Chairman shall discharge, on behalf of the Foundation, such duties as may be imposed upon him by applicable law, including the execution and filing of any reports to the Federal or State Authorities, and shall cause to be maintained by the Foundation, such records as the law requires to be kept in support of reports filed by it. The Initial Chairman shall be Merv Kennell 740 Commerce Drive, Suite 1 Venice, Florida 34292-1743.

Section 2: Duties of the Secretary - The Secretary shall assist in such a manner as the Chairman may determine. He shall keep an accurate record of the meetings of the Board of Directors. He shall conduct the correspondence of the Foundation promptly. The Secretary shall have custody of all non-financial records, books and papers belonging to the Foundation, except as otherwise provided for by the Constitution and By-Laws. He/she shall attest all official documents with his/her signature. In the absence of the Chairman, he shall preside at meetings of the Board of Directors. If the office of the Chairman becomes vacant, the Secretary shall be acting Chairman until the office of the Chairman is filled by election of the Board of Directors and ratified by the membership. The initial Secretary shall be Donald Seiler 740 Commerce Drive, Suite 1 Venice, Florida 34292-1743.

Section 3: Duties of the Treasurer - The Treasurer shall have custody of all financial documents, records, books and papers belonging to the Foundation, except as may otherwise be provided by the Constitution and By-Laws. He shall attest all official documents with his signature. He shall conduct the correspondence of the Foundation promptly. He shall make this information available to any member in good standing upon request.

The Treasurer shall discharge, on behalf of the Foundation, such duties as may be imposed upon him by applicable law, including the execution and filing of any reports to Federal or State authorities, and he shall cause to be maintained by the Foundation, such reports as the law requires to be kept in support of reports filed by it. He shall receive all money due the Foundation from whatever source, and shall disburse the same only by voucher signed by the Chairman, Secretary and/or Treasurer in conformity with a vote of the Board of Directors. Such disbursement shall be by check. The Treasurer shall maintain and keep current, a record of members and all financial transactions promptly

and accurately entered. The Initial Treasurer shall be Phil Vets 740 Commerce Drive, Suite 1 Venice, Florida 34292-1743.

ARTICLE IX - CONTRIBUTIONS

Section 1: Contributions – Any contribution received by the Foundation can, at the request of the contributor, be receipted for tax purposes.

Section 2: Contributions received by the Foundation from the Florida Firefighters Charities generated through the sale of the “Support Firefighters” Florida DMV vehicle license plate shall be deposited and maintained separately from other Foundation funds for accounting purposes. Likewise, contributions received by the Foundation from the “Safe Hearts” Program shall also be maintained separate and apart from other Foundation funds for accounting purposes.

ARTICLE X - MANAGEMENT, INVESTMENT AND DISBURSEMENT OF FOUNDATION FUNDS AND PROPERTY

Section 1: The money and property of the Foundation shall be used solely for the benefit of the Foundation and its purpose. Foundation Directors who handle the Foundation funds or property, shall be held to this standard of conduct and accountable for any breach thereof under this Constitution and By-Laws shall manage, invest, and expend its funds and property only in accordance with applicable provisions of the Foundations governing, and any resolutions properly adopted thereunder. Otherwise, funds and property may not be invested, used or disbursed, except upon approval of a majority of the Board of Directors at regular or special Board meetings.

Section 2: An audit of the books of the Foundation will be conducted at least once a year. An audit committee shall be appointed by the Chairman. The audit committee shall have full access to all books and records of the Treasurer pertaining to the financial matters of the Foundation and shall be given custody of those books and records on or before the meeting of the month of January. The auditors shall make a report of their findings on the audit of the books to the membership during the meeting of the membership in the month of March, after which, the books and records, together with a completed audit form, shall be returned to the custody of the Treasurer. Every other year the Foundation will also have the books of the Foundation audited by the Foundation’s certified public accountant and his/her audit report will be made available to ammm Foundation members.

Section 3: Any expenditure exceeding 500 dollars must always be approved by a majority of the Board of Directors. Expenditures of 500 dollars or less **may** be made at the discretion of the Chairman **and** any other Board member.

ARTICLE XI - REMOVAL AND RESIGNATION OF DIRECTORS

Section 1: Any Director can be removed from the Board of Directors at any time, with or without cause, with a majority vote of the Board of Directors. The Director(s) in question of removal shall not vote in such matters. This vote shall be conducted in a secret ballot and verified by any two members of the Board not in question of removal. This vote shall be called for in new business. All Directors not in question of removal shall vote in this matter. The created vacancy shall be filled in accordance with Article VII section 8.

Section 2: A Director may resign at any time by giving written notice to the Secretary or Chair. Any such resignation shall be effective at the time of receipt. The created vacancy shall be filled in accordance with Article VII section 8.

ARTICLE XII - NON-LIABILITY OF DIRECTORS

Section 1: The Directors shall not be personally liable for the debts, liability, or other obligations of the Foundation

ARTICLE XIII - EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 1: EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Foundation to enter into any contract or execute and derive any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Foundation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2: CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the Foundation shall be signed by the two of the Directors of the Foundation...i.e. Chairman, Treasurer or Secretary.

Section 3: DEPOSITS

All funds of the Foundation shall be deposited from time to time to the credit of the Foundation in such banks, trust companies, or other depositories which the Board of Directors may select.

Section 4: GIFTS

The Board of Directors may accept on behalf of the Foundation any contribution, gift, bequest or devise for the charitable or public purposes of this corporation.

ARTICLE XIV - COMPENSATION

Section 1: There shall be no salary paid to any member of the Board of the Directors of the Foundation.

ARTICLE XV – DISOLUTION CLAUSE

Section 1: Until this Foundation is dissolved by its' Board of Directors, the Foundation shall have perpetual existence. Upon the dissolution of the Foundation, its' assets shall be distributed to one or more nonprofit organizations, provided that said organizations qualify as a tax-exempt organization within the meaning of Section 501(c)(3) of the Internal Revue Code.

ARTICLE XVI – AMENDMENT OF CONSTITUTION AND BY-LAWS

Any suggested amendment to the Constitution and By-Laws shall be made in the form of a motion at any Board of Directors meeting. If said motion is approved by a majority of Directors voting, the proposed amendment will be available to vote on by members of the Foundation. A two-thirds (2/3) majority of received votes of the membership must be achieved in order to institute an amendment ratification. If these constraints are met, the Foundation shall adopt the proposed change to the Constitution and By-Laws in the section titled amendments.

ARTICLE XVII - REGISTERED AGENT

The registered agent for the Foundation shall be Phil Vets - 740 Commerce Drive, Suite 1 Venice, Florida 34292-1743.

ARTICLE XVIII – INCORPORATOR

The Incorporator for the Foundation shall be James Brantley Esq. of Donnelly & Gross, P.A. 2421 NW 41st Street, Suite A-1, Gainesville, FL 32606.

ARTICLE XIX – CONFLICT OF INTEREST POLICY

Section I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization (Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section II Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. has a transaction or arrangement,
- b. A compensation arrangement with the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. or with any entity or individual with which the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. can obtain with reasonable efforts a

more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc.'s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section V Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc., either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section VII Periodic Reviews

To ensure the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc.s conform to the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc.'s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Suncoast Professional Firefighters & Paramedics Charitable Foundation, Inc. may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted this 13th day of June, 2011.

Chairman Signed Mervin Kennell

Printed Name MERVIN R. KENNEL

Secretary Signed [Signature]

Printed Name Donald J. Seiler

Treasurer Signed Philip W Uets

Printed Name Philip W Uets

The date of each amendment(s) adoption: June 13, 2011
(date of adoption is required)

Effective date if applicable: _____
(no more than 90 days after amendment file date)

Adoption of Amendment(s) **(CHECK ONE)**

- ☒ The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.
- ☐ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 9/12/11

Signature Mervin Kennell
(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

MERVIN R. KENNEL
(Typed or printed name of person signing)

CHAIRMAN
(Title of person signing)