

**NON-PROFIT BYLAWS  
OF  
ASOCIACION DE SIMULACION CLINICA Y TECNOLOGIA DIGITAL DE  
PUERTO RICO PARA PROFESIONALES DE LA SALUD, INC.**

**PREAMBLE**

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Puerto Rico and the Articles of Incorporation of Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of Commonwealth of Puerto Rico, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Corporation/Organization, it shall then be these Bylaws which shall be controlling.

**ARTICLE 1 – NAME**

The legal name of the Non-Profit Corporation/Organization shall be known as Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc., and shall herein be referred to as the "Corporation/Organization."

**ARTICLE 2 – PURPOSE**

The general purposes for which this Corporation/Organization has been established are as follows:

The purpose for which the Non-Profit Corporation is formed is set forth in the attached Articles of Incorporation of Exhibit "A."

The Corporation/Organization is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code and shall be operated exclusively for:

The organization is an association of technological character and humanistic partner that fosters the commitment to share and promote the academic experience and research carried out in clinical simulation and digital technology in various Universities and / or clinical simulation centers, disclosing their results and didactic strategies of educational development in the health sciences of our country.

This corporation is organized exclusively for institutional, educational and research services purpose as specified in Section 501(c)(3) of the United States Internal Revenue Code, and section 1101(4) of the Puerto

Rico Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and section 1101(4) of the Puerto Rico Internal Revenue Code, or the corresponding section of any future federal and/or state tax code.

In addition, this Corporation/Organization has been formed for the purpose of performing all things incidental to, or appropriate in, the foregoing specific and primary purposes. However, the Corporation/Organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

The Corporation/Organization shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the Commonwealth of Puerto Rico and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation/Organization. At no time and in no event shall the Corporation/Organization participate in any activities which have not been permitted to be carried out by a Corporation/Organization exempt under Section 501(c) of the Internal Revenue Code of 1986 (the "Code").

### **ARTICLE 3 – OFFICES**

The principal office of the Corporation/Organization shall be located at Carr. 183, Ramal 917 Sector Hoyo Hondo, Camino Juan Dulia in Bo. Cerro Gordo, San Lorenzo, Puerto Rico 00754. The postal address is: H.C. 70 Box 26051, San Lorenzo, Puerto Rico 00754

The Corporation/Organization may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Corporation/Organization may find a need for from time to time.

### **ARTICLE 4 – SEAL**

#### **A. The Seal**

- (1) The stamp is a circle created with arrows and the words of the “Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc.” and an open book in the center.

#### **B. Colors**

- (1) The arrows that make up the circle symbolize the qualities of health professionals and are represented by the colors: green, orange, red, yellow and blue. The color green,

symbolizes the balance and the hope to educate integrally to be useful to society, the orange color, symbolizes wisdom, truth and dreams, the color red, symbolizes the desire for success, joy and passion for the study, the yellow color symbolizes the light as intellectual and spiritual opening, projected in a humanistic way. In addition, this color is the symbol of life and action. and the blue color symbolizes the faculties, talents, abilities or aptitudes that health professionals have. Between each one of the arrows is the name of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals that means the integration and innovation of new learning structures and the continuity of the growth of professional health services.

### C. Symbolism

- (1) In the center of the circle is an open book that symbolizes knowledge and knowledge, which demonstrates the potential of all health professionals to train and develop, to become an active part of the development of the country. About this book are the words on the left; health, knowledge and research and on the right side are the words humanity, inter-educational and diversity, which identify the profile of our Association. In the central part under the book the date 2018 is established in which our Association is organized under the laws of the Commonwealth of Puerto Rico.
- (2) The seal is property of the Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc. and every member and person will respect it and in no way will install, program, renew, reproduce or make viable its use without the authorization of the Board of Directors. In the same way, alteration, falsification, modification, mutilation or unauthorized reproduction of the Seal in any of the modalities adopted by the Association is forbidden.
- (3) Every document issued by the Association must have the seal to be considered authentic.

## ARTICLE 5 – DEFINITIONS

### A. Region

- (1) Organized groups are composed of territorial divisions, defined by geographical locations such as the west, north, east and south. Those regions will be directed by committees.

## B. Members

- (1) Person affiliated to the “Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc.” as provided by the definitions applicable to this by laws.

## C. Association

- (1) Refers to the organization: “Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc.”

## D. Committee

- (1) Refers to the Presidents of each Region, which are composed of a group of active members appointed by the Board of Directors to carry out a more detailed task contained in the Association Regulations or a function and / or task special by the members or the Board of Directors. If a number of members is not established, it shall be that set forth in these Regulations. If a specific number is not established, the composition for each of the committees will be an odd number determined by the Board of Directors. It will never be less than three (3) active members nor more than five (5) active members

## E. Board of Directors

- (1) Refers to the active members that make up the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals as established in this regulation. If a number of members is not established, it shall be that set forth in these by laws. If a specific number is not established, the composition for each of the committees will be an odd number determined by the Board of Directors. It will never be less than five (5) active members nor more than seven (7) active members.

## F. Regulation

- (1) Set of rules and precepts approved by the Board of Directors, which govern the “Asociación de Simulación Clínica y Tecnología Digital de Puerto Rico para Profesionales de la Salud, Inc.”

## **ARTICLE 6 – PHILOSOPHY, VISION AND MISSION**

1. Philosophy: This Association stands on its commitment to excellence and integrity of the highest national and international standards, dedicated to the teaching of health sciences. We base ourselves on the principles of theoretical and practical learning, using clinical simulation and digital technology in a group, organized and structured way. We are committed to respecting educational diversity and the social and ethical responsibility of each health professional. We understand clinical simulation and digital technology as a humanistic value. We believe in the abilities of health professionals to be managers of professional development individually and / or in groups, in the integration and collaboration of new learning environments and in the contribution to the development of Inter educational networks that facilitate learning strategies.
2. Vision: It aspires to be an Association recognized nationally and internationally, for its innovative character that optimally uses clinical simulation and digital technology both in the academic area and in research to be inserted in the knowledge society and add value to professionals of the health in different learning environments.
3. Mission: The Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals, is an association of technological character and humanistic partner that fosters the commitment to share and promote the academic experience and research carried out in clinical simulation and digital technology in the various Universities and / or clinical simulation centers, disclosing their results and didactic strategies in favor of educational development in the health sciences of our country.

## **ARTICLE 7 – DEDICATION OF ASSETS**

The properties and assets of the Corporation/Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of the Corporation/Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

## ARTICLE 8 – BOARD OF DIRECTORS

### ***General Powers and Responsibilities***

The Corporation/Organization shall be governed by a Board of Directors (the "Board"), which shall have all the rights, powers, privileges and limitations of liability of directors of a non-profit corporation organized under the Non-Profit Corporation Act of commonwealth of Puerto Rico. The Board shall establish policies and directives governing business and programs of the Corporation/Organization and shall delegate to the Executive Director and Corporation/Organization staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

### ***Number and Qualifications***

The Board shall have up to 7, but no fewer than 5, Board members. The number of Board members may be increased beyond 7 members or decreased to less than 5 members by the affirmative vote of a simple majority of the then serving Board of Directors. A Board member need not be a resident of the Commonwealth of Puerto Rico.

In addition to the regular membership of the Board, representative of such other organizations or individuals as the Board may deem advisable to elect shall be *Ex-Officio Board Members*, which will have the same rights and obligations, including voting power, as the other directors.

### ***Board Compensation***

The Board shall receive no compensation other than for reasonable expenses. However, provided the compensation structure complies with Sections relating to "Contracts Involving Board Members and/or Officers" as stipulated under these Bylaws, nothing in these Bylaws shall be construed to preclude any Board member from serving the Corporation/Organization in any other capacity and receiving compensation for services rendered.

### ***Board Elections***

The Governance Committee shall present nomination for new and renewing Board members at the board meeting immediately preceding the beginning of the next two fiscal year. Recommendations from the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by a majority of those Board members at a Board meeting at which a quorum is present.

### ***Term of Board***

All appointments to the Board shall be for a term of two (2) years. No person shall serve more than five (5) consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Board member to two (2) additional years. No person shall serve more than twelve (12) consecutive years. After serving the maximum total number of consecutive years on the Board, a member may be eligible for reconsideration as a Board member after ten (10) years have passed since the conclusion of such Board member's service.

### ***Vacancies***

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

- a. The death, resignation, or removal of any director;
- b. The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgment of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director, or has missed two (2) consecutive meetings of the Board of Directors, or a total of two (2) meetings of the Board during any one calendar year;
- c. An increase in the authorized number of directors; or
- d. The failure of the directors, at any annual or other meeting of directors at which director(s) are to be elected, to elect the full authorized number of directors.

The Board of Directors, by way of affirmative vote of a majority of the directors then currently in office, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5 – Meetings that such action would be considered at the meeting.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of Corporation/Organization, the secretary of Corporation/Organization, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the Attorney General of Puerto Rico is first notified, no director may resign when the Corporation/Organization would then be left without a duly elected director in charge of its affairs. Any vacancy on the Board

may be filled by vote of a simple majority of the directors then in office, whether or not the number of directors then in office is less than a quorum, or by vote of a sole remaining director. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

### ***Resignation***

Each Board member shall have the right to resign at any time upon written notice thereof to the Chair of the Board, Secretary of the Board, or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

### ***Removal***

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a simple majority of then-serving Board members.

### ***Meetings***

The Board's regular meetings may be held at such time and place as shall be determined by the Board. The Chair of the Board or any 2 regular Board members may call a special meeting of the Board with 15 days' written notice provided to each member of the Board. The notice shall be served upon each Board member via hand delivery, regular mail, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board.

### ***Minutes***

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to the Corporation/Organization to be placed in the minute books. A copy of the minutes shall be delivered to each Board member via either regular mail, hand delivered, emailed, or faxed within 15 business days after the close of each Board meeting.

### ***Quorum***

At each meeting of the Board of Directors or Board Committees, the presence of 5 persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the Chair of the Board shall be the deciding vote. The act of the majority of the Board members serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these Bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board or Board Committees if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

### ***Voting***

Each Board member shall only have one vote.

### ***Proxy***

Board members shall not be allowed to vote by written proxy

### ***Board Member Attendance***

An elected Board Member who is absent from 2 consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Corporation/Organization. The Board may deem a Board member who has missed 2 consecutive meetings without such a reevaluation with the Chair to have resigned from the Board.

## **ARTICLE 9 – OFFICERS**

### ***Officers and Duties***

The Board shall elect officers of the Corporation/Organization which shall include a Chair of the Board (Chief Executive Officer), a Vice Chair of the Board, President (Executive Director), Vice President, a Secretary, a Treasurer (Chief Financial Officer), and such other officers as the Board may designate by resolution. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair of the Board or the President. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically

pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these bylaws, subject to control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board at its annual meeting, and shall serve the needs of the Board, subject to all the rights, if any, of any officer who may be under a contract of employment. Therefore, without any bias or predisposition to the rights of any officer that may be under any contract of employment, any officer may be removed with or without cause by the Board. All officers have the right to resign at any time by providing notice in writing to the Chair of the Board, President, and/or Secretary of the Corporation/Organization, without bias or predisposition to all rights, if any, of the Corporation/Organization under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance to the herein prescribed bylaws for regular appointments to such office. The compensation, if any, of the officers shall be fixed or determined by resolution of the Board of Directors.

#### ***Chair of the Board (Chief Executive Officer)***

It shall be the responsibility of the Chair of the Board, when present, to preside over all meetings of the Board of Directors and Executive Committee. The Chair of the Board is authorized to execute, in the name of the Corporation/Organization, any and all contracts or other documents which may be authorized, either generally or specifically, by the Board to be executed by the Corporation/Organization, except when required by law that the President's signature must be provided.

#### ***Vice Chair of the Board***

In the absence of the Chair of the Board, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the Vice Chair of the Board to perform all the duties of the Chair of the Board, and in doing so, he/she shall have all authority and powers of and shall be subject to all of the restrictions on the Chair of the Board.

#### ***President (Executive Director)***

It shall be the responsibility of the President, in general, to supervise and conduct all activities and operations of the Corporation/Organization, subject to the control, advice and consent of the Board of Directors. The President shall keep the Board of

Directors completely informed, shall freely consult with them in relation to all activities of the Corporation/Organization, and shall see that all orders and/or resolutions of the Board are carried out to the effect intended. The Board of Directors may place the President under a contract of employment where appropriate. The President shall be empowered to act, speak for, or otherwise represent the Corporation/Organization between meetings of the Board. The President shall be responsible for the hiring and firing of all personnel, and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies which may be adopted and implemented by the Board. The President, at all times, is authorized to contract, receive, deposit, disburse and account for all funds of the Corporation/Organization, to execute in the name of the Corporation/Organization all contracts and other documents authorized either generally or specifically by the Board to be executed by the Corporation/Organization, and to negotiate any and all material business transactions of the Corporation/Organization.

In addition, the president:

- a. For the first year, the Founding President will be holding the position of President of the Board of Directors, until the first Assembly of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals. After the election he will take the position of Founding President.
- b. Represent the Association in all activities or delegate a member of the Board according to the hierarchical level.
- c. Maintain direct communication and collaborate in the implementation of the initiatives of the Director of the International Relations Commission.
- d. Ensure that the philosophy, vision and mission of the Association is fulfilled. and Attend and preside over meetings of the Board or its committees.
- e. Coordinate with the members of the Board the ordinary and extraordinary Assembly activities.
- f. Authorize the payment of expenses incurred through vouchers.
- g. Sign together with the Secretary of the Board the minutes and minutes of the meetings of the Board or committees.
- h. Prepare, together with the Secretary of the Board, a report on the pending matters to be discussed by the Board Directors.

- i. Keep the Board and active members informed of the activities and proposals to be developed in the Association.
- j. Maintain the relationship of national and international associations promoting participation, collaboration and activities that encourage the development of new educational strategies.
- k. Keep members informed through the website of trends and new educational strategies on clinical simulation and digital technology.
- l. Commit ourselves to provide continuous education in a diverse way; modules, web, face-to-face, among others.
- m. Make recommendations in which the Association must maintain collaborative activities nationally and internationally.
- n. Carry extraordinary functions in behalf of the Association that the Board of Directors later includes in the bylaws.

#### DEDICATION / COVERAGE

1. 10-12 (minimum 6) Annual Board Meetings 1-2h (virtual). No expenses.
2. The president may request the presence of all members when making important decisions
3. 1-2 Presential Board Meeting. Covered expenses.
4. 1 Annual Congress of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals. Inscription covered, expenses according to the budget.
5. Meetings / conversations with national experts in education.
6. Average of Work per Week 6-7hours minimum week. No telephone or institutional vehicle is available.

#### ***First Vice-President***

In the absence of the President, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the first Vice President to perform all the duties of

the President, and in doing so shall have all authority and powers of, and shall be subject to all of the restrictions on, the President.

In addition, the vice President:

- a. Replace the President in case of absence, resignation, disability or death.
- b. Attend and participate in meetings of the Board of Directors.
- c. Maintain direct communication and collaborate in the implementation of the board initiatives represented by the students.
- d. Preside over the meeting as soon as the President is absent.
- e. Ensure that the Association Regulations are tempered with the Rules and Regulations of the Association.
- f. Monitor financial processes in conjunction with an authorized accountant hired by the Board of Directors.
- g. Present a report on the functions and activities carried out for the Association at each meeting of the Board of Directors.
- h. Carry out other functions assigned by the Board of Directors in monthly meetings.

#### DEDICATION / COVERAGE

1. 10-12 (minimum 6) Annual Board Meetings 1-2h (virtual). No expenses.
2. The president may request the presence of all members when making important decisions.
3. 1-2 Presential Board Meeting. Covered expenses.
4. 1 Annual Congress of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals. Inscription covered, expenses according to the budget.
5. Meetings / conversations with national experts in education.
6. Average Work per Week 6-7hours minimum week. No telephone or institutional vehicle is available.

### ***Second Vice-President***

In the absence of the President, and the first vice-president or in the event of their inability or refusal to act, it shall then be the responsibility of the first Vice President to perform all the duties of the President, and in doing so shall have all authority and powers of, and shall be subject to all of the restrictions on, the President and first vice-president.

In addition, the second vice-president:

- a. Replace the First Vice President in case of absence, resignation, disability or death.
- b. Chair the regulatory commission.
- c. Maintain direct communication and collaborate in the implementation of the initiatives of the Director and her committee of the Editorial Board Committee.
- d. Attend and participate in meetings of the Board of Directors.
- e. Present a report on the functions and activities carried out for the Association at each meeting of the Board of Directors.
- f. Carry out other functions assigned by the Board of Directors in monthly meetings.

### **DEDICATION / COVERAGE**

1. 10-12 (minimum 6) Annual Board Meetings 1-2h (virtual). No expenses.
2. The president may request the presence of all members when making important decisions.
3. 1-2 Presential Board Meeting. Covered expenses.
4. 1 Annual Congress of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals. Inscription covered, expenses according to the budget.
5. Meetings / conversations with national experts in education.
6. Average of Work per Week 6-7hours minimum week. No telephone or institutional vehicle is available.

## *Secretary*

The Secretary, or his/her designee, shall be the custodian of all records and documents of the Corporation/Organization, which are required to be kept at the principal office of the Corporation/Organization, and shall act as secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format. S/he shall attend to the giving and serving of all notices of the Corporation/Organization and shall see that the seal of the Corporation/Organization, if any, is affixed to all documents, the execution of which on behalf of the Corporation/Organization under its seal is duly authorized in accordance with the provisions of these bylaws.

In addition, the Secretary:

- a. Attend and participate in meetings of the Board of Directors.
- b. Preparation of the agenda on the activities of the Association, of the activities of Ordinary and Extraordinary Assembly.
- c. Keep records of meetings.
- d. Maintain direct communication and collaborate in the implementation of the initiatives of the Director of the History Commission.
- e. Cite monthly meetings through traditional mail or email.
- f. Report of active members, liabilities and fees and present them on the official page of the Association.
- g. Issue the certifications that they require about the Association and the members that participate in official activities.
- h. Carry out other functions assigned by the Board of Directors in monthly meetings.
- i. Maintain a registry of health professionals who are trained and authorized before the Board of Examiners of Puerto Rico to provide ongoing education and provide adequate certification.

## DEDICATION / COVERAGE

1. 10-12 (minimum 6) Annual Board Meetings 1-2h (virtual). No expenses.

2. The president may request the presence of all members when making important decisions.
3. 1-2 Presential Board Meeting. Covered expenses.
4. 1 Annual Congress of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals. Inscription covered, expenses according to the budget.
5. Meetings / conversations with national experts in education.
6. Average of Work per Week 6-7hours minimum week. No telephone or institutional vehicle is available.

***Treasurer (Chief Financial Officer)***

It shall be the responsibility of the Treasurer to keep and maintain, or cause to be kept and maintained, adequate and accurate accounts of all the properties and business transactions of the Corporation/Organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

The Treasurer shall be responsible for ensuring the deposit of, or cause to be deposited, all money and other valuables as may be designated by the Board of Directors. Furthermore, the Treasurer shall disburse, or cause to be disbursed, the funds of the Corporation/Organization, as may be ordered by the Board of Directors, and shall render to the Chair of the Board, President, and directors, whenever they request it, an account of all the Treasurer's transactions as treasurer and of the financial condition of the Corporation/Organization.

The Treasurer shall give the Corporation/Organization a bond, if so requested and required by the Board of Directors, in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the Treasurer's office and for restoration to the Corporation/Organization of all its books, papers, vouchers, money and other property of every kind in the Treasurer's possession or under the Treasurer's control upon the Treasurer's death, resignation, retirement, or removal from office. The Corporation/Organization shall pay the cost of such a bond.

### ***Education Member***

- a. Replace the Second Vice President in case of absence, resignation, disability or death.
- b. Chair the reduction commission.
- c. Maintain direct communication and collaborate in the implementation of the initiatives of the Director and her Continuing Education Committee.
- d. Attend and participate in meetings of the Board of Directors.
- d. Present a report on the functions and activities carried out for the Association at each meeting of the Board of Directors.
- e. Carry out other functions assigned by the Board of Directors in monthly meetings.

### ***Vocal***

- a. Represents the different interests of the members of the Association of their respective Regions before the Board of Directors.
- b. Attend and participate in meetings of the Board of Directors.
- c. Prepare, together with the board of directors, a work plan for their regions and submit analysis of the progress of the plan.
- d. Present to the Board of Directors a monthly report of the activities carried out in each of the Regions it represents.
- e. Present to the Board of Directors an annual report of the activities carried out in each of the Regions it represents.
- f. Carry out other functions assigned by the Board of Directors in monthly meetings.

### **DEDICATION / COVERAGE**

1. 10-12 (minimum 6) Annual Board Meetings 1-2h (virtual). No expenses.

2. The president may request the presence of all members when making important decisions.
3. 1-2 Presential Board Meeting. Covered expenses.
4. 1 Annual Congress of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals. Inscription covered, expenses according to the budget.
5. Meetings / conversations with national experts in education.
6. Average of Work per Week 6-7hours minimum week. No telephone or institutional vehicle is available.

## **ARTICLE 10 – COMMITTEES**

### ***Committees of Directors***

The Board of Directors may, by resolution adopted by a majority of the directors then in office, provided that a quorum is present, designate one or more committees to exercise all or a portion of the authority of the Board, to the extent of the powers specifically delegated in the resolution of the Board or in these bylaws. Each such committee shall consist of two (2) or more directors, and may also include persons who are not on the Board but whom the directors believe to be reliable and competent to serve at the specific committee. However, committees exercising any authority of the Board of Directors may not have any nondirector members. The Board may designate one or more alternative members of any committee who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the directors then in office, provided that a quorum is present. The Board of Directors may also designate one or more advisory committees that do not have the authority of the Board. However, no committee, regardless of Board resolution, may:

- a. Approve of any action that, pursuant to applicable Law, would also require the affirmative vote of the members of the Board if this were a membership vote.
- b. Fill vacancies on, or remove the members of, the Board of Directors or any committee that has the authority of the Board.
- c. Fix compensation of the directors serving on the Board or on any committee.
- d. Amend or repeal the Articles of Incorporation or bylaws or adopt new bylaws.

- e. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable.
- f. Appoint any other committees of the Board of Directors or their members.
- g. Approve a plan of merger, consolidation, voluntary dissolution, bankruptcy, or reorganization; or a plan for the sale, lease, or exchange of all or considerably all of the property and assets of the Corporation/Organization otherwise than in the usual and regular course of its business; or revoke any such plan.
- h. Approve any self-dealing transaction, except as provided pursuant to law.

Unless otherwise authorized by the Board of Directors, no committee shall compel the Corporation/Organization in a contract or agreement or expend Corporation/Organization funds.

### ***Meetings and Actions of Committees***

Meetings and actions of all committees shall be governed by, and held and taken in accordance with, the provisions of Article 5 - Board of Directors of these bylaws concerning meetings and actions of the directors, with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the Corporation/Organization records. The Board of Directors may adopt rules not consistent with the provisions of these bylaws for the governance of any committee.

If a director relies on information prepared by a committee of the Board on which the director does not serve, the committee must be composed exclusively of any or any combination of (a) directors, (b) directors or employees of the Corporation/Organization whom the director believes to be reliable and competent in the matters presented, or (c) counsel, independent accountants, or other persons as to matters which the director believes to be within that person's professional or expert competence.

## *Executive Committee*

Pursuant to Article 7 - Committee of Directors, the Board may appoint an Executive Committee composed of a minimum of 2 directors, one of whom shall be the Chair of the Board of the Board and another shall be either the Vice Chair of the Board, the Secretary, or the Treasurer, to serve on the Executive Committee of the Board. The Executive Committee, unless limited in a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Corporation/Organization between meetings of the Board, provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Article 7 - Committee of Directors. The Secretary of the Corporation/Organization shall send to each director a summary report of the business conducted in any meeting of the Executive Committee.

### **Special commissions:**

#### (1) International Relations commissions:

- a. Attend and participate in meetings of the Board of Directors.
- b. Represent the Association in all international activities.
- c. Ensure that the philosophy, vision and mission of the Association at an international level is fulfilled.
- d. Attend meetings of the Board or its committees.
- e. Coordinate with the members of the Board the activities of Ordinary and Extraordinary Assembly.
- f. Together with the President, maintain the relationship of international associations promoting participation, collaboration and activities that encourage the development of new educational strategies.
- g. Keeping members informed through the website of trends and new educational strategies on clinical simulation and digital technology at an international level.
- h. Commit ourselves to provide continuous education in a diverse way; modules, web, face-to-face, among others.
- i. Together with the President, make recommendations in which the Association must maintain collaborative activities nationally and internationally.

- j. Carry extraordinary functions in favor of the Association that the Board of Directors later includes in the regulation.

## (2) History Commission

- a. Attend and participate in meetings of the Board of Directors.
- b. Collect and preserve material of a historical nature that promotes the existence and functions of our association.
- c. Collaborate with the preparation of a folder on the different activities of the Regions and the Board at national and international level.
- d. Collaborate with the digital magazine and its functions to translate the history of the Association.
- e. Carry extraordinary functions in favor of the Association that the Board of Directors later includes in the regulation.

## (3) Editing Board Committee

- a. Attend and participate in meetings of the Board of Directors.
- b. The President shall designate the President and Vice President of the Publishing Board and present them in a meeting before the Board of Directors.
- c. The President of the Editing Board will have the right to recruit a secretary to assist in the management of information on research projects, articles and documents to be filed, such as the development of reports that must be submitted to the Board of Directors on the stipulated dates.
- d. The members of the Editorial Board will be responsible for the preparation and publication of the digital magazine with the collaboration of the President.
- e. The Publishing Board will present a monthly report on the activities carried out on the Association's digital platform.
- f. The Publishing Board will present an annual report on the activities carried out on the Association's digital platform.
- g. Any member of the Editorial Board who, without excuse, does not submit the required reports or whose activities are not adequately presented on the Association's platform and whose performance is below the expectations

expected by the members of the Association, will be subject to an evaluation by the Board of Directors, which could determine the position as vacant, 30 days after having notified the member of the Board.

#### (4) Commission on Continuing Education

The competences of the Education Commission are the following:

- a. Lead and supervise the training initiatives that the Association proposes from any of its committees.
- b. Evaluate and advise the training activities presented by the different organizations of the Association (working groups, affiliation committee entities, and others).
- c. Promote the realization of courses that cover the training needs of the partners.
- d. Propose training activities to the Board of Directors.
- e. Create collaboration networks among expert partners to carry out activities formative.
- f. Request partners, via telematics, participation in educational projects.
- g. Evaluate candidates who present themselves to educational projects and create working groups aimed at creating educational projects. These groups will be published on the web.
- h. Evaluate the need to create agreements with different public entities or private for the development of educational projects. (Incorporation of experts, external financing, among others).
- i. Search for collaboration opportunities with affiliated entities, in agreement with the Board of Directors.
- j. Conduct meetings of the Education Committee in whole or in part depending on the points of interest.
- k. Create, supervise work structures aimed at carrying out projects, through the participation of members of the Association or persons external to the society that require, in agreement with the Board of Directors of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals.

- l. Make an annual activity report of the Education Committee and present it to the Board of Directors.
- m. Chair the Education Commission.
- n. Convene and coordinate the project meetings of the Education Commission and send its minutes to the Board of Directors.
- o. Serve as liaison between the Education Commission and the Board of Directors.
- p. Advise on the proposal of pre-congress courses and workshops at the annual congress of the of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals.
- q. Participate in the tasks related to the annual congress that are required.
- r. Others that could be entrusted to him/her from the Board of Directors.

## **ARTICLE 11 – ELECTIONS**

For the constitution of the Board of Directors and Governing Bodies (refer to the positions that are not contemplated in the Board of Directors) of the current year 2018, due to the adaptation to the new governance bodies and structures there will be no elections for all the positions that are detailed in this regulation, and vacancies will be selected by invitation. If a vacancy has not yet been filled by the members of the Association, it will be presented to the Assembly and by a vote of the persons who are active members of the association, the qualified candidates will be submitted to fill the vacancy.

The candidates for election will have to fulfill the requirements described in the regulations of the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals approved in the month of May 2018.

Considering the additional provisions. All position in the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals, its mandate will last from the time it is certified in assembly and for the next two years.

### Submission of candidacies

A web link or email will be provided no more than six (6) months prior to the expiration date of the different positions in which the application can be submitted with the following sections.

- a. Where you present yourself (selectable)
- b. Resumé.
- c. Maximum 300 words. This summary of your CV with your application will be presented to active members in a maximum of 300 text words. If the active member wishes, he / she will be able to access the rest of the information requested.
- d. Curricular reviews Upload a PDF file. Maximum 2 pages. PDF format
- e. The information can be grouped, emphasizing the most relevant. Sections that can guide you: Academic Curriculum. Clinical Curriculum Researcher Curriculum. Curriculum Manager Experience Societies. Leadership experiences
- f. Adaptation to the position. Maximum 400 words. Explain why you are a good candidate for this position, and what experience or skills you support to fulfill the assigned functions.
- g. Description of Motivations. Share with active partners, which leads you to introduce yourself to this position, and why you would like to work with us.
- h. Declaration of Conflicts of Interest. From the Association of Clinical Simulation and Digital Technology of Puerto Rico for Health Professionals, we believe in transparency in decision-making, and we encourage all those who present themselves to declare their conflicts of interest.

## **ARTICLE 12 - STANDARD OF CARE**

### ***General***

A director shall perform all the duties of a director, including, but not limited to, duties as a member of any committee of the Board on which the director may serve, in such a manner as the director deems to be in the best interest of the Corporation/Organization and with such care, including reasonable inquiry, as an ordinary, prudent, and reasonable person in a similar situation may exercise under similar circumstances.

In the performance of the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- a. One or more officers or employees of the Corporation/Organization whom the director deems to be reliable and competent in the matters presented;
- b. Counsel, independent accountants, or other persons, as to the matters which the director deems to be within such person's professional or expert competence; or
- c. A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director deems to merit confidence, so long as in any such case the director acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 8 - Standard of Care, any person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limitation of the following, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation/Organization, or assets held by it, are dedicated.

### ***Loans***

The Corporation/Organization shall not make any loan of money or property to, or guarantee the obligation of, any director or officer, unless approved by the Puerto Rico Attorney General; provided, however, that the Corporation/Organization may advance money to a director or officer of the Corporation/Organization or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

### ***Conflict of Interest***

The purpose of the Conflict of Interest policy is to protect the Corporation/Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise 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 corporations/organizations and is not intended as an exclusive statement of responsibilities.

### ***Restriction on Interested Directors***

Not more than 45% (percent) of the persons serving on the Board of Directors at any time may be interested persons. An interested person is (1) any person currently

being compensated by the Corporation/Organization for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director; and (2) any brother, sister, parent, ancestor, descendent, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this section shall not affect the validity or enforceability of any transaction entered into by the interested person.

#### *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 who are considering the proposed transaction or arrangement.

#### *Establishing a Conflict of Interest*

After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the potential conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

#### *Addressing a Conflict of Interest*

In the event that the Board should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board shall then proceed with the following actions:

- a. Any interested person may render a request or report at the Board meeting, but upon completion of said request or report the individual shall be excused while the Board discusses the information and/or material presented and then votes on the transaction or arrangement proposed involving the possible conflict of interest.
- b. The Chair of the Board of the Board shall, if deemed necessary and appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether the Corporation/Organization 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 Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the Corporation/Organization, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

#### *Violations of Conflict of Interest Policy*

Should the Board have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's explanation, and after making further investigation as may be warranted in consideration of the circumstances, the Board determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### ***Procedures and Records***

All minutes of the Board Meetings, when applicable, shall contain the following information:

- a. The names of all 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 Board's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and any votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement, and a record of any vote taken in connection with the proceedings.

#### ***Acknowledgement of Conflict of Interest Policy***

Each director, principal officer, and member of a committee with Board delegated powers shall be required to sign a statement which affirms that such person:

- a. Has received a copy of the conflict of interest policy;

- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands that the Corporation/Organization 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.

### ***Violation of Loyalty - Self-Dealing Contracts***

A self-dealing contract is any contract or transaction (i) between this Corporation/Organization and one or more of its Directors, or between this Corporation/Organization and any corporation, firm, or association in which one or more of the Directors has a material financial interest ("Interested Director"), or (ii) between this Corporation/Organization and a corporation, firm, or association of which one or more of its directors are Directors of this Corporation/Organization. Said self-dealing shall not be void or voidable because such Director(s) of corporation, firm, or association are parties or because said Director(s) are present at the meeting of the Board of Directors or committee which authorizes, approves or ratifies the self-dealing contract, if:

- a. All material facts are fully disclosed to or otherwise known by the members of the Board and the self-dealing contract is approved by the Interested Director in good faith (without including the vote of any membership owned by said interested Director(s));
- b. All material facts are fully disclosed to or otherwise known by the Board of Directors or committee, and the Board of Directors or committee authorizes, approves, or ratifies the self-dealing contract in good faith—without counting the vote of the interest Director(s)—and the contract is just and reasonable as to the Corporation/Organization at the time it is authorized, approved, or ratified; or
- c. As to contracts not approved as provided in above sections (a) and/or (b), the person asserting the validity of the self-dealing contract sustains the burden of proving that the contract was just and reasonable as to the Corporation/Organization at the time it was authorized, approved, or ratified.

Interested Director(s) may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof, which authorizes, approves, or ratifies a contract or transaction as provided for and contained in this section.

### ***Indemnification***

To the fullest extent permitted by law, the Corporation/Organization shall indemnify its "agents," as described by law, including its directors, officers, employees and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," and including any action by or in the right of the Corporation/Organization, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may be entitled apart from this Article.

To the fullest extent permitted by law, and, except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification in defending any "proceeding" shall be advanced by the Corporation/Organization of an undertaking by or on behalf of that person to repay such amount unless it is ultimately determined that the person is entitled to be indemnified by the Corporation/Organization for those expenses.

The Corporation/Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Corporation/Organization, to the fullest extent permitted by law, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, or to give other indemnification to the extent permitted by law.

## **ARTICLE 11 – EXECUTION OF CORPORATE INSTRUMENTS**

### ***Execution of Corporate Instruments***

The Board of Directors may, at its discretion, determine the method and designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the Corporation/Organization.

Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts of the Corporation/Organization, promissory notes, deeds of trust, mortgages, other evidences of indebtedness of the Corporation/Organization, other corporate/organization instruments or documents, memberships in other corporations/organizations, and certificates of shares of stock owned by the Corporation/Organization shall be executed, signed, and/or endorsed by the President.

All checks and drafts drawn on banks or other depositories on funds to the credit of the Corporation/Organization, or in special accounts of the Corporation/Organization, shall be signed by such person or persons as the Board of Directors shall authorize to do so.

### ***Loans and Contracts***

No loans or advances shall be contracted on behalf of the Corporation/Organization and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Board of Directors. Without the express and specific authorization of the Board, no officer or other agent of the Corporation/Organization may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation/Organization.

## **ARTICLE 12 – RECORDS AND REPORTS**

### ***Maintenance and Inspection of Articles and Bylaws***

The Corporation/Organization shall keep at its principal office the original or a copy of its Articles of Incorporation and bylaws as amended to date, which shall be open to inspection by the directors at all reasonable times during office hours.

### ***Maintenance and Inspection of Federal Tax Exemption Application and Annual Information Returns***

The Corporation/Organization shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

### ***Maintenance and Inspection of Other Corporate Records***

The Corporation/Organization shall keep adequate and correct books and records of accounts and written minutes of the proceedings of the Board and committees of the Board. All such records shall be kept at a place or places as designated by the Board and committees of the Board, or in the absence of such designation, at the principal office of the Corporation/Organization. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Corporation/Organization shall turn over to his or her successor or the Chair of the Board or President, in good order, such corporate/organization monies, books, records, minutes, lists, documents, contracts or

other property of the Corporation/Organization as have been in the custody of such officer, employee, or agent during his or her term of office.

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation/Organization and each of its subsidiary corporations/organizations. The inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of documents.

### ***Preparation of Annual Financial Statements***

The Corporation/Organization shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The Corporation/Organization shall make these financial statements available to the Puerto Rico Attorney General and members of the public for inspection no later than 60 days after the close of the fiscal year to which the statements relate.

### ***Reports***

The Board shall ensure an annual report is sent to all directors within 60 days after the end of the fiscal year of the Corporation/Organization, which shall contain the following information:

- a. The assets and liabilities, including trust funds, of this corporation at the end of the fiscal year.
- b. The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- c. The expenses or disbursements of the Corporation/Organization for both general and restricted purposes during the fiscal year.
- d. The information required by Non-Profit Corporation Act concerning certain self-dealing transactions involving more than \$50,000 or indemnifications involving more than \$10,000 which took place during the fiscal year.

The report shall be accompanied by any pertinent report from an independent accountant or, if there is no such report, the certificate of an authorized officer of the Corporation/Organization that such statements were prepared without audit from the books and records of the Corporation/Organization.

## **ARTICLE 13 – FISCAL YEAR**

The fiscal year for this Corporation/Organization shall end on December 31.

## **ARTICLE 14 – AMENDMENTS AND REVISIONS**

These bylaws may be adopted, amended, or repealed by the vote of a simple majority of the directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these bylaws. If any provision of these bylaws requires the vote of a larger portion of the Board than is otherwise required by law, that provision may not be altered, amended or repealed by that greater vote.

## **ARTICLE 15 – CORPORATE/ORGANIZATION SEAL**

The Board of Directors may adopt, use, and alter a corporate/organization seal. The seal shall be kept at the principal office of the Corporation/Organization. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.

## **ARTICLE 16 – CONSTRUCTION AND DEFINITIONS**

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Non-Profit Corporation Act as amended from time to time shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a Corporation/Organization as well as a natural person. If any competent court of law shall deem any portion of these bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

## CERTIFICATE OF SECRETARY

I, Luz M. Hernández, certify that I am the current elected and acting Secretary of the benefit Corporation/Organization, and the above bylaws are the bylaws of this Corporation/Organization as adopted by the Board of Directors on May 20, 1999, and that they have not been amended or modified since the above.

***EXECUTED*** on this day of March 25, 2018, in the County of Puerto Rico in the Commonwealth of Puerto Rico.

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Monserrate García Rivera  
Secretary

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Cesar Ruiz Vázquez  
President