

**RESOLUTION**  
**of the**  
**BOARD OF DIRECTORS**  
**of the**  
**COLORADO ASSOCIATION OF ADMINISTRATORS**  
**OF STUDENT LOANS AND ACCOUNTS RECEIVABLE**

At a duly constituted meeting of the Board of Directors of Colorado Association of Administrators of Student Loans and Accounts Receivable (the "Corporation") held on the 15<sup>th</sup> day of October, 1995, the following resolutions were duly adopted and approved:

RESOLVED, that the AMENDED AND RESTATED BYLAWS OF COLORADO ASSOCIATION OF ADMINISTRATORS OF STUDENT LOANS AND ACCOUNTS RECEIVABLE (hereinafter "Bylaws") as presented by the President, a copy of which is appended hereto, are hereby adopted and approved and the Secretary of the Corporation is hereby directed and authorized to certify the said Bylaws and cause them to be added to the official records of Corporation;

RESOLVED, that pursuant to Section 2.1 of the Bylaws the following institutions are approved and confirmed as all of the members of the Corporation with all rights and prerogatives thereto appertaining;

RESOLVED, that pursuant to Section 4.1 of the Bylaws there is hereby established the following Directors of the Corporation:

Membership Director  
Archivist and Educational Director  
Director at Large

RESOLVED, that the depository accounts of the Corporation shall be established at such financial institutions in the State of Colorado as the Treasurer of the Corporation shall from time to time determine provide that this authorization shall only extend to the establishment of savings, money market, checking and certificate of deposit arrangements and no other and "financial institutions" shall mean a bank approved by the banking commissioner of the State of Colorado that is in sound financial condition. Any depository arrangements established by the Treasurer shall be reported to the Board at its next meeting.

Since there was no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary**

**AMENDED AND RESTATED BYLAWS  
OF  
COLORADO ASSOCIATION OF ADMINISTRATORS  
OF STUDENT LOANS AND ACCOUNTS RECEIVABLE**

**A NONPROFIT CORPORATION**

**ARTICLE 1  
OFFICES**

Section 1.1       **PRINCIPAL OFFICE.** The principal office of the corporation in the State of Colorado shall be located at the office of the President of the Corporation as such exists from time to time. The corporation may have such other offices, either within or outside of the State of Colorado as the Board of Directors may designate, or as the business of the corporation may require from time to time.

Section 1.2       **REGISTERED OFFICE.** The registered office of the corporation, required by the Colorado Nonprofit Corporation Act to be maintained in the State of Colorado, may be, but need not be, identical with the principal office in the State of Colorado, and the address of the registered office may be changed from time to time by the Board of Directors.

**ARTICLE 2  
MEMBERS**

Section 2.1       **MEMBERS.** Membership in the corporation shall consist of one class and shall be open to higher education institutions actively engaged in the administration of student loan programs and accounts receivable collection in institutions of higher education that are accredited by an accrediting body approved by the United States Department of Education, are properly licensed or exempted from licensure in the states in which they operate and that offer the associates or higher degree. Members shall be admitted to membership in the corporation at such time as an application for membership is accepted by the Board of Directors and the membership fee, if any, as may be established by the Board of Directors is paid. The membership year shall be from September 1 one year to August 31 of the following year. All annual fees for membership will be due and payable on September 1 of each year.

Section 2.2       **ANNUAL MEETING.** The annual meeting of the members shall be held at such time on such day in the spring of each year as shall be established by the Board of Directors, for the purpose of electing Directors, electing the President and Vice President and for the transaction of such other business as may come before the meeting. If the election of Directors shall not be held on the day designated herein for any annual meeting of the members, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as may be convenient.

Section 2.3       **SPECIAL MEETINGS.** Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President or by the Board of Directors, and shall be called by the President and the request of one-tenth of the members.

Section 2.4       **MEETING OF ALL MEMBERS.** If all of the members which are entitled to vote shall meet at any time and place, either within or outside the State of Colorado, and consent to the holding of a meeting at such time and place, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 2.5       **QUORUM.** One-fifth of the members entitled to vote, represented in person, shall constitute a quorum at any meeting of members, except as otherwise provided by the Colorado Nonprofit Corporation Code and the Articles of Incorporation. In the absence of a quorum at any such meeting, a majority of the members present may adjourn the meeting from time to time for a period not to exceed sixty days without

further notice. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal during such meeting of that number of members whose absence would cause there to be less than a quorum.

Section 2.6 MANNER OF ACTING. If a quorum is present, the affirmative vote of the majority of the members represented at the meeting and entitled to one vote per school on the subject matter shall be the act of the members, unless the vote of a greater proportion or number or voting by classes is otherwise required by statute or by the Articles of Incorporation or these Bylaws.

All meetings of the member schools shall be conducted in accordance with the procedural rules set forth in the most recent edition of Roberts' **Rules of Order**.

Section 2.7 VOTING. Unless otherwise provided by these Bylaws or the Articles of Incorporation, each member entitled to vote shall be entitled to one vote upon each matter submitted to a vote at a meeting of members. Each member shall designate a person who shall be the voting representative of the member with respect to all member actions. Such designation shall be submitted in writing to the Secretary of the corporation initially in the application for membership and thereafter whenever a change in representative shall occur.

Section 2.8 INFORMAL ACTION BY MEMBERS. Any action requiring or permitted to be taken at a meeting of the members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

Section 2.9 VOTING BY BALLOT. Voting on any question or in any election may be by voice vote unless the presiding officer shall order or any member shall demand that voting be by ballot.

### **ARTICLE 3 BOARD OF DIRECTORS**

Section 3.1 GENERAL POWERS. The business and affairs of the corporation shall be managed under the direction of its Board of Directors.

Section 3.2 PERFORMANCE OF DUTIES. A director of the corporation shall perform his or her duties as a Director, including his or her duties as a member of any committee of the board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the corporation, and with such judgment as an ordinarily prudent person in a like position would use under similar circumstances. In performing his or her duties, 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 persons and groups listed in paragraphs (a), (b), and (c) of this Section 3.2; but he or she shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs his or her duties shall not have any liability by reason of being or having been a Director of the corporation. Those persons and groups on whose information, opinions, reports, and statements a Director is entitled to rely upon are:

- a. One or more officers or employees of the corporation whom the Director reasonably believes to be reliable and competent in the matters presented;
- b. Counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons' professional or expert competence; or
- c. A committee of the board upon which he or she does not serve, duly designated in accordance with the provision of the Articles of Incorporation or the bylaws, as to matters within its designated authority, which committee the Director reasonable believes to merit confidence.

Section 3.3 NUMBER, TENURE AND QUALIFICATIONS. The number of voting Directors of the corporation shall initially be seven (7) and shall thereafter be as determined by the members of the corporation. The Past President shall be ex officio, a non-voting member of the Board. Each Director shall hold office until his or her successor shall have been appointed and qualified. Directors need not be residents of the State of Colorado. Of the seven (7) voting Directors (or other number subsequently decided), at least one board member must be chosen from each of the following three (3) types of educational institution:

1. Public post secondary institution.
2. Private post secondary institution.
3. Community college post secondary institution.

Three (3) board members shall be elected by the members for one year terms, two (2) board members shall be elected by the members for two year terms, and two (2) board members shall be elected by the members for three year terms. Thereafter, (i.e. after the organization has been operating under these Bylaws for three (3) years) each newly chosen Director shall serve for a three year term.

The President, or in the absence of the President, the Vice President shall preside at all meetings of the Board of Directors.

Section 3.4 REGULAR MEETINGS. The Board of Directors shall provide, by resolution, the time and place, either within or without the State of Colorado, for the holding of regular meetings without notice other than such resolution.

Section 3.5 SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, within the State of Colorado, as the place for holding any special meeting of the Board of Directors called by them.

Section 3.6 NOTICE. Written notice of any special meeting of Directors shall be given as follows:  
By mail to each Director at his or her business address at least three days prior to the meeting; or

By personal delivery or telegram at least twenty-four hours prior to the meeting to the business address or residence address of each Director, or in the event such notice is given on a Saturday, Sunday or holiday, to the residence address of each Director. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

Section 3.7 QUORUM. One-half of the number of Directors fixed by or pursuant to Section 3.3 of this article III shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such number is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 3.8 MANNER OF ACTING. Except as otherwise required by law or by the Articles of Incorporation, the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

All meetings of the Board of Directors shall be governed by the procedural rules set forth in the most recent edition of Roberts' **Rules of Order**.

Section 3.9 INFORMAL ACTION BY DIRECTORS. Any action required or permitted to be taken by the Board of Directors or by a committee thereof at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors or all of the committee members entitled to vote with respect to the subject matter thereof.

Section 3.10 PARTICIPATION BY ELECTRONIC MEANS. Any members of the Board of Directors or any committee designated by such Board may participate in a meeting of the Board of Directors or committee by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Section 3.11 VACANCIES. Any vacancy occurring in the Board of Directors may be filled by appointment by the remaining Directors acting as the Board of Directors. A Director appointed to fill a vacancy shall serve until his or her successor is appointed for the unexpired term of his or her predecessor in office.

Section 3.12 RESIGNATION. Any Director of the corporation may resign at any time by giving written notice to the President or the Secretary of the corporation. The resignation of any Director shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 3.13 REMOVAL. Any Director or Directors of the corporation may be removed at any time, with or without cause, in the manner provided in the Colorado Nonprofit Corporation Act.

Section 3.14 COMMITTEES. By resolution adopted by a majority of the Board of Directors present at a duly constituted meeting at which a quorum is present, the Directors may designate two or more Directors to constitute a committee, any of which shall have such authority in the management of the corporation as the Board of Directors shall designate and as shall be prescribed by the Colorado Nonprofit Corporation Act.

Section 3.15 COMPENSATION. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors, they may be paid a fixed sum and expenses of attendance at each meeting and may be paid for attendance at each meeting of the Board of Directors; but nothing herein shall preclude any Director from serving the corporation in any other capacity and receiving compensation therefor.

Section 3.16 PRESUMPTION OF ASSENT. A Director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

#### **ARTICLE 4 OFFICERS**

Section 4.1 NUMBER. The officers of the corporation shall be a President, the Past President, one or more Vice Presidents, a Secretary and a Treasurer. All officers shall first have been selected as board members as set forth above, provided that the Past President shall serve ex officio as a member of the Board of Directors without vote. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

Section 4.2 ELECTION AND TERM OF OFFICE: The President and Vice President of the corporation shall be elected at the annual meeting of the members of the corporation, except for the initial President and Vice President who shall be elected by the initial Board of Directors. The Secretary and Treasurer of the corporation shall be elected by the Board of Directors each year at the first meeting held after the annual meeting of members. The Past President shall be the last succeeded President who left the presidency in good standing (was not removed by the Board of Directors or did not leave the presidency under charges of misfeasance, malfeasance or breach of duty).

If the elections of officers are not held at such meetings, such elections shall be held as soon thereafter as practicable. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified or until his or her death or until he or she shall resign or shall have been removed in the manner hereinafter provided.

Section 4.3 REMOVAL. Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

Section 4.4 VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 4.5 PRESIDENT. The President shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control of all of the business and affairs of the corporation. He or she shall, when present, and in the absence of a Chairman of the Board, preside at all meetings of the members and of the Board of Directors. He or she may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4.6 VICE PRESIDENT. The Vice President (or in the event there be more than one vice president, the vice presidents in the order designated at the time of their election, or in the absence of any designation, then in the order of their election) shall, in the absence of the President or in the event of his or her death, inability or refusal to act, perform all duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 4.7 SECRETARY. The Secretary shall: (a) keep the minutes of the proceedings of the members and of the Board of Directors in one or more books provide for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized; (d) keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and (e) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 4.8 TREASURER. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article V of these Bylaws; and (c) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 4.9 ASSISTANT SECRETARIES AND ASSISTANT TREASURERS. The Assistant Secretaries and Assistant Treasurers, if established by the Board of Directors, in general, shall perform such duties as shall be assigned to them by the Secretary or the Treasurer, respectively, or by the President or the Board of Directors.

Section 4.10 BONDS. If the Board of Directors by resolution shall so require, any officer or agent of the corporation shall give bond to the corporation in such amount and with such surety as the Board of Directors may deem sufficient, conditioned upon the faithful performance of their respective duties and offices.

Section 4.11 SALARIES. The officers shall serve without salary.

Section 4.12 LOANS TO OFFICERS. No loans shall be made by the corporation to any officer or Director of the corporation.

## **ARTICLE 5 CONTRACTS, LOANS, CHECKS AND DEPOSITS**

Section 5.1 CONTRACTS. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 5.2 LOANS. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 5.3 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 5.4 DEPOSITS. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5.5 GIFTS. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes of or for any special purposes of the corporation.

## **ARTICLE 6 NONDISCRIMINATION**

The officers, Directors, committee members, employees and those persons served by this corporation shall be selected on a nondiscriminatory basis in accordance with the requirements of law.

## **ARTICLE 7 BOOKS AND RECORDS**

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and committees having any of the authority of the Board of Directors.

## **ARTICLE 8 FISCAL YEAR**

The fiscal year of the corporation shall commence on July 1 of each calendar year and end on June 30 of the following calendar year.

**ARTICLE 9  
CORPORATE SEAL**

The Board of Directors may provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation and the state of incorporation and the words "CORPORATE SEAL." This seal will reside with the Secretary.

**ARTICLE 10  
WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Colorado Nonprofit Corporation Act, or otherwise, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the event or other circumstance requiring such notice, shall be deemed equivalent to the giving of such notice.

**ARTICLE 11  
AMENDMENTS**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the full Board of Directors at which a quorum is present.

**ARTICLE 12  
EXECUTIVE COMMITTEE**

Section 12.1 APPOINTMENT. The Board of Directors by resolution adopted by a majority of the full Board, shall designate out of its members, (the four who are also President, Vice-President, Secretary, and Treasurer to the corporation), to constitute an Executive Committee. The designation of such Committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed by law.

Section 12.2 AUTHORITY. The Executive Committee, when the Board of Directors is not in session, shall have and may exercise all of the authority of the Board of Directors except to the extent, if any, that such authority shall be limited by the resolution appointing the Executive Committee and except also that the Executive Committee shall not have the authority of the Board of Directors in reference to amending the Articles of Incorporation, adopting a plan of merger or consolidation, recommending to the members the sale, lease or other disposition of all or substantially all of the property and assets of the corporation otherwise than in the usual and regular course of its business, recommending to the members a voluntary dissolution of the corporation or a revocation thereof, or amending the Bylaws of the corporation.

Section 12.3 TENURE AND QUALIFICATIONS. Each member of the Executive Committee shall hold office until the next regular annual meeting of the Board of Directors following his or her designation and until his or her successor is designated as a member of the Executive Committee and is elected and qualified.

Section 12.4 MEETINGS. Regular meetings of the Executive Committee may be held without notice at such time and places as the Executive Committee may fix from time to time by resolution. Special meetings of the Executive Committee may be called by any member thereof upon not less than on day's notice stating the place, date and hour of the meeting, which notice may be written or oral, and if mailed, shall be deemed to be delivered when deposited in the United States mail addressed to the member of the Executive Committee at his or her business address. Any member of the Executive Committee may waive notice of any meeting and no notice of any meeting need be given to any member thereof who attends in person. The notice of a meeting of the Executive Committee need not state the business proposed to be transacted at the meeting.

Section 12.5 QUORUM. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting thereof, and action of the Executive Committee must be authorized by the affirmative vote of a majority of the members present at a meeting at which a quorum is present.

Section 12.6 INFORMAL ACTION BY EXECUTIVE COMMITTEE. Any action required or permitted to be taken by the Executive Committee at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to the subject matter thereof.

Section 12.7 VACANCIES. Any vacancy in the Executive Committee may be filled by a resolution adopted by a majority of the full Board of Directors.

Section 12.8 RESIGNATIONS AND REMOVAL. Any member of the Executive Committee may be removed at any time with or without cause by resolution adopted by a majority of the full Board of Directors. Any member of the Executive Committee may resign from the Executive Committee at any time by giving written notice to the President or Secretary of the corporation, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 12.9 PROCEDURE. The President of the corporation shall be the presiding officer of the Executive Committee. The Executive Committee may fix its own rules of procedure which shall not be inconsistent with these Bylaws. It shall keep regular minutes of its proceedings and report the same to the Board of Directors for its information at the meeting thereof held next after the proceedings shall have been taken.

Section 12.10 OTHER COMMITTEES. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Board, and the Board shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

### **ARTICLE 13 EMERGENCY BYLAWS**

The Emergency Bylaws provided in this Article 13 shall be operative during any emergency in the conduct of the business of the corporation resulting from an attack on the United States or any nuclear or atomic disaster or in the event of a natural disaster which shall disrupt public utilities, and transportation, notwithstanding any different provision in the preceding articles of the Bylaws or in the Articles of Incorporation of the corporation or in the Colorado Nonprofit Corporation Act. To the extent not inconsistent with the provisions of this Article, the Bylaws provided in the preceding articles shall remain in effect during such emergency and upon its termination the Emergency Bylaws shall cease to be operative.

During any such emergency:

- (a) A meeting of the Board of Directors may be called by any officer or Director of the corporation. Notice of the time and place of the meeting shall be given by the person calling the meeting to such of the Directors as it may be feasible to reach by any available means of communication. Such notice shall be given at such time in advance of the meeting as circumstances permit in the judgment of the person calling the meeting.
- (b) At any such meeting of the Board of Directors, a quorum shall consist of the number of Directors in attendance at such meeting.
- (c) The Board of Directors, either before or during any such emergency, to be effective during the emergency, may change the principal office or designate several alternative principal offices or regional offices, or authorize the officers so to do.

- (d) The Board of Directors, either before or during any such emergency, may provide, and from time to time modify, lines of succession the event that during such an emergency any or all officers or agents of the corporation shall for any reason be rendered incapable of discharging their duties.
- (e) No officer, Director or employee acting in accordance with these Emergency Bylaws shall be liable except for willful misconduct.
- (f) These Emergency Bylaws shall be subject to repeal or change by further action of the Board of Directors or by action of the member(s), but no such repeal or change shall modify the provisions of the next preceding paragraph with regard to action taken prior to the time of such repeal or change. Any amendment of these Emergency Bylaws may make any further or different provision that may be practical and necessary for the circumstances of the emergency.

**CERTIFICATE**

I hereby certify that the foregoing Bylaws, including this page, constitute the Bylaws of COLORADO ASSOCIATION OF ADMINISTRATORS OF STUDENT LOANS AND ACCOUNTS RECEIVABLE, adopted by the Board of Directors of the corporation as of September 10, 1992, and revised October 15, 1995.

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Secretary