

State of Maryland
Department of Assessments and Tax
Charter Division

TRADE NAME

1) Only one trade name may appear on this line

TRADE NAME: The Collegiate Information and Visitor Services Association

2) STREET ADDRESS(ES) WHERE NAME IS USED: University of Maryland Visitor Ctr.,

1118 Turner Hall

CITY: College Park STATE: Maryland ZIP: 20742

P.O. Box address is not acceptable anywhere on this form.

3) FULL LEGAL NAME OF OWNER OF BUSINESS OR INDIVIDUAL USING THE TRADE NAME:

The Collegiate Information and Visitor Services Association, Inc. D13503297 9:11a.m.
If more than one owner, attach an additional sheet listing each owner with their address. Be sure each owner signs this form.

4) If the owner is an individual or general partnership, does it have a personal property account (an "L" number)? Check one box YES NO

IF YES, WHAT IS THAT NUMBER? _____
IF NO, see instruction 4 under How To Complete Trade Name Application.

5) ADDRESS OF OWNER: 1118 Turner Hall

CITY: College Park STATE: Maryland ZIP: 20742

6) DESCRIPTION OF BUSINESS: College and University visitor information services.

I affirm and acknowledge under penalties of perjury that the foregoing is true and correct to the best of my knowledge.

7) Mary Spender SIGNATURE OF OWNER
President SIGNATURE OF OWNER

RECEIVED
SIGNATURE OF OWNER SIGNATURE OF OWNER

STATE OF MARYLAND
I hereby certify that this is a true and complete copy of the page document on file in this office. DATED: 7.6.10
STATE DEPARTMENT OF ASSESSMENTS AND TAXATION
BY: _____
This stamp replaces our previous certification system. Effective _____

TRADE NAME APPROVAL SHEET

** EXPEDITED SERVICE **

** KEEP WITH DOCUMENT **



1000361999592466

TRANSACTION TYPE

FEES REMITTED

TN - Trade Name Registration 25.00
 TA - Amendment _____
 TA1 - Amendment Owner Added _____
 TA2 - Amendment Owner Deleted _____
 TA3 - Amendment Owner Name Change _____
 TA4 - Amendment Location Added _____
 TA5 - Amendment Location Deleted _____
 TA6 - Amendment Location Changed _____
 TC - Cancellation _____
 TR - Renewal _____

Expedited Fee 70.00

1 Certified Copies

Copy Fee: 22.00

____ Certificates

Certificate of Fact Fee: _____

TOTAL FEES: 117.00

Affix Trade Label
 ID # T00310355 ACK # 1000361999592466
 PAGES: 0002
 THE COLLEGIATE INFORMATION AND VISITOR
 SERVICES ASSOCIATION

04/06/2010 AT 09:11 A WO # 0001852883

Other Change(s) _____

Code _____

Attention: _____

Mail to Address:

THE COLLEGIATE INFORMATION AND VISITOR S
 1118 TURNER HALL
 COLLEGE PARK MD 20742-0001

NO FEE TRANSACTION TYPES

- 99T - Departmental Action
- 99TA - Departmental Action - Name Change
- 220T - Void Non-Payment
- 220TA - Departmental Action - Amendment
- 220TA1 - Departmental Action - Owner Added
- 220TA2 - Departmental Action - Owner Deleted
- 220TA3 - Departmental Action - Owner Name Change
- 220TA4 - Departmental Action - Location Added
- 220TA5 - Departmental Action - Location Deleted

Credit Card _____ Check Cash _____

____ Documents on _____ Checks

Approved By: FJS

Keyed By: _____

COMMENT(S):

COPY MADE

Stamp Work Order and Customer Number HERE

CUST ID: 0002409845
 WORK ORDER: 0001852883
 DATE: 04-06-2010 09:21 AM
 AMT. PAID: \$117.00

TRADE NAME APPROVAL SHEET

**** EXPEDITED SERVICE ****

**** KEEP WITH DOCUMENT ****



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____ Documents on _____ Checks

Approved By: FR

Keyed By: _____

COMMENT(S):

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THE COLLEGIATE INFORMATION AND VISITOR SERVICES ASSOCIATION
A Non-Profit and Non-Stock Corporation

ARTICLES OF INCORPORATION

WE, THE UNDERSIGNED, residents of the State of Maryland, Prince Georges County, being eighteen (18) years or more of age, do hereby associate ourselves together for the purpose of forming a non-profit corporation, by virtue of the General Laws of the State of Maryland.

ARTICLE 1. NAME AND LOCATION

The name of the Corporation (which is hereafter called the "Corporation") is **THE COLLEGIATE INFORMATION AND VISITOR SERVICES ASSOCIATION, INC.** and its location shall be in Prince Georges County, Maryland, with a mailing address of University of Maryland-Visitor Center College Park, Maryland.

ARTICLE 2. DURATION

The period of duration of this non-profit Corporation shall be in perpetuity.

ARTICLE 3. PURPOSE CLAUSE

The business and purpose of this Corporation are:

A) To promote and enhance the profession of collegiate information and visitor services by providing an arena for the exchange of ideas and practices and setting standards for excellence in the profession.

B) The Corporation is organized exclusively for the educational and organizational purposes set forth above, all for the education, training and general public welfare of college and university information and visitor services, and for no other purposes, and to that end to take, collect and hold, such fees and dues as the Board of Directors shall determine from the members of the Corporation and to engage in such fund raising activities, as the Directors shall determine, and to deal with and expend the income therefrom for any of the beforementioned purposes without limitation, except such limitations, as shall require the disposition of such income or principal to any person or organization other than a "charitable organization" or for other than non-profit or charitable purposes as shall in the opinion of the Board of Directors, jeopardize the Federal income tax exemption of the Corporation and, in general, to exercise any, all and every power for which a non-profit corporation organized under the applicable provisions of the Annotated Code of Maryland, all for the public welfare, can be

STATE OF MARYLAND	
I hereby certify that this is a true and complete copy of the	
page document on file in this office. DATED: <u>4-10-10</u> <u>5</u>	
BY: <u>Kimberly</u>	<u>V. Johnson</u> , Custodian
This stamp replaces our previous certification system. Effective: 6/95	

authorized to exercise, but only to the extent the exercise of such powers are in furtherance of exempt purposes.

C) No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its Members, Directors, Officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof. No substantial part of the activities of the Corporation shall be the carrying-on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE 4. ADDRESS

The post office of the principal office of the Corporation in this State is University of Maryland, Visitor Center, 1118 Turner Hall, College Park Maryland 20742.

The name and post office address of the Resident Agent in this State is Mary E. Spengler, University of Maryland, Visitor Center, 1118 Turner Hall, College Park Maryland 20742. Said Resident Agent is an individual actually residing in this State.

ARTICLE 5. NON-STOCK CORPORATION

The Corporation is not organized for profit; it shall have no capital stock and shall not be authorized to issue capital stock. The number of qualifications for membership and other matters relating to its Members shall be as set forth in the Constitution and By-Laws of the Corporation.

ARTICLE 6. EXECUTIVE BOARD The Executive Board of the Corporation shall consist of six (6) individuals, which number may be increased or decreased pursuant to the Constitution and By-Laws of the Corporation, but shall never be less than six. The names of the

Executive Board, who shall act until the first annual meeting or until their successors are duly chosen and qualified, are:

1. Mary E. Spengler
2. Julian Olivas
3. Janey Wheeler
4. Jennifer McGowan
5. Heather McFarland
6. Kevin Kirk

ARTICLE 7. CORPORATE OFFICERS AND EXECUTIVE BOARD

The Corporation elects to have a President, Secretary and Treasurer and all operations of the Corporation shall be in charge of the Executive Board as defined by the Constitution and By-Laws of the Corporation.

The Executive Board shall consist of the three individuals listed above together with the President Elect, Director of Communications and Immediate Past President. Each Board Member shall have one (1) vote in all decisions of the Executive Board except that the Immediate Past President shall not vote except in the event of a tie.

The principal duties of the Executive Board shall be as defined in the Constitution and By-Laws of the Corporation.

ARTICLE 8. ELECTION OF DIRECTORS

The Executive Board shall be elected annually. The practices and procedures for the annual election shall be as set forth in the Constitution and By-Laws of the Corporation.

ARTICLE 9. MEMBERSHIP REQUIREMENTS

The method and conditions on which members shall be accepted and discharged or expelled shall be as set forth in the Constitution and By-Laws of the Corporation.

ARTICLE 10. AMENDMENTS

These Articles may be amended in the manner provided by statute at the time of amendment.

ARTICLE 11. LIMITATION ON MEMBERS' LIABILITY

The private property of the Members of this Corporation shall not be liable for its Corporate debts.

**ARTICLE 12. INDEMNIFICATION OF EXECUTIVE BOARD, OFFICERS,
AGENTS AND EMPLOYEES**

A) As used in this Article 12, any word or words that are defined in Section 2-418 of the *Corporations and Associations Article* of the Annotated Code of Maryland, as amended from time to time, (the "indemnification section"), shall have the same meaning as provided in the indemnification section.

B) The Corporation may, as determined by the Executive Board of the Corporation, indemnify and advance expenses to an Officer, employee or agent in connection with a proceeding to the extent permitted by and in accordance with the indemnification section.

ARTICLE 13. DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the Corporation's affairs or upon the abandonment of the Corporation's activities due to its impractical or inexpedient nature, the assets of the Corporation then remaining in the hands of the Corporation shall be distributed, transferred, conveyed, delivered and paid over to any other non-profit or charitable organization (as herein defined) of this or any other State, having a similar or analogous character or purpose, in some way associated with or connected with the Corporation to which the property previously belonged.

ARTICLE 14. INCORPORATOR

The name and resident address of the person forming this Corporation is as follows:

1. Mary E. Spengler, 8309 Banister Road, Severn, Maryland 21144

IN WITNESS WHEREOF, the Incorporator has signed these Articles of Incorporation this 6th day of April, 2010, and acknowledge same to be her act.

ATTEST:

Mary E. Spengler
Mary E. Spengler