

3. MEETINGS:

a. A meeting will be held a minimum of quarterly at a pre-established location and time. The meeting times and places can be anywhere, anytime and by any means (video chat, skype, phone, text, messenger as examples). All expenses incurred during the meetings shall be provided and covered by Animal Outreach Project INC unless exception is ruled by the Board.

4. GENERAL PROVISIONS:

Office: The registered office of the corporation is located at 137 BLONDIE MCMURRY ROAD, BUCKHANNON, West Virginia 26201 or as otherwise designated by the Board of Directors. The Board of Directors may at any time and place establish offices as required where the corporation is qualified to do business.

Fiscal Year: The corporation's fiscal year is the twelve (12) consecutive months ending on the last day of December or as fixed by resolution of the Board of Directors and may be changed by the Board of Directors.

Conflicts of Interest: The following conflict of interest policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibilities. All Directors or officers have a duty to disclose the existence of any actual or potential conflict of interest, whether personal or financial in nature, and to disclose all relevant material facts to the Directors to enable them to consider whether a conflict exists and whether the proposed transaction or arrangement is in the best interest of the corporation. Upon disclosure of an actual or potential conflict of interest, and after the interested person has had a full opportunity to disclose the relevant facts, the Board members will decide if the conflict of interest exists. Whenever the Board determines that a Director or officer has an actual or potential financial or personal interest in any matter going before the Board of Directors, the Board must ensure the following;

i. Any transaction involving the Director's or officer's financial or personal interest must be duly approved by disinterested Directors in the best interest of the corporation.