

# ACTIONS BY WRITTEN CONSENT OF SOLE DIRECTOR OF

\_\_\_\_\_  
**(INSERT NAME OF CORPORATION)**

The undersigned, being the sole director of \_\_\_\_\_ **(INSERT NAME OF CORPORATION)**, a \_\_\_\_\_ **(INSERT STATE)** corporation, by her signature below or on a counterpart hereof, hereby adopts the following resolutions on behalf of this corporation:

RESOLVED, that the following persons are hereby elected as officers of this corporation:2

\_\_\_\_\_ **(INSERT YOUR NAME)** President  
\_\_\_\_\_ **(INSERT YOUR NAME)** Vice President  
\_\_\_\_\_ **(INSERT YOUR NAME)** Secretary  
\_\_\_\_\_ **(INSERT YOUR NAME)** Treasurer

RESOLVED FURTHER, that salaries for the officers of the corporation for fiscal year \_\_\_\_\_ **[insert year]** be set at the following levels:

\_\_\_\_\_ **(INSERT YOUR NAME)** \_\_\_\_\_ **(INSERT SALARY)**

RESOLVED FURTHER, \_\_\_\_\_  
**(LIST ANY OTHER MATTERS REQUIRING SHAREHOLDER APPROVAL, SUCH AS AMENDMENTS TO THE ARTICLES OF INCORPORATION, ISSUANCE OF NEW STOCK, ETC.)**

RESOLVED FURTHER, that the officers of this corporation are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as said officers shall deem necessary or advisable, to carry out the purposes of the foregoing resolutions.

RESOLVED FURTHER, that any actions taken by such officers prior to the date of the foregoing resolutions that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this corporation.

**Dated:** \_\_\_\_\_

**Sole Director:** \_\_\_\_\_

\_\_\_\_\_  
**(SIGN HERE)**

\_\_\_\_\_  
**(INSERT YOUR NAME)**