

ABATE OF OHIO, INC.
OFFICER RESIGNATION

Officer Level: ___ State
 ___ Region ___
 ___ County _____

Resignation Date: ___ / ___ / ___

Officer Name: _____

Officer Title: _____

I HEREBY RESIGN FROM THE ABOVE OFFICE. I AM LEAVING THIS OFFICE OF MY OWN FREE WILL. I UNDERSTAND I WILL NOT BE ELIGIBLE FOR THIS OFFICE AGAIN UNTIL THE NEXT SCHEDULED ELECTION CYCLE.

Officer Signature _____ Date ___ / ___ / ___

Witness Name _____

Witness Title _____

Witness Signature _____ Date ___ / ___ / ___

I ATTEST THAT I HAVE SURRENDERED ALL ABATE ASSETS, INCLUDING BUT NOT LIMITED TO RECORDS, PROPERTY AND MONIES PERTAINING TO THIS OFFICE.

Officer Signature _____ Date ___ / ___ / ___

Witness Name _____

Witness Title _____

Witness Signature _____ Date ___ / ___ / ___

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Characteristics:

1. Category: Board.
2. Established by: Bylaws Article X: Resigning From Office.
3. Purpose: To resign from office.
4. Audience: Board members (BOD, RBO, CBO).
5. Required? Preferred.

Directions:

1. Officer Level:
 - a. State – check for state level officer.
 - b. Region – check for region level officer. Indicate region number.
 - c. County – check for county level officer. Indicate region number (above) and county name.
2. Resignation Date – effective date of resignation in mm/dd/yy format.
3. Officer Name – name of resigning officer.
4. Officer Title – title of office being vacated. For example, “State xxxx Director”, “Region xx Treasurer” or “xxxx County Secretary”.

5. Officer Signature – of resigning officer.
6. Date – of signature of resigning officer in mm/dd/yy format.
7. Witness Name – name of witnessing officer.
8. Witness Title – title of witnessing officer. For example, “State xxxx Director”, “Region xx Treasurer” or “xxxx County Secretary”.
9. Witness Signature – of witnessing officer.
10. Date – of signature of witnessing officer in mm/dd/yy format.

Special Cases:

1. Separate form required for each office.

Handling:

1. Send to: State Office (all levels) and Region Director (Region and County levels). Must be recorded by appropriate level Secretary.
2. Deadline: Received within 7 days of Resignation Date.