



# Board of Directors Briefing Book

## Written Unanimous Consent

Please respond by Friday, January 26, 2024, 6:00 p.m. ET

Available For Public Use

Universal Service Administrative Company Offices

700 12th Street, N.W., Suite 900

Washington, D.C. 20005

**Universal Service Administrative Company  
Board of Directors  
Meeting Agenda**

<p>Wednesday, January 24, 2024 <b>Written Unanimous Consent</b> <b>Please Respond by Friday, January 26, 2024 at 5:00 p.m. ET</b> Universal Service Administrative Company Offices 700 12<sup>th</sup> Street, N.W., Suite 900 Washington, D.C. 20005</p>
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<b><u>LEAD</u></b>	<b><u>Open Session</u></b> <b>Available for Public Use</b>
Chair	<b>a1.</b> Amendment and Restatement of USAC Corporate By-laws to Expand the Board to Twenty Members.

**Universal Service Administrative Company  
Board of Directors Meeting**

**ACTION ITEM**

**Amendment and Restatement of USAC Corporate By-laws to  
Expand the Board to Twenty Members**

**Action Requested**

This action item amends and restates the Universal Service Administrative Company (USAC) corporate By-laws to add a new director to the USAC Board of Directors to represent the interests of Tribal communities, adds the Tribal director to the Schools and Libraries Committee, creates a tie-breaking mechanism for the Board, and updates references to the Federal Communications Commission's (FCC) Common Carrier Bureau. The Board also ratifies the election of directors and committee appointments on December 18, 2023.

**Discussion**

In the *E-Rate Tribal Order*, the FCC directed USAC to add a new director to the USAC Board of Directors to represent the interests of Tribal communities and add the Tribal director to the Schools and Libraries Committee.<sup>1</sup> The FCC further noted this action would create an even number of Board members and directed USAC "to make any necessary changes to its bylaws to ensure procedures are in place to determine an outcome in the case of a tie."<sup>2</sup>

Article VI of By-laws grants the Board authority to amend the By-laws:

Subject to the provisions of the certificate of incorporation, the provisions of the Delaware General Corporation Law and FCC Rules and Orders, the power to amend, alter or repeal these By-Laws and to adopt new By-Laws may be exercised by the stockholder or the Board of Directors.

USAC Office of the General Counsel prepared the Amended and Restated By-laws for the Board's consideration, which:

- Adds a new Tribal director;
- Adds the Tribal Director to the Schools and Libraries Committee;
- Grants the Chairman of the Board a second vote on a particular matter if the Board vote on that matter results in a tie; and
- Replaces references to the FCC's Common Carrier Bureau with the "Wireline Competition Bureau."

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<sup>1</sup> *Schools and Libraries Universal Service Support Mechanism; Federal-State Joint Board on Universal Service; Changes to the Board of Directors of the National Exchange Carrier Association, Inc.*, CC Docket Nos. 02-6, 96-45, 97-21, Report and Order and Further Notice of Proposed Rulemaking, FCC 23-56, paras. 34-35 (2023).

<sup>2</sup> *Id.* at para. 35.

**RESOLVED**, that the USAC Board of Directors, and pursuant to Article VI of the USAC By-laws, hereby adopts the Amended and Restated By-laws and ratifies the election of Board members and committee assignments adopted on December 18, 2023, effective January 1, 2024.

**AMENDED AND RESTATED**

**BY-LAWS**

**OF**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**

**(a Delaware corporation)**

**ARTICLE I**

**STOCKHOLDER**

1. **STOCKHOLDER**. The National Exchange Carrier Association, Inc. (“NECA”) shall be the sole stockholder of the Corporation and shall act in compliance with the Federal Communications Commission’s (“FCC” or “Commission”) Rules and Orders when exercising its stockholder duties and powers.

2. **CERTIFICATES REPRESENTING STOCK**. Certificates representing stock in the Corporation shall be signed by, or in the name of, the Corporation (i) by the Chairperson or Vice-Chairperson of the Board of Directors, if any, or by the Chief Executive Officer or a Vice President and (ii) by the Treasurer or an Assistant Treasurer or the Secretary or an Assistant Secretary of the Corporation. Any or all the signatures on any such certificate may be a facsimile. In case any officer, transfer agent, or registrar, who has signed or whose facsimile signature has been placed upon a certificate, shall have ceased to be such officer, transfer agent, or registrar before such certificate is issued, it may be issued by the Corporation with the same effect as if he or she were such officer, transfer agent, or registrar at the date of issue.

Whenever the Corporation shall be authorized to issue more than one class of stock or more than one series of any class of stock, the certificates representing shares of any such class or series, shall set forth thereon the statements prescribed by the Delaware General Corporation Law. Any restrictions on the transfer or registration of transfer of any shares of stock of any class or series shall be noted conspicuously on the certificate representing such shares.

The Corporation may issue a new certificate of stock in place of any certificate theretofore issued by it and alleged to have been lost, stolen, or destroyed, and the Board of Directors may require the owner of the lost, stolen, or destroyed certificate, or such owner’s legal representative, to give the Corporation a bond sufficient to indemnify the Corporation against any claim that may be made against it on account of the alleged loss, theft or destruction of any such certificate or the issuance of any such new certificate.

3. **STOCK TRANSFER**. Upon compliance with provisions restricting the transfer or registration of transfer of shares of stock, if any, transfers or registration of transfers of shares of stock of the Corporation shall be made only on the stock ledger of the Corporation by the registered holder thereof, or by his or her attorney thereunto authorized by power of attorney duly executed and filed with the Secretary of the Corporation or with a transfer agent or a

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registrar, if any, and on surrender of the certificate or certificates for such shares of stock properly endorsed and payment of all taxes due thereon.

4. MEANING OF CERTAIN TERMS. As used herein in respect of the right to notice of a meeting of the stockholder or a waiver thereof or to participate or vote thereat or to consent or dissent in writing in lieu of a meeting, as the case may be, the term “share” or “shares” or “share of stock” or “shares of stock” refers to an outstanding share or shares of stock.

PROXY REPRESENTATION. The stockholder may authorize another person or persons to act for him or her by proxy in all matters in which a stockholder is entitled to participate, whether by waiving notice of any meeting, voting or participating at a meeting, or expressing consent or dissent without a meeting. Every proxy must be signed by the stockholder or by his or her attorney-in-fact. No proxy shall be voted or acted upon after three years from its date unless such proxy provides for a longer period. A duly executed proxy shall be irrevocable if it states that it is irrevocable and, if, and only as long as, it is coupled with an interest sufficient in law to support an irrevocable power. A proxy may be made irrevocable regardless of whether the interest with which it is coupled is an interest in the stock itself or an interest in the Corporation generally.

VOTING. Subject to the FCC’s Orders<sup>1/</sup> and Rules<sup>2/</sup> each share of stock shall entitle the holder thereof to one vote. Subject to the FCC’s Orders and Rules with regard to the appointment of directors, directors shall be elected by a plurality of the shares present in person or represented by proxy at the meeting and entitled to vote on the election of directors. Any other action shall be in compliance with FCC Rules and FCC Orders and shall be authorized by a majority of the votes cast except (i) where the Delaware General Corporation Law prescribes a different percentage of votes and/or a different exercise of voting power, or (ii) as may be otherwise prescribed by the provisions of the Corporation’s certificate of incorporation and these By-Laws. In the election of directors, or for any other action, voting need not be by ballot.

5. STOCKHOLDER ACTION WITHOUT MEETING. Any action required by the Delaware General Corporation Law to be taken at any annual or special meeting of the stockholder, or any action which may be taken at any annual or special meeting of the stockholder, may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action so taken, shall be signed by the holder of outstanding stock having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all shares entitled to vote thereon were present and voted and such action shall be in compliance with FCC Rules and Orders. Prompt notice of the taking of the corporate action without a meeting by less than a unanimous written consent shall be

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<sup>1/</sup> Changes to the Board of Directors of the National Exchange Carrier Association, Inc. and Federal-State Joint Board on Universal Service, Report and Order and Second Order on Reconsideration, CC Docket Nos. 97-21 and 96-45, FCC 97-253, 12 FCC Rcd 18400 (1997); Changes to the Board of Directors of the National Exchange Carrier Association, Inc. and Federal-State Joint Board on Universal Service, Third Report and Order and Fourth Order on Reconsideration and Eighth Order on Reconsideration, CC Docket Nos. 97-21 and 96-45, FCC 98-306, released on November 20, 1998 (collectively, “FCC Orders”).

<sup>2/</sup> 47 C.F.R. §§ 54.701 through 54.717 (“FCC Rules”).

given to the stockholder who has not consented in writing. Action taken pursuant to this paragraph shall be subject to the provisions of Section 228 of the Delaware General Corporation Law and in compliance with FCC Rules and Orders.

## ARTICLE II DIRECTORS

1. FUNCTIONS AND DEFINITION. The business and affairs of the Corporation shall be managed by or under the direction of the Board of Directors of the Corporation. Pursuant to 47 C.F.R. § 54.703(f), no member of the Board of Directors shall receive compensation for his or her service on the Board but each such member shall be entitled to receive reimbursement for expenses directly incurred as a result of his or her participation on the USAC Board. Consistent with 47 C.F.R. § 54.702(c), the Board will not make policy, interpret unclear provisions of the statute or rules, or interpret the intent of Congress, and will seek guidance from the Commission where the Act or rules are unclear. In accordance with 47 C.F.R. § 54.705, the Board shall make the necessary selection of service provider, at-large, incumbent local exchange carrier, ~~and~~ interexchange carrier, and Tribal representatives for the Schools and Libraries Committee, the Rural Health Care Committee, and the High Cost and Low Income Committee. The use of the phrase “whole board” as used in these By-Laws refers to the total number of directors that the Corporation would have if there were no vacancies.

2. QUALIFICATIONS AND NUMBER. The qualifications and number of directors shall be determined in accordance with FCC Rule 47 C.F.R. § 54.701. The number of directors may be increased or decreased by the stockholder at the direction of the Commission. Upon adoption of these By-Laws, the Board of Directors shall consist of twentynineteen persons in the following composition: (i) Three directors shall represent incumbent local exchange carriers (“ILECs”), with one director representing the Bell Operating Companies and GTE, one director representing other ILECs with annual operating revenues in excess of \$40 million, and one director representing ILECs with annual operating revenues of \$40 million or less; (ii) Two directors shall represent interexchange carriers, with one director representing interexchange carriers with more than \$3 billion in annual operating revenues and one director representing interexchange carriers with annual operating revenues of \$3 billion or less; (iii) One director shall represent commercial mobile radio service (“CMRS”) providers; (iv) One director shall represent competitive local exchange carriers (“CLECs”); (v) One director shall represent cable operators; (vi) One director shall represent information service providers; (vii) Three directors shall represent schools that are eligible to receive discounts pursuant to 47 C.F.R. § 54.501; (viii) One director shall represent libraries that are eligible to receive discounts pursuant to 47 C.F.R. § 54.501; (ix) Two directors shall represent rural health care providers that are eligible to receive supported services pursuant to 47 C.F.R. § 54.601; (x) One director shall represent low-income consumers; (xi) One director shall represent state telecommunications regulators; (xii) One director shall represent state consumer advocates; (xiii) One director shall represent Tribal communities; and ~~(xiv)~~ (xiv) One director shall be the Corporation’s Chief Executive Officer. A director shall cease to be a director of the Corporation and shall be subject to removal by the stockholder with the prior written approval of the Chairperson of the FCC if such director (a) changes his or her affiliation (as defined in this Section 2) with the entity that made him or her eligible for membership on the Board, and (b) upon such change is not affiliated with the entity or constituency that nominated him or her.

3. TERM. Any director may resign at any time upon written notice to the Corporation. The terms of the directors who initially will serve upon adoption of these By-Laws shall be staggered with the term of six members expiring on October 1, 2000, those of another six members will expire on October 1, 2001, and those of the remaining six members will expire on October 1, 2002 (the "Initial Terms"). The USAC Board shall determine when the initial terms of particular directors will expire. The USAC Board will maintain continuity by providing that the first set of Board members whose terms will expire will be representative of industry and non-industry groups with multiple representatives on the Board. Otherwise, unless a director is removed or resigns, he or she will serve a term of three years pursuant to 47 C.F.R. § 54.703(d); provided, however, that the Chief Executive Officer shall hold office as a director so long as he or she holds the office of Chief Executive. A director whose term has expired, if otherwise qualified to serve on the Board of Directors, shall continue to serve on the Board of Directors until such time as that director's replacement is selected pursuant to 47 C.F.R. § 54.703(c).

4. NOMINATION AND ELECTION OF BOARD MEMBERS. Nomination and selection of the Board (except for the Chief Executive Officer) shall be conducted and annual elections of successors to members whose terms are expiring shall be held pursuant to 47 C.F.R. § 54.703(c). Upon selection of the new director(s) by the FCC Chairperson, the Board will elect such director(s). In accordance with 47 C.F.R. § 54.703(d), if a Board member (other than the Chief Executive Officer) vacates his or her seat prior to the completion of his or her term, the Board will notify the FCC ~~Common Carrier Bureau~~ Wireline Competition Bureau Chief of such vacancy, and a successor will be chosen to serve the remaining term of the vacating director in accordance with the nomination and selection process in 47 C.F.R. § 54.703(c). The member selected by the FCC Chairperson to fill the vacated Board seat will be elected by the Board members.

5. REAPPOINTMENT OF INCUMBENT BOARD MEMBERS. There shall be no limitation on additional terms for Board members. At the end of his or her term, an incumbent may be re-elected pursuant to the process outlined in Section 4 above and pursuant to 47 C.F.R. § 54.703(c).

6. MEETINGS.  
TIME. Meetings shall be held at such time as the Board shall fix. Special meetings of the Board may be called pursuant to these By-Laws. Special meetings of the Board of Directors shall be held at such time as fixed by Chairperson of the Board or Secretary, not more than fifteen (15) days after receipt of a request made in compliance with these By-Laws.

PLACE. Pursuant to 47 C.F.R. § 54.703(e), all meetings of the Board shall be open to the public and held in Washington, D.C.; provided, however that actions involving proprietary or confidential information may be taken at meetings held in private.

CALL. No call shall be required for regular meetings for which the time and place have been fixed. Special meetings may be called by or at the request of the Chairperson of the Board, if any, the Vice-Chairperson of the Board, if any, the Chief Executive Officer, or of three of the directors in office.

NOTICE OR ACTUAL OR CONSTRUCTIVE WAIVER. No notice shall be required for regular meetings for which the time and place have been fixed. Written, oral, or any other mode of notice of the time and place shall be given for special meetings in sufficient time

for the convenient assembly of the directors there at. When an action taken by a committee will be discussed at a special meeting, notice to committee members shall be required in sufficient time for the convenient assembly of the directors there at. Notice need not be given to any director or to any member of a committee of directors who submits a written waiver of notice signed by him before or after the time stated therein. Attendance of any such person at a meeting shall constitute a waiver of notice of such meeting, except when he or she attends a meeting for the express purpose of objecting, at the beginning of the meeting, 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 directors need be specified in any written waiver of notice.

QUORUM AND ACTION. A majority of the whole Board shall constitute a quorum except when a vacancy or vacancies prevents such majority, whereupon a majority of the directors in office shall constitute a quorum, provided, that such majority shall constitute at least one-third of the whole Board. A majority of the directors present, whether or not a quorum is present, may adjourn a meeting to another time and place. Except as herein otherwise provided, and except as otherwise provided by the Delaware General Corporation Law, the vote of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board. If the vote by the Board results in a tie, then the Chairperson of the Board shall receive an additional vote and act as the deciding vote. –The quorum and voting provisions herein stated shall not be construed as conflicting with any provisions of the General Corporation Law and these By-Laws that govern a meeting of directors held to fill vacancies and newly created directorships in the Board or action of disinterested directors.

Any member or members of the Board of Directors or of any committee designated by the Board, may participate in a meeting of the Board, or any such committee, as the case may be, by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other.

CHAIRPERSON OF THE MEETING. The Chairperson of the Board, if any and if present and acting, shall preside at all meetings. Otherwise, the Vice-Chairperson of the Board, if any and if present and acting, or the Chief Executive Officer, if present and acting, or any other director chosen by the Board, shall preside.

MINUTES OF THE MEETING. All actions taken at Board meetings, including open sessions to the public, conference call meetings and closed executive sessions where proprietary matters are discussed and reviewed, shall be recorded by the Secretary of the Corporation in written minutes. These written minutes shall be made available to the public within three weeks after the meeting has been conducted and no later than one week prior to the next Board meeting. Actions that involve proprietary information shall be summarized in sufficient detail to inform the public of the action taken but without infringing on any privacy rights.

7. REMOVAL OF DIRECTORS. As provided by the Delaware General Corporation Law, any director or the entire Board of Directors may be removed, with or without cause. Removal may only occur upon the affirmative vote of the stockholder or the majority of Board members that are not facing removal, and upon the prior written approval of the FCC Chairperson. Upon the removal of one or more directors, the FCC ~~Common Carrier Bureau~~ Wireline Competition Bureau Chief will initiate a nomination and selection process in accordance with 47 C.F.R. § 54.703(c) to replace the director(s) removed. Upon selection of the new director(s) by the FCC

Chairperson, the Board will elect such director(s), who shall serve the remaining term of the removed director(s).

8. COMMITTEES.  
HIGH COST AND LOW INCOME COMMITTEE.

AUTHORITY. By order of the Federal Communications Commission and 47 C.F.R. § 54.705(c), the Board shall appoint a High Cost and Low Income Committee, which shall have the power and authority to act on behalf of the Corporation [unless: (i) the Committee's action is with respect to Board approval of a budget or such action is presented by the Chief Executive Officer to the Board for review, and (ii) the Board disapproves such action by a two-thirds vote of a quorum of the Board] on issues relating to programmatic aspects of the high cost, low-income, and interstate access support mechanisms, and on issues relating to any other duties assigned to the Committee by the Federal Communications Commission. These powers include the authority to make decisions concerning: (i) how the Administrator projects demand for the high cost, low-income, and interstate access support mechanisms; (ii) development of applications and associated instructions as needed for the high cost, low-income, and interstate access support mechanisms; (iii) administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations; (iv) performance of audits of beneficiaries under the high cost, low-income, and interstate access support mechanisms; (v) review of staff decisions pursuant to 47 C.F.R. § 54.719(a); and (vi) development and implementation of other functions unique to the high cost, low-income, and interstate access support mechanisms; as well as the setting of high cost, low-income, and interstate access support that USAC will disburse to eligible telecommunications carriers. These powers also include the authority to make decisions concerning items (i) through (vi) above relating to any other duties assigned to the Committee by the Federal Communications Commission. The budgets prepared by the High Cost & Low Income Committee shall be subject to Board review as part of the Administrator's combined budget. The Board shall not modify the budget prepared by the Committee unless such modification is approved by a two-thirds vote of a quorum of the Board. The High Cost and Low Income Committee does not have the power to act on behalf of the Corporation on issues related to USAC's billing, collection and disbursement functions. The Board shall not have the power to remove the Committee or to materially modify the power and authority of the Committee, without FCC approval.

COMPOSITION AND VOTING. Pursuant to 47 C.F.R. § 54.705(c)(2), the Committee will consist of nine (9) USAC Board members, including two ILEC representatives (one shall represent rural telephone companies, as that term is defined in 47 U.S.C. § 153(37) and one shall represent non-rural telephone companies), one interexchange carrier representative, one wireless representative, one CLEC representative, one low income representative, one state consumer advocate representative, one state telecommunications regulator representative and USAC's Chief Executive Officer.

MEETINGS. The High Cost and Low Income Committee meetings shall be open to the public and shall be held in Washington, D.C.

RURAL HEALTH CARE COMMITTEE.

AUTHORITY. By order of the Federal Communications Commission and 47 C.F.R. § 54.705(b), the Board shall appoint a Rural Health Care Committee, which shall have

the power and authority to act on behalf of the Corporation (unless: (i) the Committee's action is with respect to Board approval of a budget or the action is presented by the Chief Executive Officer to the Board for review, and (ii) the Board disapproves such action by a two-thirds vote of a quorum of the Board) on issues relating to programmatic aspects of the rural health care support mechanisms. These powers include the authority to make decisions concerning: (i) how the Administrator projects demand for the rural health care support mechanism; (ii) development of applications and associated instructions as needed for the rural health care support mechanism; (iii) administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations; (iv) calculation of support levels under § 54.609; (v) performance of outreach and education functions; (vi) review of bills for services that are submitted by rural health care providers; (vii) monitoring demand for the purpose of determining when the \$400 million cap has been reached; (viii) performance of audits of beneficiaries under the rural health care support mechanism; (ix) review of staff decisions pursuant to 47 C.F.R. 6 54.719(a); and (x) development and implementation of other functions unique to the rural health care support mechanism. The budgets prepared by the Rural Health Care Committee shall be subject to Board review as part of the Administrator's combined budget. The Board shall not modify the budget prepared by the Committee unless such modification is approved by a two-thirds vote of a quorum of the Board. The Rural Health Care Committee does not have the power to act on behalf of the Corporation in matters related to USAC's billing, collection and disbursement functions. The Board shall not have the power to remove the Committee or to materially modify the Committee's power and authority, without FCC approval.

COMPOSITION AND VOTING. Pursuant to 47 C.F.R. § 54.705, the Committee will consist of eight (8) USAC Board members, including two rural health care provider representatives, one service provider representative, two at-large representatives elected by the Board, one state telecommunications regulator, one state consumer advocate, and USAC's Chief Executive Officer.

MEETINGS. The Rural Health Care Committee meetings shall be open to the public and shall be held in Washington, D.C.

#### SCHOOLS AND LIBRARIES COMMITTEE.

AUTHORITY. By order of the Federal Communications Commission and 47 C.F.R. § 54.705(a), the Board shall appoint a Schools and Libraries Committee, which shall have the power and authority to act on behalf of the Corporation (unless: (i) the Committee's action is with respect to approval of a budget or the action is presented by the Chief Executive Officer to the Board for review, and (ii) the Board disapproves such action by a two-thirds vote of a quorum of the Board) on issues relating to programmatic aspects of the schools and libraries support mechanisms. These powers include the authority to make decisions concerning: (i) how the Administrator projects demand for the schools and libraries support mechanism; (ii) development of applications and associated instructions as needed for the schools and libraries support mechanism; (iii) administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations; (iv) performance of outreach and education functions; (v) review of bills for services that are submitted by schools and libraries; (vi) monitoring demand for the purpose of determining when the \$2 billion trigger has been reached; (vii) implementation of the rules of priority in accordance with 6 54.507(g) of this chapter; (viii) review and certification of technology plans when a state agency has indicated

that it will not be able to review such plans within a reasonable time; (ix) the classification of schools and libraries as urban or rural and the use of the discount matrix established in 8 54.505(c) of this chapter to set the discount rate to be applied to services purchased by eligible schools and libraries; (x) performance of audits of beneficiaries under the schools and libraries support mechanism; (xi) review of staff decisions pursuant to 47 C.F.R. 8 54.719(a); and (xii) development and implementation of other functions unique to the schools and libraries support mechanism. The budgets prepared by Schools and Libraries Committee shall be subject to Board review as part of the Administrator's combined budget. The Board shall not modify the budget prepared by the Committees unless such modification is approved by a two-thirds vote of a quorum of the Board. The Schools and Libraries Committee does not have the power or authority to act on behalf of the Corporation in matters related to USAC's billing, collection, and disbursement functions. The Board shall not have the power or authority to remove the Committee or to materially modify the Committee's power and authority, without FCC approval.

COMPOSITION AND VOTING. Pursuant to 47 C.F.R. § 54.705(a)(2), the Committee will consist of eightseven (87) members of USAC's Board of Directors, including three school representatives, one library representative, one service provider representative, one at- large representative elected by the Board, one Tribal community representative, and USAC's Chief Executive Officer.

MEETINGS. The Schools and Libraries Committee meetings shall be open to the public and shall be held in Washington, D.C.

GENERAL.

OTHER COMMITTEES. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the directors of the Corporation. Each such committee and member thereof shall serve at the pleasure of the Board. The Board may designate one or more directors as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. In the absence or disqualification of any member of any such committee or committees, the member or members thereof present at any meeting and not disqualified from voting, whether or not he or they constitute a quorum, may unanimously appoint another member of the Board of Directors to act at the meeting in the place of any such absent or disqualified member. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise the powers and authority of the Board of Directors in the management of the business and affairs of the Corporation with the exception of any authority the delegation of which is prohibited by Section 141 of the Delaware General Corporation Law, and may authorize the seal of the Corporation to be affixed to all papers which may require it.

SUBCOMMITTEES. Each committee, through a resolution, may establish subcommittees and determine the composition thereof. A subcommittee shall have, only, such of the committee's authority as is delegated to it by the committee.

REPORTS. All committees and subcommittees shall keep books of separate minutes. All committees shall report all their actions at every regular meeting of the Board of Directors, or as often as may be directed by the Board. All subcommittees shall report all their actions to the committee which appointed them, at every regular meeting of that committee, or as often as may be directed by that committee.

9. WRITTEN ACTION. Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committee. These minutes shall be made available to the public in accordance with Article II, Section 6 of these By-Laws.

### **ARTICLE III** **OFFICERS**

The officers of the Corporation shall consist of a Chief Executive Officer (who upon selection shall become a director), a Secretary, a Treasurer, and, if deemed necessary, expedient, or desirable by the Board of Directors, a Chairperson of the Board, a Vice-Chairperson of the Board, an Executive Vice-President, one or more other Vice-Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers with such titles as the resolution of the Board of Directors choosing them shall designate. Except as may otherwise be provided in the resolution of the Board of Directors choosing him or her, no officer other than the Chairperson or Vice-Chairperson of the Board, if any, need be a director at the time the Board of Directors chooses him or her as an officer. Any number of offices may be held by the same person, as the directors may determine.

Unless otherwise provided in the resolution choosing him or her, each officer shall be chosen for a one calendar year term and until his or her successor shall have been chosen and qualified. Elections of officers shall be the first order of business in the first Board of Directors meeting at the beginning of the calendar year.

All officers of the Corporation shall have such authority and perform such duties in the management and operation of the Corporation as shall be prescribed in the resolutions of the Board of Directors designating and choosing such officers and prescribing their authority and duties, and shall have such additional authority and duties as are incident to their office except to the extent that such resolutions may be inconsistent therewith. The Secretary or an Assistant Secretary of the Corporation shall record all of the proceedings of all meetings and actions in writing of the stockholder, directors, and committees of directors, and shall exercise such additional authority and perform such additional duties as the Board shall assign to him or her. Any officer may be removed, with or without cause, by the Board of Directors. Any vacancy in any office may be filled by the Board of Directors.

### **ARTICLE IV** **CORPORATE SEAL**

The corporate seal shall be in such form as the Board of Directors shall prescribe.

### **ARTICLE V** **FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first day of January in each year and end on the last day of December in each year.

ARTICLE VI  
CONTROL OVER BY-  
LAWS

Subject to the provisions of the certificate of incorporation, the provisions of the Delaware General Corporation Law and FCC Rules and Orders, the power to amend, alter or repeal these By-Laws and to adopt new By-Laws may be exercised by the stockholder or the Board of Directors.

**ARTICLE VII**  
**GENERAL PROVISIONS**

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 and shall be in compliance with the FCC Orders and Rules.

2. **INDEMNIFICATION.** In accordance with Section 145 of the General Corporation Law of Delaware, the Corporation shall indemnify any director, officer, employee or agent who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation and except that no indemnification shall be made for any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the Court of Chancery or the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Chancery or such other court shall deem proper.

To the extent that a director, officer, employee or agent has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in the two paragraphs above (Section 145(a) and (b) of the General Corporation Law of Delaware), or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Any indemnification under subsections (a) and (b) of Section 145 of the General Corporation Law of Delaware (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in such subsections. Such determination shall be made (i) by a majority vote of the directors who are not parties to such action, suit or proceeding, even though less than a quorum, or (ii) if there are no such directors or if such directors so direct, by independent legal counsel in a written opinion, or (iii) by the stockholder.

Expenses (including attorneys' fees) incurred by a director, officer, employee or agent in defending any civil, criminal, administrative or investigative action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such director, officer, employee or agent to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the Corporation as authorized by the General Corporation Law of Delaware. The indemnification and advancement of expenses provided by, or granted pursuant to, the General Corporation Law of Delaware shall not be deemed exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled under any By-Law, agreement, vote of stockholder (in compliance with FCC Rules and Orders) or disinterested directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office. The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under Section 145 of the General Corporation Law of Delaware.

The foregoing right of indemnification shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled under any By-Law, agreement, vote of the Stockholder or disinterested directors or otherwise, and shall inure to the benefit of the heirs, executors and administrators of such person.

3. INSURANCE. The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, to the full extent allowable under Section 145(g) of the Delaware General Corporation Law.

4. ADDITIONAL FCC REQUIREMENTS. The Corporation is subject to certain FCC audit, budget, record keeping, information sharing and nondisclosure requirements which are specifically described in the FCC Order and Rules.

5. MEMORANDUM OF UNDERSTANDING BETWEEN THE FEDERAL COMMUNICATIONS COMMISSION AND THE CORPORATION. The Federal Communications Commission (FCC) and the Corporation may from time to time have in effect a Memorandum of Understanding (MOU) governing the Corporation's administration of the Universal Service Fund and the universal service support mechanisms and the FCC's oversight thereof. During the period of time such MOU is in effect, the Corporation acknowledges the legal, binding effect of the MOU, and the terms of the MOU shall be made a part of the Corporation's policies, procedures and code of conduct, as appropriate.

#### ARTICLE VIII DISSOLUTION

Subject to compliance with the FCC Order and Rules and approval by the FCC Chairperson, if it should be deemed advisable in the judgment of the Board of Directors of the Corporation that the Corporation should be dissolved, the Board by a majority of the whole Board, at any meeting called for that purpose, shall adopt a resolution to dissolve the Corporation, shall cause notice of the adoption of said resolution and notice of a meeting of the stockholder to take action upon said resolution, to be mailed to the stockholder entitled to vote thereon pursuant to the provisions of the Delaware General Corporation Law.

Upon approval of said dissolution by the stockholder entitled to vote thereon, a certificate of dissolution shall be filed with the Secretary of State pursuant to and in accordance with the provisions of the Delaware General Corporation Law, and shall become effective in accordance with such law. Upon such certificate becoming effective in accordance with the Delaware General Corporation Law, the Corporation shall be dissolved.

**AMENDED AND RESTATED**

**BY-LAWS**

**OF**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**

**(a Delaware corporation)**

**ARTICLE I**

**STOCKHOLDER**

1. **STOCKHOLDER.** The National Exchange Carrier Association, Inc. (“NECA”) shall be the sole stockholder of the Corporation and shall act in compliance with the Federal Communications Commission’s (“FCC” or “Commission”) Rules and Orders when exercising its stockholder duties and powers.

2. **CERTIFICATES REPRESENTING STOCK.** Certificates representing stock in the Corporation shall be signed by, or in the name of, the Corporation (i) by the Chairperson or Vice-Chairperson of the Board of Directors, if any, or by the Chief Executive Officer or a Vice President and (ii) by the Treasurer or an Assistant Treasurer or the Secretary or an Assistant Secretary of the Corporation. Any or all the signatures on any such certificate may be a facsimile. In case any officer, transfer agent, or registrar, who has signed or whose facsimile signature has been placed upon a certificate, shall have ceased to be such officer, transfer agent, or registrar before such certificate is issued, it may be issued by the Corporation with the same effect as if he or she were such officer, transfer agent, or registrar at the date of issue.

Whenever the Corporation shall be authorized to issue more than one class of stock or more than one series of any class of stock, the certificates representing shares of any such class or series, shall set forth thereon the statements prescribed by the Delaware General Corporation Law. Any restrictions on the transfer or registration of transfer of any shares of stock of any class or series shall be noted conspicuously on the certificate representing such shares.

The Corporation may issue a new certificate of stock in place of any certificate theretofore issued by it and alleged to have been lost, stolen, or destroyed, and the Board of Directors may require the owner of the lost, stolen, or destroyed certificate, or such owner’s legal representative, to give the Corporation a bond sufficient to indemnify the Corporation against any claim that may be made against it on account of the alleged loss, theft or destruction of any such certificate or the issuance of any such new certificate.

3. **STOCK TRANSFER.** Upon compliance with provisions restricting the transfer or registration of transfer of shares of stock, if any, transfers or registration of transfers of shares of stock of the Corporation shall be made only on the stock ledger of the Corporation by the registered holder thereof, or by his or her attorney thereunto authorized by power of attorney duly executed and filed with the Secretary of the Corporation or with a transfer agent or a

Revised 07/18/00; 06/04/07; 01/26/24

registrar, if any, and on surrender of the certificate or certificates for such shares of stock properly endorsed and payment of all taxes due thereon.

4. MEANING OF CERTAIN TERMS. As used herein in respect of the right to notice of a meeting of the stockholder or a waiver thereof or to participate or vote thereat or to consent or dissent in writing in lieu of a meeting, as the case may be, the term “share” or “shares” or “share of stock” or “shares of stock” refers to an outstanding share or shares of stock.

PROXY REPRESENTATION. The stockholder may authorize another person or persons to act for him or her by proxy in all matters in which a stockholder is entitled to participate, whether by waiving notice of any meeting, voting or participating at a meeting, or expressing consent or dissent without a meeting. Every proxy must be signed by the stockholder or by his or her attorney-in-fact. No proxy shall be voted or acted upon after three years from its date unless such proxy provides for a longer period. A duly executed proxy shall be irrevocable if it states that it is irrevocable and, if, and only as long as, it is coupled with an interest sufficient in law to support an irrevocable power. A proxy may be made irrevocable regardless of whether the interest with which it is coupled is an interest in the stock itself or an interest in the Corporation generally.

VOTING. Subject to the FCC’s Orders<sup>1/</sup> and Rules<sup>2/</sup> each share of stock shall entitle the holder thereof to one vote. Subject to the FCC’s Orders and Rules with regard to the appointment of directors, directors shall be elected by a plurality of the shares present in person or represented by proxy at the meeting and entitled to vote on the election of directors. Any other action shall be in compliance with FCC Rules and FCC Orders and shall be authorized by a majority of the votes cast except (i) where the Delaware General Corporation Law prescribes a different percentage of votes and/or a different exercise of voting power, or (ii) as may be otherwise prescribed by the provisions of the Corporation’s certificate of incorporation and these By-Laws. In the election of directors, or for any other action, voting need not be by ballot.

5. STOCKHOLDER ACTION WITHOUT MEETING. Any action required by the Delaware General Corporation Law to be taken at any annual or special meeting of the stockholder, or any action which may be taken at any annual or special meeting of the stockholder, may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action so taken, shall be signed by the holder of outstanding stock having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all shares entitled to vote thereon were present and voted and such action shall be in compliance with FCC Rules and Orders. Prompt notice of the taking of the corporate action without a meeting by less than a unanimous written consent shall be

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<sup>1/</sup> Changes to the Board of Directors of the National Exchange Carrier Association, Inc. and Federal-State Joint Board on Universal Service, Report and Order and Second Order on Reconsideration, CC Docket Nos. 97-21 and 96-45, FCC 97-253, 12 FCC Rcd 18400 (1997); Changes to the Board of Directors of the National Exchange Carrier Association, Inc. and Federal-State Joint Board on Universal Service, Third Report and Order and Fourth Order on Reconsideration and Eighth Order on Reconsideration, CC Docket Nos. 97-21 and 96-45, FCC 98-306, released on November 20, 1998 (collectively, “FCC Orders”).

<sup>2/</sup> 47 C.F.R. §§ 54.701 through 54.717 (“FCC Rules”).

given to the stockholder who has not consented in writing. Action taken pursuant to this paragraph shall be subject to the provisions of Section 228 of the Delaware General Corporation Law and in compliance with FCC Rules and Orders.

## **ARTICLE II** **DIRECTORS**

1. **FUNCTIONS AND DEFINITION.** The business and affairs of the Corporation shall be managed by or under the direction of the Board of Directors of the Corporation. Pursuant to 47 C.F.R. § 54.703(f), no member of the Board of Directors shall receive compensation for his or her service on the Board but each such member shall be entitled to receive reimbursement for expenses directly incurred as a result of his or her participation on the USAC Board. Consistent with 47 C.F.R. § 54.702(c), the Board will not make policy, interpret unclear provisions of the statute or rules, or interpret the intent of Congress, and will seek guidance from the Commission where the Act or rules are unclear. In accordance with 47 C.F.R. § 54.705, the Board shall make the necessary selection of service provider, at-large, incumbent local exchange carrier, interexchange carrier, and Tribal representatives for the Schools and Libraries Committee, the Rural Health Care Committee, and the High Cost and Low Income Committee. The use of the phrase “whole board” as used in these By-Laws refers to the total number of directors that the Corporation would have if there were no vacancies.

2. **QUALIFICATIONS AND NUMBER.** The qualifications and number of directors shall be determined in accordance with FCC Rule 47 C.F.R. § 54.701. The number of directors may be increased or decreased by the stockholder at the direction of the Commission. Upon adoption of these By-Laws, the Board of Directors shall consist of twenty persons in the following composition: (i) Three directors shall represent incumbent local exchange carriers (“ILECs”), with one director representing the Bell Operating Companies and GTE, one director representing other ILECs with annual operating revenues in excess of \$40 million, and one director representing ILECs with annual operating revenues of \$40 million or less; (ii) Two directors shall represent interexchange carriers, with one director representing interexchange carriers with more than \$3 billion in annual operating revenues and one director representing interexchange carriers with annual operating revenues of \$3 billion or less; (iii) One director shall represent commercial mobile radio service (“CMRS”) providers; (iv) One director shall represent competitive local exchange carriers (“CLECs”); (v) One director shall represent cable operators; (vi) One director shall represent information service providers; (vii) Three directors shall represent schools that are eligible to receive discounts pursuant to 47 C.F.R. § 54.501; (viii) One director shall represent libraries that are eligible to receive discounts pursuant to 47 C.F.R. § 54.501; (ix) Two directors shall represent rural health care providers that are eligible to receive supported services pursuant to 47 C.F.R. § 54.601; (x) One director shall represent low-income consumers; (xi) One director shall represent state telecommunications regulators; (xii) One director shall represent state consumer advocates; (xiii) One director shall represent Tribal communities; and (xiv) One director shall be the Corporation’s Chief Executive Officer. A director shall cease to be a director of the Corporation and shall be subject to removal by the stockholder with the prior written approval of the Chairperson of the FCC if such director (a) changes his or her affiliation (as defined in this Section 2) with the entity that made him or her eligible for membership on the Board, and (b) upon such change is not affiliated with the entity or constituency that nominated him or her.

3. TERM. Any director may resign at any time upon written notice to the Corporation. The terms of the directors who initially will serve upon adoption of these By-Laws shall be staggered with the term of six members expiring on October 1, 2000, those of another six members will expire on October 1, 2001, and those of the remaining six members will expire on October 1, 2002 (the "Initial Terms"). The USAC Board shall determine when the initial terms of particular directors will expire. The USAC Board will maintain continuity by providing that the first set of Board members whose terms will expire will be representative of industry and non-industry groups with multiple representatives on the Board. Otherwise, unless a director is removed or resigns, he or she will serve a term of three years pursuant to 47 C.F.R. § 54.703(d); provided, however, that the Chief Executive Officer shall hold office as a director so long as he or she holds the office of Chief Executive. A director whose term has expired, if otherwise qualified to serve on the Board of Directors, shall continue to serve on the Board of Directors until such time as that director's replacement is selected pursuant to 47 C.F.R. § 54.703(c).

4. NOMINATION AND ELECTION OF BOARD MEMBERS. Nomination and selection of the Board (except for the Chief Executive Officer) shall be conducted and annual elections of successors to members whose terms are expiring shall be held pursuant to 47 C.F.R. § 54.703(c). Upon selection of the new director(s) by the FCC Chairperson, the Board will elect such director(s). In accordance with 47 C.F.R. § 54.703(d), if a Board member (other than the Chief Executive Officer) vacates his or her seat prior to the completion of his or her term, the Board will notify the FCC Wireline Competition Bureau Chief of such vacancy, and a successor will be chosen to serve the remaining term of the vacating director in accordance with the nomination and selection process in 47 C.F.R. § 54.703(c). The member selected by the FCC Chairperson to fill the vacated Board seat will be elected by the Board members.

5. REAPPOINTMENT OF INCUMBENT BOARD MEMBERS. There shall be no limitation on additional terms for Board members. At the end of his or her term, an incumbent may be re-elected pursuant to the process outlined in Section 4 above and pursuant to 47 C.F.R. § 54.703(c).

6. MEETINGS.  
TIME. Meetings shall be held at such time as the Board shall fix. Special meetings of the Board may be called pursuant to these By-Laws. Special meetings of the Board of Directors shall be held at such time as fixed by Chairperson of the Board or Secretary, not more than fifteen (15) days after receipt of a request made in compliance with these By-Laws.

PLACE. Pursuant to 47 C.F.R. § 54.703(e), all meetings of the Board shall be open to the public and held in Washington, D.C.; provided, however that actions involving proprietary or confidential information may be taken at meetings held in private.

CALL. No call shall be required for regular meetings for which the time and place have been fixed. Special meetings may be called by or at the request of the Chairperson of the Board, if any, the Vice-Chairperson of the Board, if any, the Chief Executive Officer, or of three of the directors in office.

NOTICE OR ACTUAL OR CONSTRUCTIVE WAIVER. No notice shall be required for regular meetings for which the time and place have been fixed. Written, oral, or any other mode of notice of the time and place shall be given for special meetings in sufficient time

for the convenient assembly of the directors there at. When an action taken by a committee will be discussed at a special meeting, notice to committee members shall be required in sufficient time for the convenient assembly of the directors there at. Notice need not be given to any director or to any member of a committee of directors who submits a written waiver of notice signed by him before or after the time stated therein. Attendance of any such person at a meeting shall constitute a waiver of notice of such meeting, except when he or she attends a meeting for the express purpose of objecting, at the beginning of the meeting, 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 directors need be specified in any written waiver of notice.

QUORUM AND ACTION. A majority of the whole Board shall constitute a quorum except when a vacancy or vacancies prevents such majority, whereupon a majority of the directors in office shall constitute a quorum, provided, that such majority shall constitute at least one-third of the whole Board. A majority of the directors present, whether or not a quorum is present, may adjourn a meeting to another time and place. Except as herein otherwise provided, and except as otherwise provided by the Delaware General Corporation Law, the vote of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board. If the vote by the Board results in a tie, then the Chairperson of the Board shall receive an additional vote and act as the deciding vote. The quorum and voting provisions herein stated shall not be construed as conflicting with any provisions of the General Corporation Law and these By-Laws that govern a meeting of directors held to fill vacancies and newly created directorships in the Board or action of disinterested directors.

Any member or members of the Board of Directors or of any committee designated by the Board, may participate in a meeting of the Board, or any such committee, as the case may be, by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other.

CHAIRPERSON OF THE MEETING. The Chairperson of the Board, if any and if present and acting, shall preside at all meetings. Otherwise, the Vice-Chairperson of the Board, if any and if present and acting, or the Chief Executive Officer, if present and acting, or any other director chosen by the Board, shall preside.

MINUTES OF THE MEETING. All actions taken at Board meetings, including open sessions to the public, conference call meetings and closed executive sessions where proprietary matters are discussed and reviewed, shall be recorded by the Secretary of the Corporation in written minutes. These written minutes shall be made available to the public within three weeks after the meeting has been conducted and no later than one week prior to the next Board meeting. Actions that involve proprietary information shall be summarized in sufficient detail to inform the public of the action taken but without infringing on any privacy rights.

7. REMOVAL OF DIRECTORS. As provided by the Delaware General Corporation Law, any director or the entire Board of Directors may be removed, with or without cause. Removal may only occur upon the affirmative vote of the stockholder or the majority of Board members that are not facing removal, and upon the prior written approval of the FCC Chairperson. Upon the removal of one or more directors, the FCC Wireline Competition Bureau Chief will initiate a nomination and selection process in accordance with 47 C.F.R. § 54.703(c) to replace the director(s) removed. Upon selection of the new director(s) by the FCC

Chairperson, the Board will elect such director(s), who shall serve the remaining term of the removed director(s).

8. COMMITTEES.  
HIGH COST AND LOW INCOME COMMITTEE.

AUTHORITY. By order of the Federal Communications Commission and 47 C.F.R. § 54.705(c), the Board shall appoint a High Cost and Low Income Committee, which shall have the power and authority to act on behalf of the Corporation [unless: (i) the Committee's action is with respect to Board approval of a budget or such action is presented by the Chief Executive Officer to the Board for review, and (ii) the Board disapproves such action by a two-thirds vote of a quorum of the Board] on issues relating to programmatic aspects of the high cost, low-income, and interstate access support mechanisms, and on issues relating to any other duties assigned to the Committee by the Federal Communications Commission. These powers include the authority to make decisions concerning: (i) how the Administrator projects demand for the high cost, low-income, and interstate access support mechanisms; (ii) development of applications and associated instructions as needed for the high cost, low-income, and interstate access support mechanisms; (iii) administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations; (iv) performance of audits of beneficiaries under the high cost, low-income, and interstate access support mechanisms; (v) review of staff decisions pursuant to 47 C.F.R. § 54.719(a); and (vi) development and implementation of other functions unique to the high cost, low-income, and interstate access support mechanisms; as well as the setting of high cost, low-income, and interstate access support that USAC will disburse to eligible telecommunications carriers. These powers also include the authority to make decisions concerning items (i) through (vi) above relating to any other duties assigned to the Committee by the Federal Communications Commission. The budgets prepared by the High Cost & Low Income Committee shall be subject to Board review as part of the Administrator's combined budget. The Board shall not modify the budget prepared by the Committee unless such modification is approved by a two-thirds vote of a quorum of the Board. The High Cost and Low Income Committee does not have the power to act on behalf of the Corporation on issues related to USAC's billing, collection and disbursement functions. The Board shall not have the power to remove the Committee or to materially modify the power and authority of the Committee, without FCC approval.

COMPOSITION AND VOTING. Pursuant to 47 C.F.R. § 54.705(c)(2), the Committee will consist of nine (9) USAC Board members, including two ILEC representatives (one shall represent rural telephone companies, as that term is defined in 47 U.S.C. § 153(37) and one shall represent non-rural telephone companies), one interexchange carrier representative, one wireless representative, one CLEC representative, one low income representative, one state consumer advocate representative, one state telecommunications regulator representative and USAC's Chief Executive Officer.

MEETINGS. The High Cost and Low Income Committee meetings shall be open to the public and shall be held in Washington, D.C.

RURAL HEALTH CARE COMMITTEE.

AUTHORITY. By order of the Federal Communications Commission and 47 C.F.R. § 54.705(b), the Board shall appoint a Rural Health Care Committee, which shall have

the power and authority to act on behalf of the Corporation (unless: (i) the Committee's action is with respect to Board approval of a budget or the action is presented by the Chief Executive Officer to the Board for review, and (ii) the Board disapproves such action by a two-thirds vote of a quorum of the Board) on issues relating to programmatic aspects of the rural health care support mechanisms. These powers include the authority to make decisions concerning: (i) how the Administrator projects demand for the rural health care support mechanism; (ii) development of applications and associated instructions as needed for the rural health care support mechanism; (iii) administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations; (iv) calculation of support levels under § 54.609; (v) performance of outreach and education functions; (vi) review of bills for services that are submitted by rural health care providers; (vii) monitoring demand for the purpose of determining when the \$400 million cap has been reached; (viii) performance of audits of beneficiaries under the rural health care support mechanism; (ix) review of staff decisions pursuant to 47 C.F.R. 6 54.719(a); and (x) development and implementation of other functions unique to the rural health care support mechanism. The budgets prepared by the Rural Health Care Committee shall be subject to Board review as part of the Administrator's combined budget. The Board shall not modify the budget prepared by the Committee unless such modification is approved by a two-thirds vote of a quorum of the Board. The Rural Health Care Committee does not have the power to act on behalf of the Corporation in matters related to USAC's billing, collection and disbursement functions. The Board shall not have the power to remove the Committee or to materially modify the Committee's power and authority, without FCC approval.

COMPOSITION AND VOTING. Pursuant to 47 C.F.R. § 54.705, the Committee will consist of eight (8) USAC Board members, including two rural health care provider representatives, one service provider representative, two at-large representatives elected by the Board, one state telecommunications regulator, one state consumer advocate, and USAC's Chief Executive Officer.

MEETINGS. The Rural Health Care Committee meetings shall be open to the public and shall be held in Washington, D.C.

#### SCHOOLS AND LIBRARIES COMMITTEE.

AUTHORITY. By order of the Federal Communications Commission and 47 C.F.R. § 54.705(a), the Board shall appoint a Schools and Libraries Committee, which shall have the power and authority to act on behalf of the Corporation (unless: (i) the Committee's action is with respect to approval of a budget or the action is presented by the Chief Executive Officer to the Board for review, and (ii) the Board disapproves such action by a two-thirds vote of a quorum of the Board) on issues relating to programmatic aspects of the schools and libraries support mechanisms. These powers include the authority to make decisions concerning: (i) how the Administrator projects demand for the schools and libraries support mechanism; (ii) development of applications and associated instructions as needed for the schools and libraries support mechanism; (iii) administration of the application process, including activities to ensure compliance with Federal Communications Commission rules and regulations; (iv) performance of outreach and education functions; (v) review of bills for services that are submitted by schools and libraries; (vi) monitoring demand for the purpose of determining when the \$2 billion trigger has been reached; (vii) implementation of the rules of priority in accordance with 6 54.507(g) of this chapter; (viii) review and certification of technology plans when a state agency has indicated

that it will not be able to review such plans within a reasonable time; (ix) the classification of schools and libraries as urban or rural and the use of the discount matrix established in 8 54.505(c) of this chapter to set the discount rate to be applied to services purchased by eligible schools and libraries; (x) performance of audits of beneficiaries under the schools and libraries support mechanism; (xi) review of staff decisions pursuant to 47 C.F.R. 8 54.719(a); and (xii) development and implementation of other functions unique to the schools and libraries support mechanism. The budgets prepared by Schools and Libraries Committee shall be subject to Board review as part of the Administrator's combined budget. The Board shall not modify the budget prepared by the Committees unless such modification is approved by a two-thirds vote of a quorum of the Board. The Schools and Libraries Committee does not have the power or authority to act on behalf of the Corporation in matters related to USAC's billing, collection, and disbursement functions. The Board shall not have the power or authority to remove the Committee or to materially modify the Committee's power and authority, without FCC approval.

COMPOSITION AND VOTING. Pursuant to 47 C.F.R. § 54.705(a)(2), the Committee will consist of eight (8) members of USAC's Board of Directors, including three school representatives, one library representative, one service provider representative, one at-large representative elected by the Board, one Tribal community representative, and USAC's Chief Executive Officer.

MEETINGS. The Schools and Libraries Committee meetings shall be open to the public and shall be held in Washington, D.C.

GENERAL.

OTHER COMMITTEES. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the directors of the Corporation. Each such committee and member thereof shall serve at the pleasure of the Board. The Board may designate one or more directors as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. In the absence or disqualification of any member of any such committee or committees, the member or members thereof present at any meeting and not disqualified from voting, whether or not he or they constitute a quorum, may unanimously appoint another member of the Board of Directors to act at the meeting in the place of any such absent or disqualified member. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise the powers and authority of the Board of Directors in the management of the business and affairs of the Corporation with the exception of any authority the delegation of which is prohibited by Section 141 of the Delaware General Corporation Law, and may authorize the seal of the Corporation to be affixed to all papers which may require it.

SUBCOMMITTEES. Each committee, through a resolution, may establish subcommittees and determine the composition thereof. A subcommittee shall have, only, such of the committee's authority as is delegated to it by the committee.

REPORTS. All committees and subcommittees shall keep books of separate minutes. All committees shall report all their actions at every regular meeting of the Board of Directors, or as often as may be directed by the Board. All subcommittees shall report all their actions to the committee which appointed them, at every regular meeting of that committee, or as often as may be directed by that committee.

9. WRITTEN ACTION. Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committee. These minutes shall be made available to the public in accordance with Article II, Section 6 of these By-Laws.

### **ARTICLE III** **OFFICERS**

The officers of the Corporation shall consist of a Chief Executive Officer (who upon selection shall become a director), a Secretary, a Treasurer, and, if deemed necessary, expedient, or desirable by the Board of Directors, a Chairperson of the Board, a Vice-Chairperson of the Board, an Executive Vice-President, one or more other Vice-Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers with such titles as the resolution of the Board of Directors choosing them shall designate. Except as may otherwise be provided in the resolution of the Board of Directors choosing him or her, no officer other than the Chairperson or Vice-Chairperson of the Board, if any, need be a director at the time the Board of Directors chooses him or her as an officer. Any number of offices may be held by the same person, as the directors may determine.

Unless otherwise provided in the resolution choosing him or her, each officer shall be chosen for a one calendar year term and until his or her successor shall have been chosen and qualified. Elections of officers shall be the first order of business in the first Board of Directors meeting at the beginning of the calendar year.

All officers of the Corporation shall have such authority and perform such duties in the management and operation of the Corporation as shall be prescribed in the resolutions of the Board of Directors designating and choosing such officers and prescribing their authority and duties, and shall have such additional authority and duties as are incident to their office except to the extent that such resolutions may be inconsistent therewith. The Secretary or an Assistant Secretary of the Corporation shall record all of the proceedings of all meetings and actions in writing of the stockholder, directors, and committees of directors, and shall exercise such additional authority and perform such additional duties as the Board shall assign to him or her. Any officer may be removed, with or without cause, by the Board of Directors. Any vacancy in any office may be filled by the Board of Directors.

### **ARTICLE IV** **CORPORATE SEAL**

The corporate seal shall be in such form as the Board of Directors shall prescribe.

### **ARTICLE V** **FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first day of January in each year and end on the last day of December in each year.

**ARTICLE VI**  
**CONTROL OVER BY-LAWS**

Subject to the provisions of the certificate of incorporation, the provisions of the Delaware General Corporation Law and FCC Rules and Orders, the power to amend, alter or repeal these By-Laws and to adopt new By-Laws may be exercised by the stockholder or the Board of Directors.

**ARTICLE VII**  
**GENERAL PROVISIONS**

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 and shall be in compliance with the FCC Orders and Rules.

2. **INDEMNIFICATION.** In accordance with Section 145 of the General Corporation Law of Delaware, the Corporation shall indemnify any director, officer, employee or agent who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation and except that no indemnification shall be made for any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the Court of Chancery or the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Chancery or such other court shall deem proper.

To the extent that a director, officer, employee or agent has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in the two paragraphs above (Section 145(a) and (b) of the General Corporation Law of Delaware), or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Any indemnification under subsections (a) and (b) of Section 145 of the General Corporation Law of Delaware (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in such subsections. Such determination shall be made (i) by a majority vote of the directors who are not parties to such action, suit or proceeding, even though less than a quorum, or (ii) if there are no such directors or if such directors so direct, by independent legal counsel in a written opinion, or (iii) by the stockholder.

Expenses (including attorneys' fees) incurred by a director, officer, employee or agent in defending any civil, criminal, administrative or investigative action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such director, officer, employee or agent to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the Corporation as authorized by the General Corporation Law of Delaware. The indemnification and advancement of expenses provided by, or granted pursuant to, the General Corporation Law of Delaware shall not be deemed exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled under any By-Law, agreement, vote of stockholder (in compliance with FCC Rules and Orders) or disinterested directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office. The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under Section 145 of the General Corporation Law of Delaware.

The foregoing right of indemnification shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled under any By-Law, agreement, vote of the Stockholder or disinterested directors or otherwise, and shall inure to the benefit of the heirs, executors and administrators of such person.

3. INSURANCE. The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, to the full extent allowable under Section 145(g) of the Delaware General Corporation Law.

4. ADDITIONAL FCC REQUIREMENTS. The Corporation is subject to certain FCC audit, budget, record keeping, information sharing and nondisclosure requirements which are specifically described in the FCC Order and Rules.

5. MEMORANDUM OF UNDERSTANDING BETWEEN THE FEDERAL COMMUNICATIONS COMMISSION AND THE CORPORATION. The Federal Communications Commission (FCC) and the Corporation may from time to time have in effect a Memorandum of Understanding (MOU) governing the Corporation's administration of the Universal Service Fund and the universal service support mechanisms and the FCC's oversight thereof. During the period of time such MOU is in effect, the Corporation acknowledges the legal, binding effect of the MOU, and the terms of the MOU shall be made a part of the Corporation's policies, procedures and code of conduct, as appropriate.

#### ARTICLE VIII DISSOLUTION

Subject to compliance with the FCC Order and Rules and approval by the FCC Chairperson, if it should be deemed advisable in the judgment of the Board of Directors of the Corporation that the Corporation should be dissolved, the Board by a majority of the whole Board, at any meeting called for that purpose, shall adopt a resolution to dissolve the Corporation, shall cause notice of the adoption of said resolution and notice of a meeting of the stockholder to take action upon said resolution, to be mailed to the stockholder entitled to vote thereon pursuant to the provisions of the Delaware General Corporation Law.

Upon approval of said dissolution by the stockholder entitled to vote thereon, a certificate of dissolution shall be filed with the Secretary of State pursuant to and in accordance with the provisions of the Delaware General Corporation Law, and shall become effective in accordance with such law. Upon such certificate becoming effective in accordance with the Delaware General Corporation Law, the Corporation shall be dissolved.