Constitution and Bylaws

Of

Glenvar Youth Boosters (GYB)

Revised May 2023 Approved August 2023

Article I – Name and Location

Section 1: The name of this club shall be Glenvar Youth Boosters, Incorporated, hereinafter referred to as GYB.

Section 2: Its locations shall be in the Glenvar area of Roanoke County, VA.

Article II – Purpose and Objectives

Section 1: Said corporation is organized and operated exclusively as a non-profit booster club as defined in Section 501(c)(3) of the Internal Revenue Code for the purposes of encouraging and promoting youth athletic activities in the Glenvar area. Any money received or distributions made are solely for the purpose of supporting these activities. Specifically, the purposes of this organization shall be:

- 1. Provide youth recreational sports programs for the Glenvar School district of Roanoke County.
- 2. To promote sportsmanship, integrity, and healthful living habits in the community.
- 3. To promote or sponsor special projects or events throughout the community that promote sportsmanship and raise athletic awareness.

Article III – Members

Section 1: Classes of Members

GYB will recognize three classes of members – Honorary, Active, and Inactive. The definition of each of these classifications is as follows:

- 1. **Honorary**: Any individual can be designated as an honorary member by two-thirds vote of the Executive Board. All past officers of GYB will automatically be considered for honorary membership status and a two-thirds majority vote will confirm that as an honorary member. If an individual has served as any elected officer for more than two years in GYB the individual will automatically be given honorary member status. The Executive Board must maintain a document listing all honorary members.
- 2. **Active**: Any individual who is a current resident of the Glenvar Youth Boosters area of operation (as designated by Roanoke County Administration) and has a child who participates in any of the GYB calendar-year sports; or any individual who has actively participated in the current calendar year as a volunteer, coach, or

- officer, regardless of their residency; or any individual who may not be a resident of the Glenvar area of operation, but maintains the active participation of a child within the GYB program as allowed for by the Roanoke County relocation exemption.
- 3. **Inactive**: Any individual member who previously had a registered participating child or was a previous volunteer in some capacity but who, in the current calendar year, does not meet the criteria as set forth in the definitions of Active and/or Honorary member.

Members who are currently classified as Active or Honorary will be afforded all rights of membership as set forth by Robert's Rules of Order. Inactive members will not be afforded full membership and have the following restrictions place on their membership: Inactive members will not be permitted to vote in annual elections and will not be permitted to run for elected office. Inactive members will be permitted to address the Board or be acknowledged at open meetings only if a request has been submitted thirty (30) days in advance to the Executive Board and the Board approves the request by majority vote.

Section 2: Eligibility of Membership

Any resident of the Glenvar Youth Boosters area of operations (as determined by Roanoke County Administration) is eligible for membership consideration and classification.

Any individual who may or may not be a current resident of the GYB area of operation but has participated as a volunteer, coach, or office holder during the calendar year will be given automatic membership eligibility as well as being classified as an active member for that calendar year.

Section 3: Dues and Fees

No other membership dues may be charged over and above those collected as a registration fee for participation in an individual sport.

Section 4: Membership Requirements

No other membership requirements will be specified other than those addressed in Section 1 of this Article.

Section 5: Disciplinary Procedures

Member Disciplinary Procedures are to be handled by the Executive Board and the execution of this responsibility by any applicable Roanoke County Rules and the Parliamentary Authority of Robert's Rules of Order. Any specific protocols that are established by any panel of Executive Board Members are to be placed in the Standing Rules of Operation document of GYB.

Section 6: Resignation

The resignation of any officer is to be handled by the Executive Board and the execution of this responsibility by any applicable Roanoke County Rules and the Parliamentary Authority of Robert's Rules of Order. Any specific protocols that are established by any panel of Executive Board Members are to be placed in the Standing Rules of Operation document of GYB.

Article IV – Officers

Section 1: Nominations and Elections

The Nominations and Elections Committee will administer all nominations and elections processes. The 1st Vice-President will serve as the Chair of the Nominations and Elections Committee, unless another officer has been voted or appointed to such position. All Members at Large will participate on the Nominations and Elections Committee.

Elections will be held either during the scheduled March Regular Meeting or prior to April 1st. Precise timing, methods of voting (including online processes), and other election details will be determined by the Nominations and Elections Committee and approved by the Executive Board, prior to the March Regular Meeting.

All nominations for candidates for office must be submitted and approved by the Executive Board by the February monthly meeting.

The Executive Board will be granted the authority to appoint any unfulfilled vacancies following an election. Any positions ending in a tie will have to be re-voted on by ballot until a clear winner is established.

Section 2: Eligibility

To be eligible to serve in the office of President, whether elected or as an appointment by the Executive Board, candidates must have previously served for at least one year as an elected office holder.

To serve as a Treasurer, the candidate must be eligible to be bonded and must be bonded immediately following an election and before commencing duties as an elected Treasurer. If it is determined that the elected individual does not meet these requirements following an election, then the Executive Board will have the authority to remove the individual and to fill the vacancy.

Section 3: Term of Office

The term of office for office holders will be for one year. The terms for all officer positions, except the Softball and Baseball Coordinator, will run from a start date of April 1st of the election year to an end date of March 31st of the year following the election year. Due to the start and end dates of baseball and softball being in close proximity to the election dates established for GYB, an exception is necessary for coordinators of

these sports. The start date for the offices of Baseball and Softball Coordinator will be October 1 of the election year through September 30 of the following year.

Section 4: Officer Duties

A. President:

The President shall be the chief executive officer of GYB and a member of the Executive Board. The President shall preside at all meetings of the organization. The President shall have general and active management of the functions of GYB and shall oversee that all operations and resolutions of the Executive Board and members are carried into effect.

The President shall appoint chairpersons of all Standing Committees with the approval of the Executive Board and shall be a member ex-officio of all committees. The President shall have necessary keys and/or access codes for the proper operation of the position and will have the authority to sign checks as necessary. The Immediate Past President shall be a member of the Executive Board for a period of no greater than one (1) year. Primary responsibilities of the President will be:

Functional Responsibilities:

- Conduct GYB meetings and Executive Board meetings according to the Parliamentary Authority of Roberts Rules of Order.
- 2. Serve as GYB representative to Roanoke County at President's Council Meetings and other official meetings that the County may call.
- 3. Oversight of the Matching Funds Committee (Guidelines for administrating the Matching Funds Program are address in GYB Standing Rules Document).
- 4. Bear fiscal responsibility, in conjunction with the GYB Treasurer, for the expenditure of GYB funds and maintaining appropriate accountability for all expenditures.
- 5. Perform such other functions and duties as may be appropriate to the office of President.

Committee Participation:

- 1. Ex-Officio on all committees.
- 2. Active participant on the Matching Funds Committee, however, the President may not be self-appointed as the chair of this committee.

B. Vice-President:

The Vice-President shall be a member of the Executive Board. In the absence of the President, the Vice-President shall assume the duties and function of the President. The Vice-President shall perform such other duties as are assigned by the

President or the Executive Board. The Vice-President shall have a copy of all keys and/or access codes to the organization. Other responsibilities for this officer will be:

Functional Responsibilities:

- 1. Familiarity with Roberts Rules of Order and be able to conduct meetings according to this parliamentary authority in the absence of the President.
- 2. Coordination of Special Events with other GYB Officers.

Committee Participation:

- 1. Fundraising Committee
- 2. Special Events Committee

C. 1st Vice-President:

The 1st Vice-President shall be a member of the Executive Board. The 1st Vice-President shall, in the absence of the President and Vice-President, assume the duties and function of the President. The 1st Vice-President shall have copies of all keys and/or access codes to the organization and shall work in cooperation with every sports coordinator to perform oversight duties of the sports program. Other responsibilities for this officer will be:

Functional Responsibilities:

- 1. Oversee the GYB scheduling processes and serve as a liaison between the scheduling coordinator and the sports coordinators, coaches, and official who rely on the scheduling of sports programming.
- 2. Work in cooperation with county officials, GYB Sports Coordinators, and GYB Scheduling Coordinator to assure that all practices and games are scheduled for all sports.
- 3. Serve as the GYB Scheduling Coordinator whenever the position is vacant.
- 4. Supervise the disbursement of equipment and collection of equipment at the beginning and end of each season with the assistance of the coordinator and coaches.
- Maintain and keep proper records of an inventory control system of equipment.
- 6. Maintain an inventory of frequently replaced items.
- 7. Responsible for keeping all equipment repaired and replaced as necessary.
- 8. Ensure no uniforms or equipment are sold under any circumstances without expressed permission from the Executive Board.
- 9. Make emergency purchases with prior approval from the Executive Board.
- 10. Submission of sports budgets following consultation with coordinators.

Committee Participation:

- 1. Budget Committee
- 2. Nominations and Elections Committee

D. 2nd Vice-President:

The 2nd Vice-President shall be a member of the Executive Board. The 2nd Vice-President shall serve as the Concessions Coordinator and shall, in the absence of the President, Vice-President, and 1st Vice-President, assume the duties and function of the President. The 2nd Vice-President shall have copies of all keys and/or access codes to the organization. Other responsibilities for this officer will be:

Functional Responsibilities:

- 1. Familiarity with the standing rules and by-laws that govern special events and/or concessions operations and see that they are complied with.
- 2. Responsible for accounting and transmittal of funds to the Treasurer.
- 3. Concessions:
 - Responsible for all monetary transactions (i.e. deposits, deposit bags, deposit slips) that are to be submitted to the Secretary/Treasurer, and replenishment of concession inventory.
 - Responsible for the budget and inventory purchases for all concession operations, including special events.
 - Responsible for communicating and coordinating volunteer needs with GYB Executive Board.
 - Responsible for submission to the Executive Board for approval of any candidate for hire that is deemed necessary to meet the operational needs which are not being met by volunteers.

Committee Participation:

- 1. Budget Committee
- 2. Special Events Committee

E. Secretary:

The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the meetings of the organization and shall preserve all records of the organization. The Secretary shall assist the President with correspondence. Other responsibilities for this officer will be:

Functional Responsibilities:

1. Send reminder(s) to the Executive Board for Agenda Items.

- 2. Provide a sign-in sheet for the Executive Board and Regular Meetings.
- 3. Create and provide agendas for the Executive Board and Regular Meetings.
- 4. Take notes at Executive Board and Regular Meetings.
- 5. Update database(s) with information as needed.
- 6. Prepare paperwork for annual insurance for all GYB sports.
- 7. Communicate with all coordinators and Board members.
- 8. Participate in different committees as needed.
- 9. Maintain GYB Standing Rules.
- 10. Send mass emails to members, as needed.
- 11. Track attendance of Executive Board members on a monthly basis.

Committee Participation:

- 1. Budget Committee
- 2. Standing Rules Committee

F. Treasurer:

The Treasurer shall be a member of the Executive Board and shall be responsible for the financial affairs of GYB. The Treasurer shall collect all funds of the organization and be the custodian thereof and shall disburse the funds of the organization, under the directions of the members, in accordance with the organization's financial policies. The Treasurer shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall keep a regular account thereof, which shall be subject to examination by the Executive Board, and shall submit a statement thereof at each Regular Meeting of the organization. The fiscal year of the organization shall run from October 1st through September 30th of the succeeding year. Other responsibilities for this officer will be:

Functional Responsibilities:

- 1. Keep accurate records of receipts and disbursements, and maintain such bank accounts.
- 2. Report to the Executive Board at each meeting on all receipts and expenditures.
- 3. Keep year-to-date figures for each category compared to the annual budget.
- 4. Bear fiscal responsibility, in conjunction with the President, for the expenditure of GYB funds and maintaining appropriate accountability for all expenditures.
- 5. Check the GYB PO Box at least twice weekly.
- 6. Make deposits on a timely basis.
- 7. Pay invoices are reimbursements as needed and in a timely manner.
- 8. Reconcile bank statements as needed.

- 9. Send collection letters as needed to collect payment.
- 10. Maintain and provide financial reports as requested.
- 11. Complete transfer of funds to Capital Improvement funds after registration period has ended.
- 12. Provide information and documentation as needed to accountant for tax purposes.
- 13. Prepare items for annual audit.
- 14. Submission for approval by the Executive Board of a third-party auditor who will perform an annual audit of GYB accounting books.
- 15. Work closely with 2nd Vice-President to maintain a daily activity log of transactions regarding the concession stand.
- 16. Assure that a physical inventory is completed of the concession stand on a regular basis while in operation.

Committee Participation:

1. Budget Committee

G. Public Relations Officer:

The Public Relations Officer shall be a member of the Executive Board and shall be shall be responsible for devising, planning and executing a program to increase public awareness of GYB. The Public Relations Officer shall be responsible for the maintenance of all public facing internet and social media accounts. Other responsibilities for this officer will be:

Functional Responsibilities:

- 1. Maintain the website and social media accounts.
- 2. Create pages and/or postings as necessary to convey information to GYB members.
- 3. Train Executive Board members, as necessary, in the operation and function of website and social media accounts.

Committee Participation:

- 1. Publicity Committee
- 2. Special Events Committee

H. Members at Large:

A Member at Large shall be a member of the Executive Board. The responsibilities of a Member at Large shall include :

Functional Responsibilities:

- 1. General oversight of all standing rules for the organization, including adherence to the Standing Rules by the officers and general membership.
- 2. Participation and oversight of the Nominations and Elections of GYB.

Committee Participation:

- 1. Nominations and Elections Committee
- 2. Fundraising Committee
- 3. Publicity Committee
- 4. Standing Rules Committee

I. Sports Coordinators:

Sports coordinators (Basketball, Football, Soccer, Cheerleading, Baseball, Softball, Volleyball, Wrestling, etc.) are not members of the Executive Board. These coordinators should be prepared to attend Regular Meetings as able and applicable. Responsibilities include:

Functional Responsibilities:

- 1. Submission of all coaches for each age level in the sport for final approval by the Executive Board.
- 2. Request equipment needed to the 1st Vice-President.
- 3. Explain responsibilities to coaches along with the GYB Standing Rules that may apply to them.
- 4. Furnish the season schedules to the coaches of their sport(s).
- 5. Furnish team rosters to the 1st Vice-President.
- 6. Makes notes of Roanoke County meetings and report them to the 1st Vice-President.
- 7. Act as a liaison between the sport and Roanoke County Parks and Recreation.
- 8. Report any problems that may arise, including rules disputes or existing rules enforcement, to the 1st Vice-President who shall bring the report to the Executive Board.
- 9. Submit any planned purchases to the 1st Vice-President for approval by the Executive Board, prior to purchase.

Section 5: Removal from Office

Executive Board:

Removal from office will require a thirty-day (30) notice and the person being removed must be given the opportunity to contest the removal before the Executive Board. Specific procedures for removal from office will be conducted according to the protocols set forth in Robert's Rules of Order and GYB Standing Rules.

A two-thirds affirmative vote will be necessary to remove an individual from office.

Coordinators & Coaches:

A Coordinator or Coach can be removed immediately by two thirds vote of the Executive Board.

Section 6: Vacancies

The Executive Board will have the authority to fill any vacancies of office.

A majority vote of the entire Executive Board will be necessary to fill any vacancy. It will be the responsibility of the Executive Board to fill vacancies quickly and the appointed person will serve for the unexplored term of the position.

Section 7: Background Check

All Board members and Coordinators must pass a Roanoke County background check. GYB will assume the cost for the first background check. If a person does not pass the background check, that person would be unable to assume their position on the Board or as a Coordinator. Board members and Coordinators will be given seven days to complete the background check process.

Article V – Meetings

Section 1: Meeting Classifications

- **A. Annual Meeting**: An annual meeting will be called for the purpose of:
 - 1. Holding elections or announcing the candidates and methods for voting in the election.
 - 2. Providing members with a summary of financial transactions and current position.
 - 3. Providing the members with a summary, by committee chairs, of each committee's activities.
 - 4. Providing members with a summary of Projects and Plans for carry over to the following year.
 - 5. Presentation of Bylaws and the GYB and the Standing Rules of Operation documents.

- **B.** Executive Sessions: Executive meetings are to be held for the purpose of conducting business that is specifically mentioned or implied as being under the authority and purview of the Executive Board.
- **C. Special Committee Meetings**: Special Meetings, as well as committee meetings may be called for a specific purpose or issue. The purpose of the special meeting is limited to the discussion of only those items directly related to the special issue.
- **D. Regular Meetings**: Regular Meetings are for the purpose of conducting all business that pertains to the normal operations of GYB. Any agenda item that is deemed more appropriate for an Executive Session should not be discussed during Regular Meetings.
- **E. Electronic Meetings**: The Executive Board and/or Committee Members are specifically granted the permission and authority to hold electronic meetings for the purpose of handling routine and/or normal business. Electronic meetings will be subject to the same guidelines as the other types of meetings.

Section 2: Meeting Days

Regular Meetings will be held the second Wednesday of each month. The annual meeting will be held the second Wednesday of March.

Section 3: Quorum

A quorum will be declared when a majority of members are present for all Executive, Committee, or Special Meetings. At the Regular Meetings, a quorum will be declared with the presence of a majority of the Executive Board members.

If a quorum cannot be established, either the meeting can be recessed to provide additional time for members to arrive to achieve a quorum or the meeting must be adjourned and rescheduled. No official business can be conducted without a quorum being declared.

Section 4: Cancelation of scheduled Regular Meetings

Cancelation of scheduled Regular Meetings must be accomplished within a twenty-four-hour (24) notification.

Article VI – Executive Board

Section 1: Composition

The Executive Board shall consist of the officers of the organization and four Members at Large. Each member of the Executive Board shall have equal voting rights with the

exception of the President who will only be permitted to vote when a tie-break vote is necessary. A majority of the Executive Board shall constitute a quorum.

The active officers shall be President, Immediate Past President, Vice-President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Public Relations Officer, and Members at Large. Members at Large will consist of four members from the Glenvar area.

The Executive Board has the responsibility of making observations concerning both the operational and financial structure of GYB and to make suggestions of change or improvements. The Executive Board members shall become familiar will all bylaws and standing rules and help ensure that they are implemented. All minutes of the Executive Board meetings are to be reviewed by each Board member prior to the start of the following meeting.

Section 2: Meetings

The President or the majority of the Executive Board may call Special Meetings. An Executive Session (Executive Board meeting) will be held each month at the conclusion of the Regular Meeting.

Section 3: Vacancies and Removal from Office

A majority vote of the entire Executive Board will be necessary to fill any vacancy. It will be the responsibility of the Executive Board to fill vacancies quickly and the appointed person will serve for the unexplored term of the position.

A two-thirds affirmative vote will be necessary to remove an individual from office. Removal from office will require thirty (30) days' notice and the person being removed must be given the opportunity to contest the removal before the Executive Board. Specific procedures for removal from office will be conducted according to the protocols set forth in Robert's Rules of Order and GYB Standing Rules.

Section 4: Duties

The duties of the Executive Board shall be:

- 1. To transact necessary business in the intervals between meetings and any business referred to it by the organization.
- 2. To approve routing bills.
- 3. To approve all coaches submitted by the coordinators.
- 4. To acknowledge applicants for membership.
- 5. To rule on any and all disciplinary actions necessary that result from the behavior of any officer, coach, player or parent of the organization any judgements shall be governed by the Parliamentary authority of Robert's Rules of Order, and subject to any rules of Roanoke County Parks and Recreation and/or other governing authority under which GYB participates.

6. To vote on any changes to either the bylaws and/or standing rules of the organization.

Section 5: Other Authority

The Board has the authority to contract for services and pay individuals to perform services that volunteers within the organization either cannot or will not provide.

Article VII – Committees

Section 1: Fundraising Committee

- A. Primary Responsibilities
 - 1. Assure that every sport is involved in generating additional funds over and above that which is collected through registration.
 - 2. Identify opportunities for fundraising and to submit these ideas for approval by the Executive Board.
 - 3. Seek direction from the Budget Committee and the Project and Planning Committee in order to set goals for additional fund collection.
- B. Chair Assignment: Executive Board Members at Large
- C. Committee Reports To: Executive Board
 - 1. Submits funds to the Treasurer.
- D. Deadlines and Timelines: The only deadlines to be placed on this committee will be that any fundraising proposal for any sport must be submitted for approval by the Executive Board thirty (30) days prior to the start of that season.

Section 2: Matching Funds Committee

- A. Primary Responsibilities
 - 1. Work with Planning and Projects Committee to determine annual matching fund candidate projects.
 - Communicate with Roanoke County officials and to submit timely and proper documentation for application of matching funds from Roanoke County.
 - 3. Communicate results to the Executive Board.
 - 4. Plan, organize, and implement the plan.
 - 5. Follow each project through to completion for every approved and matched application.
- B. Chair Assignment: GYB President
- C. Committee Reports To: Planning and Projects Chair and Executive Board
- D. Deadlines and Timelines: The only deadlines to be placed on this committee are those established by Roanoke County.

Section 3: Planning and Projects Committee

- A. Primary Responsibilities
 - 1. Identify, and submit for approval to the Executive Board annually, projects and plans for one-year, three-year, and five-year.
 - 2. Consult with Roanoke County and get specific approval for any and all projects and plans.
- B. Chair Assignment: GYB President
- C. Committee Reports To: Executive Board
- D. Deadlines and Timelines: Committee must be formed by June 1st of each election year. The one-year project plan must be submitted by September of each election year along with a timeline for project completion by September of the following year. Three-year and five-year plans must be submitted by the Regular Meetings in November of each election year.

Section 4: Special Events Committee

- A. Primary Responsibilities
 - 1. Communicate with Roanoke County and determine a schedule of events scheduled for Green Hill Park for the calendar year.
 - 2. Communicate with officials of any organization scheduling an event at Green Hill Park and identify what opportunities exist for GYB involvement and benefit.
 - 3. Send a representative to necessary meetings of any planned event.
 - 4. Report and coordinate any and all GYB volunteer involvement for scheduled special events.
- B. Chair Assignment: Vice-President
- C. Committee Reports To: Executive Board
 - 1. All funds collected at special events are to be submitted to the Treasurer.
- D. Deadlines and Timelines: This committee must be formed by May 1st of each election year. No other deadlines or timelines will be imposed on this committee other than those imposed by organizations conducting an event.

Section 5: Budget Committee

- A. Primary Responsibilities
 - 1. Collect historical financial data from the Treasurer for the purpose of more accurately projecting future outlays for all budget line items.
 - 2. Ascertain inventory needs from the 1st Vice-President and Coordinators of all sports for the purpose of projecting future capital outlays.
 - 3. Consult with the Project and Planning Committee to determine estimated costs for planned projects.

- 4. Consult with the Matching Funds Committee to determine what immediate and current year outlays for capital improvements need to be added to the budget.
- 5. Submit a budget to the Executive Board for final approval.
- B. Chair Assignment: 1st Vice-President
- C. Committee Reports To: Executive Board
- D. Deadlines and Timelines: Committee must be formed by May 1st of each election year. The committee must submit the budget to the Executive Board for approval by the regularly scheduled September meeting. The budgetary year will run from October 1st to September 30th of the following year.

Section 6: Nominations and Elections Committee

A. Primary Responsibilities

The purpose of this committee will be to conduct any and all elections for GYB, including special events. Specific procedures adopted for handling the nominations and elections of GYB will be added to the Standing Rules of Operation for GYB.

- B. Chair Assignment: 1st Vice-President
- C. Committee Reports To: Executive Board
- D. Deadlines and Timelines: All nominations must be submitted for approval prior to the February Regular Meeting. Following this meeting and prior to the elections, the list of approved candidates must be announced to GYB members.

Section 7: Committee Selection

All committees will be open to all Active and Honorary members. Only committee chairs will be assigned by one of the noted members of the Executive Board. The chair of every committee will submit to the Executive Board the names of any interested member for approval. No committee will have less than four members and no more than nine members.

Section 8: Other Committees

A majority vote of the Executive Board can establish other committees.

Section 9: Quorum

A majority number of committee members will constitute a quorum.

Article VIII – Parliamentary Authority

The operations of GYB will be subject to any applicable laws of the Commonwealth of Virginia or Roanoke County and those specified by these bylaws. Furthermore, the organizational

meetings, officers, and institutional behaviors of GYB shall be governed by the Parliamentary Authority of Robert's Rules of Order.

Each Executive Board member is to be provided with a copy of Webster's New World – Robert's Rules of Order Simplified and Applied.

Article IX – Amending or Revising the Bylaws

Members can amend the Bylaws in part or can revise the Bylaws in whole only by a two-thirds vote of the Executive Board.

GYB is constructed as a representative organization. As such, the final authority to amend the bylaws will be in the hands of the Executive Board. The process for amending the bylaws are as follows:

- 1. The formation of a Bylaws Committee established by two-thirds vote of the Executive Board.
- 2. Bylaws Committee must bring the recommendations to the Executive Board for feedback.
- 3. Public notice following a thirty (30) day period in order for members to communicate to the Bylaws Committee.
- 4. Following the thirty (30) day public comment period, the Bylaws Committee must bring the finalized amended bylaws to the Executive Board.
- 5. The Executive Board must approve any changes with a two-thirds affirmative vote. If two-thirds majority is not reached, then changes will not be implemented.

The President of GYB will be prohibited from serving as the chair of this committee but will participate as an ex-officio member.

Article X – General Operations and Dissolution

- 1. GYB will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by section 4942 of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- 2. GYB will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- 3. GYB will not retain any excess business holdings as defined in section 4943(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- 4. GYB will not make any investments in such a manner as to subject it to tax under section 4944 of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- 5. GYB will not make any taxable expenditures as defined in section 4945(d) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

6. If it is determined that Glenvar Youth Boosters, Inc. is to be dissolved, then all assets of the organization will become the property of Roanoke County. All records will be submitted to Roanoke County Administrators.