

REVISED

12-1-11

**Constitution and By-Laws
Of
Glenvar Youth Boosters (GYB)**

Article I – Name and Location

Section 1: The name of this club shall be Glenvar Youth Boosters, Incorporated.

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

Article II - Objectives:

Section 1: Said Corporation is organized exclusively as a non-profit booster club for the purpose 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.

Article III: Members

Section 1: Classes of Members

Glenvar Youth Boosters (GYB) will recognized 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 a two-thirds vote of the Executive Board. All past officers of Glenvar Youth Boosters will automatically be considered for honorary membership status and a two-thirds majority vote will confirm them as an honorary member. If you have served as any elected officer for more than two years in Glenvar Youth Boosters you 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 Roberts Rules of Order. Inactive Members will not be afforded full membership rights and have the following restrictions placed on their membership: Inactive Members will not be permitted to vote in annual elections but will be permitted to run for elected office. Inactive members will be permitted to address the board or acknowledged at open meetings only if a request has been submitted 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 any 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 governed by any applicable Roanoke County Rules, any sport specific authority, and the Parliamentary Authority of Roberts 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 governed by any applicable Roanoke County Rules and the Parliamentary Authority of Roberts 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. Officer Duties

A. President:

He shall see that the operation of this organization is for the benefit and well being of the Glenvar Youth Boosters. He shall have necessary keys for proper operation of his position. President will have authority to sign checks when necessary. The immediate past President shall be a member of the executive Board for one year. Primary responsibilities of the President will be to:

Assignment Responsibilities:

1. Assign the Planning and Projects Committee Chairperson
2. Assignment of Committee Chairpersons as requested by the Executive Board.

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.

Functional Responsibilities:

1. 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 administering the Matching Funds Program are addressed in GYB Standing Rules Document).

Section 1: Officer Duties continued...

B. Vice President

He shall have a copy of all keys to the organization. He will serve in place of the president if the president is temporarily unavailable or unable to perform any of the president's duties. Other responsibilities for this officer will be to:

Assignment Responsibilities:

1. Special Event Committee Chairperson. The Vice President cannot appoint himself to this post.
2. Chairman of Conduct Committee

Committee Participation:

1. Fundraising Committee
2. Special Events Committee

Functional Responsibilities:

1. He shall become familiar with Roberts Rules of Order and be able to conduct meetings according to this parliamentary authority in the absence of the president.
2. Oversight of Special Events
 - He shall work as a liaison with the governing bodies involved with all special events and oversee the functioning of the special events committees.
 - He will work in cooperation with the GYB 1st Vice-President and Treasurer to help coordinate any concessions purchases for special events.
 - He will work with the special events committees and the GYB Secretary to communicate volunteer needs to the membership of GYB.
 - He will assure that during the special events, a common protocol is followed for any gate collections, concessions sales, and/or other fundraising activities.

Section 1: Officer Duties continued...

C. 1st Vice President

The 1st Vice President shall, in the absence of the President and Vice President, serve as the President. He shall have copies of all keys to the organization and shall work in cooperation with every sports coordinator to perform oversight duties of the sports programs.

Assignment Responsibilities:

1. Budget Committee Chairperson. The Vice President can not appoint himself to this post.
2. Nominations and Elections Committee Chairperson

Committee Participation:

1. Budget Committee

Functional Responsibilities:

1. Oversee the GYB scheduling processes and serve as a liaison between the schedule coordinator and the sports coordinators, coaches, and officials who rely on the scheduling of sports programming. He will work in cooperation with the county officials, the GYB Sports Coordinators, and the GYB Scheduling Coordinator to assure that all practices and games are scheduled for all sports.
3. He shall supervise the disbursement of equipment and collection of equipment at the beginning and end of each season with the assistance of the coordinator, coaches and team mothers.
4. He shall maintain and keep proper records of an inventory control system of equipment.
5. He shall maintain an inventory of frequently replaced items.
6. He shall be responsible for keeping all equipment repaired and replaced.
7. No uniforms or equipment shall be sold under any circumstances without permission from the Executive Board.
8. May make emergency purchases with prior approval from the Executive Board.
9. He shall be responsible for submission of sports budgets following consultation with coordinators.

Section 1: Officer Duties continued...

D. 2nd Vice President

The 2nd Vice President shall, in the absence of the President, Vice President, and 1st Vice President, assume the duties of the President. He shall have a copy to all keys to the organization.

Assignment Responsibilities:

1. ~~Assign~~ the Concessions Coordinator
2. Assign concessions openers and closers for all scheduled and special events

Committee Participation:

1. Budget Committee
2. Special Events

Functional Responsibilities:

1. He shall become familiar with the standing rules and by-laws that govern his financial structure, and shall see that they are complied with.
2. He will be responsible for accounting and transmittal of funds to the Treasurer.
3. Concessions
 - Will be 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.
 - Will be responsible for the concessions budget, inventory purchases, for all concession operations, including special events.
 - Will be responsible for communicating and coordinating volunteer needs with Team Mothers of all sports and special events.
 - Will be responsible for submission to Executive Board for approval of any positions for hire that he deems necessary to meet operational needs that are not being met by volunteers.

E. Secretary

Assignment Responsibilities:

1.

Committee Participation:

1. Budget Committee

Functional Responsibilities:

1. Send reminder to EB for agenda items
2. Provide sign in sheet for EB and General Monthly meeting
3. Provide Agenda for EB and General Monthly meeting
4. Provide prior months minutes for approval
5. Take notes at EB and Monthly General meeting
6. Update signature cards at financial institution and Sam's Club on an annual basis.
7. Update database with information as needed
8. Prepare paperwork for annual insurance for all GYB sports
9. Communicate with all coordinators and board members
10. Participate in different committees as needed
11. Maintain Standing Rules
12. Send mass emails as needed
13. Track attendance of EB on a monthly basis
14. Recommends improvements for GYB organization

E. Treasurer

Assignment Responsibilities:

1. Submission for approval by the Executive Board of a third-party auditor who will perform an annual audit of GYB books.

Committee Participation:

1. Budget Committee

Functional Responsibilities:

1. Check PO Box at least twice weekly
2. Make deposits on a regular basis
3. Pay invoices and reimbursements as needed
4. Reconcile bank statements monthly
5. Update information in Quicken database regularly
6. Mark players as paid in database
7. Keep Board and Coordinators updated on the status of unpaid players
8. Send collection letters as needed to collect payment for registration and returned checks
9. Provide Board with monthly report of activity on accounts
10. Maintain and provide reports as requested
11. Maintain and provide reports on sponsorships and scholarships
12. Research payments as needed
13. Complete transfer of funds to Capital improvement funds after registration period ends.
14. Provide information and documentation as needed to accountant for tax purposes
15. Prepare items for annual audit. To include audit by individual outside of GYB.
16. Work closely with second Vice President to maintain a daily activity log of transactions regarding the concession stand
17. Assure that a physical inventory is completed of the concession stand on a regular basis while in operation.

F. Members at Large

Responsibilities are assigned to this group of board members as a team instead of individual responsibilities. It will be left to the Members at Large to determine who amongst them will be responsible for individual committee chairmanships and participation.

Assignment Responsibilities:

1. Fundraising Committee Chairperson
2. Publicity Committee Chairperson
3. Standing Rules Oversight Committee Chairperson
4. Grounds and facility Committee chairperson

Committee Participation:

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

Section 1: Officer Duties continued...

Functional Responsibilities:

1. General oversight of all standing rules for the organization, including adherence to the Standing Rules by the officers and the general membership.
2. Members at Large will each be required to participate and oversee the Nominations and Elections of GYB and are all required to serve on the committee as participants.
3. Must be given keys to field house, lights, and front gate.

G. Coordinators: Basketball, Football, Soccer, Cheerleading, Baseball, and Softball.

Assignment Responsibilities:

1. Submission of all coaches for each age level in the sport for final approval by the Executive Board.

Committee Participation:

1. Budget Committee

Functional Responsibilities:

1. Any additional equipment items needed must be submitted to the 1st Vice President
2. He shall explain the responsibilities to coaches along with the standing rules that may apply to them; the 1st Vice President will be in attendance at this meeting.
3. He shall furnish the schedules to the coaches of their sports
4. He shall furnish a team roster to the 1st Vice President.
5. He shall make notes of Roanoke County meeting and report them to the 1st Vice President. He will be the liaison for his sport between GYB and the Roanoke County Parks and Recreation. Any problems that may arise on rules of dispute or existing rule enforcement will be reported to the 1st Vice president in order for the 1st Vice President to bring it to the Executive Board.
6. He shall work with health and welfare in regard to the advancement of physical and mental development for the coaches and youth.
7. He shall furnish information pertinent to the Publicity Committee for his sport.

8. Any purchases must be submitted to the 1st Vice President for approval by the board.

Section 2. Nominations and Elections

The Nominations and Elections Committee will administer all nominations and elections processes.

The 1st Vice President will appoint the Chairman of the Nominations and Elections Committee and all Members at Large will be participants on the committee.

Elections will be held during the open member meeting in the Month of March.

All Nominations for candidates for office must be submitted and approved as candidates by the Executive Board by the February open member meeting.

Only Active and Honorary members will be afforded the opportunity to participate in elections, either in a voter or candidate capacity.

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 3. 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 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 election and before commencing duties as an elected Treasurer. If it is determined that the elected individual does not meet these requirements following elections, then the Executive Board will have the authority to remove the individual and to fill the vacancy.

Section 4. 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 5. Removal From Office

Amended
~~Removal from office will require a thirty-day 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.~~

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

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 unexpired 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 coordinator.

Board members and coordinators have seven days to complete the sign up Process.

Article V – Meetings

Section 1 - Meeting Classifications

- A. **Annual Meeting:** An annual meeting will be called for the purpose of:
 - 1. Holding elections
 - 2. Providing the members with a summary of financial transactions and current position.
 - 3. Providing the members with a summary by committee chairmans of committee activity.
 - 4. Providing members with a summary of Projects and Plans for carry over to following year.
 - 5. Presentation of Bylaws and the Standing Rules of Operation documents to newly elected officers.

- 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 and 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 discussion of only those items directly relating to the special issue.
 - 1. Special meetings may be called by the President of the Executive Board or by a majority of the Executive Board.

2. Committee Meetings may be called by the President who serves ex officio on all committees, or by the Committee Chairman.

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 Sunday of every month. The annual meeting will be held the second Sunday of March.

Section 3 - Quorum

A quorum will be declared when a majority of members is 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.

Section 4 - Cancellation of regularly scheduled meetings

Cancellation of regularly scheduled meetings must be accomplished with a 24 hour notification by the President.

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 a vote when a tie-break vote is necessary. A majority of the Executive Board shall constitute a quorum.

The active officers shall be President, Vice President, 1st Vice President, 2nd Vice President, Secretary/Treasurer 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 operational structure and the financial structure of GYB and to make

suggestions of change or improvements. They shall familiarize themselves with all bylaws and standing rules and help insure that they are implemented. All minutes of the Executive Board meetings are to be read by the Secretary at each monthly meeting.

Section 2: Meetings

The President or the majority of the Executive Board may call special meetings. An Executive Board meeting will be held prior to the monthly meeting of GYB upon due notification by the President.

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 unexpired 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 of 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.

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 remanded 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 and any judgments 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 we participate.
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 can not or will not provide.

Article VII – Committees

Section 1: Fundraising Committee

A. Primary Responsibilities.

1. To assure that every sport is involved in generating additional funds over and above that which is collected through registration.
2. To identify opportunities for fundraising and to submit these ideas for approval by the board.
3. To seek direction from the Budget Committee and the Project and Planning Committee in order to set goals for additional fund collection.

B. Chairman Assignment: Executive Board Members at Large

C. Committee Reports To: Executive Board and Publicity Committee and 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 board thirty days prior to the start of that season.

Section 2: Publicity:

A. Primary Responsibilities

1. To communicate with the public any results or decisions coming out of GYB committees.
2. To communicate the schedule of upcoming events.
3. To continuously seek to improve the public relations of GYB before the community.

B. Chairman Assignment: Executive Board Members at Large

C. Committee Reports to: Chairman will report monthly to the Executive Board.

D. Deadlines and Timelines: No Deadlines will be imposed on this committee

Section 3: Matching Funds

A. Primary Responsibilities

1. To work with the planning and projects committee to determine annual matching fund candidate projects.
2. To communicate with county officials and to submit timely and proper documentation for application of matching funds from Roanoke County.
3. To communicate results to the Executive Board
4. To plan, organize, implement the plan and follow the project through to completion for every approved and matched application.

B. Chairman Assignment: President of GYB

C. Committee Reports to: Planning and Projects Chairperson and to the Executive Board.

D. Deadlines and Timelines: The only deadlines for this committee are those established by Roanoke County.

Section 4: Planning and Projects

A. Primary Responsibilities

1. Annually identify and submit for approval to the Executive Board projects and plans for one year, three year, and five years.
2. To consult with the county and get specific approval for any and all projects and plans
3. To communicate and coordinate activities with the matching funds committee.

B. Chairman Assignment: President of GYB

C. Committee Reports to: Executive Board

D. Deadlines and Timeline: Committee must be formed by June 1st of election year.

The one-year project plan must be submitted by September of election year along with a timeline for project completion by September of following year.

Three and Five-year plans must be submitted by the regularly scheduled member meeting in November of election year.

Section 5: Special Events

A. Primary Responsibilities

1. To communicate with the County and determine a schedule of events scheduled for Greenhill Park for the calendar year.
2. To communicate with officials of any organization scheduling an event at Greenhill park and identify what opportunities exist for GYB involvement and benefit.
3. To send a representative to necessary meetings of any planned event.
4. To report and coordinate any and all GYB volunteer involvement for scheduled special events.

B. Chairman Assignment: Vice President

C. Committee Reports to: Executive Board, and all funds collected at special events are submitted to the treasurer.

D. Deadlines and Timelines: This committee must be formed by May 1st following Elections. No other deadlines or timelines will be imposed on this committee other than those imposed by the organizations conducting an event.

Section 6: Budget Committee

A. Primary Responsibilities

1. To collect historical, financial data from Treasurer for the purpose of more accurately projecting future outlays for all budget line items.
2. To ascertain inventory needs from 1st Vice President and Coordinators of all sports for the purpose of projecting future capital outlays.
3. To consult with the Project and Planning committee to determine estimated costs for planned projects.
4. To consult with Matching Funds Committee to determine what immediate and current year outlays for capital improvements need to be added to the budget.
5. To submit a budget to the Executive Board for final approval.

B. Chairman Assignment: 1st Vice President

C. Committee Reports to: Executive Board, Budget is made available to public through the publicity committee.

D. Deadlines and Timelines: This committee must be formed by May 1st following elections. The committee must submit the budget to the Executive Board for approval by the regularly scheduled September member meeting. The budgetary year will run from October 1 to September 30 of the following year.

Section 7: Nominations and Elections

A. Responsibilities:

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

B. Chairman 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 member meeting. Following this meeting and prior to the elections the list of approved candidates must be announced to the members of the club.

Section 8: Committee Selection

All committees will be open to all active and honorary members. Only committee Chairpersons will be assigned by one of the noted members of the Executive Board. The Chairperson 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 9: Other Committees /

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

Section 10: Quorum

A majority number of committee members will constitute a quorum.

Article VIII – Parliamentary Authority

The operations of Glenvar Youth Boosters will be subject to any applicable laws of the State of Virginia or Roanoke County and those specified by these Bylaws. Furthermore, the organizational meetings, officers, and institutional behaviors of GYB governed by the Parliamentary Authority of Roberts Rules of Order, Second Edition.

Each Executive Board Member is to be provided a copy of Webster's New World - Robert's Rules of Order Simplified and Applied, Second Edition.

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.

Glenvar Youth Boosters is constructed as a representative organization. As such, the final authority to amend 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 a two-thirds vote by the Executive Board.
2. Public notice followed by a thirty day period in order for members to communicate concerns to the bylaws special committee.
3. Bylaws Committee must bring recommendations to the Executive Board.
4. The Executive Board must approve any changes with a two-thirds affirmative vote. If a 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. The Corporation 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. The Corporation 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. The Corporation will not retain any excess business holdings as defined in section 4943 © of the Internal Revenue Code, or the corresponding section of any future federal tax code.
4. The Corporation 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. The Corporation 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.