

**SMITH ATHLETIC ASSOCIATION (SAA)
P.O. BOX 2157
MIDLOTHIAN, VIRGINIA 23112**

ASSOCIATION BY LAWS

Article One

Name

- Section 1. The name of the association shall be Smith Athletic Association, hereafter referred to as the "Association."

Article Two

Purpose

- Section 1. The purpose of the Association is to create, organize and support athletic programs within the Alberta Smith Elementary School boundaries.
- Section 2. In support of such purpose it shall be the objectives of the Association to promote in the youth of the community the ideals of good sportsmanship, teamwork, leadership, fair play and respect for others by providing a well-supervised program of competitive athletic and associated events. All agents and representatives of the Association will be expected to emphasize the well being and instruction of the youth participants as the first and overriding priority.

Article Three

Membership

- Section 1. All parents or legal guardians of children participating in programs sponsored by the Association are eligible for membership by application as established by the Association.
- Section 2. All Association memberships shall be family memberships lasting for a period of one year beginning January 1 and ending December 31. The membership fee shall be decided each year by the Board of Directors no later than October 1 for the following year.
- Section 3. Each family membership shall be entitled to one vote, unless otherwise stated in this section. The following classes of membership are established:
1. Active - for all dues paying members and their families with a child participating in the athletic program offered by the association. Active membership provides all the privileges of membership including the right to vote and hold office.
 2. Associate - for person or businesses not actively engaged in the athletic program, but interested in supporting the objective of the association. Associate membership provides all the privileges of membership except the right to vote and hold office.

3. Honorary - membership may be conferred upon persons who have made some outstanding contribution to the association and whose names have been approved by the board. This membership is conferred for the life of the member. Honorary members cannot vote or hold office.

Section 4. The application of membership and registration of a child to participate in Association-sponsored activities shall be deemed an agreement for themselves and their children to comply with the Association's rules and policies in addition to those of any local, national and/or international organization with which the Association is or becomes affiliated (i.e. Chesterfield Basketball League, Chesterfield Girls Basketball League, Chesterfield Baseball Club, Chesterfield Youth Softball League and Chesterfield Quarterback League and Chesterfield Cheerleading League).

Section 5. Each family shall receive a Membership card issued by the Membership Director.

Section 6. Any member of the Executive Board or Board of Directors must reside in Chesterfield County, Virginia and have a child participating in a sport offered by the Association.

Article Four **Mascot/Colors**

Section 1. The Association mascot is the Shark. The Association colors are "Carolina" blue, black and white.

Article Five **Government**

The government of the Association shall be vested in the Executive Board and Board of Directors. The Executive Board and Board of Directors represent the members and are responsible for receiving and taking member input under consideration as policies and procedures are decided.

Section 1. There will be two parts to the organization of the Association Government:

- The Executive Board
- The Board of Directors

Section 2. Executive Board members and Board of Director members:

- Must reside in Chesterfield County, Virginia.
- Must pass a county background check and hold a current 'coaches card' provided by Chesterfield County. A copy of this card must be on file with the Association Secretary in order to serve in any capacity.
- Executive Board members may not hold a head coaching position for any athletic team.

Section 3. Each member of the Executive Board and Board of Directors shall have one (1) vote regarding the execution of Association business. If a condition exists wherein a

couple (married or otherwise) is elected to the Executive Board or Board of Directors, only one member of the couple shall have a vote on business impacting the Association.

Section 4. Executive Board members and Board of Director members are elected for two (2) year terms and may succeed themselves only once resulting in a maximum four (4) year term in any one position.

Section 5. The Executive Board shall consist of nine (9) members:

- President
- Vice-President
- Treasurer
- Secretary
- Ways and Means Chairperson
- Athletic Director
- Grievances and Communications Chairperson
- Webmaster
- Membership and Nominations Chairperson

Section 6. The Executive Board shall:

1. Decide on policies and procedures affecting the general management of the business, property, and affairs of the Association.
2. Have the authority to act in the name of and on behalf of the Association membership in any emergency or needful situation which may occur between membership meetings.
3. Consult with the Board of Directors in all matters regarding the implementation of the individual athletic programs.
4. Have the power to establish working committees to be primarily responsible for seeing that certain necessary functions of a successful Association are initiated and maintained. Each working committee shall report to a member of the Executive Board.
5. Establish, publish, and implement rules and regulations necessary to promote and conduct the activities of the Association.
6. Remain cognizant of all coaching activities being sponsored by the Association.
7. Approve the Associations "Code of Conduct."
8. Cause to be kept a complete record of all its acts and corporate affairs. Serve as custodian of all papers and documents related to the proper and effective management of the Association, past and present, and shall deliver documents in complete order to any elected successor.
9. Prepare and file such Annual Reports as may be required by the State Corporation Commission and the laws of the Commonwealth of Virginia. Such Annual Reports shall be made readily available to the Association membership upon request.

Section 7. The Board of Directors shall consist of nine (9) members:

- Baseball Director
- Softball Director
- Football Director
- Assistant Football Director
- Cheerleading Director
- Assistant Cheerleading Director
- Boys Basketball Director
- Girls Basketball Director
- Grounds and Fields Director

Section 8: The Board of Directors shall:

1. Be chaired by the Athletic Director and primarily be responsible for organization and implementation of the individual sport programs.
2. Report to the Executive Board via the Athletic Director.
3. Ensure each sport has a Director in order to obtain sponsorship by the Association.
4. With first-hand knowledge of the sporting programs, advise the Executive Board in matters regarding the implementation of the individual athletic programs.

Article Six

Duties of Officers and Directors

All authority, powers, duties, and responsibilities not delegated to the Executive Board, Board of Directors or any of its officers by these By Laws are reserved and retained in the membership.

Executive Board

Section 1. **PRESIDENT:**

The specific duties shall be:

1. Serve as Chairman of the Association and preside at all meetings of the Association membership and/or the Executive Board.
2. Have the general powers and duties of supervision usually vested in the President of a corporation.
3. Rule on all protests and disputes not resolved by appropriate grievance procedures.
4. Sign all documents to bind or obligate the Association.
5. Act as the final authority on the interpretation of Association rules.
6. Call special meetings as needed to conduct Association business.
7. Preserve Order and enforce the by-laws.
8. Have the deciding vote in case of a tie for all Association business which involves a vote.

Section 2. VICE-PRESIDENT:

The specific duties shall be:

1. Conduct the Association's affairs in the absence of the President.
2. Assist the President in any Association affairs requested by the President.
3. Shall assist any fact finding activities under the direction of the Grievance Director, as needed.
4. Should the office of President become vacant for any reason, the Vice-President shall fulfill the remainder of the President's term.

Section 3. TREASURER

The specific duties shall be:

1. Receive and deposit funds in appropriate bank accounts, as directed by the Executive Board, all monies of the Association within three (3) business days. If reimbursements are required, they must be accompanied by proper documentation (ie. receipt) and executed within three (3) business days.
2. Disburse all funds for expenditures of the Association in a timely manner.
3. Co-sign all checks with at least one (1) other Executive Board signature for all Association disbursements. Couples (married or otherwise) are not eligible to be signatories on the same check.
4. Maintain proper itemization of all funds received and disbursed by the Association.
5. Provide financial statements to the Executive Board at each regularly scheduled meeting.
6. Make available all books and financial records for audit.
7. Assure all bills approved by the Executive Board are paid in a timely manner by check or online bill pay. No cash transactions for disbursements of funds shall be allowed.
8. The elected Treasurer must be able to be bonded.
9. Perform other duties relative to the office as may be authorized by the President and/or Executive Board.
10. Attend or cause a committee member to attend all sports/sign ups/registration events with each individual Sport Director(s)/Board of Director member and/or Athletic Director to collect funds from members.
11. An annual "independent review" of the Association's financial transactions and tax returns will be completed that will include at least one (1) individual who is not on the current Board.

Section 4. SECRETARY

The specific duties shall be:

1. Maintain in full the minutes of all meetings of the Association's Executive Board, including Membership meetings. Meeting minutes, with personal identifiers and information redacted, shall be available to the membership upon request.
2. Maintain a complete and accurate record of all activities and corporate affairs, including permanent and legal papers.

3. Prepare/send notices/make phone notification in conjunction with the Webmaster to all Executive Board members and Board of Directors at least ten (10) days prior to all scheduled or special meetings.
4. Prepare and send notices or make phone notification to all Association members at least thirty (30) days prior to all scheduled or special meetings.
5. Prepare and distribute necessary written correspondence as directed by the President or the Executive Board in a timely manner.
6. Perform all other duties relative to the office of Secretary in support of the Association.

Section 5. **WAYS AND MEANS CHAIRPERSON:**

The specific duties shall be:

1. Publicity for the Association including sign-ups, fundraising, etc. in conjunction with the Webmaster, Athletic Director and Sports/Board of Director.
2. Organize/staff/oversee running of concessions at all applicable events including purchasing items to sell and maintaining an accurate record of expenditure(s) and profit(s) to be turned over to the Treasurer at the completion of each event.
3. Organizing fundraising for the Association including purchasing items to sell and maintaining an accurate record of expenditure(s) and profit(s) to be turned over to the Treasurer.

Section 6. **ATHLETIC DIRECTOR:**

General responsibilities of the Athletic Director shall be:

1. Act as Chairperson of the Board of Directors.
2. Organization and supervision of the entire athletic program.
3. Supervision, coordination, scheduling of athletic facilities and equipment.
4. Administrate and supervise at athletic events.
5. Liaison with the League Directors for all sports.
6. Supervise, advise and counsel all coaches in their duties and responsibilities.
7. Advise and recommend changes and selections of coaching personnel.
8. Promote good sportsmanship and conduct from fans, athletes and coaches.
9. Administrate all League and State athletic rules and regulations.
10. In the absence of a Board of Director member, attend professional meetings.

Athletic Director responsibilities with coaches shall be:

1. Provide oversight to coaches for all teams.
2. Hold full staff meeting each fall and seasonal coaches meeting in each pre season.
3. Athletic administration with coaches is two fold: leadership and service.
4. Establish duties, responsibilities and procedures for any staff/committee members.
5. Establish regular communication channels with all staff members.
6. Aid coaches with problems related to their sport.
7. Provide encouragement and proper perspective on educational aspect of athletics.
8. Conduct appropriate ongoing evaluations, monitor coaches during each season and conduct post season written evaluations based on the end of year feedback received via

surveys sent by the President to team members.

Game preparation:

1. Work directly with Grounds and Fields Director.
2. Coordination of advance eligibility procedures, all required forms on time.
3. Facility procurement (seating, concession stands, contest area)
4. Officials assignments, dressing accommodations.
5. Programs and rosters for both home and visitors.
6. Supervise readiness and provide a master organizational plan for game facilities and equipment: fields, gym, scoreboards, P.A., transportation, medical or emergency personnel, supervisory personnel, crowd control, scorers, timers, down box crew, spotters, ball boys, locker rooms and countless other details that place at each sport.

Equipment and purchasing:

1. Establish good equipment procedures and security. (Cleaning, storage, issue, collection, reconditioning, etc. Maintain a sensible replacement schedule and stick to any established budget for each sport.
2. In conjunction with the Treasurer, Athletic Director and Sports/Board of Director, purchase all necessary equipment and uniforms.
3. Enlist responsible and trustworthy help and hold coaches responsible for their duties regarding equipment and uniforms.

Section 7. GRIEVANCES AND COMMUNICATIONS CHAIRPERSON:

The specific duties shall be:

1. Manage the grievance process.
2. Accrue suggested changes on an annual basis for consideration by the membership of the Association.
3. As needed, act as Chairperson of the By Law Committee for the purpose of By Law revisions.
4. Work with the Webmaster to have the Grievance Procedure added/maintained on the Association website.
5. Collect all information pertaining to the activities of the Association for posting on the Association website, school signs and school announcements (to include Alberta Smith Elementary and Bailey Bridge Middle schools).
6. Coordinate with the Webmaster to update and maintain the information contained on the website and work with contacts at each school to update the school signs and announcements.
7. Work with the Ways and Means Chairperson to establish and distribute publicity for the Association.
8. Submit all formal complaints to the Executive Board for review as defined by the Grievance Procedure as follows:

This grievance (complaint) procedure is adopted to assure an opportunity for parents and coaches to have unobstructed communication. Every effort shall be made to resolve each grievance at the lowest possible level.

Any member of the Association or player in one of the Association's programs may lodge a grievance regarding violations of Association policies, procedures or by laws by following the steps below.

If the grievance is not related to a specific sport, the process will start at Level Four (4) with a formal, written grievance being submitted to the panel members of the Association. Should the initiated grievance involve any Executive Board member, that member shall not be entitled to sit on any grievance review committee or act as part of the grievance process in its entirety.

A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provisions of the sport's Code of Ethics or running of the Association. The failure of a grievant to act on a grievance within the prescribed time limit shall bar any further appeal of the grievance. The coaches, Athletic Director, or Association's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, at any level, may be extended by mutual agreement.

The entire process is monitored and managed by the Grievance and Communications Chairperson to ensure open communication as well as adherence to established deadlines.

LEVELS OF PROCEDURES FOR SPORTS GRIEVANCES:

- A. Level One- The parent, after first attempting resolution by conversing with coach, will present the grievance using the required form to the coach within one week of the incident. The coach will have two (2) days to respond. A copy of the grievance and decision and must be sent to the Grievance and Communications Chairperson.
- B. Level Two- If the grievance cannot be resolved at level one, the grievant will have three (3) days to forward the required form and remedy requested to the appropriate Board of Director/Sports Director. The Director shall respond to the complaint within two (2) days. A copy of the grievance and decision and must be sent to the Grievance and Communications Chairperson.
- C. Level Three- If a satisfactory disposition of the grievance is not reached at level two the grievant must refer the required form and remedy requested to the Athletic Director. The decision of the Athletic Director is to be made with two (2) days after receipt. If no decision is rendered, or if the grievant is dissatisfied with such decision, he or she may continue the grievance to level four (panel members of the Smith Athletic Association Board of Directors: President, VP, Secretary, Treasurer, Grievance and Communications Chairperson). A copy of the grievance and decision and must be sent to the Grievance member.
- D. Level Four- The panel members of the Smith Athletic Association shall render a decision after affording the grievant and the coach an opportunity to meet jointly or to confer

separately with them concerning the grievance. The Executive Board shall render a decision within two (2) days of the receipt of the grievance. A copy of the grievance and decision and must be sent to the Grievance and Communications Chairperson.

E. Level Five- In the event that the grievant is not satisfied with the resolution to the decision at level four, the matter may be submitted to the President of Smith Athletic Association within one (1) calendar week. The decision of the President will be final and binding on all parties. A copy of the grievance and decision and must be sent to the Grievance and Communications Chairperson.

Section 8. **WEBMASTER:**
The specific duties shall be:

1. Work with Grievances/Communications to ensure the Association website contains updated, accurate information related to sports and fundraising events.
2. Assist in drafting of emails and/or announcements within the Association.

Section 9. **MEMBERSHIP DIRECTOR:**
The specific duties shall be:

1. Attend or cause a committee member to attend all sports/sign ups/registration events with each individual Sport Director(s)/Board of Director member and/or Athletic Director to maintain continuity and uniformity in the membership process.
2. In conjunction with the Executive Board, establish a committee as needed.
3. Manage the hardship/fee waiver application and/or payment plan application forms and the process for granting assistance. This must be done with absolute confidentiality, impartiality and respect. Personal circumstances will be held in trust and confidence by the Membership Director at all times.
4. Maintain detailed membership records for a period of no less than two (2) years.
5. Prepare and distribute a Membership Card to each family.
6. Coordinate sport sign ups with Board of Director and Athletic Director for each sport for upcoming year in December.
7. Notify prior Members, Grievance and Communications Chairperson regarding upcoming events.

Board of Directors

The initial "Code of Conduct" and subsequent revisions is to be approved by majority of the Board of Directors, but must also be approved by the Executive Board.

Section 1. The specific duties for each sport/ Board of Director shall be:

1. Direct the sport for which the Director is designated with the help and authority of the executive Board, as needed.
2. Advise and keep the Athletic Director aware of all major activities associated with the subject sport.

3. Advise and keep the Athletic Director and Grievance and Communications Chairperson aware of any problems involving the subject sport.
4. Organize teams upon completion of registration.
5. Locate and solicit volunteer support to obtain qualified Head Coaches for each team.
6. Approve the Assistant Coach selection made by each Head Coach.
7. Prepare and submit a budget and fund-raising campaign to the Executive Board at least two (2) months prior to the start of practice.
8. Maintain and keep accurate records of all equipment and uniforms related to the subject sport.
9. Set up all practice times and locations in conjunction with the appropriate league requirements and restrictions.
10. Attend monthly meetings of the Executive Board and Board of Directors as needed.
11. Provide constructive feedback to all coaches, in writing, at the end of the coaching season. The feedback will be based on a survey to be distributed by the President and reviewed by the President and Athletic Director.
12. Function as the sponsoring league (CBC, CQL, etc.) Voting Representative for the Association or designate a representative.

Article Seven

Coaches

All coaches must pass and hold a current 'Coaches' Card' provided by Chesterfield County prior to the beginning of practice or games. A copy of this card must be on file with the Association Secretary in order to serve in any capacity.

Section 1. Responsibilities shall include:

1. Personally following, and encouraging others to abide by, the Code of Conduct as set forth by the Association.
2. Return of uniforms/equipment to the Athletic Director at the end of the season.
3. Consideration of equal playing time on instructional teams and fair playing time on all other experienced teams. This requirement overrules any league playing requirement.
4. Attend meetings as needed, including holding a parent/coach meeting prior to the season (possibly in conjunction with the Athletic Director).
5. Plan team practices- including location and time.
6. Address and be aware of any issues that arise during your sport.

Article Eight

Nominations and Elections

Nominations

Section 1. The President shall, each year at the fourth quarter Nominations Meeting to be held the 2nd Thursday in October, open the floor to nominations for each upcoming vacancy on the Board. Should a meeting location/date conflict with existing school

activities, the Executive Board retains the authority to amend the date to another time period in October as needed.

Section 2. A Nominations Committee shall be established prior to the Nominations Meeting.

Section 3: The Nominations Committee shall:

1. Consist of five (5) members selected by the Membership/Nominations Executive Board member. The Committee shall consist of representative from each sport: football, cheerleading, basketball, baseball and softball.
2. Accept nominations from the Membership at the Nominations Meeting.
3. The Nominations Executive Board Member shall submit in writing the proposed ticket of nominees to the President.
4. Call out of the list will be accomplished by the President at the end of the meeting.
5. All Nominees must be personally present at the Nomination and Election meeting to declare intent.
6. The Association website will be updated within twenty-four (24) hours with the names of all Nominees.
7. Nominee biographical information should be sent to the Nominations Executive Board member who will work with the Webmaster for publication on the website. This will be the only means of dissemination of individual Nominee's information.

Elections

Section 1. Election to the Executive Board or Board of Directors shall be by written ballot at the Election Meeting to be held the second (2nd) Thursday in November. Should a meeting location/date conflict with existing school activities, the Executive Board retains the authority to amend the date to another time period in November as needed. Only current members in good standing are eligible to vote. It should be noted that there is only one vote per family membership.

Section 2. The Membership/Nominations Executive Board member shall verify each voting member as a member in good standing with the Association.

Section 3. Votes cast at the Election Meeting shall be counted and verified by the Membership/Nominations Executive Board member and at least one other non-Board member.

Section 4. Elected Executive and Board of Director members must pass a county mandated background check within thirty (30) days of the election. If the elected member is unable to accomplish a background check the position will be filled by the Nominee with the next highest number of votes received at the election.

Section 5. Should a vacancy occur in any office, the Executive Board shall have the ability to accept Nominations from the membership within a period of one (1) week of the vacancy. On the seventh (7th) day a majority vote of the Executive Board shall

forthwith fill the vacancy. The newly elected officer shall serve the remainder of the vacated term.

Section 6. In the event of a tie vote for any office, Robert's Rules of Order will be consulted.

Article Nine
Discipline/Dismissal within the Association

The Executive Board, on its own motion by majority vote, may dismiss any member of the Executive Board, Board of Directors or Association member who does not satisfactorily perform the duties of their office and/or violates the Association's Code of Conduct.

Section 1. Possible causes for Board/member removal could include:

1. Misuse/mishandling of Association funds.
2. Two (2) unexcused absences at consecutive Executive Board meetings may be cause for discussion of removal.
3. Lack of performance for position requirements.
4. Unprofessional or illegal behavior at meetings, games or events where official grievances are filed with the Association.
5. Falsifying information provided to the Association.
6. Any form of threat or intimidation by any Board member.

Section 2. Notice of Removal:

1. Any Association member eligible for dismissal shall be notified in writing via the Executive Grievance and Communications Chairperson.
2. The member shall have five (5) days to respond in writing to the Executive Grievance member.
3. A dismissal vote shall take place seven (7) days of member notification.
4. Prior to the vote the impacted member shall be allowed twenty (20) minutes to address the Executive Board.
5. If a dismissal is approved, the member shall be notified in writing by the Executive Grievance and Communications Chairperson. Such decision may be tabled for no more than two Board meetings if a conflict should arise requiring additional time to the Board members for consideration.
6. If a dismissal of an Executive or Board of Director member occurs, the impacted member may not be considered for re-election for a period of two (2) years.
7. A record of the removal proceeding shall be kept in trust and confidence by the Association Secretary.

Article Ten
Code of Conduct

Section 1. All Parents, Coaches and Players are required to follow the Code of Conduct:

1. Display good sportsmanship at all times.
2. No tobacco or alcohol on or near fields or playing areas.

3. Refrain from using foul or abusive language towards officials, parents, coaches and, especially, players.
4. Provide all players a fun and safe experience at all times.
5. Provide fair playing opportunities to all players.
6. Keep all parents informed of and ask for their assistance concerning a player before corrective action is necessary.
7. No fighting.

The Board reserves the right to work with the Sports/Board of Directors member to remove any coach, player or parent who does not adhere to the outlined code of conduct.

Article Eleven **Management of Property**

Section 1. The Board shall manage, direct and control all property of the Association.

Article Twelve **Fiscal Year**

Section 1. The Association's fiscal year shall begin January 1 and end December 31.

Article Thirteen **Meetings**

Section 1. Annual Meeting

There will be an Annual Membership meeting to be held the second (2nd) Thursday in December. Should a meeting location/date conflict with existing school activities, the Executive Board retains the authority to amend the date to another time period in December as needed. This meeting will contain an Open Forum portion for member feedback as well as a vote on suggested By Law Amendments.

Should an Association member desire to address the Executive Board or Board of Directors during a regularly scheduled meeting, a request to do so must be made in writing to the Secretary no later than 5 days prior to such meeting in order to be included in the meeting's agenda. The nature of the address must be included in the request and the speaker will be allotted 5 minutes to present to the Board. Should follow-up/rebuttal be necessary, an additional 3 minutes will be permitted.

Section 2. Executive Board

Executive Board meeting attendance is mandatory. The Board shall meet once a month, at a time and place designated by the Executive Board at the previous meeting. Special meetings may be called by the President if the need arises.

Should an Association member desire to address the Executive Board during a regularly scheduled meeting, a request to do so must be made in writing to the Secretary no later than 5 days prior to such meeting in order to be included in the meeting's agenda. The nature of the address must be included in the request and the speaker will be allotted 5 minutes to present to the Board. Should follow-up/rebuttal be necessary, an additional 3 minutes will be permitted.

Section 3. Board of Directors

The Board of Directors may attend monthly Executive Board meetings. A director shall be required to attend when reasonably requested by the Executive Board. The Board of Directors shall meet as needed separately at a time and place designated by the Athletic Director for the purpose of review and approval of Association rule development and/or changes.

Section 4. Committees

Committees shall be formed as needed and meet as needed at a time and place designated by the chairperson of the committee.

Article Fourteen
Rules of Order and Quorum

The rules contained in "Robert's Rules of Order" shall govern the Association on all cases to which they are applicable and in which they are not inconsistent with these by laws.

Section 1. Executive Board Meeting Quorum

1. Five (5) members of the Executive Board shall constitute a quorum for Board meetings.
2. A quorum must be present to transact Association business.
3. In the event a quorum is not present, the meeting will be adjourned and will be rescheduled within the next thirty (30) days unless required business matters dictate a shorter time period.

Section 2. Membership Meetings

1. The presence of a quorum of members will not be required to transact business at meetings involving the membership.
2. Business will be conducted at membership meetings according to a 2/3 majority vote of those members so present.

Article Fifteen
Restrictions

Section 1. This Association shall be non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation of endorsement for public office.

Article Sixteen
Liquidation and Distribution

Section 1. In the case of dissolution of the Association and the liquidation of its affairs, any money or equipment remaining after payment of all obligations shall be given to a non-profit organization to be determined at that time.

Article Seventeen
Amendments

Section 1.

1. Any member of the Association can propose an amendment to these by laws by submitting such proposed amendment in writing to the Executive Grievance and Communications Chairperson.
2. All proposed by law amendments shall be reviewed and approved by the Executive Board prior to a vote by the membership.
3. Voting on by law amendments can be performed during membership Meetings.
4. The Executive Board does not have the authority to amend these by laws on their own initiative.