

LAW ENFORCEMENT TORCH RUN FOR SPECIAL OLYMPICS VIRGINIA BYLAWS

Article I Mission, Vision, Purpose

I. Virginia LETR Mission Statement

The mission of the Virginia Law Enforcement Torch Run (hereinafter "VALETR") is to raise funds for, and promote awareness of Special Olympics Virginia (hereinafter "SOVA"), by carrying the torch representing the Flame of Hope throughout Virginia.

VALETR will continually organize events to increase awareness of Law Enforcement efforts to support Special Olympics athletes across Virginia.

Special Olympics, through its core values of respect, inclusion and unity believes that every individual has value and capabilities. Through increased interaction at SOVA and VALETR events, the general public's perception of people with intellectual disabilities will be changed, helping to create a community of acceptance. Law enforcement believes that persons with intellectual disabilities involved in Special Olympics, show the community at large the true meaning of sportsmanship and a pure joy for life. It is this transformative power of sports that the VALETR hopes will contribute to building bigger, better, more inclusive communities throughout the Commonwealth.

II. Vision

The VALETR believes that fundraising, direct involvement with Special Olympics athletes, and community interaction enhances the mission of Special Olympics Virginia, by encouraging a more welcoming and inclusive society for people with intellectual disabilities. This is achieved (in part) by the LETR, and its Executive council, in providing ongoing and year-round guidance and support for SOVA throughout Virginia.

III. Purpose

The VALETR is authorized by SOVA, and supported by all of Virginia law enforcement. The mission of the LETR is accomplished with the support of the organizing sponsor organizations, to include, but not limited by:

- a. The Virginia Association of Chiefs of Police;
- b. The Virginia Sheriffs Association;
- c. The Virginia Department of Corrections;
- d. The Virginia Association of Regional Jails; and
- e. The Virginia Association of Campus Law Enforcement Administrators

Virginia law enforcement agencies coordinate with and support VALETR Council and SOVA for the purpose of managing, promoting, planning, expanding and coordinating VALETR activities in Virginia.

IV. Inclusion, Diversity and Equity Statement

The VALETR fully supports and embraces the Special Olympics Virginia core values of respect, inclusion and unity. To uphold these values, VALETR will work diligently to further the mission of SOVA and demonstrate its commitment to building unified communities by recruiting and including a diverse group of law enforcement volunteers.

Article II

Executive Council

I. VALETR Executive Council

The VALETR Executive Council shall be the governing body of LETR, responsible for overseeing the effective management and direction of the program. It shall have and exercise the powers to govern the Law Enforcement Torch Run program on behalf of Special Olympics Virginia. The Executive Council has ultimate responsibility to determine policies deemed necessary for the administration and development of LETR in accordance with its stated Mission and purpose, and consistent with the policies of Special Olympics Virginia.

- A. The VALETR Executive Council shall operate in accordance with written policies and procedures, which have been approved in advance by SOVA, are consistent with SOVA policies and procedures, and are within the Special Olympics Official General Rules.
- B. Subject to limitations of SOVA, Special Olympics International, (hereinafter, "SOI") and their respective Board of Directors, other sections of these Bylaws, SOI Torch Run Executive Council and the Code of Virginia, all powers of the VALETR shall be exercised by, or under the authority of, the Executive Council.
- C. The VALETR Executive Council operates under the SOVA Corporation, and is guided by the SOVA Board of Directors.

II. Function and Authority of LETR Executive Council

- A. The Executive Council shall:
 - 1. Establish goals, and provide vision for the growth and development of the VALETR.
 - 2. Select and remove council members, and prescribe such powers and duties for them, as may be necessary to support VALETR activities.
 - 3. Conduct, manage and control the affairs and business of the VALETR consistent with SOVA policies, law and these Bylaws.
 - 4. Determine, review and assess the mission, purposes, programs and activities of LETR consistent with the policies, spirit and intent of Special Olympics Virginia.
 - 5. Approve Executive Council policies and procedures regarding fundraising and awareness activities throughout the year, as needed.
 - 6. Determine and oversee policies and procedures in managing all LETR program development, including approval of annual LETR budget.
 - 7. Oversee management of funds and directing the distribution of funds to SOVA to benefit the various activities sponsored and supported by LETR.

8. Promote and encourage supportive relationships with committees of LETR, Special Olympics staff, coaches, family members and volunteers at all levels of LETR and SOVA.
9. Represent LETR by appearing before groups, civic organizations, governmental bodies and other assemblies, to promote LETR and Special Olympics Virginia programs.

III. Membership of the Executive Council

- A. The VALETR Executive Council shall consist of not less than 12 and no more than twenty-five (25) members. Twenty-one (21) positions shall be designated for active or retired law enforcement or corrections personnel, and three (3) positions shall be designated for Special Olympics athletes. One (1) position on the Executive Council is for designated SOVA staff, to be suggested, and voted on, by the Executive Council.
- B. Terms:
 1. Members of Council shall be elected to serve a three (3) year term.
 2. Council members may serve successive terms.
 3. No nominated class shall have more than eight (8) nominees; excluding the SOVA staff rep from this count.
- C. Terms shall commence on September 15 with elections taking place not less than 30 days prior to September 15. If filling an unexpired term, the new member shall begin service onto the Executive Council immediately following a favorable vote onto the Executive Council.
- D. Council Members shall be presented through the Nominating Committee to the Executive Council at any one of the meetings, and shall be elected by a majority vote. The Council can vote on Committee members and role changes at any one of the meetings by a majority vote.
- E. Elected Officers:
 1. Elected Officers for the Executive Council consist of the Director, Deputy Director, and Secretary.
 2. Each elected officer of the Executive Council shall serve a two (2)

year term.

3. Elected Officers may serve successive terms.
 4. Election as an Officer of the council requires a majority vote of council during the election process.
 5. Council members seeking an elected officer position shall notify council no less than 30 days prior to the election date.
 6. Council officer terms shall commence February 15, with elections taking place not less than 30 days prior to February 15.
- F. Members of Executive Council shall be SOVA Class A volunteers and complete all necessary requirements for such.
1. Within their 3 year term limit, each Executive Council member shall ensure they complete:
 - a. A required background check;
 - b. Protective Behavior Training; and
 - c. Class A volunteer required paperwork
 2. Failure to maintain the requirements of a SOVA Class A volunteer will result in suspension and/or removal from Executive Council.

IV. Leadership and Other Roles

- A. Officers shall be an elected member of the Executive Council in good standing with a minimum of eleven (11) months service on the Executive Council.
- B. Director
- Duties of the Director include, but are not limited to:
1. Preside over and manage Executive Council meetings, or select a designee in his/her absence
 2. Serve as spokesperson for the Executive Council
 3. Appoint ad-hoc committees as needed to further the VALETR (e.g. conference selection, final leg selection, awards, merchandise, etc.)
 4. In conjunction with SOVA staff, establish agenda for Executive Council meetings

5. Approve transfer of funds to SOVA general account as prescribed by Council in September and December of each year. December transfer will leave \$35,000 balance in the VALETR account to be used to start funding for the following year.
 6. Perform other duties as directed by the Executive Council
 7. Attend the International and Regional Meeting/Conferences or select a designee to represent the Executive Council.
- C. Deputy Director
- Duties of the Director include, but are not limited to:
- a. Assume the duties and responsibilities of the Director during his/her absence
 - b. Serve as chair of the Nominating Committee
 - c. Perform other duties as directed by the Director or the Executive Council
- D. Secretary
- Duties of the Secretary include:
1. Maintain record of Executive Council actions, including Minutes of all meetings
 2. Distribute minutes to each Executive Council member
 3. Distribute announcements as necessary
- E. SOVA Staff VALETR Liaison elected to council
- a. Assist the Director and Secretary with meeting agendas and notices
 - b. Communicate SOVA and SOI information and initiatives to Executive Council
 - c. Communicate VALETR and Executive Council information and initiatives to SOVA and SOI
- F. SOVA Athletes
1. Represent SOVA athlete interests
- G. Honorary Members
- a. Composition: The Executive Council may, at its discretion, elect

Honorary Members to the Council. Honorary Members shall be distinguished members of the community as determined by the Executive Council.

- b. Appointment and Term: Honorary Members may be elected during any regular meeting by a majority vote. The term of service shall be one year. Honorary Members shall be due for re-election every year no later than 30 days prior to September 15, regardless of when first elected as an Honorary Member. Honorary Members may be elected to successive 12-month terms.
- c. Duties: Honorary members may advise the Executive Council and any committee on matters affecting the affairs, business, and finances of the Torch Run. Honorary Members may attend all activities and meetings of the Torch Run. They may be recognized by the Director and express their opinions at such meetings.
- d. Vote at Meetings: Honorary Members are not voting members of the Executive Council and therefore have no voting power or voting rights.

H. Torch Run Chairman, Region Directors and Liaisons

- 1. Each year, the Torch Run State Chair is named by the organizing sponsors of the VALETR, to serve one year as Chair. The Chair works with SOVA staff and VALETR Executive Council to name Region Directors for each of the Regions of the VALETR.
- 2. Region Directors and Liaisons are appointed for one-year terms by the Torch Run Chairman to provide leadership and oversee the operations of the VALETR in each geographic region. A Region Director's job description shall be maintained and available, as part of these bylaws.
- 3. Region Directors and Liaisons can be appointed for successive one-year terms.

V. Committees

The Director appoints standing Committees each year.

A. Nominating Committee.

1. Duties shall be to:
 - a. Determine Executive Council membership needs, by evaluating Executive Council member qualifications and performance expectations, and seek a balance of representation on Executive Council.
 - b. Initiate and monitor procedures for the nomination of members to the Executive Council.
 - c. Assess vacancies, review and screen nominations to determine candidates to be interviewed to fill vacancies.
 - d. Review written nominating procedures, application process, and nominating schedule.
 - e. Interview prospective nominees to explain position expectations and responsibilities of a council member.
 - f. Present viable candidate nominations to Executive Council for discussion and vote.
2. The Nominating Committee shall consist of the Chair (Deputy Director), two (2) Executive Council members and one SOVA staff.
3. The Committee Chair will maintain a list of Council members with term expiration.

B. Finance Committee

1. Duties shall be to:
 - a. Ensure financial stability of VALETR.
 - b. Review the proposed budget and present it to the Executive Council.
 - c. Review VALETR financial reports quarterly.
 - d. Ensure that approved accounting procedures are used.
 - e. Review events to ensure projected return on investment (both financial and human) is acceptable to protect against revenue losses.
 - f. Confirm and provide notification to Council, at least two (2)

times per year, the transfer of funds from VALETR to SOVA (usually September and December).

2. The Finance Committee shall consist of at least two (2) Executive Council members and one SOVA staff.
- C. Bylaws Committee
 1. Duties shall be to review existing bylaws every three years and any submissions for amendments. It shall consist of at least one Council member and two (2) or more additional persons.
 2. Any revisions and/or amendments to the Bylaws shall be presented to the full council for review and approval.
- D. All other work of the VALETR Executive Council shall be conducted by ad- hoc committees, appointed by the Director, with support of the full Council. (e.g. conference selection, final leg selection, awards, merchandise, etc.).

VI. Executive Council Vacancies

A vacancy on the Executive Council shall exist on the occurrence of one of the following:

1. Voluntary resignation
 - a. A council member wishing to resign shall give formal notice to the Director. The resignation shall be effective when the Director receives notice, unless a date is specified in the notice. As soon as practical, the Director will notify the Deputy Director and the SOVA Liaison, of a resignation.
2. Involuntary Removal
 - a. A council member may be removed when the Director or SOVA recommends that the performance of the Executive Council member is unacceptable in meeting the mission and purpose of the organization. This can include, but not be limited to:
 - 1) Lack of **regular** attendance and participation in Executive Council meetings. Regular meeting attendance is defined as 75% attendance in person or video conference (if available) per council member 3-year term. A check of attendance will be

conducted prior to the Director contacting the member to ask if they are seeking a vote for their term renewal.

- 2) Involuntary termination of the Executive Council member's law enforcement employment (i.e. firing).
- 3) Violation of SOVA policy or suspension from SOVA program will result in removal from Council.
- b. Any recommendation for involuntary removal shall be presented by the Director and voted/agreed upon by the Executive Council.
3. Death of the Executive Council member
4. Deployment
 - a. A council member on active military deployment shall retain their position on the executive council.

VII. Meetings and Voting

1. The Executive Council shall meet not less than four (4) times per year at a place determined by the Director.
2. Notice of intent to meet and conduct business shall be made to all members of the Executive Council no less than seven (7) days prior to the date of meeting or conference call.
3. Council members shall provide advance notification to the Director or SOVA Staff VALETR Liaison if unable to attend a meeting in person, or shall arrange to participate via telephone.
4. Members of the Council or its committees may participate in a meeting of the Council or such committees by means of a telephone conference call or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.
5. A quorum is required for Executive Council business to be conducted. A quorum shall consist of a simple majority of the current elected Executive Council membership, no matter by what means the business is conducted.

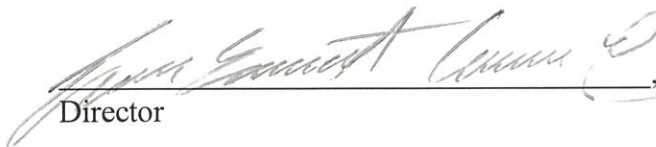
Article III Amendments and Certification

These bylaws may be amended at any time by a 2/3 vote of Council members present at any meeting, provided a quorum is present. A copy of the proposed amendments will be provided to members at least (30) days prior to the next scheduled meeting for vote. The bylaws shall be reviewed every three years, and amended as necessary.

The Bylaws Amendment and Certification procedure shall be:

1. A written proposal must be submitted for review to the standing Bylaws Committee. Amendment submissions must be proposed, or sponsored, by a sitting member of the Executive Council.
2. The Bylaws Committee shall review the submission and have it sent to all members of the council with their recommendations and/or corrections.
3. The proposal will be placed on the next council meeting agenda for discussion.
4. As a result of this meeting, a final draft shall be completed, to be approved for a final vote at the next meeting.

I certify that the foregoing is a true and correct copy of the bylaws of the VALETR Executive Council, duly adopted on August 13, 2015, and amended on 02-09-2017, 04-18-2019, 12-04-19, 3-25-21, and 4-10-25.


Director


Secretary