

**By-Laws
Of The Shenandoah Valley CBIN Association Inc.**

BOARD OF DIRECTORS

1. The Governing body of The Shenandoah Valley CBIN Association Inc. shall be the Board of Directors. The Board shall serve without pay and consist of 9-15 in number beginning in 2013 and by election of the current volunteer members that are active, unless changed by a majority vote of the Board.
2. Board members shall serve one year terms, and be re-elected to additional terms with no term limits.
3. Board members will be responsible for coordinating the needs and interests of their Church, Individuals, Businesses or Non- profit organizations and help the Association decide how it can best meet these needs.
4. Board members with excessive absences, as determined by the majority vote of the Board, shall be dismissed from the Board.
5. No Board members shall be entitled to compensation for serving as a Board member. Any arrangement where a payment is to be made to a Board member for services, products, or goods of any type must be approved by a majority vote of the Board and must be placed in writing, to be retained among the records of the Board, and in all events shall comply with the corporation's conflict of interest policies. In no event may a Board member ever be paid more than the existing market rate for any goods or services, and if at all possible, such payments shall be avoided to eliminate the appearance of any conflict.
6. The Board shall carry liability insurance on all agents and officers of the Corporation, including officers and directors coverage.
7. The Board of Directors shall have supervision, control and direction of the affairs of the organization, its committees and publications; shall actively pursue its objectives and supervise the disbursement of its funds. The Board of Directors may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, delegate certain authority and responsibility to the Executive Director.

8. Board of Directors will also serve as ambassadors for the group they represent. The ambassadors will be asked to report at monthly Board Meetings and they are responsible for coordinating the needs and interests of the different areas of Business, Church, Individuals and Non-profits and help the Association decide how it can best meet these needs.
9. Vacancies on the Board can be filled by any member in good standing by the current Board. The Annual election shall be the responsibility of prior year's Board of Directors. Vacancies on the Board of Directors - may be filled within thirty (30) days by Presidential appointment with the approval of the majority of the Board of Directors. A Director so appointed shall serve the remainder of the vacant term.
10. To serve as a Board of Directors, an individual must be at least 18 years of age and have been associated with the Corporation for a minimum of two years.
11. A Board of Director may resign from the Board at any time by giving notice in writing to the Board. Such resignation shall take effect at the time specified therein
12. A Board Members Resignation may be withdrawn and the Board member may be Reinstated by the President within 10 days of Resignation.
13. **Contracts.** The Board of Directors may authorize, by general resolution, a Director or Directors, or honorary Board members to enter into any contact on behalf of the Corporation
14. **Loans.** No Director, honorary Director or Officer or shall have the authority, on behalf to the corporation, to enter into a loan or any other contact of indebtedness except by unanimous vote in a specific resolution of the Board of Directors. The authority designated by this provision shall be limited to a single and specific instance.

SELECTION AND ELECTION OF DIRECTORS

INITIAL BOARD FORMATION:

For the first year of **The Shenandoah Valley CBIN Association, Inc.** the Acting Executive Director shall appoint the Board of Directors who shall consist of representatives, determined by the current volunteer members who have been acting in this capacity from the previous year of 2011-2012 and are in good standing. After which the following procedure will be followed.

1. The Nominating Committee is responsible for submitting nominations for Board member seats and other board vacancies at the start of each year.
2. At the first meeting of the Board of Directors the President shall appoint a Nominating Committee Chairperson. The Nominating Committee Chair is responsible for recruiting at least one person from each area to serve on each committee. The Nominating Committee will consist of at least three to eight members.
3. By November 1st of each year, the Nominating Committee shall submit to the Board of Directors a list of the names of their respective nominees for the Board of Directors for the upcoming year.
4. Any member in good standing may make additional nominations of another member, providing that such nominee is a member in good standing and agrees to serve on the Board and abide by the rules and regulations of the Board of Directors. All nominations must be submitted by December 31st.
5. Should there be more nominees than positions available, incoming board members will be determined by a ballot vote by the Board of Directors. Winners will be announced within two business days of said Vote.
6. The Board can nominate honorary Board members to **The Shenandoah Valley CBIN Association, Inc.** in which case these honorary members by majority vote of the Board extend voting rights and contractual abilities on behalf of the board. Mandatory attendance can be waived for said members by majority Vote.

VACANCIES:

1. Vacancies on the Board of Directors - may be filled within thirty (30) days by Presidential appointment with the approval of the majority of the Board of Directors. A Director so appointed shall serve the remainder of the vacant term. Vacancies on the Board can be filled by any member in good standing by the current Board. The Annual election shall be the responsibility of prior year's Board of Directors.

DISAGREEMENTS WITH THE BOARD OF DIRECTORS: Any member who has a complaint or grievance against any member, individual board member or with the board collectively shall put the complaint in writing to the President. The President shall forward the complaint to the Ethics Committee. The Ethics Committee shall review the complaint and provide a written response to the member and the President within 2 weeks of the date of the written complaint. If the written response is not satisfactory to the member, he or she and the ethics committee will be invited to the next board meeting to discuss a solution. In the event the above process does not resolve the dispute, the aggrieved member and the President shall mutually agree upon a neutral third party (not a member of the group) to hear the dispute and render a final and binding decision. The aggrieved member shall pay any costs related thereto in full. The parties agree that the foregoing shall be the sole means of resolving disputes and hereby waive their right to sue or litigate such matters.

Officers:

1. The officers of the Board shall consist of an Executive Director, President, Vice President, Co-Vice President, Secretary and Treasurer all elected by the Board of Directors.
2. Elected Officers will serve a term of one year but may be re-elected without term limits.
3. The Executive Director and/or President shall preside at all Board meetings, appoint committee members and perform other duties as associated with the office.

DESCRIPTION OF OFFICERS/POSITIONS:

- **Executive Director:** Senior operating officer of this [non-profit](#) organization. Will help to distinguish this organization from other groups and businesses and calls attention to their non-profit status. Responsibilities involve direct interaction with both the community and volunteers of the organization, working with the Board of Directors to ensure the entity is functioning according to its [mission statement](#) and goals, and working with financial officers to ensure the non-profit is working within its [budget](#). To assist the President to oversee and organize all Committees and be notified of all committee meetings

President:

- To start, preside over and adjourn the meetings in conjunction with the Executive Director.
- To run/organize the board of directors meetings (Date, time and frequency to be determined by board;
- To oversee any business, make announcements at the meetings.
- To oversee and organize all Committees and be notified of all committee meetings
- shall exercise general supervision over the affairs and activities of the corporation, and shall serve as a member ex-officio on all committees except the nominating committee. In addition, the President appoints all committee chairpersons, subject to the approval of the Board of Directors. He/she also serves in any other capacity as required elsewhere in the Constitution and Bylaws.

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Vice President:

- To run the meeting if the President is absent;
- To assist the President to oversee all the committees and do committee reports at the meetings.

Co-Vice President:

- * Run the meetings in the absence of the Vice President
- * Assist the President to Oversee all of the committees and do committee reports at the meetings.

Secretary:

To take attendance and report at each board meeting.

To take minutes at the Board of Director's meetings and any other meetings necessary

To send out warning or termination letters that the board determines need to be sent and all other correspondence necessary determined by the board.

Treasurer:

- To pay invoices in a timely matter
- To collect monies on behalf of the Chamber
- To maintain and balance the group's checkbook, and other accounts
- To report financial status .
- To provide a written report of the Network's financial status at each monthly board meeting.

REMOVAL OF OFFICERS:

Any officer may be removed by majority vote of the Board of Directors for failure to carry out the duties of the office as prescribed by these bylaws, conduct detrimental to the Corporation, or for lack of sympathy with the stated purpose of the Corporation. Any officer proposed to be removed is entitled to five (5) business days notice of the meeting at which the removal shall be considered and may address the Board of Directors at such Meeting

MEETINGS:

1. The Board of Directors shall meet not less frequently than once a month. The President shall, at the written requests of three members of the Board of Directors, issue a call for a special meeting. Scheduling and location information shall be given to each Director at least three (3) days prior to any regular or special Board Meeting.
2. The Board of Directors will attend monthly meetings.
3. Directors must attend at least seventy-five percent (75%) of the monthly Board Meetings. If a member of the Board is unable to meet this minimum commitment, the President may ask the Director to resign.
4. The Board of Directors may, by a majority vote decide to remove a director.
5. Roberts Rules of Order, Newly Revised shall govern the Association in all matters of parliamentary procedure

Absence. Each Board member is expected to communicate with the President and or Executive Director in advance of all Board meetings stating whether or not s/he is able to attend or participate by conference telephone or other agreed-upon means of communication. Any Board member who is absent from (three) successive Board meetings or fails to participate for a full year shall be deemed to have resigned due to non-participation, and his/her position shall be declared vacant, unless the Board affirmatively votes to retain that director as a member of the Board.

COMMITTEES AND TASK FORECES:

A. APPOINTMENT

1. The President, with the approval of the Board of Directors, shall establish such committees, sub-committees or task forces as necessary to carry out the objectives of the organization. Six standing committees may include: Executive, Nominating, Membership, Events, Spirtual Advisor and Finance./Fundraising. Such committees and task forces shall have the power and duties designated by the Board of Directors and shall give advice and make non-binding recommendations to the Board.

2. No standing or special committee shall represent the Association in advocacy or opposition to any movement or project without the specific approval of the Board of Directors.

EXECUTIVE COMMITTEE: Between meetings of the Board of Directors, on-going oversight of the affairs of the Corporation may be conducted by an Executive Committee

A. DETERMINATION OF OFFICERS

1. The Board of Directors, at the first meeting following annual elections, shall install the President and shall elect from the Board the following officers to serve with the Executive Director and the President as the Executive Committee: Vice- President, Co-Vice President, Treasurer, and Secretary. No member shall hold more than one of these positions concurrently. Officers are elected for a one-year renewable term.

B. DUTIES OF OFFICERS

1. The duties of the respective officers shall be such as their titles, by general usage, law, and parliamentary procedure require and/or indicate and such as may from time to time be assigned to them respectively, individually, and/or collectively, by the Board of Directors. As Outlined Previously in the By-laws.

C. MEETINGS OF THE EXECUTIVE COMMITTEE

1. The President shall call meetings of the Executive Committee as the business of the organization warrants. Special meetings may be called by the President upon the written request of two (2) members of the Executive Committee.

2. The President shall notify all directors of any Executive Committee meeting at least three (3) days prior to said meeting if at all possible.

Fundraising/Finance/Audit Committee. The Fundraising/Finance/Audit Committee is responsible for ensuring that Shenandoah Valley CBIN Association t/a Shenandoah Valley Coalition for Christ's financial statements and procedures are evaluated to determine that adequate fiscal controls and procedures are in place and that the Corporation is in good financial health. The Treasurer of the Board shall ways be a member of the Fundraising/Finance/Audit Committee. An audit by the Fundraising/Finance/Audit Committee shall be made in response to a written request to the President or Executive Director or in any case where Grants are obtained that require an audit. The Association will also seek the advice and direction of an outside Accountant to ensure all Non Profit regulations are being followed.

Voting:

- a. A majority of board members constitutes a quorum, in the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- b. Passage of a motion requires a simple majority (i.e one more than half the members present).
- c. Voting may also be made by Email or via Phone call or Fax. The President or Executive Director may call for a Vote via email of the Board members. The vote called for must then be in writing and thereto consents by the directors shall be filed with the minutes of proceeding of the Board by submitting said vote to the President and to the Secretary.
- d. Each Board of Director shall have one vote. All voting at meetings shall be done personally and no proxy shall be allowed.
- e.

Conflict of Interest:

1. Any member of the board who has a financial, personal, or official interest in , or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item. The Corporation's conflict of interest Policy, as adopted is incorporated herein by reference. **See Conflict of Interest Policy and supporting documents.**

Fiscal Policies:

1. The Fiscal year of the board shall be the Calendar year.
2. Purchasing authority for supplies, novelties and other items may be delegated by the Board by use of Resolution.

FINANCES:

A. DISBURSEMENTS

1. The Board of Directors need not approve normal, recurring expenses less than \$5000.00. No disbursements of funds over \$1500.00 shall be made without prior approval by the Board of Directors. Disbursements under \$1500.00 may be made at the discretion of the President, Executive Director, Vice President and Treasurer with disclosure to the Board.

2. All disbursements shall be made by check or credit/debit card and signed by the Treasurer, President, Vice President or the Executive Director.

B. BUDGET

1. The finance/fundraising committee will outline a budget for the upcoming year. The finance committee submits their budget, to the Board of Directors by November 1st. The budget will be voted on by the Board of Directors .

C. DEPOSITS. The Treasurer, President, or Executive Director shall deposit all funds of the Corporation in a bank designated by the Board of Directors as deposits for the funds of the Corporation using documentation provided by the Treasurer to outline the nature of the deposit.

D. WITHDRAW OF FUNDS: The Executive Director and/or The President must approve the withdrawal of any funds from the Corporation Account.

AMENDMENTS:

- ± These By-Laws may be amended, altered or repealed by a majority vote of the Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendments(s) are provided to each Board member at least one week prior to said meeting.

Non Profit Status:

- i. No action shall be taken by the Corporation which would disqualify it from being treated as a non-profit organization, or be in violation of the Articles of incorporation, or the Virginia laws applicable to nonprofit entities and no Board member or employee shall use the organization for personal financial gain. Reasonable compensation may be paid to third parties for actual services rendered and good provided, but Board members shall not be compensated except as set forth in Article 1. In the event of dissolution of the organization the procedure set forth in the Articles of Incorporation shall govern the disposition of the Corporation's assets. The assets of the corporation, may be transferred to other non profit organizations upon an 80% affirmative vote of all of the Directors.

A. NON-DISCRIMINATION

I. **The Shenandoah Valley CBIN Association, Inc.**

in its membership and activities shall not discriminate on the basis of Age, Race, Color, Religion, National Origin, Sex or Sexual Orientation.

B. TYPES OF MEMBERSHIP TO DEFINE: Non-Voting Associates

- 1. Non-Voting Associates are by volunteer status and associates of **The Shenandoah Valley CBIN Association, Inc. to be defined as a Non-Voting Association is not a membership due based organization:**

It shall consist of but not be limited to individuals, professional service, retail, tourism, non-profit, agriculture, churches, government and manufacturing entities. Members may reside, or have a place of business physically located within or outside the Shenandoah Valley of Virginia .

C. DUTIES OF MEMBERSHIP Non –Voting Associates

2. The Status to the Association shall be based on a financial donation or other commitment of time or God given talent as set forth by the Board of Directors Sponsorship levels and must be made to the Association within 60 days of the date of the annual notice. Failure to do so within stated time frame will result in the suspension of membership.
3. Each Associate is encouraged to participate in one or more committee(s) of The Shenandoah Valley CBIN Association Inc. of their choice.

D. STRUCTURE OF Non-Voting Association

1. The general association shall be divided into Businesses, Churches . Individuals and Non Profits .

A. DEFINITION

1. The role of Businesses, Churches, Individuals and Non profit Organizations under the supervision of the board is to address the needs in each individual group. The Organizations are as follows:

- Businesses
- Churches
- Non-Profit Organizations
- Individuals

2. The Businesses, Churches, Individudals and Non –Profit Organizations have the authority to address non-financial, specific issues without the consent of the board of directors. However, it is the responsibility of the Business, Churches, Individuals and Non-Profits to inform the Board of Directors on these specific issues at monthly board meetings.

3. No Business, Church, Individuals or Non-profit , or any member thereof, shall contract any debt on its behalf or shall in any manner to any extent render the Association liable for the payment of any sum unless the sum shall be approved by the Board. No action or resolution of any business , Church, Individuals or Non-profit association shall be binding upon or expressive of the sense of the Association , unless approved by the Board.

B. BUSINESSES, Churches, Individuals and Non profit Organizations COMPOSITION

1. The following associate guide will be the instrument for helping to create a balanced Business , Church, Individual and Non-profit Association that reflects the members. Possible areas of representation can include, but not be limited to:

- Churches of Christian Belief
- Businesses
- Professional Service
- Retail
- Tourism
- Non-Profit
- Agriculture
- Government
- Manufacturing

Business, Church, Individuals and Non-Profits will be responsible for coordinating the needs and interests of its members and helping the Association decide how it can best meet these needs. Business, Church, Individuals and Non –Profits may attend and volunteer on committees as they have staff for.

Our Mission & Vision Statement:

*** To Create a Network for Churches, Non- Profit Organizations, Individuals and Businesses to do God's Work and act as liaisons for on their behalf to support and promote each other in our Communities**

***To promote Prayer and to help spread the word and works of God using a Christian lifestyle.**

***To provide safe family activities & entertainment in Christian environments**

Code of Ethics :

1. We will seek in all ways to be Christ-like in our attitude and conduct.
2. We will seek mutual accountability and spiritual friendships.
3. We will be a brother /sister in Christ to all.
4. We will never violate a confidence.
5. We will provide a fair price in our Business or Organization.
6. We will provide high quality services and products with punctuality.
7. We will not speak uncharitably of anyone.
8. We will consider our Network as a ministry to introduce people to Christ.
9. We will devote time to seeking the will of God through diligent Bible Study and prayer.
10. We will conduct business with integrity and according to Biblical Principles.
11. We will seek to resolve conflicts through a Biblically-based conciliation approach.
12. We will seek to provide spiritual support for our community and beyond.

Our Network places emphasis on high integrity in conduct and professionalism to ensure a high level of trust in our Organizations and Business practices. We agree to operate according to Biblical principles.

Our Main Goal: Network together to reach the unsaved, strengthen Churches, Non-Profit Organizations and Businesses by uplifting our fellow Christians to help them to minister to and bring others to Christ.

Other Goals: ,

Strengthen our community by networking Churches, Individuals, Non-Profit Organizations and Businesses by uplifting our fellow citizens to help them to minister to and bring others to Christ.

Long Term Goals: Provide a Homeless shelter (work with Shenandoah Alliance and/or Watts).

Build a Convention and Welcome Center to host events to seat 5000

Our Guiding Scripture: **Matthew 28:19-20,** "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Conflict of Interest Policy for The Shenandoah Valley CBIN Association t/a SVCC

Article I

Purpose

The purpose of the conflict of interest policy is to protect The Shenandoah Valley CBIN Association t/a SVCC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III
Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b.** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c.** After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
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4. Violations of the Conflicts of Interest Policy

- a.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
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Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
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Article V
Compensation

- a.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
 - b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
 - c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
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Article VI
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a.** Has received a copy of the conflicts of interest policy,
 - b.** Has read and understands the policy,
 - c.** Has agreed to comply with the policy, and
 - d.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
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Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

The following states have adopted legislation satisfying the requirements of section 508(e) relating to private foundation governing instruments. Information derived from Revenue Ruling 75-38, 1975-1 C.B. 161.

VIRGINIA — except for private foundations whose governing instruments contain express provisions to the contrary or which have filed a proper election not to be subject to such law.

The Shenandoah Valley CBIN Association t/a SVCC

**CONFLICT OF INTEREST POLICY:
ACKNOWLEDGMENT AND FINANCIAL INTEREST DISCLOSURE STATEMENT**

Our organization follows a conflict of interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of a director, a corporate officer, our top management official and top financial official, any of our key employees, or other interested persons.

Part I. Acknowledgment of Receipt

I hereby acknowledge that I have received a copy of the conflict of interest policy of **The Shenandoah Valley CBIN Association t/a SVCC**, I have read and understood it, and agree to comply with its terms.

Signature

Date

Part II Please check ONE of the following boxes:

- My interests and relationships have not changed since my last disclosure of interests. [Proceed to signature block below. Do not complete the tables.]

OR

- I hereby disclose or update my interests and relationships that could give rise to a conflict of interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Names of those presenting a potential conflict of interest
Include spouse/domestic partner, living ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grand-children, and spouses/ domestic partners of brothers, sisters, children, grandchildren, and great grandchildren	

Type of interest	Description of interest that could lead to a conflict of interest
Transactions or arrangements with the Organization	
Transactions or affiliations with other nonprofit organizations	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.

Signature

Date

Printed Name