USA VOLLEYBALL
LOCAL AFFILIATED ORGANIZATION/REGIONAL VOLLEYBALL ASSOCIATION GUIDELINES

PURPOSE & EXECUTIVE SUMMARY

USA Volleyball (USAV), through its Local Affiliated Organizations (LAOs; also referred to as Regional Volleyball Associations or RVAs), must continue to set the standard as the premier volleyball organization leading, serving and inspiring the volleyball community. To achieve this, it is critical that USAV and its LAOs collaborate and unite to provide a superior experience for our constituents through consistent governance, effective operations, transparency and accountability. A key component to that mission is the creation of these LAO Guidelines (Guidelines).

These Guidelines outline the expectations of the board of directors of USAV (the USAV Board) for the LAOs, as well as certain benefits (including those attached hereto as **Annex A**) that may be made available to the LAOs. It is imperative that each LAO's local operations and leadership align with the best practices established by USAV and the United States Olympic & Paralympic Committee. These Guidelines cover essential aspects of nonprofit governance, including corporate structure, board independence, financial accountability, grassroots development, communication, expectations and compliance enforcement.

Adherence with these Guidelines will strengthen USAV's operations, service quality and overall success by (i) prioritizing safety and well-being, (ii) achieving sustained competitive excellence on the court, (iii) growing participation, programs and membership, (iv) optimizing resources and (v) building brand equity and affinity. Failure to comply with these Guidelines will result in the application of the noncompliance procedures set forth herein.

LAO GUIDELINES

Each LAO, through its certification by USAV, is required to comply with the requirements set forth in USAV's governing documents, policies, and procedures, which include, but are not limited to, the USAV Bylaws, Operating Code, SafeSport Code, and Region Organizational Advancement Standards (ROAS) (collectively, the USAV Governing Documents).

Copies of the USAV Governing Documents are available at usavolleyball.org.

These Guidelines are designed to ensure that each LAO remains in compliance with the USAV Governing Documents:

1. Corporate Structure:

1.1. Legal Status: Each LAO must be incorporated or organized pursuant to the laws of its registered jurisdiction, and qualified as a 501(c)(3) nonprofit organization under IRS regulations.

1.2. Certification of Compliance:

1.2.1. As a condition to maintaining recognition and good standing status with USAV, each LAO must designate one or more primary representatives for contact and communication with USAV (each such designated individual, a Principal Representative and, collectively, Principal Representatives). USAV requires that a LAO's Principal Representatives be a board chair, chief executive officer, executive director, commissioner, president or similarly situated executive of the LAO.

1.2.2. No later than (i) six (6) months after each LAO's fiscal year-end, and (ii) if a LAO has applied for and/or obtained a valid extension from the applicable taxing or regulatory authority (with evidence of such extension provided to USAV upon such LAO's receipt thereof), thirty (30) days from the earlier of (a) the date such LAO submits its filing to the applicable taxing or regulatory authority or (b) the expiration date of the applicable extension, each LAO will have its Principal Representatives deliver to USAV an executed certificate of compliance in substantially the same form as the form attached hereto as **Annex C** (the Compliance Certificate), attesting to such LAO's compliance for such fiscal year and providing the required supporting documentation.

1.2.3. Within sixty (60) days of any change of a LAO's board chair (if applicable) or other Principal Representatives or modification of a LAO's organizational documents, such LAO will have its Principal Representatives deliver to USAV an executed Compliance Certificate identifying in reasonable detail the changes made and attaching reasonable supporting documentation (e.g. copies of any revised organization documents).

1.3. Bylaws & Operating Policies:

1.3.1. Each LAO must establish and maintain a reasonable framework for its governance, including a defined board structure as well as roles, responsibilities and decision-making processes to ensure accountability, oversight and alignment with such LAO's and USAV's collective mission.

1.3.2. Each LAO must regularly (and no fewer than once every 2 years) review and, if necessary, update its bylaws and policies to reflect legal changes and organizational needs, monitor compliance and inform board members of its fiduciary and regulatory responsibilities.

1.4. State & Federal Compliance:

1.4.1. Each LAO must file and maintain state corporate or other organizational registration, as applicable, and satisfy all annual filing requirements (e.g., state charitable registration and annual reports). If an LAO is not required to file or

maintain state nonprofit registration and/or make annual filings, the LAO will report the same in its Compliance Certificate.

1.4.2. Each LAO must remain in good standing with state regulatory agencies with jurisdiction or oversight, including compliance with state laws governing employment, nonprofit governance, fundraising, and financial reporting.

1.4.3. Each LAO must maintain its 501(c)(3) status under IRS regulations and Federal law.

1.5. Geographic and Membership Alignment: Each LAO must be organized around specific geographic regions with clear membership guidelines and oversight of operational boundaries.

2. Board Governance and Independence:

2.1. Board Composition; Voting and Meeting Requirements.

2.1.1. The Chair, Chief Executive Officer, President, Secretary, Treasurer, or other Principal Representatives of an LAO must be elected or appointed by a majority vote of such LAO's board of directors, subject to any quorum requirements.

2.1.2. No more than fifty percent (50%) of each LAO's board of directors will be appointed, with the remaining fifty percent (50%) elected by the membership within the geographical area represented by such LAO.

2.1.3. One independent director with no financial ties to a LAO is highly recommended for such LAO's board of directors.

2.1.4. At least two (2) open meetings of a LAO's board of directors must be held annually, with at least thirty (30) days' notice provided to the membership within the geographical area represented by such LAO.

2.1.5. Each LAO's official website must have a page entitled "Governance" and provide the following:

2.1.5.1. Minutes of the board of directors meeting of such LAO, which must be posted on such LAO's website no later than the earlier of (i) sixty (60) days after their approval by the board of directors of such LAO or (ii) within one hundred and eighty (180) days of the applicable board of directors meeting.

2.1.5.2. Contact information (e.g., organizational email address and phone number) for such LAO's board of directors, officers, staff, Safesport, and any other significant programming roles of such LAO.

2.1.5.3. Information on such LAO's board of directors nomination and election process, including opportunities for members to nominate potential candidates for election to such LAO's board of directors.

2.1.5.4. Results of any elections held by, or policy changes instituted by, such LAO (to the extent not already provided in the minutes of its board of directors meetings).

2.2. Terms & Succession Planning:

2.2.1. Members of each LAO's board of directors should serve staggered terms of two (2) to four (4) years.

2.2.2. Each LAO will develop, implement, and maintain a nominating process for recruiting members of each LAO's board of directors to ensure the inclusion of fresh perspectives and to maintain a pipeline of future leaders.

2.3. Conflict of Interest Policy:

2.3.1. All officers, directors, and other Principal Representatives of an LAO will be provided with and required to sign the LAO's conflict of interest policy. They will additionally be required to sign the annual certification used by the USAV Board for its conflict of interest.

2.3.2. Each LAO will provide complete copies of its conflict of interest policy and the annual conflict of interest certifications and related disclosures to USAV upon USAV's written request and in accordance with the reasonable delivery instructions set forth in such written request.

2.3.3. Any officer of a LAO or a member of a LAO's board of directors that has a potential financial interest in any activity or undertaking by such LAO other than reasonable expenses must disclose the interest and recuse themselves as necessary, consistent with, at a minimum, the standards and procedures in USAV's Conflict of Interest Policy.

3. <u>Connection to USAV</u>:

3.1. USAV Oversight – The Compliance Council:

3.1.1. The Board Chair and the Nominating Committee of USAV will appoint a compliance council comprised of USAV staff, members of the USAV Board, and designated representatives from the RVAs (such council as appointed, the Compliance Council) to review each LAO's annual compliance with these Guidelines and to confirm each LAO's good standing status with USAV. The appointments to the Compliance Council will then be ratified and

approved by the USAV Board at its next regularly scheduled meeting.

3.1.2. The Compliance Council will manage the ROAS reviews from the USAV Admin Council Compliance Committee, which will continue to function for education and best practices.

3.1.3. Each LAO will (i) have the opportunity to participate in USAV leadership meetings and ongoing education initiatives and (ii) be required to participate in the designated zonal targeted strategic and business development sessions held two (2) times per year.

3.2. Use of USA Volleyball Branding & Standards:

3.2.1. Each LAO will be required to adhere to USAV's branding guidelines when utilizing any USAV trademarks, brands, terminology or imagery in order to ensure uniformity in public representation.

3.2.2. Each LAO will use reasonable efforts to ensure all of its programming reasonably aligns with USAV's mission and grassroots development strategy.

3.2.3. USAV and each LAO will reasonably cooperate to expand national marketing for the benefit of USAV and all LAOs.

3.3. Complaints, Discipline and Escalation:

3.3.1. USAV agrees to forward complaints and to designate the LAO as the initial point of contact for all intra-LAO issues and complaints within an LAO's jurisdiction, subject to SafeSport requirements.

3.3.2. In the event a complaint involves more than one LAO, USAV will assume responsibility for review and resolution in accordance with the USAV Governing Documents.

3.3.3. USAV and each LAO will recognize and enforce any disciplinary decisions or other sanctions in accordance with their respective obligations under the USAV Governing Documents and/or other LAO governing documents.

3.4. Sanctioning & Membership Alignment:

3.4.1. Purpose

3.4.1.1. The sanctioning process plays a critical role in shaping access to the volleyball marketplace within each region. Without structured transparency, regions or LAOs could unintentionally limit participation opportunities for qualified outside entities by retaining control of prime weekends or selectively approving events. The

minimum procedural safeguards set forth in this Section 3.4 are intended to create a fair and equitable pathway for independent organizers to engage with USAV.

3.4.1.2. The sanctioning system aligns with free-market principles by encouraging healthy competition, expanding sanctioned event offerings, and increasing access for athletes and clubs. Balanced oversight also reinforces USAV's national credibility as an objective governing body that values inclusion, fairness, and consistency across all regions. While care must be taken not to overburden LAOs, a transparent framework helps ensure that event sanctioning remains a privilege earned through compliance and quality, not proximity or preference.

3.4.2. All events operated by the LAO must be USAV-sanctioned to ensure adherence to athlete safeguards, SafeSport, officiating standards, and insurance requirements.

3.4.3. Each LAO shall publish by September 1 of each year guidelines detailing how host clubs or other organizers can submit proposals and obtain permission for outside / non-LAO sponsored USAV-sanctioned events and will provide a copy of such guidelines to USAV upon USAV's reasonable request. Each LAO is to use reasonable efforts to ensure that all requests are treated equally and that no one host or club is provided preferential treatment. Each LAO shall include a list of all LAO-sponsored events and non-LAO sponsored USAV-sanctioned events for the previous fiscal year in its Compliance Certificate.

3.4.4. Each LAO will have access to, and will utilize, the official enterprise solutions of USAV (e.g., membership management, learning management, athlete safeguard training, etc.).

3.4.5. Each LAO will use its best efforts to honor any dual-affiliated alliance agreements implemented by USAV, provided such dual-affiliated alliance agreements do not conflict with any prior contractual obligations of an LAO, and provided further that such LAO does not opt out following the determination of the board of directors of an LAO that such dual-affiliated alliance agreement is inconsistent the values or priorities of such LAO.

3.4.6. Each LAO will provide insurance for events that include only USAV members.

4. Grassroots Events & Programming Excellence:

4.1. Commitment to Developmental Pathways:

4.1.1. Subject to demand, participation, and resources, each LAO will use its best efforts to offer programs that reasonably align with USAV's grassroots initiatives

(e.g., Try Volleyball, USYVL, YMCA Alliance, Starlings, Beach ParaVolley, Deaf Volleyball).

4.1.2. Each LAO will also strive to provide better access for underserved communities within its geographic region.

4.2. Superior Event Management & Service Standards:

4.2.1. Each LAO will use reasonable efforts to implement standardized event planning guidelines and other published criteria to ensure consistency and professionalism in local competitions.

4.2.2. Each LAO will require all event management personnel to register with USAV and complete USAV-certified training, including all current SafeSport requirements and any other required athlete protection measures, to promote integrity and service excellence.

4.3. Coach & Officials Development:

4.3.1. Each LAO will require any coach or official participating in LAO activities to complete all USAV-certified training and all required athlete safeguards.

4.3.2. Each LAO will encourage its coaches and officials to participate in other USAV coach and officials' education programs.

5. Accountability, Communication & Compliance Expectations:

5.1. Required Information:

5.1.1. If required by the IRS or state agencies, LAOs should publish audited financial statements annually and submit complete and correct copies to USAV with its Compliance Certificate.

5.1.2. Each LAO will deliver to USAV, concurrent with its delivery to the IRS, its annual IRS Form 990. Each LAO will also either (i) disclose its annual IRS Form 990 on its website or (ii) provide a statement on its website that it will make its annual IRS Form 990 available upon request.

5.2. ROAS Audit: Each LAO will be required to submit to and complete a ROAS audit every four (4) years or as reasonably requested and noticed by USAV. Any findings identified through the audit must be remediated within sixty (60) days of the final report or addressed under a written remediation plan approved by USAV not to exceed one hundred and eighty (180) days, with periodic status reports provided to USAV at intervals agreed upon by USAV and such LAO, continuing until all findings are

reasonably resolved.

5.3. Additional Information:

5.3.1. To the extent available, each LAO will be required to provide USAV with any participation statistics and event reports to support USAV marketing campaigns & commercial opportunities that USAV reasonably requests.

5.3.2. Each LAO will also use reasonable efforts to promptly provide USAV with any information on its operations, events, policies or procedures that USAV reasonably requests.

5.3.3. Each LAO and USAV will use reasonable efforts to maintain the confidentiality of non-public financial and other proprietary information and will protect such information using at least the same degree of care it uses to protect its own sensitive, confidential and proprietary information, but in no event less than a commercially reasonable standard of care.

6. Procedures for Non-Compliance

6.1. General: To ensure that LAOs adhere to these Guidelines, set forth below is a three-tiered system of notice and review for LAO non-compliance (the Tiers of Noncompliance). While the USAV Board will attempt to commence any noncompliance proceeding with Tier One before proceeding to Tier Two or to Tier Three, depending on the severity of a LAOs noncompliance, the USAV Board acting by majority vote shall have the right to commence any or all of the Tiers of Noncompliance. Each of the Tiers of Noncompliance will be subject in its entirety to the due process and other requirements set forth in the USAV Governing Documents.

6.2. USAV Bylaws Control: The following Tiers of Noncompliance are not intended to amend or otherwise modify any of the rights, remedies or procedures set forth in the USAV Governing Documents. In the event of any conflict or inconsistency between the Tiers of Noncompliance and the USAV Governing Documents, the USAV Governing Documents shall control.

6.3. Tier One: Written Notice & Cure.

6.3.1. If the Compliance Council or a majority of the USAV Board (the Complainant) reasonably believes that a LAO is not in compliance with these Guidelines or has otherwise violated the USAV Governing Documents, the Complainant may deliver a written notice of noncompliance to the LAO and its Principal Representatives (Tier One Notice). Copies of the Tier One Notice will also be provided to the CEO, Board Chair and Secretary of USAV.

6.3.2. The Tier One Notice shall (i) include reasonable detail with respect to the alleged noncompliance and (ii) provide the LAO with a reasonable period of

time (not to be less than fifteen (15) days), to respond in writing to the Tier One Notice.

6.3.3. Following the earlier of its receipt of a LAO's response to the Tier One Notice or a LAO's failure to provide a response within the time period set forth in the Tier One Notice, the Complainant may, in its sole discretion and upon its reasonable determination that a noncompliant LAO has not cured the issue(s) set forth in the Tier One Notice, (i) provide the noncompliant LAO with an additional period of time to satisfy the issue(s) set forth in the Tier One Notice or (ii) proceed to Tier Two.

6.4. Tier Two: Probation, Corrective Measures and Sanctions.

6.4.1. If an LAO fails to cure the alleged noncompliance set forth in a Tier One Notice or if an LAO receives more than one Tier One Notice for noncompliance, the Complainant may notify such allegedly noncompliant LAO of its intention to seek probation and/or sanctions against such LAO (Tier Two Notice). Copies of the Tier Two Notice will also be provided to the CEO, Board Chair, and Secretary of USAV.

6.4.2. The Tier Two Notice will include (i) reasonable detail with respect to the alleged noncompliance, (ii) any probation period the Complainant proposes should be imposed on the noncompliant LAO, and (iii) any proposed corrective measures or sanctions the Complainant determines should be imposed on the noncompliant LAO, which such corrective measures or sanctions may include but will not be limited to the loss of bids, restrictions on sanctioning, removal of the LAO's Principal Representatives, additional oversight or compliance measures, and/or additional reporting requirements. The Complainant will also provide a reasonable briefing and hearing schedule for a hearing before Complainant (a Tier Two Proceeding) to review with the allegedly noncompliant LAO the proposed probationary period, corrective measures and/or sanctions set forth in the Tier Two Notice (a sample briefing and hearing schedule is attached to these Guidelines as **Annex B**).

6.4.3. Following a Tier Two Proceeding, the Complainant will issue its determination to the LAO in writing, which such notice will set forth in reasonable detail the (i) findings of fact by the Complainant, (ii) the specific provision(s) of these Guidelines or another USAV Governing Document supporting such determination by the Complainant and (iii) any sanctions or remedies imposed by the Complainant. Any sanctions or remedies imposed following a Tier Two Proceeding will go into effect promptly upon the delivery of the written notice to the noncompliant LAO. In the event any sanctions or remedies are imposed by the Compliance Committee (as opposed to the USAV Board), such sanctions or remedies are to be presented to the USAV Board at its next regularly scheduled meeting for its review and approval, and any such sanctions or

remedies will go into effect only following such approval by the USAV Board.

6.5. Tier Three: Suspension or Expulsion of a LAO.

6.5.1. If the Complainant determines that an LAO is not in compliance with these Guidelines or has otherwise violated the USAV Governing Documents in such an extreme and egregious manner that issuance of a Tier One Notice or Tier Two Notice is insufficient, or if an LAO fails to cure the issue(s) of noncompliance as determined in a Tier Two Proceeding, the Complainant may notify a LAO (Tier Three Notice) of its intent to commence proceedings for the suspension and/or expulsion of such LAO or such LAO's representatives from USAV membership in accordance with Article V of the USAV Bylaws (a Tier Three Proceeding). Copies of the Tier Three Notice will also be provided to the CEO, Board Chair and Secretary of USAV.

6.5.2. The Tier Three Notice will include reasonable detail with respect to the alleged noncompliance and the details of the Tier Three Proceeding itself. The Tier Three Notice will also provide a reasonable briefing and hearing schedule for the Tier Three Proceeding (a sample briefing and presentation schedule is attached to these Guidelines as **Annex B**).

6.5.3. Any vote by the USAV Board at the Tier Three Proceeding will be conducted in accordance with, and any determination made by the USAV Board will be subject to the appeal procedures set forth in, Article V of the USAV Bylaws.

6.6. Mitigation Efforts.

6.6.1. Each of the Compliance Council, the USAV Board, members of the USAV staff, and/or other local representatives within a noncompliant LAO will use reasonable efforts to provide guidance and support for a noncompliant LAO's compliance efforts, provided that in no instance will USAV be required to bear any financial responsibility for a LAO's compliance efforts.

6.6.2. In the event a noncompliant LAO fails to cure any issues of noncompliance set forth in a Tier One Notice, Tier Two Notice, or Tier Three Notice, the Complainant may, and may direct the USAV staff to, implement reasonable measures to maintain the continuity of services to the LAO membership until the issue of noncompliance is resolved.

CONCLUSION

These Guidelines are intended to provide transparency, allow USAV and its LAOs to maintain the highest standards of organizational integrity and foster the sport of volleyball's long-term growth and success at all levels. Adhering to these Guidelines will enable USAV and its LAOs to provide consistent local administration and customer service, ensure fair governance and

financial accountability and provide the athletes, coaches and officials of USAV and the broader volleyball community with high quality service and commitment.

ANNEX A
BENEFITS PROVIDED BY USAV

A high level overview of the benefits provided by USAV includes the following:

1. Insurance: USAV provides a complete package of directors and officers, general liability and member accident and injury insurance coverage to its LAOs.

2. Education: All LAOs and their members, as part of USAV, have access to all aspects of volleyball education, both in-person and online.

3. Management: USAV provides a member management system that assists LAOs in the collection and distribution of membership fees and provides LAOs with consistent top-level administration and information concerning their membership.

4. National Programming: USAV awards bids to national events and provides LAOs and their members with access to all national programming.

5. National Team Development Opportunities: National Team Development Program opportunities are offered to players throughout the United States, with access to and selection for those opportunities based on player evaluation and merit, and with the availability of such opportunities often influenced by the size and competitiveness of the applicable USAV region.

6. Support: LAOs are provided with year-round support towards complying with USAV's best practices, as well as each LAO's required compliance with USAV's Bylaws, Operating Code and other policies.

7. Marketing & Brand Recognition:

    a. Use by LAOs of USAV trademarks and brands consistent with USAV's protocols.

    b. Accessibility to USAV and related promotional opportunities.

    c. Assistance to LAOs and regions in the promotion of programs and events.

ANNEX B

SAMPLE BRIEFING SCHEDULE FOR TIER TWO OR TIER THREE PROCEEDINGSL PURSUANT TO THE USA VOLLEYBALL LOCAL AFFILIATED ORGANIZATION/REGIONAL VOLLEYBALL ASSOCIATION GUIDELINES

In order to provide all parties involved with a fair and equitable process for review of a Tier Two Proceeding or a Tier Three Proceeding put before the USA Volleyball Board of Directors (USAV Board) on [Insert date of meeting], the below instructions shall provide guidance for submission of materials and schedules. Capitalized terms used herein but not otherwise defined will have the same meaning as ascribed in the Local Affiliated Organization/Regional Volleyball Association Guidelines (LAO Guidelines).

1. The Complainant may file, or cause to be filed, a written brief along with supporting documentary evidence to the USAV Board via the attention of the Board Chair (BODChair@usav.org), copying all parties, no later than 5:00 p.m. MST on [Insert date that is no less than 14 days prior to the meeting date]. Should the Complainant fail to file a written position statement and supporting documentary evidence by that date, its ability to do so for the noticed hearing is forfeited.

2. The Member Organization may file, or cause to be filed, a written brief along with supporting documentary evidence to the USAV Board via the attention of the Board Chair (BODChair@usav.org), copying all parties, no later than 5:00 p.m. MST on [Insert date that is no less than 7 days prior to the meeting date]. Should the Member Organization fail to file a written position statement and supporting documentary evidenceby that date, its ability to do so for the noticed hearing is forfeited.

3. Representatives of the Complainant, USAV and the Member Organization shall be permitted to attend the noticed hearing either in-person or virtually. Such right to appearance shall be limited to the USAV CEO and General Counsel, the LAO's Principal Representatives or other previously identified executive leadership, legal counsel and any previously identified witnesses, who shall be sequestered as appropriate.

4. The hearing will occur [Insert details]. A virtual meeting link can be provided by contacting [Insert contact information]. The exact time of appearance is yet to be determined and will be communicated via a separate written communication.

5. Each of USAV and the Member Organization, through their respective representatives set forth above, shall be provided with at least fifteen (15) minutes (or such longer period as the USAV Board shall consent to) to present an oral statement to the USAV Board. The nature of this oral statement is limited to what is contained in the written statements and supporting documentary evidence submitted pursuant to Sections 1 and 2 of this **Annex B**, as applicable to each party (i.e., no new positions will be entertained). Should a party opt not to submit a written statement pursuant to Sections 1 and 2 of this **Annex B**, as applicable, such party's oral statement shall be restricted to the noncompliance issues set forth in the notice. Each party shall have the opportunity to present its oral statement to

the USAV Board without the other party present, provided that each party shall be afforded a reasonable opportunity to question any documentary evidence presented by the other party. The hearing shall be conducted in a prompt, fair and equitable manner consistent with the USAV Governing Documents.

6. Following the completion of the process set forth in Section 6 of this Annex B, all parties shall be excused from the room for the final deliberation and subsequent vote of the USAV Board. The parties shall be verbally notified of the decision promptly upon the conclusion of the vote of the USAV Board. Written notice of the decision and any sanctions or remedies imposed will be delivered by the Secretary of the USAV Board to the parties within ten (10) business days thereafter.

ANNEX C

FORM OF COMPLIANCE CERTIFICATE

The undersigned, [Principal Representative(s) Name(s)], as the Principal Representative[s] of [LAO Name] (the LAO), hereby certify and acknowledge that as of [_____], 20[___], the end of the LAO's fiscal year:

1. The LAO is in full compliance with the governing documents of USA Volleyball (USAV), which include, but are not limited to, the USAV Bylaws, Operating Code, SafeSport Code and Region Organizational Advancement Standards.

2. The LAO has adopted a conflict of interest policy, a copy of which can be provided to USAV upon request, and all officers, directors and other Principal Representatives have executed and delivered to the LAO the annual conflict of interest certification listed on USAV's website for the applicable fiscal year.

3. Attached hereto are true and correct copies as of the date hereof of each of the following:

    a. Current LAO Bylaws (including any amendments thereto). If this certificate is being filed in connection with a change Bylaws or other similar organization documents, please check here ☐ and provide supporting detail.

    b. Current state nonprofit or charitable registrations.

    c. Most recent IRS Form 990, or, if applicable, proof of an IRS-approved extension for filing such IRS Form 990.

    d. Financial statements provided to any governmental authority during the LAO's fiscal year.

    e. Current roster of officers, directors and other Principal Representatives, including for purposes of directors such director's applicable term of service and a designation of whether such director is independent. If this certificate is being filed in connection with a change in board chair (if applicable) or other Principal Representatives, please check here ☐ and provide supporting detail.

    f. A complete list of (i) all LAO-sponsored USAV-sanctioned events and (ii) outside / non-LAO sponsored USAV-sanctioned events held in the applicable fiscal year.

The undersigned understand that this certification is being made as a condition to maintaining recognition and good standing with USAV.

[Signatures on next page]

Executed this [Day] of [Month, Year].

_____

By: [Principal Representative Name]
Title: Principal Representative

[Add additional signature block if more than one Principal Representative]

_____

By: [Board Chair Name]
Title: Board Chair

[In the event the Board Chair and Principal Representative are the same individual, include an additional signature block for a second representative from the Board to sign.]

_____

By: [Board Member Name]
Title: Additional Board Representative