

Justin Youth Sports Association By-laws



ARTICLE I: NAME:

1.1. The name of the Association will be Justin Youth Sports Association. JYSA will be the recognized abbreviation for the association's name. The organization is a non-profit corporation.

1.2. The mailing address of JYSA is P.O. Box 682, Justin, TX 76247.

ARTICLE II: OBJECTIVE:

This Association will firmly implant in the children and citizens of the community the ideals of good sportsmanship, loyalty, courage, honesty, and respect so that they may be finer, stronger, confident, happier children, and this positive seed will be left to take into their adulthood. At the same time, the association will implement and teach instructional and competitive sports. It will do so through patient, humble, amicable, understanding, respectful, and reserved leadership via our coaches and parents.

- a) This association is organized for civic purposes to develop and operate sports programs in the town of Justin, Texas.
- b) In conjunction with such purposes, the objectives of this association are that through the medium of supervised, well-organized, competitive sports, this association will seek to implant in the youth of the town of Justin the ideals of honesty, loyalty, confidence, teamwork, self-respect, courage, reverence, self-control and sportsmanship so that they may be physically and morally better prepared to contribute constructively to the community.

ARTICLE III: ELIGIBILITY AND MEMBERSHIP

- a) Any child meeting the age requirements and residing in the town of Justin and surrounding areas, will be eligible to register and/or tryout for JYSA programs, after completing the necessary registration form(s) stipulated by the JYSA and subject to the terms and conditions set forth in such form(s).
- b) The parent(s) and/or legal guardian(s) of any child(ren) having completed the necessary registration form(s) will be admitted to membership in the association, whose membership term will continue in effect until the same registration period in the succeeding year.
- c) Volunteer Member Participants: This includes any active coaches, managers, and assistant coaches. This also includes any person 18 years of age or older that has volunteered for the Association during the current season including snack stand work, fundraising, administration, and maintenance work. All volunteer members must comply with the association's rules and regulations and code of conduct.

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d) A voting member is any parent or guardian listed on the account of a registered child in any seasonal sport which JYSA provides, to include an approved coach, or officer, from the day of registration, to the first day of the same sport's seasonal registration of the following year.

e) Any voting member will have one (1) vote at the Annual Meeting regardless of the number of children they have registered.

ARTICLE IV: NON-PROFIT RESPONSIBILITIES:

Notwithstanding any other provisions of these articles, the Association is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and will not carry on any activities not permitted to be carried on by an Association exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent tax law.

In any taxable year in which the Association is a private foundation as described in IRC 509(a), the Association will distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the Association will not (a) engage in any act of self-dealing as defined in IC 4941(d), (b) retain any excess business holdings as defined in IRC 4943(c), (c) make any investments in such a manner as to subject the Association to tax under IRC 4944, or (d) make any taxable expenditures as defined in IRC 4945(d) or corresponding provisions of any subsequent Federal tax laws.

ARTICLE V: GENDER

Any word used herein in the masculine gender will also include the feminine gender in all cases where appropriate.

ARTICLE VI: ANNUAL MEETING

The Annual Meeting of the Association will be held in the month of June of every year. At this time, the Association's elections will be held. This meeting will be opened to all eligible members. All current members of the association that are present are eligible to vote for all seats up for election. All meetings will be conducted according to the Roberts Rules of Order.

ARTICLE VII: REGULAR MEETINGS

Regular meetings of the Board of Directors will be held monthly or whenever the Board of Directors deems necessary. A specified date and time will be determined by the Board of Directors. These meetings will be open to the association's members and/or individuals invited by the Board of Directors. All meetings will be conducted according to the Roberts Rules of Order. The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings. The meetings may be held either within or out of the State of Texas if the resolution does not specify the location of the next meeting.

ARTICLE VIII: SPECIAL MEETINGS

Special meetings of the Board of Directors may be called at any time by the President or upon written request of not less than $\frac{2}{3}$ of the appointed Board. Special meetings may not be open to the public; minutes of these meetings must be made accessible to the JYSA members. All board members are required to have been notified by email or phone. All meetings will be conducted according to the Roberts Rules of Order.

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ARTICLE IX: NOTICE OF MEETINGS

Notice of all annual or regular meetings will be given at least five days prior to the date of such meeting to the Board of Directors of the Association and any member. Special meetings require a minimum 48-hour notification.

Notice of all annual or regular meetings may be given by publication on the association's primary web site, not less than five (5) days before the date of the meeting. The notice shall state the place, day, time, and type of (annual or regular) meeting. If a meeting must be cancelled, all members will be notified within 24 hours.

ARTICLE X: QUORUM

A quorum will consist of fifty percent of the members of the appointed Board of Directors plus one. A majority of those present will decide all questions. The President has authority to sequester all members to vote on an issue or issues without a meeting being in session by either phone, email, or appropriate forms of communications. All members will have 2 days to respond, or they will be considered absent. All decisions are made by majority rules unless otherwise specified.

ARTICLE XI: TERMINATION OF GENERAL MEMBERSHIP

Membership may be terminated by resignation or by action of the Board of Directors due to just cause. Just cause may be determined as acts or deeds, which are contrary to the welfare of the Association or its players, including but not limited to: violations of the Code of Conduct or other rules and regulations. A majority vote of appointed Board members is required for termination. To eliminate any vagaries, behavior will be defined as acts or deeds of any player or member that are contrary to the conducts as outlined in JYSA's Code of Conduct.

The appointed Board of Directors, by a majority vote of those present at any duly constituted meeting, will have the authority to discipline or suspend any member(s) of any membership type when the conduct of such person is considered detrimental to the best interests of the Association as defined above. The member involved will be informed of the general nature of the charges and given the opportunity to appear at a meeting with the appropriate board members or committee to answer such charges. The deliberations and subsequent vote of the appointed Board of Directors will be conducted in a closed session.

ARTICLE XII - BOARD OF DIRECTORS

Section 1. Description.

A Board of Directors elected in accordance with JYSA rules will govern the Association. The Board of Directors is authorized to establish policies and procedures for administering the affairs of the Association in accordance with these by-laws. Directors will, upon election, immediately enter upon the performance of their duties and will continue in office until their successors have been duly elected.

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Section 2. Nomination and Election:

a) Board of Directors elections will be held annually in June of each calendar year. Election to the Board of Directors will be determined by a vote of the general Membership And member of the Association can make nominations to positions on the Board of Directors. While one person can be nominated for more than one (1) position, no one person may hold more than one (1) position concurrently. If only one candidate volunteers to take a seat on the Board, only a nay vote will be sequestered. If two or more volunteers vie for one and the same seat, then a written vote must be sought. If an individual is voted into more than one (1) Board position, the individual must declare which position they would like to hold within 24 hours. The position(s) not chosen by the elected individual will be filled by the next candidate with the most votes If there are still vacancies, or open positions, on the JYSA Board of Directors thirty (30) days after the annual election, a Board member may submit his/her name for consideration for the position in question and may accordingly be approved by the Board of Directors.

b) Post-election vacancies that may occur on the Board of Directors due to death, resignation or termination may be filled by a majority vote. Members will be notified of the vacancy by publication on the Associations primary website and/or email. Any member of the Association can make a nomination for the vacated position on the Board of Directors. Nominations will be taken to fill the position a minimum of one week after the vacancy and a vote will take place by the remaining Board of Directors at the next scheduled meeting. The elected member will assume the position for the duration of the term.

c) Executive board positions will include President, Executive Vice President "EVP", Vice President of Baseball Operations, Vice President of Softball Operations, Vice President of Basketball Operations, and Treasurer. Executive positions will be elected biennially; conversely relative to another Executive Board position: President, VP of Baseball, VP of Basketball will run on odd years. EVP position, VP of Softball, and Treasurer will run on even years. All elected executive members will serve a two (2) year term. All other board positions will serve a one (1) year term.

d) Any member wishing to serve as the President will have served a minimum of 6 months on the current Board.

e) All elected officials are subject to completion and approval of background checks prior to taking office.

f) All meetings will be conducted according to the Roberts Rules of Order.

Section 3. Resignation:

A member of the Board of Directors may resign by delivering a written resignation to the President or EVP of the Association. Such resignation will be effective upon receipt, unless specified to be effective later by the resigning member, and acceptance thereof will not be necessary to make it effective unless so stated in the resignation. See post-election vacancies procedure (Section 2. b.)

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Section 4. Duties and Powers:

The President will have the power to appoint special committees as determined and will delegate such duties to the committee as the Board of Directors will deem advisable. Committee meetings are not required to be open to the public and minutes of committee meetings will not be recorded as committees must present all recommendations to the Board for discussion. Committee responsibilities include analysis of information as referred to or deemed proper by the President and the presentation of recommendations to the Board of Directors based on the evaluation of this information. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Association, as it may deem proper. The President will have the authority to set and change the parameters for meeting discussions as needed. The Board of Directors will have the power to discipline, suspend, remove, or terminate any committee member in accordance with the provisions in article XI.

Section 5. Coaching Evaluations:

The Board of Directors will be responsible for devising coaching performance evaluations that will be used to review coaches' performance, provide feedback and information on coaching skills and development. These may also be used as input in the manager/coach selection process.

Section 6. Executive Session:

The President or Executive Board may at any time request that the Board Meeting be closed to the public while in session or prior to the beginning of the meeting to discuss sensitive matters in private. This Executive Session option is available as necessary to address certain issues at times during the year. Minutes will be taken, and individuals' names will be kept confidential.

Section 7. Voting:

The elected Board of Directors can vote on matters at any meeting of the Association. If the elected VP of basketball/softball/baseball are absent, a Board appointed commissioner for that respective sport may stand in and act as a voting member. Current members in good standing are invited to vote pertaining to the election of the Board of Directors. No Annual Meeting voting will be done by proxy.

Section 8. Absence from Meetings:

Any member of the Board of the Directors who will be absent from two regular consecutive meetings, without adequate excuse, sent to the President, may be regarded as resigning from the Board, subject to the discretion of the Board of Directors. Notification of extended leave of absence will be sent to the President. Notification of absence should be sent to the President within 24-hours of the meeting.

Section 9. Responsibilities:

Any member of the Board of Directors who does not fulfill his duty for any reason whatsoever, will be subject to disciplinary action leading up to and including removal. Disciplinary action will be decided by the remaining Board of Directors.

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ARTICLE XIII - OFFICERS DUTIES AND POWERS

Section 1. Duties and powers of the Associations officers

All elected Board members are expected to be available and help whenever the President calls for volunteers whether it involves their respective leagues. This includes registrations, admittance, opening day, concession stand duty, field maintenance throughout the year, equipment hand-out and return, and any other Association sponsored activity. Any member unable to attend must contact the President or appointed member prior to the scheduled date. Board members may have additional duties and powers as the Board of Directors may from time-to-time delegate. The Executive Board may appoint non-voting positions as deemed necessary.

President

1. Will preside over all meetings.
2. Will break any tie vote.
3. Will call Executive Board meetings as needed.
4. Will coordinate with the EVP an agenda for every meeting.
5. Will represent JYSA at meetings with other Athletic Associations with VPs of respective sports.
6. Will (with the assistance of the Treasurer) will oversee all appropriate tax filings, prepare, and submit an annual budget to the Board of Directors for its approval and be responsible for the proper execution thereof. Will appoint a committee of three board members to review the accounting books at the end of the fiscal year.
7. Will communicate and work with the City of Justin, the Parks and Recreation Department towards our goal of providing the finest supervised youth sports for the youth of this community.
8. Will manage the Officers of the association and ensure that all duties of the Board of Directors are completed in a timely fashion.
9. Will oversee the JYSA Facebook and website and will be the point of contact for any social media.
10. Will appoint committees, and act as an ex-officio member at committee meetings.

Executive Vice President

1. Will perform such other duties as the Executive Board prescribes.
2. Will act as vice-chairman of the Sponsor Committee.
3. Will maintain a complete list of all Executive Board members and Officers of the association and maintain a list of the entire membership.
4. Will maintain the record books in which the bylaws, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
5. Will assist commissioners with necessary paperwork required for tournaments and all-star programs.
6. Will approve background checks and provide proof each season for all coaches and volunteers.
7. Will preside over all meetings in the absence of the President.
8. Will provide meeting agendas and meeting minutes.
9. Will oversee the JYSA Facebook and website and will be the point of contact for any social media.

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10. Will oversee Director of Marketing and Events. Assisting with obtaining Sponsors and maintaining a working relationship between the Sponsors and the association.
11. Will oversee the Treasurer. Assisting with reconciliation, reporting and bank relationships.
12. Will purchase trophies and awards for respective seasons with the VPs of respective sports.
13. Will perform duties as assigned by the President.

Treasurer

1. Will receive and collect all funds.
2. Will dispense all bills and charges under the direction of the Executive board.
3. Will maintain the financial status of the association using the association's computer and financial software and/or maintain a working relationship with Board appointed CPA.
4. Will provide a full report of receipts and expenditures, deposit balances and financial condition at each regular meeting of the Executive Board, and at the annual membership meeting.
5. Will file tax returns and forms required to maintain non-profit status and report all filings to the board and Board appointed CPA.
6. Will procure and manage the insurance for JYSA with Executive Board approval.
7. Will create and submit a budget expense report for each respective sport or other league expenses (i.e. Marketing and Concessions).
8. Will perform the duties as assigned by the President.

Vice President of Baseball Operations

1. Will oversee the baseball operations of JYSA working with league commissioners.
2. Will recruit and select coaches based off coaching evaluations or Board approval.
3. Will set up, organize, and conduct coach looks and drafts for baseball and establish teams.
4. Will coordinate with the Director of Field Operations for necessary equipment needs.
5. Will make recommendations to the Executive Board on improving JYSA baseball.
6. Will assign a commissioner(s) upon Board approval for the respective sport.
7. Will handle all aspects of game field scheduling, including rescheduling of games and communicating such schedules to the board. Will establish and assign a schedule of practice and game times for teams and maintain a practice matrix.
8. Will work with other Cities Association schedulers to set up interlock games where approved.
9. Will maximize the use of the fields keeping in mind the concession stands and officials.
10. Will work with other Cities Association schedulers to set up interlock games where approved.
11. Will perform duties as assigned by the President.

Vice President of Softball Operations

1. Will oversee the softball operations of JYSA working with league commissioners.
2. Will recruit and select coaches based off coaching evaluations or Board approval.
3. Will establish teams for softball and if necessary, set up, organize, and conduct coach looks and drafts.

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4. Will coordinate with the Director of Field Operations for necessary equipment needs.
5. Will make recommendations to the Executive Board on improving JYSA softball.
6. Will assign a commissioner upon Board approval for the respective sport.
7. Will handle all aspects of game field scheduling, including rescheduling of games and communicating such schedules to the board. Will establish and assign a schedule of practice and game times for teams and maintain a practice matrix.
8. Will work with other Cities Association schedulers to set up interlock games where approved.
9. Will maximize the use of the fields keeping in mind the concession stands and officials.
10. Will work with other Cities Association schedulers to set up interlock games where approved.
11. Will perform duties as assigned by the President.

Vice President of Basketball Operations

1. Will oversee the basketball operations of JYSA working with league commissioners.
2. Will recruit and select coaches based off coaching evaluations or Board approval.
3. Will establish teams for softball and if necessary, set up, organize, and conduct coach looks and drafts.
4. Will coordinate with the Director of Field Operations for necessary equipment needs.
5. Will make recommendations to the Executive Board on improving JYSA basketball.
6. Will assign a commissioner upon Board approval for the respective sport.
7. Will handle all aspects of game field scheduling, including rescheduling of games and communicating such schedules to the board. Will establish and assign a schedule of practice and game times for teams and maintain a practice matrix.
8. Will work with other Cities Association schedulers to set up interlock games where approved.
9. Will maximize the use of the fields keeping in mind the concession stands and officials.
10. Will work with other Cities Association schedulers to set up interlock games where approved.
11. Will perform duties as assigned by the President.

Director of Marketing & Events

1. Will advertise the Justin Youth Sports Association name in the community by purchasing ads in print and/or online in our area.
2. Will have one or more Board Members at school and area events where JYSA would be allowed to be promoted.
3. Will follow the school district regulations to advertise to their staff, students, and families.
4. Will remain within the budget submitted by the Treasurer and President at the beginning of each season.
5. Will serve as communicator/facilitator between community businesses and the Executive Board on fundraising opportunities.
6. Will serve as liaison between local business sponsors and JYSA.
7. Will coordinate the annual banner sponsorships including ordering and installing banners.
8. Will consider and act on appropriate/approved advertising opportunities.

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9. Will select a photographer, with Executive board approval, for the season's team pictures and sponsor plaque's pictures. This should be completed no later than 45 days before the start of the season.
10. Will assign an events commissioner upon Board approval.
11. Will oversee the JYSA Facebook and website and will be the point of contact for any social media.
12. Will serve as communicator/facilitator between community businesses and the Executive Board on fundraising opportunities.
13. Will plan, organize, run and be the official contact for Board approved fund-raising activities in support of the Association. Including but not limited to opening day, closing day, raffles, events, merchandise, etc.
14. Will submit to the Board of Directors for approval a list of planned fundraising activities with a schedule.
15. Will perform duties as assigned by the President.

Director of Uniforms

1. Will solicit bids for team uniforms if deemed necessary by the Board of Directors.
2. Will select and purchase uniforms with board approval.
3. Will provide a means of obtaining uniform sizes and information for producing an order at the time of registration.
4. Will distribute all team uniforms to all teams or commissioners.
5. Will coordinate and correct all uniform problems with the distributor.
6. Will assist the Director of Marketing and Events with the sale of parent shirts and merchandise.
7. Will work with the Treasurer to submit for Board approval a budget for uniform expenses.
8. Will perform duties as assigned by the President.

Director of Field Operations

1. Will work with volunteers and City officials to prepare fields in usable conditions including dragging fields before games and requesting supply purchases as necessary.
2. Will be responsible for coordinating the officials whether through a third party or through the organization and ensuring the training of officials in all divisions.
3. Will be responsible for scheduling officials for all games in the Association.
4. Will assist commissioners with a coaching clinic.
5. Will remain within the budget submitted by the Treasurer and President at the beginning of each season.
6. Will determine status of all facilities and field use, due to inclement weather and the safety of JYSA participants.
7. Will schedule practice facilities for each team in the league and maintain a practice matrix.
8. Will handle all aspects of game field scheduling, including rescheduling of games and to communicate such schedules to the board.
9. Will maximize the use of the fields keeping in mind the concession stands and officials.
10. Will work with other Cities Association schedulers to set up interlock games where approved.
11. Will perform duties as assigned by the President.

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Director of Concessions

1. Will be responsible for the operations of the concession stand and maintaining all City Required Health Permits.
2. In conjunction with the treasurer will be responsible for the financial operations of the concession stand including the procurement of the necessary goods to sell, financial operations of the concession stand such as inventory and money handling policies.
3. Will be responsible for the scheduling of members to assist in the manning of the concession stand during hours of operation. These members will be responsible for the opening and stocking of the rest rooms, preparation of food, delivery of food, and cleaning of the concession stand.
4. Will remain within the budget submitted by the Treasurer and President at the beginning of each season.
5. Will perform duties as assigned by the President.

ARTICLE XIV – COMMISSIONERS, COACHES, ASSISTANT COACHES AND UMPIRES

Section 1. Commissioners: The Sports Commissioners will be appointed by the VP of each respective sport with the approval of the Board of directors.

Baseball, Softball, and Basketball Commissioners:

1. Will serve as a communicator/facilitator between the Executive Board and the Managers/coaches in their respective leagues. League Commissioners will report directly to the Vice Presidents of the respective sports.
2. Will implement rules, policies, and procedures as established by the Executive board.
3. Will preside over all meetings of team managers.
4. Will serve as the focal distribution point for their respective league's equipment, pictures, trophies, fund-raiser, newsletters, and other items which need distribution to each team.
5. Will procure managers and registered coaches for each team of the commissioner's league/division and serve as a facilitator to assist during the registration process.
6. Will maintain accurate team rosters, and report to the board any time a player is dropped from a roster for any reason.
7. Will submit, for board approval, any requests for registration refunds from players/parents that have left the association.
8. Will attend and/or assist in the coaches training clinics.
9. Will perform duties as assigned by the Vice President of Operations.

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Section 2. Coaches and Assistant Coaches

Coaches and assistant coaches:

1. Will be responsible to teach the fundamentals of applicable sports and good sportsmanship to their players.
2. Will distribute playing time (per league rules) and positional play in a fair manner giving due consideration to the skill level of the players involved.
3. Will attempt to maintain a safe environment for their players to play in.
4. Will issue and/or collect uniforms and equipment distributed by the Association as requested by the Director of Uniforms and Director Field Operations
5. Are responsible to comply with the Bylaws, Code of Conduct and Association's Policy Handbook.
6. Are responsible for the actions of the coaches, parents and players that are assigned to his/her team.
7. Will make themselves available for all meetings called for by the Division Commissioner or dictated by the Association (i.e. First Aide Training).
8. All coaches are subject to completion and approval of background checks.

Section 3. Umpires:

1. Officials will be identified by the Director of Field Ops.

ARTICLE XV - FINANCES AND ACCOUNTING

The Board of Directors will decide all matters pertaining to the Finances of the Association.

Section 1. The Board of Directors will decide all matters pertaining to the finances of the Association and it will place all income in a common treasury.

Section 2. The Board of Directors will not permit the disbursement of Association funds for purposes other than the conduct of league activities.

Section 3. Two account holder signatures and approval will be required for the disbursement of funds exceeding \$500 unless voted by the Board of Directors.

Section 4. The account holders will make aware of and approve all operational, administrative and maintenance expenses. Any miscellaneous or capital expenditure above \$2,500 must be approved by the Board of Directors.

Section 5. No director, officer or member of the Association will receive directly or indirectly any salary, compensation, or emolument from the Association for services rendered as director, officer, or member.

Section 6. The fiscal year of the Association will begin on the first day of August and will end on the last day of July.

Section 7. The accounting books will be reviewed by a committee of three members of the Board of Directors appointed by the President at the end of each fiscal year. An annual profit and loss statement

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and balance sheet will be prepared by the committee after the fiscal year end. The committee will have the financial reports ready to be reviewed and voted on for approval or editing at the next scheduled board meeting, following the ending of the fiscal year. In addition, filing of federal and/or state taxes will be accomplished according to the deadlines of the state and federal law.

Section 8. Upon dissolution of the Association and after all outstanding debts and claims have been satisfied, the members will distribute the property of JYSA to such other Associations maintaining an objective similar to that set forth herein, which are or may be entitled to exemptions under section 501 (c) of the Internal Revenue Code or any future corresponding provision.

Section 9. The use of funds will be limited solely to the operation of the Justin Youth Sports Association Incorporated. It is to be borne in mind that this Association is a non-profit Association; that its activities are to encourage the healthful and character-building playing of JYSA members; and that raising of funds to promote this program is purely incidental. The funds necessary for the operation of the Association will be raised as follows:

- a. From sponsors who contribute to the furtherance of sports teams in any of the leagues, in accordance with the rules and regulation set up by the Board of Directors.
- b. From contributors who may wish to make voluntary contributions to furtherance of the activities of the association.
- c. From such other activities and programs as may be set forth by the Board of Directors for example, raffle, concession stand profits and or any legal venue for that of a non-profit association.

Section 10. The Association can have up to 10 times the operating cost in its savings for future upgrades and purchase.

ARTICLE XVI - POLICIES

The Association has created policies to outline certain operational procedures as mandated by the Board of Directors. Association policy may be created, altered, or amended in whole or in part by a majority vote of the Board of Directors, provided notice of a meeting and proposed changes are given in writing seven (7) days prior to the scheduled meeting.

ARTICLE XVII - AMENDMENTS

The Justin Youth Sports Association bylaws are the constitution of rules, regulations, and policies that are designed to serve as a foundation of the Association. These are in place to maintain structure and consistency in the program and serve as a governing document for succeeding Board of Directors to follow. The bylaws are to be implemented by each succeeding Board of Directors. As such, bylaws should not be altered in content or context on an annual basis.

Bylaws should not be revised unless the Board determines the need to do so. For a bylaw to be reconsidered, four-fifths of the elected Board of Directors must be present at a meeting and two-thirds of

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those present must approve the need for a revision. Should revisions be necessary, a committee will be established by the Board of Directors. Notice will be given by Board approved form of communication in writing 7 days prior to the scheduled meeting. two thirds vote of those Board of Director members present at the meeting is necessary to approve changes.