

Amended October 24, 2001
Article XV, Section 5 Amended April 24, 2003
Article IX, Section 4 Amended July 16, 2008

BY-LAWS
OF THE
HERNDON POLICE CITIZENS SUPPORT TEAM, INCORPORATED
OF
HERNDON, VIRGINIA

ARTICLE I

Name

The name of the Corporation shall be the HERNDON POLICE
CITIZENS SUPPORT TEAM, INCORPORATED, herein abbreviated as HPCST.

ARTICLE II

Object

The purposes for which the Corporation is organized are to
aid, support, and in all lawful manner assist the Department of
Police of the Town of Herndon, Virginia, in the prevention of
crime and the promotion of public safety and the doing of all
other acts, matters and things incidental thereto or connected
therewith not prohibited by law or required to be stated in these
articles.

ARTICLE III

Members

SECTION 1. The Corporation shall be comprised of a general
membership consisting of members of one class only. The
membership of this corporation is limited to citizen volunteers,
not to exceed twenty (20) in number, and to sworn officers of the
Herndon Police Department.

SECTION 2. Membership in the HPCST shall be open to any person
resident of and domiciled in the Commonwealth of Virginia who has
common interests with this organization and who agrees to comply
fully with the duly established regulations, policies and
guidelines of this corporation and those of the Herndon Police
Department as they pertain to the HPCST.

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SECTION 3. An active member of the HPCST who is in good standing or a Herndon Police Officer must sponsor an applicant for membership. In addition, the applicant shall be subject to a routine background investigation by the Herndon Police Department and shall undergo a probationary period and such other training procedures prescribed by the HPCST and in effect at the time of application.

SECTION 4. Acceptance into recruit status will be granted to an applicant at a regularly scheduled team meeting at which a quorum is present, and upon approval by a majority vote of the active members present and voting at such meeting.

SECTION 5. Final approval for membership is contingent upon:

- The satisfactory completion of the probationary period.
- An affirmative recommendation from the Director (Training).
- Receipt of a favorable screening report from the Herndon Police Department.
- An approval by a majority vote of the active members.

SECTION 6. Each member of the HPCST shall:

- Be at least twenty-one (21) years of age.
- Have a valid Virginia operator's and/or chauffeur license to drive vehicles.
- Be liable for such fees, dues or other assessments as may be established and approved by the HPCST membership.

SECTION 7. Volunteer members of the Corporation, in good standing, shall be entitled to one vote on all team matters, shall be eligible to hold office, have the privilege of making motions, and the right to speak in debate on them. A volunteer in good standing is defined as an eligible volunteer member who:

- Has paid dues for the current team year.
- Has attended at least one regular meeting in the last three months.
- Has participated in at least one appropriately logged operational activity, such as a street patrol, each calendar month of the current year, except that members who are ill, or extended vacation, or involved in other unusual or deserving circumstances shall notify the Board of Directors to avoid initiation of any possible disciplinary procedures.

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SECTION 8. Sworn officers of the Herndon Police Department (HPD) who are members in good standing of the HPCST shall have full participation rights as volunteer members. A sworn officer in good standing is defined as one whom:

- Has paid dues for the current team year.
- Has attended team meetings as able in view of duty tours.
- Has participated in HPCST operational activities as authorized by current HPD policy.

SECTION 9. Any member may resign by delivering a written resignation to the Director (Secretary-Treasurer) and at that time shall turn over to the Secretary-Treasurer all team funds, documents, equipment or other team property that the resigning member has in his/her possession. Such resignation shall not relieve the member of the obligation to pay any dues or other charges accrued by him/her up to the time of resignation that remain unpaid. The Corporation reserves the right to take legal action to re-cover team funds and organizational property should the need arise. The resignation shall be presented by the Director (Secretary-Treasurer) at the next meeting of the Board of Directors or general team meeting, which ever comes first.

ARTICLE IV

Officers

SECTION 1. The elected officers of the Corporation, in order of team seniority, shall be President, Vice-President, Director (Training), Director (Secretary-Treasurer), and Director (Logistics). These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Corporation.

SECTION 2. The Board of Directors, as the need may arise, may appoint additional officers and may prescribe their duties, their responsibilities and their term of office.

SECTION 3. The currently-elected officers shall act as supervisors and/or coordinators of all routine assistance and emergency support provided by the HPCST to the Herndon Police Department. They shall, in order of seniority, exercise general supervisory authority over all group activities, field operations, and other functions of the HPCST.

SECTION 4. Election of officers of the Corporation shall be held each year at the annual meeting in April. Notice of such meeting

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and the election shall be given to each member at least thirty (30) days prior to the April meeting.

SECTION 5. The President shall appoint a nominating committee whose duty shall be to nominate candidates from the members in good standing for the offices to be filled at the annual meeting. Before the election at the annual meeting in April, additional nominations from the floor may be permitted. Members in good standing may become candidates for office by indicating to the nominating committee their willingness to serve if elected or by the nomination from the floor during the election procedures at the annual meeting.

SECTION 6. A majority vote of the members in good standing, constituting a quorum and present at the annual meeting, shall be required for the election of officers and directors.

SECTION 7. The officers shall be elected by ballot to serve for one year and their term of office shall begin on the first day of May following the annual meeting in April at which they were elected, through the last day of April in the following year.

SECTION 8. No member shall hold more than one office at a time.

SECTION 9. A vacancy occurring in the office of an elected officer shall be filled at the next regular general meeting by a majority vote of the members in good standing, constituting a quorum and present at the meeting, either from the candidates presented to the meeting or nominations from the floor before the special election. The Board of Directors shall fill interim vacancies.

SECTION 10. The President shall function as the Chief Executive Officer of the Corporation, exercising general supervision over the affairs and activities of the HPCST and presiding over the regular, special, and Board of Directors meetings of the team. The President also shall:

- Have the right to vote on all issues, except in special committees.
- Serve as Chairperson of the Board of Directors.
- Appoint the Chairperson and the members of special and standing Committees, contingent upon approval of the Board of Directors, and may attend committee meetings.
- Be the chief spokesperson for the Corporation and act as the representative for the HPCST as required in community relations.

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- Supervise and assist the directors and other officers in the performance of their duties.
- Ensure the prompt answering of team-related correspondence.
- Establish and maintain a personal acquaintance with all members and advisors.
- Act as single point of contact for all public relations inquiries and releases.
- Prepare and submit an annual report to the membership and the Herndon Chief of Police during the first quarter of each fiscal year for the preceding fiscal year, i.e., July through June.
- Prepare and submit a team budget for consideration at the annual meeting in April.
- Keep the Vice-President informed of all affairs and activities of the Corporation.

SECTION 11. The Vice-President will perform the duties of the President in his/her absence. The Vice-President also shall:

- Monitor and coordinate the planning and operations activities of the team.
- Prepare a monthly report on HPCST member's activity, i.e. patrol days, attendance at meetings, and special events, and distribute the report as appropriate.
- Supervise entries into the team patrol logbook.
- Assist the Director (Secretary-Treasurer) with the membership records.
- Act as historian for the Corporation.
- Institute and assist in programs designed to recruit eligible members and to encourage continuous association with the team.
- Give assistance to the President at all times in the conduct of the duties and responsibilities of the President as mutually agreed upon.

SECTION 12. The Director (Secretary-Treasurer) shall maintain the official record of all business transacted by the Corporation and shall collect all revenues and make all disbursements in the manner prescribed and approved in these by-laws. The Director (Secretary-Treasurer) also shall:

- Keep written minutes of all special and regular meetings of the HPCST.
- Prepare such correspondence for the team as may be directed by the President, the Board of Directors, or the majority vote of the membership.
- Act as custodian of all-important records except those under the custody of other officers and the agent.
- Issue notices of special, regular, and annual meetings.
- Prepare and distribute current membership rosters as directed.

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- Maintain the team calendar and assist the President in preparing the agenda for meetings.
- Maintain file of membership applications and members' personnel files.
- Collect from the members, in the month of May, the authorized annual dues and issue notices of delinquency after the regular team meeting in July to those members who have not paid their dues.
- Report monthly at the regular meetings on the financial status of the Corporation.
- Require statements from managers of any on-going team projects as to the financial status of the project.
- Act as financial advisor to the team and to the Board of Directors and assist in maintaining a strong corporate financial structure.
- At the annual meeting in April submit a written statement of audit and a balance sheet.
- Retain custody of the Corporation's checks and bank statements.

SECTION 13. The Director (Training) shall administer the training program for recruits and members. The Director (Training) also shall:

- Initiate and prepare training programs for review and approval of the Board of Directors.
- Supervise the training of recruits and monitor their probationary period.
- At the next meeting following the end of the probationary period of a recruit make a report of evaluation to the membership and a recommendation whether or not the recruit should be considered for final team approval of the applicant's membership in the HPCST.
- Maintain the training records of all recruits and members.
- Keep the Vice-President informed of any activities that might affect plans and operations.

SECTION 14. The Director (Logistics) shall be the custodian of all team property, supplies, and equipment. The Director (Logistics) also shall:

- Be responsible for the inventory, storage, marking and such disposition of team property and equipment that be directed by the Board of Directors, together with supporting records and documents.
- Maintain records of the issue of supplies and records of all property and equipment on loan to the HPCST as well as that on loan to others from HPCST.
- Be responsible for the procurement of such items, authorized by the membership and in accordance with these

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by-laws, needed to conduct the affairs and activities of the Corporation.

ARTICLE V

Board of Directors

SECTION 1. The Board of Directors will consist of the currently elected officers. The board will consist of five voting members.

SECTION 2. The Board of Directors, acting as Trustees, shall have the corporate responsibility for the establishment of policy, overall management of affairs, and general supervision of HPCST activities. All authority of the Corporation shall be delegated to the Board of Directors between the monthly meetings, except where otherwise prohibited in these by-laws and provided that the board cannot modify any action taken by the membership at a regular monthly or special meeting.

SECTION 3. The president shall be the chairperson of the Board of Directors.

SECTION 4. The Board of Directors shall meet at least once a month. Special meetings of the Board may be called at the discretion of the President or upon the receipt of a request from two other members of the board. In the latter case only such business as specified in the call will be acted upon by the members of the board.

SECTION 5. A simple majority of the members of the Board of Directors (three) shall constitute a quorum.

SECTION 6. Vacancies in the board will be filled in the manner prescribed for elected officers.

ARTICLE VI

Meetings

SECTION 1. The regular meeting of the HPCST will be held on the third Wednesday of each month unless ordered otherwise by the Board of Directors or the membership.

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SECTION 2. The regular meeting on the third Wednesday of April shall be known as the Annual Meeting of the Corporation and shall be for the purpose of electing officers, receiving the reports of officers and committees and for any other business that shall arise. No formal notice is required for the regularly scheduled meeting, except thirty days notice shall be given to the members prior to the Annual Meeting.

SECTION 3. A special meeting may be called by the President or the Board of Directors at any time. A special meeting may also be called by the President or for the President by the Director (Secretary-Treasurer) at the written and signed petition of at least four members in good standing. Only such business as specified in the call for the special meeting may be transacted.

SECTION 4. Notice, written or otherwise, shall be given at least three days in advance of a special meeting or change in the date, time or location of a regular meeting by the President or by the Director (Secretary-Treasurer) for the President, except in a bona fide emergency or as otherwise prescribed in these by-laws.

SECTION 5. Total percent of the members in good standing of the total active membership shall constitute a quorum at regular and special meetings. However, the minimum quorum shall be at least five members in good standing.

SECTION 6. Each member in good standing shall have one vote at regular and special meetings and shall be able to make motions and be appointed to committees.

SECTION 7. Members in good standing who are not currently-elected officers, may, and are welcome, to attend the meetings of the Board of Directors but shall have no vote.

ARTICLE VII

Committees

SECTION 1. An Auditing Committee of at least two members in good standing shall be appointed by the President at the Corporation's March meeting whose duty shall be to audit the financial accounts and records of the Director (Secretary-Treasurer) for the year preceding and to report at the Annual Meeting.

SECTION 2. Such other special or standing committees shall be appointed by the President as the Board of Directors of the

membership shall be deemed necessary to carry on the functions of HPCST.

SECTION 3. The President, subject to the approval of a majority vote of the Board of Directors, shall appoint all committee chairpersons. The President shall be an ex-officio member of all committees and as such have the right to attend all committee meetings but shall have no vote, except, however, the President shall not be a member of the Nominating Committee.

ARTICLE VIII

Parliamentary Authority

The current edition of the "Robert's Rules of Order Revised" shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Corporation may adopt.

ARTICLE IX

Finances

SECTION 1. Any monies collected by, donated to or otherwise acquired by the Corporation shall be conveyed in all instances to the Director (Secretary-Treasurer) who shall report the receipt of such funds to the Board of Directors and to the membership at the next regular meeting. A permanent record of all receipts and disbursements shall be maintained by the Director (Secretary-Treasurer). All disbursements shall be supported by signed receipts from those to whom payments have been made.

SECTION 2. With the exception of a petty cash account not to exceed \$25.00, the Director (Secretary-Treasurer) shall deposit all funds in the name of the Corporation in a depository to be designated by the Board of Directors.

SECTION 3. The Director (Secretary-Treasurer) shall be consulted before the disbursement of any Corporation funds. At no time shall financial obligations exceed funds then available. The private property of members of HPCST shall not become subject debts incurred by the Corporation expenses.

Section 4. Amended July 16, 2008

SECTION 4. Obligations of over \$100.00 must be approved by a majority vote at a regular or special team meeting. Obligations

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of \$100.00 or less may be authorized by a majority vote of the Board of Directors for necessary Corporation expenses.

SECTION 5. All disbursements, except from the Petty Cash Account, shall be by checks drawn on the HPCST, Inc. account. Such checks shall be signed by the Director (Secretary-Treasurer) and by either the President or the Vice-President. In the absence or disability of the Director (Secretary-Treasurer), checks may be drawn and signed by the Vice-President for the director and countersigned by the President.

SECTION 6. At each regular meeting, the Director (Secretary-Treasurer) shall present a complete financial report including his/her analysis of the financial status of the Corporation in view of budgeted items and other funded programs and authorized commitments. Further, the Director shall submit a written statement of audit and a balance sheet at each annual meeting in April. Before accepting the resignation of the (Secretary-Treasurer) during the year, an auditing team shall be appointed by the President of at least two members in good standing and the books, accounts, and records shall be certified to the new Director (Secretary-Treasurer).

SECTION 7. Membership dues shall be established by the Board of Directors. Dues for the twelve-month period, May 1 through April 30, shall become due May 1 and unpaid dues shall become delinquent after the July meeting of each year. Other fees and assessments may be established by the membership at regular or special team meetings. An exception to the payment of full or partial dues and other fees or assessments may be granted to members in unusual or deserving cases upon the recommendation of the Board of Directors and approval by the membership at a regular or special meeting.

ARTICLE X

Property

SECTION 1. Any property, to include supplies and equipment, purchased by, donated to, or otherwise acquired by the Corporation shall be conveyed in all instances to the Director (Logistics) who shall report the receipt of such property to the Board of Directors and to the membership at the next regular meeting. A permanent record of the receipt and disposition of all HPCST property shall be maintained by the Director (Logistics).

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SECTION 2. The storage, marking, lending or other such disposition of team property, shall be as directed by the Board of Directors. The Corporation shall bear financial responsibility for the maintenance and repair of team property and equipment. However, the donation of funds or services for such maintenance or repair or for purchase of property may be accepted upon approval of the Board of Directors or the membership. The Director (Logistics) will duly record such contributions.

SECTION 3. The Director (Logistics), as the custodian of team property shall report at each regular meeting on any changes in the inventory occurring in the previous month. The Director (Logistics) shall advise the Board of Directors of his/her analysis of the supply levels and the condition of supplies and equipment. Further, the Director (Logistics) will submit a written statement of audit and a current inventory report listing all team property to the membership at the annual meeting in April of each year. Before accepting the resignation of the Director (Logistics) during the year, an auditing team of at least two members shall be appointed by the President and the inventory and all the property records and accounts shall be certified to the new Director (Logistics). In an emergency, in the absence or disability of the Director (Logistics) the Vice-President will act as the temporary custodian of team property.

SECTION 4. The procurement of items of property for the Corporation shall be the responsibility of the Director (Logistics) except as directed otherwise either by the Board of Directors or the membership. Expenditure of funds shall be reported to the Director (Secretary-Treasurer) and to the Board of Directors and the membership as provided in these by-laws.

ARTICLE XI

Standing Rules and Operating Procedures

SECTION 1. The policies and procedures of the Corporation, other than those in the Articles of Incorporation and these by-laws, shall be promulgated in the following guidelines and/or instructions:

- Standing Operating Procedures Manual (SOPM)
- Standing Operating Instructions (SOI)

SECTION 2. The purpose of these directives is to advise all members of their duties and responsibilities while participating in functions and activities in support of the Herndon Police Department or such other agencies, as the occasion should arise.

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The directives shall not be inconsistent with the articles and by-laws.

SECTION 3. The SOPM will contain routine instructions and general guidelines of a reasonably unchanging nature. The Director (Training) will monitor and recommend changes in the SOPM with the assistance of the Vice-President and such other members appointed by the Board of Directors for that purpose.

SECTION 4. The SOI will reflect specific current policies for HPCST administrative and operational practices. They will be published in the form of memorandums in numbered sequence. The Vice-President will maintain the index of SOIs and will monitor and recommend changes in SOIs with the assistance of the Director (Training) and such other members appointed by the Board of Directors for that purpose.

SECTION 5. The SOPM and the SOI may be adopted, amended or canceled without previous notice at a meeting of the Board of Directors with the approval of at least four currently elected board members. These directives may be also amended or canceled by a 2/3 vote of active members in good standing and present at a special or regular team meeting, provided that the proposed changes are submitted in writing to the Board of Directors for their consideration before the next regular or special meeting at which the proposals will be introduced.

SECTION 6. The purpose, content and format of all pre-printed forms used in the conduct of the Corporation's business and activities shall be approved by the Board of Directors before being placed into effect.

ARTICLE XII

Disciplinary Procedures

SECTION 1. Any member of the HPCST may be suspended from the status of a "member in good standing" by an affirmative vote by a majority of the Board of Directors if the member fails to attend meetings and/or fails to perform the operational activities prescribed elsewhere in these by-laws.

SECTION 2. In addition, any member of the HPCST may be expelled from membership in the Corporation by an affirmative vote of two-thirds of the members in good standing constituting a quorum present at a duly-called special or general team meeting, for

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failure to comply with the prescribed attendance and activity requirements.

SECTION 3. The status of a "member in good standing" may be restored and/or the removal from the Corporation may be rescinded, in unusual or deserving cases, upon the recommendation of the Board of Directors and approval of a majority of the membership at a regular or special team meeting, except as provided elsewhere in these by-laws.

SECTION 4. Any member of the Corporation may be removed from membership without recourse upon the request of the Chief of Police of the Herndon Police Department.

SECTION 5. Any officer or director of the Corporation may be removed from elected or appointed office for dereliction of duty or misconduct in office in accordance with the following procedures:

- Step One: A petition stating the charge shall be filed with the Director (Secretary-Treasurer) and signed by at least three members of the Board of Directors or by two-thirds of the members in good standing on the active roster.
- Step Two: The Director (Secretary-Treasurer) will notify each member at least thirty days before consideration of the petition shall be placed on a meeting agenda and the officer or director named in the petition shall be delivered a written notice of the charge(s) at least thirty days before the meeting at which the charge(s) will be considered.
- Step Three: At the designated special or regular meeting, the petitioners shall present their case first; the officer or director against whom the petition has been filed shall then be heard; and when all matters concerning the charge(s) and rebuttal thereto have been completed, the membership will be polled by a written and secret ballot.

An affirmative vote of two thirds of the members in good standing, constituting a quorum at the duly called regular or special meeting, shall be required to remove the officer or director from office. However, in following the prescribed procedures, should the charged officer or director be the Director (Secretary-Treasurer), the Vice-President shall receive and distribute the petition, and should the individual charged be the President, then the Vice-President shall preside at the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

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SECTION 6. Any member of the HPCST found guilty of action tending to injure the good name of the Corporation, disturb its well being, or hamper its work both in meetings or elsewhere outside of meetings may be expelled from the Corporation. Due process in the face of such allegations will be for the Board of Directors to appoint an ad hoc committee to conduct a confidential investigation, to include an interview with the accused. The ad hoc committee will make a recommendation to the Board of Directors. If warranted, the Board of Directors will file a petition with the Director (Secretary-Treasurer). The remaining steps in the disciplinary process will be the same as those for the removal of an officer or director prescribed in these by-laws.

SECTION 7. Neither the Corporation nor members of the HPCST has the right to make public the charge(s) in which an expelled member has been found guilty or to reveal any details connected with the case.

SECTION 8. Any member not in good standing must return all HPCST and/or HPD issued property upon written notification from the Board of Directors.

ARTICLE XIII

Grievances

SECTION 1. Under no circumstances shall any member of the Corporation discuss with or take any internal team problem or disagreement to any member of the Herndon Police Department or other such outside agency.

SECTION 2. It is incumbent upon the individuals concerned to make an effort to obtain a satisfactory solution of such matters in a quiet and orderly manner. All persons so involved have an obligation to obey the legitimate orders of the senior team official or member at the time of the problem of the dispute. The matter may be later presented for resolution at a regular or special team meeting should further discussion be required.

SECTION 3. In the event the need should arrive to discuss correspondence or other matters with officials of the Herndon Police Department or any other agency, only the President, or in his absence the Vice-President, is empowered to do so as the chief spokesperson and single point of contact.

ARTICLE XIV

Standards of Conduct

SECTION 1. Each member of the HPCST while participating in activities and functions of the Corporation shall perform such duties and responsibilities in an exemplary manner so as to avoid reflecting discredit on or causing embarrassment to the Corporation or the Herndon Police Department.

SECTION 2. Each member shall abide by orders and instructions received from the President of the team and/or the Chief of Police of the Herndon Police Department or his/her representative. In the absence of the President, the other elected officers of the Corporation, in order of their seniority of team office, shall preside over operational activities. In the absence of elected officials, the member with the longest time of service in the team shall be considered the senior team member present.

SECTION 3. No member of the Corporation shall divulge any information or knowledge gained or obtained through serving with or being associated with the Herndon Police Department to any other person by any means without the written approval of the Chief of Police or his/her designated representative.

SECTION 4. No member of the Corporation shall divulge any confidential HPCST information such as maps, codes, street indexes, membership lists or rosters, SOPM, SOI, and the by-laws, etc., concerning the activities and functions of the Corporation to any individual or groups of persons without the specific approval of the HPCST Board of Directors and the Herndon Chief of Police.

ARTICLE XV

Amendments

SECTION 1. A favorable vote by two-thirds of the members in good standing, constituting a quorum and present at any general or special meeting duly called, shall be required for the adoption of new by-laws or to alter, amend, or repeal the by-laws of the Corporation, provided that written notice of any proposed action has been given to each member by mail and/or e-mail to the member's last known address at least thirty days prior thereto.

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SECTION 2. SOPM and the SOIs may be adopted, amended, repealed or canceled as provided elsewhere in these by-laws.

SECTION 3. The right to vote on the affairs of the Corporation is limited to members in good standing of the HPCST who are actually present at the time the vote is taken at a legal meeting. No proxy vote may be cast for a member by a non-member or by another member. An exception to this rule might be in the case of the bona fide illness of a member who is unable to attend the meeting. If the Board of Directors approves the exception, the member may submit a sealed proxy vote to the Director (Secretary-Treasurer) who will open the sealed vote and have it recorded in the balloting.

SECTION 4. Any person not a member of the Corporation shall not be permitted to participate in HPCST functions, activities or assignments without the specific approval of the team President and/or the concurrence of the Shift Supervisor of the Herndon Police Department. An exception to this rule, however, is that non-members may be permitted to accompany team members as "ride-along" passengers at their own risk, contingent upon the approval of the President and that of the on-duty shift supervisor of the Herndon Police Department at least one hour prior to the activity.

Section 5 Amended April 24, 2003

SECTION 5. Upon the termination, dissolution or winding up of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, distribute all assets of the Corporation to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the Court in the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.