

Amended Bylaws of Little Crow Archery Club of Hutchinson

Article I – Name and Corporate Seal

Section 1. Name. The name of the nonprofit corporation shall be Little Crow Archery Club of Hutchinson (hereinafter “Corporation”).

Section 2. Corporate Seal. Corporation may, but need not, have a corporate seal, and the use or non-use of a corporate seal shall not affect the validity, recordability, or enforceability of a document or act. If Corporation’s Board of Directors adopts a corporate seal, the use of the seal is not required. The seal need only include the word “Seal,” but it may also include, at the discretion of the Board, such additional wording as is permitted by Chapter 317A. The seal shall be intellectual property owned by Corporation.

Article II – Location

Section 1. Registered Office. The registered office of Corporation is the place designated in the Articles of Incorporation as the registered office. Corporation may change its registered office in accordance with Chapter 317A, Minnesota Statutes, as amended from time to time (hereinafter, “Chapter 317A”). On the date these Bylaws were adopted, the registered address of Corporation was 774 Century Ave., Hutchinson, MN 55350. A copy of the corporate records shall be stored at Corporation’s registered office.

Section 2. Mailing Address. Corporation’s mailing address is P.O. Box 514, Hutchinson, MN 55350.

Section 3. Other Offices. Corporation may maintain other offices and places of business, within or outside the State of Minnesota, as the Board may from time to time designate, or the business of the Corporation may require.

Article III – Purpose

Corporation is organized exclusively for charitable, religious, educational, or scientific purposes as specified in Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of a future federal tax code. This corporation shall not be operated for profit, but rather shall be operated exclusively for charitable purposes.

The specific purpose of Corporation is charitable: This includes but is not limited to: 1.) maintaining a public facility that will encourage opportunities for all people to learn, play, and grow through the sport of archery; 2.) advancing education by instructing, training, and raising awareness among the community about proper archery shooting and safety techniques as well as the public benefits of archery; 3.) promoting a sense of community and combatting juvenile delinquency by supporting the local school district(s), youth organizations, and government entities in their endeavor to promote education, community improvement, sportsmanship, and team building; and 4.) lessening neighborhood tensions by creating an atmosphere where camaraderie, inclusiveness, accountability, and respect are valued.

Article IV – Membership

Section 1. Types of Membership. The Board shall have the authority to establish and define multiple categories of membership, if desired.

Section 2. Eligibility for Membership. Application for membership shall be open to any person with an interest in promoting responsible enjoyment of archery and supports the mission and purpose of the organization. Membership shall be granted after completion and approval of a membership application as well as payment of annual dues/fees/assessments.

Section 3. Classes of Membership. The Board of Directors has the authority to establish and define classes of voting and non-voting membership, and these classes may be changed from time to time. Corporation shall have the following classes of membership:

- A. *General Members:* A General Member is any individual aged eighteen (18) years or older who meets the eligibility requirements. Each General Member who wishes to be involved with Corporation shall enjoy all benefits of membership, be allowed one (1) vote during questions involving the voting members, and be eligible to hold office in Corporation. General members may be eligible for discounts in membership dues/fees/assessments based on factors such as military status, enrollment in post-secondary education, and family membership.
- B. *Young Adult Members:* A Young Adult Member is any individual between the ages of fifteen (15) and seventeen (17), who wishes to be involved with Corporation. Young Adult membership does not include the privilege of voting or holding office in Corporation. Young Adult members shall receive all member benefits and are welcome to attend Corporation meetings and tournaments but shall have no voting rights.
- C. *Youth Members:* A Youth Member is any individual fourteen (14) years of age or younger, who wishes to be involved with Corporation. Youth membership does not include the privilege of voting or holding office in Corporation. Youth members shall receive all member benefits and are welcome to attend Corporation meetings and tournaments but

shall have no voting rights. Youth members must be accompanied by an adult when they use the shooting ranges.

Section 4. Annual Dues/Fees/Assessments. The Board of Directors shall determine the annual dues and all other fees and/or assessments owed by members, and these dues/fees/assessments may be changed from time to time. The Board of Directors shall publish the costs of the dues/fees/assessments on an annual basis to all members and prospective members. Failure to pay dues/fees/assessments shall impact whether a member is “in good standing” with Corporation.

No member shall be responsible for any financial obligation of the Corporation.

Section 5. Rights of Members. Each voting member in “good standing” shall be eligible to cast one (1) vote in the annual meeting of the voting membership as well as one (1) vote in any periodic vote involving the voting membership. Members must vote in person, by U.S. mail, or electronically when authorized by Board action. Voting by proxy is NOT permitted. Additional benefits of membership include:

- A. Usage of Corporation’s shooting ranges, along with key card access to the indoor range, in accordance with all facility rules and regulations;
- B. Ability to participate in league play;
- C. Recognition in Corporation’s publications;
- D. Members-only announcements and Corporation-funded events; and
- E. Other such benefits as the Board of Directors may determine from time to time.

The rights and benefits of membership shall not be assigned or transferred in any manner to non-members.

Section 6. Membership Duration. Once registered as a member, membership shall continue (so long as he/she is in “good standing”) from December 1 of one year until November 30 of the following year, or as determined by resolution of the Board.

Membership in Corporation shall not be assigned nor transferred in any manner.

Section 7. Resignation and Suspension, Expulsion, and Sanctions. All rights, privileges, and benefits of voting membership shall cease for a member upon any of the following:

- A. Voluntary resignation by the member with the Corporation;
- B. Death of the member;

C. Expulsion, suspension, and/or sanctions may be imposed upon a member for “good cause shown” by:

1. A majority vote of the Board of Directors confirmed by a majority vote of eligible voting members;
2. A two-thirds vote of the Board of Directors; or
3. A two-thirds vote of the voting membership.

“Good cause shown” may include acts detrimental to the Board and its work on behalf of the organization and/or acts detrimental to the Corporation and its purpose/mission. This could include violation of Corporation’s Articles, Bylaws, Code of Conduct, Policies & Procedures, other rules, state/federal laws, misappropriation of Corporate assets, and/or actions/omissions in contravention to the mission and values of Corporation.

Pursuant to Minn. Stat. § 317.411, any member being terminated must be given reasonable notice and the opportunity for a hearing, if requested by the member in writing.

Section 8. Resignation of Membership. Former members of Corporation whose termination occurred, and who, during such absence, have maintained positive and active support of Corporation’s purposes, shall be permitted to seek reinstated membership. The terminated member must submit an application to the Board of Directors. Corporation may reinstate the terminated membership by approval of a majority of the Board of Directors.

Article V – Meetings of Members

Section 1. Record Date and Membership Roll. The Board of Directors shall fix a date not more than sixty (60) days, or shorter than ten (10) days, before the date of a voting members meeting as the date for determining which person are entitled to notice of and entitled to vote at the meeting. When the date is fixed, only voting members in “good standing” on that date are entitled to notice of and permitted to vote at the upcoming voting members meeting. After the Board of Directors has fixed a record date for determining the membership roll, the Secretary shall prepare an alphabetical list of member names with addresses who are entitled to receive a notice and vote. This list shall be approved and adopted by the Board of Directors to receive a notice and vote. This list shall be approved and adopted by the Board of Directors as the official membership roll for mailing notices for that particular meeting. The same list will be available at the meeting and used for voting member verification.

Section 2. Notice. Written notice, including the date, time, and place of the meeting, shall be provided to each member listed on the official membership roll, at least five (5) calendar days in advance of the meeting. Notice shall not be provided more than sixty (60) calendar days in advance

of the meeting. This notice shall be given personally, by mail, e-mail, telephone, school announcement, or facsimile.

Section 3. Annual Meetings. An annual meeting shall take place **during the second quarter of the calendar year**, the specific date, time, and location of which will be designated by the President of the Board. If the President fails to select a place for the annual meeting, it shall be held at Corporation's registered office. The annual meeting shall be held for the purpose of electing the Board of Directors, as well as the consideration of any other business that may be properly brought before the Board. This shall include, but not be limited to, Board reports regarding Corporation activities and financial position; approval of policy/procedures, Articles of Incorporation and Bylaws changes; and input toward the direction of the Corporation for the coming year. Annual meetings may occur through remote communication pursuant to Sections 317A.231, 317A.431, and 317A.450 of the Minnesota Statutes, if desired.

Section 4. Special Meetings. Special meetings of the members may be called by the President of the Board, a simple majority of the Board of Directors, or a petition signed by ten percent (10%) of the of the members entitled to vote. Business transacted at a special meeting is limited to the purposes stated within the notice of the meeting.

Section 5. Quorum. A quorum of the members is ten percent (10%) of the members entitled to vote at that meeting. If a quorum is not present, the meeting may be adjourned and recalled with five (5) days written notice provided prior to the new date.

Section 6. Voting. All issues to be voted upon shall be decided by a simple majority of those present at the meeting in which the vote takes place unless specified in these Bylaws. All eligible voters may cast one (1) vote. Voting by proxy is NOT permitted. The following decisions shall require approval of the voting membership:

- Election of Directors;
- Ratification/rejection of amendments to the Articles of Incorporation and Bylaws;
- Ratification/rejection of merger, consolidation with another organization, a substantial sale of assets, and/or dissolution of Corporation.

Section 7. Meeting Procedures. All questions of order with respect to any meeting or action of Corporation, its Board of Directors, or any committee appointed hereunder shall be resolved in accordance with Robert's Rules of Order Newly Revised, as modified from time to time, or in such another orderly manner that is deemed appropriate by the President.

Section 8. Meeting Decorum. Corporation shall follow best and lawful practices for conducting business at Board and membership meetings. The Board of Directors shall exemplify, communicate, and enforce the expectation that meetings be conducted in an orderly and respectful manner. The Corporation reserves the right to excuse any Director, Officer, member, guest, member of the media, or audience participant exhibiting conduct that is disrespectful or disruptive

to meeting proceedings. Per Robert's Rules of Order Newly Revised, the President/Chair has the sole responsibility to require order in a meeting. To that end, the President/Chair has the authority to call a Director, Officer, or member to order, and exclude non-members.

Article VI – Board of Directors (Governing Board)

Section 1. Number and Qualifications. Corporation's Board of Directors shall be composed of not less than three (3) nor more than eleven (11) persons who are broadly representative of the community's interests, possess applicable professional experience, or who have an expressed concern for the charitable purposes of Corporation. Directors shall be natural persons, eighteen (18) years of age or older, who are voting members "in good standing" of Corporation.

Section 2. Governing Powers. Pursuant to the Minnesota Nonprofit Corporation Act, Chapter 317A et seq. of the Minnesota Statutes, The Board of Directors shall have all the duties and powers necessary and appropriate for the overall direction of Corporation, including but not limited to:

- A. To utilize all funds raised by or in the name of Corporation for the organization's legal and business benefit;
- B. To perform any and all duties imposed upon them collectively or individually by law, by the Articles of Incorporation, the Bylaws, the Policies & Procedures;
- C. To appoint and remove, employ and discharge, and, except otherwise provided in these Bylaws, prescribe the duties and fix compensation, of all Officers, agents, employees, independent contractors, and/or committees of Corporation;
- D. To manage and oversee the affairs and activities of Corporation, and to make policies and procedures;
- E. To enter into contracts, leases, and other agreements which are, in the judgment of the Board of Directors, necessary or desirable in pursuing the purposes of promoting the interests of Corporation;
- F. To acquire real or personal property, by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of such property;
- G. To borrow money, incur debt, and to execute and deliver promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities;
- H. To indemnify and maintain insurance on behalf of any of its Directors, Officers, agents, employees, or independent contractors for liability asserted against or incurred by such

person in such capacity or arising out of such person's status as such, subject to the provisions of Minn. Stat. Chapter 317A or other law/equity;

- I. To follow these Bylaws, including meeting regularly; and
- J. To register their addresses with the Corporation, and have Corporation notices sent to them at such addresses. Corporation notices shall be valid so long as they are sent within the proper legal timeframe.

The Board of Directors may engage in such acts that are in the best interests of Corporation and that are not in violation of Minnesota Statutes, specifically, Chapters 309, 317A, 501B, and federal law. No Director shall have any right, title, or interest in or to any property of Corporation. There shall be no cumulative voting among Directors.

Section 3. Terms. There shall be staggered Directorships beginning and ending at Corporation's annual meeting. Terms shall be two (2) years in length with approximately one-half (1/2) of the directorships up for election in even years and approximately one-half (1/2) of the directorships up for election in odd years. Directors may serve up to three (3) consecutive terms. A Director shall hold office until his or her successor is elected and qualified.

Section 4. Election Procedures. Directors shall be elected at the annual meeting. Directors shall be elected by the voting members of Corporation according to the following procedures:

- A. NOMINATION NOTICE: At least sixty (60) days before the annual meeting, the Secretary shall send Corporation's voting members correspondence informing them of opening Director, Officer, and other volunteer positions. Qualified voting members interested in seeking election/re-election shall submit a resume or other indication of interest to the Board of Directors at least thirty (30) days before the annual meeting. Each submitted notice of interest shall be considered by the Board of Directors, or a Nominating Committee, and vetted within a reasonable time. A final slate of candidates shall be chosen no later than seven (7) days before the annual meeting. Only persons nominated to the final slate of candidates shall be eligible for election at the annual meeting.
- B. ELECTION: Upon proper notice to each member of Corporation, an election shall be held at the annual meeting each year, at a specific date, time, and place determined by the Board of Directors. Outgoing Directors shall hold office until their successors have been elected and qualified. Unless elected to fill a vacancy, the term of office of a Director shall commence as indicated above.
- C. BALLOT: The election shall be conducted by written ballot by those present and qualified to vote. In the event the annual meeting is conducted through remote communication pursuant to Sections 317A.231, 317A.431, and 317A.450 of the Minnesota Statutes, the

election shall be conducted by an on-line written ballot (i.e., Survey Monkey or the like) by those qualified to vote.

- D. VOTES REQUIRED: Each candidate is required to secure a majority of the votes cast in order to be declared elected.
- E. RECOUNT: A candidate may call for an immediate recount after the reading of the results, after which the results shall be final.

Section 5. Resignation, Termination/Suspension, Leaves, and Absences.

- A. A Director may resign or request a leave of absence at any time by giving written notice to the Corporation. The resignation or request for leave of absence is effective immediately without acceptance, unless a later effective time is specified in the notice. If a resignation is effective at a later date, the Board may fill the pending vacancy before the effective date if the Board provides that the successor shall not take office until the effective date.
- B. A Director on leave shall be considered an inactive member of the Board of Directors.
- C. Any Director may be removed or suspended for just cause, including excess unexcused absences, by an affirmative vote of:
 - 1. A majority of the voting membership; or
 - 2. A two-thirds (2/3) majority vote of the remaining Directors.
- D. The matter of removal may be acted upon at any meeting of the Board, provided that notice of the intention to consider a Director's removal has been given.

Section 6. Vacancies. Vacancies in the Board of Directors may be filled by a vote of the majority of the remaining Directors. Each person so elected shall be an interim-Director until that person or a successor is elected at the next annual meeting.

Section 7. Compensation. No compensation shall be paid to Directors of Corporation for their services, time, and/or efforts. Directors, however, may be reimbursed for necessary and reasonable actual expenses incurred in the performance of their duties.

Section 8. Annual Meetings. An annual meeting shall take place **during the second quarter of the calendar year**, the specific date, time, and location of which will be designated by the President of the Board. If the President fails to select a place for the annual meeting, it shall be held at Corporation's registered office. The annual meeting shall be held for the purpose of electing the Board of Directors, as well as the consideration of any other business that may be properly brought before the Board. This shall include, but not be limited to, Board reports

regarding Corporation activities and financial position; analysis of the annual information return submitted to the IRS; approval of policy/procedures, Articles of Incorporation and Bylaws changes; and input toward the direction of the Corporation for the coming year. Annual meetings may occur through remote communication pursuant to Sections 317A.231, 317A.431, and 317A.450 of the Minnesota Statutes, if desired.

Section 9. Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the Directors. If the Board fails to select a place for a regular Board meeting, it shall be held at Corporation's registered office. The Board of Directors shall meet at least quarterly, or (4) times each year. If a regular calendar of meetings is approved by the Board, no notice is required for regular meetings. Regular meetings may occur through remote communication pursuant to Section 317A.231 of the Minnesota Statutes, if desired. The agenda shall be:

- Call to Order
- Roll Call
- Approval of Agenda of current meeting
- Reading and Approval of Minutes of the preceding meeting
- Reports of Officers
- Reports of Committees
- Old and Unfinished Business
- New Business
- Adjournment

Section 10. Special Meetings. The Corporation shall call a special meeting upon the written request of either the President or one-third (1/3) of the Board. If the Board fails to select a place for the special Board meeting, it shall be held at Corporation's registered office. The business transacted at a special meeting is limited to the purposes stated within the notice of the meeting. Special meetings may occur through remote communication pursuant to Section 317A.231 of the Minnesota Statutes, if desired.

Section 11. Notice. Written notice, including the date, time, and place of the meeting, shall be provided to each Director as soon as reasonably practicable, but no less than two (2) calendar days in advance of the meeting. This notice shall be given personally, by mail, e-mail or other electronic means, telephone, or facsimile.

Section 12. Quorum. At all meetings of the Board of Directors, fifty-one percent (51%) or greater of active Directors shall constitute a quorum for the transaction of all authorized business. If fifty-one percent (51%) or greater of active Directors are not present, no voting may commence. The acts of the majority of the Directors present at a meeting at which quorum exists shall be the acts of the Board of Directors of Corporation.

Section 13. Voting. During Board meetings, matters shall be decided by a majority vote of the Directors except where otherwise indicated in these Bylaws. To the extent a vote is electronically held outside of a duly called meeting, the issue must be voted upon by the number of directors that would be required to take the same action at a meeting of the board at which all directors were present, and that Board determination shall be discussed and ratified at the next duly held meeting of the Board of Directors.

Section 14. Proxies. Voting by proxy shall NOT be permitted in meetings of Corporation's Board of Directors.

Section 15. Private Entity. Corporation is a private entity not subject to open meetings law and government data practices pursuant to Minn. Stat. Chapters 13 and 13D.

Section 16. Meeting Procedures. All questions of order with respect to any meeting or action of Corporation, its Board of Directors, or any committee appointed hereunder shall be resolved in accordance with Corporation's Code of Conduct and Robert's Rules of Order Newly Revised, as modified from time to time.

Section 17. Meeting Decorum. Corporation shall follow best and lawful practices for conducting business at Board and membership meetings. The Board of Directors shall exemplify, communicate, and enforce the expectation that meetings be conducted in a collaborative, orderly, and respectful manner. Corporation reserves the right to excuse any Director, Officer, member, guest, member of the media, or audience participant exhibiting conduct that is disrespectful or disruptive to meeting proceedings. Per Robert's Rules of Order Newly Revised, the President has the sole responsibility to require order in a meeting. To that end, the President has the authority to call a Director, Officer, or member to order, and exclude non-members. If necessary to maintain an orderly meeting, the President has the authority to remove a participant from the meeting.

Section 18. Written Action. Pursuant to Minn. Stat. Chapter 317A, any action required or permitted to be taken at a Board of Director's meeting may be taken by written action signed, or consented to by authenticated electronic communication, by the number of directors that would be required to take the same action at a meeting of the board at which all directors were present.

Article VII – Officers

Section 1. Designation. Principal Officers of Corporation shall be: President, Treasurer, and Secretary. At the discretion of the Board of Directors, other Officers such as Vice President, may be elected with duties that the Board shall prescribe.

Section 2. Election of Officers. Officers shall also be Directors of Corporation and are eligible to serve as an Officer after one (1) year of service as a Director. Officers shall be elected by the Board of Directors at the first Board meeting following the election. Unless sooner removed by

the Board, officers shall serve for a term of one (1) year, or until their successors are elected. A vacancy in any office may be filled by a majority vote of the Board of Directors for the unexpired portion of the term. The Board of Directors shall also have the authority to appoint temporary acting officers as may be necessary during the temporary absence or disability of the regular officers.

Section 3. Terms. All Officers shall serve a one (1)-year term that coincides with their term as Director. Terms of office shall begin and end at the Board meeting at which they are elected. There shall be no limit to the number of terms an Officer may serve (other than the limitations on his/her service as a Director).

Section 4. Resignation. An Officer may resign by giving written notice to Corporation. The resignation is effective without acceptance by the Board, when the notice is given to the Board, unless a later effective date is named in the notice.

Section 5. Removal. Any Officer may be removed or suspended from his/her position for just cause by

1. A majority of the voting membership; or
2. A two-thirds (2/3) majority vote of the remaining Directors.

The matter of removal may be acted upon at any meeting of the Board, provided that notice of the intention to consider an Officer's removal has been given to each Director and to the officer affected in advance of the meeting.

Section 6. Compensation. No compensation shall be paid to Officers of Corporation for their services, time, and/or efforts. Officers, however, may be reimbursed for necessary and reasonable actual expenses incurred in the performance of their duties.

Section 7. President (Board Chair).

- A. Subject to the direction and control of the Board, the President shall have general active management of the business of Corporation. When present, the President shall preside at meetings of the Board and of Committees.
- B. The President shall see that the orders and resolutions of the Board are carried into effect, and, along with one other Officer of Corporation, shall sign and deliver in the name of Corporation deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of Corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles or by the Board to another Officer or the Executive Director(s).
- C. The President shall perform duties of other elected Officers in the event of their absence or inability to complete their duties.
- D. The President shall not vote unless it is to break a tie amongst the Board of Directors.

- E. After the Board of Directors authorizes said committee, the President may appoint its members. The President shall be a voting ex-officio member of all committees.

Section 8. Vice President (Vice Board Chair).

- A. The Vice President shall act in the absence or disability of the President.
- B. The Vice President shall assist the President as requested.
- C. The Vice President shall compile and maintain a book of policies and procedures in collaboration with the organization's legal counsel.
- D. The Vice President shall perform other duties as prescribed by the Board or by the President.
- E. In the absence of an elected Vice President, the President and Treasurer shall perform the functions of the Vice President in a manner prescribed by the Board.

Section 9. Secretary.

- A. The Secretary shall keep, or cause to be kept, the minutes of all meetings of the Board of Directors and of the Executive Committee. Minutes shall be timely distributed in accordance with approved methods of distribution.
- B. The Secretary shall be responsible for maintaining all books, correspondence, committee minutes, paraphernalia, and papers relating to the business of Corporation, except those of the Treasurer. Copies of all documents shall be maintained at Corporation's registered office.
- C. The Secretary shall give, or cause to be given, all notices of Board of Directors meetings and other notices required by law or these Bylaws.
- D. The Secretary shall file any document required by any statute, federal or state, in collaboration with the organization's legal counsel.
- E. The Secretary shall maintain the office and purchase office supplies.
- F. The Secretary shall perform other duties as prescribed by the Board or by the President.

Section 10. Treasurer.

- A. The Treasurer shall have care and custody of monies belonging to Corporation and shall be responsible for such monies or securities of the organization.
- B. The Treasurer shall keep, or cause to be kept, all financial records belonging to Corporation. All financial records shall be accurate and reliable. Copies of all documents shall be maintained at Corporation's registered office.
- C. The Treasurer shall timely deposit (or cause to deposit) money, drafts, and checks in the name of and to the credit of Corporation in the banks and depositories designated by the Board; timely endorse for deposit notes, checks, and drafts received by the Corporation as ordered by the Board; timely make proper vouchers for deposit; and timely disburse (or cause to disburse) Corporation's funds and issue checks and drafts in the name of Corporation, as ordered by the Board.
- D. The Treasurer shall prepare (or cause to prepare) a proposed annual budget as well as present the budget and a report of the financial condition of the Corporation to the Board

of Directors at the annual meeting, and will, from time to time, make such other financial reports to the Board of Directors as it may require. The Treasurer shall also prepare (or cause to prepare) the annual Form 990, annual audit (if required), and other annual financial reports. These tasks may be completed in collaboration with Corporation's CPA/Accountant if so authorized by the Board of Directors.

E. The Treasurer shall serve as the Finance Committee Chair.

F. The Treasurer shall perform other duties as prescribed by the Board or by the President.

Section 11. Any Officer of Corporation, in addition to the duties and powers conferred upon him or her by these Bylaws, shall have such additional duties and powers as may be prescribed from time to time by the Board of Directors.

Article VIII – Committees

Section 1. Authority. The Board of Directors may act by and through such committees as may be specified in resolutions adopted by a majority of the Board of Directors. Each committee shall have such duties and responsibilities as are granted to it from time to time by the Board of Directors, and shall at all times be subject to the control and direction of the Board of Directors. Committee members, other than the Committee Chair, need not be Directors or Officers of Corporation (i.e., they can be non-voting volunteers of Corporation). Examples of committees that may be formed by the Board are:

- Fundraising Committee
- Membership Committee
- Communications/Outreach/PR Committee
- League/Tournament Committee
- Legal and Governance Committee

Section 2. Standing Committees.

A. Executive Committee. The Board of Directors, by resolution adopted by a majority of the Board, may establish an Executive Committee to consist of the President, Vice President (if one exists), Treasurer, and Secretary. The President will be the Chair of the Executive Committee. The designation of the Executive Committee and the delegation of authority granted to it shall not operate to relieve the Board of Directors of any responsibility imposed upon it, as it is subject to the direction and control of the full Board. However, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, except for the power to amend the Articles of Incorporation and Bylaws. No individual shall continue to be a member of the Executive Committee after he or she ceases to be a Director of Corporation.

- B. Finance Committee. The Board of Directors, by resolution adopted by a majority of the Board, may establish a Finance Committee. The Treasurer is the Chair of the Finance Committee, which includes at least two (2) other individuals. The Finance Committee is responsible for developing and reviewing the fiscal procedures, fundraising plans, and the annual budget with other Board Members. The Board must approve the budget and all expenditures must be within budget, unless the budget is revised. Any major change in the budget must be approved by the Board. Annual reports are required to be submitted to the Board and reviewed at the annual meeting. The financial records of the organization shall be made available to the Directors, Officers, members, and all other persons in any way affiliated with Corporation.

Section 4. Meetings. Meetings of the individual committees may be held at such time and place as may be determined by a majority of the committee, by the Board President, or by the Board of Directors. A majority of the committee's membership shall constitute a quorum.

Article IX – Management & Miscellaneous Provisions

Section 1. Financial Year. The accounting year shall begin on the first day of December of each year and end on the last day of November of the following year.

Section 2. Books and Accounts.

- A. Corporation shall maintain appropriate checking, savings, and other accounts at a reputable bank or financial institution under the name "Little Crow Archery Club of Hutchinson."
- B. The President, Vice President, and Treasurer are authorized to act as signatories on all Corporation financial accounts. In the event the Presidency, Vice Presidency, or Treasury positions are temporarily vacant, another Officer is authorized to temporarily act as a signatory.
- C. Under the supervision of the Board of Directors, the President, Vice President, and Treasurer may independently authorize expenditures of no more than \$250 for items and/or services reasonably necessary for the continued operation of the organization. Proper invoices and receipts are required for all such expenditures.
- D. Corporation's books and accounts (or an exact copy thereof) shall be kept at the registered office.
- E. All money fundraised in Corporation's name shall be deposited in Corporation's account and used for Corporation's charitable purposes according to Minnesota and Federal fundraising laws and rules.

Section 3. Facility Rules. The Board of Directors shall, from time to time, set rules for the approved usage of Corporation's facilities. Failure to follow facility rules may result in expulsion from the premises and/or suspension/termination of membership.

Section 4. Examination by Directors and Members. Every Director, Officer, and Member of Corporation shall have a right to examine, in person or by agent or attorney, at any reasonable time, and at the registered office, all books and records of Corporation and make extracts or copies therefrom.

Section 5. Legal Instruments. All contracts, agreements, and other legal instruments executed by Corporation shall be issued in the name of Corporation, not the individual name of a Director or Officer. Legal instruments shall be signed by no fewer than two (2) Officers of Corporation – the President (if able), and one other Officer. While Directors and Officers have authority to sign official documents on behalf of Corporation, they may do so ONLY after proper consideration and approval by the Board of Directors. In the absence of approval by the Board of Directors, the individual Director or Officer is personally liable on the legal instrument.

Section 6. Loans. No loans shall be contracted on behalf of Corporation nor shall evidences of indebtedness be issued in its name unless in conformance with Section 317A.501 of the Minnesota Statutes and specifically authorized by written resolution of the Board of Directors. Such authority shall be confined to specific instances.

Section 7. Periodic Reviews. To ensure Corporation operates in a manner consistent with charitable purposes, files all required paperwork, and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining;
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction;
- C. Whether Corporation is properly filing annual paperwork with the Minnesota Attorney General's Office, Minnesota Secretary of State, Internal Revenue Service, and other government entities. Corporation shall file the Form 990 with the IRS annually. In addition, Corporation shall file all required employer reports to agencies such as the Minnesota Unemployment Insurance Fund, the Minnesota Dept. of Revenue, the Minnesota Attorney General's Office, the Minnesota Secretary of State, the Social Security

Administration, and provide employee tax documents by the required deadlines.

- D. Whether Corporation is properly engaging in Minnesota and Federal fundraising laws and rules. No solicitation for money, prizes, or other items shall be permitted without the authorization of the Board of Directors. Exceptions include post-season tournaments and team sponsorships. All must be done within the rules/statutes governing charitable gambling and charitable solicitation.

Section 8. Publication and Media.

- A. WEBSITE: Corporation's official website shall be maintained monthly or as often as deemed necessary by the Board of Directors. The Webmaster shall coordinate with the Board of Directors with regard to website content. Corporation will be responsible for paying all costs associated with the domain name, hosting, SEO, and other related expenses related to maintaining Corporation's official URL.
- B. NEWSPAPERS AND ELECTRONIC MEDIA: Corporation shall always portray the organization and its Directors, Officers, members, employees, independent contractors, and other agents in a straightforward and credible manner. When internal and/or external crises arise, public relations matters may require immediate referral to a mediator, and/or advice from an attorney or PR professional.
- C. SOCIAL MEDIA: Social media content shall portray the organization in a straightforward and credible manner. All content shall be actively managed by a member assigned by the Board of Directors. Information displayed on any of Corporation's social media pages shall be accurate and true in nature.

Section 9. Affiliations. Corporation may maintain professional affiliations that benefit and strengthen the organization in its capacity to fulfill its mission.

Section 10. Policies and Procedures. The Board of Directors may establish policies and procedures:

- To codify decisions made by the Board at regular meetings in one central location;
- Regarding internal financial controls;
- Regarding gifts and grants to other individuals/organizations;
- Regarding a code of conduct at meetings and organizational gatherings;
- Regarding employees and volunteers; and
- Regarding other topics that may become reasonable and necessary.

Section 11. Amending the Articles of Incorporation and Bylaws. Corporation shall have the power to amend the Articles of Incorporation and any Bylaws. Subject to restrictions imposed by Section 317A.133 of the Minnesota Statutes, amendments to the Articles and Bylaws must be

approved by the affirmative vote of a two-thirds majority of all Directors at a properly called meeting of the Board of Directors.

Certification

These Bylaws were approved at a duly called meeting of the Board of Directors of Little Crow Archery Club of Hutchinson by a majority vote on this 3rd day of April, 2024.


President

April 4th, 2024
Date