

Bylaws of Gray Ducks Youth Fitness League Ltd.

ARTICLE I — NAME AND PURPOSE

Section 1. Name

The name of this organization is Gray Ducks Youth Fitness League Ltd. This non-profit organization is incorporated under the laws of the State of Minnesota.

Section 2. Purpose

The purpose of Gray Ducks Youth Fitness League Ltd. is to enable a Minnesota where every person under the age of 18 has access to a healthy and active lifestyle regardless of their cultural or socioeconomic background.

ARTICLE II — MEMBERSHIP

Section 1. Eligibility for membership

Anyone age 18 or older who has 3 years or more management or non-profit experience that supports the purpose statement in Article I. may apply to be a voting member.

Membership is granted after completion and receipt of a membership application. All memberships shall be granted upon a majority vote of the board.

Section 2. Resignation and termination

Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the membership.

ARTICLE III — MEETINGS OF MEMBERS

Section 1. Regular meetings

Regular meetings of the members shall be held quarterly, at a time and place designated by the chair.

Section 2. Annual meetings

- A. An annual meeting of the members will be held in the month of August.
- B. The chair will designate the specific date, time and location of the meeting.
- C. At the annual meeting, members will
 - 1. Elect directors and officers.
 - 2. Receive reports on the activities of the association.
 - 3. Determine the direction of the association for the coming year.

Section 3. Special meetings

Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors. A petition signed by five percent of voting members may also call a special meeting.

Section 4. Notice of meetings: Printed notice of each meeting shall be given to each voting member, by mail, not less than two weeks prior to the meeting.

Section 5. Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 6. Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE IV — BOARD OF DIRECTORS

Section 1 — Board role, size, and compensation: The board is responsible for overall policy and direction of the association, and delegates' responsibility of day-to-day operations to the staff and committees. The board shall have up to 20, but not fewer than 16 members. The board receives no compensation other than reasonable expenses.

Section 2 — Terms: All board members shall serve two-year terms, but are eligible for re-election for up to five consecutive terms.

Section 3 — Meetings and notice: The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance.

Section 4 — Board elections: New directors and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting. Directors will be elected by a simple majority of members present at the annual meeting.

Section 5 — Election procedures: A Board Development Committee shall be responsible for nominating a slate of prospective board members representing the associations' diverse constituency. In addition, any member can nominate a candidate to the slate of nominees. All members will be eligible to send one representative to vote for each candidate, for up to 10 available positions each year.

Section 6 — Quorum: A quorum must be attended by at least forty percent of board members for business transactions to take place and motions to pass.

A nonprofit with voting members should hold at least one meeting of its members per year.

Unless otherwise specified by the articles or bylaws, a quorum for a meeting of members is ten percent of the members entitled to vote at the meeting according to Minnesota law.

Minnesota law requires a minimum of three directors. The statutory limit for a board term is ten years.

A board of directors must meet at least once during a fiscal year.

Minnesota law requires a quorum of directors for the purpose of conducting transactions, to consist of at least one-third, of the directors currently holding office.

For more information on board governance, see page 18.

Sample bylaws — with membership

Section 7 — Officers and Duties: There shall be four officers of the board, consisting of a chair, vice-chair, secretary and treasurer. Their duties are as follows:

The chair shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, treasurer.

The vice-chair shall chair committees on special subjects as designated by the board.

The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained.

The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

Section 8 — Vacancies: When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 9 — Resignation, termination, and absences: Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 11 — Special meetings: Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

ARTICLE V— COMMITTEES

Section 1 — Committee formation: The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The board chair appoints all committee chairs.

Section 2 — Executive Committee: The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, 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, and is subject to the direction and control of the full board.

According to Minnesota law, a board must consist of at least a chair/president and a treasurer. Other offices can be created as needed.

Committees are assigned by the board of directors to work on specific issues facing the organization. Standing committees, such as an Executive Committee or Finance Committee, should be outlined in the bylaws, whereas ad hoc committees can be created for a time period set by the board of directors.

Section 3 — Finance Committee: The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The

fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE VI — DIRECTOR AND STAFF

Section 1— Executive Director: The executive director is hired by the board. The executive director has day-to-day responsibilities for the organization, including carrying out the organization’s goals and policies. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

ARTICLE VII — AMENDMENTS

Section 1 — Amendments: These bylaws may be amended when necessary by two-thirds majority of the board of directors. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

CERTIFICATION

These bylaws were approved at a meeting of the board of directors by a two thirds majority vote.