

Granite Falls Women's Tiger Football Bylaws

Article I

Name and Purpose

Section 1.01. Name: Granite Falls Women's Tiger Football, for the purpose of this document referred to as GFWTF.

Section 1.02. Purpose: GFWTF is organized and operated for the charitable support of Youth Sports. .

- A. To provide Women 18 years of age or older the opportunity to engage in non competitive/ competitive sports with a purpose.
- B. To fundraise for the youth sports in Granite Falls and the surrounding community.
- C. To enhance the mental and physical development of the participants both for the betterment of the youth and the community. .

Article II

Membership

Section 2.01. Qualification. All community members within Granite Falls and Granite Falls School District attending three consecutive meetings shall be considered voting members of the organization. (Out of district membership is upon the approval of the Executive Board) Voting members can lose membership/voting status after missing 2 meetings in a row. After losing membership/voting status 3 consecutive meeting rule applies to be reinstated.

Section 2.02 Rights and responsibilities: The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

Section 2.03. Quorum. The members present at any membership meeting of the organization, provided at least three (3) Executive voting officers are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership 1st week of January at which the officers are elected

Article III

Executive Board

Section 3.01. Membership: Consists of The Executive Board and members with (3) consecutive meetings that authorizes them voting rights in the organization.

Granite Falls Women's Tiger Football Bylaws

Section 3.02. Authority: The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings: The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

Section 3.04. Quorum: A quorum of the Executive Board for the conduct of business shall consist of at least three (3) voting officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members on the Board or committee consent in writing or electronically for a meeting and on approving the specific actions. Such consents shall have the same force and effect in a unanimous vote of the Board or committees, as the case may be.

Section 3.06. Participation in Meeting by Conference Electronically: Members of the Board may participate in a meeting through use of conference electronically or similar communications equipment, so long as members participating in such meetings can hear one another.

Section 3.07. Reimbursement: Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV

Officers and Their Elections

Section 4.01. Officers: The officers of this organization shall include one President, Vice Presidents, a Secretary, 2 Treasurers, Member at Large and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election: A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in September of the year for the candidates to be elected and for slated of position. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve and have attended

Granite Falls Women's Tiger Football Bylaws

three (3) consecutive meetings shall be eligible for nomination by the Executive Board or from the floor.

Officers shall be elected at the December meeting of the organization by the members present. Officers shall assume their official duties on January 1st at the beginning of the fiscal year following that election.

Section 4.04. Term: Officers shall serve a 2 year term. Officers may be elected for up to two consecutive terms in the same office. In the event that there are no candidates for officers they may continue to be elected for those positions. Officers will be up for elections as follows;

President, Secretary, Co Treasurer 2 seats up for election on odd years.

Vice president, Co Treasurer 1, Member at Large seats are up for election on even years.

Section 4.05. Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article V

Duties of Officers

Section 5.01. President: The President shall be the principal executive officer of the organization subject to the control of the Executive Board, in general supervision and control of all activities of the organization. The President shall be a member of the Executive Board and when present, shall preside at all executive and membership meetings. The President shall vote only in the case of a tie at those meetings. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

Section 5.02. Vice-President(s): The Vice-President shall be a member of the Executive Board, in the absence of the President shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03. Secretary: The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the executive board and membership meetings and shall see that all notices are duly given in accordance with these Bylaws. The secretary shall manage and keep an accurate tally of the volunteer records, perform all duties related to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5.04. Co-Treasurers: The Treasurers shall be members of the Executive Board. The Treasurers shall be in charge of all accounts payable, accounts receivables and financial

Granite Falls Women's Tiger Football Bylaws

records for the organization in accordance with the organization's financial policies. The Treasurers shall make deposits into the appropriate bank accounts for this organization. The Treasurers shall make disbursements as authorized by the budget as approved or amended by the membership. The Treasurers shall present a written financial report, prepared in accordance with the organization's financial policies, at each meeting and at other times as requested by the Executive Board.

Article VI

Finances

Section 6.01. Budget: The Executive Board shall present to the membership at the first regular meeting (June Meeting) of the membership after the officers have been elected or as soon thereafter as practical for a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02. Obligations: The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.03. Loans: No loans shall be made by the organization, for any reason, at all.

Section 6.04. Checks: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer and any authorized signer on the board. Checks shall be required to have 2 signature lines for all transactions.

Section 6.05. Banking: The Treasurer shall deposit all funds for the organization into the appropriate sport account at the banking institution as the approved budget. All deposits and/or disbursements shall be made as soon as possible upon receipt of the funds and/or payments.

Section 6.06 Financial Controls: The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally;

- (a) all expenses must be approved by the membership by way of approval of an annual budget or be approved by separate resolution of the Executive Board.
- (b) All checks are endorsed by the banking institution during the deposit.

Granite Falls Women's Tiger Football Bylaws

- (c) An officer or other person without check signing authority designated by the board shall review all bank statements.
- (d) A committee of at least two (2) persons without check signing authority or an outside accountant/audit firm shall annually audit all organization finances.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each membership meeting of the organization and shall prepare a final report at the close of the year in accordance with the organization's financial policies. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The internal audit committee shall consist of two or more board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts, approval authority over disbursements, or living in the same household. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$100,000.

Section 6.08. Fiscal Year: The fiscal year of the organization shall be from January 1st to December 31st but may be changed by resolution of the Executive Board.

Section 6.09. Record retention. All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records will be maintained as follows:

<u>RECORD</u>	<u>HOW TO STORE</u>	<u>PERIOD OF TIME</u>
Yearend Treasurer's financial report/statement	Store in corporate record book.	Permanent
Treasurer's reports, periodic	Compile & file records on yearly basis.	Seven (7) Years. Store w/financial records. Destroy after seven (7) years.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis.	Seven Years. Store w/financial records. Destroy after seven (7) years.

Granite Falls Women's Tiger Football Bylaws

ARTICLE VII

CONFLICTS OF INTEREST

Section 7.01. Existence of Conflict Disclosure: All Executive Board members and voting members of the organization shall refrain from any actions or activities that impair or appear to impair their objectivity in the performance of their duties on behalf of the organization. A conflict of interest may exist when the direct, personal, financial, or other interest(s) of any Executive Board member or voting member competes or appears to compete with the interests of the organization. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03. Meeting Minutes: The minutes of the meeting of the Board shall reflect that the conflict was disclosed, and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review: A copy of this conflict-of-interest statement shall be furnished to each Executive Board member and voting members who are presently serving the organization or who hereafter becomes associated with the organization. This policy shall be reviewed annually for information and guidance of the Executive Board. New Executive Board members shall be advised of the policy upon undertaking the duties of their offices, at the beginning of their terms.

ARTICLE VIII

INDEMNIFICATION

Every member of the Executive Board and members of the organization may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the organization in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member is entitled.

Granite Falls Women's Tiger Football Bylaws

Section 8.01 General Business

- A. All GFWFT business shall be performed as GFWFT
- B. Any person or group shall not do business unless the Board of Directors gives prior approval.
- C. All insurance coverage must be reviewed and approved by the GFWFT Executive Board.
- D. Meetings for GFWFT will be held once a month and in Granite Falls. The board will post the meeting times for the public.
Meetings will be run by parliamentary procedures with readings of the prior meetings minutes, treasurer report given, Followed by the Presidents report and new business.
- F. Bylaw amendments must be approved by a two-thirds majority vote no sooner than 60 days or later than 180 days after written submission at a meeting.
- G. All monetary disbursements require the signature of two officers on each check not living in the same household.
- H. Authorized check signers shall consist of only GFYAA Executive Board Members. No out of pocket expenses will be reimbursed without the prior approval of two Executive Board Members and a legal receipt.
- J. All records and transactions shall be turned over to the newly voted successor no later than 30 days after the vote.
- K. Any person or persons involved with GFWFT will be under the guidelines set by these bylaws or organizational rules and will need to answer to the Executive Board if any problems arise.

Section 8.02 General Part 2

- A. The Executive Board Members may review any appointment of any position in any sport for its approval/disapproval.
- B. A closed meeting of the board may be called by the President. Any board member may request the President to call a closed meeting. The meeting discussions shall remain confidential, and any meeting rulings shall be final.
- D. The decision of the GFWFT board will stand final concerning any and all rules and regulations not set forth in the current bylaws, rules, and regulations.

Section 8.03 Coaches

- A. Coaches will be 18 years of age or older.
- B. All prospective head coaches will have a background check.
- C. All prospective coaches will be interviewed by a three-person panel selected by the Executive Board Members
- D. Coaches will be responsible people of the community.
- E. Head Coach will attend Coaches Meeting with other Team Head Coaches prior to the start of the season.
- F. All head coaches shall be responsible for the return of their team's equipment.

Granite Falls Women's Tiger Football Bylaws

- G. Coaches selected shall attend at least 1 fund raising event throughout the year. Head coaches are responsible for their assistants.
- H. Priority Placement will go as follow; 1. Returning Coach, 2. New Coach
- I. Coaches will adhere to the Coaches Code of Conduct.

These bylaws were voted upon and adopted effective _____
and were placed with the minutes of the organizational meeting of said date.

Nicole Anderson
Organizational President

Heather Herdt
Organizational Vice President

Shandi Ryan
Organizational Co Treasurer

Andrea Hagman
Organizational Co Treasurer

Amber Jensen
Organizational Secretary