

Burnsville Blaze Trap Shooting Team Booster Club Bylaws

Adopted August 22, 2023

Article I

Name

Section 1. Name: The official name of this organization shall be the "Burnsville Blaze Trap Shooting Team Booster Club, hereinafter referred to as the "Club".

Section 2. Address: The principal office site shall be: Burnsville High School, c/o Trap Shooting Coach, 600 East Highway 13, Burnsville, Minnesota 55337.

Article II

Purpose & Objectives

Section 1. Purpose: The Club is a nonprofit corporation established to support and promote the Trap Shooting program at Independent School District 191, hereinafter referred to as "ISD 191", to lend moral and financial support to all phases of the Trap Shooting program in ISD 191, cooperate and work in all possible ways with the Coaches and Staff to promote excellence in all scholastic and athletic endeavors in ISD 191 and the surrounding community.

Section 2. Objectives: Objectives of the Club include but are not limited to the following:

- A. Provide support, financial and otherwise.
- B. Develop a sense of pride and tradition for the student participants and parents.
- C. Promote and publicize the high school trap shooting program in the community.
- D. Encourage good sportsmanship and develop team unity.
- E. Recognize accomplishments.

Article III

Basic Policies

Section 1. The Club shall have no authority to dictate or interfere in any way with the ISD 191 High School staff, its policies or those of the School Administration with respect to student participants. The High School staff may include (but is not limited to) any Coaches and/or their Assistants appointed or designated by the High School Administration. In the absence of "ISD 191", Administration designated Coaches and Assistants, the Club shall have the authority to recruit, appoint and designate Coaches and Assistants.

Section 2. The Club is a non-profit organization.

Section 3. The name of the organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern in connection with any partisan interest, or for any purpose not appropriately related to the purpose of the Club.

Section 4. Unless so authorized by the Executive Board of Directors or these bylaws, no member, agent, or employee shall have the power or authority to bind the organization by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount.

Section 5. This organization is formed for the express purpose of acting as a booster program, as outlined in Article II of these bylaws.

Article IV Membership

Section 1. Membership: Membership in the Club is open to adult parents or legal guardians of any student participant in the trap shooting program, program coaching staff and adult program volunteers who pay the Club's membership dues.

Section 2. Voting Members: Each Member is permitted one vote.

Section 3. Dues: Annual Club Membership dues shall be collected upon enrollment of the Club Member. The amount of the dues shall be determined and set annually by the Executive Board of Directors.

Article V The Club Business and Fiscal Year

Section 1. The business year for purposes of the term of offices and elections shall run from July 1st to June 30th.

Section 2. The accounting fiscal year for purposes of fiscal and tax reporting shall be a twelve (12) month period that begins and ends on dates to be determined by the Board of Directors.

Section 3. Club Membership is activated at the earliest on August 1st or upon payment, and runs to July 31st of the following year.

Article VI Club Meetings and Board of Directors and Officers Election

Section 1. Board Management: Authority to manage the business affairs and conduct the business of the corporation is vested in the Executive Board of Directors. Each Elected Officer, the Team Manager, and the Head Coach(s) shall collectively constitute the Executive Board of Directors of the Club. Each member of the Executive Board of Directors shall have specific duties as described in Article VII.

Section 2. Club Meetings: The Executive Board of Directors shall determine and publish all

Booster Club and Executive Board meeting dates and times. The Executive Board of Directors will determine the date of the annual officer elections to occur prior to conclusion of the business year.

Section 3. Nominations: Nominations/Volunteers for Directors and Officers will be submitted by the membership to the Secretary or Team Manager prior to the annual vote. Nominees must be members in good standing of the Club.

Section 4. Quorum: A quorum is achieved if there are Members in attendance equal to or greater than 25% of the Club's Membership. Once a quorum has been established, decisions shall be by majority vote of the voting Members present.

Section 5. Elections and Voting: The General Membership meeting shall elect the Directors and Officers of the Executive Board for the Corporation. Each Member shall have one vote per Director and Officer position.

Section 6. Directors and Officers: The Directors and Officers who may be elected from the Membership are the President, Vice President, Secretary, Treasurer, Members at Large and other positions as determined by the Executive Board of Directors in advance of the vote.

Section 7. Term of Office: Directors and Officers shall hold office for a term of one (1) year and until their successor is duly elected and qualified, unless the term is ended by (a) resignation or (b) removed from office by a 2/3 majority of the Club.

Section 8. Vacancy: A vacancy for any reason shall be filled by appointment by the Executive Board.

Section 9. Qualifications: The Directors and Officers shall be elected from among the Membership of Club. No family shall have more than one member serve on the Executive Board of Directors. The Treasurer should be an individual with demonstrated financial knowledge and background. In the event that no such person is available within the membership, the Treasurer may be a person who is willing to gain such knowledge.

Section 10. Board Meetings: Upon election to the Executive Board, the business affairs of the Corporation shall be conducted by the Executive Board of Directors at Board Meetings, scheduled and announced at dates and times which shall be determined by the Executive Board. Each Member of the Executive Board shall have one (1) vote per Director and Officer. A quorum for Executive Board Meetings shall be equal to one more than half of the Executive Board. Once establishing, quorum decisions shall be by a majority vote of the voting Board members present at the Board meeting. Executive Board Meetings shall be open to the General Club membership, unless the Board determines a closed-door meeting is required due to the sensitive or confidential nature of the subject matter, which requires a closed-door meeting, and announces such determination in advance of such a closed session.

Section 11. Conflict of Interest: The Executive Board must maintain and observe the Club's

Conflict of Interest Policy. Refer to Attachment I of these bylaws.

Section 12. Procedures and Rule of Order: Any recognized parliamentary rules of order may be employed by any member who desires. These rules of order along with these bylaw will serve as a guide to answer questions regarding the meeting procedures.

Article VII Duties of Officers

Section 1. Duties of President

- A. Preside at all Club meetings and perform other duties usually pertaining to the office of President.
- B. In consultation with the Executive Board, appoint all standing and ad hoc committees necessary to the operations of the Club.
- C. Designate check-signing authority to the Treasurer for disbursement of Club funds.
- D. Work with the Executive Board in preparing the annual budget.
- E. Provide orientation and transition support to the successor president on a reasonable, as-needed basis.
- F. Be available to hear questions and concerns from Club members and discuss those concerns with coaches as appropriate.
- G. Any other duties deemed appropriate and approved by the Executive Board.

Section 2. Duties of Vice President

- A. When the President is not available or unable, preside at all Club meetings and perform other duties usually pertaining to the office of President.
- B. Serve as an advisor to all committees.
- C. Work with the Executive Board in preparing the annual budget.
- D. Be available to hear questions and concerns from Club members and discuss those concerns with coaches as appropriate.
- E. Any other duties deemed appropriate and approved by the Executive Board.

Section 3. Duties of Secretary

- A. Maintain the bylaws of the Club and assure distribution to members.
- B. In collaboration with the Team Manager, maintain a current roster and contact information of all current Club members and make the roster available as necessary.
- C. Work with the Executive Board to assure the recording of the minutes of all meetings and to assure retention of all Club records other than those retained by the Treasurer.
- D. Request agenda submissions from the Executive Board, create agendas and publish agendas one week prior to Executive Board and Booster Club Meetings.
- E. Any other duties deemed appropriate and approved by the Executive Board.

Section 4. Duties of Treasurer

- A. Receive, deposit, and make proper distribution of all Club funds and be prepared to report at any meeting on the financial status of the Club.
- B. Keep accurate records of all financial transactions and make those records available for audit upon request. These records must be retained for a minimum of 7 years.
- C. Maintain check-signing authority for the disbursement of Club funds within the approved annual budget. While only the Treasurer will have check-signing authority, any disbursements outside the approved annual budget must be approved by the President.
- D. Work with the Executive Board to prepare the annual budget. Make recommendations at meetings for approval of large expenditures not in the original budget. Support recommendations with appropriate research on needs, pricing, bids, suppliers, etc.
- E. Submit a fiscal year-end statement; obtain and maintain proper State, Federal and IRS approval of the 501(c)3 Non-Profit status.
- F. Advise Club and Executive Board regarding accepted financial practices.
- G. Complete and submit grant proposals with the support of at least one Member at Large.
- H. Any other duties deemed appropriate and approved by the Executive Board.

Section 5. Duties of Members at Large

- A. The number of and responsibilities of the Members at Large shall be determined by the Executive Board of Directors prior to the annual **vote**.
- B. Members at Large shall be a committee member of a standing committee (Fundraising, Spirit, or Events).
- C. Shall serve as liaison and advisor to the Executive Board for the Committee they represent.
- D. Maintain records of volunteer hours for the members of the committee they represent and submit to the Team Manager.
- E. Any other duties deemed appropriate and approved by the Executive Board.

Section 6. Duties of Team Manager

- A. Manage registration for the team, league, tournaments, or speciality shoots.
- B. Communicate to families from the team email address and/or band including messaging from committees.
- C. Manage the team website.
- D. Coordinate volunteers and support all committees as needed including communication regarding volunteer hours.
- E. Maintain accurate documentation of rosters, lettering requirements, and registrations in a common place that is accessible to Executive Board Members.
- F. Maintain weekly score sheets & provide them to coaches and scoring manager.
- G. Organize and track volunteer hours for scorekeepers and RSOs.
- H. Be available for support at practices and competition, as needed.

Article VIII Committees

Section 1. Appointment

- A. The President, in consultation with the Executive Board shall appoint such committees as may be authorized by these bylaws, resolution of the Members or the Executive Board.
- B. All committee members shall serve for a term coincident with the business year of the Club.
- C. Nothing in these bylaws shall prohibit student Club members from serving on a committee where proper and where their input is desired.

Section 2. Standing Committees: The Club shall have the following standing committees to aid in the accomplishment of the Club's objectives, and they shall be responsible for the described Club activities:

- A. Events Committee: This committee shall plan and organize events for the Alexandria Tournament and the end-of-season banquets.
- B. Spirit Committee: This committee shall coordinate team spirit wear orders and distribution. Organize team pictures, team representation at school events, and manage the team Facebook account.
- C. Fundraising Committee: This committee shall coordinate all fundraising activities of the Club, seek team donations, and contact potential or existing sponsors.

Section 3. Temporary Committees: Other ad hoc committees, shall be appointed by the President from time to time as the Club or Executive Board deem necessary to carry out the objectives of the Club.

Article IX Coaches and Assistants

Section 1. Coach Appointment: In the absence of District 191 Administration's designation of Coaches and Assistants, the Executive Board of Directors of the Club shall have authority to recruit, appoint and designate a Head Coach(s) and one or more Coaching Assistants. The Head Coach(s) shall be a member of the Executive Board of Directors.

Section 2. Duties of Head Coach(s)

- A. Represent the participants and coaches of the Burnsville Blaze Trap Shooting Team in communications to and between the Burnsville Blaze Trap Shooting Team, Athletic Director, and Booster Club.
- B. Provide instructions, guidance, coaching and direct the implementation of the safety protocols.
- C. Direct and manage coaching staff, recruit assistant coaches and onsite volunteers assisting in the participants team activities.
- D. Track volunteer hours for coaches to submit to the Team Manager.

- E. Work with the Executive Board in preparing the annual budget.
- F. Any other duties deemed appropriate and approved by the Executive Board.

Article X

Budget and Finance

Section 1. The Club shall be empowered to receive, hold, and expend funds on monies acquired by the Club to support Club's Trap Shooting Team programs, provided such transferred property or funds are used for the purpose intended and the Club makes no financial claim or other interest in such property or funds (non-profit).

Section 2. No person shall serve the Club with compensation. Notwithstanding, the Club's bylaws shall not restrict the Club's reimbursement of reasonable business expenses incurred by Members on behalf of the Club, as approved by the Executive Board of Directors.

Section 3. All revenues of the Club shall be used strictly to further the purpose of the Club in a manner consistent with the objectives (see Article II, Section 2), within an approved budget, or the expressed wishes of the voting membership. In no event, shall the revenues of the Club be used to pay, reimburse, or defray fines or penalties incurred by the Club's coaching staff, Burnsville High School Administration, Minnesota High School League, or State Boards of Education.

Section 4. Notwithstanding any other provisions in these articles, the Club shall not carry out any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)3 of the Internal Revenue Code or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. The Head Coach(s) and Committee Chairs have the responsibility to not exceed the amount approved in the annual budget. If additional funds are required, a request needs to be brought before the Executive Committee for approval.

Article XI Bylaws and Amendments

Section 1. The preceding is hereby adopted as the bylaws of the Burnsville Blaze Trap Shooting Team Booster Club. They shall be reviewed annually (following the Executive Board election); be subject to amendment, alteration and revision, and be dated to indicate when last revised.

Section 2. Any proposed changes or amendments to the bylaws must be presented to the Executive Board at a Club meeting and submitted in writing to the President. The Executive Board will have no more than 60 days to review the proposal before it is voted on within the next 2 Club Meetings.

Section 3. The bylaws may be amended by a 2/3 vote of the Voting Membership present at a Club Meeting.

**Article XII
Dissolution**

Section 1. The Club shall be dissolved in the following manner:

A. Voting member requests dissolution in writing to the Executive Board at least 30 days prior to a Club meeting.

B. The Executive Board must notify membership of vote of dissolution at least 10-15 business days prior to the Club meeting.

C. If the majority vote is in favor of dissolution at the Club meeting, the Treasurer must proceed with final disbursement of funds and file forms of dissolution with the State of Minnesota and the Internal Revenue Service.

D. Disbursement of funds must be in accordance with the Club's Articles of Organization.

Section 2. Membership shall be held harmless after formal dissolution is filed. No liability is assumed (financial or otherwise) by any former member, coaching staff, or business sponsor.

These bylaws were approved by the Club on August 23, 2023 and certified by the Executive Board of Directors on September 19, 2023.

President: Mike Gunderson

Vice President: Ryan Sloneker

Secretary: Tiffany Calderon

Treasurer: Rick Wendt

Member at Large: Scott Johnson

Member at Large: Heather Kussatz

Member at Large: Michelle Spears

Head Coach: Greg Christensen

Head Coach: Joel Route

Head Coach: Jason Leader

Manager: Colleen Bergh

2015 Adoption Signed on 10/7/2015 by: Kathy Jarnagr, Joe Meyer, Alisa Petersen

Kathy Jarnagr 10/7/15
Joe Meyer 10/07/2015
Alisa Petersen 10-7-15

Attachment 1: Conflict of Interest Policy

Article I Purpose

Section 1. The purpose of this Conflict of Interest policy is to protect the Club's interest when contemplating entering into a transaction or arrangement that might benefit an officer of the Club or might result in a possible excess benefit transaction.

Section 2. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Article II Definitions

Section 1. Interested person -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Section 2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A. An ownership or investment interest in any entity with which the Club has a transaction or arrangement,
- B. A compensation arrangement with the Club or with any entity or individual with which the Club has a transaction or arrangement, or
- C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Club is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Article III Procedures

Section 1. All officers have a duty to disclose In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board of Directors.

Section 2. Any officer may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

Section 3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board members shall decide if a conflict of interest exists.

Section 4. If the Executive Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Annual Statements

Section 1. Upon election, each Executive Board member with delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflict of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Club in order to maintain its federal tax exemption must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 2. If at any time during the year, the information in the annual statement changes materially, the officer shall disclose such changes and revise the annual disclosure form.

Section 3. The bylaws may be amended by a 2/3 vote of the Voting Membership present at a Club Meeting.

**Article XII
Dissolution**

Section 1. The Club shall be dissolved in the following manner:


- A. Voting member requests dissolution in writing to the Executive Board at least 30 days prior to a Club meeting.
- B. The Executive Board must notify membership of vote of dissolution at least 10-15 business days prior to the Club meeting.
- C. If the majority vote is in favor of dissolution at the Club meeting, the Treasurer must proceed with final disbursement of funds and file forms of dissolution with the State of Minnesota and the Internal Revenue Service.
- D. Disbursement of funds must be in accordance with the Club's Articles of Organization.

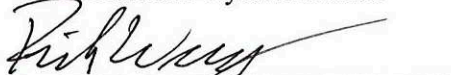
Section 2. Membership shall be held harmless after formal dissolution is filed. No liability is assumed (financial or otherwise) by any former member, coaching staff, or business sponsor.

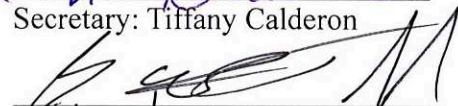
These bylaws were approved by the Club on August 23, 2023 and certified by the Executive Board of Directors on September 19, 2023.


President: Mike Gunderson


Vice President: Ryan Sloneker

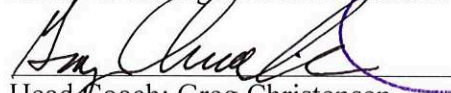

Secretary: Tiffany Calderon

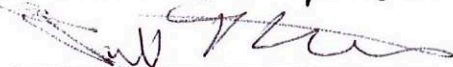

Treasurer: Rick Wendt


Member at Large: Scott Johnson


Member at Large: Heather Kussatz


Member at Large: Michelle Spears


Head Coach: Greg Christensen


Head Coach: Joel Route


Head Coach: Jason Leader


Manager: Colleen Bergh

Burnsville Blaze Trap Shooting Club Executive Board Annual Conflict of Interest Statement

Name: _____ Date: _____

Which officer position do you hold? _____

I affirm the following:

I have received a copy of the Conflict of Interest Policy. _____ (initial)

I have read and understand the policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

I understand that The Club is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____ (initial)

Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with the Club?

Yes () No ()

If yes, please describe it: _____

If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes () No ()

In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with the Club? Yes () No ()

If yes, please describe it, including when (approximately)

If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?

Yes () No ()

Signature

Date