

Amended Bylaws of Chanhassen Athletic Association

Article I – Name and Corporate Seal

Section 1. Name. The name of the nonprofit corporation shall be Chanhassen Athletic Association (hereinafter “Corporation”).

Section 2. Corporate Seal. Corporation may, but need not, have a corporate seal, and the use or nonuse 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”). As of the date these Amended Bylaws were adopted, the registered address of Corporation is c/o Urban Birken PLLC, 5401 Gamble Dr., Suite 275, St. Louis Park, MN 55416. The corporate records shall be stored at Corporation’s registered office.

Section 2. Mailing Address. Corporation’s mailing address is P.O. Box 113, Chanhassen, MN 55317.

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, and 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 educational and charitable:

- Educational: To foster the development of youth aged eighteen (18) years of age or younger and support the efforts of Independent School District 112 and its coaches to teach proper, safe sports techniques and ethical athletic practices; to encourage effective communication, cooperation, sportsmanship, and healthy competition; to develop the value and self-esteem of each individual participant; and to create an atmosphere where camaraderie, inclusiveness, accountability, learning, and respect are valued.
- Charitable: To promote a sense of community and combat juvenile delinquency by supporting and maintaining an organized youth athletics program for the youth of the Chanhasen community and its environs.

Article IV – Athletic Leagues

Section 1. Athletic Leagues Defined.

- A. Corporation shall have a chapter-based internal structure (dedicated programs that are not separately incorporated) made up of various internal youth sports programs (hereinafter “Athletic Leagues”).
- B. Corporation has authorized the following Athletic Leagues:
 1. Basketball
 2. Baseball/Softball
 3. Soccer
 4. Volleyball
- C. Corporation has the authority to establish new and/or eliminate Athletic Leagues upon the affirmative vote by a majority of the Board of Directors.

Section 2. Governance of Athletic Leagues.

- A. Each Athletic League shall have at least one (1) elected League Director. Without prior approval of the Board of Directors, individuals may not serve as a League Director for Corporation at the same time as serving as an Officer of Corporation. Moreover, without prior approval of the Board of Directors, individuals may not serve as a League Director for Corporation while serving in the same position of a comparable athletic association.
- B. Each Athletic League shall operate on a committee structure, chaired by its respective League Director. Athletic League leadership shall meet as often as necessary to carry out the business of the Athletic League; however, Corporation’s Board of Directors shall have expenditure responsibility and governance authority over each Athletic League.

Section 3. Responsibilities of Athletic Leagues.

- A. Each Athletic League is responsible for the following, as approved by the Board of Directors:
1. Selecting coach(es);
 2. Scheduling practices and games;
 3. Establishing teams;
 4. Determining initial discipline – Each Athletic League must have an internal discipline policy implemented and approved by Corporation’s Board of Directors. An Athletic League may suspend coaching and/or playing privileges; however, the Board of Directors may overrule the Athletic League after further review of all of the facts. All actions regarding suspension and termination shall be conducted by Corporation’s Board of Directors in accordance with Corporation’s Policies and Procedures.
- B. Each Athletic League shall provide Corporation with an accurate accounting of its deposits and expenses, meeting minutes, and other documents and papers upon Corporation’s reasonable request.
- C. Each Athletic League shall abide by Corporation’s Articles of Incorporation, Bylaws, and all other relevant rules, Policies & Procedures, and state/federal laws.

Section 4. Accounting, Financials, and Budgeting within Athletic Leagues.

- A. All Athletic League funds held, receipts received, and expenditures incurred, must occur through a bank account controlled by Corporation. To that end, finances shall be handled according to the following policies:
1. No cash withdrawals by Athletic Leagues are permitted.
 2. Only Corporation’s Treasurer, or duly authorized representative from Corporation in the Treasurer’s absence, can make deposits into bank accounts.
 3. League Directors must submit requests to Corporation for funds to pay budgeted expenses, or for reimbursement of said expenses. All checks shall be prepared by

Corporation for signature by the Treasurer, or a duly authorized representative from Corporation.

4. Neither League Directors nor Athletic League representatives shall have the authority to open new accounts without prior written authorization of Corporation's Board of Directors. Neither League Directors nor Athletic League representatives shall have the authority to bind Corporation, enter into any agreement on behalf of Corporation, or incur any obligations on behalf of Corporation without the Board of Director's prior written consent. This includes:
 - a. Opening deposit accounts;
 - b. Borrowing money and/or signing, executing and delivering promissory notes or other evidences of indebtedness;
 - c. Entering into a written lease for the purpose of renting, maintaining, accessing and terminating a Safety Deposit Box;
 - d. Engaging in transactions involving commercial paper, real property, personal/tangible property, or intangible property.

5. Budgeting:

- a. Each Athletic League shall establish dues and/or fees necessary to operate its programming. If a parent or legal guardian is unable to pay registration fees, he/she may apply for a scholarship from Corporation;
- b. Each Athletic League shall submit to the Treasurer before their league season begins, a detailed budget to include income and expenses.
- c. Corporation's Board of Directors shall review each Athletic League's proposed budget before funds can be spent. Any expenditure that is more than ten percent (10%) greater than the approved budgeted amount requires an amended budget that shall be voted on by Corporation's Board of Directors. No expenses shall be allowed that are not included in the approved budget.
- d. All Athletic Leagues must expend necessary funds (within budget) to operate its programming (including equipment, uniforms, transportation (if warranted), and other expenses). All Athletic Leagues are required to show a positive ending fund balance annually, unless a waiver has been granted by Corporation's Board of Directors.
- e. Athletic League Accounts shall not carry a balance in excess of one hundred fifty percent (150%) of a single season's expenses without Corporation's Board of Directors' approval.

- f. Corporation's Board of Directors has the authority to change an Athletic League's budget if it fails to follow Corporation's usual and customary protocol, or if the change is deemed to be in the best interests of Corporation.
- g. Athletic Leagues shall submit a final budget that has been reconciled with the Treasurer's records at the end of each season. The next season's budget shall not be approved until the final budget from the preceding season has been reconciled and approved.

6. Fundraising:

- a. Each Athletic League shall conduct fundraising efforts in order to support its programming.
- b. All fundraisers/solicitations in the name of Corporation must be approved by Corporation's Board of Directors in writing PRIOR to being conducted.
- c. Requesting approval for a fundraiser/solicitation must adhere to the following procedure:
 - 1. Individual/group desiring to conduct the fundraiser/solicitation must present idea to the appropriate Athletic League, and the Athletic League shall determine whether it wishes to perform all the tasks, duties, and responsibilities involved with the fundraiser/solicitation;
 - 2. If the idea is approved by the Athletic League, the Athletic League shall present the idea to Corporation's Board of Directors for approval;
 - 3. If Corporation determines the fundraiser/solicitation is in the best interests of Corporation, Corporation's Board of Directors shall issue approval in writing to the Athletic League.
 - 4. Corporation's Board of Directors has sole and final authority to permit or prohibit all fundraising methods/solicitations for each of the Athletic Leagues.
- d. All funds, monies, donations, or other payments received of any kind must be deposited into Corporation's bank account and used for Corporation's charitable purposes according to state and federal law.
- e. If the fundraising efforts include the receipt of coupons, gift certificates, vouchers, or any other in-kind non-monetary donation of any kind, it must be given to Corporation's Treasurer, or Treasurer's duly authorized representative, for an accounting and proper safekeeping. All in-kind

donations must be used for Corporation's charitable purposes according to state and federal law.

Article V – Membership

Section 1. Membership. Membership will consist of the Board of Directors.

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 fifteen (15) persons who are broadly representative of the community interests, possess applicable professional experience, or who have an expressed concern for the educational and charitable purposes of Corporation. Directors shall be natural persons, over the age of eighteen (18), who are broadly representative of the community interests, possess applicable professional experience, or who have an expressed concern for the educational and charitable purposes 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 perform any and all duties imposed upon them collectively or individually by law, by the Articles of Incorporation, the Bylaws, and/or the Handbook;
- B. To appoint and remove, employ and discharge, and, except otherwise provided in these Bylaws, prescribe the duties and fix compensation, if any, of all Officers, agents, employees, independent contractors, and/or committees of Corporation; to prescribe powers and duties for them; and to fix their compensation;
- C. To manage and oversee the affairs and activities of Corporation, and to make policies and procedures;
- D. To enter into contracts, leases, and other agreements which are, in the judgment of the Board of Directors, necessary or desirable in obtaining the purposes of promoting the interests of Corporation;
- E. 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;

- F. 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;
- G. 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;
- H. To follow these Bylaws, including meeting regularly; and
- I. To register their addresses with the Secretary of 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. All Directors shall serve a two (2)-year term beginning on October 1 and ending on September 30. In order to create staggered terms of office, one-half (1/2) of the Directors adopting these Bylaws must serve a one (1)-year term, and one-half (1/2) of the Directors adopting these Bylaws must serve a two (2)-year term. There shall be no limit to the number of terms a Director may serve.

Section 4. Election Procedures. Any person interested in becoming a Director of Corporation shall submit a written and signed notice of interest to the Secretary. An existing Director can also nominate a candidate by submitting his/her interest to the Secretary. Each submitted notice shall be considered by the Board of Directors and vetted within a reasonable time. Existing Directors shall vote to approve or disapprove potential candidates at the annual meeting (or at a regular or special meeting if the number of existing Directors falls below 3 or an existing Director resigns). A majority vote of existing Directors is needed for a candidate to become a Director of Corporation.

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

- A. A Director may resign or request a leave of absence at any time by giving written notice to the Secretary of 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. If less than (3) Directors will remain after the resignation or leave of absence, the resignation or request for leave of absence is not effective until a successor is installed.

- B. A Director on leave shall be considered an inactive member of the Board of Directors.
- C. Any Director may be removed for just cause, including excess unexcused absences, by an affirmative vote of a two-thirds (2/3) of the remaining Directors.
- D. The matter of removal may be acted upon at any meeting of the Board of Directors, provided that notice of the intention to consider a Director's removal has been given to each Director and to the Director affected at least fifteen (15) days in advance of the meeting. A successive Director may then be elected to fill the vacancy thus created. Any Director whose removal will be proposed shall be given at least fifteen (15) days' notice of the intent to take such action and an opportunity to be heard at this meeting.

Section 6. Vacancies. Vacancies in the Board of Directors shall 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. When a vacancy on the Board exists mid-term, the Secretary must receive nominations for new candidates from present Directors at least ten (10) days in advance of the Board meeting. These nominations shall be sent out to Directors with the regular Board meeting announcement, to be voted upon at the next Board meeting.

Section 7. Compensation. No compensation shall be paid to Directors of Corporation for their services, time, and 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 in the month of **September**, 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 Chanhassen High School. The annual meeting shall be held for the purpose of electing the Board of Directors and the Officers of Corporation, 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; review of the annual information return submitted to the IRS; approval of policy/procedures, Articles, 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 Chanhassen High School. The Board of Directors shall meet at least quarterly, or four (4) times each year. 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
- Reading and Approval of Minutes of the preceding meeting
- Approval of Agenda of current meeting
- Reports of Officers
- Reports of Committees
- Old and Unfinished Business
- New Business
- Adjournment

Section 10. Special Meetings. The Secretary of 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 Chanhassen High School. 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 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, 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, all matters shall be decided by a majority vote of the Directors.

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

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

expresses concern for the educational and charitable purposes of Corporation and/or wishes to support youth athletics in Independent School District 112 may attend Corporation's Board of Directors' meetings.

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 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 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 an orderly and respectful manner. The Board of Directors 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. If necessary to maintain an orderly meeting, the President/Chair 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, Vice President, Treasurer, and Secretary. At the discretion of the Board of Directors, other Officers such as a Development Coordinator, Communications Coordinator, Volunteer Coordinator, and/or IT Coordinator/Webmaster may be elected with duties that the Board shall prescribe.

Section 2. Election of Officers. Officers shall also be Directors of Corporation. Officers must be elected at the annual meeting and, unless sooner removed by the Board, 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. When a vacancy on the Board exists mid-term, the Secretary must receive nominations for new candidates from existing Directors at least ten (10) days in advance of the Board meeting. These nominations shall be sent out to Directors with the regular Board meeting announcement, to be voted upon at the next Board meeting.

Section 3. Terms. All Officers shall serve a one (1)-year term that coincides with their term as Director. Terms of office shall begin on October 1 and end on September 31. There shall be no limit to the number of terms an Officer may serve; however, in the case of the Treasurer, the Treasurer may serve only up to three (3) consecutive terms. After serving three (3) consecutive years, the Treasurer must take at least one (1) year off from that specific Officer position before being considered for another term as Treasurer.

Section 4. Resignation. An Officer may resign by giving written notice to Corporation. The resignation is effective without acceptance 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 from his/her position for just cause by a two-thirds (2/3) vote of the remaining Directors. The matter of removal may be acted upon at any meeting of the Board of Directors, provided that notice of the intention to consider an Officer's removal has been given to each Director and to the Officer affected at least fifteen (15) days' in advance of the meeting.

Section 6. Compensation. Officers of Corporation may, but need not, receive reasonable compensation for their services, time, and efforts. The amount and frequency of payments shall be reasonable, determined from time to time by the Board in accordance with the Conflicts of Interest Policy, and be legally compliant with all state and federal employment, nonprofit, and other applicable laws. In addition, Officers may be reimbursed for necessary and reasonable actual expenses incurred in the performance of their duties.

Section 7. President.

- The President shall be the principal Officer of Corporation.
- 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.
- 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 Administrative Director(s).
- After the Board of Directors authorizes said committee, the President may appoint members. The President shall be a voting ex-officio member of all committee.
- The President shall certify the proceedings of the Board and shall cast the deciding vote when the Board of Directors is equally divided.

- In general, the President shall discharge all duties incident to the Office of President and prescribed by the Board, and shall have such powers as may be reasonably construed as belonging to the Chief Executive of any organization.

Section 8. Vice President.

- The Vice President shall act in the absence or disability of the President.
- The Vice President shall assist the President as requested.
- The Vice President shall compile and maintain a book of policies and procedures in collaboration with the organization's legal counsel.
- The Vice President shall perform other duties as prescribed by the Board or by the President.
- 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.

- The Secretary shall keep, or cause to be kept, the minutes of all meetings of the Board of Directors and of the Executive Committee.
- The Secretary shall be responsible for maintaining all books, correspondence, committee minutes, Membership lists, paraphernalia, and papers relating to the business of Corporation, except those of the Treasurer. Moreover, the Secretary shall maintain a list of coaches, Board Members, and other volunteers that have been disciplined or otherwise sanctioned by Corporation. Copies of all documents shall be maintained at Corporation's registered office.
- 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.
- The Secretary shall file any document required by any statute, federal or state, in collaboration with the organization's legal counsel.
- The Secretary shall maintain the office and purchase office supplies.
- The Secretary shall perform other duties as prescribed by the Board or by the President.

Section 10. Treasurer.

- The Treasurer shall have care and custody of monies belonging to Corporation and shall be responsible for such monies or securities of the organization.
- 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.
- The Treasurer shall 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; endorse for deposit notes, checks, and drafts received by the Corporation as ordered by the Board; make proper vouchers for deposit; and disburse (or cause to disburse)

Corporation's funds and issue checks and drafts in the name of Corporation, as ordered by the Board.

- 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, 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.
- The Treasurer shall serve as the Finance Committee Chair.
- The Treasurer shall perform other duties as prescribed by the Board or by the President.

Section 11. Development Coordinator.

- The Development Coordinator shall be responsible for researching potential sponsors, individual donors, and grant opportunities. The Development Coordinator must then compile an initial list of these viable contacts.
- The Development Coordinator shall maintain the donor communication database.
- The Development Coordinator shall distribute fundraising/marketing materials to all potential donors and sponsors after they are identified. These fundraising/marketing materials should be followed up with a 1-on-1 phone call and a personal relationship created.
- The Development Coordinator shall develop and maintain the fundraising portion of the Handbook, in conjunction with the organization's legal counsel, which comports with fundraising best practices.
- The Development Coordinator shall serve as the Development/Fundraising Committee Chair. The Development Coordinator will also assist in the creation and refinement of Corporation's strategic approach to fundraising, marketing, and donor/sponsor outreach.
- The Development Coordinator shall perform other duties as prescribed by the Board or by the President.

Section 12. Communications Coordinator.

- The Communications Coordinator shall be responsible for developing and placing notices in school announcements of: meetings, events, and other messaging critical for parents and participants.
- The Communications Coordinator shall develop and maintain the communications portion of the Handbook, in conjunction with the organization's legal counsel, which comports with Independent School District 112's rules and public relations best practices.
- The Communications Coordinator will assist in the creation and refinement of Corporation's strategic approach to public relations.

- The Communications Coordinator shall serve as the Development/Fundraising Committee Co-Chair, and assist the Development Coordinator where needed.
- The Communications Coordinator shall perform other duties as prescribed by the Board or by the President.

Section 13. Volunteer Coordinator.

- The Volunteer Coordinator shall recruit and train volunteers, as needed.
- The Volunteer Coordinator shall develop and maintain the volunteer portion of the Handbook, Volunteer Waiver, and other educational materials for organizational volunteers in conjunction with the organization's legal counsel.
- The Volunteer Coordinator shall provide volunteers training and other necessary education in conjunction with the organization's legal counsel.
- If applicable, the Volunteer Coordinator shall assure that all Corporation events are staffed. To this end, the Volunteer Coordinator will coordinate the volunteers based on the volunteers' interests as well as develop a volunteer schedule assigning specific duties for the Corporation's various events.
- The Volunteer Coordinator shall perform other duties as prescribed by the Board or by the President.

Section 14. IT Coordinator/Webmaster.

- The IT Coordinator/Webmaster shall create, develop, and maintain Corporation's website and social media sites.
- The IT Coordinator/Webmaster shall research and propose all technology (hardware and software) as necessary.
- The IT Coordinator/Webmaster shall manage technology resources up to and including:
 - Data storage;
 - Player registration solutions;
 - Data security and data privacy, in conjunction with the organization's legal counsel;
 - Effective communication through the use of IT resources.
- The IT Coordinator/Webmaster shall develop and maintain the IT portion of the Handbook, in conjunction with the organization's legal counsel, which comports with best practices.
- The IT Coordinator/Webmaster shall facilitate all technological education and training for Corporation.
 - The IT Coordinator/Webmaster shall report any IT vulnerability to the Board and suggest remedies.
 - The IT Coordinator/Webmaster shall perform other duties as prescribed by the Board or by the President.

Section 15. 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:

- Development/Fundraising Committee
- Marketing/PR Committee
- Scholarship Committee
- Sportsmanship & Rules Committee
- Legal and Governance Committee

Section 2. 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, 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.

Section 3. 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 three other Directors. 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. Notice of meetings shall be given to the committee's members at least five (5) business days and no more than sixty business (60) days' notice in advance of the meeting unless all members agree to a shorter notification. A majority of the committee's membership shall constitute a quorum.

Article IX – Administrative Director(s), Employees, & Independent Contractors

Section 1. Designation. The Board of Directors may select and employ an Administrative Director. The Administrative Director shall be engaged by and act as the administrative agent of the Board of Directors to administer the affairs of Corporation and implement the policies and decisions of the Board of Directors. The Administrative Director has no power or authority apart from that which is delegated to him/her by the Board of Directors, and the Board has the duty and responsibility to adequately monitor the actions of the Administrative Director. The Administrative Director shall be a non-voting ex officio member of all standing committees and shall attend and may participate in all meetings of the Board of Directors except when matters regarding his/her employment and compensation are under consideration.

Section 2. Compensation. Corporation may pay compensation to the Administrative Director, employees, and other independent contractors for services rendered. The amount and frequency of payments shall be reasonable, determined from time to time by the Board, and be legally compliant with all state and federal employment, nonprofit, and other applicable laws.

Section 3. Checks, Drafts, Petty Cash Fund. The Administrative Director may be authorized to provide one of the signatures on checks, drafts, or other orders of payment for Corporation. He or she may also be authorized to administer a Petty Cash Fund, the size of which will be designated by the Board of Directors.

Article X – Volunteers

Section 1. Designation. The Board of Directors shall establish policies and procedures to recruit, train, and utilize volunteers in the operation of its activities and fulfillment of its purpose and mission.

Section 2. Insurance Coverage for Volunteers. Corporation may maintain a special accident policy to cover those individuals serving the organization in a volunteer capacity.

Article XI – Management & Miscellaneous Provisions

Section 1. Financial Year. The accounting year of Corporation shall begin on October 1 and end on September 30.

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 “Chanhassen Athletic Association.”
- B. The President and Treasurer are authorized to act as signatories on all Corporation financial accounts. In the event the Presidency is temporarily vacant or the President is incapacitated in some manner, the Vice President is authorized to temporarily act as a signatory in the President’s place. In the event the Treasurer’s position is temporarily vacant or the Treasurer is incapacitated in some manner, the Secretary is authorized to temporarily act as a signatory in the Treasurer’s place.
- C. Corporation’s books and accounts (or an exact copy thereof) shall be kept at the registered office.
- D. 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. 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 4. 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 less 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 5. 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 resolution of the Board of Directors. Such authority shall be confined to specific instances.

Section 6. 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.

Section 7. 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 PRESS: Corporation shall always portray the organization and its Directors, Officers, members, employees, independent contractors, and other agents in the most positive nature possible. When internal and/or external crises arise, public relations matters may require rapid advice from an attorney or PR professional.

Section 8. Affiliations. Corporation may maintain professional affiliations that benefit and strengthen the organization in its capacity to fulfill its mission.

Section 9. Policies and Procedures. The Board of Directors shall establish policies and procedures:

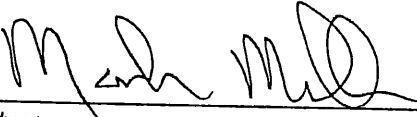
- To codify decisions made by the Board at regular meetings in one central location;
- Regarding internal financial controls;
- Regarding gifts and grants to other individuals/organizations;
- Regarding employees and volunteers; and
- Regarding other topics that may become reasonable and necessary.

Section 10. 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 majority of all Directors at a properly called meeting of the Board of Directors.

Certification

The voting membership of Chanhassen Athletic Association approved these Amended Bylaws on the 26 day of January, 2016.

These Bylaws were approved at a meeting of the Board of Directors of Chanhassen Athletic Association by a two-thirds (2/3) majority vote on this 26 day of January, 2016.



Secretary

1/26/16

Date