

Amended Bylaws

ARTICLE I – Name

Section 1. The name of this organization shall be the Anoka Tornadoes Football Booster Club (hereafter “AFBC”) The AFBC is organized and shall be operated exclusively for charitable and athletic purposes within the meaning of Sections 170(c)(2), 501(c)(3) of the Internal Revenue Code of 1986, as amended.

ARTICLE II- Mission

Section 1. The mission of the Anoka Tornadoes Football Booster Club is to provide support, volunteer staffing, and fund raising for the benefit of the Anoka High School Football Program in a manner consistent with the vision, as set forth by the Head Football Coach.

Section 2. The goals of AFBC are to help provide all Anoka High School Football athletes with:

1. The best high school experience in the state of Minnesota
2. The safest and best football equipment in the country.
3. An environment that allows players to achieve greatness on and off the field.

Section 3. The operating principles of the AFBC are:

1. We are transparent in our communication and behavior.
2. We are open and inclusive of all ideas and members.
3. We look for opportunities for our football program to support our community.
4. We place the interests of the football program above our own personal interests.
5. We are authentic, respectful, and assume good intentions with one another.

ARTICLE III – Location

Section 1. The registered office address of the AFBC shall be Anoka High School, 3939 Seventh Avenue North, Anoka, MN 55303. The mailing address of the AFBC shall be Anoka High School, 3939 Seventh Avenue North, Anoka, MN 55303. The AFBC may have any number of offices at such places as the Board of Directors may determine.

ARTICLE IV – Membership

Section 1. Any individual with interest, passion, or desire to support the Anoka Football Program is welcome to be a member of the AFBC. Members that make up the voting board will consist of The Board of Directors [Article V, Section 3]. Section 2 All AFBC members will be held to the established AFBC Code of Ethics [Appendix A].

ARTICLE V – Board of Directors

Section 1. A Board of Directors (hereafter “the Board”) comprised of at least three (3) but not more than fifteen (15) persons shall manage the business of the AFBC. The Board is responsible for maintaining the overall policy and direction of the AFBC. The Board may delegate responsibility of day-to-day operations to officers of the AFBC and appropriate committees. Board members shall receive no compensation for their service on the Board.

Section 2. The Board shall meet at minimum six (6) times per year, at an agreed upon time and location, as voted on by the Board at the previous Board meeting.

Section 3. The Board shall consist of officers of the AFBC, the Head Football Coach, Class Representatives, a Captain Representative, and an Anoka Ramsey Youth Football representative. Only one (1) parent or guardian in a family unit is permitted to hold a voting position.

Section 4. Football coaches, district administrators and other individuals with district authority shall not hold a voting position.

Section 5. The Board makes up the voting members of the AFBC, with the exception of the Head Football Coach. The Board shall be persons who are the parents or legal guardians of either current players participating in the Anoka High School football program or youth players that feed into the Anoka football program.

Section 6. Any Board of Director may be removed from office without assigning any cause by a two-thirds (2/3) vote of the Board at a regularly scheduled meeting where the item was placed on the written agenda which was distributed at least one (1) week ahead.

Section 7. Any board of director may resign at any time by giving written notice to the AFBC.

Section 8. In the event of a vacancy on the Board, the Board shall fill the vacancy for the unexpired part of the term [as stated in Article VI, Section 3].

ARTICLE VI- Officers

Section 1. Each officer of the AFBC shall be a member of the AFBC.

Section 2. The officers of the AFBC shall consist of President, Vice President, Secretary, Treasurer and Communications Director. The officers of the AFBC shall be elected by a majority vote of the current Board of the AFBC. Each officer shall serve two (2) year terms, and may be eligible for re-election in accordance with these bylaws. Any officer may be chosen to succeed themselves for one (1) additional two (2) year term, but shall not be allowed to hold the same office for a successive period longer than four (4) years. Any officer may hold another office in sequential terms.

Section 3. The Board shall provide notice of a vacant officer position(s) at the previous regular meeting of the AFBC and in writing to be made available to the public no less than twenty-seven (27) days prior to the vote. Vacancies will be filled by a majority vote of the Board.

ARTICLE VII- Duties of the Board of Directors

Section 1. The Head Coach: Is ultimately in charge of the vision and the direction of the Anoka Football Program. The head coach is not a voting member, but does have veto power of Anoka Tornadoes Football Booster Club matters that go against the vision or direction of the Anoka Football Program.

Section 2. The duties of the President shall be to: preside at all meetings of the AFBC; perform such other duties as may be prescribed in these bylaws or assigned by the Board of Directors. Shall be an ex officio member of all committees. The President shall be a co-signor on the bank accounts.

Section 3. The duties of the Vice President shall be to: assist the President, be a point of contact for all committee chairs, and perform such other duties as may be prescribed in

these bylaws or assigned by the Board of Directors. The Vice President shall be a co-signor on the bank accounts. In the absence or inability of the President to serve, the Vice President shall perform the duties of President. In the absence or inability of the President and Vice President to serve, the Secretary shall perform the duties of President.

Section 4. The duties of the Secretary shall be: to record the minutes of all meetings of the AFBC; be the custodian of all AFBC records; maintain an up-to-date list of the Board of Directors; coordinate an electronic vote(s) as necessary and perform such other duties as may be assigned by the Board.

Section 5. The duties of the Treasurer shall be: to be the custodian of all funds of the AFBC in accordance with these bylaws and the AFBC; keep a full and accurate account of all receipts and expenditures of the AFBC; make disbursements as authorized by the Board, in accordance with the budget adopted by the AFBC; sign checks and vouchers [all checks shall be cosigned]; make financial information available to the AFBC at every regular meeting and at other times upon the request of the Board; present a financial statement at every regular meeting of the AFBC and at other times upon request of the Board; be responsible for the maintenance of such books of account and record as required by the AFBC; have the accounts examined annually or upon change of the Treasurer role; assure that complete and appropriate annual financial reports and filings are made to the U.S. Internal Revenue Service, Minnesota Department of Revenue and any other applicable local, state or federal agencies; and perform such other duties as may be prescribed in these bylaws or assigned by the Board. The Treasurer shall effort to ensure a smooth transition from one sitting Treasurer to the next. In the absence or inability of the Treasurer to serve, the Secretary shall perform the duties of the Treasurer.

Section 6. The duties of the Communications Director shall be: to keep open lines of communication between AFBC and the Head Coach of Anoka High School football, keep all social media accounts, deemed appropriate by the AFBC, in good standing, provide regular social media posts as decided by the AFBC, be familiar with district branding to keep messages in good standing with the Anoka Football Program, relay information to Anoka Football families in a timely matter; keep AFBC website up to date; and perform such other duties as may be prescribed in these bylaws or assigned by the Board. In the absence or inability of the Communications Director to serve, the Vice President and/or the Secretary are to perform the duties of the Communications Director.

Section 7. Class Representatives will consist of: Two (2) representatives for each of the following classes: Freshman, Sophomore, Junior, and Senior [Article IV, Section 1]. Duties shall include: representing their designated class, serve as the committee chair for their designated class's yearly project as prescribed by the AFBC and perform such other duties as may be prescribed in these bylaws or assigned by the Board. This position is a one (1) year term.

Section 8. Captain Representatives will consist of: One (1) representative from the Varsity Team Football Captains [Article IV, Section 1]. Duties shall include: to represent the Anoka Football players, serve as a committee chair as prescribed by the AFBC and perform such other duties as may be prescribed in these bylaws or assigned by the Board. This position is a one (1) year term.

Section 9. Anoka Ramsey Youth Football Representative: One (1) representative of the Anoka Ramsey Youth Football [Article IV, Section 1]. Duties shall include: to represent the Anoka Ramsey Youth Football players, serve as the committee chair on the Youth Night Committee or as prescribed by the AFBC, serve as a contact to bridge the Youth Football Program and the High School Football program and perform such other duties as may be prescribed in these bylaws or assigned by the Board. This position is a one (1) year term.

ARTICLE VIII- Committees

Section 1. The Board may create or eliminate each standing or special committee, as it may deem necessary to promote the purpose, mission and goals of the AFBC and to conduct the business of the AFBC. Being a committee member alone does not grant voting power [Article V, Section 4]. The term of each chairperson of such a committee shall be the current fiscal year of the AFBC.

Section 2. Committee(s) work shall be undertaken or conducted only with the consent and direction of the Board.

Section 3. The President shall be an ex officio member of all committees.

ARTICLE IX - Meetings

Section 1. Regular meetings of the AFBC shall be held at minimum six (6) times annually.

Section 2. The majority of the Board of the AFBC shall constitute a quorum for the transaction of business at any regular meeting of the AFBC, unless otherwise stated in these bylaws. To approve or authorize programs or expenditures, which exceed \$5,000.00, a majority of the full Board (not just a majority of a quorum) must approve such expenditure(s). Voting may be done electronically as necessary, facilitated by the Secretary [Article V, Section 4].

Section 3. Annual elections will take place at the regularly scheduled February meeting; the Board shall provide notice of a vacant Board position(s) in writing to be made available to the public no less than thirty (30) days prior to the vote. Vacancies will be filled by a majority vote of the Board.

Section 4. The Board of Directors shall hold workshop meetings as necessary; minutes shall be made available.

ARTICLE X - Fiscal Year

Section 1. We shall adopt a calendar year starting on January 1st.

ARTICLE XI- Amendments

Section 1. These bylaws may be amended at any regular meeting of the AFBC by a two-thirds (2/3) vote of the members present and voting, provided that: Notice of the proposed amendment has been given at the previous regular meeting of the AFBC or in writing at least thirty (30) days prior to the meeting at which the proposed amendment is moved.

Section 2. Bylaws will be reviewed annually; a committee may be appointed by a majority vote of the AFBC or by a majority vote of the Board to submit a revised set of bylaws as a substitute to the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment of the bylaws.

ARTICLE XII - *Dissolution of AFBC*

Section 1. Dissolution of the AFBC may pass by a two-thirds (2/3) vote of the Board. The Board shall receive notice sixty (60) days prior to such a vote. In the event the AFBC cease to exist, all funds, supplies and equipment shall be transferred to the Anoka Football Program.

ARTICLE XII — *Code of Ethics*

Section 1. The Board shall adopt and periodically review a Code of Ethics policy that shall apply to all Board of Directors and committee members. Such policy shall require Board and committee members to annually acknowledge reviewing the Code of Ethics policy [Appendix A].