

## **BYLAWS OF LEHI JUDO CLUB**

### **ARTICLE I - NAME, PURPOSE**

**Section 1:** The name of the organization shall be Lehi Judo Club

**Section 2:** The Non-Profit Corporation Lehi Judo Club is organized exclusively for charitable, scientific and educational purposes—more specifically, to foster national and international sports competition, and to support and develop amateur athletes for national and international competition in Olympic-style Judo.

### **ARTICLE II - ANNUAL MEETING**

**Section 1:** Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

**Section 2:** Notice. Notice of each meeting shall be given to each voting member not less than ten days before the meeting.

### **ARTICLE III - BOARD OF DIRECTORS**

**Section 1:** Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the corporation, and delegates responsibility for day-to-day operations to the Board President and committees. The Board shall have up to 7 and not fewer than 3 members. The board receives no compensation other than reasonable expenses.

**Section 2:** Meetings. The Board shall meet at least two times per year, at an agreed upon time and place.

**Section 3:** Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the board of directors. Directors will be elected by a majority vote of the current directors.

**Section 4:** Terms. All Board members shall serve 5 year terms, but are eligible for re-election.

**Section 5:** Quorum. A quorum must be attended by at least 40 percent of the Board members before business can be transacted or motions made or passed.

**Section 6:** Notice. An official Board meeting requires that each Board member have written notice in advance.

**Section 7:** Officers and Duties. There shall be four officers of the Board consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows: The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-President, Secretary and Treasurer. The Vice-President will chair committees on special subjects as designated by the board. The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board members, and assuring that corporate records are maintained. The Treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to

Board members and the public. One person may serve as both Secretary and Treasurer.

**Section 8: Vacancies.** When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

**Section 9: Resignation, Termination and Absences.** Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

**Section 10: Special Meetings.** Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member postmarked two weeks in advance.

#### **ARTICLE IV - COMMITTEES**

**Section 1:** The Board may create committees as needed, such as fundraising, housing, etc. The Board President appoints all committee chairs.

**Section 2:** The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

**Section 3:** Finance Committee. The Treasurer is chair of the Finance Committee, which includes two other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income.

#### **ARTICLE V - AMENDMENTS**

**Section 1:** These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of Lehi Judo Club this \_\_\_ day of \_\_\_\_\_, 2007.

President: Aaron Huntsman \_\_\_\_\_