

# By-Laws of the Brockport Soccer Club

(Amended 9/7/08)  
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## Article I. Name, Purpose, and Definitions

- A. Club name** - The name of the club shall be the Brockport Soccer Club, also known as the BSC.
- B. Team name** – Any team that is a part of the BSC shall go by the name Brockport Blizzard.
- C. Purpose** - The BSC is a service organization dedicated to the promotion of the game of soccer and good sportsmanship.
- D. Definitions**
- 1. Officer** – President, Vice-President, Secretary, Treasurer, and one other board member elected annually by the membership.
  - 2. Declared team** - A team who has completed try-outs (if necessary) and submitted their final roster to the registrar.
  - 3. Director** - Member of the Board of Directors, elected by the membership at the AGM.
  - 4. Board** – Board of Directors. Abbreviated as BOD.
  - 5. Quorum** – The presence at a meeting of a simple majority of members who are eligible to vote at that meeting. If a quorum is not established business cannot be transacted, votes cannot be taken, and actions cannot be authorized.
  - 6. Approval of the board** - Approval of the board shall consist of a majority vote of directors at a scheduled board meeting.
  - 7. Club member** - A player who has been named to a team, his or her parents or legal guardian, and any approved adult volunteer who is in good standing, including but not restricted to: Coaches and assistants, managers, and directors.
  - 8. Parent organizations** - NYSWYSA (New York State West Youth Soccer Association), USYSA (United States Youth Soccer Association), USSF (United States Soccer Federation).
  - 9. Affiliate organizations** – RDYSL (Rochester District Youth Soccer League).
  - 10. Good standing** - Not under suspension for any violation of the rules, regulations, or code of conduct of the club or parent organizations. Does not have any outstanding fines.
  - 11. AGM** – Annual General meeting. Meeting to be held no sooner than the first Sunday after the conclusion of the RDYSL season and no later than the first Sunday following Labor Day. If the AGM is in September, then the existing terms of directors shall be extended until the conclusion of that meeting. At this meeting, where in addition to the regular club business, the by-laws are reviewed, policies are reviewed, and new officers and directors are elected.
  - 12. Interplay** – games between 2 teams from different parent organizations.
- E. Proprietary information**
1. No information on club activities is to be released to the public without the approval of the board.
  2. No information supplied to the club by a member as part of the registration process, (i.e. name, address, phone number, email address, etc.) will be shared with any individual or group outside of the club. Medical information will only be shared with appropriate medical staff in the event of an emergency.
  3. No club member may use the club name, team name, or logo without prior approval of the board.
- F. Restrictive purpose**
1. Activities of the BSC are restricted to the promotion of soccer and sportsmanship.
  2. Activities that serve to promote any outside organization or individual are strictly prohibited. This includes but is not restricted to support of a political campaign, influencing legislation, influencing school or other public policy.
- G. Dissolution provision** - The club may be dissolved by a combined 2/3 vote of the ENTIRE board of directors AND delegates. Upon dissolution, all net assets are to be equitably distributed to the teams in existence at the time of dissolution.

## Article II. Philosophy

- A. Teach the game of soccer to Brockport area youth
- B. Develop a spirit of fair play and sportsmanship in all the club's members.
- C. Develop both individual skills and team play
- D. Encourage each player to play at his or her highest level.
- E. Provide a challenging and competitive environment.
- F. Provide a development program to the coaches so that they may best help the youth become better players.
- G. Educate parents about the game and sportsmanship.
- H. Teach the youth the value of physical fitness as a part of a healthy lifestyle.

## Article III. Offices

- A. The principal office of the club shall be in or near the village of Brockport, County of Monroe, state of New York. No club funds are to be used for office space for the club or any member of the club, unless approved by the board.

## Article IV. Membership

- A. **Qualification** - Membership is open to anybody who is not subject to suspension by the BSC or any parent or affiliate organization, subject to approval by the BSC board of directors.
- B. **Non-discrimination provision** - Membership may not be denied for any prejudicial or discriminatory reason including but not restricted to race, religion, national origin, sexual orientation, political beliefs, residence, school district, etc.
- C. **Types of Membership**
  - 1. **Officer** – member of the executive committee as elected by the voting club membership.
  - 2. **Director** – member of BOD as elected by the voting club membership.
  - 3. **Head coach** – Member approved to coach, nominated by the coach selection committee and approved by the board.
  - 4. **Delegate** – Club member elected by the membership of a **declared** team to represent them at the monthly membership meetings. The delegate is the only club member on the team who can vote.
  - 5. **Player** – A child between the age of 8 and 19.
  - 6. **Parent or legal guardian** – Parent or legal guardian of a player.
  - 7. **Board-approved adult volunteer** – Any other individual over the age of 18 who is not a director, officer, or parent of a player.
- D. **Membership contingencies**
  - 1. **Team formation** - Membership of any player and parents or legal guardian, or coach, is dependent upon the ability to form a team at the appropriate age level.
  - 2. **Registration and payment of application fee** – Players must submit a membership application and pay the non-refundable application fee as set by the board, before or at tryouts.
  - 3. **Try-out provision** - In order to be a member a player must be selected by the coach to be on the team.
  - 4. **Payment of membership fees** - Upon declaration of a team roster, and a player making that team, a membership fee is due. The membership fee and due date will be set by the board at the time the annual budget is presented and voted upon. Membership will be denied for failure to pay the membership fee within 30 days of the team roster being declared.

**5. Code of Conduct** - Membership is contingent upon signing and agreeing to abide by the BSC Code of Conduct

**E. Risk management approval**

1. Directors, coaches, assistant coaches, and team managers are required to undergo a background check in accordance with New York State West Youth Soccer Association regulations. Official documentation of the background check is to be maintained by the Director of Membership.
2. Membership shall be denied based on the failure of the background check.
3. The results of the background check are confidential, and are to be held in the strictest confidence by the board of directors. Breach of this confidentiality by any board member is grounds for removal from the board and/or club.
4. Membership may be denied with or without cause by a majority vote of the board.

**F. Term of membership** – Membership runs from September 1<sup>st</sup> to August 31<sup>st</sup>.

**G. Discontinuance of membership**

**1. Resignation of membership** – members may resign at any time with or without notice.

**2. Revocation of membership**

- a) Membership can be revoked for reasons including but not limited to failure to abide by the club code of conduct, unauthorized disclosure of confidential club business, violation of rules of the parent organizations, providing the club with false or misleading participatory information, or willful disregard for the policies and procedures defined in these by-laws.
- b) A 2/3 vote of the entire board of directors shall be required to revoke membership. If requested by the member, this vote shall follow a special board hearing of the matter. The affected member and any witnesses thereof are entitled to be heard at such a hearing.
- c) Readmission to the club is possible after a period of one year from revocation. A majority vote of the entire board is required, and readmission may be contingent upon conditions set forth by the board.
- d) Any membership fees paid are surrendered and non-refundable.

**3. Suspension of membership**

- a) A 2/3 vote of the entire board of directors shall be required to suspend membership. If requested by the member, this vote shall follow a special board hearing of the matter. The affected member and any witnesses thereof are entitled to be heard at such a hearing.
- b) The board shall set the term of the suspension, and any conditions for continued membership.
- c) Any member under suspension is considered to be not in good standing, and may therefore not participate in any club-sanctioned event, including but not limited to training sessions, league games, scrimmages, tournaments, and meetings. Any voting member not in good standing forfeits the right to vote for the duration of the suspension. This includes voting by proxy or delegate.

**H. Fixing record date** - For the purpose of determining members, and their entitlement to receive notice of meetings and voting privileges, membership of directors shall begin on Sept 1st and run through 2 years to August 31st. Membership of coaches, players, parents, and approved volunteers shall begin at such time as a team is formed with roster declared final and all players registration paid in full, and end the following August 31<sup>st</sup>.

## **Article V. Laws of prescience**

- A.** The laws, rules, regulations, policies, and requirements of parent organizations shall take precedence over the same for the BSC.
- B.** All members shall operate under the laws, rules, regulations, policies, and requirements of parent

organizations.

C. The BSC will not join in any organization that has laws that conflict with USSF laws.

D. The BSC will abide by all rules and regulations pertaining to interplay.

## **Article VI. Board of Directors**

**A. Management of the club** - a board of directors, each of which shall be at least 21 years old, shall manage the club.

**B. Number of directors** - The board shall consist of not less than 11, or more than 17 elected directors.

**C. Directorships** - The directorships of the board include but are not restricted to: President, Vice president, Secretary, Treasurer, Director of Registration, Director of Boys Soccer, Director of Girls Soccer, Director of Facilities, Director of the Brockport Soccer Festival, Director of Equipment and Uniforms, Director of Web Site and Communications.

**D. Election and term of directors**

1. Directors are elected by majority vote of delegates at the AGM.

2. The term of each director shall be 2 years, from September 1 through August 31st.

3. The terms of the directors shall be staggered such that only half of the directors are elected each year.

a) Odd year terms – President, Treasurer, Director of Boys Soccer, Director of Facilities, Director of Brockport Soccer festival

b) Even year terms – Vice president, Secretary, Director of Girls, Director of Registration, Director of Equipment and uniforms, Director of Web site and Communications.

4. There is no limit to how many terms a director may serve.

**E. Dual directorships**

1. In the event that a directorship cannot be filled due to lack of a candidate approved by the board, another director may be appointed by the executive committee to carry out the duties of that directorship, subject to approval by the board.

2. The maximum number of directorships that one individual may hold is 2.

3. The President, Vice President, Treasurer, and Secretary directorships shall be separate individuals.

4. For voting purposes, a director holding dual directorships shall be permitted to cast only one vote.

**F. Creation of new directorships** – A new directorship can be created by a majority vote of delegates at any regularly scheduled membership meeting.

**G. Dissolution of a directorship** - A directorship can be dissolved by a majority vote of delegates at any regularly scheduled membership meeting.

**H. Resignation of a director**

1. Any director may resign their directorship at any time by submitting a written notice to the board, the President, or the Secretary. Unless specified, the resignation shall be effective immediately.

**I. Removal of a director** – A director may be removed from the board with or without cause by a majority vote of the member delegates.

**J. Directorship vacancies**

1. A vacancy on the board caused by resignation or removal shall be filled by a successor appointed by the executive committee, subject to approval by the board. The successor shall serve until the end of the existing term.

2. A vacancy on the board caused by the temporary incapacitation of a board member, shall be filled interim by a member appointed by the executive committee and approved by the BOD

**K. Salary and Compensation** – A director or officer may receive a salary or compensation if approved by a

majority of officers in a regular meeting.

#### **L. Indemnification**

1. The club will carry liability insurance to protect all members in civil matters resulting from negligence during the course of the clubs business.
2. If a director, officer, or approved adult volunteer of the club in good standing is made party to any criminal or civil proceeding as a result of carrying out duties for the club as authorized by the board, the club will reimburse an amount approved by the board.
3. No reimbursement will be made to compensate a member who is party to an action as a result of an unlawful act, unauthorized act, or inappropriate behavior on their part in accordance with the BSC code of conduct.

#### **M. Responsibilities of directors**

##### **1. General responsibilities of all directors**

- a) Ensure that all rules, procedures, and protocols defined in the bylaws and club policies are followed.
- b) Make decisions that are in the long-term best interest of the club.
- c) Recuse him or her from any decision or vote where they are deemed to have a conflict of interest.
- d) Other duties, the charge and term of which shall be specific and defined by the board.

##### **2. President**

- a) Responsible for the general management of the club.
- b) Non-voting member of every committee.
- c) Oversees activities of the board of directors.
- d) Chairperson at board meetings and general membership meetings.
- e) Ensures that all decisions made by the board of directors are carried out.
- f) Responsible for all interaction with outside people, groups, municipalities, etc.
- g) Acts as the delegate for the club in parent and affiliate organizations. Attends meetings of parent organizations, votes the sentiment of the club at those meetings, and communicates results of those meetings to the board of directors.

##### **3. Vice President**

- a) Carries out the responsibilities of the president in his/her absence.
- b) Carries out responsibilities of the president as delegated by the president.
- c) Administrates any compensation of board members, officers, or other volunteers as approved by the board.
- d) Responsible for compliance to rules of order at board meetings and general membership meetings.

##### **4. Secretary**

- a) Maintains the by-laws and has a copy available at all meetings for reference.
- b) Maintains all forms (except registration forms) used in the club's business.
- c) Records the meeting minutes of board meetings and general meetings.
- d) Maintains the meeting minutes of committee meetings.
- e) Maintains the calendar of events for the club.
- f) Provides notice of meetings, and agenda items that will be voted on.
- g) Responsible for issuing any public notices, announcements or advertisements relevant to club business to local publications.
- h) Acknowledge all communication from any member.
- i) Maintains official list of vote eligible members, and has a copy at all BOD and general meetings.
- j) Maintains Certificate of Incorporation.

##### **5. Treasurer**

- a) Responsible for the financial aspects of the club.

- b) Responsible for depositing all monies received into a bank approved by the board.
- c) Chairs the budget committee and oversees creation of the annual budget.
- d) Accounts for all incoming monies from registrations, tournament entry fees, etc.
- e) Accounts for all expenditures.
- f) Provides a monthly report to the BOD. The report shall be a hard copy or emailed file containing a chart of accounts, including budget vs. actual performance, itemized incomes and itemized expenditures, and account balance.
- g) Provides the club membership with a comprehensive annual report.
- h) Disburses only such funds as authorized by the approved budget, and prepares proper vouchers for such disbursements.
- i) Assists external auditors as needed.

#### **6. Directors of Girls/Boys**

- a) Receives all applications for coaching positions.
- b) Chairs committee to select coaches for that gender.
- c) Declares what age groups in their gender will be able to support a team.
- d) Assists new coaches as needed to learn their responsibilities to the club and parent organizations.
- e) Oversees and verifies the satisfaction of coach's responsibilities.
- f) Coordinates try-outs for teams in their gender.
- g) Oversees evaluation of players requesting to play up an age group.
- h) Receives and processes coach evaluation forms.
- i) First contact for resolution of other team related issues including but not limited to: parent complaints, discipline for red cards or other behavior related issues.
- j) Oversees the licensing and education of coaches in their gender.

#### **7. Director of Membership (registrar)**

- a) Responsible for maintaining current membership list.
- b) Advises coaches on registration rules and procedures.
- c) Maintains official registration form templates.
- d) Receiver of all registrations.
- e) Receives risk management reports from NYSWYSA.
- f) Creates membership records and verifies data.
- g) Submits all registrations to the parent organizations and affiliates for players, coaches, assts, managers, etc, and secures official passes.
- h) Creates official rosters, and distributes.
- i) Maintains contact information for all coaches, assts, managers, and furnishes that information for web posting.
- j) Maintains contact information for all members, and distributes that information as necessary.

#### **8. Director of Facilities**

- a) Arranges for indoor facility rental time for the club, as approved by the board.
- b) Creates and maintains schedules for those facilities.
- c) Works with towns to secure fields, as approved by the board.
- d) Arranges for goal frames to be set, and lines painted for the year.
- e) Creates and maintains schedules for the fields.
- f) Person of record with the RDYSL to assign home games to fields.
- g) Liaison to towns, school district, and private venues for field and facility issues.

#### **9. Director of Brockport Soccer Festival**

- a) Chairs the tournament planning committee.

- b) Oversees the activities of task sub-committees including but not restricted to (pre) registration, division creation and placement, game scheduling, field assigning, referee procurement, volunteer organization, programs, facilities arrangements and preparations, equipment distribution, awards, scorekeeping, communications, concessions, emergency response, team check-in, vendors and club fundraising sales, general logistics, post-tournament tear down and clean up, tournament debriefing.

#### **10. Director of Equipment and Uniforms**

- a) Budgets, purchases and maintains inventory of field supplies (i.e. goal nets, corner flags, stakes, etc.) as approved by the board.
- b) Manages set up of goals and nets at the start of the season, and manages the removal at the end of the season.
- c) Assists the tournament director as needed to supply equipment for the tournament.
- d) Budgets, purchases, maintains, and distributes supplies for coaches (i.e. new game balls each year, corner flags, first aid supplies, etc.) as approved by the board.
- e) Researches uniform options, receives bids on uniforms by vendors, and submits them to the board.
- f) Orders uniforms as selected by the board.
- g) Acts as liaison between club and vendor. Takes delivery of uniforms and distributes to the coaches.

#### **11. Director of Web Matters and Communications**

- a) Responsible for maintaining club web site.
- b) Ensures that all contact information for teams is current and accessible.
- c) Ensures that all web postings, including but not restricted to schedules, policies, and handouts are current and accessible.
- d) Posts any information as requested by other directors as approved by the board.
- e) Ensures that the web site has adequate privacy and security safeguards.
- f) Responsible for all club mailings.
- g) Responsible for all media interface.
- h) Responsible for the timely posting of all meeting minutes.

### **Article VII. Delegates**

- A.** Each declared team shall elect a delegate, who shall represent that team and all its members at any general membership meeting.
- B.** The delegate may be any parent or guardian of a player, or board approved volunteer on that team.
- C.** A board member or coach may also be a team delegate.
- D.** The head coach of the team shall notify the secretary who the team delegate is.
- E.** The member delegate shall vote in representation of all members of that team in any vote in which the general membership is permitted to vote.
- F.** The head coach may temporarily assign that duty to another member of their team, provided they notify the secretary via email, specifying who the delegate will be, and for what duration.

### **Article VIII. Committees**

- A.** The club shall have the following standing committees:

#### **1. Executive Committee**

- a) The executive committee members shall serve as the officers of the organization.
- b) Shall consist of the president, who shall serve as its chair, vice-president, secretary, treasurer and one

other board member appointed annually by the president with approval of the delegates.

- c) Shall be responsible for handling any matter of a personal nature.
- d) Shall decide on member application for hardship status.
- e) Any decision or recommendation made by the executive committee shall require BOD approval before action is taken.

## **2. Board of Directors**

- a) Shall consist of the president, vice-president, secretary, treasurer and not less than 7 or more than 13 appointed directors as decided by the executive committee.
- b) The chair of the BOD shall be elected from its members by a majority vote of the BOD.

## **3. Budget Committee**

- a) Shall be chaired by the treasurer and shall consist of at least 2 but no more than 4 other club members, one of whom shall be another director besides the treasurer, appointed annually by the executive committee with approval of the board of directors.
- b) Responsible for creating the budget proposal for the upcoming year.

## **4. Financial Review Committee**

- a) Shall be chaired by a board member other than a member of the executive committee, and 2 other non-BOD club members appointed annually by the executive committee with approval of the board of directors.
- b) Responsible for conducting annual internal audit at the close of the fiscal year.
- c) Responsible for preparing a report of the audit results for the membership.
- d) Responsible for developing internal audit procedures and policy proposals for BOD consideration.
- e) Shall recommend to the BOD the need for an external audit by an outside auditor.

## **5. Adjudication Committee**

- a) Shall be chaired by an officer and four other club members consisting of a minimum of two non-board members appointed annually by the executive committee with approval of the board of directors.
- b) Responsible for maintaining membership discipline including but limited to: conducting hearings, levying fines, suspending membership, revoking membership, reinstating membership, and setting conditions for re-instatement.

## **6. Tournament Planning Committee-** shall be chaired by the Director of Brockport Soccer Festival and will consist of a minimum but is not restricted to, one representative from each team approved by the BOD.

**B.** The board can establish other committees as needed to conduct the business of the club.

**C.** The board shall appoint committee chairs.

**D.** Any member of the club can fill committee seats, with board approval.

**E.** The charge and term to each committee shall be specific and defined by the board.

**F.** Progress and results of committee work, including findings and recommendations, shall be reported to the board in meeting minutes provided to the Secretary by the committee chair.

## **Article IX. Meetings**

### **A. Meeting schedule**

1. All regular general membership and board of director meetings for the entire year shall be scheduled at the September BOD meeting. Date, time, and location shall be specified.
2. The initial BOD and general membership meetings for the following September shall also be included on

the annual meeting calendar.

3. When scheduling the meetings, attempts should be made to avoid conflicts with heavily attended school events, which may reduce meeting attendance.

4. The secretary shall maintain the meeting calendar, and furnish it to the director of web matters.

5. The director of web matters shall post and maintain the meeting calendar on the web site.

**B. Meeting location** - Meetings shall be held in the immediate vicinity of the principal area of the Village of Brockport, at a location authorized by the board.

**C. Notice of meetings**

1. The posting of the meeting calendar on the web page shall serve as official notice of all meetings.

2. All club members are allowed to attend any board meeting, committee meeting or general membership meeting.

3. The meeting agenda for board meetings and committee meetings shall be emailed 7 days prior to the meeting, to the board or committee members at the address the member provided to the club registrar.

**D. Cancellation, postponement, and rescheduling of meetings**

1. Membership meetings may not be canceled.

2. Membership meetings may not be postponed except for inclement weather, or sudden unavailability of the meeting facility.

3. A notice posted on the club web site shall serve as notice of a postponement of a membership meeting.

4. Board meetings, committee meetings, and special meetings may be canceled or postponed by the chair at any time for just cause, including but limited to knowledge that there will not be a quorum present.

5. Cancellation or postponement of a board or committee meeting shall be communicated to board or committee members by email. A notice posted on the club web site shall serve as notice of the postponement to the club membership.

6. A new meeting date for a postponed meeting must be declared within 3 days.

7. Postponed meetings must be rescheduled a minimum of 7 days from the meeting notice, with the exception of special meetings which require only 3 day's notice.

**E. Meeting chairperson**

1. The president or ranking board designee shall preside over all regular general membership and board of director meetings.

2. Committee chairpersons or a committee appointed substitute chair shall preside over all committee meetings.

**F. Meeting minutes**

1. Meeting minutes shall be recorded at all meetings.

2. The secretary shall be the recorder for any meeting at which they are present.

3. The meeting chair shall designate a recorder when the secretary is not present.

4. The minutes shall be read back and approved by majority vote as the final order of business.

5. The approved minutes shall be emailed to the secretary, who shall keep them as the official record, and also sent to the director of web matters.

6. The director of web matters shall promptly post the minutes on the web site.

**G. Meeting protocols**

1. Robert's Rules of Order shall be the authority for all meetings.

2. If there is no quorum 15 minutes past the official meeting start time, the meeting chairperson shall adjourn the meeting. Attendees can discuss issues, but no minutes are recorded (except to record that the meeting was not held for lack of a quorum), no votes are taken, no resolutions made, and no action can be taken or authorized.

3. Voting may take place for the transaction of business only with a quorum present.

4. The standard agenda for all general membership meetings and board meetings shall be:
    - a) Role call of eligible voters by the Secretary, and declaration of a quorum.
    - b) Call to order by the Chairperson.
    - c) Reports of Officers, Directors, Standing Committees
    - d) Reports of Special Committees
    - e) Special Orders of business (issues which MUST be addressed at that meeting, and cannot be deferred, as determined by a majority of the quorum).
    - f) Old business and general orders, including but not limited to review of budget and status of board action from prior meetings.
    - g) New Business (public comment)
    - h) Read-back and approval of the minutes.
    - i) Adjournment.
  5. No item of business brought at a membership meeting or board meeting may be dismissed, deferred, or tabled without the approval of a majority of the eligible voters present.
  6. **Meeting quorum** - The presence at a meeting of a simple majority of members who are eligible to vote at that meeting. If a quorum is not established business cannot be transacted, votes cannot be taken, and actions cannot be authorized.
  7. **Adjournment** - A meeting may be adjourned at any time after meeting business has been discussed by a majority vote of eligible members present.
- H. Types of meetings** – Executive Sessions, Board meetings, General Membership meetings, Annual General Membership meeting, Special Meetings, Committee Meetings, Adjourned Meetings.
1. **Executive Sessions**- any meeting in which the proceedings are confidential constitutes an executive session. Disciplinary sessions are normally held in executive session. Each executive session normally completes a separate session.
  2. **Board Meetings**
    - a) There shall be a BOD meeting in September of the newly installed BOD.
    - b) There shall be a minimum of 6 BOD meetings per fiscal year.
    - c) Board meetings shall be held at a frequency deemed necessary to complete the board’s work, as determined by a majority vote of the board.
  3. **General membership meetings**
    - a) Shall be held monthly, or at a frequency to be determined by a vote of the team delegates.
    - b) There shall be a general membership meeting in September.
    - c) There shall be a minimum of 6 general membership meetings per fiscal year.
- I.** The AGM is to be no sooner than the first Sunday after the conclusion of the RDYSL season and no later than the first Sunday following Labor Day. The Board of Directors shall set the meeting date no later than the first week of June.
- J.** Annual General Membership Meeting Mandated Agenda.
1. Call to order by the Chairperson.
  2. Role call of eligible members by the Secretary, and declaration of a quorum.
  3. Reports of Officers
  4. Reports of Directors
  5. Reports of standing committees.
  6. Reports of Special Committees
  7. Special Orders
  8. Old business, including but not limited to:
    - a) Unfinished business

- b) General orders
- c) Status of board action from prior meetings.
- d) Proposed amendments and approval of the bylaws.

9. New Business (public comment)

10. Election of officers and directors for the next term.

11. Adjournment.

**K. Committee meetings**

- 1. Shall meet at a frequency determined by the committee members.
- 2. Shall meet at a time when the majority of committee members are available to attend.
- 3. Meetings shall be restricted to the responsibility assigned.
- 4. Notice of the meeting should be given to committee members at least 7 days before the meeting.
- 5. Committee chair shall record the minutes and furnish to the club secretary.

**L. Special Meetings**

- 1. Shall be held at a time different from a regular meeting, and convened to only consider one or more items of business specified in the call of the meeting. Each special meeting normally completes a separate session.
- 2. The president or an appointed executive committee member is entitled to attend any special meeting.
- 3. The secretary shall schedule the meeting after informing all board members of the topic, and soliciting each board member's availability. The meeting shall be held at the time that the presiding chair and quorum of the body are available to attend.
- 4. Club secretary or chair of the meeting shall record the minutes and furnish them to the secretary.
- 5. The chair will preside at special meetings. In their absence the president or the chairperson's designee shall preside.
- 6. Special meetings on topics that are of a personal nature are to remain confidential.

**M. Adjourned Meeting** - A continuation of the immediately preceding regular or special meeting. An adjourned meeting takes up its work at the point where the preceding meeting was interrupted in the order of business. Each adjourned meeting normally completes the preceding session.

## **Article X. Voting**

**A. Comment period** – No order of business shall be voted upon at the same meeting at which the motion was brought. The vote shall not take place less than 3 weeks from the meeting date at which the issue was brought.

**B. Notice of vote** - If it is known in advance that an issue will be up for vote at any meeting, the secretary shall include that information in the required notice of meeting.

**C. Action by members** - Action taken by the board or any club member shall only follow a vote authorizing such action.

**D. Eligibility to vote**

- 1. Any club member may participate in the debate or discussion of any issue up for vote, but only eligible voters may vote.
- 2. The secretary shall maintain the list of eligible voters.
- 3. Directors only vote at Board of directors meetings.
- 4. Directors and delegates (or designees) are the only members to vote at general membership meetings.
- 5. Committee members are the only members to vote at committee meetings.
- 6. A director holding dual directorships may only cast one vote.

- 7. A director who is also a delegate may only cast one vote; however a designee appointed by the head coach of that team may vote as the team delegate in place of the director.
- E.** A vote shall not be taken without the presence of a quorum.
- F.** Each eligible voter is entitled to cast only one vote. If the individual is for example, serving in two directorships, that individual only receives one vote.
- G. Voting by proxy** – a vote can be cast by sending the vote in writing, specific to the agenda, to the secretary prior to the vote. A proxy vote shall not be considered as attendance for purposes of establishing a quorum.
- H. Roll call vote** – Any club member present at any meeting can request a roll call vote.
- I. Recording of vote taken**
  - 1. The secretary or chair shall have the responsibility of recording vote results.
  - 2. Voting results shall include the issue and determination of the voting.
  - 3. If a roll call vote was requested, the individual votes shall be recorded.
  - 4. Vote results shall be included in the meeting minutes as a permanent record.
  - 5. No issue voted upon shall be eligible for a re-vote for one year from the initial vote unless approved by a majority vote of the BOD.

## **Article XI. Finance**

- A.** The Club shall be a non-profit organization.
- B. Fiscal year** – The fiscal year shall run from September 1<sup>st</sup> to August 31<sup>st</sup>.
- C.** The treasurer shall be the only club member authorized to sign and execute an instrument on behalf of the club.
- D.** In the event the treasurer becomes incapacitated, there shall be a second person in addition to the treasurer authorized to sign checks. This person shall:
  - 1. Not be another officer.
  - 2. Have no direct relationship with the treasurer.
  - 3. Be approved by the BOD.
- E.** Be on record at the financial institute at which the club’s funds are kept.
- F.** A voucher shall be required before any instrument is signed and executed by the treasurer.
- G.** A voucher for an amount greater than \$599.00 shall require signed approval from another officer.
- H.** Total annual payments to any recipient greater than \$599.00 shall require signed approval from another officer.
- I.** No monies are to be spent without prior written approval of the board.
- J.** The club shall make no loans.
- K.** The club shall incur no debt unless expressly authorized by the BOD beforehand.
- L.** The club shall not maintain a line of credit unless the BOD authorizes:
  - 1. A specific creditor.
  - 2. Specific spending limits.
  - 3. Specific items or services, which can be charged against the account.
  - 4. Specific members who are authorized to charge on the account.
- M.** There shall be an annual budget for the following year proposed to the BOD at a regular BOD meeting no later than April 15<sup>th</sup>. The budget shall detail how much money is to be spent on what items.
- N.** It is a mandatory item of business that the budget proposal be approved in whole or modified, by a majority vote of the BOD at a regular or special BOD meeting no later than May 15<sup>th</sup>.
- O.** The BOD shall fix a registration fee for the following year at that same meeting. Once fixed, the registration

fee may not be changed.

- P. The budget proposal approved by the BOD must be presented at a general membership meeting at least 30 days prior to the AGM.
- Q. It is a mandatory item of business that the budget proposal be approved in whole or modified by a majority vote of delegates at the AGM.
- R. Changes to the budget once approved at the AGM shall require a majority vote of the ENTIRE BOD. Changes shall be limited as follows:
  - 1. The total expenditure may not increase. It must remain the same, or decrease.
  - 2. Switching monies out of a mandatory cost item to another cost item may only be done AFTER all obligations have been satisfied, and there is a documented surplus.
  - 3. Monies may be switched from a discretionary cost item to another cost item.
- S. Any deviation from the budget item exceeding 3% of the specific allotment shall require prior approval of the board.
- T. All monies collected by the club are to be used exclusively in the pursuit of the club's purpose. This includes but is not restricted to:
  - 1. Insurance as required by parent or affiliate organizations.
  - 2. Dues to parent or affiliate organizations.
  - 3. Uniforms.
  - 4. Referee fees.
  - 5. Fields and indoor facilities.
  - 6. Team training equipment
  - 7. Clinics for players and/or coaches
- U. No monies shall go to the benefit of any club member, director, or officer of the club, unless it is for reasonable compensation for work or services rendered in pursuit of the club's purpose, and with prior approval of the board.
- V. No monies shall go to the benefit of any outside individual, group, or entity without prior approval of the board.
- W. The club shall maintain tax-exempt status.

## **Article XII. Documents, Policies, and Procedures**

- A. The club shall maintain a library of documents, policies, and procedures including but not restricted to:
  - 1. Code of conduct
  - 2. Rules and regulations
  - 3. Coach selection process
  - 4. Coaches handbook
  - 5. Try-out procedures
  - 6. Formation of teams policy
  - 7. Exceptional player policy
  - 8. Team sponsorship policy
  - 9. Club and team fundraising policy
  - 10. Evaluation of coaches policy
  - 11. Grievance and appeals procedure
- B. Policies shall be reviewed annually and approved by the board.
- C. Changes in policies are effective for the following season, and shall be in force beginning Dec. 1<sup>st</sup>.

**D.** A current copy, and only a current copy, of each document in the library shall reside on the web site.

### **Article XIII. Appeals**

- A.** The Club shall allow any member to file a grievance or appeal.
- B.** Members are entitled to have their grievances and appeals heard by the full BOD at a regular or special meeting for the purpose of hearing such grievance or appeal.
- C.** The Club shall maintain a procedure for filing such grievances and appeals in its document library, which shall be accessible to all members on the club web site.

### **Article XIV. Amendments to the by-laws**

- A.** Members can only make amendments at the AGM.
- B.** Proposed amendments to the by-laws must be sent to the Secretary at or before the general membership meeting immediately prior to the AGM.
- C.** Said proposal shall become an amendment if approved by a 2/3 vote of the team delegates present at the AGM.