

MAUMELLE SOCCER CLUB
P.O. BOX 13626
MAUMELLE AR. 72113

BYLAWS AND STANDING RESOLUTIONS
Revisions effective September 1, 2009



BYLAWS OF THE MAUMELLE SOCCER CLUB

ARTICLE I. NAME

The name of this association shall be the Maumelle Soccer Club (hereinafter referred to as the MSC)

ARTICLE II. PURPOSE

Maumelle Soccer Club is a nonprofit organization. We encourage an atmosphere of learning, development, leadership, and fun for ages 4 through 18, with both recreational and competitive teams.

ARTICLE III. MEMBERS

Section 1. Members shall be defined as MSC officers, committee members, head coaches, and parents/guardians of currently registered MSC players.

Section 2. All Members (as defined in Section 1 of this Article) in good standing (described in Section 3 of this Article) shall have one vote each in matters brought before the general membership meetings as defined in Section 1 of Article V.

Section 3. In order to maintain good standing, members shall comply with and uphold the bylaws and standing resolutions set forth herein.

Section 4. Members not in good standing shall be subject to any or all of the following sanctions as deemed appropriate by the MSC Board of Directors:

- a. Loss of voting privileges.
- b. Recommendation for termination of membership.

Section 5. The membership of any member may be terminated at a called board meeting called for that purpose by concurrence of two-thirds of the vote of a quorum of board members. A quorum will include a majority of the filled positions of the Board of Directors as stated in Section 7 of Article IV.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. The officers of MSC that constitute the Board of Directors are as follows:

- a. Past President
- b. President
- c. Vice President
- d. Secretary
- e. Treasurer
- f. Registrar
- g. Director of Coaching (hereinafter referred to as the DOC) *
- h. Player Development Committee Coordinator (hereinafter referred to as the PDC)
- i. Field Coordinator/Facility Coordinator
- j. Special Events Coordinator/ Fund Raising Chairperson
- k. Micro Coordinator
- l. Communication Coordinator
- m. Concession Coordinator
- n. Referee Coordinator *
- o. Lead Trainer *

* Non-voting members of the Board of Directors

Section 2. All officers shall be elected by voice vote at a general membership meeting. All officers shall serve until their successors are elected and shall assume their position immediately.

Section 3. To be eligible for the position of President, the nominee must have served at least one full term as an officer MSC.

Section 4. The Board of Directors shall have general supervision of the affairs of MSC between its board meetings, make recommendations to the membership, discipline members and perform such other duties as are specified in the bylaws and standing resolutions. The Board of Directors shall be subject to the orders of the membership and none of its acts shall conflict with the actions taken by the membership.

Section 5. The Board of Directors may appoint an attorney and/or an auditor to advise MSC

Section 6. Unless otherwise ordered by the Board of Directors regular board meetings shall be held in order to conduct business of MSC.

Section 7. Two-thirds members of the Board shall constitute a quorum. Majority vote of the members present shall govern unless otherwise stated.

Section 8. The President shall preside at all meetings of MSC and shall be the General Manager of MSC. He/She shall serve as Chairperson of the Rules and Disciplinary Committee. He/She shall appoint the Chairperson of all other committees with the approval of two-thirds vote of the Board. He/She shall serve as the MSC official representative at all Arkansas State Soccer Association (hereinafter referred to as ASSA) meetings and at other league meetings. In his/her absence at such meetings, he /she shall designate another member to represent and vote for the MSC.

Section 9. The Vice President shall act in the absence of the President with the same power and authority unless those duties are otherwise assigned by the President.

Section 10. All other assigned board position duties will be described in the attached standing resolutions.

Section 11. At any board meeting, any officer of MSC may be removed from office by a concurrence of two-thirds of the vote of a quorum of Board members. A quorum will include a majority of the Board of Directors as stated in Section 7 of Article IV.

Section 12. In the event of a vacancy occurring in the Board of Directors of MSC, the officers shall elect a successor to the office by a majority vote of the Board. If this individual would like to stay as a member of the Board, he/she must be re-elected at the next general membership meeting.

ARTICLE V. GENERAL MEMBERSHIP MEETINGS

Section 1. Bi-annual general membership meetings shall be held prior to the start of the spring and fall soccer seasons. These meetings shall be held for the purpose of electing officers as needed, disseminating information, and any other MSC business. These meetings shall be publicized 30 days prior to the meeting date.

Section 2. Special General Membership meetings may be called by the President or shall be called upon the request of one third of the members of the Board of Directors or upon the request of 2% of the membership of MSC as determined by the registrar's list of active memberships in good standing. The purpose of the meeting shall be stated in the call. At least a seven day notice shall be give at the community center. The only business that can be transacted in a special general membership meeting is what is stated in the meeting call.

Section 3. Each member in good standing shall be entitled to one vote and must be present at said meeting.

Section 4. Unless otherwise stated, a majority vote shall carry the issue.

Section 5. Only items listed on the agenda may be voted on at a general membership meeting. General members may have items added to the general membership agenda by presenting the topic and having it approved at the prior board meeting

Section 6. Any person seeking membership on the Board of Directors must have their nomination submitted to the Board. The general membership meeting date and time will be publicized not less than 30 days prior to the general membership meeting and nominations will be accepted up to 14 days prior to the general membership meeting date. Nominations can be submitted in writing, via email or in person. No nominations will be accepted from the floor.

ARTICLE VI. RIGHT OF APPEAL

Decisions of MSC may be appealed to the ASSA, the USSF, or the USYSA, as appropriated following their procedures and policies as outlined in the USSF Official Administrative Rule book and the USYSA Official Administrative Rule book.

ARTICLE VII. PARLIMENTARY AUTHORITY

The rules contained in the current edition of Roberts's Rules of Order Newly Revised shall govern MSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order MSC may adopt.

ARTICLE VIII. AMENDMENT OF BYLAWS

Section 1. These bylaws can be amended at a regular or special general membership meeting as long as the following pre-requisites are met:

- a. An amendment must be pre-approved by the Board by a majority vote of those present. A quorum must be present.
- b. The pre-approved amendment must be publicized for no less then three weeks prior to the general or called membership meeting. At-least two methods of mass communication must be used.
- c. At the general or called membership meeting, the pre-approved amendment will become official with the approval of the majority of votes by the general membership. Two-thirds of the Board must be present

SECTION 2. The attached standing resolutions can be modified at any board meeting by a motion and a positive vote of two thirds of the Board. A quorum must be present.

STANDING RESOLUTIONS

1. Board Position Descriptions

- A. Past President – The Past President will serve a term of one year immediately following his/her resignation of the office of President. The Past President will serve in an advisory capacity to the new President.
- B. President – see Bylaws Article 4, Section 8 and shall submit to all Board Members a tentative agenda 5 days prior to the monthly board meetings using the following format:
 - a) Opening – President – Approve agenda
 - b) Approve minutes of last meeting
 - c) Approve Treasurers report
 - d) Committee Reports – each committee should submit a report.
 - e) Old Business
 - f) New Business
 - g) Closing
- C. Vice President – see Bylaws, Article 4, Section 9
- D. Secretary - The Secretary shall keep the records and minutes for all meetings of MSC, have general custody of the records of MSC and provide copies of the minutes of all meetings to the Board Members within 5 days of each meeting.
- E. Treasurer – The Treasurer will keep accurate financial records. He/She shall have monthly financial statements at each monthly board meeting and also file yearly taxes, provide yearly budget, reconciling financial commitments.
- F. Registrar - The Registrar shall record and submit to ASSA the registration of all approved MSC players, teams, and coaches. Ensure that MSC complies with all ASSA guidelines. The Registrar will be compensated \$2.00 per registered player in the fall and \$2.00 per registered new player in the spring and will be the only paid position on the Board with voting privileges.
- G. Director of Coaching – Drives the process to find coaches for all teams in MSC, facilitate the training of coaches at all levels, provide coaching aids, promote and announce tournaments and serve as the coach’s representative to the Board of Directors. Will oversee the Lead Trainer and serve with the PDC on their committee. If the DOC is not in place the Lead Trainer and PDC will fill these duties. The DOC will be a paid non-voting member of the Board of Directors.
- H. Player Development Committee Coordinator– Develop and manage the PDC. A list of potential committee members will be submitted to the Board for approval at the meeting following the general membership meeting. Work with DOC & Lead Trainer to identify the level 3 players and communicate options to the parents and players. U11-U18 – Work with the Board to assure that the level 3 program continues to grow. All potential L3 teams will be evaluated by the PDC ADC and the Board prior to the team forming. Work with the Lead Trainer to develop the micro and U7-8 players & coaches through academy sessions and coaching modules. U9 & up – Work with the Lead Trainer ADC to develop these players to the best of their ability through academy sessions and coaching modules and also to identify those players and coaches with level 3 potential.
- I. Field Coordinator/Facility Coordinator – Coordinate and schedule fields for practices, games and special events, will be the main contact for the Referee Coordinator, will work closely with the Parks and Recreation department regarding any field maintenance or equipment needs and special events.
- J. Micro-Coordinator – Responsible for securing coaches, forming teams, scheduling games, practices and concession volunteers for the micro program. He/She will also be the liaison to the Board.
- K. Special Events Coordinator /Fund Raising Chairperson– Manage the coordination of large events and seek out fund raising opportunities.
- L. Communication Coordinator – Direct all communication to the general membership and handle the proofing of articles for the newspaper. This position will also edit and send any web content to the Webmaster.
- M. Concession Coordinator – Develop and manage the concession committee, purchasing of supplies, upkeep and schedule volunteer workers for special events and Saturday morning U7-8 games. Board approval is not required for membership on this committee.
- N. Referee Coordinator – Will work with the Field/Facility Coordinator to schedule Referees for each home game and at any special events throughout the fall and spring seasons. The Referee Coordinator will be

paid \$5 per each 3 referee crew assignment and \$4 per each 1 referee assignment and will be a non-voting member of the Board of Directors.

- O. Lead Trainer – Responsible for developing and running academy sessions from micro to U18 during the fall and spring seasons. He/she will work closely with both the PDC and the DOC in the development of MSC players. The Lead Trainer will set the schedule for training and academy sessions and in the absence of the DOC will work with the ASSA to offer coaching classes to further help the coaches train their players. The Lead Trainer will also be allowed to use additional trainers as long as:
 - a. All trainers have been approved by the Board.
 - b. All trainers have completed a background check form.
 - c. A schedule showing the hours of work is presented to the Board.

The Lead Trainer may, with board approval, contract with additional individuals to fill the training needs of MSC. The Lead Trainer will be a paid non-voting member of the Board of Directors.

2. Committees will be formed as needed.

3. Children of Board Members who hold non-paid positions will not be assessed registration fees by MSC.

4. Except for teams already formed, which would be any current MSC Classic team on the books as of September 2008. All new classic teams must meet the national standard of the head coach possessing a D license. It may be either a State D or National D. Further the coach must be an active coach on the team where he/she is conducting training sessions, practices and the primary decision maker for the team. He/she can be the coach of more than one team as long as he/she is actively involved with each of the teams.

5. MSC does not prohibit the classic teams from paying their coaches, if a team so chooses to do so. The payment of any classic team's coach is an express choice of the team itself and is not controlled or governed by MSC.

6. Parent volunteer coaches could receive, at the discretion of the Board of Directors, reduced or refunded registrations fees. Special consideration will be given to coaches holding a recognized coaching certification or license.

7. MSC will reimburse new referee certification costs upon completion of the course.