

CHAMPLIN/DAYTON SOCCER CLUB BY-LAWS
Last Updated 4/2007

ARTICLE I NAME AND LOCATION

- Section 1. The name of this organization shall be Champlin/Dayton Soccer Club DBA Rebels Soccer Club.
- Section 2. The territory of this organization shall be the legal boundaries of the State of Minnesota.
- Section 3. The headquarters of this organization shall be within the territory defined above. Location shall be determined by the board of directors of this organization.
- Section 4. The colors of this association shall be white and navy.

ARTICLE II PURPOSE

- Section 1. This Organization shall be a not for profit association which provides for, promotes, fosters, and perpetuates the game of soccer for the health and enjoyment of youth and adult players.
- Section 2. This organization shall fall under the guidelines of the Minnesota Youth Soccer Association, the United States Soccer Federation, and the United States Youth Soccer Association.
- Section 3. This organization shall work in cooperation with school districts, city programs, and other athletic associations to offer a soccer program which meets the needs of the community.

ARTICLE III MEMBERSHIP

- Section 1. Membership will be open to all residents of the State of Minnesota.
- Section 2. A member is an individual who has been accepted into the organization.
- Section 3. The failure to pay dues and fees will be cause for forfeiture of membership.
- Section 4. Minimum age for voting membership shall be eighteen years of age.
- Section 5. Each family who has a participant in Champlin/Dayton Soccer Club shall have one vote at General Membership meetings.
- Section 6. No person shall be denied membership because of race, religion, sex or national origin.
- Section 7. All rights and interests of any member in the property and privileges of the organization shall cease with the termination of his/her membership.
- Section 8. The annual dues structure shall be determined each year by a vote of the board.
 Dues will cover the fiscal year.
- Section 9. Any individual who accepts membership in Champlin/Dayton Soccer Club agrees to abide by the by-laws, policies and regulatory authority of the Champlin/Dayton Soccer Club.

ARTICLE IV DIRECTORS

Section 1. The directors of this organization shall be:

- President
- Vice President
- Secretary
- Treasurer
- Boys Director
- Girls Director
- Registrar
- Coaching Director
- Communications Director
- Operations Director
- Player Development Director
- Advisor
- Advisor

Section 2. Directors shall hold office for the term of two years with ½ of the board elected in alternative years. Term of office shall be from September 1 to August 30 the following year.

Section 3. The office of the President, Secretary, Boys Director, Registrar, Communications Director, Player Development Director and one Advisor shall be elected in odd numbered years. The office of Vice-President, Treasurer, Girls Director, Coaching Director, Operations Director and one Advisor shall be elected in even numbered years.

Section 4. Directors may run upon completion of their term, for reelection to the same position or another position on the board.

Section 5. The directors will be elected at the August general membership meeting each year, and assume their office on September 1 of the same year.

Section 6. Directors who cannot finish their term of office will have their office filled by appointment of the president with approval from the board of directors.

Section 7. The president, secretary or treasurer may not hold directorships in another related sports organization.

Section 8. All directors shall provide and sign a conflict of interest and disclosure statement to be filed and held by the Secretary of the club.

ARTICLE V DUTIES OF THE BOARD OF DIRECTORS

Section 1. The board of directors shall meet upon the call of the president. It shall have full charge of the property of the organization, shall make contracts on behalf of the organization, shall receive and act upon all complaints and suggestion of the members and in general transact the organizations current business, conforming its acts to the general policy and directors of the organization. The board shall not incur expense or pledge the organizations credit beyond the funds in the treasury at the time.

Section 2. Any director can be removed from office by an affirmative vote of 2/3 of the board of directors. A motion for such action will come from a member of the board and full discussion of the need will be given. The director involved will be given, in writing, a copy of the proposed action (at least 15 days prior to the meeting at which action is to be discussed) and an opportunity to respond. A vote will be called the meeting following the date director is given copy of proposed action.

ARTICLE VI MEETINGS

- Section 1. The president shall preside at meetings of the board of directors and at meetings of the Organization, appoint all standing committees, subject to the approval of the board, execute such papers as will require his or her signature, and exercise general supervisory control over the organization. In the absence of the president, the vice president shall assume all duties.
- Section 2. The secretary shall attend the meetings of the board and organization. He/she shall record the proceedings of the meetings, conduct the official correspondence of the organization, and execute such papers as may be required, issue notices of the meeting, and perform such other duties as may be required. He/she shall be entrusted with the possession of, and shall be responsible for all property of the organization except where specifically entrusted to others.
- Section 3. A quorum for Board meetings shall be 50%+1 of sitting members. A quorum at General Membership meetings shall require a quorum of the Board of Directors.
- Section 4. Meetings will generally be of two types, board of directors and general membership meetings.
- Section 5. Board of directors meetings shall be called by the secretary at any time upon the request of the president. A minimum of four such meetings shall be held per year.
- Section 6. General membership meeting shall be held three times per year, to review and discuss the activities of the organization.
- a. These meetings are to be held during the months of March and August.
 - b. Date, time and site will be determined by the board of directors and given to members in advance of date.

ARTICLE VII STANDING COMMITTEES

- Section 1. The standing committees of the organization are to serve during the year of their appointment, and shall be as deemed necessary by the board of directors.
- Section 2. The standing committees shall be subject to the control of the board of directors. A majority of any committee shall constitute a quorum. Vacancies shall be filled by the board as they occur.
- Section 3. Standing committees can be dropped, if deemed necessary by approval of the board.

ARTICLE VIII SPECIAL COMMITTEES

- Section 1. The board shall appoint special committees when deemed necessary to accomplish specific short-term tasks.
- Section 2. The special committees shall be subject to the control of the board. A majority of any appointed committee shall constitute a quorum. Vacancies shall be filled by the board as they occur.

ARTICLE IX VOTING RIGHTS

- Section 1. Board members will be the only voting members at board meetings.
- Section 2. At least 50% + 1 (one) of filled board positions will constitute a quorum.
- Section 3. A majority vote (50% + 1) from the board members present at a meeting will be necessary for decisions to be approved.
- Section 4. Specific issues (i.e. election of directors) will be put before the general membership. A majority (50% + 1) of those present will constitute a decision.
- Section 5. Presiding officer may use media polling of board members on old and unfinished business, rules regarding quorum and majority rule apply. Vote must be recorded in minutes of next board meeting.

ARTICLE X ORDER OF BUSINESS

- Section 1. The order of business at regular meetings of this organization shall be:
 - Call to Order
 - Open Forum
 - Approval of Minutes
 - Treasures Report
 - Old Business
 - New Business
 - Director Reports
 - Adjournment

ARTICLE XI ROBERTS RULES OF ORDER

- Section 1. Except as otherwise provided, Roberts Rules of Order shall govern the deliberation of the organization.

ARTICLE XII FINANCIALS

- Section 1. General
 - The treasurer will keep in order the necessary federal, state, and local legal documents associated with the organizations financial status.
- Section 2. The treasurer shall received and disburse all funds of the organization. He/she shall keep full and accurate accounts of receipts and disbursements of money and other property and shall present an account of same at all meetings. He/she shall not pay out any funds of the organization except as approved and directed by the board of directors. All disbursements are to be made by check and signed by two (2) authorized signers. He/she shall promptly deposit all funds in the name of the organization in such bank or banks as the board may direct.
 - a. A third board member may be designated to consign checks in the absence of the president or treasurer.
- Section 3. Receivables
 - Income needed to operate the various programs of the organization shall be derived from:
 - a. Fees charged each participant. These will be determined by the board. Such fees will be collected directly by the treasurer or designate during registration.

- b. Sponsor fees paid by club supporters. Such monies are paid directly to the secretary/treasurer.
- c. Fund Raisers
 - 1. Fund raisers will be sponsored by the organization only with a specific goal designated for income received from such an event.
 - 2. Fund raisers by teams will be permitted with approval of the board. Only one approval per team needed for multiple fund-raisers.
- d. Donations to the organization will be accepted by a majority vote of the board.

Section 4. Payables

The treasurer, with approval of the board, will pay, by check, all debts claimed on the organization. Billings, receipts, or statements must accompany all claims.

ARTICLE XIII AMENDMENT OF BY-LAWS/POLICIES

Section 1. This constitution may be amended at any general membership meeting of the organization, by a $\frac{3}{4}$ vote of the members present, provided the proposed amendment has been submitted in writing to the secretary at least ten days prior to the regular general membership meetings at which the amendment is to be voted on and that notice of the same has been publicly posted at least seventy-two hours preceding the general membership meeting.

Section 2. The board will set policies and rules. These will be reviewed at the general membership meeting in December.

History of Modification

April 2007

Article II **Purpose**

Section 1. This Organization shall be a not for profit association which provides for, promotes, fosters, and perpetuates the game of soccer for the health and enjoyment of youth and adult players.

Article IV **Directors**

Section 2. Directors shall hold the office for the term of **two years with ½ of the board elected in alternating years**. Term of office shall be from September 1 to August 30 the following year.

Section 3. The office of the President, Secretary, Boys Director, Registrar, Communications Director, Player Development Director and one Advisor shall be elected in odd numbered years. The office of Vice-President, Treasurer, Girls Director, Coaching Director, Operations Director and one Advisor shall be elected in even numbered years.

(Renumber balance of article 4-7)

Section 8. All directors shall provide and sign a conflict of interest and disclosure statement to be filed and held by the Secretary of the club.

Article VI **Meetings**

Section 3. A quorum for Board meetings shall be 50%+1 of sitting members. A quorum at General Membership meetings shall require a quorum of the Board of Directors.

(Renumber balance of article)

11 March, 2007

This recommendation is made because of the history of the December meeting being less productive and attended due to the approaching holidays. Not a lot of attentions is given to soccer in December by the general membership. November would be a more productive opportunity for membership issues to be addressed. April is a very busy month for club officials, coaches and families as the season is getting launched plus the Easter holiday and spring break present challenges. March represents a better opportunity for membership involvement and a more relaxed time for the board. If this change is adopted, the by-laws and policies would need to reflect the different months throughout both documents.

Article VI Meetings

Section 5.

Change: a. These meetings are to be held during the months of April, August and December.

To: a. These meetings are to be held during the months of March and August.

Thanks,

Bill

April 2006 modifications as follows:

Article III, Section 2.

Change: A member is an individual who has been accepted into the organization and has paid the appropriate fees.

To: A member is an individual who has been accepted into the organization.

Article IV Section 1.

Change: Section 1. The directors of this organization shall be:

- | | |
|---------------------|-------------------------------|
| • President | • Referee director |
| • Vice-president | • Tournament director |
| • Secretary | • Future development director |
| • Treasurer | • Public relations director |
| • Boys director | • Recruitment director |
| • Girls director | • Adult director |
| • Registrar | • Field director |
| • Coaching director | • Plus three advisors |

To: The directors of this organization shall be:

- | | |
|----------------|-----------------------------|
| President | Coaching Director |
| Vice-President | Communications Director |
| Secretary | Operations Director |
| Treasurer | Player Development Director |
| Boys Director | Advisor |
| Girls Director | Advisor |
| Registrar | |

Section 7. [Delete provision calling for job descriptions in club policy.]

Article V, Section 3.

[Delete provision calling for removal of Board member who misses too many meetings.]

Article X, Section 1.

The order of business at regular meetings of this organization shall be:

- Call to Order
- Open Forum
- Approval of Minutes
- Treasurer's Report
- Old Business
- New Business
- Director Reports
- Adjournment

Article XIII, Section 2.

Change: The board will set policies and rules. These will be reviewed at the general membership meeting in December.

To: The board will set policies and rules.

May 2001 modifications are as follows:

ARTICLE 1 – Section 1 change

The name of this organization shall be Champlin/Dayton Soccer Club.

To:

The name of this organization shall be Champlin/Dayton Soccer Club dba Rebel Soccer Club

ARTICLE III – Section 1 – Change

Membership will be open to all residents of the State of Minnesota with the first priority given to those who live within the boundaries of Champlin Park High School and Anoka High School.

To:

Membership will be open to all residents of the State of Minnesota.

Section 5 change:

Each family who has a participant in Champlin/Dayton Soccer Club shall have one vote.

To:

Each family who has a participant in Champlin/Dayton Soccer Club shall have one vote at General Membership meetings.

Section 8 change:

The annual dues structure shall be determined each year by a vote of the general membership. Dues will cover the period from September 1 to August 30 each fiscal year. Presently no dues are assessed for membership.

To:

The annual dues structure shall be determined each year by a vote of the board. Dues will cover the fiscal year.

Section 9 – delete entire section

Section 10 – renumbered to Section 9

ARTICLE IV – Section 1

Added vice-president, coaching director, public relations director, field director, adult director, future development director, and recruitment director to list of current directors.

Section 6 – delete entire section

Section 7 – renumber to Section 6

Add New Section 7 – Job descriptions for all directorships shall be managed in club policy.

ARTICLE V Section 1 & Section 2 – Move to ARTICLE VII; added, “In the absence of the president, the vice president shall assume all duties.” To Section 1.

Section 3 – Move to ARTICLE XIII as Section 1 with a heading of GENERAL; changed “All disbursements are to be made by check and signed by the treasurer and the president.” To: “All disbursements are to be made by check and signed by two (2) authorized signers.”

Delete Sections 4-10

Delete sections 4-10

ARTICLE VI – ARTICLE XIV – Articles renumbered due to previous article being deleted

ARTICLE V – Duties of Board of Directors Section 2. Change:

“A vote will be called the meeting following the date director is given copy of proposed action.”

To:

“A vote will be called the meeting following the date the director is given a copy of proposed action.”

ARTICLE VI – Meetings – Section 2

Change “secretary/treasurer” to “Secretary”

ARTICLE IX – Voting Rights – Section 2 Change:

“At least 1/3 of the members of the board will constitute a quorum.”

To:

“At least 50% + 1 (one) of the members of filled board positions will constitute a quorum.”

Section 5 – Add

“Presiding officer may use media polling of board members on old an unfinished business, rules regarding quorum and majority rule apply. Vote must be recorded in minutes of next board meetings.”

ARTICLE X ORDER OF BUSINESS – Section 1.

Change From:	Call to Order	To:	Call to Order
	Sec/Treas. Report		Approval of Minutes
	Old Business		Treasurers Report
	New Business		Old Business
	Committee Reports		New Business
	Adjournment		Director Reports
			Open Forum
			Adjournment

ARTICLE XII FINANCIALS –

Section 1 renumbered to Section 2

Change a) from “Such fees will be collected directly by the secretary/treasurer during registration.” To: “Such fees will be collected directly by the treasurer or designate during registration.”

Change: c) – 1 ‘foal to ‘goal’

c) – 2 “Fund raising by teams will be permitted with approval of the board.” To: “Fund raising by teams will be managed through club policies.”

Section 2 renumbered to Section 3

Change “secretary/treasurer” to “treasurer”

Section 3 move to Section 1 with a subheading of GENERAL

Change “secretary/treasurer” to “treasurer”

ARTICLE XIII AMENDMENT OF BY-LAWS/POLICIES

Section 1 Change “secretary/treasurer” to secretary”

Section 2 “These will be reviewed at the September meeting of the board. Policies and rules governing the following season are to be approved at the general membership meeting in December.” Change to: “These will be reviewed at the General Membership meeting in December.”

Removed the following Job Description from By-laws:

PRESIDENT

The president is responsible for the general supervision of the affairs of the soccer club. His/her responsibilities include:

- setting the time and location of meeting
- preparing agendas
- presiding over board and general membership meeting
- acting as liaison to the neighboring communities, other soccer clubs, and the MYSA
- submitting applications for tournaments as directed by the board
- appointing committees as required
- developing an operating budget by October for the following year

SECRETARY

The secretary is generally responsible for the recording of minutes of board and general membership meetings. Additional responsibilities include:

- mailing minutes, meeting notices, and agendas to board members
- posting meetings times/locations in the Champlin-Dayton Press and the Champlin Chronicle
- posting by-law changes in the Champlin-Dayton Press in accordance with the by-laws

TREASURER

The treasurer is responsible for the generation of checks to pay the expenses of the club. Additional responsibilities include:

- collecting and depositing fees in the bank
- dispersing club funds at the direction of the board
- providing a monthly accounting of the income and expenses of the club
- filing tax forms in a timely manner

REGISTRAR

The registrar is responsible for conducting the registrations for the club. In addition, the registrar is responsible for:

- establishing dates for registration
- securing a location for the registration
- publicizing the registration schedule
- conducting the registration, including forms, fee collection, and reporting of activity
- filing all club, player, coach, administrator, and team registrations with MYSA

BOYS/GIRLS DIRECTORS

The boys/girls directors are responsible for representing their group in all matters. Their responsibilities include:

- attending district meetings for their group
- reporting district information to the board
- assisting at registrations
- conducting coaches meetings to inform coaches of MYSA rules, soccer club policies, and general club business
- being informed of the tournaments in which their teams may participate
- insuring the participants are registered in the appropriate age categories
- resolving any conflicts which may arise throughout the year

TOURNAMENT DIRECTOR

The tournament director is responsible for conducting the club sponsored tournament. The duties of the tournament include, but are not limited to:

- developing a budget for the tournament
- solicitation of teams for the tournament
- scheduling of games
- securing fields and equipment (goals, flags, etc.)
- collecting of registration fees
- reporting of income and expenses to the board

COMMUNICATIONS/MARKETING DIRECTOR

The communications/marketing director shall generally be responsible for the public relations of the club. His/her duties include:

- conducting club fund-raisers
- publicity in local newspapers about club events, team activities, and board decisions
- publication of the club newsletter
- solicitation of club sponsor(s)

REFEREE/FIELD DIRECTOR

The referee/field director is responsible for provide referees for club home games and the scheduling of all home fields. His/her duties include:

- coordinating referee training through the state referee administrator
- proving information to the club referees about training opportunities and refereeing opportunities

- scheduling fields for practices, scrimmages, and games during the soccer season
- scheduling referees for each home game conducted by the club
- keeping accurate accounting of the funds required to pay the referees

ADVISORS

The three advisors are directed by the board of directors. Their duties include:

- committee chairs (i.e. equipment, police, by-laws)
- support for any other board position

NEW DIRECTORSHIPS ADDED TO THE BY-LAWS AT THE
DECEMBER, 1997 GENERAL MEMBERSHIP MEETING

VICE PRESIDENT

DIRECTOR OF ADULTS

DIRECTOR OF COACHING

DIRECTOR OF FUTURE DEVELOPMENT

DIRECTOR OF FIELDS

DIRECTOR OF PUBLIC RELATIONS

DIRECTOR OF REFEREES

DIRECTOR OF RECRUITMENT

Job Descriptions have yet to be established.