

CR UNITED SOCCER CLUB

Bylaws – September 2020

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MISSION

The CR United Soccer Club (CRU) is a volunteer and community based non-profit soccer organization. The objective of the CR United Soccer Club is to provide a means for members to participate in organized competition; to promote youth soccer as a sport in Coon Rapids and surrounding communities; to effectively develop skills and sportsmanship; and to improve the welfare and recreation of the community through the sport of youth soccer.

ARTICLE I

MEMBERS

Section 1.01

Membership

A CR United Soccer Club member is either a member of the Board of Directors or a voting representative of a CR United Soccer Club player's family. They are a person at least eighteen years of age or older who has been an active participant in the Association during the prior last twelve (12) months or is a parent or legal guardian of a child who has been an active participant during the prior twelve (12) months.

Section 1.02

Quarterly Meeting of Members

Quarterly meeting will be held by the CR United Soccer Club Board of Directors. Meetings will be held the 3rd Sunday of the month at a location in Coon Rapids at 7:00 PM and are open to the public. Any extra board meetings will be scheduled at the discretion of the board, and open to the public. All meetings will be posted on the CR United Soccer Club website.

Section 1.03

Notices of Meetings

If a meeting is changed, notice will be posted on the CR United Soccer Club's website at least five (5) days prior to the new meeting date.

Section 1.04

Annual Meeting

The Annual Meeting of the membership will be held the third Sunday in September and is open to the public. Election of Board Members will take place at this time. The bylaw changes will be voted upon at the annual meeting.

ARTICLE II

BOARD OF DIRECTORS

Section 2.01 OFFICERS

Section 2.011

President

The President shall oversee the CR United Soccer Club's programs and is responsible for all aspects of the soccer program. Main responsibilities shall include, but not limited to, oversight of the Recreational Program, MYSA Tournaments and Relations, fundraising, and a member of any outside taskforce. The President will be present and will conduct all CR United Soccer Club Board meetings. When necessary, the President will appoint Board members to special committees. The elections for this position will be held at the annual meeting in an even numbered year. The President is one of three signatures required on CR United Soccer Club's checking account. The President may authorize another board member to expend up to \$2,500.00 without a Board wide vote. The President is the CR United Soccer Club's representative to all MYSA meetings and events. When acting as chairperson, the President only votes to break ties.

Section 2.012

Vice President

The Vice President serves as the Risk Manager for CR United Soccer Club. Main responsibilities shall include, but not limited to, oversight of the Competitive Program, CR United Local Tournaments, marketing and a member of any outside taskforce. The Vice President is in charge whenever the President is not in attendance, with the same powers and restrictions afforded to the President. The elections for this position are held at the Annual Meeting in an odd numbered year. The Vice-President is one of three signatures required on CR United Soccer Club's checking account. The Vice-President may authorize another board member to expend up to \$2,500.00 without a Board wide vote. The Vice President will serve the role of parliamentarian at the Board of Director's meetings.

Section 2.013

Secretary

The Secretary will keep a complete record of the meetings and acts of the Board. The Secretary will keep a Meeting Minutes records and present the previous month's minutes to Board members prior to the next meeting. The Secretary is responsible for storage of the Articles of Incorporation and By-Laws. The Secretary is responsible for keeping records of all Committee meeting minutes as reported from those meetings. The elections for this position at the Annual Meeting will be elected in an even numbered year for this position.

Section 2.014 ***Treasurer***

The Treasurer oversees receipts and distribution of CR United Soccer Club's money. The Treasurer prepares and submits to CR United Soccer Club a monthly financial review. The Treasurer prepares all necessary documentation for annual audit. The Treasurer is one of three signatures required on CRUnited Soccer Club's checking account. The Treasurer is responsible for preparing and filing tax returns. The elections are held at the Annual meeting in an Odd numbered year for this position.

Section 2.02 DIRECTORS

Section 2.021 ***Registrar***

The Registrar records all registration information on official club registration software. The election is held at the annual meeting in odd numbered years for this position.

Section 2.022 ***Tournament Director***

The Tournament Director oversees entire organization and operation of the Coon Rapids soccer tournaments. The elections are held at the annual meeting in an even numbered year for this position.

Section 2.023 ***Fundraising Director***

The Fundraising sets yearly targets for corporate sponsorship. Develops and implements a fundraising plan to promote the organization as a whole. The Fundraising seeks sponsorships

for CR United Soccer Club Recreational Summer and Fall Programs, CR United Soccer Club Boys and Girls Tournaments. The Fundraising performs any other duties as requested by the President and/or Vice President. The Fundraising will approve all fundraising activities for the Club and the teams. The elections are held at the annual meeting in an even numbered year for this position.

Section 2.024 Marketing Director

The Marketing Director will promote and advertise corporate sponsorship. Develops and implements a marketing plan to promote the organization as a whole. The Marketing Director will promote sponsorships for CR United Soccer Club Recreational Summer and Fall Programs, CR United Soccer Club Boys and Girls Tournaments. The Marketing Director will perform any other duties as requested by the President and/or Vice President. The Marketing Director will work with the Fundraising Director to promote and advertise all fundraising activities for the Club and the teams. The elections are held at the annual meeting in an odd numbered year for this position.

Section 2.025 Co-Competitive Directors

The Competitive Directors are the chair of the competitive committee and oversees the competitive program. The Competitive Directors will be the contact person for players, coaches and parents for the competitive program. The Competitive Directors will collect registration information and fees. The Competitive Directors work with the Vice President, Registrar and Webmaster to insure accuracy of member and registration information. The Competitive Directors work with the community to make them aware of the Competitive program. The Competitive Directors will perform any other duties as requested by the President and/or Vice President. The elections are held at the annual meeting in an odd numbered year for this position.

Section 2.026 Recreation Director

The Recreation Director is the chair of Recreation committee and oversees the recreational program. The Recreation Director is the contact person for players, coaches and parents for the Recreation program. The Recreation Director collects registration information and fees. The Recreation Director works with the President, Registrar and Webmaster to insure accuracy of member and registration information. The Recreation Director works with the community to make them aware of the recreation program. The Recreation Director will perform any other duties as requested by the President and/or Vice President. The elections are held at the annual meeting in an odd numbered year for this position.

Section 2.027 Facilities

Facilities director is responsible for scheduling of all fields for recreational and competitive programs and will act as the liaison between the Board of Directors and the city. Is also responsible for upkeep of equipment utilized for fields and tournaments. The elections are held at the annual meeting in an even numbered year for this position.

Section 2.028 Volunteer Director

The volunteer director is responsible for coordination of all volunteer hours to be determined by recreational and competitive programs. The volunteer director will work to insure that all parents will serve and document that they completed volunteer hours per club requirements. The elections are held at the annual meeting in an even numbered year for this position

Section 2.029 Uniform/Equipment Director

The uniform/equipment director will work with the recreational, competitive and field directors to insure that all purchases are made for appropriate items and directed to correct programs. The elections are held at the annual meeting in an odd numbered year for this position

Section 2.030 Board Member at Large (up to 4)

These appointed members work with the CR United Soccer Club to fill vacancies and help where needed. They will perform duties as requested by the President. These positions are a one year term with a three year consecutive term maximum. A Board Member at Large may not hold the position for a fourth consecutive term. These positions are appointed by the Executive Committee.

Section 2.03 RULES AND POWERS OF THE BOARD

The Board shall manage the property, affairs and business of the association. From time to time the Board may determine to delegate their authority and responsibilities to one or more of the committees. Board members may spend \$500 or less without a vote by the Board of Directors or an amount under a contract approved by the Board of Directors, and make any expenditure contemplated by a budget approved the Board of Directors. Board members must be members of the community with actively participating players/and have an eligible team for participation or members who no longer have age appropriate players within the club but are still actively participating with the community.

Section 2.031 Meetings

In accordance with Roberts Rules of Order, Quarterly CR United Soccer Club Board of Directors meetings will be held the 3. Sunday of the month in March, June, September, and December at a location in Coon Rapids at 7:00 PM and will be open to the public. All meetings will be posted on the CR United Soccer Club website.

Section 2.032 Notices of Meetings

If a meeting is changed, notice will be posted on the CR United Soccer Club website at least five (5) days prior to the new meeting date.

Section 2.033 Duties

All Board members will support the goals and objectives of CR United Soccer Club. All Board members will attend all Board meetings and vote on soccer functions. If a Board member

cannot attend a meeting they should notify the President in advance if possible. Board members missing greater than one (1) may be asked to step down from their position. All Board members will serve on special committees and complete responsibilities as outlined under specific job descriptions. Board members are expected to volunteer for any CR United Soccer Club activity and volunteer for at least a minimum of two tournaments.

Section 2.034 Removal

Any one or more Directors may be removed by a two-thirds vote of the Board of Directors or by a two-thirds vote of the membership. When a Director has been removed a new Director may be designated or appointed. A Director that has been removed will not be eligible for future Board positions.

Section 2.035 Vacancy

Any vacancy occurring among the Directors shall be appointed for the unexpired term by the Executive Committee and ratified by the 2/3 majority of the Board of Directors.

Section 2.036 Quorum Representation

In a meeting of the Board, there must be at least fifty 50% of the Board of Directors holding office present in person to constitute a quorum to conduct business. If a quorum was present and members leave the meeting, the meeting may continue to transact business until the meeting is adjourned. If a quorum is not present, a meeting may be adjourned.

Section 2.037 Contract Rights

CR United Soccer Club may engage in transactions to which one or more of its Board members are parties, provided that the transaction is fair to the Association at the time it is authorized, approved, or ratified. Furthermore, the material facts concerning the transaction together with the director's interest or relationship must be disclosed at the time the transaction is approved.

Section 2.038 Special Meetings

A special meeting may be called at any time to conduct time sensitive business that cannot wait until the next monthly meeting. Only motions pertaining to the urgent business will be entertained. A quorum of board members must be present in order to conduct the meeting according to Roberts Rules of Order.

Section 2.039 Actions by Electronic Communication

A conference where members may simultaneously communicate during the conference is considered a meeting if the same notice of a meeting is followed and a quorum is present. Motions may be made, seconded, and voted upon via electronic means (e-mail) at the discretion of the President to accomplish urgent or necessary business of the organization between meetings. The Secretary will collect and validate a quorum is accomplished by the total number of votes returned. Voting will remain open until a quorum is accomplished or 48 hours after the recognition of the motion by the President. If a quorum of votes is not accomplished the motion will be considered as failed.

Section 2.0310 Actions without a Meeting

Any action required or permitted to be taken at a Board meeting may be taken without a meeting if written action is signed by all of the Board of Directors. The written action becomes effective once all of the Board of Directors have signed the action, unless a different effective time is provided within the written action.

Section 2.0311 Grievance Policy

Anyone who has a grievance against team management (including head coach, assistant coach or team manager) should follow the following steps to help understand and resolve the issue.

- A. Contact the head coach and discuss any concerns you may have. We ask everyone to respect the 24 hour rule before initiating the discussion.
- B. If your concern is not addressed to your satisfaction or if the issue persists after your conversation with the head coach, please contact the Competitive Director to address your concerns. The Competitive Director will discuss with the DOC and take appropriate action.

The Competitive Director will inform the plaintiff of actions taken.

- C. If resolution is not found in the previous steps the board's executive committee will meet and make the final decision on the situation.

Anyone who has a grievance against a CR United Board member or CR United in general should follow the following steps to help understand and resolve the issue.

- A. Concerns should be brought to the attention of the board member whom the grievance pertains to so both parties can discuss and hopefully resolve the issue.
- B. If your concern is not addressed to your satisfaction or if the issue persists after your conversation with the board member, the concern should be brought to the attention of the President or Vice President of the club. The President or Vice President will take any necessary action to resolve the issue. The President or Vice President will inform the plaintiff of actions taken.
- C. If resolution is not found in the previous steps the board's executive committee will meet and make the final decision on the situation.

ARTICLE III

COMMITTEES

Section 3.01 Executive Committee

The Executive Board is comprised of the following positions; President, Vice President, Secretary, Treasurer, Director of Coaching and Registrar. Unless otherwise specified each Executive Board member is considered an Officer of the Corporation. Each officer shall hold their office until a successor is elected or appointed and they should qualify to fulfill the role. Supporting position to the Executive Board is the Director of Player Development and Coaching.

Section 3.015 Powers of the Executive Committee

This committee will only act during intervals between Board Meetings. The Executive Committee will be subject to the control and directions of the Board of Directors. During the intervals the Executive Committee shall have and may exercise all of the authority and the powers of the Board of Directors in the management of business unless specified by the Board of Directors. Unless voted on by a majority of the Board of Directors, the Executive Committee cannot elect officers or amend these By- Laws. The President is the chairperson of the Executive Committee. The Executive Board may authorize or make expenditures of up to \$3,000.00 without a board wide vote.

Section 3.02 Competitive Committee

The Competitive Committee meets monthly and is made up of the Competitive Director and Director of Player Development and Coaching. Any member of CR United Soccer Club in good standing can be appointed by the President at the recommendation of the committee chair. The committee oversees and administers the competitive program.

Section 3.03 Recreational Committee

The Recreational Committee meets monthly and is made up of the Recreation Director, age group coordinators. Any member of CR United Soccer Club in good standing can be appointed by the President at the recommendation of the committee chair. This committee oversees and administers the Recreational program.

Section 3.04 Fundraising and Marketing Committees

The fundraising and marketing committee meets monthly and is made up of the Fundraising/Marketing Director, and members of the current Board of Directors. Any member of CR United Soccer Club in good standing can be appointed by the President at the recommendation of the committee chair. This committee oversees and administers the Fundraising and Marketing initiative for CR United Soccer Club.

Section 3.05 Tournament Committee

The tournament committee meets monthly and is made up of the Tournament Director, and members of the current Board of Directors. Any member of CR United Soccer Club in good standing can be appointed by the President at the recommendation of the committee chair. This committee oversees and administers the tournaments for CR United Soccer Club.

Section 3.06 Rules of Committees

The powers of the committees will be established by the Board of Directors with the committee resources acting on behalf of the membership. All policies established by the committees will be approved by the Board of Directors. All committees will send in reports of their activities to the Secretary by the end of the month.

Section 3.07 Coordinators

The purposes of the coordinator positions are to assist in activities that help support the running of Coon Rapids Soccer Association.

These positions are appointed by the Board of Directors. Failure to fulfill the needed responsibilities will result in removal from the coordinator position. Coordinators serve to support the appropriate committees and will work directly with the designated director.

Coordinators will supply the Executive Committee a monthly report of their activities. These reports will be sent to the Secretary by the end of each month.

ARTICLE IV

Elections

Section 4.01 Elections

Boards of Director Positions are filled by election at the annual meeting in September. If for any reason there is not an election the positions may be appointed by the Executive Committee. Positions

are held for two (2) year terms, with the elected officers assuming their positions the day after the annual meeting in September. Board Members vacating a position should be available until January 1 to properly train the newly elected officer. Elections are held in alternate years as noted in each job description. A simple majority of CR United Soccer Club members present shall determine the winner of the election for the open position(s).

Section 4.02 Voting

The CR United Soccer Club's Secretary is responsible for monitoring and validating the voting. The CR United Soccer Club's Secretary will keep a written record of the yeas, nays, and abstaining votes for each item that is voted on. All other motions coming before the board will be voted by all present board members. At the annual meeting there will be no more than one vote per family accepted when electing the Board of Directors.

Section 4.03 Nominations

Nominations for board positions can be accepted by the Secretary from any member of CR United Soccer Club, and should be received the month prior to the meeting that the vote is to take place. To be nominated or appointed to the Board of Directors you must have served or attended the Board of Directors meeting or a committee for the preceding six months prior to being nominated or appointed for a position on the Board of Directors. Actively participating is defined as attend more than half of the meetings held.