



# Mahaska County Soccer Club Bylaws

## **SECTION A. Membership**

1. The membership of the Mahaska County Soccer Club (herein referred to as MCSC or the club or the corporation) shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspensions under United States Soccer Federation ("the Federation") Bylaw 241, Section 4.
2. Voting membership in the club shall be granted to any player that is 18 years old at the time of registration, the parent(s) or legal guardian(s) of each soccer player (1 vote per person) for whom a membership fee has been paid or for whom a scholarship has been received, coaches and certified referees of all MCSC teams, and all officers, directors, or coordinators of the Club.
3. MCSC shall register all of its players, coaches, referees, and board members, with the Iowa Soccer Association, Inc. at least once each year and pay all dues and fees to the ISA.
4. The Board of Directors shall have an annual General Meeting during the month of November during which new board members shall be elected to a two-year term.
5. The Board of Directors shall annually set the fee for membership.
6. All members shall abide by the Articles of Incorporation and Bylaws of the Corporation, all rules and regulations as set forth by the Board of Directors and all applicable rules and regulations of any association with which MCSC is affiliated.
7. No persons shall be denied membership or participation in the activities of MCSC because of race, color, age, sex, religion, or national origin.

## **SECTION B: Disputes and Grievances by or Among Organization Members**

1. Any complaint by MCSC against a member or one organization member against another organization member or any complaint by an individual or an organization member which alleges that (A) an organization member has failed to comply with his/her membership requirements in the Club or (B) MCSC has failed to comply with its membership requirements in the ISA shall be in writing and signed under oath by the individual or the chief executive of the organization member making the complaint. The complaint shall be filed with the President of the Board of Directors by certified mail with a copy served on the other party by certified mail at the same time. The complaint shall set forth the factual allegations in numbered paragraphs with each paragraph containing a single factual allegation. The complaint shall contain, at a minimum:
  - Names and addresses of the parties
  - The alleged grounds of noncompliance
  - Supporting evidence of documentation forming the basis of the complaint
  - The relief sought.



2. An answer to the complaint, shall be filed by the respondent with the President of the Board of Directors by Certified mail, with a copy served by certified mail on the parties, within 30 days after the filing of the complaint. If the respondent is without sufficient knowledge or information to admit or deny a given factual allegation, the respondent may so respond. Failure to file an answer within the requisite time period shall serve as default, except upon showing of good cause.
3. (A) The complaint and answer shall be referred to the Board of Directors for a hearing on the merits of the complaint. However, any member of the Board of Directors having a direct interest, either personally or by virtue of an organizational membership affiliation, in the outcome of the proceedings, shall be disqualified from adjudicating the complaint. The Board of Directors shall conduct a hearing on the merits of the complaint not later than ninety (90) days after filing of the complaint. The Board of Directors shall render its decision with thirty (30) days after its hearing on the complaint.

(B) If the President believes it will serve the interest of expeditious consideration of the complaint, the President may, with the approval of the Executive Committee, appoint a hearing panel of five (5) voting members the Board of Directors to hear evidence on the complaint but shall not include any member of the Board of Directors having direct interest, either personally or by virtue of organizational affiliation, in the outcome of the proceedings. The appointed panel shall convene as expeditiously as possible; shall hear evidence presented by the parties in accordance with the hearing procedures set forth in the USSF Bylaws; and shall prepare and submit a full written report summarizing the evidence and forwarding any written materials requested by the parties. Upon receipt of the report and materials, the Board of Directors may elect to receive further written or oral evidence or presentations, or may make a decision based on the report and materials submitted by the panel.
4. The parties will have the right to appeal the decision of the Board of Directors to the ISA and the National Appeals Committee as specified in USSF Bylaw 705. Appeals Procedures, and shall be notified of their right of appeal by the Mahaska County Soccer Club.

### **SECTION C. Bad Standing and Removal of Members**

Any member may be put into bad standing or removed for knowingly violating any USSF, USYSA, USASA, ISA, or MCSC rule or regulation, not following the MCSC Articles of Incorporation and Bylaws, and/ or for non payment of fees owed to MCSC or any affiliate of USSF, USYSA, USASA or ISA. Members may be put into bad standing or removed by a 2/3 vote in the affirmative by those voting members present at a meeting called specifically for that purpose.

1. Bad standing may include one or more of the following actions: reprimand, suspension, restitution, fine, and removal.

### **SECTION D. Directors**

1. The Board of Directors of the Mahaska County Soccer Club shall be elected by a majority vote of the members at the Annual General Meeting (AGM) and shall consist of President, Vice President, Secretary, Treasurer, Registrar, Director of Fields, Director of Referees, Director of Coaches, Administrator, Director of Fund Raising, Director of Risk Management and Director of Equipment. Such elected directors may or may not be a member of the Corporation at the time of election.
2. Unless otherwise stated, all terms shall be for two years. However, a person whose term expires may submit their name for re-election for another term.



3. Any vacancy occurring in any office of the Corporation shall be filled for the balance of the term by appointment of another person for the duration of the term by the Board of Directors, unless otherwise stated, or determined by the Board of Directors.
4. Directors may be removed from any office for just cause. Directors may resign from office with due written notice submitted to the President or Vice President of the Board.
5. All members of the Board of Directors are expected to attend every meeting. Excused absences are acceptable upon proper notification to the President.
6. All candidates wishing to be elected to the Board of Directors must be at least 21 years of age.
7. All candidates wishing to be elected to the Board of Directors must announce their intentions at least one meeting prior to the Annual General Meeting. Nominations will not be taken from the floor at the AGM unless a position is open with no candidate listed on the ballot.

### **SECTION E. Duties of the Elected Directors**

#### 1. President

- Serve as the Chairperson of all meetings of the Executive Committee and the Board of Directors.
- Establish committees and appoint a committee chairperson for those committees not established within the Bylaws of the Corporation, in order to administer and manage the program of the Corporation.
- Serve as the representative of the Corporation in all matters.
- Establishing the date for the Annual General Meeting.
- Serve as the chairperson of the Annual General Meeting.
- Shall see that all orders and resolutions of the Board of Directors are carried into effect.
- Shall be bondable and bonded.

#### 2. Vice President

- Shall, in the absence or disability of the President, perform the duties and exercise the power of the President.
- Shall be responsible for appeals and appeals processing.
- Shall investigate claims of improper behavior.
- Shall be bondable and bonded.

#### 3. Secretary

- Shall record the minutes and all proceedings of the meeting of the members and the Board of Directors in a book to be kept for that purpose.
- Shall perform like duties for the standing committees when required.
- Shall perform such other duties as may be prescribed by the Board of Directors.
- Shall be bondable and bonded.

#### 4. Treasurer

- Shall be responsible for the Corporation's funds and shall insure that there are complete and accurate accounts of receipts and disbursements in books belonging to the Corporation.
- Shall insure that all monies and other valuables are deposited in the name and credited to the Corporation in such depositories as may be designated by the Board of Directors.
- Shall oversee the disbursement of the funds of the Corporation as directed by the Board of Directors.



- Shall render to the board of Directors, at its regular meetings, or when the Board of Directors so requires, an account of all transactions and of the financial condition of the Corporation.
- Shall be bondable and bonded.

#### 5. Registrar

- Shall be responsible for maintaining accurate rosters of players and coaches for each team formed by the Mahaska County Soccer Club.
- Shall ensure that all required rosters are properly filed in a timely fashion with the Iowa Soccer Association and as required by any other state or national association.
- Shall be bondable and bonded.

#### 6. Director of Referees

- Shall be responsible for recruiting an adequate number of individuals to serve as referees for MCSC.
- Shall ensure that all individuals serving as MCSC referees are properly trained and certified.
- Shall schedule the appropriate number of referees to be present at each match hosted by MCSC.
- Shall create all schedules for MCSC recreation teams, league teams, and tournaments hosted by MCSC.
- Shall be bondable and bonded.

#### 7. Director of Coaches

- Shall be responsible for recruiting an appropriate number of individuals to serve as coaches for club teams.
- Shall develop and administer a training program for all individuals serving as coaches for the club.
- Shall be bondable and bonded.

#### 8. Director of Fields

- Shall be responsible for securing the appropriate number, size and proper condition of playing fields for matches hosted by MCSC.
- Shall coordinate proper marking and other maintenance of all fields prior to each club match.
- Shall be bondable and bonded.

#### 9. Club Administrator

- Shall be the official spokesperson for MCSC.
- Shall be responsible for all public relations, communications and advertising.
- Shall be responsible for maintaining MCSC's website.
- Shall be bondable and bonded.

#### 10. Director of Fund Raising

- Shall be responsible for coordinating all fundraising activities including concessions, business solicitations and grant applications.
- Shall be bondable and bonded.

#### 8. Director of Risk Management

- Shall be responsible for the administration of the Club's risk management program.
- Shall develop, maintain and enforce MCSC's safety policy.
- Shall insure that all Coaches, Referees, Board Members and other club volunteers are properly registered with the Iowa Soccer Association.
- Shall maintain the Club's liability insurance policies.
- Shall be bondable and bonded



## 12. Director of Equipment

- Shall be responsible for maintaining all MCSC equipment.
- Shall replace old and damaged equipment as necessary.
- Shall maintain MCSC equipment inventory at proper levels to account for club growth.
- Shall dispose of old and damaged equipment in the proper manner.
- Shall be bondable and bonded.

## **SECTION F. Committees**

1. **Executive Committee.** The members of the Executive Committee are the President, Vice President, Secretary, Administrator and Treasurer of the Corporation. Members serve on the Executive Committee for the term of their election as officers. The Board of Directors, by resolution of the majority of the directors, may designate the Executive Committee, to the extent provided in such resolution, to exercise all of the authority of the Board of Directors in special matters in the management of the Corporation. In such instances the Executive Committee shall keep regular minutes of its proceedings and report the same to the Board when required.
2. **Specialty Committees:** At the discretion of the board, specialty committees may be formed at any time to administer tournaments, decide nominations, formulate budgets, update Bylaws, or in other situations as deemed necessary.

## **SECTION G. Meetings of the Board if Directors**

1. Meetings of the Board of Directors may be held at any given location within the State of Iowa.
2. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by the Board.
3. Special meetings of the Board of Directors may be called by the President, personally, by mail, e-mail, or phone. Special meetings may be called in a like manner by request of two directors.
4. A majority of the directors (one more than half) shall constitute a quorum.
5. In order to have a board meeting, a quorum must be present.
6. All matters requiring a vote shall be approved by majority vote of eligible member's present at the meeting.
7. In the event of emergency or special circumstances, decisions can be made by the majority of the Board without the call of a formal meeting. Full accounting of all circumstances and decisions made outside of a formal meeting shall be disclosed and noted at the next regular meeting of the Board of Directors.

## **SECTION H. Special Programs**

1. MCSC shall adopt policies prohibiting sexual and physical abuse that meet certain criteria Established by the United States Soccer Federation (subject to any contrary requirements contained in state or local law applicable to the ISA)
2. MCSC and its members will abide by the United States Soccer Federation's articles, Bylaws, policies, and requirements on interplay.

## **SECTION I. Parliamentary Authority**

“Robert’s Rule of Order, Revised” shall govern all activities of the Corporation except as limited by the Articles of Incorporation, or the Bylaws. Such rules may be amended at any time by a majority vote of the Board of Directors.



## **SECTION J. Indemnification**

1. The Corporation shall indemnify a director, officer, employee, agent, volunteer or member of this Corporation to the fullest extent possible against expenses, including attorneys' fee, judgments, fines, settlements and reasonable expenses, actually incurred by such person relating to his conduct as a director, officer, employee, agent, volunteer or member, except that the mandatory indemnification required by this sentence shall not apply: (ii) for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law; (iii) for a transaction for which such person derived an improper person benefit; or (iv) against judgments, penalties, fines and settlements arising from any proceeding by or in the right of the Corporation, or against expenses in any such case where such person shall be adjudged liable to the Corporation.
2. The Board of Directors may indemnify those of the Corporation employees, agents, members or volunteers who are not directors in all instance—including those which are excluded from mandatory indemnification under paragraph 1 –as it deems appropriate, so long as such indemnification is not inconsistent with the law. Such indemnification may be provided by general or specific resolution, or by contract approved by the Board.
3. No amendment to or repeal of this Section L shall apply to or have any effect on the indemnifications of any director, officer, employee, agent, volunteer or member of the Corporation for or with respect to any acts or omission of such person occurring prior to such amendment or repeal.

## **SECTION K. Fiscal Year**

1. The fiscal year of the Corporation shall be January 1 through December 31 unless otherwise established by the Board of Directors.

## **SECTION L. Authority**

Unless specifically stated herein, any circumstance, rule, administration process, or any other matter or procedure not covered by or under the Bylaws, Rules and Regulations or Articles of Incorporation, shall then follow the rules of the ISA, the United States Youth Soccer Association, the United States Amateur Soccer Association, and the United States Soccer Federation.

## **SECTION M. Amendments**

1. Amendments to the Bylaws may be made at the Annual General Meeting of the membership, or at meetings of the Board of Directors, provided that notice of such amendment has been communicated to all directors not later than 10 days in advance of the Board meeting. The Board of Directors may make amendments to the Rules and Regulations at any regular or special meeting of the Board.
2. An amendment to the Bylaws shall be deemed adopted by an affirmative vote, of simple majority, of the members present and voting

