

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

BYLAWS

EFFECTIVE 8/19/2017



ARTICLE I. NAME

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

ARTICLE II. PURPOSE

MSC is a nonprofit organization. We encourage an atmosphere of learning, development, leadership, and fun for ages 3 through 18, with both academy and competitive teams.

ARTICLE III. DIVISIONS

To ensure that the above purpose is carried out as effectively as possible, MSC will operate two divisions of youth soccer. The MSC Academy Program will operate as an academy based group and will be directly operated through these bylaws and the MSC Board of Directors. However, MSC also realizes that youth soccer participants can grow to a level that surpasses the recreational level of play. When this occurs, MSC has formed the classic level program of Real Arkansas. Real Arkansas will operate as a division of MSC and will be operated pursuant to these bylaws.

ARTICLE IV. MEMBERS

Section 1. Members of MSC shall be defined as members of the MSC Board of Directors, 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 VI. In the case of parents/guardians of players, one vote will be granted on behalf of each participating player.

Section 3. In order to maintain good standing, members shall comply with and uphold the bylaws set forth herein and shall be current and fully paid up on all dues or obligations owed to MSC or its divisions.

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 V.

ARTICLE V. BOARD OF DIRECTORS

Section 1. The Board of Directors of MSC shall consist of the following:

Executive Board:

President

Vice President

Secretary

Treasurer

Voting Members:

Director of Marketing

Field Coordinator/Facility Coordinator

Micro Coordinator

Communication Coordinator

Uniform Coordinator

Non-Voting Members:

Past President

Registrar

Special Events Coordinator

Concession Coordinator

Real Arkansas Membership Representative

Director of Coaching (hereinafter referred to as the DOC)

Referee Coordinator

Technical Director

Attorney

Section 2. All Executive Board Members and Voting Members of the Board shall be residents of the City of Maumelle.

Section 3. All Board Members shall be elected by voice vote at an annual meeting of the general membership. All officers shall serve one year terms, although they can be re-elected to the same positions. Once elected, all officers shall serve until their successors are elected at which time the successor shall assume the position.

Section 4. To be eligible for the position of President, the nominee must have served at least one full term as an officer MSC.

Section 5. The Executive Board 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

Section 6. The Board of Directors may retain an attorney and/or an auditor to advise MSC.

Section 7. Unless otherwise ordered by the Board of Directors, regular monthly board meetings shall be held in order to conduct the business of MSC.

Section 8. Two-thirds of the voting members of the Board shall constitute a quorum. Majority vote of the members present shall govern unless otherwise stated.

Section 9. The duties of the Executive Board shall be as follows:

President – 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. Additionally, he/she 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 Treasurer’s report
- d. Committee reports – each committee with new business should submit a report.
- e. Old business
- f. New business
- g. Closing

Vice President – 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.

Secretary – The Secretary will keep and maintain the minutes of the meetings for inspection and approval at each subsequent meeting of the Board. Additionally, he/she will provide approved minutes to the membership body when requested. In the event that a request is made, the transmission shall be thru electronic mail or the requesting party shall pay for the costs of copying at a rate of \$.25/per page.

Treasurer – The Treasurer will keep accurate financial records. He/She shall have monthly financial statements at each monthly board meeting, file yearly taxes and present to board, and provide yearly budget, reconciling financial commitments. The treasurer will have custody of all financial documents.

Section 10. The duties of the remaining board positions will be as follows:

- a. Director of Marketing – Responsible for promoting MSC and its events, seeking out sponsorships and other fundraising opportunities, and managing all special events.
- b. Field Coordinator/Facility Coordinator – Coordinate and schedule fields for practices, games and special events for MSC Academy, 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 at the Rolling Oaks Soccer Complex. Serves as U7/U8 coordinator.
- c. Micro-Coordinator – Responsible for the management of the micro program in the MSC Academy.
- d. 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.

e. Uniform Coordinator – Will select the uniform vendor and style for all MSC teams and present recommendations to the board for final approval. Once approved, the Uniform Coordinator will be responsible for overseeing the ordering and distributing uniforms as needed.

f. 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.

g. Registrar - Will record and submit to ASSA the registration of all approved MSC players, teams, and coaches. Ensure that the MSC Academy complies with all ASSA guidelines. Complete other tasks as requested by the Board. The Registrar may be compensated at the discretion of the Board.

h. Special Events Coordinator - Works in conjunction with the Marketing Director to plan and coordinate all special events for the MSC Academy.

i. Concession Coordinator – Develop and manage the concession committee, purchasing of supplies, up-keep of the concession stand and schedule volunteer workers as needed for the operation of the concession stand at the Rolling Oaks Soccer Complex. Board approval is not required for membership on this committee.

j. Director of Coaching – Drives the process to find coaches for all teams in the MSC Academy, 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 Technical Director and serve on their committee. If the DOC is not in place the Technical Director will fill these duties.

k. 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 a fee as determined by the Board of Directors.

l. Technical Director – Responsible for managing and coordinating training sessions for micro-U18 teams in the MSC Academy. He/she will work closely with the DOC in the development of MSC players. The Technical Director will work with the ASSA to offer coaching classes to further help MSC coaches train their players. The Technical Director 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.

m. Attorney – Responsible for advising the board on legal issues during the conduct of both the meetings of the Board of Directors and any Committees, as well as advising the President on the legal issues that may come up regarding the daily operations of MSC and its divisions.

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 V.

Section 12. In the event of a vacancy occurring in the Board of Directors of MSC, the officers shall elect an interim 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 VI. GENERAL MEMBERSHIP MEETINGS

Section 1. Annual general membership meetings shall be held prior to the start of the fall soccer season. 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. 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 at a monthly board meeting and having it approved by the board for inclusion on the agenda.

Section 3. Any person seeking membership on the Board of Directors must have their nomination submitted to the Board. Nominations can be submitted in writing or via email, and must be received no later than seven (7) days prior to the stated date of the general membership meeting.

Section 4. 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 50% 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 thirty (30) day notice shall be given. The only business that can be transacted in a special general membership meeting is what is stated in the meeting call. Should a vote be necessary, a majority vote of the members present shall carry the issue.

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 than twenty-one days prior to the general or called membership meeting.
- c. At the general or called membership meeting, the pre-approved amendment(s) will become official with the approval of the majority of votes by the general membership.

ARTICLE IX. DISSOLUTION

In the event MSC disbands, after liabilities and obligations are satisfied in accordance with government regulations, any remaining monies in the MSC treasury shall be dispersed as determined by the Board of Directors. None of the funds will be used for the benefit of individual members.

ARTICLE X. SEVERABILITY

In the event that any of these articles should be questioned, held to be ineffective, found to be in conflict with any of these bylaws, or determined by a court to be illegal or unconstitutional, then the remaining bylaws and provisions shall remain in full force and effect. The least total effect on these bylaws is preferable, so the most narrow omission or deletion is preferred.