

# Council Bluffs Futbol Club (CBFC)

## By-Laws

August 2007

Revisions – November 2007

Revisions – November 26<sup>th</sup>, 2007

Revisions – April 22<sup>nd</sup>, 2008

### Article 1 – Membership

The voting membership of Council Bluffs Futbol Club (CBFC) shall consist of its General Membership, Executive Board, Directors and staff positions.

#### Article 1.A. – General Membership

The General Membership will be comprised of team representatives (Head Coach and Team Administrator) from each properly registered CBFC team, the Executive Board and its appointed Directors

#### Article 1.B. – Executive Board

1. The Executive Board shall be comprised of a minimum of the following members: President, Vice President, Treasurer, Secretary, one member at large and the immediate Past President.

##### a. President

The President shall chair and conduct all meetings of the Membership (Executive Board Meetings and General Membership Meetings) and shall cast a vote only in the case of a tie. The President shall execute all documents on behalf of CBFC after approval of the Executive Board and/or General Membership. The President shall also appoint representatives to committees, boards and other functions, which affect CBFC. The President will also review all Executive Board job descriptions yearly.

##### b. Vice President

In the absence of the President, the Vice-President shall preside at meetings of the Membership (Executive Board and General Membership). The Vice President shall retain a vote while presiding at meetings in the absence of the President. The Vice President shall also chair the Protest, Appeals and Disciplinary Committee and all special events. The Vice President shall oversee all operations of CBFC tournaments and jamborees.

##### c. Treasurer

The Treasurer shall collect all revenue directed to CBFC, shall give all receipts for all revenue collected and shall deposit all

revenue collected in a recognized bank in the name of CBFC. The Treasurer shall manage the accounting books, financial documents and checks in the name of CBFC. The receipt book, vouchers and accounting ledger shall be properly balanced and produced when requested by the Executive Board. The Treasurer shall make monthly and annual financial reports to the Executive Board and will produce the final annual budget. The Treasurer shall be responsible for preparing any and all documents pursuant to the Articles of Incorporation and tax exemption status of CBFC and will work with all necessary third parties for the proper and timely filing of tax returns. All accounts shall be paid by check. Any check over the amount of \$3,000 shall bear any two (2) signatures of the following positions: Treasurer, Vice-President or President.

d. Secretary

The Secretary shall provide timely notice of and the agenda for all CBFC General Membership and Executive Board meetings. Shall record the attendance and minutes of all meetings of both the General Membership and Executive Board and shall provide draft copies of the minutes for approval at the next scheduled meeting. The Secretary shall maintain all club correspondence, official documents and guidelines. The Secretary shall chair the Rules and Revisions Committee and Audit Committee.

e. Member at Large

The Member at Large shall be anyone in good standing with CBFC.

f. Immediate Past President

The Immediate Past President shall have voting rights and may assist the Board as requested by the President.

2. The Executive Board shall be elected at the CBFC Annual General Meeting by a majority vote of the General Membership in attendance. The President and Treasurer Positions shall be elected and voted upon in odd numbered years and the Vice President, Secretary and Member at Large Positions shall be voted upon in even numbered years. If any said position becomes vacant due to an Executive Board Member being successfully nominated and voted into a new Executive Board Position then said vacated position shall be nominated, voted and filled immediately after first position's vote is determined.

a. Nominations for Executive Board positions that shall be elected upon during a given year will be taken during the 30 days prior to the CBFC Annual General Meeting.

b. The CBFC Annual General Meeting will be held on the 1<sup>st</sup> Sunday of February for each year.

c. The induction and transfer of positions will occur on the 1<sup>st</sup> Sunday of March for each year.

d. Dates for nominations, election and transfer of Executive Board positions can only be changed by a majority vote of the General Membership.

3. In the event one or more Executive Board positions become vacant, the President shall nominate a replacement for the vacant Executive Board position(s). The nominee will become a member of the Executive Board upon majority vote of the General Membership. In the event the position of President becomes vacant the Vice President shall automatically assume the position of the President and shall nominate a replacement for the Vice President position.

4. The Executive Board, under the direction of the President, shall set forth CBFC policy and implement the policy in the best interest of CBFC. The President shall be the Chief Operating Officer and Chief Executive Officer of CBFC. The President shall report to the General Membership at regular monthly meetings.

5. The Executive Board shall manage the operation of CBFC and shall establish and implement CBFC policy, rules and procedures. The Executive Board shall also promote and execute all duties necessary for the proper management of CBFC.

6. The Executive Board shall be responsible for and have the sole authority for being familiar with, interpreting, implementing and enforcing the Constitution, By-Laws, General Procedures and Policy Interpretation Memoranda of CBFC and all applicable Rules and Regulations of the Associations with which CBFC is affiliated.

7. The Executive Board shall have the right and authority to suspend, bar completely or otherwise discipline any team, player, coach, manager, team assistant, Club official or any other person associated with the operation and management of CBFC after the review of the Protest, Appeals and Disciplinary Committee.

8. The Executive Board will produce the yearly budget and present the budget to the General Membership for approval. Approval by the majority of the General Membership in attendance is necessary. If the budget is not acceptable to the voting members of the General Membership, the budget shall be returned to the Executive Board with recommendations for adjustments. The adjusted budget shall again be presented to the General Membership for approval.

9. If a General Member, Executive Board member or Director violates the Constitution or governing by-laws of CBFC, ISA, or other soccer related governing bodies, the remainder of the Executive Board shall be empowered to remove said member by ballot vote after a proper hearing. A new member will be nominated and elected to office within 45 days of the vacancy. The election will be called for by any remaining members of the elected officials.

10. A member of the General Membership or Executive Board may be removed by two-thirds (2/3) vote of the General Membership.

11. When an Executive Board member's term is completed, the Executive Board shall determine if the said member is to be given a vote of confidence and re-nominated for a new term. A vote of confidence by the Executive Board shall be done without the person to be nominated or re-nominated present. Discussion should be open and frank. When the Executive Board decides to nominate or re-nominate an Executive Board member, the members of the General Membership are encouraged to vote for that candidate during elections at the Annual General Meeting. Although the Executive Board has presented a vote of confidence for an existing member, the general membership is also encouraged to nominate and vote for candidates they feel may be qualified and beneficial for the good of the organization.

12. The General membership shall meet at regularly scheduled monthly meetings.

13. The Executive Board shall meet whenever the President deems it necessary or if the President is instructed to do so by two (2) or more members of the Executive Board. Minutes of the discussion of this meeting shall be distributed to the Executive Board and General Membership.

#### Article 1.C. – Directors / Coordinators

1. Director Positions will consist of the following: Community Director, Activities Director and Team Director. Additional Director Positions (Temporary or Permanent) may be created by the President with approval of the Executive Board.

2. Director Positions will be filled by appointment of the President and approval of the Executive Board

3. All Director Positions shall provide written reports to the Secretary for placement on the Monthly General Meeting Agenda.

a. Community Director

The Community director will oversee and direct the Marketing/Public Relations and Website Coordinators. Community

Director will be responsible for Club Fundraising Events. An individual can hold this Director Position and one of the corresponding Coordinator Positions.

b. Activities Director

The Activities Director will oversee and direct the Tournament/awards and Fields Coordinators. An individual can hold this Director Position and one of the corresponding Coordinator Positions.

c. Team Director

The Team Director will oversee and direct the Team Managers, Team Fundraising Coordinator and the Uniform/Apparel/Equipment Coordinator. An individual can hold this Director Position and one of the corresponding Coordinator Positions.

4. Coordinator Positions will consist of the following: Website Coordinator, Marketing Coordinator, Public Relations Coordinator, Club Fundraising Coordinator, Grant Coordinator, Fields Coordinator, Facilities Coordinator, Equipment Coordinator, Tournament Coordinator, Awards Coordinator, Team Managers (Administrators) and Team Fundraising Coordinator. Additional Coordinator Positions (Temporary or Permanent) may be created by the President with approval of the Executive Board.

5. Coordinator Positions will be filled by appointment of the appropriate Director and approval of the President.

6. All Coordinators shall provide written reports to the appropriate Director for inclusion to the Secretary for the Agenda for the Monthly General meetings.

a. Website Coordinator

The Website Coordinator shall create and maintain a web page for CBFC. This Coordinator shall also ensure that there is the timely posting of information provided by the Executive Board or other items as appropriate. This Coordinator will review and make recommendations relating to technology, communications and/or the web page. This Coordinator will provide monthly reports to the Community Director.

b. Marketing and Public Relations Coordinators

These coordinators shall create, manage and maintain the marketing of CBFC. The Marketing and Public Relation Coordinators shall prepare and distribute club communiqué, press releases and coordinate game result publicity with local media. The

Marketing and Public Relation Coordinators shall also work with the Vice President to ensure the proper marketing of special events. These Coordinators will provide monthly reports to the Community Director.

c. Grant Coordinator

The Grant Coordinator will be responsible for researching, selecting and applying for various grants for the club and shall coordinate this process with the appropriate Coordinators, Directors and Executive Board. This Coordinator will provide monthly reports to the Community Director.

d. Club Fundraising Coordinator

The Fundraising Coordinator will be responsible for all club fundraising and will coordinate with the Team Fundraising Coordinator to harmonize club and team fundraising events. This Coordinator will provide monthly reports to the Community Director.

e. Fields Coordinator

The Field Coordinator shall secure and coordinate soccer fields and facilities for use by CBFC. The Field Coordinator shall prepare and submit proper field permit request forms to the City of Council Bluffs / Council Bluffs Community Schools for field/facility use, shall act as the club representative to work with City representatives regarding field conditions and closures. This Coordinator will provide monthly reports to the Activities Director.

f. Facilities Coordinator

The Facilities Coordinator shall be responsible for long term planning and development of club facilities and shall coordinate with the Activities Director, Fundraising Coordinator and the Executive Board. This Coordinator will provide monthly reports to the Activities Director.

g. Equipment Coordinator

The Equipment Coordinator shall order, inventory, maintain and make recommendations regarding soccer related equipment, uniforms and wearable's. The Equipment Coordinator shall coordinate regarding vendor and uniform selection, and shall coordinate with the club tournament directors regarding the design, selection, purchase and ordering of pins, tee shirts, wearable's or other items for sale at tournaments. This Coordinator will provide monthly reports to the Activities Director.

h. Tournaments Coordinator

The Tournament Coordinator will be responsible for scheduling, running and overseeing all club tournaments. This Coordinator will provide monthly reports to the Activities Director.

i. Awards Coordinator

The Awards Coordinator will work with coaches and DOC to award Player of the Month honors and a CBFC token for every full season played. The Awards Coordinator will work directly with the Fundraising coordinator. This Coordinator will provide monthly reports to the Activities Director.

j. Team Managers (Administrators)

The Team Managers will work directly with the Team Director and shall manage all team affairs including, player/team paperwork, team fundraising, team tournament paperwork and hotel accommodations. The team manager will manage the team bank account and help the coach with signing up for off season practice facilities and indoor leagues. This Coordinator will provide monthly reports to the Team Director.

k. Team Fundraising Coordinator

The Team Fundraising Coordinator will be responsible for approving all team fundraisers. The Team Fundraising Coordinator shall coordinate with all Team Managers, Team Director and the Club Fundraising Coordinator. This Coordinator will provide monthly reports to the Team Director.

Article 1.D. – Staff Positions

1. Staff Positions shall consist of the following: Academy Director, Director of Coaching (D.O.C.) and Registrar.
2. All Staff positions will be entitled to the same voting rights as the General Membership.
3. All Staff Positions report to the Executive Board
4. All Staff Positions shall provide written reports to the Secretary for placement on Month General Meeting Agenda.
  - a. Academy Director  
The Academy Director shall be responsible for the CBFC Academy and development of these soccer players. The Academy Director shall also provide guidance and assistance to the Director

of Coaching and will oversee the development and performance of Academy coaching and player training programs.

b. Director of Coaching (D.O.C.)

The primary responsibility of The Director of Coaching will be the development of the Coaches and Players within the club. Also the Director of Coaching at the direction of the Executive Board may be required to exercise on any or all of the following: shall assist with the selection of coaches for the club. Shall provide additional training opportunities for coaches within the club. Shall provide written evaluations/audits to the executive board on coaches. Shall participate with the league for placement of teams for the next season. Shall mentor new coaches. Shall coordinate, schedule, and lead club try-outs. Shall help in placing trainers with teams. Shall be available to assist coaches and answer questions. Coordinate and facilitate technical sessions for all teams. The seasonal year for DOC shall be June 1<sup>st</sup> to May 31<sup>st</sup>.

c. Registrar

The Registrar is responsible for all CBFC player registration including coordinating approval with the Executive Board of scholarships for registration. The Registrar coordinates registration and effects player adds, drops and transfers. The Registrar issues player passes, team rosters and other appropriate documentation to players and coaches. The Registrar manages Club insurance papers, medical and all other forms for players.

5. Compensation for staff positions will be determined by the Executive Board.

Article 2.A – Standing Committees

1. Standing Committees shall consist of the following: Rules and Revisions Committee, Protest, Appeals and Disciplinary Committee, Nominating Committee and Audit Committee.

2. The Standing Committees and other determined committees shall be appointed by the President and approved by the Executive Board yearly as needed.

3. The Standing Committees shall report to the General Membership and Executive Board.

4. The Committee Chairperson shall prepare a report of the duties, responsibilities, goals and accomplishments to be submitted to the Secretary for inclusion in the agenda at the Annual General Meeting.

a. Rules and Revisions Committee

This Committee shall review and recommend changes to the CBFC Constitution, By-Laws, General Procedures and Reference Manuals. Shall create the Player, Parent and Coach's Handbook and the Team Handbook. Shall be made up of the Secretary (Chair) and the Member at Large. All changes and revisions must be approved by the Executive Board.

b. Protest, Appeals and Disciplinary Committee

This Committee shall review all matters regarding subject actions pertaining to CBFC. This Committee shall be made up of the Vice President (chair), Director of Coaching and the President.

c. Nominating Committee

This committee shall provide nominations to the general membership for the Executive Board elections.

d. Audit Committee

This Committee shall review, annually, or at time of change of President, Vice President or Treasurer all financial records pertaining to CBFC General Fund for correctness of records and appropriateness of expenditures. At least one meeting will be held for the express purpose of auditing the Annual Cash Flow Report. The Committee shall report findings to the Board of Directors. This Committee shall be made up of the Secretary (Chair) and two members appointed by the President.

### Article 3 - Meetings

1. Regular meetings of the Executive Board and General Membership will be held monthly. Minutes shall be kept and distributed. When urgent matters arise which require immediate action, the appropriate Executive Board member shall canvass all Executive Board members by telephone or e-mail. After presentation and discussion of the matter(s), the appropriate Executive Board member shall poll and record each member's vote. A majority of the Executive Board shall constitute authority for the appropriate Executive Board member to proceed as directed. Such matters shall be an item of business at the next regularly scheduled board meeting. Anyone wishing to speak before the Executive Board must notify the Executive Board in writing, by the first of the month in which they wish to appear. Request should be sent to the official mailing address of CBFC. The agenda for regular meetings may be as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Minutes
4. Introduction of Guests

5. Board and Staff Reports
6. Unfinished Business
7. New Business
8. Directors' Reports
9. Good of Game
10. Adjournment

2. At all meetings of the Executive Board and General Membership fifty percent (50%) of the membership shall constitute a quorum for the transaction of business. It is strongly recommended that all Board members attend a minimum of nine (9) Board meetings annually or reconsider his/her position on the Board.

#### Article 4 – Communications

1. The Club Web Page, Club newsletter, special mailings or e-mail shall be the official communication vehicles for the membership of CBFC.
2. The Web Site Coordinator shall be responsible for timely update of the Web Site.

#### Article 5 – Seasonal Year

1. To be determined by the respective Associations.

#### Article 6 – Protest and Appeals

1. Including but not limited to violations of the Constitution, By-Laws, General Procedures, ISA, League or misapplication of the "Laws of the Game" shall be proper subjects to be considered for action.
2. Protest or Appeals are to be in writing and delivered to the Chairman of the Protest, Appeals and Disciplinary Committee within two (2) calendar days of the action being protested or appealed. The fee of \$25.00 must accompany the Protest or Appeal and will be returned if the committee votes to uphold the Protest or Appeal. Any decision rendered by this Committee may be appealed to the full Executive Board.
3. In the matter of Protest and Appeals, no person associated with the operation of CBFC shall invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the appropriate soccer organization, including a final appeal to the Annual General Meeting of the USYSA.

#### Article 7 – Financial Responsibility

1. CBFC shall not assume, nor be liable for, the debts and/or the financial responsibilities, either implied or incurred, of any Player, Coach, Manager, Team Assistant, Club Official or Referee from any Member Team, Club or Organization without prior approval of the CBFC Executive Board.

#### Article 8 – Liability Protection

1. The Executive Board shall insure all officers of the CBFC Executive Board and officials of member teams are covered against personal liability claims. Coverage shall be obtained from the Iowa Youth Soccer Association or privately obtained liability insurance for performing acts and duties directly related to the work of CBFC.

#### Article 9 - Dissolution

1. Should CBFC be dissolved, all assets remaining after payment of all debts shall be distributed as directed by the Executive Board to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for the purpose of the development of youth soccer.

#### Article 10 – Rules of Order

1. Robert's Rules of Order shall be deemed as adopted at all meetings of CBFC, unless otherwise agreed to by the participants, insofar as such rules are not inconsistent with or in conflict with the Constitution, By-Laws, General Procedures of CBFC or of any organization with which CBFC is affiliated.

#### Article 11 – Conflicts

The Council Bluffs Futbol Club By-Laws shall govern if there are any conflicts with other CBFC Club or Team documents or policies.