

CHARLOTTE SOCCER CLUB-MI. BYLAWS

Drafted and Ratified on 6/24/2024;

Adopted on 7/15/2024

ARTICLE I Organization

- a) The name of this organization shall be the CHARLOTTE SOCCER CLUB- MI. , hereinafter referred to as "CSC".
- b) CSC shall pursue being registered as a 501(3)(c) nonprofit organization.
- c) CSC's address shall be a specially designated post office box, registered to CSC .
- d) CSC's fiscal year shall be from January 1st to December 31st.

ARTICLE II Purpose

Our mission is to provide a positive, developmental and competitive soccer program for all eligible players within, but not limited to the Charlotte Public School (CPS) District. We strive to provide an environment that fosters the principles of good sportsmanship, teamwork and physical fitness. To this end, CSC shall provide able instruction, safe equipment(non-personal) and field facilities, and competitive athletic matches for its players.

ARTICLE III Affiliations

CSC shall be affiliated with the Federation Internationale de Football Association (FIFA), the United States Youth Soccer Association (USYSA), and the Michigan State Youth Soccer Association (MSYSA). Through these affiliations, CSC becomes the officially sanctioned youth soccer program for the greater Charlotte (Pottersville, Bellevue...etc.) area.

ARTICLE IV Programs

CSC shall currently consist of one program, Travel(Select).

Section 1: Travel Program

The mission of CSC's Travel Program is to provide an opportunity for the more experienced, skilled and dedicated player to participate in a higher level of competition than provided by other area recreational programs. The Select-Travel Program is a competitive sports program, and not a social club. The Travel Program is for those players who are willing to commit to a more intense schedule of practices, training and conditioning, with an emphasis on sportsmanship, team building and a more advanced understanding and execution of the rules of soccer. Select-Travel Players are placed on age or skill appropriate teams after being evaluated for attitude, sportsmanship, focus, dedication, hustle, potential and skill level, as well as family participation and volunteerism in CSC and CSC events. Placement on a CSC Select-Travel team is not guaranteed.

ARTICLE V Authority/Government

Section 1: Board Composition

- a) The Board of Directors (hereinafter referred to as the "Board") shall be composed of seven (7) elected members; President, Vice President of Select-Travel Soccer, Registrar, Treasurer and Secretary (hereinafter referred to as "Officers"), as well as Two (2) Trustees.
- b) The number of Officers may be increased to no more than nine (9) or decreased to no less than three (3) by a simple majority vote of the Board.

Section 2: Board Member Eligibility

- a) Board members will be required to apply for volunteer positions within Charlotte Public Schools (CPS), yearly.
- b) No person convicted of a felony within the previous ten (10) years may serve as an Officer of the Board.
- c) No person convicted of a sex crime or a crime involving the abuse of a child may serve as an Officer of the Board, regardless of the date of conviction, ever.
- d) **Conflict of Interest Club Policy:**

Conflict of Interest Policy for Charlotte Soccer Club

1. Purpose

The purpose of this Conflict of Interest Policy (the "Policy") is to protect the integrity of the decision-making process of Charlotte Soccer Club (the "Organization") by ensuring that the actions of the Board of Directors and coaches are free from bias and personal financial interests. The Organization is committed to complying with applicable federal and state laws to maintain its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

2. Definitions

- **Interested Person:** Any board member who has a direct or indirect financial interest in any transaction or arrangement.
- **Conflict of Interest:** A situation where an Interested Person has a financial or personal interest that could reasonably affect the performance of their duties to the Organization.

3. Procedure

1. **Disclosure of Interests:** Each Interested Person must disclose any potential conflicts of interest to the Board of Directors. The disclosure must include:
 - o The nature of the interest.

- o The name of the entity involved.
 - o The specific transaction or arrangement being considered.
- 2. **Recusal from Decision-Making:** If an Interested Person has a conflict of interest in a particular transaction or decision, they must recuse themselves from the discussion and decision-making process. This includes both formal meetings and informal consultations.
- 3. **Board Determination:**
 - o The Board of Directors will review all disclosed conflicts of interest and determine whether a conflict exists.
 - o If a conflict is determined to exist, the Board may take actions such as excluding the Interested Person from voting on the matter, or in severe cases, may require that the Interested Person leave the organization.
- 4. **Ongoing Duty to Disclose:** Every Interested Person has an ongoing obligation to disclose any new or evolving conflicts of interest, particularly if their personal or financial circumstances change.

4. Examples of Potential Conflicts of Interest

The following are examples of situations that could create a conflict of interest:

- A Board member of the Organization has a financial interest in a company that is bidding for contracts to provide goods or services to the Organization (e.g., soccer equipment, facility rentals, etc.).
- A Board member's child or relative plays on a soccer team and has a financial interest in the outcome of certain organizational decisions (e.g., team selection or event participation).

5. Annual Review

The Board of Directors will review this Policy annually to ensure its effectiveness and compliance with applicable laws. All Interested Persons will complete a Conflict of Interest Disclosure Statement on an annual basis.

6. Enforcement of the Policy

The Board of Directors shall have the authority to enforce this policy, which may include removing an officer or director from their position or taking other appropriate actions if a conflict is found to have occurred and was not properly disclosed.

7. Confidentiality

All disclosures made under this Policy shall be treated confidentially, except to the extent necessary for enforcement of the Policy or as required by law.

8. Document Retention

The Organization shall maintain a record of all conflict of interest disclosures and Board determinations for a period of at least **five (5) years**.

(Form below):

Conflict of Interest Disclosure Statement

Name of Interested Person: _____

Position: _____

Describe any actual, potential, or perceived conflicts of interest (if none, indicate “None”):

Signature: _____

Date: _____



Section 3: Elections

- a) An Establishing Board **7/15/2024** will be made via all current members of the organization.
 - i. Members will be defined in section Article VI, Section II.

- b) Elections for Officers of the Board shall be held during even or odd years as follows:
 - i. President: ODD
 - ii. Vice President of Travel Soccer: EVEN
 - iii. Secretary: ODD
 - iv. Registrar: EVEN
 - v. Treasurer: ODD
 - vi. Trustee: EVEN
 - vii. Trustee : ODD

- c) Officers shall be elected by a simple majority vote of eligible members at the annual

General Membership Meeting(location to be determined by the board) via an Electronic Voting Register (Google Form).

- d) No household may have more than one member on the board at one time.

Section 4: Terms

- a) An Officer's term will begin January 1st of the year following that Officer's election. (i.e. an Officer elected in 2016 would begin their term January 1st 2016, of the new fiscal year.)
- b) An Officer's term shall be two (2) calendar years.
- c) No person shall hold more than one office. In the event of a smaller board(7 or less), the board shall amend the hierarchy of positions to : President, VP of Travel/Registrar, Secretary/Treasurer.
- d) No person shall hold the same office for more than two (2) complete, consecutive terms.
- e) For the purposes of V. 4. (d) above, a person filling a midterm Board vacancy is not considered to have served a complete term.
- f) No household may have more than one Board member serving at any one time.

Section 5: Leadership Hierarchy

- a) CSC's Leadership Hierarchy shall be as follows;
 - 1. President
 - 2. Vice President of Select-Travel
 - 3. Registrar
 - 4. Treasurer
 - 5. Secretary
 - 6. Trustees are neutral

Section 6: Board Vacancies

- a) A Board vacancy occurring before the end of an Officer's term shall be filled by a simple majority vote of eligible voting members present at the next scheduled Regular Meeting.
- b) An Officer elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor.

Section 7: Board Member Removal

- a) An Officer may be suspended or removed from office for failure to meet required responsibilities or for acting in a manner contrary to the purpose, interests, or Code of Conduct/s of CSC.
- b) Suspension or removal of an Officer shall require a Special Meeting.
- c) Suspension or removal of an Officer shall require a majority vote of eligible members present at the Special Meeting.

- d) An Officer may not vote on his/her suspension or removal.
- e) An Officer missing four (4) consecutive regularly scheduled Board meetings shall be deemed to have immediately resigned as an Officer of the Board.

Section 8: Board Duties

The duties of the Board Officers shall be as follows:

- a) President
 - i. Shall be the Chair of the Board, presiding at all Board meetings. They shall use Robert's Rules of Order to conduct the meeting.
 - ii. Shall promote and be a spokesperson for CSC in the Charlotte community.
 - iii. Shall present an annual report at the General Membership Meeting.
 - iv. Shall ensure that all books, reports and documents are kept or filed as required by law.
 - v. Shall be a signatory upon CSC negotiable documents.
 - vi. Shall cast a vote in the event of a tie.
 - vii. Shall maintain a bank account with the treasurer.
- b) Vice President of Select-Travel Soccer
 - i. Shall act for the President in case of absence.
 - ii. Shall be the main point of contact for members, coaches, referees and associated leagues in all matters relating to the Travel Program in CASL as the Community Representative.
 - a. VP of Select-Travel Soccer will disseminate needed information to the Secretary for distribution to players and families.
 - iii. Shall coordinate and run tryouts for the Fall and Spring Travel seasons.
 - iv. Shall coordinate the division of teams.
- c) Registrar
 - i. Shall act for the President in the case of absence of the President, the Vice President of Travel.
 - ii. Shall be responsible for registering eligible CSC players in their Fall/Spring CASL league, Indoor SoccerZone Winter leagues and seasonal tournaments.
 - iii. Shall verify player eligibility including birth dates and documentation.
 - iv. Shall verify coach eligibility including risk management status and certifications by seeking team manager/s to disseminate player information for registry.

- v. Shall accept and hold required forms in confidentiality.
- vi. Shall accept required fees and transfer them to the Treasurer for deposit.

d) Treasurer

- i. Shall receive, disburse and keep a written account of all CSA funds.
- ii. Shall maintain a bank account registered to CSA, in conjunction with the President.
- iii. Shall arrange for an annual audit/review to be presented at the first Regular Monthly meeting of each fiscal year(January 1st or thereafter).
- iv. Shall prepare a budget to be presented at the first Regular Monthly meeting of each fiscal year.
- v. Shall provide the Board a financial statement at each Regular Monthly Board meeting.
- vi. Shall validate and disburse all refunds.
- vii. Shall maintain a P.O. Box for CSC.

e) Secretary

- i. Shall keep a permanent record of Board meeting minutes.
- ii. Shall give written notice to CSC membership and Board Officers of CSC meetings as required by these Bylaws.
- iii. Shall organize the dates, times and locations of all meetings; be it in person or digital conferencing.
- iv. Shall be responsible for submitting City of Charlotte required paperwork (i.e. banner reservations,Parade Submissions for Frontier Days, etc).
- v. Shall maintain custody of all CSC records and papers not specifically required to be in the custody of another Board Officer.

Section 9: Committee Coordinators

- a) The Board may appoint Coordinators charged with oversight of committees, specific club functions, or as liaisons between CSC and outside entities.
- b) Coordinators shall be selected from registered CSC members.
- c) Coordinators shall serve for the seasonal year in which they are appointed.
- d) Coordinators serve at the pleasure of the Board and may be removed by a majority vote of the Board at any Board meeting.

Section 10: Board/Volunteer Compensation

- a) Board Officers, Coordinators and other volunteers shall not receive a salary or compensation for their volunteer services.

Section 11: Legal Fees

- a) Board Officers shall be indemnified for all expenses and costs, including attorney's fees, in matters relating to their official duties as Officers of CSC, with the exception of matters involving criminal activities or gross negligence.

ARTICLE VI Membership

Section 1: Non-Discrimination

CSC shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status in its operations. These operations include selection of volunteers and vendors as well as composition of its membership.

Section 2: Registered Members

- a) A player shall become a registered member of CSC upon payment of registration fees, receipt of a scholarship, or upon agreeing to a payment schedule.
- b) The parent(s) or legal guardian(s) of a player enrolled in CSC shall become a registered member of CSC upon payment of registration fees, receipt of a scholarship, or upon agreeing to a payment schedule.
- c) A person serving as a CSC Head Coach, Assistant Coach or Officer of the Board shall automatically become a registered member of CSC.
- d) **Player Safety — Concussions**

1) Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional (at the player's expense).

2) Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol. a. The clearance may not be on the same date on which the athlete was removed from play. b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity. c. The clearance must be in writing and must be unconditional. It is not

sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity. All forms must be turned into the team's coach, then held by the Registrar for a period of seven years.

Section 3: Membership Suspension or Revocation

- a) A CSC member's registration may be suspended or revoked by a simple majority vote of the Board if:
 - i. Membership registration fees become past due.
 - ii. A member acts in a manner contrary to the purpose, interests or Codes of Conduct of CSC, or fails to adhere to the Bylaws, policies and procedures of CSC.

ARTICLE VII Coaches

Section 1: Coach Suspension or Removal

- a) A CSC Coach may be suspended or removed by a simple majority vote of the Board if that Coach acts in a manner contrary to the purpose, interests or Codes of Conduct of CSC, or fails to adhere to the Bylaws, policies and procedures of CSC.

ARTICLE VIII Meetings

Section 1: Regular Monthly Board Meetings

- a) Regular Monthly Board meetings shall normally be scheduled for the 4th Monday of each month.
- b) A quorum for action at a Regular Monthly Board Meeting shall be met when at least three (3) eligible voting Board members are present.

Section 2: General Membership Meetings

- a) CSC shall hold an annual *General Membership Meeting* during the last quarter of the calendar year. [First week of December, at a date and time set by the current board in the previous meeting]
- b) Membership in attendance and in good standing at the General Membership Meeting shall elect new Officers to the Board.
- c) The slate of candidates shall be announced prior to the meeting. Each candidate will have the opportunity to write a paragraph about themselves and their club goals in office. These self-authored messages will be available digitally, to all voting members via the voting portal (Google Form with approved emails)

- d) Except in extenuating circumstances, written notification shall be made at least 30 days prior to the General Membership Meeting. This notification may be made via email, website, or printed handout.

Section 3: Special Meetings

- a) The President, at the request of a majority of the Board or at least ten (10) registered members of CSC, may call a Special Meeting of the membership.
- b) Any such request by the Board or members shall be in writing and shall state the purpose(s) of the proposed meeting.
- c) Written notification to the membership shall be made at least 7 days prior to any Special Meeting. This notification may be made via email, website or printed handout.
- d) No business shall be transacted at a Special Meeting except as stated in the notice of the Special Meeting.

Section 4: Rescheduling

- a) Any Board meeting may be rescheduled in order to accommodate unforeseen circumstances or to maximize attendance.
- b) All rescheduled meeting times and locations shall be posted as soon as practicable via email, website or printed handout.

ARTICLE IX Voting

Section 1: Membership Voting

- a) Members who are in good standing with CSC shall have the right to vote at the General Membership Meeting and any Special Meeting.
- b) A family with one registered player shall be allowed one vote, a family with two registered players shall be allowed two votes, and so on for each ballot issue and nominated position.
- c) Votes may be cast using an electronic official ballot form(Google Form; Secured).

Section 2: Board Voting

- a) Each Board Officer shall have one vote for issues requiring a vote at Regular Monthly Board meetings.
- b) Board Officers may vote at the General Membership Meeting and Special Meetings if they are part of a household with at least one registered player.
- c) Board Officers must have attended 2 of the last 3 Board meetings in order to cast a vote.
- d) The President shall cast a vote only in the event of a tie.

ARTICLE X Amendment of Bylaws

- a) These bylaws may be amended by a simple majority vote of eligible members.
- b) Proposed amendments to Bylaws shall be voted on at the next regularly scheduled Board meeting after the proposed amendment has been presented.

ARTICLE XI Dissolution

In the event that the number of CSC Officers falls below that prescribed by Article V, Section 1(b) for a period of more than twelve (12) calendar months, all CSC assets remaining after payments of debts shall be disbursed to The Charlotte Athletic Boosters for the express use of Charlotte High School's Soccer program.