

FARMINGTON SOCCER CLUB BYLAWS (PROPOSED)

2.01 GOVERNING STRUCTURE

The governing structure of the Farmington Soccer Club shall be as follows:

2.01.01 Board of Directors

Governing Board of Directors (Voting positions)

- A. President (elected – even year)
- B. Vice-President/Equipment Director (elected-odd year)
- C. Secretary (elected – even year)
- D. Registrar Recreational Girls (elected – even year)
- E. Registrar Competitive and Academy (elected – odd year)
- F. Treasurer Recreational (elected – odd year)
- G. Public Relations and Events
- H. Director of Coaches/Technical Director (elected – odd year)

Board of Directors At Large (Non-voting positions)

- 1. U6 Director of Coaches (elected odd year)
- 2. U8 Director of Coaches (elected even year)
- 3. U10 and above boys Director of Coaches (elected odd year)
- 4. U10 and above girls Director of Coaches (elected even year)
- 5. Field Director (elected – even year)
- 6. FCYSL Representative (elected – odd year)
- 7. Director of Operations (not elected)
- 8. Member(s) at Large (appointed by majority vote)

2.01.02 Standing Committees

A. Discipline

Disciplinary Committee shall consist of the President, Vice-President, Secretary, and Director of Coaches, and Registrar (Recreational or Competitive/Academy, as appropriate) unless one is a subject in the disciplinary action

B. Finance / Budget

Finance Committee shall consist of the Treasurers, President, Vice President and Secretary. The Finance Committee shall work to provide a yearly operating Budget. Shall prepare budget for the upcoming fiscal year.

C. Events and Fundraising Committee

The PR/Events Coordinator and Treasurers shall chair events and Fundraising Committee. This committee shall oversee all club fundraising, club events, and club activities.

2.01.03 Duties of Officers

- A. President shall conduct all meetings of the Board of Directors and shall vote only in the event of a tie. The President shall appoint, at the beginning of each season or as need arises, subject to

the approval of the Board of Directors, the directors of the standing committees and other members as needed.

- B. Vice-President/Equipment Director shall assume the duties of the President in his/her absence. The Vice-President may vote on all matters before the Board except while acting as the President. He or she shall also be responsible for overseeing maintenance and replacement of all necessary equipment for Farmington United. In the absence of the chairman, shall call and chair all disciplinary hearings. Shall write (complete) all correspondence relating to disciplinary actions. Shall act as liaison between team managers, Board of Directors and parents
- C. Secretary shall keep an accurate record of all meetings of the Board of Directors. Shall distribute minutes to the Board of Directors within five days. He/she shall maintain the files of the Farmington Soccer Club, give notice of, and schedule meetings and provide agendas for meetings. Shall maintain a contact sheet of Board of Director coaches and team managers, maintain the files, and email address base.
- D. Registrars shall be responsible for registration of the players, and give receipt for all monies received. Provide timely communication via email and Facebook messages. During registration, check mail and drop box daily at Farmington Soccer Club office for sensitive documents and payments. Must attend registrars meeting each session and meet FCYSL deadlines, work with area registrars to release players as needed, attend credentialing for each session, and maintain Stack Sports or other registration platform. Registrars or a club representative shall attend the state AGM in Albuquerque the first full weekend in June each year. Shall adhere to all of the standards of ethical conduct for individuals assigned Risk Management responsibilities within NMYSA and its affiliates
- E. Treasurers shall give a receipt for all monies received which shall be deposited in a recognized bank in the name of Farmington Soccer Club. All accounts shall be paid by bank card or check and shall after approval of the Board and bear one of the following signatures: the Treasurer, President, Secretary, Registrar or Vice –President. All reimbursement requests should be paid out within 48 hours of approval, not to exceed one month. The receipt book and vouchers for no more than one operating checking account shall be properly balanced according to the bank book or statement, whichever is currently up to date. The treasurer is also responsible for preparing the annual budget, financial statements and ensuring that the non-profit tax returns are filed. Shall serve as the Chairperson of the Finance / Budget Committee and also serve on other committees that involve the finances of Farmington Soccer Club/FCU. Upon replacement of the Treasurer, an audit of the books by an outside party or two volunteer Board of Directors in no relation to resigning Treasurer will be completed before the official resignation will be accepted.
- F. Director of Coaches/Technical Director shall be responsible for the recruitment, replacement and education of coaches for Farmington Soccer Club teams and Director of Coaches for specific age groups. Shall serve as liaison between the Developmental Club and Competitive Club as united under the structure of Farmington Soccer Club. The Director of Coaches will approve all club coaches with the assistance of NMYSA regulations. Coaches can be removed under due process

of the club after investigation and board approval. Nominate two to four coaches for further training to FCYSL yearly.

- G. Public Relations and Events Coordinator – Shall oversee and support club fundraising, club events, and club activities. This will include Fall Kick-Off and the Spring End of Season Celebration. This position also chairs the events committee.
- H. Field of Director shall be responsible for scheduling of all fields in the city of Farmington and ensuring fields are ready for games and practices weekly. This includes all organizations using fields in the city. Farmington Soccer Club teams shall have priority. Field Director submits practice and game schedules to the City of Farmington on Wednesday of each week during the season.
- I. FCYSL Representative shall attend FCYSL meetings (monthly and special called meetings) and report back to the Farmington Soccer Club Board of Directors. FCYSL Representative shall also present proposals for requests from the Farmington Soccer Club Board of Directors. FCYSL Representative shall also vote in FCYSL meetings on behalf of Farmington Soccer Club.
- J. Director of Operations – Shall oversee the operations of the Club as seen fit by the Board of Directors and club members. Acts as main contact for members and community in regards to club structure, future goals, and the overall practices as defined in each role within the club.
- K. Member(s) at Large - Shall be appointed by majority vote and act as a member of the board when needs arise or as determined by the Board of Directors.

2.02 ELECTION OF THE BOARD OF DIRECTORS

2.02.01 Board Members are elected by majority of voting members present at the Annual General Meeting (AGM).

2.02.02 Candidates for office will be determined by free nomination from the floor.

2.02.03 All nominations must be seconded before being accepted.

2.02.04 The Secretary will record all seconded nominations.

2.02.05 The President will appoint two election officers subject to approval by a majority of the board present.

2.02.06 The names of nominated candidates will be written for all to see, along with the corresponding office that candidates have been nominated for.

2.02.07 Election of officers will utilize one of the following methods: 1) ballots will be issued to all club members present, who will enter the name of the candidates they are voting for, or 2) by show of hands of members present.

2.02.08 The appointed election officials will collect and count the ballots or count the show of hands to determine the new officers.

- 2.02.09 The Secretary will record the account of the vote in the minutes and the names of the new officers.
- 2.02.10 The terms of the Board Members will be two years beginning July-1.
- 2.02.11 Husband and wife may serve on the Board at the same time, but not as President and Treasurer.
- 2.02.12 Election of officers takes place before the end of the official season at the Annual General Meeting in June.
- 2.02.13 New officers will attend Board meetings from the time of election until they assume office for the purpose of transition and training.

2.03 REMOVAL OF OFFICERS

The removal of elected officers shall adhere to the following procedures:

- 2.03.01 Shall be requested in writing by a member of the Board of Directors or by a club official defining why such action may be necessary.
- 2.03.02 Shall be voted upon by the Board of Directors.
- 2.03.03 A two-thirds majority vote of the entire Board of Directors shall be required to remove a member of the Board of Directors.
- 2.03.04 A Board member may be relieved of his/her office for missing three consecutive meetings of either a regular or emergency nature. Absence may be excused by a majority vote of the Board.
- 2.03.05 Replacement, when necessary, can be made: 1) by appointment by the Board of Directors, or 2) by the calling of a special election by the President or presiding officer to fill the vacancy within sixty (60) days.
- 2.03.06 The officer specially elected in the manner shall fill the unexpired term of the removed officer.

2.04 RESIGNATION OF OFFICERS

The resignation of any elected officer is not effective until the following requirements have been met:

- 2.04.01 The resignation shall be in writing, via email, text or verbal to the President or Director of Operations
- 2.04.02 All equipment, materials or other items belonging to the club have been turned over to the President or presiding officer.
- 2.04.03 Replacement, when necessary, can be made: 1) by appointment but the Board of Directors, or 2) by the calling of a special election by the Presidents or presiding officer to fill the vacancy within sixty (60) days.
- 2.04.04 The officer specifically elected or appointed shall fill the unexpired terms of the resigned officer.

2.05 DUTIES OF THE BOARD

- 2.05.01 The Board of the Farmington Soccer Club will administer the business of the club.
- 2.05.02 The Board may conduct fundraising activities.
- 2.05.03 The Board will organize committees.
- 2.05.04 The Board will disburse funds including all team monies raised during fundraising activities.
- 2.05.05 The Board shall set the fees for each year.

2.06 GENERAL DUTIES OF THE BOARD

- 2.06.01 The President must announce meeting schedules and the Board Meetings for the entire year within four (4) weeks of taking office.
- 2.06.02 All registration of players and team assignments will be announced at least one-week-prior to the first scheduled practices of the season.
- 2.06.03 Assignments of players to teams will be done according to a method approved by the Four Corners Youth Soccer League (FCYSL) and Farmington Soccer Club.
- 2.06.04 All coaches will be given a full set of rules or conduct. All rules of Farmington Soccer Club and FCYSL will be stressed as outlined by NMYSA, FCYSL and FSC.
- 2.06.05 All coaches will be advised of grievance procedures.
- 2.06.06 No coach or assistant coach may act as a game official in the game his/her team plays without approval of the opposing team.
- 2.06.07 All coaches will be advised that each member of his/her team must be allowed to play at least one half of each game.
- 2.06.08 Farmington Soccer Club will consider the health, safety and well-being of players of prime importance as all times.
- 2.09.09 A quorum of three of current Governing Board members must be present to conduct any official business.
- 2.09.10 A written proxy may be designated to a club member by a Board member on an as needed basis.

2.07 PLAYER SCHOLARSHIPS

- 2.07.01 Members seeking financial support in the form of a player(s) registration fee scholarship, from either Farmington Soccer Club or Four Corners United, will complete the Club Scholarship Form, submit to the designated treasurer or club board for approval.
- 2.07.02 If scholarships are approved by the competitive coach or club board, reimbursements or fees will be paid to the designated player account with service time documentation being submitted by the end of season should the club or coach determine volunteer hours are required.

2.07.03 All scholarships and funding coming into the club for scholarships must meet and maintain all 501(c)3 criteria and meet the goals of the club. In the event a team with scholarship funding dissolves, all remaining funding will remain within the club for future club use.

2.08 AMENDMENTS

2.08.01 Amendments to the Bylaws of Farmington Soccer Club must be presented to the Board in writing at least one meeting prior to the Annual General Meeting or by the Board at the General Meeting.

2.08.02 Any amendment must be approved by a majority of the voters at the Annual General Meeting.

2.09 FUNDRAISING and REIMBURSEMENTS

2.09.01 All fundraising opportunities may be done by teams within the vision, mission and goals of the 501(c)3 and in accordance with club policy and standards. Fundraising monies must be submitted to the club treasurer for reimbursement using the club reimbursement form. See 2.01.3E for reimbursement timeline and guidelines.

2.09.02 All team funds go into general operations should a team disband or not continue within the club.

2.10 CLUB JERSEYS

2.10.01 All Farmington Soccer and FC United teams will adhere to club guidelines and purchasing processes for team jerseys to ensure consistency, uniformity and identification across all programs

2.10.02 Jersey colors for Farmington Soccer are Blue and Green. FC United colors are red, black and gray or white. Goal keepers must have a distinctly different color from both home and away kits.

2.10.03 Teams will use the approved vendor and brand for game and tournament kits. Teams wishing to customize or add sponsors will be permitted to do so with training kits (warm-ups, jackets, practice gear, etc).

2.10.04 Coaches or team managers, for FC United, will be responsible for completing order forms, with jersey size and numbers, to be submitted to vendors for purchasing within the provided schedule to ensure timeline delivery. Parents/Guardians will purchase jerseys for Farmington Soccer Club on the E-Store, found on the Farmington Soccer Club website.

2.10.05 Failure to comply with this policy may result in disciplinary action, including but not limited to, disqualification from matches, fines or team sanctions.

2.10.06 This policy will be reviewed annually and updated as needed. Changes must be approved by the Board of Directors with a majority vote.