
Club Bylaws

Kokomo Soccer Club

Revision Date - February 28, 2013



Kokomo Soccer Club Bylaws

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ARTICLE 1 NAME

This organization **shall** be known as the Kokomo Soccer Club (hereafter known as “the Club”) and shall be affiliated with the Indiana Youth Soccer Association (hereinafter “IYSA”), United States Youth Soccer Association (hereinafter “USYSA”) and the United States Soccer Federation (hereinafter “USSF”).

ARTICLE 2 PURPOSE

The Club **shall** develop, promote, and administer a youth ~~and adult~~ soccer club for players residing primarily in Howard County, Indiana on behalf of teams, players, coaches, referees, parents and administrators consistent with the bylaws, policies and procedures of IYSA, USYSA, USSF and the United States Olympic Committee (USOC).

ARTICLE 3 OFFICES

The principal office of THE CLUB shall be located in the State of Indiana. The address of the resident agent of THE CLUB required by the Indiana Not-For-Profit Corporation Act of 1991 maybe, but need not be, identical with the principal office of THE CLUB. The address of the principal office and the designation of the resident agent may be changed from time to time as authorized by the Board of Directors.

ARTICLE 4 SEASONAL PLAYING YEAR AND FISCAL YEAR

The seasonal playing year of THE CLUB **shall** begin on the first day of August in each year and end on the last day of July in the following year. The Board of Directors shall determine the fiscal year.

ARTICLE 5 MEMBERSHIP

THE CLUB will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.

5.1 Types Of Members/Memberships

Membership in THE CLUB is comprised of one type of Member: Members who are Parent(s), Guardians or Representatives of Players

5.1.1 Definition

Members who are parent(s), guardian(s) or representative(s) of a Player(s) registered with the Club.

5.1.2 Adherence to Standards

Each Member who is a Parent(s), Guardian(s), or Representative(s) of a Player(s) will adhere to the Bylaws, policies and procedures of the CLUB, IYSA, USYSA, USSF and USOC where applicable.

5.1.3 Voting Rights

Members who are Parents, Guardians, or Representatives of a Player that are in good standing with THE CLUB **shall** have the right to vote at the Annual General Meeting and any special meeting of the membership of THE CLUB. Members who are Parent(s), Guardians or Representatives of Players may attend and vote by proxy.

5.2 Membership Meetings

5.2.1 Annual General Meeting of Members

THE CLUB **shall** have an annual general meeting of its members. The Board of Directors **shall** determine the date, time and location of that meeting. Written notification by: mail, e-mail, newsletter, or posting at the playing fields of the Club to all Members **shall** be made at least thirty (30) days prior to the Annual General Meeting.

5.2.2 Special Meetings

The Board of Directors may call a special meeting of the membership at any such time, as the Board of Directors deems necessary. Written notice of the meeting by: mail, e-mail, newsletter, or posting at the playing fields of the Club must be given to all Members at least thirty (30) days in advance of the special meeting.

5.2.3 Quorum

A quorum **shall** consist of the smaller, seven (7) Members or ten percent (10%) of the total number of Members.

5.2.4 Majority Vote Requirement

Action of the membership **shall** be by majority vote, unless otherwise provided by these bylaws.

ARTICLE 6 BOARD OF DIRECTORS

6.1 General Authority

The business, property and affairs of the CLUB **shall** be managed and controlled by an Executive Board of Directors as from time to time constituted. All authority of THE CLUB **shall** be vested in an Executive

Board of Directors unless specified otherwise in these bylaws. The Executive Board of Directors is responsible for developing and enforcing the bylaws, policies and activities of THE CLUB, including but not limited to decisions affecting membership status and appeals procedures. The Executive Board of Directors may delegate responsibility for day-to-day operations associated with these activities.

6.2 Board of Directors Structure

6.2.1 Board Composition

The Club **shall** be composed of a Board of Directors, which is responsible for the operation of the Club. There is an Executive Board of Officers which is responsible for the execution of the youth travel soccer and youth recreation soccer programs. Additional board members and sub-boards may be added when deemed necessary.

Officers **shall** be elected by vote of the Board of Directors following the Annual General Meeting. All officers of THE CLUB **shall** be residents of Indiana, unless otherwise specified in these Bylaws.

6.2.2 Executive Board Composition

There **shall** be six (6) Officers of THE CLUB, which number may from time to time be increased or decreased by resolution adopted by not less than a majority of the Executive Board of Directors, subject to the limitation that the Executive Board of Directors **shall** never be reduced to less than three (3) nor increased to more than ten (10). Except as otherwise provided in these By-Laws, all members of the Board of Directors **shall** have and be subject to the same and equal qualifications, rights, privileges, duties, limitations and restrictions.

The Officer positions on the Executive Board are:

- President
- Vice President - Travel Soccer
- Vice President - Recreation Soccer
- Registrar
- Secretary
- Treasurer

Other Board positions can include:

- Sponsorship/Fundraising Coordinator
- Referee Assigner
- Volunteer Coordinator
- Webmaster
- Field Manager
- Concession Stand Manager
- Director of Coaching
- Director of Player Development
- Academy Team Director
- Equipment Manager

6.2.3 Executive Board and Board Position Descriptions

6.2.3.1 President

The President of THE CLUB shall have the following duties and responsibilities:

- A. To oversee and coordinate the activities of THE CLUB, the Board of Directors, and designee(s) of the Board of Directors.
- B. To preside at all Board and membership meetings.
- C. To serve (or delegate to other Board members to serve) as an ex-officio member of all THE CLUB'S committees, except the Nominating Committee.
- D. To appoint special or ad hoc committees, subject to Board approval.
- E. To sign money disbursements made in the name of THE CLUB.
- F. To appoint, subject to ratification by the Board, Chairs and other members of all standing committees, except where otherwise provided.
- G. To perform all other duties as shall be necessary to promote and uphold the welfare of youth and adult soccer and to positively affect "the good of the game" within the State of Indiana.

6.2.3.2 Vice Presidents

The Vice Presidents of THE CLUB **shall** have the following duties and responsibilities:

6.2.3.2.1 Club Vice President/Director – Travel Soccer

The Vice President/Director of the Travel Soccer Program **shall** have the following duties and responsibilities:

- A. To oversee and coordinate the activities of the travel soccer program
- B. To preside at all sub-board and membership meetings.
- C. To submit a yearly budget for all travel activities at the board meeting prior to the AGM.
- D. To appoint special or ad hoc committees, subject to Executive Board approval.
- E. To appoint, subject to ratification by the Executive Board, Chairs and other members of all standing committees, except where otherwise provided.
- F. To provide a one page summary of activities at the end of each season.
- G. To perform all other duties as shall be necessary to promote and uphold the welfare of youth soccer and to positively affect "the good of the game" within the State of Indiana.

6.2.3.2.2 Club Vice President/Director - Recreation Soccer

The Vice President/Director of the Recreation Soccer Program **shall** have the following duties and responsibilities:

- A. To oversee and coordinate the activities of the recreation soccer program
- B. To preside at all committee and membership meetings.
- C. To submit a yearly budget for all recreational activities at the board meeting just prior to the AGM.
- D. To appoint special or ad hoc committees, subject to Executive Board approval.
- E. To appoint, subject to ratification by the Executive Board, Chairs and other members of all standing committees, except where otherwise provided.
- F. To provide a one page summary of activities at the end of each season.
- G. To perform all other duties as shall be necessary to promote and uphold the welfare of youth soccer and to positively affect "the good of the game" within the State of Indiana.

6.2.3.3 Secretary

The Secretary of THE CLUB **shall** have the following duties and responsibilities:

- A. To oversee communication between THE CLUB and its Members to insure that all are kept informed of the activities of THE CLUB, including Newsletters.
- B. To maintain the official records of THE CLUB.
- C. To be responsible for recording the minutes of all THE CLUB'S meetings except for committee meetings and to report such actions taken at these meetings to all Club Members.
- D. To be responsible for informing members of meetings, handling correspondence of THE CLUB, and carrying out such other duties as shall be delegated.
- E. To oversee, record and post all elections and their results.
- F. To provide a one page summary of activities at the end of each season.
- G. To handle media communications including, but not limited to, newsletters, newspapers, flyers/mailings, and hotline.
- H. In the absence of a secretary, the responsibility of communication shall fall to the President of the Club.

6.2.3.4 Treasurer

The Treasurer of THE CLUB **shall** have the following duties and responsibilities:

- A. To ensure the sound financial operation of THE CLUB.
- B. To oversee the financial (including budget process) policies and procedures for THE CLUB.
- C. To sign money disbursements made in the name of THE CLUB.
- D. To present a statement of account at every regular meeting of THE CLUB or the Board and at other times when requested by the Board and make a full report at the Annual General Meeting.

- E. To serve as Chair of the Finance Committee.
- F. To periodically review the fee and payment structure of THE CLUB.
- G. To file all necessary documentation with IRS and coaching staff before the April deadline each fiscal year.
- H. To provide a one page summary of financial activities at the end of each season.

6.2.3.5 Registrar

The Registrar of THE CLUB **shall** have the following duties and responsibilities:

- A. To be responsible for the registration of THE CLUB'S members and the certification thereof.
- B. To be responsible for enforcing all State and National Rules, Bylaws, and policies and procedures governing player registration and team assignment.
- C. To be responsible for the storage and maintenance of records of THE CLUB regarding the registration of teams and players within THE CLUB, and ensure the confidentiality of player information.
- D. Inform THE CLUB of the activities of the IYSA as it relates to tournaments, clinics, rule changes, and other matters of interests as they pertain to THE CLUB.
- E. Coordinate and Prepare materials and forms for tryouts each season.
- F. To provide a one page summary of activities at the end of each season.

6.2.3.6 Additional Coordination duties and responsibilities filled by members of the Board or by designee(s) of the Board of Directors:

- A. Director of Coaching- To interview and place prospective coaches with the appropriate teams. To coordinate all coaches. To write and implement a Club wide curriculum for all age groups. To put on coaching clinics, training and meetings. Preparation of Coach's binders. To work directly with all coaches and academy director to coordinate and implement the curriculum. To evaluate all coaches at the end of each season. To evaluate the curriculum at the end of each season and make necessary alterations. To provide a one page summary of coaches at the end of each season.
- B. Academy Team Director-To be hired by the Director of Coaching to be the head coach of the U9/U10 Academy. With the assistance of the Director of Coaching, to develop and implement the curriculum for the U9/U10 Academy and to hire the second team coach (if necessary). To provide a one page summary of academy activities at the end of each season.

- C. Concession Stand Manager-To oversee the day to day operation of the concession stand. To operate and run the concession stand during all home games. To report all monies to the Treasurer. If this position is filled, then the Treasurer shall no longer be responsible for the concession stand. To provide a one page summary of concession activities at the end of each season.
- D. Sponsorship/Fundraising- To secure sponsors for THE CLUB. To solicit businesses and individuals to sponsor players or THE CLUB as a whole. To devise a sponsorship plan with different levels to secure the maximum amount THE CLUB can in a season. To actively seek local and national grant money. To find sources of grants and apply for them on behalf of THE CLUB. If this position is filled, the Vice President is no longer responsible. To coordinate all fundraising activities that will help members offset their club fees. To provide a one page summary of sponsorship activities and fundraising activities at the end of each season.
- E. Field Manager- To oversee the care and regular maintenance of the fields. To perform the regular maintenance, such as, but not limited to, reseeding, mowing, lining and care of the goals. To provide a one page summary of field activities at the end of each season.
- F. Referee Assignor- To secure and schedule referees for all home games played at THE CLUB. To secure pay for all referees for said home games. To provide a one page summary of referee activities at the end of each season.
- G. Webmaster- To upgrade and update THE CLUB'S website as necessary. To post all announcements and events on the website. To post all information the BOD deems necessary to post on THE CLUB'S website. To provide a one page summary of web activities at the end of each season.
- H. Volunteer Coordinator – To coordinate all volunteer activities for the club. To provide a one page summary of volunteer activities at the end of each season.
- I. Equipment Manager - Assists in maintaining inventory control for all equipment room stock, including following security procedures to prevent inventory losses. Ensures the availability of equipment for all home games by distributing (start of season) and collecting (end of season) necessary equipment from the coach of each team. (Goals, Nets, Game Balls, First Aid Kits, etc) Coordinates with the coaches for equipment evaluations. Inspects all equipment to make sure that it is clean and functional, or if it needs any repair or to be replaced. Ensures equipment and apparel (pennies) is properly maintained for each season participation. Participates in the maintenance and repair of all equipment and facilities. Works with the Board of Directors to coordinate the purchase of new equipment. Collects and cleans soiled clothing items (Pennies and Referee shirts). Performs other duties related to coordinating equipment for sport camps and special games. Prepares and monitors annual budgets for the club; forecasts equipment needs, various supplies and expenses. Prepares and maintains related records and files.

6.3 Compensation and Credit

6.3.1 Board Members

Executive Board members will receive a credit toward fees equal to one player in travel, or recreation soccer.

6.3.2 Travel Soccer Board Members

Travel Soccer Board members will receive a credit toward fees equal to one player in travel. The credit can be applied to any program offered within the Club. Any excess credit will not be carried forward to subsequent season.

6.3.3 Recreation Soccer Board Members

Recreation Soccer Board members will receive a credit toward fees equal to one player in recreation soccer. The credit can be applied to any program offered within the Club. Any excess credit will not be carried forward to subsequent season.

6.3.4 Coaches

Coaches are independent Contractors of THE CLUB. Recreation coaches receive no compensation. Travel coaches receive compensation based on the guidelines in Appendix A. This Appendix will be updated each season as needed to meet the financial obligations of the club.

Each season, coaches shall be evaluated by the director of coaching or the perspective Vice President of the club in the absence of a DOC and that evaluation along with any formal complaints launched against the coach shall remain in the coach's file. Coaches are required to submit an application each season and shall be under contract for one season only. All coaches must have an E license. New coaches have 6 months to obtain licensing.

6.3.5 Player injury

If a player is injured during the season of play, they can request a credit for future use and will be prorated based on the number of games missed. The formula for this credit is outlined in an Appendix to the bylaws. This Appendix will be updated each season as needed to meet the financial obligations of the club.

6.3.6 Player late adds

If a player requests to be added to a team after the season of play has begun, their fees will be prorated based on the number of games already missed. The formula for this fee structure is outlined in an Appendix to the bylaws. This Appendix will be updated each season as needed to meet the financial obligations of the club.

6.4 Restrictions on Service on Executive Board of Directors

- A. No person convicted of a felony within the previous ten- (10) years may serve as a member of the Board. Notwithstanding the previous sentence, in no event shall a person serve as a member of the Board if he or she has been convicted of a sex crime; a crime involving the sale, manufacture or delivery of a controlled substance; robbery; murder; perjury; burglary or a crime involving the abuse of a child. Any person who is charged with a criminal act shall be suspended from the Board pending outcome of the charges.
- B. Any person missing 3 regularly scheduled Board meetings in any preceding 12 month period **shall** be deemed to have immediately resigned as a member of the Board. Furthermore, the Board may remove or dismiss from office any appointed or elected member of the Board for reasonable cause by due process followed by a two-thirds (2/3) vote of the Board unless otherwise provided in these Bylaws and subject to the rules of IYSA, USYSA, USOC and USSF.
- C. The authority to determine breaches of duties of care, loyalty or candor shall **rest** with the Board. No Board member may financially gain as a result of any activity of the Board, or be associated with any company or organization contracting or doing business or potentially in conflict with THE CLUB in any form, unless the Board member has provided full disclosure and received is authorized, approved or ratified by a majority of non-interested members of the Board.

6.5 Meetings

6.5.1 Regular Meetings

The Board **shall** hold regular meetings at least once each calendar quarter. The President **shall** determine the date, time, and location of these meetings and give reasonable notice of the meetings. Reasonable notice as it relates to “regular meetings” **shall** mean not less than five (5) business days. Such notice **shall** include but not be limited to the agenda, date, time and place of the meeting. If the meeting is by a means other than in person, the notice **shall** also include the means by which the membership may observe the meeting. The Club intends to meet monthly on the last Thursday of the month except for the month of December.

Sub-Board meetings for the Travel Soccer and Recreation Soccer programs will be determined by the Director for each respective league.

6.5.2 Special Meetings

Meetings for a special purpose may be called by the President or upon written application by one quarter of the Directors. A minimum twenty four-hour notice of meetings for a special purpose **shall** be given and this notice **shall** state the purpose.

6.5.3 Written Consents In Lieu Of Meetings

Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if, prior to such action, a written consent thereto is signed by two-thirds (2/3) of the members of the Board (either on a single document or in counterparts), and such written consent is filed with the minutes of the proceedings of the Board.

6.5.4 Teleconferencing

A Board Member may participate in any meeting by, or conduct any meeting through the use of, any means of communication by which all Directors participating may simultaneously hear each other during the meeting.

6.5.5 Meeting Minutes

Minutes of all meetings **shall** be maintained in the corporate minute books.

6.6 Quorum and Voting Requirements

6.6.1 Quorum

A quorum, consisting of the majority of the Board, must be present at all times during Board meetings in order to conduct business.

6.6.2 Votes

A member of the Board **shall** have one (1) vote.

6.6.3 Vote Required

A majority vote of the Board **shall** be required for any action of the Board, unless otherwise specified in these Bylaws.

6.7 Terms of Office

Directors of THE CLUB **shall** take office at the close of the meeting at which they are elected by the Membership at the applicable Annual General Meeting, or immediately upon appointment by the Board in order to fill a vacancy. Directors shall serve two-year staggered terms of office.

Approximately one-half (50%) of Directors, in order to provide for staggered terms, will be elected each year. An initial term schedule, approved by the board of directors, will be used to establish staggered terms.

6.8 Vacancies

Vacancies during the term of any Director **shall** be filled by appointment by the President, subject to ratification by a majority vote by the Board. However, the Registrar **shall** fill a vacancy in the Office of the President and the Board will then elect a new Registrar. Any person appointed to fill a Director vacancy **shall** serve for the balance of the term of the vacating Director.

6.9 Nominations and Elections

Each year at the Annual General Meeting, all Director Positions needing to be filled will be elected in accordance with these Bylaws. The Nominating Committee **shall** present a list of proposed candidates for each position to the members at least 30 days prior to the Annual General Meeting of the membership. The Nominating Committee **shall** prepare a ballot of Directors for consideration by the members at the Annual General Meeting, which **shall** include at least one (1) name for each position to be filled. Any Member in good standing may make additional nominations for each position from the floor. The elections of Directors **shall** occur at the Annual General Meeting by secret ballot. Each Director **shall** be elected by a majority vote of those members present and voting, provided that a quorum of members is first determined to be present.

6.10 Committees

THE CLUB **shall** have standing committees and may establish special committees. The Board President **shall** appoint all standing and special committee chairs, subject to Board approval, except that the Treasurer **shall** serve as the chair of the Finance Committee. The Chair of the committee may select the other members of the committee. The Chair of the committee serves at the pleasure of the President of THE CLUB. THE CLUB has the following standing committees.

A. Finance Committee

The Treasurer is chair of the Finance Committee, which includes the President of the Club and the three Vice Presidents. The Finance Committee is responsible for developing and reviewing fiscal procedures and Annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board must approve any major change in the budget. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public. The Finance Committee will also recommend the selection of the outside auditor and oversee the relationship with the auditor, including responding to the auditor's recommendations.

B. Nominating Committee

The Nominating Committee will consist of four (4) Board members and is responsible for the preparation of priorities for Board composition. The Committee will meet with prospective Board members, recommend candidates to the Board, recommend a slate of officers to the Board,

conduct orientation for new Board members, and suggest non-Board members for Special committees formed by the Board.

ARTICLE 7 INDEMNIFICATION

To the extent not inconsistent with the laws of the State of Indiana, every person (and the heirs estate, executors, administrators and personal representatives of such person) who is or was a Director, officer of paid staff of THE CLUB **shall** be indemnified by the Corporation as provided in the act.

ARTICLE 8 PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, most recent edition, **shall** govern THE CLUB in all cases where they are not inconsistent with these Bylaws and any special rules of order THE CLUB may adopt, as well as Indiana law.

ARTICLE 9 AMENDMENTS TO BYLAWS AND THE CONSTITUTION

- A. Any proposed amendments of THE CLUB'S Bylaws or Constitution **shall** be submitted in writing to the Board at least sixty (30) days prior to the membership meeting at which the proposed amendments will be submitted for a vote.
- B. Notice of any proposed Bylaw amendment must then be given to Members at least thirty (30) days prior to any Annual General Meeting membership meeting called or held to consider such proposed amendment. In order to adopt the proposed by-law, two-thirds (2/3) of the votes cast at said meeting must vote in favor of the proposed modifications.
- C. Any proposed Bylaw or Constitutional amendment which is approved in accordance these bylaws will become effective on the date specified by the Board in the notice given to members, or at such later date as the Board may propose at the time of the vote (but not earlier) taken by the Members, or unless as otherwise adopted by amendment and approved at the time of the vote by the Members.

ARTICLE 10 EXEMPT STATUS

Any and all assets of THE CLUB are permanently dedicated to exempt purposes within the meaning of Section 50 1 (c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of future laws). THE CLUB **shall** not be operated for pecuniary profit and **shall** have no capital stock and **shall** make no distribution of dividends to its members, Directors, officers or persons having a private interest in the activities of THE CLUB, except that THE CLUB **shall** be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws. No substantial part of the activities of THE CLUB **shall** be the carrying on of propaganda, or otherwise attempting to influence legislation, and THE CLUB **shall** not participate in, or intervene in (including the publishing or distribution or statements) any political campaign on behalf of any candidate for public office. In the event THE CLUB is dissolved, the Board **shall** pay, satisfy and discharge all liabilities and obligations of THE CLUB or make adequate provisions therefore and distribute

all remaining assets of THE CLUB to an organization or organizations engaged in activities substantially similar to those of THE CLUB and organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at that time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of future laws).

Revision History

	Date	Description of Changes to By Laws	Approved by :
1	1/5/2012	Added Index; <i>Article 4</i> Changed Seasonal Playing year from September-August to August-July; <i>Article 6.2.3.2</i> Added and defined Vice President of Rec, and Adult to Executive Board, <i>Article 6.2.3.6</i> Added and defined volunteer coordinator; added Director of Player Development; Added additional responsibilities to secretary, treasurer, registrar, field manager, and uniform coordinator; Added Fundraising; Added Volunteer Coordinator; <i>Article 6.3</i> Added Compensation and Credit Section; <i>Article 6.4</i> Changed resignation due to number of meetings missed to 3 within a 12 month period. <i>Article 6.8</i> Changed backup President from Vice President to Registrar	Board of Directors at the March 22,2012 Board Meeting
2	1/23/2012	Highlighted all Shalls in the document, Removed Adult Soccer, Removed requirement for additional board members and sub boards, Added Equipment Manager Position, Added Director to VP of Travel and Rec positions, Removed reference to raffle tickets, Removed location of the monthly meeting	