



## **ARTICLE I. NAME**

The organization shall be known as the CANTON SOCCER CLUB and the name shall be abbreviated, where desired, as CSC.

## **ARTICLE II. PURPOSE**

The purpose of the CSC is to organize, conduct and supervise soccer based programming for all individuals with the primary emphasis on youth programs.

## **ARTICLE III. GOALS**

The goals of the CSC are to provide a program of safe, enjoyable, and fair competition, promote good sportsmanship, and encourage participation in the playing of soccer. It is expected that the CSC, through favorable actions of its members, will provide leadership and create a positive influence on each participant, particularly by exercising reasonableness and restraint, and would perpetually demonstrate a respectable image.

## **ARTICLE IV. AFFILIATION**

To provide an effective means of achieving its purpose and goals by allowing organizational and fiscal efficiencies, the CSC may form affiliations with organizations that share a similar purpose and goals.

## **ARTICLE V. MEMBERSHIP AND ORGANIZATION**

### **Section 1.**

General membership shall be open to all individuals who support the purpose and goals of the CSC and its players. Members must remain in good standing with regard to payment of fees.

### **Section 2.**

The CSC shall develop programs and organize its players into teams to compete in CSC affiliated leagues.

### **Section 3.**

Voting membership shall consist of all CSC board members and ONE coach or adult representative of each team registered with the CSC.

## **ARTICLE VI. GOVERNMENT**

The governing body of the CSC shall consist of its voting members. Certain powers concerning management and operation of the CSC shall be delegated to the CSC board.

## **ARTICLE VII. OPERATION**

### **Section 1.**

The CSC board establishes the vision, and sets the long-term club goals and strategy for the CSC.

### **Section 2.**

Functions of the CSC board

#### **A. Meetings.**

The CSC board will meet regularly to review programs, discuss membership concerns, issues and review the financial status of the club operations.

#### **B. Fiscal**

The CSC board shall monitor the receipt and distribution of all funds of the CSC. The CSC board shall prepare and approve an annual budget and make it available for review.

#### **C. Normal Business**

The CSC board shall vote on whether to approve all changes in program fees through the budget process, recommended by the Club Director. In addition, the CSC board shall resolve any conflict or situation that from time to time may arise.

D. Programs:

The CSC board shall review and vote, through the budget process, on whether to approve all programs set forth by the Club Director.

E. Discipline:

The CSC board shall review all unfavorable incidents involving members, property or the image of the CSC brought to it by a disciplinary committee appointed by the President, and shall determine and impose any sanctions it deems appropriate to prevent or discourage any further unfavorable actions.

The committee will be established as needed and there will be at least three board members who are impartial in the outcome. Majority will rule among the committee members. Only the committee members will have a vote in the final outcome.

F. Interpretations:

The CSC board shall interpret the intended meaning of any articles of the bylaws of the CSC, and shall further determine the manner in which the provisions of these governing documents shall be applied.

G. Emergency Authority:

The CSC board shall have extended authority to act on behalf of the voting members when, and only when, an immediate action is required that the CSC board is not empowered by these by-laws to undertake, and lack of an immediate action would result in unfavorable conditions or would result in a missed opportunity. Any actions taken by the CSC board under this emergency authority must be reported to the voting members, along with supporting rationale, at the earliest available opportunity.

H. Staffing

The CSC board will interview and hire a Club Director to oversee the day-to-day operations of the club. The Club Director will regularly report to the CSC board.

### Section 3. Functions of the Club Director

A. Operations

The Club Director shall conduct the daily business of the CSC. The Club Director will be responsible to ensure the CSC follows the budgetary guidelines as set forth and approved by the CSC board. To ensure efficient normal operation of the CSC, the Club Director may establish working committees or appoint individual members of the CSC to perform specified duties brought forth and endorsed by the CSC board.

B. Programs.

The Club Director shall plan, initiate, and operate all the programs of the CSC.

C. Fiscal:

The Club Director, with approval of the CSC board through the budgetary process, shall recommend all changes in program fees and be responsible for the implementation of these changes.

## **ARTICLE VIII. DUTIES OF OFFICERS**

### Section I. CSC board Compositions

Members of the CSC board of the CSC shall be known as officers of the CSC. The CSC board shall consist of President, Vice President, Secretary/Treasurer, Recreational Representative, Premier Representative, Select Representative, Member at Large and Township Representative.

### Section 2. Officers.

The officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the CSC board, by the President, or in the adopted parliamentary authority.

A. President:

The President shall be the chief executive of the CSC and shall preside at all meetings of the CSC board and at all meetings of the voting members. The President shall ensure that the by-laws of the CSC are followed. The President will focus on future needs and long-term goals of the CSC to ensure the CSC remains a premier organization relative

to youth soccer. In addition, the President shall be an ex-officio member of all committees of the CSC and he/she or the appropriate member of the CSC board, when appointed, shall be the official representative outside of the CSC.

**B. Vice-President:**

The Vice President shall chair the disciplinary committee, coordinate any fund raising and community involvement activities of the CSC, oversee the CSC college scholarship program and arrange for all awards and CSC presentation ceremonies. The Vice President shall assume temporarily any duties of the President at the convenience of the President.

**C. Secretary/Treasurer:**

The Secretary Treasurer shall keep the official records of the CSC including minutes of all meetings, oversee the annual budgeting process, present financial reports at all CSC board and bi annual meetings, and shall make provisions to insure the proper control of all CSC funds.

**D. Recreational Representative**

The Recreational Representative may be an employee of the CSC and will represent the CSC at recreational league meetings and report back to the appropriate CSC teams and to the CSC board of dates that will affect program registration, cost and timing. The Recreational Representative shall oversee the creation of teams, player placement and game scheduling for the recreational leagues. The Recreational Representative shall perform any other duties as assigned by the CSC board. The Recreational Representative does not have a vote on the annual budget and direct employee decisions.

**E. Premier Representative**

The Premier Representative shall be responsible for representing the CSC, as a delegate, for all meetings concerning the premier teams as established by their leagues, including the MSYSA State Cup. The Premier Representative shall be responsible for representing their sub-group as a voting member of the CSC board and for dispersal of written material, meeting notices, etc. The Premier Representative shall be the official representative of the CSC at all outside meetings that pertain only to his/her sub-group. The Premier Representative shall perform any other duties as assigned by the CSC board.

**F. Select Representative:**

The Select Representative shall be responsible for representing the CSC, as a delegate, for all meetings concerning the select teams as established by their leagues. The representative shall be responsible for representing their sub-group as a voting member of the CSC board and for dispersal of written material, meeting notices, etc. The Select Representative shall be the official representative of the CSC at all outside meetings that pertain only to his/her sub-group. The Select Representative shall perform any other duties as assigned by the CSC board.

**G. Member at Large**

The position of Member at Large is a general CSC board position.  
The Member at Large shall perform duties as required and necessary assigned by the CSC board.

**H. Township Representative**

The Township Representative shall be the liaison between CSC and Canton Township and shall be responsible for implementation of the Youth Sports Agreement between the club and the township. The Township Representative will also keep the CSC apprised of township dates or information pertaining to the CSC. The township shall select the representative. Pursuant to the Youth Sports Agreement, the person filling the position of "Township Representative" on the CSC board does not have to be a member of the CSC and will be appointed by a Canton Township official.

**ARTICLE IX. NON-VOTING, APPOINTED COMMITTEE POSITIONS**

All appointed positions would be for a two-year period. After each two-year period the CSC board will vote to retain or replace the appointed person. If an appointed individual resigns or cannot perform his or her duties the CSC board will chose an immediate replacement.

**ARTICLE X. NOMINATION AND ELECTION OF OFFICERS, TERM OF OFFICE, VACANCIES**

## **AND A REMOVAL FROM OFFICE.**

### **Section 1. Nomination and Election of Officers:**

A meeting of the voting members shall be held annually at the fall season coaches meeting for the purpose of electing new officers. President, Secretary/Treasurer and Premier Representative and Member at Large shall be elected for terms in the odd numbered years for terms beginning on January 1<sup>st</sup> of the following year. Vice President, Recreational Representative and Select Representative shall be elected for terms in the even numbered years for terms beginning on January 1<sup>st</sup> of the following year. Candidates shall be in good standing with the CSC, nominated by other members of the CSC, and voted on by the voting members of the CSC. No contract or salaried employees or person deriving their income from Canton Soccer Club may be considered for the CSC board position with the exception of the Recreational Representative as noted above. Notification for nominations for the office of CSC board positions will be posted in the CSC office 45 days prior to the election. Candidates shall be elected to each office by a majority vote.

### **Section 2. Term of office:**

Each term of office shall be for 2 years beginning January 1<sup>st</sup> of the year following the annual FALL meeting of the voting members that is conducted for the purpose of electing new officers. No member may serve in two or more offices simultaneously.

### **Section 3. Vacancies:**

In the event of a vacancy in the office of President, the Vice President shall assume the duties of the President for the remaining un-expired term. If the Vice President is unable or unwilling to serve as the President, the CSC board shall appoint a member to serve the remaining term. The CSC board shall appoint members to serve the remaining term for any other vacated office.

### **Section 4. Contract Employees:**

A contract employee shall have a written contract specifying his duties and responsibilities. The contract shall state the terms, salary or pay and conditions of employment. All contract employees will receive a 1099 as required by law.

### **Section 5. Removal from Office:**

Any officer may be removed from office of the CSC board for unsatisfactory performance by a two-thirds vote of the CSC board or by the majority vote at a special meeting that is attended by at least 75% of the voting Members. No officer whose removal is being considered shall participate in the administration of the vote for such removal.

## **ARTICLE XI. MEETINGS, QUORUM AND VOTING**

### **Section 1. General Meetings:**

#### **Paragraph A.**

Meetings of the voting membership shall be held semiannually to inform all members concerning items of general interest, and to provide for required elections of members of the CSC board. Times, locations, notification, agenda and conduct of semiannual meetings shall be the responsibility of the CSC board. For purpose of meeting notification, each member-team's coach shall be presumed the designated voting member. A (3) three-day notice of date, time and place of a meeting shall be given to all voting membership and shall be broadly communicated to the membership.

#### **Paragraph B.**

Special meetings of the voting membership other than the semiannual membership meeting may be scheduled at the discretion of the CSC board or upon the written request of one-third of the voting members. A (3) three-day notice of date, time and place of a meeting shall be given to all voting membership and shall be broadly communicated to the membership.

#### **Paragraph C.**

Meetings of the CSC board members shall happen monthly or may be scheduled ad-hoc either in person or electronically as determined by the President A (1) one day notice of date, time and place of a meeting shall be given to everyone on the CSC board.

**Section 2. Quorum and Voting:**

Paragraph A.

For the semi-annual or specially called meeting is held when a vote of the voting membership is required, the voting members present shall constitute a quorum, with a majority prevailing in the vote taken, except where other specific requirements are set by these bylaws. Voting membership in good standing may submit absentee ballots no later than the end of business day prior to the day before the meeting date or a written proxy may be submitted at the meeting of the voting members

Paragraph B.

For the CSC board meetings, quorum shall occur when at least (5) five of the eligible voting members are represented.

**Section 3. Electronic Meetings.**

The CSC board, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all participants are able to participate in the meeting with each other.

**ARTICLE XII. DISSOLUTION**

The Canton Soccer Club may be dissolved by statute or by the vote of 75% of the voting membership. In the event of the dissolution, after the payment of all creditor claims, the assets of the CSC shall be transferred to the Township of Canton Leisure Services Department with the stipulation that said assets are used for youth activities.

**ARTICLE XIII. AUTHORITY**

These bylaws, upon adoption, supersede in all respects all previous rules, procedures, policies, and precedents adopted or used by the CSC.

**ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of CSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that CSC may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

**ARTICLE XV. AMENDMENTS**

Section 1.

For an amendment, alteration, or replacement to be considered for adoption, twenty-five percent (25%) of the voting membership, or the CSC board, shall propose a notice of intent to amend, alter or replace these by-laws. The CSC board shall provide said notice of intent to all voting members at least (14) fourteen days prior to the meeting considering the amendment, alteration or replacement, as well as the date, time and place of the meeting to consider the amendment, alteration, or replacement. Language of the proposed amendment, alteration, or replacement may be modified by a majority of the voting members present and may be acted on at the same meeting.

Section 2.

These bylaws, or any portion thereof, may be amended, altered, or replaced by an affirmative vote of two-thirds of the voting general membership present in person or by written proxy during the meeting.

Section 3.

Any meeting of the voting membership may consider an amendment, alteration, or replacement of these bylaws provided the conditions of Section 1 of this Article are met.

Revised March 22, 2016