

Boyne Soccer Club
By-Laws



Boyne Soccer Club

By-Laws

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Article 1: Name

The body shall be known as the Boyne Soccer Club. The initials BSC or the “Club” shall equally refer this organization.

Article 2: Purpose

The Boyne Soccer Club strives to develop individual soccer players by providing a comprehensive program to the youth of the Boyne area (which includes Boyne City, Boyne Falls, and East Jordan). To this end, BSC offers [youth Academy for U8 players](#) and competitive soccer to players from U10 to U19 by emphasizing the technical, tactile, physical, and psychological aspects of playing soccer.

Article 3: Membership

Membership in the BSC shall be open to all players, parents/guardians, Coaches (Head Coaches and Assistant Coaches), Team Managers, and Board Members. Players under 18 years old do not have voting rights within the club nor eligible to serve as Board members. All others, those over 18 years old, are voting members of the club.

Article 4: Teams and Registration

Section 1: Team Responsibilities

The Executive Director is responsible to ensure that the Assistant Coaches, Team Managers, players, and parents adhere to the by-laws and policies of BSC and associated Governing Bodies (i.e. Michigan State Youth Soccer Association). Failure to the enforce and abide by these by-laws may result in the person or persons being recommended for disciplinary action by the Board of Directors.

Section 2: Registration of Players and Teams

The Board of Directors shall designate a [registration](#) period and fees [associated with player registration for each season](#) in the [BSC Operations Manual](#). Each player shall register by completing the approved form and submitting the fee to the BSC. Each team must designate a Head Coach and may also register an Assistant Head Coach and/or a Team Manager. The team staff shall conform to the policies and rules of the BSC.

Article 5: Meetings, Quorum, and Voting

Section 1: General Meeting

An Annual General Meeting (AGM) shall be held during the Spring playing season (approximately April 1 to Memorial Day) each year at a date, time, and location to be determined by the Board of Directors. The AGM shall be an open meeting with the purpose of electing the Board of Directors and approving the annual budget. In the case of cancellation, [the Secretary](#) shall reschedule the AGM and publish the date, time, and location to the membership.

Section 2: Quorum

A quorum shall consist of a majority of the BSC membership which is present in person. There shall be no voting by proxy.

Section 3: Voting

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All members of the BSC shall be granted one vote at the AGM. Members having more than one role (such as a parent and a Head Coach) shall only cast one vote.

Article 6: Fees

Section 1: Registration Fees

The Board of Directors shall determine the player registration fees and any late fees. These fees will be payable by a time established by the Board of Directors. The fees and payment date shall be part of the BSC policy and rules.

Section 2: Needs Based Waivers

Any member of the Boyne Area can request a waiver or a reduction of the registration fee based on financial need. All waivers will be handled on a case-by-case basis **by the Executive Director and approved by** the Board of Directors. **Once approved**, The Executive Director shall be authorized to grant **needs-based** waivers as seen fit.

Article 7: Directors

Section 1: Directors and Election

The BSC Board of Directors shall consist of a President, a Vice President, a Treasurer, a Secretary, and a minimum of 1 and a maximum of 3 At-Large members. The Officers of the board shall consist of the President, Vice President, Treasurer, and the Secretary. All Board members are elected at the AGM. The executive members shall serve a term of two years. The President and the Treasurer shall be elected in even numbered years. The Vice President and the Secretary shall be elected in odd numbered years. At-Large members shall be elected on an annual basis.

Section 2: Vacancies and Implied Resignation

Vacancies on the Board shall be filled by a vote of the Board of Directors and will fulfill the remaining term of the vacated Board member. Any Officer or Director that misses three (3) consecutive Board meetings without prior approval shall constitute an implied resignation from the BSC Board of Directors.

Article 8: Powers

Section 1: Disciplinary Authority Concerning Persons

The Board of Directors has the authority to bar completely, suspend, or otherwise discipline, any player, Executive Director, Director of Coaching, Coach, Team Manager, Club Officer, Club Director, Referee, Parent, or Fan **representing BSC when** violating the Code of Conduct. The Board of Directors will determine the guilt or innocence and if appropriate the sanction against the individual.

Section 2: General Powers as to Negotiable Paper

The Board of Directors shall have the general power to deal with negotiable instruments, allowing them to issue, endorse, pay and manage these financial tools for business. The Board of Directors shall designate the Officer and Agents who are authorized to sign checks, endorse instruments, make payments, and handle banking matters. The Board of Directors will grant authority to open/close accounts, deposit/withdraw funds, and manage all bank transactions.

Section 3: Powers as to Other Documents

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The Board of Directors in writing may authorize any Officer or Officers, Agent or Agents, to enter into any contract or execute or deliver any conveyance or other instrument in the name of the Club, and such authority may be general or confined to specific instances.

Article 9: Committees

Section 1: Executive Committee

The Executive committee shall consist of the President, Vice President, Secretary, and Treasurer.

Section 2: Other Committees

The BSC shall create committees as deemed necessary to conduct the business of the Club.

Section 3: Procedures

All committees and each Member thereof, shall serve at the discretion of the Board of Directors. The Board of Directors shall have the power at any time to increase or decrease the number of Members of any committee, to fill vacancies, to change any member and to change the functions or terminate the existence of any committee. All committees shall keep minutes of all meetings of the committee, which shall be submitted to the next meeting of the Board of Directors for approval.

Article 10: Duties of the Board of Directors

Section 1: President

The President of the Board of Directors shall preside at all meetings of the members and the Board of Directors. The president shall execute all authorized conveyances, contracts, or other obligations in the name of the Club except where required by law to be otherwise signed and executed and except where the signing and the execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Club. The President shall only cast a vote in case of a tie. The President, or their delegate, shall represent the Club at scheduled meetings of other organizations.

Section 2: Vice President

The Vice President of the Board, in the absence of the President of the Board, shall preside at all meetings of the members and of the Board of Directors. The vice president shall have such other powers and duties, as may, from time-to-time, be prescribed by the Board of Directors.

Section 3: Treasurer

The Treasurer shall:

- **Oversee Finances:** Have general charge and supervision of the financial affairs of the Corporation, ensuring accurate and transparent accounting records.
- **Fund Management:** Receive and deposit all funds in banks approved by the Board, issue receipts, and ensure proper handling of all monies.
- **Budgeting:** The treasurer shall provide a summary of the current balance of all Club finances at monthly Board meetings, or as requested by the Board of Directors.

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- Provide a comprehensive financial report (including bank reconciliations, budget vs. actual, cash flow) at the annual General Board meeting and ensure timely filing of required financial reports (like IRS Form 990).
- **Policies & Controls:** Help establish and enforce financial policies, including check-signing authority and fund access, ensuring internal controls.
- **Audits:** Work with the auditor/audit committee and report audit results to the Board, if necessary.
- **Record Keeping:** Maintain all financial records and files, including bylaws, policies, and bank statements.
- **Guidance:** Serve as a resource to the Board on financial matters, investments, and long-term sustainability.
- **Other Duties:** The Treasurer shall also be responsible for preparing all federal or state tax returns. The Treasurer shall be responsible for preparing all papers regarding the tax-exempt status of the Club. The Treasurer shall be responsible to file an Annual Report (Form CSCL/CD-2000) with the LARA Bureau of Corporations by **October 1st** each year.
- Perform other duties as assigned by the Board or as inherent to the office.

Section 4: Secretary

The Secretary shall attend all meetings of the Board and all meetings of the members and record all votes and the minutes of all proceedings and have such other duties as delegated by the Board of Directors. [The Secretary](#) shall also provide, at every meeting, the minutes from the previous meeting for approval by the Board of Directors.

Section 5: At-Large Members

At-Large Members shall vote at Board meetings. [At-Large Members shall be appointed to and serve on committees as deemed necessary by the Board of Directors.](#) Additionally, At-Large Members [are expected to perform said duties](#) as requested by the Board of Directors.

Article 11: Ex-Officio Directors

The Board of Directors [shall](#) appoint individuals to the following ex-officio positions to assist in the operation of BSC.

Section 1: Executive Director

The Executive Director shall be the Chief Executive of the club and shall have general and active management of the activities of the [BSC and](#) shall see that all orders and resolutions of the Board are carried into effect. The Executive Director shall also serve as the registrar of the Club [and manage the growth trajectory of the club.](#)

[The Executive Director shall attend monthly BSC board meetings and provide monthly overview of club activities.](#)

[Please see Appendix A in BSC Operational Manual for complete Job Description](#)

Section 2: Director of Coaching

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The Director of Coaching shall establish the philosophy of the club, establish the curriculum, and, as necessary, train BSC coaches. The Director of Coaching shall have general and active management of the coaching activities of the Boyne Soccer Club and see that all orders related to club coaching activities are carried into effect. The Director of Coaching shall lead player development programs, establish the philosophy of the club, establish training curriculum and mentor coaches with an eye on continued growth trajectory of the club.

The Director of Coaching shall attend monthly BSC board meetings and provide monthly overview of club activities.

Please see Appendix A in BSC Operational Manual for complete Job Description

Section 3: Discretion of the Board

The Executive Director and the Director of Coaching serve at the discretion of the Board of Directors and are appointed annually at the first board meeting after the AGM. Shall either the Executive Director and/or the Director of Coaching resign or vacate the position for any reason, the Board of Directors shall appoint an interim Executive Director or Director of Coaching to serve the needs of Boyne Soccer Club.

Article 12: Compensation and Expenses

Section 1: Compensation

The members of the Board of Directors of the BSC shall not be compensated for the performance of services for the BSC. The Executive Director and the Director of Coaching may be compensated as deemed appropriate by the Board of Directors.

Section 2: Expenses

Boyne Soccer Club members may be reimbursed for expenses incurred on behalf of the BSC. Expenses identified within the club budget do not require prior approval from the Board of Directors. Unbudgeted expenses exceeding \$100 require Board approval.

Article 13: Seasonal Year, Fiscal Year, Seals, and Notices

Section 1: Seasonal Year

The seasonal year of the BSC shall be August 1 and end on July 31 of the following year.

Section 2: Fiscal Year

The fiscal year shall be January 1 to December 31 of each calendar year.

Section 3: Corporate Seal

The Board of Directors may (but need not) prove a suitable corporate seal for use by the Corporation.

Section 4: Notices

Any notice required by statute or by these Bylaws to be given to the members, to the Directors, or to any Officers of the BSC, unless another requirement is provided herein or in any statute, shall be sufficient if given by depositing it in a United States Post Office box or receptacle in a

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sealed, postpaid wrapper, addressed to the member, trustee or officer at [their](#) last address as that appears on the records of the BSC, and the notice shall be deemed to have been given at the time of the mailing.

Article 14: Discrimination

Boyne Soccer Club shall comply with all applicable laws governing non-discrimination and shall be open to membership without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, or gender identity.

Article 15: Amendments, Rules and Regulations

Section 1: Amendments to the By-Laws

[These By-Laws may be amended by resolution adopted by a majority of the Members present, in person, at any Annual Meeting, or at any Special Meeting called for that purpose, or by action of the Board of Directors; provided that an amendment adopted by the Board of Directors shall be subject to ratification at the Annual Meeting of Members next following the adoption of any such amendment. Any proposed amendments or alterations shall necessitate a notification of at least 30 days, to all members, prior to the meeting.](#)

Section 2: Rules, Regulations and Policies

The Rules, Regulations and Policies of this Club as now established and as hereafter amended may be altered, repealed or new Rules, Regulations and Policies may be adopted in lieu thereof by a majority of the Board of Directors then in office and present at the meeting of the Board, subject to membership approval.

Article 16: Dissolution

Boyne Soccer Club may only be dissolved with approval of the majority of active members present at a meeting of dissolution. The Board of Directors must notify the membership of the intent to dissolve at least 30 days prior to conducting a meeting of dissolution. If at any time the BSC is dissolved in its entirety, any and all monies and assets will be relinquished to the Boyne City Public Schools for the promotion of the game of soccer.

Article 17: Post Office Box

The BSC shall establish and maintain a Post Office Box for the purpose of conduction BSC business.

Article 18: Club Colors

The BSC colors shall be Red and Navy Blue.