

# **BOLINGBROOK SOCCER CLUB OF ILLINOIS BY-LAWS**

## **Revised May 2016 Revision 4**

### **ARTICLE I: ORGANIZATION**

#### **Section I: Name**

This organization will be known as the Bolingbrook Soccer Club of Illinois hereafter referred to as the BSC. The BSC is affiliated with the Bolingbrook Athletic Council; hereafter referred to as the BAC and will function within the guidelines of the BAC.

#### **Section II: Purpose**

The BSC is organized for the purpose of promoting soccer in Bolingbrook. While recognizing that competition is a natural inclination, winning must be secondary to the goals of furthering the participants skills and knowledge of the game of soccer. The underlying motive for all programs will be the enjoyment of participation and the right to compete. As a team sport, soccer provides the opportunity to grow in interpersonal relationships, develop a sense of fair play and learn to participate in a disciplined atmosphere according to prescribed rules. Of necessity to accomplish these purposes adult participation must be supportive of the high aims of good sportsmanship. To this end, we commit our time, energy and talent.

#### **Section III: Non Profit**

The BSC is incorporated as a not-for-profit 501(c)(3) organization subject to the laws of the State of Illinois and the United States of America.

#### **Section IV: Fund Raising**

All fundraising in the name of the BSC will be conducted under the guidance of the Board of Directors of the BSC. No fundraising will be conducted by individual teams, unless approved by the Board of Directors. Solicitation for team sponsors is not allowed unless approved by the Board of Directors.

## **ARTICLE II: MEMBERSHIP**

### **Section I: General Membership**

General membership will be open to all adult residents (19 years of age and older) of Bolingbrook and/or the Bolingbrook Park District who are involved in the programs of the BSC or who have children involved in the programs of the BSC.

### **Section II: Associate Membership**

Associate membership shall be open to all adult residents (19 years of age and older) of the communities immediately adjacent to the Village of Bolingbrook who are involved in the programs of the BSC or who have children involved in the programs of the BSC.

### **Section III: Member Privileges**

General and Associate members shall be allowed to vote regarding BSC policies. The position of Head Coach on a BSC team must be an adult member (21 years or older) from either group.

### **ARTICLE III. BOARD OF DIRECTORS MEMBERS AND THEIR DUTIES**

#### **Section I: Government**

Governing of the BSC shall be vested in the Board of Directors duly elected by the membership of the BSC. The Board of Directors shall consist of the President, Executive Vice President, Vice President of Recreational Programs, Vice President of Travel Programs, Secretary, Treasurer, Director of Finance Recreational Program, Director of Finance Travel Program, Director of Operations, Director of Boys Travel Program, Director of Girls Travel Program, Director of Scheduling and Grounds, Director of Officials, Director of Equipment and Awards, Director of Concessions, Director of Coaching, Director of Education and Communications, Director of Traveling Tournament, Director of Field Marshals and Volunteers and Director of Mini Soccers. The positions of President, Executive Vice President, Vice President of Recreational Programs, Vice President of Travel Programs, Secretary and Treasurer shall be known as the Executive Council of the Board of Directors. The Executive Council positions of the Board of Directors shall be held only by residents of the Village of Bolingbrook. The Board of Directors by a majority vote, at any duly constituted meeting shall have the authority on all matters concerning policy or financial matters of the organization according to the by-laws and rules of the BSC. All Board of Directors members within the framework of their jurisdiction report to the Board of Directors any violators or acts of misconduct which are prejudicial to the BSC.

#### **Section II: Eligibility**

General members are eligible to hold any position on the Board of Directors. Associate members may be elected to positions on the Board of Directors with the exception of the Executive Council of the Board of Directors. At least 2/3 of the Board of Directors members must be from the General Membership.

#### **Section III: Duties of the Board of Directors Members**

##### President

Will assume responsibility for administration and operation of the BSC. Will preside at all meetings of the general membership and the Board of Directors. Is responsible to the BSC to see that all duties are carried out by the appropriate Board of Directors member. The President may not vote on Board of Directors business except in the case of a tie. Shall be a non-voting member of all committees. It is within the President's power to initiate BSC policies and to suggest appointments to fill vacancies within the BSC. This position on the Board of Directors must be held by a member of the general membership that has held at least one full term position as a board member on the BSC board other than President. Partial term appointments of less than 18 months do not qualify as a full term position.

##### Executive Vice President

Will assist the President in BSC administration and operation. Will preside in the absence of the President. Will take over presidential duties in the interim in case of resignation or separation from the BSC of the President. Will serve on the BAC as the BSC representative and be responsible to communicate the needs of the BSC to the BAC. An alternate appointed by the Board of Directors will attend any BAC meetings in the absence of the Vice President. This position on the Board of Directors must be held by a member of the general membership.

#### Vice President of Recreational Programs

Will assist the Executive Vice President in BSC administration and operation of the recreational programs. Will be responsible to communicate the policies of the BAC to the membership of the BSC recreational programs. Will be responsible for obtaining all practice and game fields. Will be the liaison for ensuring that fields are ready for play on game dates. This position on the Board of Directors must be held by a member of the general membership.

#### Vice President of Travel Programs

Will assist the Executive Vice President in BSC administration and operation of the travel programs. Will be responsible to communicate the policies of the BAC to the membership of the BSC travel programs. Will be responsible for obtaining all practice and game fields. Will be the liaison for ensuring that fields are ready for play on game dates. This position on the Board of Directors must be held by a member of the general membership.

#### Secretary

Will record the minutes of general meetings and Board of Directors meetings. Will maintain the official record of the BSC's activities, will handle announcements of meetings, all correspondence of the BSC, and maintain a file for permanent records of the BSC. This position on the Board of Directors must be held by a member of the general membership.

#### Treasurer

Shall review bank statements monthly. Shall be responsible for the review of payments of all bills and deposits of the BSC with receipts and spreadsheets/financial records provided by both Directors' of Finance each month. Shall be responsible for review of financial records/spreadsheets. Shall make available at all times for open inspection the financial records of the BSC. Shall report at every monthly board meeting the condition of the BSC's finances and every item of receipt or payment not before reported. Shall submit at the annual meeting a financial statement of the BSC. Shall be responsible for keeping the financial records of the BSC. All records shall be maintained in accordance with generally accepted accounting practices. The Treasurer will also file any and all financial forms that may be required by any governmental agency. Shall be responsible to approve all payments of over \$1500. Shall be responsible to withdraw monies over \$500. Shall be a credit card holder. . This position on the Board of Directors must be held by a member of the general membership.

#### Director of Finance Recreational Program

The following responsibilities will be completed in support of and in conjunction with the Treasurer. Shall collect and receive all monies due or belonging to the BSC Recreational Program and ensure funds are entered into the current online registration Provider. Shall deposit the same in a bank designated by the Board of Directors. Shall be responsible for the payment of all bills of the BSC Recreational Program. Shall be responsible for the updating of financial records/spreadsheets and providing all records and receipts to Treasurer each month. Shall report financial records to the Treasurer and to the Vice President of Recreation Program upon request . Financial updates should be given to the VP of Recreational Program whenever necessary. Shall maintain contact regarding financials with the Recreational Program board members. Shall report at every meeting the condition of the BSC's finances and every item of receipt or payment not before reported. Shall be a credit card holder. This position will report directly to the Treasurer. This position on the Board of Directors must be held by a member of the general membership.

#### Director of Finance Travel Program

The following responsibilities will be completed in support of and in conjunction with the Treasurer. Shall collect and receive all monies due or belonging to the BSC Travel Program and ensure funds are entered into the current online registration provider. Shall deposit the same in a bank designated by the Board of Directors. Shall be responsible for the payment of all bills of the BSC Travel Program. Shall be responsible for the updating of financial records/spreadsheets and providing all records and receipts to Treasurer each month. Shall report financial records to the Treasurer and to the Vice President of Travel Program upon request. Financial updates should be given to the VP of Travel Program whenever necessary. Shall maintain contact regarding financials with the Travel Program board members. Shall report at every meeting the condition of the BSC's finances and every item of receipt or payment not before reported. Shall be a credit card holder. This position will report directly to the Treasurer. This position on the Board of Directors must be held by a member of the general membership.

#### Director of Operations

Will be responsible for in-house player and parent registration. Will notify the Director of Field Marshals and Volunteers and Director of Coaching of all volunteers obtained during registration. Will ensure that division coordinators conduct player draft and/or team assignments as directed by the Board of Directors.

#### Director of Boys Traveling Program

Will ensure that all teams have head coaches. Will be responsible for traveling player registration. Will notify the Director of Field Marshals and Volunteers of all volunteers obtained during registration. Will organize training sessions or seminars for coaches as required. Will act as liaison between the BSC and any league in which the traveling teams are registered and they shall have the power to vote in such leagues. Will be responsible for assignment of officials for traveling team games through league approved assignors.

#### Director of Girls Traveling Program

Will ensure that all teams have head coaches. Will be responsible for traveling player registration. Will notify the Director of Field Marshals and Volunteers of all volunteers obtained during registration. Will organize training sessions or seminars for coaches as required. Will act as liaison between the BSC and any league in which the traveling teams are registered and they shall have the power to vote in such leagues. Will be responsible for assignment of officials for traveling team games through league approved assignors.

#### Director of Scheduling and Grounds

Will be responsible for developing schedules for all in-house divisions. Will provide schedules to the Board of Directors for approval and dissemination. Will work with the Vice President of Recreational Programs and Vice President of Travel Programs to ensure fields are reserved and ready for game dates. Will coordinate rescheduling of in-house postponed games. Will work with the Director of Traveling Tournament to develop schedules for any Bolingbrook hosted tournaments. Will be responsible for scheduling room reservations for all BSC activities.

#### Director of Officials

Will be responsible for developing the BSC Rules of Play. Will be responsible for recruiting and scheduling of referees for in-house games. Will provide rules to the Board of Directors for

approval and dissemination. Will organize training sessions and seminars for referees as required. Will organize referee certification training via the IYSA and FIFA. Will ensure that the Director of Education and Communications is provided with all game scores and documentation in a timely manner.

#### Director of Equipment and Awards

Will be responsible for all BSC equipment and maintenance as necessary. Will maintain a written inventory of BSC property and its location. Will prepare recommendations for new purchases for Board of Directors approval. Will be responsible for purchasing of all approved equipment and uniforms. Will be responsible for arraignments with a photographer for picture days. Will prepare recommendation for awards to be approved by the Board of Directors. Will be responsible for the purchase of the approved awards. Will be responsible for the coordination of award presentations. Will be responsible for all contract negotiations regarding the above listed responsibilities. All negotiated contracts will be presented to the board for review and approval.

#### Director of Coaching

Will designate coaches for each age division for both the recreational and travel programs, who will be approved by the Board of Directors. Will ensure that divisions have head coaches for each team in their division. Will be responsible for arraigning coaches' clinics and training. Will work with the Director of Education and Communications to provide the proper tools and aids to help new coaches succeed. Will be responsible for onboarding all new coaches.

#### Director of Concessions

Will be responsible for all activities involved in running the concessions. Duties will include all purchasing, pricing, scheduling of help and daily maintenance of the facility. Will be responsible for securing any permits required. Will be responsible for obtaining an Illinois State Food and Sanitation License.

#### Director of Traveling Tournament

Will be responsible for organizing Bolingbrook hosted tournaments for traveling teams as approved by Board of Directors. Will chair a Traveling Tournament Committee responsible for all tournament related functions; including management and tournament day decision making as needed for event. Will be responsible for proper documentation and accounting. Will provide status reports to the Board of Directors.

#### Director of Field Marshals and Volunteers

Will monitor games to ensure conduct of all players, coaches and parents is consistent with the Purpose (Article I, Section II) of the BSC. Will perform routine audits of coaches' paperwork at games. Will schedule Board of Directors Members, Assistant Directors, Coaches and General/Associate Members to be present at scheduled games to ensure proper Club representation. Will work with the Director of Coaching and the Director of Education and Communications to resolve any coach or parent disputes. Will be a member of the Traveling Tournament Committee and will be responsible for scheduling field marshals for those tournaments. Will be responsible to promote and solicit volunteers from the general and associate membership for various functions of the BSC.

#### Director of Education and Communications

Will organize training sessions and seminars for coaches before each season (including IYSA

coaching certification). Will organize training sessions for players. Will provide training sessions and/or training materials for adults. Will organize activities associated with the Positive Coaching Alliance (PCA). Will be responsible for communicating BSC activities, policies, game results and league standings for publication and carry out other such duties as are prescribed in these by-laws.

#### Director of Mini Soccers

Will organize activities associated with the Mini Soccers program. Will recruit parent volunteers to assist with Mini Soccers sessions. Will propose registration limitations for the Mini Soccers program to the Board of Directors for approval.

#### Assistant Directors

Assistant Directors may be appointed with the approval of the Board of Directors to assist any position except that of the President. Assistants will serve the discretion of the director. Assistant Directorships are non-voting positions.

### **Section III. Committees**

The Board of Directors shall appoint committees from the general membership as they are needed. Duties, powers and duration of committees shall be determined by the Board of Directors. All committees shall report to the Board of Directors.

## **ARTICLE IV: ELECTIONS & TERMS OF OFFICE**

### **Section I: Terms of Office**

Officers of the BSC shall be elected to a two-year term. The following officer's term shall expire on even numbered years; President, Vice President of Recreational Programs, Vice President of Travel Programs, Secretary, Director of Operations, Director of Officials, Director of Coaching, Director of Education and Communications, Director of Traveling Tournament, Director of Finance Travel Program, Director of Finance Recreational Program. The following officer's term shall expire on odd numbered years; Executive Vice President, Treasurer, Director of Scheduling and Grounds, Director of Equipment and Awards, Director of Boys Traveling Program, Director of Girls Traveling Program, Director of Concessions, Director of Field Marshals and Volunteers, Director of Mini Soccers. Officers may not be elected to more than two consecutive terms in the same position.

### **Section II: Nominating Committee**

Shall be constituted at least ninety days preceding the Annual General Membership Meeting. This committee shall be made up of five general members none of which shall be seeking election. Its purpose shall be to seek out members interested in running for office, advertise the election procedures and publicize the qualifications of all members interested in seeking a board member seat. Once a person has been selected and accepted a position on the nomination committee that person may not be elected to a board position for at least 11 months. The nominating committee shall not endorse or otherwise favor or give appearance to favor anyone candidate. Nominations for board members shall be made from the nominating committee. All persons nominated by the committee for election to an open board position must be announced to the board and on the ballot 28 days prior to the election. Each nomination must be seconded. The Director of Education and Communications shall steward this process.

### **Section III: Elections**

Elections shall be held during the regular Annual Membership Meeting by written ballot for each office and a simple majority vote of the voting members at such election meeting shall constitute election. General and associate members may vote in any election. Each voting member shall be entitled to a single ballot. A ballot shall be valid only when presented by the voting member during the appropriate meeting. Ballots shall be tallied by at least three members selected from the general membership.

### **Section IV: Transfer of Power**

The period between the election of new officers and the beginning of a new fiscal year (Article X, Section I) shall be known as the Interim Period. During the entire Interim Period the Newly Elected Officers as well as the Lame Duck Officers shall attend all Board of Directors meetings. The Interim Period shall be divided into two segments. Segment one shall be called the Observation Phase and shall have a duration lasting from the beginning of the Interim Period to the midpoint of the Interim Period. During the Observation Phase the Newly Elected Officers may fully participate in the deliberations but will not have voting privileges. Voting privilege will stay with the Lame Duck Officer. Segment two shall be called the Mentoring Phase and shall



have a duration lasting from the midpoint of the Interim Period to the end of the Interim Period. During the Mentoring Phase the privilege to vote will be transferred from the Lane Duck Officer to the Newly Elected Officer. In the event that a Newly Elected Officer has filled a board position that was vacant at the time of election, the role of Lane Duck Officer will be an appointment of an existing board member that is in the second year of their current term. If the Lane Duck Officer is unable or unwilling to participate during the Interim Period, the role of Lane Duck Officer will be an appointment of an existing board member that is in the second year of their current term. An appointed Lane Duck Officer shall not assume voting privileges for the appointed position during the Observation Phase as all Board of Director members are only allowed a single vote.

## **ARTICLE V: REMOVAL**

### **Section I: Removal**

Board of Directors member vacancies can be created by the following removal procedures:

- 1 . Board of Directors member who misses three consecutive regularly scheduled Board of Directors meetings without legitimate reason or cause shall be removed from his/her board position and will be replaced per Article V, Section III of these By-Laws. The said Board of Directors member will maintain BSC membership.
- 2 . If formal charges are brought against a Board of Directors member for alleged misconduct prejudicial to the best interests of the BSC, these charges are to be submitted in writing to the BSC Secretary. The Secretary will notify all Board of Directors members and a special board meeting will be held within seventy-two hours of notification. After review and discussion of the charges the Board of Directors may:
  - a ) Dismiss charges
  - b ) Accept charges and present to the general membership at a special meeting for said purposes. After presentation the general membership by a two-thirds vote of the general members present at such a meeting can remove Board of Directors member from office.

### **Section II: Termination of Membership**

Membership may be terminated by resignation; any Board of Directors member in good standing may resign from the Board of Directors upon written notification to the Secretary with acceptance by the Board of Directors but no member may have his/her resignation approved when in debt to the BSC. Restitution for all debts must be made before resignation is approved. Possession of BSC property, league fees, etc. is considered a debt to the BSC. Removal or expulsion as provided in Article V, Section I of these by-laws.

### **Section III: Replacement**

Any vacancies occurring on the Board of Directors shall be filled for the unexpired term of office by the majority vote of all of the then members of the Board of Directors at its first regular or special meeting following the creation of such vacancies. In case of the resignation of the entire Board of Directors, the officers shall remain on the board in a take care capacity until new officers are elected by the membership in a special election called by the resigning Board of Directors. All requirements for Board of Directors positions shall remain in effect during the election of a new Board of Directors.

## **ARTICLE VI: BOARD OF DIRECTORS MEETINGS**

### **Section I: Regular Meetings**

Regular meetings of the Board of Directors shall be held monthly, in a public place at such hour as may be fixed by resolution of the Board of Directors at the first meeting of the fiscal year. Due to circumstances beyond ones control the date and time of a meeting may be changed without notice to the general membership.

### **Section II. Special Meetings**

Special meetings of the Board of Directors shall be held when called by the President or by any three directors after not less than twenty-four hours notice to each director. Such notice shall specify the place, day, hour and purpose of the meeting.

### **Section III: Quorum**

A majority of the number of active directors must be present to constitute a quorum for the transaction of business.

### **Section IV: Open Meetings**

Board of Directors meeting shall be open to the membership and the public.

### **Section V: Proxy Votes**

A member may vote by proxy at any Board of Directors meeting provided such proxy is in writing and is filed with the Secretary at the beginning of any meeting at which such proxy is to be voted.

### **Section VI: Electronic Voting.**

Motion will be sent to the secretary of the board by the president. Secretary will disseminate to full board via email and "read receipt" with motion and deadline. Board members need to confirm "read receipt" when opening. Electronic votes need to be kept open a minimum of 2 days with summary sent out after the close of the electronic vote. For electronic votes to be considered valid, they must have a quorum. The vote will stand as any other vote. Summary is to be announced at next board meeting and put in the minutes. Electronic voting should be used for items that need votes prior to the board meeting and waiting would hinder the Club's progress.

## **ARTICLE VII. GENERAL MEMBERSHIP MEETINGS**

### **Section I: Annual Meeting**

The Annual Meeting of the BSC membership shall be held during the month of December. The primary purpose of this meeting will be to elect officers to the Board of Directors.

### **Section II: Special Meetings**

Special meetings of the general membership may be called for any purpose by a majority of the Board of Directors or by twenty or more general members by signed petition presented to the Secretary.

### **Section III: Notice of Meetings**

Advance public notice of at least fifteen days shall be made for each general membership meeting. Such notice shall specify the place, day, hour and purpose of the meeting.

### **Section IV: Voting**

Persons who are part of the BSC membership may vote at any duly constituted BSC membership meeting and/or per Article VII, Section VII Electronic Voting.

### **Section V: Quorum**

The presence at the meeting of general members entitled to cast forty votes shall constitute a quorum for any action except as otherwise provided within these by-laws.

### **Section VI: Proxies**

Proxy votes are not permitted.

### **Section VII: Electronic Voting.**

Electronic Voting will not be permitted.

## **ARTICLE VIII: AMENDMENTS**

### **Section I: Approval**

Subject to the general requirements of the by-laws and to the provisions set forth hereafter, these by-laws may be amended by the vote of at least two-thirds of the general members present at a BSC Membership Meeting.

### **Section II: Amendment Proposals**

Amendment proposals from the BSC membership of Board of Directors will be considered for adoption at any regularly scheduled or special meeting of the general membership as long as:

1. The proposal is submitted in writing to the Secretary of the Board of Directors at least three weeks in advance of such meeting, and
2. The proposal contains a recommendation for its adoption signed by twenty BSC general members, listed legibly with name, address and telephone number.

### **Section III: Notification**

Notification of the intent to consider any amendment proposals for adoption will be made by the placement of a notice in a local Bolingbrook newspaper and/or on the BSC website, at least fifteen days prior to the meeting at which the vote will be taken, such notice to read only that amendment proposals will be considered at a specified meeting time and place and where proposals may be reviewed beforehand (as follows), and The placement of the written amendment proposal(s) at the Bolingbrook Park District and/or on the BSC website for viewing by the BSC membership, and the distribution of the written amendment proposal(s) to the BSC membership, if deemed appropriate, in any means to be determined by the Board of Directors.

## **ARTICLE IX: ORDER OF BUSINESS**

### **Section I: BSC Membership Meeting Agenda**

At meetings of the BSC membership the order of business in so far as the character and nature of the meeting may permit shall be as follows:

- Roll call
- Report of the President
- Report of Executive Vice President
- Report of Secretary
- Report of Treasurer
- Report of Board of Directors
- Report of committees
- Election of Board of Directors members (at Annual Meeting)
- Unfinished
- New business
- Adjournment

### **Section II: Board of Directors Meeting Agenda**

At meetings of the BSC Board of Directors, the order of business unless otherwise directed by majority vote of those present, shall be as follows:

- Roll call
- Approval of minutes of last meeting
- Report of Treasurer
- Report of Board of Directors
- Report of Committees
- Unfinished business
- New business
- Comments by Board Members
- Adjournment

## **ARTICLE X: FINANCE**

### **Section I: Fiscal Year**

The fiscal year of the BSC is from July 1 to June 30. Said fiscal year shall apply to all BSC business.

### **Section II: Financial Statement**

The BSC Financial statement shall be presented to the membership during the regular Annual Meeting of the BSC membership. At such meeting the BSC financial records shall be made available for inspection by any member who wishes to do so. The BSC may not run a deficit.

### **Section III: Annual Audit**

The BSC must submit its financial records to an annual audit by an independent auditor. For financial reasons, however, an audit committee made up of general members and not chaired by a Board of Directors member may be formed at the Annual general membership meeting. Such a committee shall then audit all BSC financial records and compile the BSC financial statement. The Treasurer shall make available to said committee all BSC financial records and all records pertaining to the financial status of the BSC.

### **Section IV: Bonding**

All officers duly authorized to handle the BSC financial transactions shall be bonded as a condition for such authorization. The expense of such bonding shall be borne by the BSC.

### **Section V: Signature Authority**

The President, Secretary and Treasurer shall be authorized to handle the financial transactions of the BSC.

## **ARTICLE XI: DISSOLUTION**

### **Section I: Dissolution**

The BSC shall use its funds only to accomplish the objectives and purposes specified in these by-laws, and no part of said funds shall be distributed to members of the BSC. In the event of dissolution of the BSC, whether voluntary or involuntary or by operation of law, none of the property of the BSC nor any proceeds thereof, nor any assets of the BSC shall be distributed to any member of the BSC, but after payment of debts to the BSC, its property and assets shall be given to one or more regularly organized and qualified non-profit youth related organization(s) selected by the Board of Directors.