

FOUR CORNERS UNITED BY-LAWS

Revised & Approved August 2018

1. GOVERNING STRUCTURE

The governing structure of the FC United Board shall be as follows:

2. BOARD OF DIRECTORS

Chairman (elected - even year)
Director of Coaches (elected-odd year)
Vice-Chairman (elected - odd year)
Secretary (elected - even year)
Treasurer (elected - odd year)
Registrar (elected - even year)
Director of Operations (paid-not elected)
Events Coordinator – (elected- even year)
FCYSL Representative (elected – even year)

3. COMMITTEES

3.1. Discipline

Disciplinary Committee shall consist of the Chairman, Vice-Chairman, Secretary, Bloomfield FCYSL Representative and Registrar unless one is a subject in the disciplinary action.

3.2. Finance / Budget

Finance Committee shall consist of the Treasurer, Chairman, Vice Chairman and Bloomfield FCYSL Representative.

Finance Committee shall work to provide a yearly operating Budget. Shall prepare budget for the upcoming fiscal year.

3.3. Events and Fundraising Committee

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

4. DUTIES OF OFFICERS

4.1 Chairman - Shall conduct all meetings of the Board of Directors. Will appoint; at the beginning of each season or as the need arises, subject to the approval of the Board of Directors, the chairperson of the standing committees and other committee members as needed. He/she shall vote only in the event of a tie. He/she shall set the agenda for all meetings. This is only a voting position in the event of a tie in the vote.

4.2 Vice-Chairman - Shall assume the duties of the Chairperson in his/her absence. The Vice-Chairperson may vote on all matters before the Board except while acting as chairman. Shall enforce the rules and regulations of the Club. In the absence of the chairman, shall call and chair all disciplinary hearings. Shall write (complete) all correspondence relating to disciplinary actions. Shall act as liaison between team managers, Board of Directors and parents. This is a voting position.

4.3 Secretary - Shall keep an accurate record of all meetings of the Board of Directors. Shall distribute minutes to the Board of Directors within five days. He/she shall maintain the files of the FC United, give notice of, and schedule meetings and provide agendas for meetings. Shall be the contact person on the FC United website. Shall maintain a contact sheet of Board of Director coaches and team managers. This is a voting position.

4.4 Treasurer - Shall maintain all financial accounts and records of the Club. The Treasurer shall make deposits and pay bills in a timely manner. All accounts shall be paid by check and shall bear a signature of one of the following: the Treasurer, Chairman, Secretary, or Vice-Chairman. A treasurer's report will be presented at all meetings. The treasurer is also responsible for preparing the annual budget, financial statements and insuring that the non-profit tax returns are filed. Shall serve as the Chairperson of the Finance / Budget Committee and also serve on other committees that involve the finances of VFC. This is a voting position.

4.5 Registrar - Shall maintain the database and registration of current members and contact information. Shall utilize the NMYSA approved registration software to communicate registration

with the FCYSL registrar. Shall insure that all paperwork is complete and correct for all players. Shall attend all meetings for registrars called by the FCYSL or NMYSA. Shall oversee the assistant registrar. Shall adhere to all of the standards of ethical conduct for individuals assigned Risk Management responsibilities within NMYSA and its affiliates. This is a voting position.

4.6 Director of Coaches - Shall be responsible for the education of coaches of teams of FC United. Shall arrange and schedule coaching clinics. Shall coordinate dissemination of information to coaches throughout the season regarding new rules and tournament information etc. Shall work with the Chairperson (Trainer) to find and assign new coaches. Shall work with relevant club personnel. Shall be in charge of coaches, will find and assign coaches. Shall serve as liaison between the Developmental Club and Competitive Club as united under the structure of FC United. The Director of Coaches will approve all club coaches with the assistance of NMYSA regulations. Coaches can be removed under due process of the club after investigation and board approval.

4.7 Director of Operations – Shall oversee the operations of the Club as seen fit by the Board of Directors and club members. Acts as main contact for members and community in regards to club structure, future goals, and the overall practices as defined in each role within the club. This is a non-voting position.

4.8 FCYSL Representative – Shall attend FCYSL meetings and report back to the Board of the Club. Shall present proposals for requests to and from the FCYSL board and the FC United board. This is a voting position.

4.9 Events Coordinator – Shall oversee and support club fundraising, club events, and club activities. This will include Fall Kick-Off and the Spring End of Season Celebration. This position also chairs the events committee. This is a voting position.

5. ELECTION OF THE BOARD OF DIRECTORS

5.1 Board Members are elected by majority two-thirds (2/3) by voting members present at the Annual General Meeting (AGM).

5.2 Candidates for office should submit a letter of interest to the Board at least two (2) weeks prior to the AGM.

5.3 All nominations must be seconded before being accepted.

5.4 The Secretary will record all seconded nominations.

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

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

5.8 Election of officers will utilize one of the following two methods: 1) ballots will be issued to all club members, who will enter the names of the candidates they are voting for, or 2) by show of hands. The appointed election officials will collect and count the ballots or count the show of hands to determine the new officers. The Secretary will record the account of the vote in the minutes and the names of the new officers.

5.9 The terms of the election officials will end with the adjournment of the meeting.

5.10 The terms of the Board members will be two years, beginning with the AGM of Election and ending after the third AGM.

5.11 Husband and wife may serve on the Board at the same time.

5.12 Election of officers should take place before the end of the official season.

6. REMOVAL OF OFFICERS

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

Shall be requested in writing by a member of the Board of Directors or by a Club official defining why such action may be necessary. Shall be voted upon by the Board of Directors.

6.2 A two-thirds majority vote of the entire Board of Directors shall be required to remove a member of the Board of Directors.

6.3 A Board member may be relieved of his/her office for missing three consecutive meetings of either a regular or emergency nature. Absence may be excused by a majority vote of the Board

6.4 Replacement, when necessary, can be made: 1) by Appointment by the Board of Directors, or by the calling of a special election by the Chairman or presiding officer to fill the vacancy within

sixty (60) days. The officer specially elected in this manner shall fill the unexpired term of the removed officer.

7. RESIGNATION OF OFFICERS

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

The resignation shall be in writing to the Chairman -All equipment, materials or other items belonging to this club have been turned over to the Chairman or presiding officer.

7.2 Replacement, when necessary, can be made: 1) by appointment by the Board of Directors, or 2) by the calling of a special election by the Chairman or presiding officer to fill the vacancy within sixty (60) days. The officer specifically elected or appointed shall fill the unexpired term of the resigned officer.

8. DUTIES OF THE BOARD

8.1 The Board will administer the business of the Club

8.2 The Board will conduct and approve fund raising activities

8.3 The Board will organize committees

8.4 The Board will disburse funds including all team monies raised during fundraising activities

8.5 All registration of players and team assignments must be announced two weeks prior to the first scheduled practices of the season

8.6 Assignments of players to teams will be done according to a method approved by the *FC United Board* of Directors

8.7 All coaches will have online access to club and state rules when assigned to teams.

8.7a The Board of Directors and Director of Coaches will encourage and monitor that club coaches uphold club and state rules. Repeated violations of rules will be grounds for either disciplinary action or removal.

8.8 *FC United* will consider health, safety and well being of players of prime importance at all times

8.9 The Board shall set the fees for each year

8.10 A written proxy may be designated to a club member or other board member by a Board member for one meeting only

9. AMENDMENTS

Amendments to the Bylaws of the *FC United* must be presented to the Board in writing at least two weeks prior to a regular or special Annual General Meeting or by the Board at the General Meeting. Any amendment must be approved by a majority of the voters at the meeting.