

**FOREST LAKE SOCCER ASSOCIATION**  
**BY-LAWS**  
**October 14, 2007**

**ARTICLE I: NAME AND LOCATION**

**Section 1:** The name of this non-profit organization shall be the Forest Lake Soccer Association (FLSA).

**Section 2:** Offices for the transaction of business shall be at such places as the Board of Directors may determine within the Forest Lake Area.

**ARTICLE II: PURPOSE**

**Section 1:** This not-for-profit organization is a program of the Forest Lake Area Athletic Association (dba FLAAA) organized exclusively for charitable and educational purposes and to foster, promote, and perpetuate soccer at the youth level in the Forest Lake area.

**Section 2:** The purpose shall include abiding by the guidelines set forth in the FLSA Philosophy (below), as well as carrying out the general policies of the Forest Lake Area Athletic Association (FLAAA), the Minnesota Youth Soccer Association and the United States Youth Soccer Association.

**Section 3:** Forest Lake Soccer Association Philosophy

The general philosophy of the FLSA is to develop the athletic abilities of the athletes through instruction, promoting teamwork, and ensuring that the players enjoy their soccer experience.

**ARTICLE III: MEMBERSHIP**

**Section 1:** Each parent or legal guardian, whose signature appears on a player's registration form, becomes a member of FLSA/FLAAA upon payment of the player's registration fee. Such membership continues in effect for a period of one year, at which time membership is terminated unless renewed by the previously stated process. This membership entitles the member to voting rights for election of board members and to participation in meeting discussions.

**Section 2:** All officers, directors, coordinators, coaches, registered referees, and other persons officially engaged in the operation of the FLSA become members and remain members until they cease active participation in the affairs of the FLSA. Active participation is defined as having performed one or more of the aforementioned duties in the previous 12 months.

**ARTICLE IV: BOARD OF DIRECTORS**

**Section 1:** The Board of Directors shall consist of: President, Vice-President, Secretary, Treasurer, Registrar, Recreational Program Coordinator and four additional elected Board Members. The President, Vice-President, Secretary, Treasurer, Recreations Program Coordinator and Registrar shall serve as the Executive Committee.

**Section 2:** The business, money, and property of the FLSA shall be managed by the Board of Directors as defined within the articles of these By-Laws, the FLAAA By-Laws, and the FLSA Policies and Procedures Manual.

**Section 3:** All directors shall be elected at the Annual Meeting and shall hold office until their successors are duly elected. Board members shall be elected for two-year terms and are expected to hold office until their successors are duly elected. Resignation from a board position is an automatic resignation from board membership. Elections will occur at the end of the two-year term. When one of the Executive Committee positions, as named in Article IV, Section 1, becomes vacant, it can be filled by another member of the board through the election process. When this occurs, the newly elected executive board member is committing to a two-year term and his/her previous position becomes vacant and will need to be filled through the election process as well.

**Section 4:** Should any Board seat become vacant, that seat may be filled by nomination and election at a regular meeting with a quorum. All FLSA members must be notified of the pending election at least 15 days prior to the regular meeting. This notification can occur as part of the monthly meeting minutes.

**Section 5:** The Board of Directors may remove one of their own members for cause at a Regular Meeting upon a three-fourths vote of the entire Board of Directors. (8 or more)

**Section 6:** At each Annual Membership meeting the Directors shall submit the last annual financial statement together with a report of the general financial condition of the FLSA.

## **ARTICLE V: BOARD OFFICER DUTIES**

**Section 1:** The President's duties:

The President shall prepare agendas, preside over and maintain orderly FLSA meetings. The president may vote, and in the case of a tie, the president's vote determines the result. The president shall be the primary contact between FLSA and MYSA and in this role will disseminate necessary information to the appropriate club personnel. The president will perform FLSA business and will be expected to delegate issues to the appropriate committees. The president will preside over the Executive Committee.

**Section 2:** The Vice-President's duties:

The Vice-President shall assist the president with the above noted duties as designated by the president and assumes those duties and powers in the absence or incapacity of the president. The Vice-President will participate as a member of the Executive Committee.

**Section 3:** The Secretary's duties:

- A. Keep accurate minutes of all meetings and distribute minutes of previous meetings to all board members.
- B. Keep roll call and absentee records for board meetings.
- C. Record all motions, name of person introducing the motion, and the second. Record motion acceptance or defeat and record the proceedings but not the debates.
- D. Maintain E-mail address, home address and phone number lists of all board members, club position holders and coaches/designated team contact persons.
- E. Maintain historical records of all club documents including past meeting minutes, By-Laws, FLSA Policies and Procedures Manual, and developmental plan documents. It is the responsibility of the secretary to insure that these documents are present and available for reference at all board meetings. In this capacity, the secretary is knowledgeable in the areas of club By-Laws, policies and procedures and is able to provide details from these documents at club meetings as needed.
- F. Serve as a member of the Executive Committee.

**Section 4:** The Treasurer's duties:

- A. Receive and bank all funds for the FLSA.
- B. Keep accurate accounting records of all funds.
- C. Disburse all funds directed/authorized by specific FLSA programs as defined in the FLSA Policies and Procedures Manual.
- D. Give a current statement of finances at each meeting.
- E. Prepare a yearly report for inspection at the Annual Meeting.
- F. Maintain historical records of club financial documents including annual budgets, tax returns and financial statements.
- G. Handle player scholarship requests
- H. Serve as a member of the FLSA Finance Committee.
- I. Serve as a member of the Executive Committee.

**Section 5:** The Registrar's duties:

- A. Perform all registration procedures in accordance with MYSA policy including adult consent forms and board member, player, adult, and team registrations for FLSA competitive and recreational soccer programs.
- B. Provide registration materials to competitive team coaches and the Recreational Program Coordinator including player registrations, health forms, and team rosters.
- C. Maintain up-to-date list of participant addresses and telephone numbers.
- D. Per MYSA recommendation, maintain file of birth certificates for competitive players. Implement procedures for proper handling of these documents.
- E. Handle player scholarship requests
- F. Serve as a member of the Executive Committee.

**Section 6:** The Recreational Program Coordinator duties:

- A. Work with the Recreational Playing Committee to define the program format, select coaches, identify teams, and procure equipment and uniforms. This includes all club recreation programs.
- B. Serve as a member of the Recreational Playing Committee.
- C. Serve as a member of the Executive Committee.

**Section 7:** Board Members' duties:

- A. Attend monthly board meetings.
- B. Serve on FLSA committees.
- C. Represent FLSA within the community.
- D. Serve as a voice for FLSA members.

## **ARTICLE VI: ADDITIONAL CLUB POSITIONS**

**Section 1:** Within the club there are additional positions, which are critical to the success of FLSA. Any FLSA member may fill these positions.

**Section 2:** The following positions support the club: Coaching Coordinator, Equipment Coordinator, Referee Coordinator, Field Coordinator/Assignor, Fund Raising Coordinator, Risk Management, Uniforms Coordinator, MYSA District Representative Boys District Rep, Girls District Rep, Future Field Development, FLAAA Representative, Training Manager, and other positions as the Board defines. Volunteers in these positions become a member of this organization and have the same rights as outlined in Article III.

## **ARTICLE VII: COMMITTEES**

**Section 1:** Each year the Board of Directors shall establish the following committees: Finance, Competitive Play, Coaching, Equipment/Uniforms, Fields, Communications/PR, and Recreational Play. This will be done at the annual meeting in September or as soon as possible thereafter.

**Section 2:** Each committee should have a minimum of 3 members and include a minimum of 1 board member in its membership. The newly elected Board of Directors will appoint committee members.

**Section 3:** The members of each committee will elect their Committee chairperson.

**Section 4:** The role of the committees is to make decisions and resolve issues within their designated area and make recommendations to the board concerning their area as designated below.

**Section 5:** The duties of the Standing Committees shall be as follows:

- A. Finance Committee: Review recent financial statements for FLSA and prepare annual budget, which includes all FLSA programs. Using financial data, establish player fees and discounts. Consider long term financial planning. This committee is not empowered to make financial decisions without board approval unless specifically designated in the FLSA Policies and Procedures Manual. Membership shall be at least 5 members of the Executive Committee.
- B. Competitive Playing Committee: Establish teams and rosters. Form grievance committee as needs arise. Conduct and oversee tryouts as needed. Coordinate registration and recruitment of players. Revise registration forms each year as needed.
- C. Recreational Playing Committee: Coordinate recruiting and registration of recreational players. Recruit and select coaches. Establish teams, rosters and program format. Determine equipment needs, solicit bids/compare pricing of such needs and procure as designated in the annual budget. Select, procure and distribute uniforms. Membership must include the club Recreational Program Coordinator.
- D. Coaching Committee: Coordinate the interviewing, selection and assessment of performance of competitive program coaches. Provide training opportunities for coach personnel. Handle all grievances and discipline concerning coaching personnel. Membership must include the club Coaching Coordinator.
- E. Equipment/Uniforms Committee: Maintain a physical inventory of all physical property and equipment purchased by or donated to FLSA. Handle security and storage of such equipment and property. Determine equipment needs, solicit

bids/compare pricing of such needs and procure as designated in the annual budget. Select, procure and distribute uniforms for competitive FLSA programs. Membership must include the Equipment Coordinator and the Uniforms Coordinator.

- F. Fields Committee: Handle initial lining of fields, field scheduling and season start-up/shut down of fields to support all FLSA programs. This includes setting up/moving of nets throughout the season, serving as the primary contact with the various field owners (i.e. school district, city, private company) concerning maintenance needs and arranging the use of fields. This committee is not responsible for long term field needs planning. Committee membership includes the Field Coordinator/Assignor and school district liason.
- G. Communications/PR Committee: Create flyers for all programs as needed. Maintain club web site. Contact local papers for club announcements. Submit articles/photos to locate papers promoting the success of the club. Support FLAAA information needs. One member of this committee must serve on the FLAAA PR Committee.

**Section 6:** Special Committees may be formed as needed or as designated by the Board of Directors

### **ARTICLE VIII: MEETINGS**

**Section 1:** The Annual Meeting shall be held each fall as notified through mailings or notice in the area newspaper. 30 day prior notification of the annual meeting is required. The primary purpose of this meeting shall be to elect the Board of Directors, identify non-board position holders and establish committees for the following year.

**Section 2:** Board meetings are open to all interested parties, and shall be held once a month.

**Section 3:** Any member 18 years of age or older will have full voting rights at the annual FLSA meeting.

**Section 4:** Quorum: One more than half of the current Board of Directors shall constitute a quorum. A quorum of the current Board of Directors must be present to vote on any motions concerning the business of FLSA.

### **ARTICLE IX: FINANCE**

**Section 1:** Monies shall be deposited in investments within a depository designated by the Board of Directors.

**Section 2:** All checks shall be signed by at least 2 of the following three officers: President, Treasurer or Vice President.

**Section 3:** All expenditures in excess of \$50, which have not been previously approved as part of the annual budget, must be approved by a majority vote of the Board of Directors.

**Section 4:** The FLSA shall have a fiscal year ending December 31.

**Section 5:** No solicitations for money, prizes, and/or other items shall be permitted without the authorization of the Board of Directors. Exceptions will include tournaments and team sponsorships. All must be done within the rules/statutes governing charitable gambling.

### **ARTICLE X: AMENDMENTS**

**Section 1:** By-Laws may be amended at any Regular Meeting provided the following provisions are first met:

- A. Proposals to amend By-Laws must be presented to the Secretary at least 15 days prior to the meeting.
  - a. Proposed changes must be sent to the general membership, providing the meeting date bylaws will be reviewed for approval.
- B. The Secretary must notify all Board of Directors of the proposed amendments prior to the meeting.
- C. There must be a quorum at the meeting. Approval requires a 2/3 vote of general membership present for the vote.