

Manteca Futbol Club



Constitution and Bylaws

Revision Date:

Section(s):

Minute Date:

Constitution

1:01 Name

1:01:01 The name of this organization shall be Manteca Futbol Club, hereinafter referred to as MFC. This club shall exist solely as a non-profit organization. Notwithstanding any other provisions of these articles, MFC shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

1:02 Mission

1:02:01 The mission of the MFC is to develop elite competitive soccer players and build strong character through soccer in the young men and women who are members of MFC.

1:03 Colors & Logo

1:03:01 Representative colors for the MFC logo will be Red, White, Gold and Black. The MFC Board will designate the logo.

1:03:02 Representative uniform jersey colors will be Red and White. Black will be a third alternate jersey once the red and white jerseys have been purchased. Shorts will be red, white or black. Socks will be red, white or black.

1:04 Affiliation

1:04:01 The MFC is an affiliate of US Club Soccer and the United States Soccer Federation (USSF).

1:05 Authorities

1:05:01 The MFC shall be governed by its Constitution, Bylaws, Policies, & Procedures except when they are superseded by US Club Soccer and/or the USSF.

1:05:02 The governing power of this club, whose powers shall be designated in the bylaws, shall be vested in the Board of Directors of this club.

1:05:03 The Governing Board, hereinafter to be known as the Board of Directors, shall be composed of the Club Administrator, Assistant Club Administrator, Director of Finance, Registrar, Secretary, Director of Coaching, and Director of Operations. All Board of Director positions shall be voting.

- 1:05:04 Annual Election. The general membership present and voting at the Annual Election, held at the Annual Meeting, shall elect by majority vote the following officers: Assistant Club Administrator, Director of Finance, Registrar, and Secretary. Elected officials shall serve for a period of two (2) years. The Assistant Club Administrator and Director of Finance shall be elected to take office in December of odd numbered years. The Registrar and Secretary shall be elected to take office in December of even numbered years.
- 1:05:04:01 The Club Administrator shall be appointed by the Board of Directors for a term of one (1) year. The term may be renewable.
- 1:05:05 Qualifications. In order to be eligible for election to the office of the Club Administrator, the candidate must have served as a member of the Board of Directors for at least one (1) year of the most recent five (5) years. Said member shall not be eligible for election if during his/her term of office said officer was removed by reasons of unexcused absences or for cause and shall remain ineligible for an elected position for a period of five (5) years.
- 1:05:06 Director of Coaching and Director of Operations. In December, the elected officers shall appoint a Director of Coaching and Director of Operations who shall serve on the Board of Directors for a term of one (1) year. The term may be renewable.
- 1:05:07 Members-At-Large. In December, the Board of Directors shall appoint Members-At-Large. Term shall be one (1) year. Duties of all Members-At-Large shall be defined in the Bylaws. Term may be renewable.

1:06 Membership

- 1:06:01 The general membership of MFC shall be comprised of the Board of Directors, Members-At-Large, and one registered head coach, one registered assistant coach & one registered Team Manager for each team.
- 1:06:02 Honorary membership. Upon recommendation of the Board of Directors, honorary memberships may be given to individuals in the community who make significant contribution to MFC. Honorary memberships shall be non-voting.

1:07 Financial Administration

- 1:07:01 All teams shall be self-funding through MFC as outlined in the procedures. Proposed budgets shall conform to this basic principle.
- 1:07:02 All financial procedures are outlined in the Team Manager Manual.

1:08 Annual Meeting

- 1:08:01 The Club Administrator shall call an Annual Meeting of the members to be held during the month of October. Public notice of the date, time, place

and purpose of the meeting shall be made to the membership at least twenty (20) days before the meeting.

1:08:02 The order of business at the annual meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Review and Approval of Minutes of the previous MFC Annual Meeting
- E. Unfinished Business
- F. Reports
 - 1. Club Administrator
 - 2. Assistant Club Administrator
 - 3. Director of Finance
 - 4. Registrar
 - 5. Secretary
 - 6. Director of Coaching
 - 7. Director of Operations
 - 8. Members-At-Large
 - 9. Special Appointments
 - 10. Committees
- G. New Business
- H. Amendments to the Constitution
- I.
 - 1. Proposals for Changes to the Constitution
 - 2. Vote to adopt Amendments
- J. Election of Officers
 - 1. Nominations of Officers
 - 2. Vote to elect officers
- K. Adjournment

1:08:03 A quorum shall consist of any number of members present at the Annual Meeting. Each Board of Directors member, each Member-At-Large, each registered (1) Head Coach, (1) Assistant Coach, and (1) Team Manager shall be entitled to one (1) vote each with a maximum of three (3) votes per team.

1.08.04 Voting by proxy shall not be allowed. No person shall cast more than one (1) vote. Only those members of record in good standing shall be entitled to voting privileges. In the event of a tie, another vote shall be taken to determine the winner.

1:09 Amendments

1:09:01 Amendments to the Constitution shall be voted on at the Annual Meeting of the membership. Any member in good standing can propose a change(s) to the Constitution. Amendments shall be presented, in writing,

to the Board at least sixty (60) days prior to the Annual Meeting. The general membership shall be notified, in writing, of such proposed amendments at least twenty (20) days prior to the Annual Meeting at which the proposed amendment will be voted on.

1:09:02 An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the members attending and voting at the Annual Meeting. Any amendments to the Constitution adopted at the Annual Meeting shall become effective immediately following the Annual Meeting unless otherwise stated in the change.

1:09:03 Changes to the Bylaws, Policies and/or Procedures shall be adopted at any General Board Meeting by a two-thirds (2/3) vote of the Board of Directors. Any member of the General Membership, as defined in the Constitution, whom is in good standing, can propose a change(s) to the Bylaws, Policies, and/or Procedures.

1:10 Rules of Order

1:10:01 The rules contained in Robert's Rules of Order shall govern MFC in all cases in which they do not conflict with the Constitution, Bylaws, Policies, and/or Procedures of MFC, US Club Soccer, and the United States Soccer Federation (USSF).

1:11 Dissolution

1:11:01 Should MFC be dissolved, all assets remaining after payment of all debts shall be turned over to a non-profit fund, foundation, or organization which operates exclusively for the purpose of the development of competitive youth soccer.

Bylaws

2:01 Board of Directors

2:01:01 The officers of the Board of Directors shall be (in order of hierarchy) the Club Administrator, Assistant Club Administrator, Director of Finance, Registrar, Secretary, Director of Coaching, and Director of Operations. The Board of Directors shall be responsible for representing the overall membership of MFC. As such, they shall:

- Ensure that MFC operates within the Constitution and the By-Laws of MFC;
- Confirm or veto the selection of Club Administrator, Director of Coaching, Director of Operations, Members-at-Large, Coaches and Trainers;
- Ensure proper money handling procedures are in place;
- Determine the Policies and Procedures of MFC and provide the broad goals and objective of the members of this Club.

2:01:02 Club Administrator. The duties of the Club Administrator shall be:

- Conduct all meetings of the Board of Directors and shall cast a vote only in the case of a tie.
- Provide leadership, inspiration and direction for MFC during the term of office.
- The Club Administrator is authorized to represent MFC on all bank accounts.

2:01:03 Assistant Club Administrator. The duties of the Assistant Club Administrator shall be:

- In the absence of the Club Administrator the Assistant Club Administrator shall preside at meetings of the Board of Directors.
- Ensure the operations of the club through its Constitution, Bylaws, Policies, and Procedures are conducted properly and with the intent with which they were written.
- Serve as Chair of the Protest, Appeals and Discipline Committee.
- Will perform any duties deemed necessary by the Club Administrator.
- The Assistant Club Administrator is authorized to represent MFC on all bank accounts.

2:01:04 Director of Finance. The Director of Finance shall be:

- Set up and maintain accounts with accredited financial institutions for the operations of the Club in accordance with a Board approved set of financial policies.
- Develop the MFC Budget for approval by the Board of Directors prior to the beginning of the new Calendar Year and will also develop for

Board of Directors approval, the registration fees to be paid by the players for the upcoming year.

- Provide an itemized statement of income and expenses at each MFC Board of Directors Monthly Meeting, to include a statement of monies allocated and maintain for exhibit at all reasonable times the books of account and financial records to any director or member on request. All accounts shall be paid by check and shall bear one (1) signature. Either the Director of Finance's, the Club Administrator, Assistant Club Administrator or Secretary.
- Secure and coordinate with a Certified Public Accountant so that the yearly financial reports to be updated upon a Calendar Year of January 1, through the end of December.
- May not serve for more than one term unless the financial records of the Club are reviewed by a committee as appointed by the Board of Directors at the mid-point of the second year and then contingent only upon a clear review and the recommendation of the Review Committee.
- The Director of Finance shall have accounting background and/or experience.
- Will be subjected to a background investigation.

2:01:05 Registrar. The Registrar shall be:

- Responsible for proper registration of players, teams, coaches, assistant coaches and team managers within MFC.
- Coordinate with the Treasurer and Team Coordinator to assure that all players remain in good standing with respect to the payment of player fees.
- Handle all correspondence with the US Club, and other soccer organizations such as NorCal Premier Soccer and team members as necessary.

2:01:06 Secretary. The Secretary shall:

- Keep an accurate record (minutes) of all Board meetings and General meetings for approval at subsequent meetings.
- Maintain records of minutes, policies, guidelines, and other official documents and correspondence.
- Handle all club correspondence.
- Give notice of meetings.
- Authorized to represent MFC on all bank accounts.
- Perform such other duties as may be assigned by the Club Administrator or the Club.
- Responsible for renewing and maintaining Club insurance.

2:01:07 Director of Coaching.

- Appointed by the Board of Directors and shall maintain voting privileges at the Board of Directors level.

- Responsible for overseeing the activities of the coaching and training staff.
- All coaches, assistant coaches and trainers will report directly to the Director of Coaching.
- Prepare and monitor coach evaluation process.
- Retain qualified coaches.
- Provide training of coaching through monthly meetings and field training.
- Provide and update coach's soccer curriculum for MFC teams.
- Establish and implement guidelines for training and encourage continued licensing & education of all coaches.
- Develop level-appropriate programs for players and coaches that focus on technical and tactical skill development.
- Monitor the progress of player and coaching development at all levels of play.
- Shall attend team practice sessions, supervise the organization and implementation of player tryouts, conduct soccer camps and clinics, and help promote MFC.

- 2:01:08 Director of Operations. Director of Operations shall:
- Appointed by the Board of Directors and shall have voting privileges at the Board of Directors level.
 - Overall responsibility for the operations of MFC.
 - This includes but is not limited to coordination of equipment, field assignment, scheduling, and referees for all soccer related activities including clinics, camps, tournaments, and league play.
 - Shall report status at each Board of Directors meeting.

2:01:09 None of the positions on the Board of Directors may be a paid position.

2:01:10 No paid contractor of MFC may hold a position on the Board of Directors.

2:02 Members-At-Large

2:02 Members-At-Large will perform duties as outlined below. Additionally, they will work with various MFC Board of Directors as needed to complete the duties as assigned.

- 2:02:01 Equipment Manager.
- Responsible for purchase of equipment and supplies necessary for soccer play.
 - Maintain records (inventory) of all equipment.
 - Responsible for storage, maintenance, issuance, collection of all MFC equipment.
 - Coordinate with the Board of Directors regarding vendor and uniform selection.
 - Board Advisor – Director of Operations

- 2:02:02 Field Manager.
- Coordinate soccer fields for use by MFC.
 - Coordinate all field requirements, be responsible for the layout and lining of fields.
 - Responsible for coordinating and assigning fields for games during League Play.
 - Board Advisor – Director of Operations
- 2:02:03 Referee Coordinator.
- Shall be the liaison with the Manteca Soccer Referee Association (MSRA).
 - Shall ensure referee coverage of Club games, tournaments and MFC hosted events, receive all game cards, referee reports, identify sportsmanship awards, and shall administer disciplinary procedure related to referee issues.
 - Shall communicate safety issues and new law changes to the Board.
 - Current Assignor registration with USSF is required.
 - Board Advisor – Director of Operations
- 2:02:04 Event Coordinator.
- Shall organize operations related to MFC events. This includes hosted soccer events, hosted soccer tournaments and hosted Club fundraising events.
 - Assign responsibilities that are required as part of the event, order any items that are required as part of the event (i.e.: pins, awards, t-shirts, etc).
 - Secure any vendors for the event.
 - Responsible for MFC gear orders. This includes ordering items through Club vendor for MFC gear orders.
 - Responsible for coordinating and monitoring volunteers for Club events.
 - Board Advisor – Club Administrator
- 2:02:05 Webmaster.
- Shall maintain the Club web site, other computer applications, and evaluate team web pages for content.
 - Responsible for maintaining a newsletter on the website.
 - Board Advisor – Assistant Club Administrator
- 2:02:06 Public Relations.
- Shall create, manage and maintain the marketing of MFC.
 - Prepare and distribute club communiqué, press releases and coordinate game result publicity with local newspapers and MFC Webmaster.
 - Board Advisor – Assistant Club Administrator

- 2:02:07 Team Coordinator.
- The Team Coordinator will be responsible for maintaining and keeping the Team Managers Manual up to date.
 - Responsible for coordinating uniform orders.
 - Act as the liaison between the Board of Directors and the Team Managers.
 - Responsible for working with teams as it pertains to fundraising.
 - Responsible for coordinating with the Board of Directors on scholarship and sponsorship procedures.
 - Board Advisor – Director of Coaching
- 2:02:08 Indoor Coordinator.
- The Indoor Coordinator will be responsible for operations of the Indoor League that is run in conjunction with Big League Dreams.
 - Responsible for registration of teams for Indoor play.
 - Responsible for assigning duties required for operation of Indoor League play.
 - Board Advisor - Registrar
- 2:02:09 Norcal Representative.
- The Norcal Representative will be responsible for working with the MFC Coaches and Assistant Coaches on issues that relate to Norcal Premier.
 - Board Advisor – Club Administrator
- 2:02:10 City Liaison.
- The City Liaison will be responsible for securing any business and/or other licenses required to host MFC events.
 - Will work with the Event Coordinator.
 - The City Liaison will also act on behalf of the MFC Board of Directors to represent the interests of MFC in the absence of the Director of Operations.
 - Board Advisor – Director of Operations
- 2:02:11 Treasurer.
- Shall work with the Director of Finance.
 - Coordinate with the Team Managers to collect moneys raised by MFC teams and maintain records regarding such collection.
 - Disburse monies in accordance with the Financial Procedures and approved Budget items and maintain records of such disbursements.
 - Shall have accounting background and/or experience.
 - Subjected to a background investigation.
 - Board Advisor – Director of Finance

2:03 Standing Committees

02:03 The following standing committees and others needed shall be appointed yearly:

02:03:01 Tryout Committee. Duties and Obligations:

- Coordinate and manage the following year's tryouts, determine tryout dates and times, determine tryout locations, assemble enough parent volunteers to adequately staff the tryouts.
- Work with the Director of Coaching and his/her staff.

02:03:02 Registration Committee. Duties and Obligations:

- Work closely with the Club Registrar in managing the paperwork process to get all players properly signed-up to play soccer in the MFC.

02:03:03 Uniform Committee. Duties and Obligations:

- Coordinate and manage the selection of the Club game uniforms and practice attire.
- Meet at least annually or more often if warranted.
- Accept and consider input from players, parents, and coaches to determine the game and practice uniform for all players in MFC.
- Recommendations of this committee will be presented to the Board of Directors for approval.

02:03:04 Protest, Appeals and Discipline. Duties and Obligations:

- To review all protest, appeals or discipline issues.
- Work closely with the Assistant Club Administrator.
- Recommendations of this committee will be presented to the Assistant Club Administrator.

02:03:05 Fundraising Committee. Duties and Obligations:

- To review and assist teams and or Club with fundraising ideas.
- Work closely with Treasurer, Event Coordinator and Team Coordinator.
- Recommendations of this committee will be presented to the Board of Directors for approval.

02:04 Membership

02:04 Membership to MFC is defined as all properly registered players, their parents or guardians, coaches, assistant coaches, trainers, Board of Directors and Members at Large.

Any application for membership in this Club shall submit yearly, with the appropriate fee(s):

- 02:04:01 Properly completed registration form for each team, player and coach, assistant coach and team manager prepared in accordance with the current US Club Soccer registration instructions and procedures.
- 02:04:02 Submit upon registration of each player, proof of place and date of birth.
- 02:04:03 Submit upon registration of each coach, proof of coaching license and referee certification, as required. All Staff Members are subjected to a background check.
- 2:04:04 All players, parents and/or guardians, coaches, assistant coaches and team managers shall adhere to the Code of Conduct.

02:05 Meetings

- 02:05 Regular meetings of the Board of Directors will be held on the first Wednesday of each month. The agenda for regular meetings may be as follows:
- a. Call to Order
 - b. Roll Call
 - c. Introduction of Guests
 - d. Acceptance of Minutes
 - e. Board of Director Reports
 - f. Members at Large Reports
 - g. Committee Reports
 - h. Old Business
 - i. New Business
 - j. Good of Game
 - k. Adjournment