



MONTGOMERY SOCCER ASSOCIATION *d/b/a*
MONTGOMERY UNITED SOCCER CLUB (MonU)

BY – LAWS

Approved 1992
(as revised and amended 2005)
(as revised and amended 2011)

ARTICLE I
THE ASSOCIATION

SECTION A: The name of this Association shall be Montgomery Soccer Association, Incorporated, known as Montgomery United Soccer Club (hereafter referred to as MonU)

SECTION B: The objects of the Association are to further and promote the development of the sport of soccer through organization, training, and education; to promote the progressive development of the sport through the establishment and development of program's for youth and adults; and to promote the welfare and recreational aspects of the sport to the general public through the organization of this program.

SECTION C: The rules contained in the Constitution and the By-Laws of the accepted National and Regional affiliates shall govern MSA in cases to which they are applicable and which they are not inconsistent with these By-Laws.

SECTION D. Montgomery Soccer Association may affiliate with approved Internal Revenue Code 501(c) organizations and form joint ventures with said organizations, for the organization and running of soccer tournaments and similar soccer-based fund raising events.

ARTICLE II
MEMBERSHIP

SECTION A: The general members of the Association shall be the parents and guardians of children registered to play in MonU programs, and all persons over the age of 18 playing, refereeing, coaching and volunteering in Mon U programs.

SECTION B: Volunteers who are not registering their children are required to register as independent volunteers, submit appropriate risk management forms, and will be considered eligible for all MonU programs and protections.

SECTION C: The general MonU membership shall meet monthly during the calendar year as part of the monthly coaches meetings.

**ARTICLE III
ORGANIZATION**

SECTION A: The Association shall be organized as follows:

The Executive Board who shall be responsible for the long term direction of the day to day activities of the Association including the activities of the Recreational, Select, Travel and Premier Programs.

**ARTICLE IV
OFFICERS**

SECTION A: The Officers shall consist of a President, an Executive Vice President, a Vice President of Venues, a Vice President of Communications, a Vice President of Finance, a Vice President of Recreational Soccer, a Vice President of Travel, and a Vice President of Volunteers. Each officer shall be elected to a one year term, with the exception of the Executive Vice President.

SECTION B: DUTIES

1. The President shall preside at all general membership and Executive Board meetings of the Association and shall perform all duties incident to this office.
2. The Executive Vice-President shall be the acting president in the absence of the President and shall perform all duties incident to this office. The Executive Vice President shall be the Immediate Post President of the Association.
3. The Vice President of Communications shall prepare the agenda, record and prepare meeting minutes, notify Executive Board members on all matters pertaining to meetings, notify the general membership of meetings and such duties as directed by the Executive Board.
4. The Vice President of Finance shall be responsible for the accounting and investing of all funds of MonU, filing any tax returns due, maintaining the MonU bank accounts and shall submit a written financial report at each Executive Board and general membership meeting. All financial reports will be made according to accepted accounting procedures.
5. The Vice President for Venues shall be responsible for all the venues used by Mon U, all Venue Managers, scheduling by all divisions, and all related supplies and equipment.
6. The Vice President of Recreational Soccer shall organize and preside at all meetings of the Recreational Subcommittee and Select Subcommittee.

7. The Vice President of Competitive Soccer shall organize and preside at all meetings of the Travel Subcommittee.
8. The Vice President of Volunteers shall be responsible for working with the associations Executive Directors and Director of Coaching to prepare, organize and institute the use of volunteers for the Association.

SECTION C: NOMINATIONS AND ELECTIONS

1. The President will appoint a Nomination/Election Committee at the September general membership meeting. The Committee will prepare a slate of candidates and present it at the November Executive Board meeting. After the slate of candidates is presented and nominations are taken from the floor, the nominations will be closed and a ballot will be prepared for the December general membership meeting. The election will be held at the December general membership meeting.
2. All nominees must be a general member of the Association with a minimum of one (1) year active participation with the exception of the President, who must have been a member of the Executive Board. Also the nominees must have attended at least two (2) meetings of either the Executive Board, or general membership as recorded by the Secretary's minutes.
3. Voting will be by secret ballot by the general membership. Voting will be limited to those general members having attended at least one (1) prior meeting of either the Executive Board, or general membership in that calendar year as recorded by the Secretary's minutes. Voice votes are acceptable for unopposed candidates.
4. The Nominating/Election Committee will count and verify ballots. All ties will be decided by coin flip.

SECTION D: The Executive Board shall have the power to fill all vacant positions. The appointee shall serve in that position for the unexpired term of that office. Vacancies in any offices or in any position shall not affect the function of the organization.

**ARTICLE V
EMPLOYEES**

SECTION A: The Executive Board shall be responsible for any employees of the Association. The duties of any such employee shall be determined by the Executive Board.

**ARTICLE VI
THE EXECUTIVE BOARD**

SECTION A: The Executive Board shall be vested with the management of the affairs of the Association and shall manage the same in conformity with the provisions of the By-Laws and the Rules and Regulations of the Association.

SECTION B: The Executive Board shall consist of the following members:

- 1.-8. The Eight Officers of the Association,
- 9.-12. Four (4) additional Past Presidents of the Association,
13. Director of Coaching,
14. Executive Director of Soccer Operations,
15. Assistant Executive Director of Soccer Operations/Coaching.

(Paid employees may not vote on any issue involving their compensation, benefits or terms of employment)

SECTION C: The Executive Board shall meet at least once a month and shall submit a report of their activities at each general membership meeting. The report shall be based on the work and finances of the Association. Failure to attend three consecutive or a minimum of 5 total Executive Board meetings per year shall be subject to review by the other members of that Board. The Executive Board shall have the right to appoint other non-voting person as required (examples: Recording Secretary, Lawyer, etc.).

SECTION D: The President of the Association shall have the power to appoint special committees as needed.

ARTICLE VII DELEGATES

SECTION A: The Executive Board shall appoint the maximum number of delegates for organizations with which Mon U is affiliated for the upcoming year.

SECTION B: The delegates shall be the Association's liaison with the affiliate organization and shall be responsible for keeping the Association updated on these activities.

SECTION C: The Association shall be affiliated with EPYSA, US Club Soccer, or other approved U.S. Youth Soccer Organizations. (Hereafter referred to as "Affiliates.")

ARTICLE VIII RECREATIONAL COMMITTEE

SECTION A: The Recreational Committee shall report to the Executive Board and be responsible for the activities of the intramural soccer program of Mon U. The activities of the Recreational Committee shall be subject to the approval of the Executive Board.

SECTION B: The Recreational Committee shall consist of the following members:

1. Chairman (who shall be the elected or appointed Vice President of Recreational Soccer), who shall preside at all meetings of the board and shall perform all duties incident to that office.
2. Immediate Past Chairman of the Recreational Soccer Board who shall act as an advisor to the Committee and who shall be the acting Chairman in the absence of the Chairman and shall perform all duties incident to that office.
3. Chairperson of the Rec Select Subcommittee.
4. Director of Coaching (non-voting), advisor to the Recreational Sub Committee.

SECTION C: The Recreational Committee shall have the power to fill all vacancies on the Recreational Committee. The appointee shall serve on the committee for the unexpired term of that office.

SECTION D: Division Managers. The Division Managers shall be appointed by the Recreational Committee, subject to the approval of the Executive Board, and shall be responsible for the activities of their division. The Division Manager will report to the appropriate Vice Chairman on their activities.

SECTION E: All divisions shall follow Mon U and Affiliate Rules and Regulations. Exceptions must be approved the Executive Board.

SECTION F: The recreational teams' coaches and assistant coaches shall be appointed by the Recreational Committee, subject to the approval of the Executive Board. Each Division shall present to the Recreational Committee the nominees from their divisions for selection by the Recreational Committee.

ARTICLE IX COMPETITIVE TEAMS COMMITTEE

SECTION A: The Competitive Teams Committee shall report to the Executive Board and be responsible for the activities of the travel team soccer program of MonU. The activities of the Travel Teams Committee shall be subject to the approval of the Executive Board.

SECTION B: The Premier and Travel Teams Committee shall consist of the following members:

1. All Officers of the Executive Committee.
2. League Representatives, as required and necessary, who shall be responsible for the Association's dealings with those respective league(s), who shall be appointed by the Committee.
3. Immediate Past Vice President of Competitive Soccer.
4. Director of Soccer.

SECTION C: COMPETITVE TEAMS COACHES AND ASSISTANT COACHES

The Director of coaching shall develop a list of coaches for each age group to include the total number of anticipated teams and submit this list to the Executive Board no later than April 1 for approval.

ARTICLE X
GOVERNMENT

SECTION A: ADMINISTRATION

1. All meetings shall be conducted with Robert's Rules of Order except where provided otherwise by the By-Laws or Rules and Regulations of the Association.
2. Quorum: All boards of Association are authorized to conduct business meetings and make decisions if a simple majority is present. Simple majority is one more than half of the voting members on a particular board.
3. Emergency Meetings: If it becomes necessary to call an emergency meeting of the Executive Board, the following procedures will be followed:
 - a. The Vice President of Communications shall contact the Board members and advise of the Emergency Meeting.
 - b. In the absence of the Vice President of Communications, the President may appoint the Executive Director to contact all the members.
 - c. An emergency meeting of the general membership may be called by the President of the Association by contacting the Vice President of Communications who will then issue notification to all members.
 - d. Only if deemed appropriate by the President of the Association, an e-vote may be taken by the members of the Executive Board.

SECTION B: FINANCE

1. MonU shall operate on a fiscal year running from April 1 to March 31.

The Executive Board shall prepare an operating budget for the next calendar year by April 1. The operating budget will be presented to the general membership. All unbudgeted expenses must be approved by the Executive Board. The Vice President of Finance will indicate all unbudgeted expenditures on the monthly report.

3. The Executive Board shall prepare a five year plan including the expected disposition of Long Term Funds and the expected levels of reserve necessary to protect The Association.
4. The Executive Board shall be responsible for the security of all funds raised in the name of MonU.
5. All contracts must be approved by the Executive Board. All contracts will require two (2) signatures. One signature must be that of the President of the

Association; the second signature may be that of any other Officer of the Association.

SECTION C: MANAGEMENT OF THE ASSOCIATION'S FUNDS

1. The Association will require two (2) signatures on all checks. Authorized signatures shall include the Executive Vice President, the President, the Vice President of Finance, the Executive Director, and Assistant Executive Director. On all checks, one signature must be that of either the Vice President of Finance or the Executive Director. The second signature may be that of any other authorized signatures. A check may not be signed if it is missing the payee, the amount or both.
2. All transactions (deposits and withdrawals) must be duly recorded and include proper supporting documentation and authorizations.
3. The Vice President of Finance of the Association shall reconcile the bank statement and shall verify to the Executive Board at each monthly meeting that the current bank statement is in order.
4. All bills, invoices, contracts, bank statements and any other statements reporting assets and liabilities of the Association must be addressed to The Association's post office box. Someone other than the Treasurer must receive and open all mail. All late notices reporting delinquent amounts due must be reported to the Chairman of the Board of Directors immediately upon receipt.
5. Any cash taken in by the Association must be counted and placed in a sealed envelope by two (2) persons and promptly deposited into an authorized bank account.
6. Every expenditure from any petty cash fund must be accounted for before the fund may be replenished.
7. The Executive Board shall appoint an independent Accountant to compile the books of the Association at least annually. The Independent Accountant's Compilation Report shall be forwarded to the Executive Board 30 days after the compilation.
8. Any recommendation by the independent Accountant relative to fiscal policies and procedures will be implemented by the Association.
9. No expenditure may be made in The Association's name by any person other than the person authorized to do so by the Executive Board.

**ARTICLE XI
DISCIPLINE**

SECTION A: Any charges of misconduct will be reviewed and a decision rendered on the complaint as prescribed below.

1. Charges of misconduct by any player, coach, association member or administrator will be presented to the Executive Board for review and action in accordance with the Rules and Regulations of MonU. A report of any action taken shall be part of the Executive Board minutes.
2. All charges of misconduct shall be made within 24 hours of the misconduct or as soon as possible, and shall be in writing.
3. The Executive Board shall meet as soon as possible to review the matter and shall have the power to hold a hearing if needed. The President may request an e-vote if he/she determines no hearing and/or meeting is required.

**ARTICLE XII
RULES AND REGULATIONS**

SECTION A: Any changes to the Rules and Regulations must be approved by the Executive Board.

SECTION B: The Rules and Regulations of MonU Affiliates shall govern MonU in cases to which they are applicable and which they are not inconsistent with MonU's Rules and Regulations.

SECTION C: A copy of MonU's Rules and Regulations shall be available at the Association's office and published on its Internet web site.

SECTION D: A copy of the Rules and Regulations of MonU's Affiliates shall be available at the Association's office.

ARTICLE XIII
BY-LAWS

SECTION A: Any proposed changes to the By-Laws must be submitted to the Executive Board in writing.

SECTION B: The Executive Board will receive the proposed change to the By-Laws and take it under advisement. After 30 days review, the Board shall report back to the general membership within 60 days.

SECTION C: The proposed change must be carried by a two-thirds vote of the Executive Board.

SECTION D: A copy of MonU's By-Laws shall be available at the Association's office and published on its Internet web site.

SECTION E: A copy of MonU's Affiliates' Constitution and By-Laws shall be available at the Association's office.

ARTICLE XIV
DISSOLUTION

SECTION A: In the event of dissolution of the Association, all previous outstanding obligations of the Association shall be paid in full, and the remaining assets of the Association shall go to a general soccer association (such as EPYSA, USYSA or similar organization) exempt under Section 501(c) of the Internal Revenue Code.