

# Aztec Soccer Club

## Bylaws

[revised 2017]

### ❖ Article 1 Name and Purpose of the Organization

- 1.1 Name: This organization shall be known as the Aztec Soccer Club, also known as ASC.
- 1.2 Purpose: The Purpose of the Aztec Soccer Club shall be to develop, promote, and govern the game of soccer among youth under 19 years of age, within the Aztec School area. The club shall offer soccer to all without any discrimination to race, creed, sex or ability.
- 1.3 Affiliation: The Aztec Soccer Club shall be the Aztec affiliated club of Four Corners Youth Soccer League, and affiliated with New Mexico Youth Soccer Association and United States Youth Soccer.

### ❖ Article 2 Membership

- 2.1 Membership: Shall be any persons that are parents of registered players, coaches and referees associated with ASC. Aztec Board Members are automatically members of the Four Corners Youth Soccer League.

### ❖ Article 3 Officers

- 3.1 Officers for the Aztec Soccer Club
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Registrar
  - Director of Coaches
  - Director of Referees
  - Director of Fields/Equipment
- 3.2 Duties of Officers
  - President: Shall conduct all meetings of the Aztec Soccer Board. Shall vote only in the event of a tie. He/She cannot make any motions. He/she shall set the agenda for all meetings. Shall be an approver of team formation at the beginning of each season.
  - Vice President: Shall assume the duties of the President in his/her absence. Shall be responsible for Public Relations and advertising of events, including registration events. Shall vote on all matters before the board.
  - Secretary: Shall keep an accurate record of all meetings of the Aztec Soccer Club. He/She shall maintain the files of the Aztec area Board of the Four Corners Youth Soccer League, giving notice to members and directors, keep records of minutes, attendance and shall schedule meeting places. Shall be an approver of team formation at the beginning of each season. Shall vote on all matters before the board.
  - Treasurer: Shall maintain all financial accounts and records of the Aztec Soccer Club. The treasurer shall make deposits and pay bills in a timely manner. All accounts shall be paid by

check and shall bear two signatures of Board Directors as approved by the board of Directors. A treasurer's report containing the current budget status and current financial records shall be presented at all meetings. Shall receive all bills and checks. Shall vote on all matters before the board.

- Registrar: Shall ensure all players are properly registered according to NMYSA rules and FCYSL guidelines. He/she will submit registration data to the FCYSL and oversee ASC teams during credential checkins. Shall form teams at the beginning of each season according to FCYSL guidelines. Shall vote on all matters before the board.
- Director of Coaches: Shall work with FCYSL Director of Coaches to get information to all Aztec Coaches. Shall be a contact person for Aztec coaches to communicate with the ASC Board. Shall be a contact person for parents to communicate coaching concerns. Shall recruit new coaches as directed by the Board, subject to Board approval. Shall vote on any matter before the board.
- Director of Referees: Shall act as liaison to the Four Corners Referee Association. Must become a member of the Four Corners Referee Association (as soon as possible or within 1 year of election, whichever is sooner). Shall be (or become within 1 year of election) a certified USSF referee assignor and shall maintain that status. Shall be a contact person for Aztec Soccer Club and Aztec Referees. Shall assign referees to all scheduled or rescheduled FCYSL games within Aztec. Shall recruit referees as needed. Shall ensure that referees are paid in a timely manner and shall collect game cards for each game (Cards with ejections must be forwarded to the ASC President within 24 hours of the conclusion of the game). Shall vote on all matters before the board.
- Director of Fields and Equipment: Shall prepare a field map for proposed fields for the City each season. Shall coordinate field maintenance (painting, repair requests, etc.). Shall relay any problems to the ASC Board. Shall be sure teams are aware and up to date of any closures or other field conditions related to weather, care, or other reasons. Shall schedule a field setup and tear down day each season and shall coordinate the setup/removal of goals, net, etc. Shall maintain practice schedules and will be the point of contact for any proposed FCYSL make up games or scrimmages on weekdays in Aztec. Shall be in charge of maintenance, inventory and storage of equipment. Shall be an approver of team formation at the beginning of each season.

#### ❖ Article 4 Meetings

- 4.1 Meetings: The Aztec Soccer Club shall meet each month at a recurring time and place as set by the President. Meeting times or locations may be changed as necessary by the president.
- 4.2 Special or Executive Meetings: May be called at any time by the president or when directed by one third or more of the board. Such meetings will be held within one week of the time of the written request to the President. The executive board shall be comprised of the following: President, Vice President, Treasurer, Secretary, and Registrar.
- 4.3 Annual General Meeting: Shall be held during the February Meeting and new officers will be elected. All membership shall be invited to attend. New officers will attend meetings beginning in March until they take office in June. Outgoing officers will pass email accounts, records, keys, and any other equipment or information related to their office to the incoming officer on or around June 1<sup>st</sup>. Secretary, Registrar, Director of Fields and Equipment and Vice President shall

be voted in on the odd years. President, Treasurer, Director of Referees and Director of Coaches shall be voted in on the even years.

- 4.4 Coaches Meeting: Each coach shall attend a coaches meeting at the beginning of each season (prior to the start of practice). Assistant Coaches that have already been selected may attend as well. At this meeting, the Board of Directors will assign coaching materials, contact lists and equipment to each coach (all need to be returned at the end of the season). The Board of Directors will also relay necessary information to each coach at this meeting.
- 4.5 Email communication: Occasionally, urgent business must be discussed outside of regular meeting times. If necessary, email votes may be used for decisions to be made that are of an urgent nature. These will need to follow, in written form, Robert's Rules of Order, including a motion, then a second of the motion and be followed by a vote.

#### ❖ Article 5: Removal/Replacement of Officers

- 5.1 Vacancies: Any board member missing three consecutive meetings without a written excuse or four meetings within twelve months may be removed by the Board of Directors with a majority vote.
- 5.2 Membership: Only members may be nominated for election to an office
- 5.3 Resignations: All resignations must be in writing and addressed and delivered to the president.
- 5.4 Removal of Elected Officers: The intention to remove an elected officer shall be presented in writing by a board member to the entire board. This written account must contain any documentation that supports the need for removal. The board will vote to remove the officer, a two-thirds majority vote shall be required to remove an elected officer.
- 5.5 All proposed amendments to the bylaws should be presented to the board by a board member at a regularly scheduled meeting or a special meeting for this purpose that is held at least 30 days prior to the February AGM. The board must approve the amendment before presentation to the Club in the AGM.

#### ❖ Article 6 Dissolution

- 6.1 If for some reason the Aztec Soccer Club has to be dissolved, the dissolution must be approved by FCYSL prior to any dissolution action being taken and if approved, all liabilities must be settled and the remainder of the assets shall go to Four Corners Youth Soccer League.