

**REVISED AND AMENDED BYLAWS OF THE BROOMFIELD  
JUNIOR SOCCER CLUB  
Approved by Member Vote on September 24, 2009**

**ARTICLE I - CLUB STRUCTURE**

The Broomfield Junior Soccer Club (BJSC) is a Colorado not-for-profit corporation providing for the education of recreational and competitive soccer players in the Broomfield community. The City and County of Broomfield provide fields for the program, but the club, through its many volunteers and staff, provides the administration, coaching, refereeing, and training. BJSC is composed of the following groups:

1. Recreational Program - This is an organization providing for the education of recreational soccer players in the Broomfield community. This organization provides for the needs of recreational players whose ages are governed by the rules of the Colorado State Youth Soccer Association (CYS). BJSC arranges for games against other recreational teams. BJSC is a member of CYS, which is a not-for-profit entity organized as an educational and charitable organization formed to advance and foster the game of soccer among youth players through nineteen (19) years of age as well as to promote sportsmanship and development of the individual soccer player to the highest level of his/her ability
2. Competitive Program – This is an organization providing for the education of competitive soccer players in Northern Colorado ages 10 and up. The program is a member of CYS.

**ARTICLE II - JURISDICTION**

The Broomfield Junior Soccer Club and its constituent associations, henceforth referred to as the BJSC, is open to participants who are interested in playing soccer. When forming teams, preference will be given to residents of the City and County of Broomfield if there is a constraint on the selection of players or roster sizes.

**ARTICLE III - MEMBERSHIP**

Section 1 - Eligibility – For purposes of age group eligibility, a player's age as of August 1 will be considered his/her playing age for the upcoming fall and spring seasons. The age groups are denoted as *Under* a certain age, as in Under-10 (U10), for players younger than ten years old.

Section 2 - Parents/Legal Guardians - The parents or legal guardians of any youth enrolled as a participant in any association of the BJSC shall automatically become registered members of the club upon payment of the registration fee for

such participant, and they shall remain registered members for as long as at least one of their youths remains enrolled in any association of the BJSC and all applicable registration fees are paid.

Section 3 - Special - Any person serving with any association of the BJSC in the capacity of Board Member, Coach, Assistant Coach, or volunteer worker, and who does not have a youth in the program, shall automatically become a registered member of the BJSC.

Section 4 - Voting Members – Only those individuals who are registered members of the BJSC are considered to be voting members. Votes for each family are based on the number of children who are registered and are in good standing financially. Special members, as defined in Section 3, receive one vote.

Section 5 - Termination of Membership - Members whose actions are alleged to damage the BJSC may have their membership and all other association with the club terminated by a 2/3 vote of the full Board of Directors.

Section 6 – Denial of Membership – Applications for membership may be denied by a 2/3 vote of the full Board of Directors.

#### **ARTICLE IV - MEMBERSHIP MEETING**

Section 1 - Membership Meeting - The annual meeting of members shall be held on the first Thursday of November of each year, at a time and place designated by the Board of Directors. The record date for determining the voting status of members of the BJSC entitled to notice of the annual meeting of members shall be August 31 of each year.

Section 2 - Meeting Notice – Written notice of the annual meeting of members shall be given to each voting member of record to each such member's address or email address (henceforth referred to as address) shown in the BJSC's current list of members. If more than one member resides in a given household and shares an address on the BJSC list of current members with one or more other member(s), notice shall be sent to the address of one such member appearing on the current list of members. The notice shall be sent no fewer than thirty (30) days nor more than sixty (60) days prior to the meeting date and it shall state the purpose of the meeting, including a description of all matters that must be approved by the members.

Section 3 - Quorum - A members' quorum shall consist of 10% of the members or 40 people; whichever is lower.

## **ARTICLE V - SPECIAL MEMBER MEETINGS**

Special member meetings may be called if deemed necessary by the Board of Directors at such time and place as the President, with the approval of the Board of Directors, may designate. Members must be given a minimum of five days notice for any special meeting.

## **ARTICLE VI - BOARD OF DIRECTORS**

Section 1 - Members of the Board - The Board of Directors shall consist of nine members:

- A. Director, President, an officer of BJSC;
- B. Director, Vice-President, an officer of BJSC;
- C. Director, Treasurer, an officer of BJSC;
- D. Director, Secretary, an officer of BJSC;
- E. Five Directors

Section 2 - Election Of Board Members - Election of directors shall be by ballot and winners will be determined by highest number of votes received from voting members present. Unless otherwise specified in the Board Member description, elections shall be held at the annual meeting of the BJSC and newly elected officers and directors will assume their respective duties immediately upon election. Officers shall be elected by the newly elected Board of Directors immediately following the completion of the election of directors.

Section 3 - Qualifications for Board of Directors - Shall be a voting member of the BJSC. No member of BJSC that receives compensation from BJSC shall be permitted to be on the BJSC Board. Waiver of league fees is not considered as compensation under this article.

Section 4 - Term of Office of Board Members and Officers - Board Members will serve three-year terms. Terms will be staggered to maintain continuity among the Board. Officers will be elected each year by the full Board at the Board meeting following the Annual General Meeting. The term of the President is limited to three consecutive one-year terms. An individual is eligible to run for President for an additional term after a one-year waiting period from his/her last term.

Section 5 - Membership Vacancies On Board - If a vacancy occurs in the Presidency, the Vice-President shall assume the office until the term expires. If a vacancy occurs in any other Board position, the Board shall appoint, by a 2/3

vote of a the remaining full Board at a meeting with advance notice, a club member to assume the Board position until the term expires.

Section 6 - Voting Rights of Board Members - Each Board member has one vote. Unless otherwise defined in the Bylaws, a 2/3 vote by Board members present at any meeting shall prevail.

Section 7 - Quorum – At least six of the BJSC Directors, two of which must be BJSC officers, shall constitute a quorum. Only Board Members who are present at the time of the vote are permitted to participate in that vote.

Section 8 - General Duties Of Board Members - The Board Members shall meet as often as deemed necessary by the Board of Directors, and shall adopt such rules consistent with these bylaws as it may deem necessary to govern the BJSC; and shall have final authority on all decisions made by Directors. There shall be at least one meeting per quarter.

Section 9 - General Expectations of Board Members - Board Members are expected to attend meetings regularly, respond to requests for agenda items, and to perform their specific duties according to the Bylaws. They are also held to the highest ethical standards and are expected to report any deviation by any voting member, player, coach, referee, or other Board member or other person associated with BJSC. This report is to be made to an officer of the BJSC within seven days of the event.

#### Section 10 - Specific Duties Of Board Members

##### **A. President**

1. Shall lead all meetings of the Board and General Membership when present;
2. Shall have sole authorization on binding contracts;
3. Shall countersign manual checks drawn by the Treasurer and approve online disbursements of BJSC funds by the Treasurer;
4. Shall be an *ex-officio* member of all standing committees, except nominating and election committees;
5. Shall, in conjunction with the Treasurer, submit all required paperwork and funds to the Secretary of State, Colorado to maintain Broomfield Soccer Club's status as a not-for-profit corporation;
6. Shall ensure a timely submittal to the City and County of Broomfield of all forms required for use of City facilities by the BJSC, including member lists or rosters;
7. Shall, in conjunction with the Registrar, submit forms required for compliance with CYS and monitor compliance with CYS rules;

8. Shall, in conjunction with the Secretary, monitor compliance with any applicable insurance requirements and City and County of Broomfield rules and regulations;
9. Shall, in conjunction with the Secretary, ensure implementation of the Risk Management program, including background checks; and
10. Shall be a current resident of the City and County of Broomfield at the time of taking office.

**B. Vice President**

1. Shall, in the absence of the President, perform all the duties of the President;
2. Shall be a current resident of the City and County of Broomfield at the time of taking office.

**C. Treasurer**

1. Shall submit a financial report at all meetings of the Board and Membership, or upon special request from the Board of Directors, and create an annual financial report for the member meeting;
2. Shall be responsible for the timely disbursement of all BJSC funds, with the appropriate countersignature and approval for online disbursements;
3. Shall have books in order for examination by the auditing committee within thirty days after the end of each fiscal year;
4. Shall provide Board members with a copy of the certificate of the tax exempt certificate or identification number, when necessary;
5. Shall, in conjunction with the President, submit all required paperwork and funds to the Secretary of State of Colorado to maintain Broomfield Soccer Club's status as a not-for-profit corporation; and
6. Shall prepare and submit all necessary Federal Tax documents, including those required to retain 501(c) (3) not-for-profit status and those pertaining to contractors, such as 1099-MISC forms.

**D. Secretary**

1. Shall take minutes of the meetings;
2. Shall be the editor of the BJSC Bylaws and Standing Rules, responsible for making all voted changes and revisions to the master document, and communicating the changes appropriately;
3. Shall collect and maintain in the Book of Minutes a record of all proceedings of meetings of the BJSC;
4. Shall notify members of the Board of Directors of all such meetings;
5. Shall handle the official correspondence of the BJSC;
6. Shall countersign all manual BJSC checks and approve online disbursements of BJSC funds in the absence of the President or Vice-President;

7. Shall prepare the members' list for the annual members' meeting and prepare and mail the notice of the annual members' meeting and any special meetings;
8. Shall, in conjunction with the President, monitor compliance with any applicable insurance requirements and City and County of Broomfield rules and regulations; and
9. Shall assist the President in implementation of the Risk Management program, including running background checks.

#### Section 11 - Dismissal of Board Members

***Absenteeism*** - Any director or officer of the Board who misses three consecutive or four out of six scheduled Board of Directors meetings may be removed from the Board by a vote of 2/3 vote of a quorum at any scheduled Board meeting.

***Removal for Other Reasons*** - Any director or officer of the Board may be removed from office by a 2/3 vote of the full Board at any scheduled Board meeting.

Section 12 - Compensation and Distributions – Reimbursement for board-approved expenses shall be allowed.

### **ARTICLE VII – COMMITTEES**

**Section 1 – Recreational Programs Committee (RPC) - The Recreational Programs Committee is a standing committee tasked with the oversight of the recreational program, players, coaches, and other parties involved with recreational soccer in BJSC. The chair of the committee shall be a Board member. Members are appointed to this committee by the Board on - at the minimum - an annual basis.**

**Section 2 - Competitive Programs Committee (CPC) - The Competitive Programs Committee is a standing committee tasked with the oversight of the competitive program, players, coaches, and other parties involved with competitive soccer in BJSC. The chair of the committee shall be a Board member. Members are appointed to this committee by the Board on - at the minimum - an annual basis.**

Section 3 - Disciplinary Committee (DC)- The Disciplinary Committee (DC) is a standing committee. The DC shall consist at least three officers or members of the board, one of whom must be an officer.

The DC shall have jurisdiction to act on any disciplinary matter in which the Articles of Incorporation, Bylaws, Code of Conduct, or responsibilities may have been violated. It also may act on any incident that reasonably may be expected

to bring BJSC or affiliated organizations into disrepute. The DC shall have the authority to consider all available information in any form regarding a disciplinary matter. The DC is empowered to conduct hearings in order to investigate alleged misconduct.

Any misconduct or incident shall be reported in writing to BJSC within 15 days of the discovery of the incident, provided the report is within 2 years of the incident.

The DC shall have the discretionary power to establish the penalties applied to participants. Any penalty established by the DC for a specific matter may, after a hearing, be reduced or increased by the DC. The DC is authorized to set specific periods and conditions of probation and to establish penalties for probation violations.

A participant charged with misconduct shall have the right to:

- a. Attend a hearing, in person or by duly appointed representative, on the charges. The hearing shall occur within 30 days of Broomfield Soccer Club's receipt of a written report of alleged misconduct;
- b. Receive 7 days advance notice of the charges and of the date, time, and place of the hearing;
- c. Testify, call witnesses, present evidence on his or her behalf, and directly question opposing witnesses; and
- d. Receive written notification on the committee's findings, conclusions, actions, and recommendations, of appeal rights, and procedures for the appeal, and time within which an appeal may be filed. The decision shall be mailed within 14 days of the hearing.

The terms abuse, assault, and harassment shall include but not be limited to any of the following:

- a. Abuse - verbal abuse or threat: obscene gestures, threatening attitude or similar offensive action;
- b. Assault - The act (or attempt) of striking, kicking, tripping, holding, restraining, or otherwise physically accosting. Any act in which an individual suffers bodily harm or in which property belonging to or in the custody of an individual is damaged; and
- c. Harassment - to irritate, taunt, or torment persistently.

Section 4 - Appeals Committee - The Appeals Committee is a standing committee. The committee shall consist at least three officers or members of the board, one of which must be an officer. There shall be no overlapping members with the Disciplinary Committee as specified in Section 3.

- a. Any person wishing to appeal must submit a written Notice of Appeal within 7 days following the date the person received notice of the action or decision being appealed;
- b. The Appeals fee is one hundred dollars (\$100.00) for each appeal and is non-refundable;
- c. The Appeals Committee shall set a date for a formal hearing and shall give written notice to the Appellant and other interested parties. The written notice shall set forth date, time, and place of hearing, the deadline for receipt of materials, and that ten (10) minutes shall be allotted for each side to present his/her case. Records of the proceedings shall be maintained; and
- d. Decisions rendered by the Appeals Committee shall be conveyed in writing to all interested parties within 14 days of the decision.

Section 5 - Election Committee - The Board of Directors shall appoint an Election Committee on an annual basis, consisting of three members and a chairman, to conduct and supervise the election for the BJSC. Qualifications for the Election Committee shall be as follows:

- a. The Chairman shall be the Past President, or may be appointed from existing Board Members not running for re-election; and
- b. The Board of Directors shall select the three members from the voting members of the BJSC.

Duties of the Election Committee:

- a. Shall produce a list of candidates eligible to run for the Board of Directors;
- b. Shall prepare a ballot, conduct and supervise the election;
- c. Shall count the election ballots in a public meeting place, maintain an accurate record, and publish the results in cooperation with the Secretary;
- d. Shall maintain a complete file of the Election Committee activities and submit the file to the Board of Directors for future reference; and
- e. In case of a tie in the BJSC election, the remaining Board will vote to break the tie.

Section 6 – Finance Committee – The Board of Directors shall appoint a Finance Committee on an annual basis to oversee the budget process and all financial planning and reporting. The committee shall be chaired by the Treasurer of the Board.

Section 7 - Special Committees - There shall be such special committees created by the board as may be necessary or desirable at any time. The President shall, with the approval of the Board, appoint these committees from the membership.

## **ARTICLE VIII - CONTRACTS**

No contract, lease, mortgage, deed, pledge or other instrument conveying or encumbering any of the BJSC's property, or obligating the BJSC or any of its associations in any manner (other than payments of any obligations for usual operating and maintenance expenses) shall be binding upon or enforceable against, the BJSC, unless it shall be in writing and executed by the Board President in the name of the BJSC.

## **ARTICLE IX - AMENDMENTS AND CHANGES**

Section 1 - Proposed Amendments - Proposed amendments of bylaws may be submitted by any voting member of the BJSC, in writing to the Board of Directors, at least thirty (30) days prior to the annual meeting. The Board of Directors will notify members as to the proposed amendment no later than fifteen (15) days prior to the annual meeting.

Section 2 - Voting - The proposed amendment to the bylaws will be valid by the assenting vote of a majority of the voting members of the BJSC who cast their ballots at the Annual Meeting and club elections.

Section 3 - Bylaws Committee - A Bylaws Committee shall be appointed annually by the Board of Directors, one member being the Secretary, to review and recommend any change(s) to the bylaws.

## **ARTICLE X - PARLIAMENTARY PROCEDURE**

The most recent version of Roberts' Rules of Order shall govern matters of parliamentary procedure at all meetings.