

CANADIAN VALLEY FUTBOL CLUB

BY-LAWS

Article 1

Name

The name of this organization shall be CANADIAN VALLEY FUTBOL CLUB (the "Club"), also operating as OKLAHOMA RANGERS FC.

Article 2

Purpose and Affiliations

Section 1: The Club is a soccer organization serving the communities of the participating clubs that is dedicated to the support of youth education and propagating the game of soccer within those communities.

Section 2: The Club believes in equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, age, or national origin.

Section 3: The Club shall be affiliated Oklahoma Soccer Association (OSA), United States Youth Soccer Association (USYSA), and the Federation Internationale de Football Association (FIFA). Through these affiliations, the Club shall follow the rules and guidelines the aforementioned governing bodies to enable the Club to become an officially sanctioned youth soccer program in the State of Oklahoma.

Section 4: The Club may at any time enter into an agreement as approved by the Board of Directors with an OSA affiliated recreational club for the purposes of promoting competitive soccer and forming competitive teams in the communities served by that affiliated recreational club.

Article 3

Members

Section 1: Members are parents or guardians of individuals who are register to play at the Club .

- a) Academy/Competitive level players and teams shall be admitted the Club membership upon meeting USYSA, OSA, and Club registration requirements.
- b) Academy level players be placed onto teams by the Club.
- c) Competitive level players shall try-out for Club competitive teams and, upon selection; a competitive player needs to meet registration and fee requirements to be a part the Club competitive program.

Section 2: Members must remain good standing regard to payment of registration fees and dues to the appropriate program level (Academy/Competitive) that they are involved in. Payments must be received within 30 days of the date due or the member be placed bad standing the club and be subject to penalties defined by the financial agreement. Members shall also be in compliance with the purpose and by-laws of the Club and OSA to maintain good standings.

Section 3: Membership may be terminated by a 2/3 vote of the Board of Directors if it is found that the member has not acted in the best interests of the Club, or OSA.

Article 4

Board of Directors

Section 1: The Board of Directors (hereinafter referred to as the Officers) shall be composed of at least 15 elected club officers and at least two affiliated club officers:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Competitive Registrar
- f) Academy Registrar
- g) Risk Management Coordinator
- h) Fundraising Coordinator
- i) Competitive Team Manager Coordinator
- j) Academy Team Manager Coordinator
- k) Uniform Coordinator
- l) Field and Maintenance Coordinator
- m) Payment Coordinator
- n) Website/Social Media Coordinator
- o) Referee Assignor
- p) Affiliated Recreational Club President – For each participating Recreational Club
- q) Affiliated Recreational Club Competitive Commissioner – For each participating Recreational Club

Individuals who are present members or have been members of the Club shall be eligible to be slated for office.

Section 2: The Nominating Committee shall present a candidate for the office that is needed to be filled with one nominee candidate per office. Additional nominations from the floor will be permitted.

- a) If a position is not filled during the general election period, then the committee can nominate an eligible candidate or nominations from the floor during general meetings at any time until the position is filled.

Section 3: All officers shall be elected by the membership at the Annual Meeting, held in the month of May of the current year, by a majority vote of the members in attendance.

Section 4: No person shall hold more than one office.

Section 5: An officer may be removed from office if that officer has displayed abuse of office and other actions that are detrimental to the well-being of soccer and not in keeping with the purpose of the Club. If charges are brought forth against an officer, then the whole board shall meet within seven (7) calendar days to hear the charges against the officer. A decision to remove an officer must be supported by a three-fourths (3/4ths) majority of the Board of Directors.

Any board member can be voted out of office through a majority vote of the membership body. Once a vote of no confidence has been made an emergency meeting will be held seven business days later. The date of the emergency meeting will be published to the body. During the emergency meeting grounds for no confidence will

be presented to the body by the complainant with response from the board member. After both sides have presented their case a vote will be held by the body and board members with majority ruling. Membership votes will carry the same weight as those of the board members.

Section 6: An officer may also be removed from office for not being an active board member. If an officer misses three (3) consecutive board meetings, then the officer can be removed by the board without a vote.

Article 5

Duties of Directors

Section 1: President

- a) Responsible for the overall administration and executive functions of the Club and shall be the General Manager.
- b) Appoints committees as necessary to carry out these functions.
- c) Assigns duties to all officers as required.
- d) Takes prudent and reasonable action in cases not covered in this agreement.
- e) Cast the deciding vote only in case of tie.
- f) Holds the monthly General Membership meeting of this Club providing proper notice of these meetings.
- g) Conducts the elections of officers at the General Meeting.
- h) Is signer of checks for the Club.
- i) Calls Emergency Executive Committee meetings as deemed necessary.
- j) Calls additional General meetings as necessary upon written request of at least three (3) voting members of the Executive Board or at least fifty (50) voting members of this club within two weeks of the request. This request must be in writing and signed by all parties desiring the meeting. The President, on behalf of the parties requesting the meeting, shall give notice of the meeting to the General Membership.
- k) Conducts regular meetings of the Executive Board and has authority to call additional Executive Board meetings as deemed necessary.

Section 2: Vice President

- a) Assumes all powers and responsibilities of the President in his or her absence.
- b) Acts as Parliamentarian at all meetings.
- c) Is signer of checks for the Club.
- d) Attends all General meetings.
- e) Attends all Emergency Executive Committee meetings.
- f) Acts as Chairperson of the Board of Directors.

Section 3: Secretary

- a) Records the minutes of all Executive Board and General Meetings.
- b) Attends to all correspondence and collects all mail from the Club post office if one is provided.
- c) Attends all General meetings.
- d) Attends all Emergency Executive Committee meetings.
- e) Shall have general custody of all records of the Club.
- f) Shall record and incorporate any amendments to the Constitution and by-laws on a continual basis.

Section 4: Treasurer

- a) Collects and disperses monies of the Club.
- b) Keeps detailed account income and expenditures.
- c) Attends all General meetings.
- d) Attends Emergency Executive Committee meetings.
- e) Is signer of checks for the Club.
- f) Pays all bills approved by a majority of the duly elected Executive Board.

- g) Submits a verbal report finances at the General Meetings and a written report upon request of the Executive Board.
- h) Is responsible to prepare and any State or Federal Tax Returns, including but not limited to Form 990, and shall have the assistance of a Certified Public Accountant

Section 5: Competitive Registrar

- a) Coordinates all competitive preseason registration.
- b) Assists in maintaining all necessary records in regard to the competitive Club teams and members.
- c) Attends all General meetings.
- d) Attends all Emergency Executive Committee meetings.
- e) Ensures the integrity of the formation of competitive teams each season.
- f) Attends OSA meetings specifically called for club registrars.
- g) Coordinates and submits all information needed on competitive players, competitive team and competitive coaches to OSA.
- h) Keeps a current list of all Club Competitive Teams.
- i) Setting all competitive rosters.
- j) Add guest players throughout the year.

Section 6: Academy Registrar

- a) Coordinates all academy registration.
- b) Assists in maintaining all necessary records in regard to the Clubs academy teams and members.
- c) Attends all General meetings.
- d) Attends all Emergency Executive Committee meetings.
- e) Ensures the integrity of the formation of academy teams each season.
- f) Attends OSA meetings specifically called for club registrars.
- g) Coordinates and submits all information needed on academy players, academy team and academy coaches to OSA.
- h) Keeps a current list of all Club Academy Teams.
- i) Setting all academy rosters.
- j) Add guest players throughout the year.

Section 7: Risk Management Coordinator

- a) Responsible for ensuring all coaches, officers, employees and volunteers of the club have passed the appropriate background checks.
- b) Ensuring that all club facilities have the proper safety measures in place.
- c) Ensure that all coaches, officers, employees and volunteers of the club have the appropriate safety and risk management training.
- d) Ensure that there is a club wide process to report safety and risk issues.
- e) Promptly bring safety and risk issues raised by this process to the attention of the board.
- f) Attends all General meetings.
- g) Attends all Emergency Executive Committee meetings.

Section 8: Marketing/Fundraising Coordinator

- a) Work with the board to develop an annual marketing, communication, and fundraising plan.
- b) Throughout the year execute the annual plan.
- c) Grow and develop the Club's relationship with local businesses.
- d) Work with teams to identify and develop fundraising plans.
- e) Provide a quarterly status report of the plan.
- f) Find qualified third-parties to assist with these efforts and hire them with board approval
- g) Attends all General meetings.
- h) Attends all Emergency Executive Committee meetings.

Section 9: Competitive Team Manager Coordinator

- a) Responsible for developing team manager education.
- b) Hold a new team manager orientation as needed each season.
- c) As needed provide guidance to team managers.
- d) Work with coaches to identify team managers on team without a team manager.
- e) Be a point of contact for club members who have issues with their respective team manager.
- f) Attends all General meetings.
- g) Attends all Emergency Executive Committee meetings.

Section 10: Academy Team Manager Coordinator

- a) Responsible for developing academy team manager education.
- b) Hold a new academy team manager orientation as needed each season.
- c) As needed provide guidance to academy team managers.
- d) Work with coaches to identify academy team managers on academy team without an academy team manager.
- e) Be a point of contact for club members who have issues with their respective academy team manager.
- f) Attends all General meetings.
- g) Attends all Emergency Executive Committee meetings.

Section 11: Uniform Coordinator

- a) The uniform coordinator shall be responsible for procuring club uniforms on an annual basis according to the uniform plan.
- b) Develop and present a two-year uniform plan to the board.
- c) Work with team managers to ensure all players have the proper uniforms and equipment as designated by the Club.
- d) Attends all General meetings.
- e) Attends all Emergency Executive Committee meetings.

Section 12: Field and Maintenance Coordinator

- a) The field and maintenance coordinator is responsible for the upkeep of fields and maintenance of field equipment
- b) As needed the field and maintenance coordinator will organize and manage volunteers to achieve this
- c) As needed and with the Board of Directors approval the field and maintenance coordinator will contract with outside parties to perform upkeep and maintenance tasks that are not suitable for volunteers or no suitable volunteers are found.
- d) Attends all General meetings.
- e) Attends all Emergency Executive Committee meetings.

Section 13: Payment Coordinator

- a) Ensure member payments are properly processed and recorded in GotSport
- b) Work with members who are behind on payments to make arrangements or place them on the suspended list
- c) Work with the Registrars to maintain and update the suspended list
- d) Attends all General meetings.
- e) Attends all Emergency Executive Committee meetings.

Section 14: Website/Social Media Coordinator

- a) Maintain the Club's website including content, hosting and domain name registration
- b) Maintain the Club's social media accounts
- c) Attends all General meetings.
- d) Attends all Emergency Executive Committee meetings.

Section 15: Referee Assignor

- a) Recruit qualified referees for the Club

- b) Maintain a list of qualified referees that will be assigned to the Clubs games
- c) As the schedule is published ensure that referees are assigned to the games
- d) Must hold current USSF Assignor Certification

Section 16: Each Participating Recreational Club President

- a) Represent the interests of the participating recreational club
- b) Communicate recreational club needs
- c) Work with the Competitive Club President to facilitate collaboration and communication between the participating clubs
- d) Help communicate Competitive club needs to the recreational board
- e) Attends all General meetings.
- f) Attends all Emergency Executive Committee meetings.

Section 17: Each Participating Recreational Club Competitive Commissioner

- a) Work with the competitive club board to facilitate coach and player development within the participating competitive club
- b) Work with the Director of Coaching to facilitate the development of our recreational coaches and identification of players who should be encouraged to participate in the competitive program
- c) Work with the Director of Academy to facilitate player development with the participating recreational player pool
- d) Help communicate recreational club needs to the competitive board
- e) Help communicate competitive club needs to the recreational board
- f) Attends all General meetings.
- g) Attends all Emergency Executive Committee meetings.

Article 6

Board Meetings

Section 1: Meeting of the membership shall be held on the third Sunday of every month or at the call of the officers provided that at least one meeting is held monthly.

Section 2: A quorum of officers is required at all meetings to conduct business.

- a) Majority vote of the members present shall govern.
- b) A majority of the voting board present constitute a quorum for the transaction of business.

Section 3: The meeting normally held in the month of May shall be called the annual meeting and include the following items on the agenda:

- a) Election of Officers
- b) Presentation of Projected Budget
- c) Agreements with member clubs
- c) Recommended amendments to bylaws

Section 4: The monthly meetings held in February, May, August and November will include the recreational boards of all participating clubs.

Article 7

Committees

Section 1: Committees may be appointed as needed by the President with advice and consent of the board of Directors for an active life to be specified in the appointment. Standing committees are open to all board members and are as follows:

- a) Strategic Planning Committee chaired by the Vice President
- b) Scholarship Committee chaired by the Marketing Coordinator
- c) Nominating Committee chaired by the President
- d) Finance Committee chaired by the Treasurer
- e) Audit Committee chaired by the Risk Management Coordinator

Article 8

Voting

Section 1: Each officer shall have one vote with the President voting only to break a tie.

Section 2: Membership voting: Each currently registered member shall have one vote. Members must be 18 to vote.

Section 3: Any Officer may vote. If an officer is paid for their duties they will be recused from voting on any matter pertaining to their pay.

Article 9

Player Registration Fees

Section 1: The board of Directors shall set fees for the club including registration, training and any other fees as necessary. A proposed fee schedule for the next soccer year should be presented and approved in the March board meeting. No refunds of registration fees will be allowed after players are registered with the Club and OSA except by approval of the board. Scholarships may be awarded by the Officers if proof of financial hardship is provided.

Article 10

Team Formation & League Organization

Section 1: All league play including tournament play; and State Cup play sanctioned by the Club as well as OSA, USYSA, and FIFA shall comply with the rules and regulations of the aforementioned governing bodies. Any such supplemental rules and regulations so imposed by the Officers of the Club may not be contradictory to, or conflict with, the rules and regulations of OSA and other governing soccer bodies and shall be available for examination.

Section 2: The age group determination for all teams shall be in accordance with Oklahoma Soccer Association.

The age groups shall be in accordance with OSA competitive/academy bylaws:

- A) Under 19
- B) Under 18
- C) Under 17

- D) Under 16
- E) Under 15
- F) Under 14
- G) Under 13
- H) Under 12
- I) Under 11
- J) Under 10 Academy
- K) Under 9 Academy
- L) Under 8 Academy
- M) Under 7 Academy

Section 3: A player may not play in a younger age group. A player can play up one or more older age group(s) with the approval by the Director of Coaching and reported to the board with a liability waiver signed by a parent or guardian.

Section 4: Teams shall be formed after players have completed the registration process to enable them to play at the appropriate academy or competitive level. Teams at the academy level shall be formed by the Club Director of Academy and the Club coaching staff. Teams at the competitive level shall be formed through a try-out process run by the Director of Coaching and the Club coaching staff.

Article 11

Director of Coaching

Section 1: The Director of Coaching (“DOC”) shall be voted on by the Board of Directors and will serve for no less than one year. The term length will begin as defined in the DOC agreement.

Section 2: Payment and contractual duties for the DOC is as determined by the DOC Agreement.

Section 3: The DOC should be a leader with the ability to plan and execute the club’s mission of developing players and coaches; selection guidelines (unless waived by the board) include a minimum of a ‘C’ National coaching license or equivalent, and 5 years of previous coaching experience.

Article 12

Director of Academy

Section 1: The Director of Academy (“DOA”) shall be voted on by the Board of Directors and will serve for no less than one year. The term length will begin as defined in the DOA agreement.

Section 2: Payment and contractual duties for the DOA is as determined by the DOA Agreement.

Section 3: The DOA should be a leader with the ability to plan and execute the club’s mission of developing players and coaches; selection guidelines (unless waived by the board) include a minimum of a ‘C’ National coaching license or equivalent, and 5 years of previous coaching experience.

Article 13

Coaching Staff

Section 1: All coaches must comply with Club, OSA and USYSA guidelines and requirements in order to be able to coach youth players and teams. All coaches shall cooperate and follow positive guidelines and direction

that the Club Director of Coaching establishes to ensure that all Club members are properly educated in the sport of soccer and enjoy their experience at the Club.

Section 2: Coaches must have a completed an annual background check on file.

Section 3: Positive coaching education is a priority at the Club so that our youth may have a positive experience the sport of soccer.

Section 4: Application to be a competitive coach at the Club must be submitted to the Director of Coaching and approved by the Board.

Section 5: All competitive coaches requesting consideration as a competitive coach in the Club must have a minimum of a "D" level license or must obtain the "D" level license within one year being approved as a competitive coach.

Section 6: Upon selection, Club coaches shall be given information outlining their coaching duties, code of ethics, their relationship with the Director of Coaching, the board, OSA, and other governing bodies.

Section 7: No coach of a competitive team shall hold a position on the Board of Directors.

Section 8: All Coaches must sign a Coach's agreement as set forth by the Board of Directors of the Club.

Article 14

Facilities

Section 1: All teams are to practice at the designated practice facility, unless recommended by the DOC and approved by the Board.

Section 2: All home games will be played at designated home facilities unless otherwise approved by the Board.

Section 3: The Club will annually enter into a field use agreement with each member club for the use of practice and game fields.

Article 15

Fiscal Year

The fiscal year of the Club shall be from June 1st to May 31st the following year. Newly voted Officers shall take office starting June 1st.

Article 16

Amendments

These by-laws may be amended by majority vote of the Board provided that the amendment has been presented in writing at the previous board meeting. Members may also present amendments in writing at general meetings for consideration at the next regularly scheduled meeting.

Article 17

Indemnification

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

Article 18

Parliamentary Procedure

The rules contained in the current edition of Roberts Rules of Order shall govern the Club in all cases in which they are applicable and do not conflict with these agreements.

Article 19

Dissolution Procedures

In the event that the Club is dissolved, all assets will be used to pay all debts and liabilities owed by the Club. Any remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.