



Butte United Soccer Club Bylaws

Table of Contents

1.0	Mission Statement	3
2.0	Members and Voting Privileges	3
3.0	Members of the Board of Directors	3
3.1	Elected Positions	3
3.1.1	President	3
3.1.2	Vice President of Administration.....	3
3.1.3	Vice President of Operations/General Manager	4
3.1.4	Registrar.....	4
3.1.5	Secretary	4
3.1.6	Treasurer.....	4
3.1.7	Director of Coaches.....	4
3.1.8	Immediate Past President.....	5
3.2	Appointed Positions	5
3.2.1	Referee Coordinator	5
3.2.2	Public Relations and Communication Officer	5
3.2.3	Tournament Director	5
3.2.4	Field Supervisor	6
3.2.5	Practice Field Coordinator.....	6
3.3	Team Parents	6
3.4	Term Limits	6
4.0	Responsibilities.....	6
4.1	Sanctions	7
4.2	Resignations	7
5.0	Meetings.....	7
6.0	Quorum	7
7.0	Financial Responsibility.....	7
7.1	Organization	7
7.2	Liability	7
7.3	Banking	8
7.4	Accounting	8
7.5	Payment and Reimbursement	8
8.0	Scholarships	8
9.0	Committees.....	9

10.0	Uniforms	9
11.0	Coaches	9
11.1	Selection	9
11.2	Approval.....	9
11.3	Governance.....	9
11.4	Assistant Coaches	10
12.0	Team Selection	10
12.1	Tryouts	10
12.2	Governance.....	10
12.3	Age Pure Policy	10
13.0	Registration Fees	10

1.0 Mission Statement

Butte United's mission is to provide an environment committed to the highest level of competitive soccer play by developing players' technical skills, tactical skills and sportsmanship.

2.0 Members and Voting Privileges

The Board consists of elected Executive Board of Directors, appointed positions, Head Coaches, and elected Team Parents Representatives. These are defined later within the Club Bylaws.

Voting members include Executive Board of Directors, Head Coaches, and elected Team Parent Representative. The President may only cast a vote in the event of a tie. Head coaches are expected to attend Board meetings. However, an assistant coach may vote in a head coach's absence.

3.0 Members of the Board of Directors

Members of the Board of Directors include elected positions, appointed positions, Head Coaches, and Team Parent representatives.

3.1 Elected Positions

The Executive Board of Directors is comprised of the following elected positions.

3.1.1 President

- Call for and preside over regular monthly Board of Director meetings
- Sign contracts as approved by the Board
- Attend affiliated league meetings as the Club Representative, alternating with Club Vice Presidents as agreed upon
- Appoint replacements for Board vacancies with Board approval
- Appoint the P.A.D Committee Chairperson, with Board approval
- Appoint Chairpersons with Board approval for committees that do not fall under the responsibility of Vice Presidents

3.1.2 Vice President of Administration

- Act on behalf of the President in his/her absence
- Assume the office of the President, in the event it becomes vacant, for the remainder of the unexpired term
- Organize tryouts and player selection
- Supervise Tournament Directors
- Administer the scholarship program

- Oversee Club fundraising and sponsorship programs
- Attend affiliated league meetings, alternating with the Club President and Vice President of Operations, as agreed upon

3.1.3 Vice President of Operations/General Manager

- Coordinate training camps and clinics
- Coordinate 8 A-Side summer games
- Manage and inventory Club property and equipment
- Oversee Scheduling Coordinator, Equipment manager and Practice Field Coordinator
- Maintain a master game schedule and game day equipment setup schedule
- Procure Club equipment with Board approval

3.1.4 Registrar

- Register teams, players and coaches according to affiliation guidelines
- Hold team registration meetings
- Collect fees and all documentation required to register individuals
- Communicate with League registrar and others as needed
- Attend Registration meetings

3.1.5 Secretary

- Record and maintain accurate minutes of all meetings
- Handle all Board correspondence and process all Club mailings
- Maintain a Club Calendar of Events and Club Directory
- Chair Rules and Revisions Committee
- Prepare the Annual Report

3.1.6 Treasurer

- Manage Club finances
- Prepare and present Club Financial reports for monthly Board of Director Meetings
- Prepare and present Annual Cash flow Financial statement and Budget
- Chair Budget Committee
- Maintain Club bank accounts
- Document and maintain receipt of all Club monies
- Deposit all receipts

3.1.7 Director of Coaches

- Recruit of qualified coaches

- Chair Coach selection committee and present committee recommendations to the Board of Directors for approval
- Communicate with League, District and State Coaching Coordinators
- Coordinate Coaches Clinics and Licensing
- Develop, maintain and distribute the Club Coach Manual
- Oversee the Coach evaluation process
- Assist with try outs and player selection
- Provide coach enrichment at meetings
- Create and maintain a Player Development Program

3.1.8 Immediate Past President

- Provide historical perspective and support of newly elected President
- Serve for 1 12-month term

3.2 Appointed Positions

The Board may assign specific tasks as necessary for the Club operations. Those holding appointed positions have no voting privileges at Board meetings. Examples of appointed positions and their duties are as follows.

3.2.1 Referee Coordinator

The Referee Coordinator reports to the Vice President of Administration. Duties include:

- Recruit new referee candidates
- Arrange referee clinics
- Arrange for referee assignments for league and tournament games
- Negotiate referee pay rates with Board approval
- Communicate changes in the laws of the game to the Board and Coaches

3.2.2 Public Relations and Communication Officer

The Public relations Officer reports to the Vice President of Administration.

Duties include:

- Develop and publish Club newsletter
- Prepare and submit news articles
- Works with Fundraising Committee
- Contribute content for Club website
- Maintain Club email distribution lists of all teams

3.2.3 Tournament Director

The tournament Director reports to the Vice President of Administration. Duties include:

- Organize individual tournaments
- Manage volunteers
- Maintain tournament financial records

- Maintain compliance with state tournament rules and procedures

3.2.4 Field Supervisor

The Field Supervisor reports to the Vice President of Operations. Duties include:

- Supervise activities, direction of teams and spectators
- Provide information to visiting teams
- Provide assistance to Referee Coordinator
- Monitor safety issues and assist in calling for medical assistance

3.2.5 Practice Field Coordinator

The Practice Field Coordinator reports to the Vice President of Operations. Duties include:

- Arranging for practice field usage
- Coordinate maintenance and cleanup at practice facility

3.3 Team Parents

Each team will elect a parent representative and one alternate. Either representative will attend each Board meeting. Following a team election, the head coach will submit the names of the elected team representative and alternate to the Club Secretary. Neither a team head coach, assistant coach, nor his or her significant other may serve as the elected Team Representative

3.4 Term Limits

There is a consecutive 2 term limit per elected Board of Director position. Individuals may be elected to the position again, in non-consecutive terms. Individuals may also be elected to different positions, following serving a different position.

4.0 Responsibilities

The Board of Directors are responsible and have the sole authority for the following:

- Enforcing and interpreting the Constitution, Bylaws, specific rules and procedures of this Club
- Ensuring that Club functions comply with affiliated governing body's rules and policies
- Making decisions and temporary rules concerning those continued functions of the Club, not provided for in the Constitution or Bylaws
- Ensuring Club governance is in accordance with Roberts Rules of Order
- Approving all contracts entered into by the Club
- Assign appointed positions
- Assign committee chairpersons

Members of the Board of Directors are responsible for attending Board meetings, participating in discussions and voting on issues as they arise. It is expected that Team Parents Representatives will share information and decisions with their respective teams

4.1 Sanctions

The Board has the right and authority to suspend, bar completely or otherwise discipline any Board member, player, coach, or club member. A plea of ignorance to the Constitution or Bylaws is not an acceptable excuse for breaking the rules. Violators may expect appropriate action by the Board of Directors.

The Board has the authority to remove with cause, any member of the Board with proper hearing, with previously defined quorum vote of those members present. The Board shall be notified 14 days prior to the hearing.

4.2 Resignations

A Board member may resign with written notice. In the event the resignation creates a vacancy, the President shall appoint, with Board approval, a replacement to fulfill the unexpired term.

5.0 Meetings

The Club holds monthly Board of Director meetings.

At times, it may be necessary for the Executive Board of Directors to hold ad hoc meetings. The Executive Board of Directors will report back at the Board. The Executive Board of Directors has no authority to act independently of the Board.

6.0 Quorum

A quorum is a majority of the members of the Board of Directors.

7.0 Financial Responsibility

7.1 Organization

Butte United Soccer Club is a non-profit public benefit organization and is not organized for the private gain of any one person or group of people.

7.2 Liability

This Club shall not assume, nor be liable for, the debts and/or financial responsibilities, either implied or incurred, of any member. Only the President, with the Board's approval, may enter into a contract or binding agreement of any kind.

7.3 Banking

All Club monies shall be deposited in a recognized bank account in the name of BUSC by the Treasurer or Registrar.

7.4 Accounting

A proper accounting of all financial aspects of the BUSC shall be maintained. An accounting of all cash inflows and outflows will be maintained and reported to the board on a regular monthly basis. The following accounting checks and balances and segregation of duties shall be followed:

- All monies shall be properly accounted for, and immediately turned over to the Treasurer or Registrar for deposit. All monies received shall be deposited in a Club account. The deposit and the receipt of money shall be reconciled.
- All cash received will be recorded in a receipt book. Receipts will be given for all cash received.
- An accounts-payable request form shall be submitted to the Treasurer for payment. Appropriate documentation must accompany request.
- The Treasurer shall prepare the check to be signed by those with signature authority
- Expenses that exceed or are outside of the approved budget require Board approval prior to payment

7.5 Payment and Reimbursement

Club members may be reimbursed for expenses incurred for Club business. Examples of reimbursable expenses include telephone, postage, supplies or travel expenses such as mileage. A Voucher Request Form, on the BUSC website, must be completed and appropriately approved.

8.0 Scholarships

Each team is allotted one scholarship, which may be awarded as one full scholarship or a combination of partial scholarships. The amount of a scholarship is equal to the registration fee less the cost to produce a player pass (\$20). If a team does not use its allotted scholarship, it goes into a scholarship pool. A Scholarship Committee will be established to review the financial needs of the applicants and will approve each individual scholarship to be awarded.

Butte United Scholarships are not an entitlement: the recipient is expected to volunteer 5 hours in service for club functions, events, maintenance, etc.

A Scholarship Application must be submitted and the following guidelines apply

- Payment of the affiliation registration fee is expected
- Scholarships are awarded for one year only.

9.0 Committees

Committees are formed to address specific issues relative to their scope and may be empowered by the Board of Directors to make decisions on behalf of the Club. A partial list of committees may be established by the Board, as follows:

- Budget
- Field Acquisition and Development
- Coach Selection
- Protest and Appeals and Discipline
- Rules and Revisions
- Tryout and Player Selection
- Uniform Selection
- Communication and Publics Relations
- Fund Raising
- 8 A Side
- Tournament
- Financial Aid

10.0 Uniforms

Uniforms are chosen by the Uniform Committee with the approval of the Board. All teams must wear club uniforms, which are defined as shorts, jerseys, and socks. Players may wear logos on their uniforms other than the Butte United logo.

11.0 Coaches

11.1 Selection

Beginning in December, the Director of Coaches will accept coach applications. The President will appoint the Coach Selection Committee to be chaired by the Director of Coaches. This committee will review coach applications and make recommendations to the Board for the upcoming season's coaches.

11.2 Approval

Coaches are selected by a majority vote of the Board provided a least a quorum is present.

11.3 Governance

All Coaches selected by the Board must comply with affiliated governing body's licensing requirements.

11.4 Assistant Coaches

Assistant coaches shall be selected by the approved Head Coach with Director of Coaches approval. Assistant Coaches must comply with affiliated governing body's licensing requirements.

12.0 Team Selection

12.1 Tryouts

Tryout procedures and player selection criteria are determined by Tryout and Player Selection Committee and approved by the Board. Coaches are required to have evaluators that are independent from the team to evaluate and score each potential player. Evaluators are to use the form provided by the Club for this purpose. The Player Selection Committee will tally each of the player's scores. Coaches are required to offer a position on the team to the top 8 highest scoring players. An exception to a player selection may be made to the Board of Directors with adequate justification. Coaches may use their discretion on the remaining players.

12.2 Governance

Selected teams must comply with affiliated governing body's policies, procedures, and deadlines. The Club Registrar is responsible for communicating and complying with all matters pertaining to registration.

12.3 Age Pure Policy

BUSC will determine its own age-appropriate playing policy regardless of registering or affiliated organization.

13.0 Registration Fees

Registration fees for all selected players are determined each year by the Board of Directors prior to tryouts.

Butte United Soccer Club Bylaws were amended on the following dates:

April 1, 1991
July 13, 1993
May 12, 1998
February 9, 2010