

Cheyenne Soccer Club Bylaws

ARTICLE I NAME AND OBJECTIVES

SECTION 1. Mission and Objectives

Mission

The Cheyenne Soccer Club (hereinafter "CSC" or "the Club") is a volunteer organization dedicated to promoting soccer in Cheyenne and the nearby areas. CSC develops valuable citizens by promoting teamwork, discipline and a positive attitude. CSC also educates players and their families about soccer including coaching, refereeing and sportsmanship.

Objectives

The objectives of CSC are to:

1. Give every player, coach and referee the opportunity to develop their skills to the best of their ability.
2. Provide a healthy, safe and enjoyable soccer environment for all participants.
3. Provide a level of competition equal to each participant's ability, interest and desire.
4. Foster and promote sportsmanship, honesty, integrity and goodwill within the soccer community.
5. Provide soccer related educational opportunities to all players, coaches, parents, referees and the community at large.
6. Be a positive role model and provide leadership to the sports community.

SECTION 2. Application

These Bylaws shall govern the operations and activities of the Cheyenne Soccer Club, Inc., a Wyoming non-profit corporation. The CSC is a member of Wyoming Youth Soccer (WYS) and Colorado Youth Soccer (CYS) and, to the extent that the Bylaws and/or Rules of those two organizations are applicable to the operations and activities of CSC, those Bylaws and Rules and Regulations shall govern. These Bylaws, when not in conflict with the Bylaws and Rules of WYS and the CYS, shall control the operations and activities of CSC. In the event that these Bylaws impose more strict standards or restrictions than the Bylaws or Rules of WYS and the CYS, these Bylaws shall govern.

As a member of WYS the CSC is a member of US Youth Soccer (USYS), under the direction of the United States Soccer Federation and FIFA (Federation Internationale de Football Association). FIFA is the international governing body for soccer and the USSF has been a FIFA member since 1913. Membership in WYS and USYS allows CSC teams to compete in state, regional and national tournaments.

To the extent not inconsistent with these Bylaws, the Board of Directors of this corporation shall be governed by Article 8 of the Wyoming Nonprofit Corporation Act, W.S. §17-19-801 *et seq.* In the event that any of the provisions of these Bylaws are contrary to or inconsistent with such statutes, such statutes shall apply. In the

event that these Bylaws impose more strict or different requirements upon the Board of Directors or any Director not inconsistent with such statutes, these Bylaws shall apply.

The Club may undertake any lawful activity to administer its affairs and attain its objectives, alone or in conjunction with others, except any activity that would cause it to lose its exemption from United States federal taxation as provided by Section 501 (c) (3) of the Internal Revenue Code of 1954, , or the corresponding section of any future federal tax code. Notwithstanding any other provision of these bylaws, the Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Club.

SECTION 3. Offices

The principle office of the Cheyenne Soccer Club shall be at the residence of the Executive Assistant duly appointed by the Board of Directors Club. In addition to its principle office, the Club may maintain such different offices and at such places as the Board of Directors may designate.

SECTION 4. Programs

The Club will administer three soccer programs: (1) Youth Recreation, (2) Advanced (Sting), and (3) Adult.

SECTION 5. Dissolution

Upon the dissolution of the Club, assets shall be distributed to Wyoming Youth Soccer.

ARTICLE II DIRECTORS

SECTION 1. Directors

The Club shall be under the direction and control of a Board of no more than sixteen (16) directors, with officers consisting of the President, Past President, Vice President-Recreation, Vice President-Advanced (Sting), Vice President-Adult, Treasurer, and Secretary. All directors are required to sit on and/or chair at least one of the Standing committees listed in Article VI of these Bylaws.

SECTION 2. Election of Directors

The Board of Directors shall be elected from the general population of Laramie County who have expressed a desire to serve as a director on the Board. Membership on the Board shall not limited by race, color, religion, age, sex, or national origin. Four of the Directors shall be elected from nominations received from the Advanced (Sting) Program Committee. Ten of the Directors shall be elected

from nominations received from the Recreation Program Committee. Two of the Directors will be elected from nominations received from the Adult Committee. No Director of the Club shall receive a salary or other compensation for services rendered. No Director may make greater than 25% of his/her income in a sports related business where he/she may obtain or be perceived to obtain financial gain for being a Director. Only one (1) person per immediate family may be on the Board of Directors.

SECTION 3. Terms of Directors

Directors shall be elected for a term of three (3) years. Terms shall be staggered so that not more than 3/8 of the directors shall change during a calendar year.

SECTION 4. Nomination of Directors

Nominations shall be opened at the appropriate meeting by the appropriate motion and continue until a majority of the Board votes to close nominations. At the closing of the nominations the names collected during the nominations shall be given to the Secretary, who will contact all the nominees to assess their willingness to serve on the Board prior to the annual meeting.

Election of directors will take place at the Annual Board meeting or at a special Board meeting if deemed appropriate by the Executive Committee of the Board.

SECTION 5. Vacancies

Vacancies on the Board of Directors may be filled by a majority of the quorum present at any regularly constituted meeting of the Board. A vacancy or vacancies shall be deemed to exist in the place of death, resignation, removal or disqualification of a director(s). If the Board of Directors accepts the resignation of a director, tendered to take effect at a future time, the Board shall have power to elect a successor to take office when the resignation becomes effective. No reduction of the number of directors shall have the effect of removing any director prior to the expiration of his/her term of office.

SECTION 7. Removal of Directors

The entire Board of Directors or any individual director may be removed from office as provided in Article 8 of the Wyoming Nonprofit Corporation Act, W.S. §17-19-801, *et seq.* or in accordance with the [Board Member Participation Policy](#) ~~Board Attendance Policy~~.

SECTION 8. Conflict of Interest

Any member of the Board of Directors who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before

the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

ARTICLE III MEETINGS

SECTION 1. Regular Meetings

Regular meetings shall be held no less than nine (9) times during the year in Cheyenne, Wyoming. The President shall call a regular meeting of the Board upon the written request therefore signed by a majority of the Directors.

SECTION 2. Annual Meetings

The Board of Directors of the Club shall meet once a year, at a time and place designated by the President, to conduct an annual meeting of the Club.

SECTION 3. Special Meetings

Special meetings of the Board of Directors are for specific, stated purposes only, such as emergency matters that cannot wait for action until the next regular meeting. Special meetings shall be called for at any time by the President or Executive Committee. The Secretary of the Board shall be responsible for written, email, or oral notice of the time, purpose, and place of the special meeting. The notice shall be delivered personally to each director at the address, email address, or phone number shown upon the records of the Club. The notice shall be delivered at least 24 hours prior to the time of the holding of the meeting. These notices may be made via email, phone or mail.

When a quorum of directors is present at any Board meeting, however called or noticed, and a written consent is signed by all Board members and entered into the records of the Club; or if the majority of the directors are present, and if those not present sign in writing a waiver of notice, whether prior to or subsequent to the holding of such meeting(s), and said waiver is filed with the Secretary of the Board, then the transactions thereof are as valid as if the meeting had been regularly called and noticed.

SECTION 4. Quorum and Voting

A majority of the Board (one more than 50% of the sitting Directors) shall constitute a quorum at any meeting. A vote by a majority of a quorum shall constitute a duly qualified action of the Board unless specified elsewhere in these Bylaws. In the event of a tied vote the President's vote shall be the deciding vote. Meetings are conducted according to the latest edition of Robert's Rules of Order unless otherwise specified in these Bylaws.

SECTION 5. Proxy Voting

Proxy voting is the written delegation to another member of a voting body of that member's power to vote in his/her absence. An email or written proxy must be provided to the secretary for the proxy vote to occur. Proxy votes are allowed on all votes.

**ARTICLE IV
OFFICERS**

SECTION 1. Election of Officers

The Directors shall elect all officers of the Club, who shall serve without compensation. All such officers shall be elected or appointed from among the Directors by the majority vote of a quorum of the Directors present at the annual meeting of the Board. All officers shall hold office for a period of one year and can be elected or appointed for two additional terms (3 years total).

SECTION 2. Officers

Officers of the Club shall consist of a President, Past President, Vice President-Recreation, Vice President-Advanced (Sting), Vice-President Adult, Treasurer, and Secretary, and such other officers as shall be chosen and appointed by the Board.

SECTION 3. Executive Committee

The Officers of the Club shall constitute the Executive Committee of the Club. The Executive Committee shall have the power to act for the Board of Directors between Board meetings or in an emergency. Any action taken by the Executive Committee shall be presented for ratification at the next regular meeting of the Board of Directors.

The Executive Committee shall be responsible for preparing and presenting to the Board of Directors a budget for CSC prior to the start of the next fiscal year. They are also responsible for recommending to the Board of Directors short and long term financial goals for the Club.

SECTION 3. President

The President shall preside at all meetings where the Directors are elected. The President shall have general supervision and control of the affairs of the Club, subject to the control of the Board of Directors, and shall see that all orders and resolutions of the Board are carried into effect. The President shall execute and sign all contracts and other documents on behalf of the Club, except as the Board may otherwise direct, and shall perform such other duties as shall be directed by the Board of Directors in accordance with the Bylaws.

SECTION 5. Past President

Once a successor to the President has been duly elected, the outgoing President shall serve a term of one (1) year or as long thereafter until a successor to the President is duly elected. The Past President shall assist the President in the general supervision and control of the affairs of the Club. The Past President shall assist the Vice Presidents in recruiting and developing new Directors. The Past President shall serve on the Executive Committee

SECTION 6. Vice Presidents

Vice President-Recreation

The Vice President-Recreation shall be duly elected or appointed by the Board of Directors to oversee the Youth Recreation program. The Vice President-Recreation shall assist the President in the general supervision and control of the affairs of the Club, and chair the Recreation Program Committee. The Vice President-Recreation shall be responsible for recruiting and developing new Directors to serve on the Club's Board of Directors. The Vice President-Recreation shall, as deemed necessary by the President, assist any other Director of the Club in his/her duties. The Vice President-Recreation shall serve on the Executive Committee. The Vice-President Recreation will chair the Board meeting assuming the President is not in attendance.

Vice President-Adult

The Vice President-Adult shall be duly elected or appointed by the Board of Directors to oversee the Adult program. The Vice President-Adult shall assist the President in the general supervision and control of the affairs of the Club, and chair the Adult Committee. The Vice President-Adult shall be responsible for recruiting and developing new Directors to serve on the Club's Board of Directors. The Vice President-Adult shall, as deemed necessary by the President, assist any other Director of the Club in his/her duties. The Vice President Adult shall serve on the Executive Committee.

Vice President-Advanced (Sting)

The Vice President-Advanced (Sting) shall be duly elected or appointed by the Board of Directors to oversee the Advanced (Sting) program. The Vice President-Advanced (Sting) shall assist the President in the general supervision and control of the affairs of the Club, and chair the Advanced (Sting) Committee. The Vice President-Advanced (Sting) shall be responsible for recruiting and developing new Directors to serve on the Club's Board of Directors. The Vice President-Advanced (Sting) shall, as deemed necessary by the President, assist any other Director of the Club in his/her duties. The Vice President Advanced (Sting) shall serve on the Executive Committee.

SECTION 7. Secretary

The Secretary shall keep, or cause to be kept, a book of minutes at the principal office, or such other place as the Board of Directors may order, of all meetings of Directors, including time and place of holding of such meetings; an attendance record for the meeting, whether regular or special, and if special, how authorized;

and a copy of the notice thereof given; and the names of those present at the director's meetings; and the proceedings thereof.

The Secretary shall give, or cause to be given, notice of all meetings to the Directors of this Club as required by the Bylaws. The Secretary shall give, or cause to be given, copies of all minutes of meetings of the Board of the Club to the Directors prior to the next regularly scheduled meeting of the Board of Directors.

The Secretary shall keep the seal of the Club in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

The Secretary shall keep, or cause to be kept, a book or books containing true and correct copies of all documentation submitted to the Secretary by each of the designated officers as required by these Bylaws. The Secretary shall maintain and keep the records of the Club in a current and up-to-date status.

The Secretary shall tender all documents and records to the succeeding Secretary, immediately following the next annual meeting or any special meeting at which a new Secretary is elected.

The Secretary shall keep an accurate account of all changes in the Bylaws.

The Secretary shall serve on the Executive Committee of the Board.

SECTION 8. Treasurers

The Treasurer, with the assistance of the Assistant Treasurers, shall keep, maintain and cause to be kept and maintained adequate, correct accounts of the properties and business transactions of the CSC, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital surplus, and other accounts. The books and accounts of the CSC shall be at all reasonable times open to inspection by any Director.

The Treasurer shall deposit all moneys and other valuables in the name and to the credit of CSC with such depositories as may be designated by the Board of Directors. The Treasurer shall disperse funds of the CSC as may be ordered by the Board of Directors, shall render to the President and/or any Director whatever they request upon account of all his/her transactions as Treasurer and of the financial condition of CSC, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

The Treasurer shall serve on the Executive Committee. The Treasurer may also fill the position of Assistant Treasurer-Recreation/Adult or Assistant-Treasurer-Advanced (Sting). All treasurers will be required to be bonded, the expense of which will be borne by the Club.

Assistant-Treasurer-Recreation/Adult

The Assistant Treasurer – Recreation/Adult, under the direction of the Treasurer, shall keep, maintain and cause to be kept and maintained adequate, correct accounts of the properties and business transactions of the Recreation and Adult program, including accounts of its assets, liabilities, receipts, disbursements, gains,

losses, capital surplus, and other accounts associated with the Recreation/Adult programs. The books of the Recreation and Adult accounts shall be at all reasonable times open to inspection by the Treasurer or Board Members.

The Assistant Treasurer – Recreation/Adult, under the direction of the Treasurer, shall deposit all moneys and other valuables in the name and to the credit of the Club with such depositories as may be designated by the Board of Directors. The Treasurer – Recreation/Adult, under the direction of the Treasurer, shall disperse funds of the Club as may be ordered by the Board of Directors, shall render to the President and/or any Director whatever they request upon account of all his/her transactions as Treasurer and of the financial condition of the Club, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

Assistant Treasurer – Advanced (Sting)

The Assistant Treasurer – Advanced (Sting) shall keep, maintain and cause to be kept and maintained adequate, correct accounts of the properties and business transactions of the Advanced (Sting) program, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital surplus, and other accounts associated with the Advanced (Sting) program. The book of the Advanced (Sting) accounts shall be at all reasonable times open to inspection by any director.

The Assistant Treasurer-Advanced (Sting) under the direction of the Treasurer shall deposit all moneys and other valuables in the name and to the credit of the Club with such depositories as may be designated by the Board of Directors. The Assistant Treasurer – Advanced (Sting) under the direction of the Treasurer, shall disperse funds of the Club as may be ordered by the Board of Directors, shall render to the President and/or any Director whatever they request upon account of all his/her transactions as Treasurer and of the financial condition of the Club, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

**ARTICLE V
STAFF**

SECTION 1. Executive Assistant(s)

One or more Executive Assistants may be contracted by the Board of Directors of the Club to perform the following responsibilities: monitor the on-going activities of the Club concerning registration, scheduling, team formations and rosters, and other administrative activities. The position will be part-time and shall report directly to the President or a member of the Executive Committee of the Club.

The Executive Assistant shall counsel and assist members of the Executive Committee in the performance of their duties and shall be responsible on a day-to-day basis for the coordination and supervision of those programs enacted by the Club.

The Executive Assistant shall be contracted by the Club pursuant to a contract issued by the Executive Committee and approved by the Board of Directors. A copy of the contract will be kept on file with the Secretary of the Club. Upon a vacancy in

the Executive Assistant position, applications shall be received and reviewed by the Executive Committee and a nominee shall be submitted for approval of the Board of Directors of the Club.

SECTION 2. Registrar(s)

Each program (Recreation, Advanced (Sting), and Adult) will have an assigned registrar. The Executive Assistant may be asked to serve as registrar for any or all of the programs.

Each program's registrar shall be appointed by the Board of Directors of the Club. The Registrar will be under contract for the fiscal soccer year to consist of the fall and spring seasons. A copy of the contract will be kept on file with the Secretary of the Club. The Registrar will provide the following services to their respective program including administering and coordinating the registration of all club affiliated teams; ensuring compliance with all registration requirements for United States Youth Soccer (USYS), the Wyoming Youth Soccer (WYS), and the Colorado Youth Soccer (CYS); Collect registration fees as required, maintain a computer database with current team rosters for club use, maintain a record of the number of players registered by age and gender, provide current rosters of registered players and teams upon request, keep the Board of Directors informed on an annual basis of membership fees for WYS and CYS (if applicable), order, receive and maintain an adequate inventory of forms, maintain open communication with the State Registrars for the WYS, CYS, and USYS, maintain a computer database of coaches, assist members of the club with compliance with all WYS rules, regulations and procedures, and attend State, Regional or National workshops as requested by the Club's Board of Directors, subject to availability to travel.

SECTION 3. Director of Coaching

A director of coaching (DOC) may be engaged as an independent contractor by the Board of Directors of the Club to perform the following responsibilities: Directing and overseeing the Club's Recreation and Advanced (Sting) soccer program, recruiting, training, evaluating, and retaining coaches for the Club, directing off-season programs (including clinics, camps, soccer swap), resolving club conflicts (e.g., between parents and coaches).

The Director of Coaching shall be contracted by the Club pursuant to a contract issued by the Executive Committee and approved by the Board of Directors. A copy of the contract will be kept on file with the Secretary of the Club. Upon a vacancy in the Director of Coaching position, applications shall be received and reviewed by the Executive Committee and a nominee shall be submitted for approval of the Board of Directors. The Director of Coaching may not be a CSC Board Member and therefore, shall not have any voting rights.

An assistant director of coaching may be engaged as an independent contractor by the Board of Directors of the Club to assist the DOC in the duties described above. The contracting and board membership requirements described above for the DOC apply to the assistant DOC.

SECTION 4. Other Staff

Game Day Coordinators (GDC) and other staff may be contracted by the Board of Directors to assist the Board and other staff in operation of the Club. These additional staff shall be part-time "at-will" contractors and shall report directly to the President of the Club.

**ARTICLE VI
COMMITTEES**

SECTION 1. Committee Requirements

Standing Committees help the President and Board of Directors conduct the Club's affairs. The President shall appoint and charge the chairs and members of all standing committees within 30 days after the Club's annual meeting. The President may add members to any committee, except the Executive Committee, at any time. The President may appoint special committees and consultants as required. The terms of duty of all appointees extend to the end of the next annual meeting. Committee members may be members of the Board of Directors and any others interested in furthering the goals and objectives of the Club. The structure and operating procedures of all standing committees shall be described in the Club's Procedures.

Committee chairs, or a designee, shall be responsible for giving a report of their committees' activities, findings, and recommendations at every Board meeting and providing the Secretary with a written record of the report. The Chairperson shall be responsible for giving a report at every Board meeting of any problems and concerns that have come about within their respective committee and providing the Secretary with a written record of these.

The Executive Committee shall be considered the Appeals Committee for all Committees.

Any standing Committee may adopt, enforce and amend any Policies that are necessary for the operation of its programs. No such Policies shall conflict with these Bylaws. To the extent that any such Policies do conflict with these Bylaws, these Bylaws shall govern. All Committee policies shall be approved by the Board of Directors.

SECTION 2. Standing Committees

Recreation Committee

To be chaired by the VP-Recreation and shall consist of the Club President and other such individuals as the chairperson or the Board of Directors may appoint to assist him/her. This Committee shall be responsible for the coordination and administration of the different Youth Recreation League Divisions. It is the responsibility of the Chairperson to field complaints or suggestions from parents and coaches to be brought to the attention of the Board. The Committee shall coordinate the distribution and communication of all information to each Recreation team in the Club. The Committee, in coordination with the Coaching and Player Development

Committee, shall be responsible for recruiting coaches, assistant coaches and team parents for each Recreation team in the Club. The Committee shall work closely with the Coaching and Player Development Committee in the development and training of all coaches and assistant coaches in the Club.

This Committee shall also be responsible for securing and training game day coordinators (GDC). GDC's shall have the responsibility of ensuring that each field has the necessary equipment ½ hour before the first game, and that fields are set up and taken down each game day. GDC's shall report to the Chairperson of the Bids, Equipment and Fields Committee the need for maintenance and repair they observe at the fields. GDC's shall be responsible for resolving any on-field conflicts and providing the VP-Recreation with a written report of any such conflict. GDC's shall be responsible for calling for emergency medical services in case of a serious injury and assisting coaches in case of minor injuries. GDC's shall be responsible for providing the VP-Recreation with a written report of any injuries requiring medical attention.

Advanced (Sting) Committee

To be chaired by the VP-Advanced (Sting) and shall consist of the Club President (or his/her designee), and 1 member from each team in the Advanced (Sting) program, and other individuals as the chairperson or the Board of Directors may appoint to assist him/her. This Committee will be governed by a Board-approved set of guidelines. Decisions and recommendations made by the Advanced (Sting) Committee will be presented and voted upon by the Board of Directors.

This Committee shall be responsible for the coordination of the different Advanced (Sting) Program Divisions. It is the responsibility of the Chairperson to field complaints or suggestions from parents and coaches to be brought to the attention of the Board. The Committee shall coordinate the distribution and communication of all information to each Advanced (Sting) team in the Club. This Committee, in coordination with the Coaching and Player Development Committee, shall be responsible for recruiting Youth Advanced (Sting) coaches, assistant coaches and team parents for each Advanced (Sting) team in the Club. The Committee shall work closely with the Coaching and Player Development Committee in the development and training of all coaches and assistant coaches in the Club. This Committee shall also be responsible for securing and training field supervisors and game day coordinators for the Advanced Program games.

Adult League Committee

The Adult League Committee is to be chaired by the VP-Adult and shall consist of the Club President and other such individuals as the chairperson or the Board of Directors may appoint to assist him/her. This Committee shall be responsible for the coordination of the Adult League. The Committee shall coordinate the distribution and communication of all information to each adult team in the Club.

Coaching and Player Development Committee

The Committee shall have the responsibility for providing training opportunities for all coaches and players in the Club. To be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as the chairperson or the Board of Directors may appoint to assist him/her. The Director of Coaching will participate with this committee. The committee is in charge of directing the DOC's work of recommending the DOC's work, and offering suggestions to the Board for rehire or hiring. The Committee will participate

in CSC's Academy nights under the direction of the DOC. The Committee shall be responsible for recommending and implementing CSC's coaching curriculum. ~~The committee shall be responsible for preparing and maintaining a coaching manual for each division in the Club. The committee shall have the responsibility of scheduling and/or conducting coaching clinics for the Club.~~ This Committee shall work closely with the Referee Committee and communicate any special rules that may be imposed upon the different divisions in the Club. The Committee shall have the responsibility of assisting coaches during the season with questions and problems concerning coaching. ~~The committee shall be responsible for evaluating coaches to ensure and maintain a high quality of coaching and instruction for the participants in the Club.~~ The Committee shall assist the Recreation and Advanced (Sting) Committees in recruiting coaches and assistant coaches.

Tournament/Other League Committee

Shall be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as appointed by the committee chairperson or Board of Directors. The Committee may develop Policies as necessary regarding the philosophy and operation of tournaments and other leagues (e.g., 3v3 leagues) and submit them to the Board for approval.

Sponsorship Committee

To be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as the chairperson or the Board of Directors may appoint to assist him/her. This committee shall be responsible for obtaining sponsorship for the Club to reduce player fees. The committee shall contact all previous sponsors and secure sponsors for the ensuing year. The committee shall be responsible for monitoring other sports sponsorship fees in the City of Cheyenne and recommending changes in sponsorship fees of the Club. The committee shall communicate to the prospective sponsors the amount requested by the Club as a sponsorship fee. The Committee will also recommend on an annual basis a sponsorship and advertising program to the Board for approval. This Committee shall also be responsible for regularly seeking grant opportunities and for writing grants. The Committee shall coordinate any and all requests from sponsors to sponsor specific teams and communicate all such requests to the Executive Assistant.

Publicity, Fundraising, and Events Committee

To be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as the chairperson or the Board of Directors may appoint to assist him/her. The Committee shall be responsible for all publicity for the Club and for recommending and coordinating any and all fundraising activities and special events. The Committee shall have responsibility for directing the operation of the concessions. The Committee also will be responsible for developing and maintaining a Club brochure.

Bids, Equipment, and Fields Committee

To be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as the chairperson or the Board of Directors may appoint to assist him/her. This Committee shall be responsible for keeping a current inventory of equipment owned by the Club and providing this inventory to the Board at the annual meeting. The Committee shall be responsible for providing for the distribution of all goals, nets, flags and other equipment to

the appropriate fields and for the maintenance of such equipment. The Committee shall be responsible for ensuring all fields are striped at the beginning of the season and that the striping is maintained throughout the season. This Committee shall be responsible for ensuring the Club has the necessary equipment available to secure all goals to the ground.

This Committee shall also be responsible for providing plans for maintaining and securing field space for soccer in Cheyenne. This Committee shall also be responsible for the solicitation of all bids for the Club and for presenting them to the Board for approval. These include but are not limited to the procurement of balls, uniforms, team photographs and any other items that from time-to-time are required. The Chairperson shall provide the Secretary with a written record of all bidding activities.

Referee Committee

To be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as the chairperson or the Board of Directors may appoint to assist him/her. The Committee shall have the responsibility of recruiting and training referees and linesmen to preside at each regularly scheduled game of the Club for the Recreation, Advanced (Sting), and Adult Programs. It will be the responsibility of the Committee to oversee, coordinate with and direct a referee assignor to assign referees and linesmen to each regularly scheduled game. It will be the responsibility of the Committee to coordinate the collection of score cards and to present to the Treasurer of the Club a request for payment for each of the referees and linesmen that have worked during the season. It will be the responsibility of the committee to coordinate the collection of Wyoming League referees receipts from the Coaches to verify that a referee was present. The Committee shall recommend to the Board all payment structures for referees and linesmen. The Committee shall recommend changes to the rules of the game for approval by the Board.

Volunteer Committee

To be chaired by a Director appointed by the President and approved by the Board of Directors and shall consist of such individuals as the chairperson or the Board of Directors may appoint to assist him/her. The Committee shall have the responsibility of coordinating volunteers to assist with CSC activities.

ARTICLE VII FISCAL YEAR, BUDGET

SECTION 1. Fiscal Year

The fiscal year of the Club shall be November 1 through October 31.

SECTION 2. Budget Development

Each program (Adult, Advanced and Recreation) shall propose a budget to the Executive Committee by October of each year for the next fiscal year. The Executive Committee shall be responsible for compiling the proposed budgets and presenting to the Board of Directors a budget for CSC prior to the start of the next fiscal year.

**ARTICLE IX
BYLAWS, POLICIES, PROCEDURES, RULES OF THE GAME**

SECTION 1. Bylaws

The Bylaws are the defining document for the Club and govern its operation as described in Article I, Section 2. The Bylaws takes precedence over all other rules and procedures of the Club. They cannot be suspended and cannot be changed without prior notice to the Board of Directors. The Bylaws may be amended by a 2/3 majority of Board Members who vote on an amendment. Amendments may be proposed and considered if they have been provided to the Board of Directors at least 10 days before being voted upon. Proposed changes will be posted on the Club website at least 10 days prior to a vote.

SECTION 2. Policies

Policies are the next highest level of documentation of Club operations. They are generally established to facilitate the conduct of Club business and to communicate those to the soccer community. They may be amended by a simple majority of Board Members voting at a Board meeting.

SECTION 3. Procedures

Procedures are the lowest level of documentation of Club operations. They are generally established to provide continuity in the conduct of Club business. The Procedures may be suspended or amended by a simple majority vote of the Board.

SECTION 4. Rules of the Game

The soccer rules and laws of CSC are generally those of the United States Soccer Federation (USSF) and the appropriate state association. The Board of Directors has authority to modify or clarify rules for the Adult and Recreation programs by a simple majority vote of the Board. The Advanced program rules are set by CYS and the CSC Board does not have authority to modify those rules. The current Rules for all programs and divisions will be provided to all Coaches, as appropriate for their program and division, at the start of each season.

SECTION 5. Record Keeping and Publication

The Secretary shall be responsible for keeping the most current copies of the Bylaws, Policies, Procedures and Rules of the Game. These documents shall also be posted on the CSC website. Any changes to these documents will be posted on the Club website.

ARTICLE X

RISK MANAGEMENT

SECTION 1. RISK MANAGEMENT

The Club shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by U.S. Soccer Federation (subject to any contrary requirements contained in state or local law applicable to the Wyoming Youth Soccer). A Director shall be appointed by the President to serve as the Risk Manager for the Club.

CERTIFICATE

The foregoing Bylaws were duly adopted by the Board of Directors of the Cheyenne Soccer Club, Inc. [on the 7th day of February, 2012.](#)

[Milan Norgauer](#), Secretary