



**BYLAWS OF FC RIVERSIDE COUNTY TEAM**  
A California Non-profit Organization

**ARTICLE I: Name, Purpose, and Objectives**

Section 1: Name. The name of this non-profit organization shall be FC RIVERSIDE COUNTY TEAM (“Association”). The Association may conduct business as FC Riverside County or FCRC.

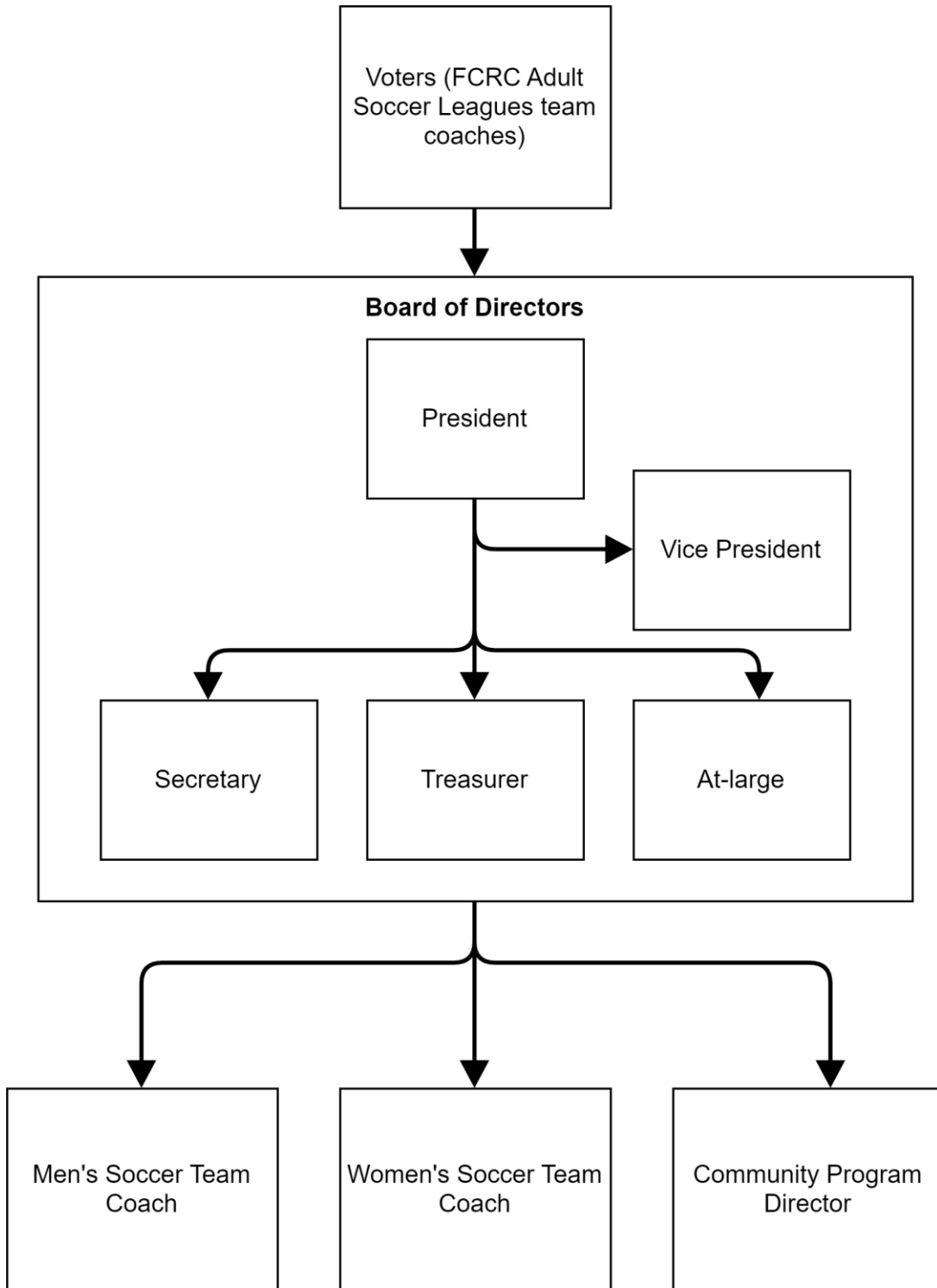
Section 2: Purpose. The purpose of the Association is to employ the time, talents, and resources of our staff, volunteers, corporate citizens, coaches, trainers, youth clubs, and youth academies to operate and manage professional Men’s and Women’s sports teams, manage and operate a community program, promote sports in the Southern California community, and to further promote the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability, and to nurture fitness, volunteerism, and a lifelong love of sports.

Section 3: Objectives. The objectives of the Association are:

- 1) Provide organizational support for the Association’s professional Men’s and Women’s sports teams.
- 2) Provide financial accountability.
- 3) Develop and grow the Association’s professional Men’s and Women’s sports teams.
- 4) Provide research & development (R&D), political lobbying, and advocacy for our sports community.

Section 4: Team Colors. The team colors of the professional Men’s and Women’s sports teams shall be gold (#EFC30A/rgb[239, 195, 10]), darker gold (#E0B605/rgb[224, 182, 5]), white (#FFFFFF/rgb[255, 255, 255]), and black (#000000/rgb[0, 0, 0]).

**ARTICLE II: Governance**



Section 1: The governance of the Association shall be vested in the Board of Directors. The Board of Directors of the Association shall consist of the following five (5) elected people; each to serve a one-year term; President, Vice President, Treasurer, Secretary, and At-large. The Board of Directors will be considered officers.

Section 2: In all instances of governance not outlined within the Bylaws of the Association, Roberts Rules of Order shall be the governing document unless otherwise noted.

Section 3: The Board has the authority to appoint Ad Hoc, Standing Committees or Subcommittees that will aid in the administration and facilitation of the business of the Association under the direction and guidance of the Board of Directors. Volunteers or appointees to the Association ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

Section 4: The Board of Directors elections will be held on the third Sunday in April each year. Members of the Association in good standing (with no outstanding debt) will be able to submit a letter of intent to run for a particular office. Letters of intent will be due by the end of March. Notice of this process will be posted on the FC Riverside County website, [www.FCRiversideCounty.com](http://www.FCRiversideCounty.com) (“Website”). The Board of Directors will review all letters and will narrow the applicants down to five (5) candidates per office. The narrowing process will be based on the reputation, experience, and level of commitment of the applicants. The names of the selected candidates will be announced on the Website. A sample ballot and the date/location of the election will also be posted on the Website. The election will serve as the Annual General Membership meeting as stated in the ByLaws. All election rules and regulations pertaining to elections and membership will apply. After the conclusion of the election, the winners will be posted on the Website within 5 business days. They will serve a one-year term.

Section 5: Officers may only be removed from office by a unanimous vote of the Board of Directors, but Officers being considered for removal from the Board of Directors may not partake in a vote for his/her removal from office.

a) An officer may be removed by the Board of Directors if the best interest of the Association would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the Association.

b) An officer may be subject to suspension or removal by the Board of Directors if the said officer misses three meetings in any fiscal year without an excused absence from the President.

c) Said Board Member will be notified in writing of the suspension/removal vote.

d) In the event of death, resignation, or removal, a successor shall be selected by the remaining Board of Directors who shall serve the remainder of the vacant term.

Section 6: Regular Monthly Meetings of the Board of Directors shall be held at an agreed-upon location or in any other reasonable public meeting facility. Notice to Officers may take place via the Website, via email, U.S. Mail, facsimile, or any other reasonable and accessible mode of communication. Regular monthly board meetings will be held on the third Sunday unless otherwise scheduled by the President or Vice President.

a) A quorum (three-fourths) of Officers must be in attendance in order to vote on any matter, except when otherwise noted herein, at all Regular, Special, or Emergency Board Meetings.

Section 7: Minutes of meetings shall be kept on file and archived by the Secretary on the Website.

Section 8: No person shall hold more than one office.

Section 9: The officers of the Association shall serve without compensation.

### **ARTICLE III: Finance**

Section 1: A Business Checking and Savings account has been established and will be maintained. It's the main depository of the Association's funds. The President, Vice President, and Treasurer shall serve as executors of the Association's checking and savings account. The Board of Directors shall oversee the dissemination or usage of funds.

Section 2: All checks require two signatures. The signatures of the President and/or Vice President and Treasurer must be on each check. Funds of the Association in the amount of \$1,000 or less, for the approved expenses, may be withdrawn from the bank by the President, Vice President, or Treasurer. Savings accounts may be established to prepare to replace or purchase known and unknown sports equipment and supplies as needed. These funds may be obtained by creating a line item in the budget to be known as Reserve funds.

Section 3: The Fiscal year of the Association shall be the same as the calendar year January 1 through December 31.

Section 4: The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved. The Treasurer will also present at each meeting an annual financial report for the previous year and, the pre-approved budget for the upcoming year.

Section 5: Any proposed expenditure over \$2,000.00 shall require more than one bid presented to the Board of Directors (e-mail is acceptable) prior to expense approval. Petty cash will be used for purchases less than \$300 incurred on behalf of the Association. Prior approval from President, Vice President, or Treasurer is needed for petty cash expenses. A receipt from purchase will be required for reimbursement and the person will also sign a receipt stating they have received funds for the purchase from petty cash.

Section 6: Upon the close of each fiscal year, the treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all board members.

#### **ARTICLE IV: Duties of Officers and Directors**

Section 1: The President of the Board of Directors of the Association shall:

- a) Represent the Association in the general public and must facilitate all the Association's Regular Meetings and the Annual Meeting each April.
- b) Shall prepare each March an election ballot for all officers; all terms of officers will be for one fiscal year.
- c) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (Postseason banquet) and serve as the supervisor of said events or functions.
- d) Address disputes/complaints from the general public and refer to the Board of Directors if and when necessary.
- e) Enforce FC Riverside County rules and policies.
- f) Protect the use and dissemination of all the Association's property (i.e., equipment, etc.).
- g) Ensure that field permits are secured and coordinate the practice and game schedule with the appropriate delegates or officials.
- h) Ensure that the Association's Bylaws and operating code are employed and enforced.
- i) Make relevant recommendations to the Board of Directors, after studying the specific and primary purposes of the Association as stated in its Bylaws and after examining FC Riverside County policies, rules, and guidelines.
- j) Maintain oversight of the professional Men's and Women's sports teams, working with the Head Coaches to ensure policies and schedules comply with the Association's operating codes.
- k) Complete whatever duties are given to him/her by the Board of Directors and which are in the best interest of the Association.
- l) Develop and maintain an Officer's Handbook with points of contact and procedures.
- m) The President must attend all mandatory Association meetings, any county competitions, or designate an alternate officer to attend in the event of an excused absence.

n) The President may call for an audit at any time if the majority of the Board of Directors deems it necessary, to be completed by an independent CPA not affiliated with the Association.

Section 2: The Vice President of the Board of Directors of the Association shall:

- a) Assist the President in all activities and responsibilities outlined in Article IV, Section 1.
- b) Become the President's successor in the event of his/her death, removal, or resignation from office until the next regular election or a special election is called.
- c) Perform the duties and tasks as assigned by the President.

Section 3: The Treasurer of the Board of Directors of the Association shall:

- a) Maintain a day-to-day record of all financial transactions pertaining to the Association's funds and accounts.
- b) Keep and maintain all Association official documents and financial records.
- c) Prepare and submit monthly financial reports at all Board meetings.
- d) Oversee all banking functions and communications, electronic, or otherwise.
- e) Collect and deposit all income funds for the Association.
- f) Prepare a year-end financial report for the Association and coordinate with a CPA to review and complete the required state and federal tax returns.
- g) The Treasurer shall perform other duties as assigned to him/her by the Board of Directors.

Section 4: The Secretary of the Association shall:

- a) Document, oversee, and manage all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings.
- b) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
- c) Maintain a player and player database.
- d) Help coordinate player registrations.
- e) Create all player ID cards as necessary.

f) In the event of the absence or disability of the Secretary, the Board of Directors may designate another Board Member to perform duties.

Section 5: The At-large Board Member of the Association shall:

- a) Consult or advise the Board of Directors.
- b) Serve as a liaison to the general public.

## **ARTICLE V: Membership**

Section 1:

a) The Membership is comprised of Team Managers that participate in FCRC Adult Soccer Leagues, whose financial accounts are fully paid, whose equipment has been successfully returned, and who have followed FC Riverside County's policies.

b) Members will be entitled to:

- One (1) vote for every completed 4v4 season
- Two (2) votes for every completed 5v5 season.
- Three (3) votes for every completed 6v6 season.
- Four (4) votes for every completed 7v7 season.
- Five (5) votes for every completed 8v8 season.
- Six (6) votes for every completed 9v9 season.
- Seven (7) votes for every completed 10v10 season.
- Eight (8) votes for every completed 11v11 season.

c) The number of votes a Member accumulates for each completed season resets after every election.

Section 2:

a) Termination of membership shall be enacted and enforced by the Board of Directors. The termination will be enacted when an individual no longer follows the philosophy and principles of the Association and it is deemed by the Board of Directors that the individual has become detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the Association.

## **ARTICLE VI: Amendments to the ByLaws**

### Section 1:

- a) The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors.
- b) Bylaws will be reviewed for amendments annually at the Annual Board of Directors Meeting or during the course of a Special Meeting that meets the Quorum standard.
- c) All Board Members must be given a minimum of 36 hours notice to attend a Special Meeting; said Special Meetings convened specifically to amend the Bylaws must be designated clearly as such in all pre-meeting notifications to Board Members.
- d) Board Members present at the Annual Meeting or a Special Meeting will be responsible for submitting amendment changes (if any). If a Board Member is unable to attend via teleconference or in person, they can submit their suggested changes via email to the President no less than 24 hours prior to the Annual Meeting or Special Meeting.
- e) Bylaws amendment changes will be voted on the following regular Board of Directors meeting or a Special Meeting within 30 days of the initial Annual Meeting/Special Meeting which pertained to amendment changes.

## **ARTICLE VII: Member Registration**

FCRC Adult Soccer Leagues will announce season locations, dates, and times on the Website. All registration is on a first-come, first-serve basis. Members will be subject to the Terms and Conditions of FCRC Adult Soccer Leagues.

## **ARTICLE VIII: Coaches**

### Section 1: Selection of Head Coaches and coaching staff:

- a) Coaches who wish to serve as Head Coach for an Association's professional sports team must first apply, in writing, via the Website or official Association's application.
- b) Head Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge, and support of the Association's objectives.
- c) Coaches must submit a completed full background check form in order to be considered for a Head Coach position.



d) Prospective Head Coaches must also undergo an interview with the President and Vice President to be considered for selection; other Board Members are welcome to attend coaching interviews but will not have a vote in the coaches' selection.

e) Successful Head Coach candidates shall be notified no later than five business days after their interview.

f) Head Coaches will be responsible for the assembly selection of their own coaching staff.

g) The Board of Directors has the authority to review, interview, or reject a coaching staff member.

h) All coaching staff must be presented, in writing, to the Board of Directors 30 days before the first game of the season.

i) As a general rule, if a Head Coach wishes to return as the Head Coach for the same sports team in an ensuing season, she/he will be given the right of first refusal in that same position granted she/he remains in good standing with the Association.

j) There will be no rule precluding a Head Coach from switching to a different sports team in any given season, nor will any Head Coach be deemed as having tenure in any position, regardless of right of first refusal; in an instance where the Board of Directors feel it is in the best interest of the Association, the Board of Directors may require the Head Coach to serve a different team.

k) Assignment of Head Coaches shall be made at the sole discretion of the Board of Directors. The Board of Directors must consider a prospective Head Coach's overall support of the Association, leadership of her/his team and staff, interaction with her/his players, her/his technical competence, and her/his dedication to the Association and our objectives.

l) All Head Coaches must have a daily or weekly practice plan schedule and must be prepared to present a copy of that plan to the President or Board of Directors upon request; Head Coaches are expected to maintain (or may delegate a staff member) the care of a daily player attendance report.

m) Head Coaches who receive official public complaints must report said complaints to the Secretary within 24 hours of the receipt of the said complaint; it may be necessary and is recommended that the Head Coach document player attendance, performance, and behavior in this context; Head Coaches shall handle all complaints, comments, or other communications from players.

n) The chain of command to handle official public complaints shall be as follows: Head Coach, Secretary, President, and Board of Directors.

## **ARTICLE IX: Players and Rosters**

### Section 1: Formation of Rosters and Player Selection:

- A) Each official roster in each professional sports team shall contain no more than thirty (30) players.
- B) Each pre-season roster can carry as many players as are registered for that professional sports team; players who wish to be considered for the 30-player official roster must register and pay the Association player registration fee before the first tryout. After the tryouts, registrations will be closed unless a roster has less than 30 players.

## **ARTICLE X: Code of Conduct**

### Section 1: The Code of Conduct:

- A) All players must sign the Association's Code of Conduct prior to the start of the season.
- B) Failure to sign the Association's Code of Conduct may result in suspension or removal from the team.
- C) All Head Coaches, Coaching Staff, Association Volunteers, and Board of Directors must sign the Association's Code of Conduct.
- D) Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review; The Disciplinary committee shall consist of no less than (3) members and no more than (5) members including the President and shall be appointed by the President; The Disciplinary Committee shall report any findings or recommendations to the Board of Directors; the Board of Directors shall maintain the sole authority to render sanctions or decisions on players, Head Coaches, Coaching Staff, or Association Volunteers, and no other Association representative shall intervene or render decisions thereunto pertaining.

## **ARTICLE XI: Policies & Procedures (Miscellaneous)**

### Section 1: General procedures and policies:

- a) No Board Member shall affect policy or procedural changes, rule alterations, offer edicts or mandates, or otherwise deviate from the general context of the management of the Association without it first being discussed at a regular Board Meeting unless said policy or procedure change is deemed an emergency.
- b) Only pre-approved volunteers may be on the practice or game fields at any time, for any reason; permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs,

law enforcement officials, essential game day volunteers, Association representatives, Board of Director members, credentialed members of the media, gate and concessions volunteers, team mascot, cheerleaders, and Coaching Staff.

c) No unaffiliated personnel or persons may enter the practice or game fields, regardless of prior involvement with the Association, at any time or for any reason.

d) All Affiliates, Members, Head Coaches, Coaching Staff, Officers, or Volunteers of the Association must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.

e) The association is a private, non-profit charitable organization and reserves the right to reject or admit any application of any Volunteer, Head Coach, Coaching Staff, and Player for any reason and may dismiss either, with cause, at its own discretion; however, the Association will never discriminate against any Volunteer, Officer, Head Coach, Coaching Staff, Player, or Affiliate based on gender, age, creed, race, or sexual orientation.