



**GROVE UNITED SOCCER ASSOCIATION  
BY-LAWS**

**ARTICLE I**

**NAME AND OBJECT**

- A. The name of the Association shall be **GROVE UNITED** Soccer Association, hereinafter referred to as The Association.
- B. This Association is formed as a non-profit Association and has as its objectives the following:
  - 1. To develop, promote and govern the game of amateur soccer for boys, girls, men and women mainly in the Buffalo Grove and Long Grove areas and including surrounding communities.
  - 2. To advance and promote amateur soccer within the community.
  - 3. To provide organized amateur competitive (travel) soccer for all individuals, regardless of age, race, sex, or religious affiliation, shall be encouraged to participate in the **GROVE UNITED** program.

## **ARTICLE II**

### **ADMINISTRATION**

The officers and directors of the Association, which shall be called the Board, shall administer the Affairs of this Association. The officers shall be elected by the active members of this Association, with such qualifications as shall be determined from time to time, by the active members, and each officer of said board shall be an active member of this Association. The directors shall be non-voting members of the board.

## ARTICLE III

### OFFICERS AND DIRECTORS

- A. The officers of the Association shall consist of:
1. President
  2. Vice-President of Operations and Support
  3. Vice-President of Programs
  4. Vice-President of Girls' Player Development
  5. Vice-President of Boys' Player Development
  6. Vice-President at large ("Special Events")
  7. Secretary
  8. Treasurer
  9. Vice-President Marketing
  10. Vice-President Sponsorship and Fundraising
- B. The Directors of this Association shall consist of:
1. Director of Field Operations and Scheduling
  2. Director of Player Apparel and Equipment
  3. Director of Registration, Special Events, and Tournaments
  4. Director of Volunteers
  5. Director of Referees and Linesman
  6. Director of Marketing and Advertising
  7. Director of Fundraising
  8. Immediate Past President
  9. Park District Advisor
  10. Director of Adult Teams (**Future position**)
  11. Director of V.I.P Program (**Future position**)
  12. Director of Coaching: Girls
  13. Director of Coaching: Boys

## ARTICLE IV

### **DUTIES OF OFFICERS AND DIRECTORS**

#### A. President:

The President shall be the chief executive and presiding officer of this Association. He/she shall preside at meetings of the Association, and shall, in general, have such authority and perform duties as are customary for presiding officers. He/she shall have such other powers and perform such other duties as may be required of his/her by the Board. He/she shall ensure that board functions are carried out, and candidates are identified for vacant board positions for board approval. He/she may appoint such committee or committees as he/she may be authorized to appoint by the Board. He/she shall approve checks of the Association greater than \$1,000.00. He/she shall, subject to the approval of the Board, sign contracts and make agreements in the name and on behalf of the association. All paid staff shall report to the President. He/she may co-sign checks of the association.

#### B. Vice-President of Operations and Support.

The Vice-President of Operation and Support, in the absence of the president, shall preside over meetings of the Association. He/she shall assume the duties of the president if the president leaves office prior to completion of his/her term. He/she shall be responsible for overseeing the following Directors, in order to ensure the timely and appropriate support needed by the Association for its operation: Director of Field Operations and scheduling, Director of Volunteers, Director of Player Apparel and Equipment, Director of Referees and Linesman, Director of marketing and advertising and other operational or related staff duties. He/she shall coordinate activities and dates with the annual calendar. He/she shall contribute to special projects and studies conducted by the Board.

#### C. Vice-President of Programs:

The Vice-President of Programs shall be responsible for the organization, coordination, and administration of the Association Programs. The Vice-President, in the absence of the president and vice-president of operation and support shall preside over meetings of the Association. He/she shall be responsible for overseeing the Director of Adult Teams. He/she shall be responsible for registration and special Events, as well as the organization, coordination, and administration of the ASSOCIATION programs. He/she shall arrange and manage the flow of an annual calendar. He/she shall contribute to special projects and studies conducted by the Board.

D. Vice-President of Girls' Player Development:

The Vice-President of Girls' Player Development shall be responsible for the organization, coordination, and administration of the Grove United Soccer Association Girls' youth travel program. He/she shall be responsible for working with the Directors of Girls' Travel, oversight of the Girls' Director of Coaching, in addition to coordinating with staff, and utilizing such committees and/or volunteers as necessary in order to ensure the timely and appropriate completion of tasks. He/she shall be responsible for supervision of girls' try-outs and final team formation. He/she shall arrange and manage the flow of an annual calendar. He/she shall contribute to special projects and studies conducted by the Board.

E. Vice-President of Boys' Player Development:

The Vice-President of Boys' Player Development shall be responsible for the organization, coordination, and administration of the Grove United Soccer Association Boys' youth travel program. He/she shall be responsible for working with the Directors of Boys' Travel, oversight of the Boys' Director of Coaching, in addition to coordinating with staff, and utilizing such committees and/or volunteers as necessary in order to ensure the timely and appropriate completion of tasks. He/she shall be responsible for supervision of boys' try-outs and final team formation. He/she shall arrange and manage the flow of an annual calendar. He/she shall contribute to special projects and studies conducted by the Board.

F. Secretary:

The Secretary shall keep a record of the proceedings of the Board, Executive Committee, and annual or special meetings of the Association. He/she shall be responsible for the safekeeping of all valuable documents of the Association. He/she shall provide and maintain all by-laws, Rules, and Regulations of the Association. He/she shall serve all notices required by law, or the by-laws of the Association, and, in case of his/her absence, his/her duties may be performed by any persons whom the Board may direct. He/she may co-sign checks of the association.

G. Treasurer:

The Treasurer shall have custody of all funds, securities, evidence of indebtedness, and shall deposit funds and securities in the name and to the credit of this Association in a bank or depository. He/she shall keep appropriate books and an accurate account of all money received and paid out. He/she shall have charge of all funds, collect fees and pay expenses as approved by the Board. He/she shall prepare a detailed financial report for submission to the membership at the annual meeting. He/she shall submit a monthly financial statement to the Board at the regular monthly meeting. He/she shall be responsible for the filing of all required federal and state income tax and information forms. He/she shall arrange for and submit all records for an annual audit. He/she may sign checks of the Association.

H. Vice-President-At-Large (“Special Events”):

The Vice-President-At-Large shall be responsible for overseeing special events and tournaments and shall contribute to special projects and studies conducted by the Board.

I. Vice-President Marketing:

The Vice-President-Marketing shall be responsible for direction and efforts in relation to the marketing of the club, our players, and our coaching staff. This individual will also take on other duties as necessary to enhance the reputation of Grove United..

J. Vice-President-Sponsorship and Fundraising:

The Vice-President-Sponsorship and Fundraising shall be responsible for the direction and efforts in relation to the fundraising and sponsorship of the club, and its’ teams, and reputation. The includes general (club) and specific (tournament)

## **DIRECTOR POSITIONS**

### **I. Director of Adult Teams: (Future Position)**

The Director of Adult Teams shall collaborate with and support the Vice-President of Programs. The Director of Adult Teams shall organize and coordinate all programs and activities dealing with adult teams. He/she shall be responsible for the publicity, registration, and collection of fees of players for the adult soccer league. He/she shall be responsible for the formation, outfitting, and scheduling of the adult soccer teams.

### **J. Director of Field Operations and Scheduling:**

The Director of Field Operations and Scheduling shall collaborate with and support the Vice-President of Operations and Support. He/she may incur indebtedness for, or otherwise obligate the Association up to a maximum amount that is within the total cash disbursements authorized by the Board, consistent with actual income. He/she shall provide sufficient playing and practice fields. He/she shall make the necessary arrangements for the use of village parks and school grounds. He/she will work with the Park District Liaisons to help improve and maintain field conditions. He/she shall be responsible for the scheduling of practice fields for coaches. He/she shall be responsible for the rescheduling of make-up games as requested.

### **K. Director of Player Apparel and Equipment:**

The Director of Player Apparel and Equipment shall collaborate with and support the Vice-President of Operations and Support. The Director of Player Apparel shall purchase or acquire all players' apparel, first aid supplies and equipment subject to the approval of the Board. He/she shall provide for the distribution of said apparel and distribution and maintenance of said equipment and first aid supplies. He/she shall be the custodian of all field equipment and be responsible for its installation, maintenance, and dismantling. He/she may incur indebtedness for, or otherwise obligate the Association up to a maximum amount that is within the total cash disbursements authorized by the Board, consistent with actual income. He/she shall provide for the distribution and maintenance of said uniforms and first aid supplies.

### **L. Director of Registration, Special Events and Tournaments:**

The Director of Registration, Special Events and Tournaments shall collaborate with and support the Vice-President of Recreation Programs in his/her capacity as registrar of all Recreation League and Travel players. He/she shall be responsible for the distribution, collection, and processing of registration forms and fees. He/she shall be responsible for securing dates, procedure, and publicity of Recreation and Travel league registrations. He/she shall collaborate with and support the Vice-President at large in his/her capacity as administrator of Special Events and Tournaments. He/she shall be responsible for the organization and coordination of all official ceremonies, special events, tournaments and activities that promote the ideals of ASSOCIATION and its membership. He/she shall obtain and arrange for the presentation of all awards and patches authorized by the Board.

### **M. Director of Volunteers**

The Director of Volunteers reports to the Vice President of Operations and Support and is responsible for organizing, coordinating and scheduling of volunteers.

N. Director of Referees and Linesman

The Director of Referees and Linesman reports to the Vice President of Operations and Support and is responsible for organizing, coordinating and scheduling of referees and linesmen.

O. Director of Program Development

The Director of Program Development reports to the Board, oversees the director of Coaching and is responsible for the development, hiring and coordination of the Association's Coaches and Trainers.

P. Director of Marketing and Advertising

The Director of Marketing and Advertising reports to the Board and is responsible for organizing and coordinating association internal and external communications.

Q. Director of Fundraising

The Director of Fundraising reports to the Board and is responsible for organizing, coordinating and scheduling Association fundraising events.

R. Director of VIP Soccer (Future position).

The Director of VIP Soccer reports to the Board and will coordinate and facilitate a soccer program for kids with special needs and/or disabilities.

S. Director of Tournaments

The Director of Tournaments reports to the Board and will coordinate and organize soccer tournaments sponsored by the Association.

T. Immediate Past President

U. Park District Advisor

A non-voting member, the Park District Advisor will participate in all association meetings and act as a liaison to addressing the SLA between the association and park districts providing fields.

#### V. Director of Coaching: Girls

The Director of Coaching (DOC) for Girls will be responsible for the following for all girls U8-U19 teams: defining the soccer curriculum and will coordinate all training and player development activities; for screening, evaluating, training, and the hiring and dismissal of all trainers for all teams from the U8-U19 level; be involved in the local soccer community and establish network ties to the soccer coaching community; participate in soccer forums, league meetings, and seminars; be an ambassador and promote soccer in the local community; designing training plans for all teams at the appropriate age level for Team Trainers and Team Coaches; assist in selecting/evaluating parent team coaches and their applications; conduct coaching courses with all team coaches; evaluate and assess all teams as to their progress in achieving club curriculum goals and develop plans to align teams to meet or exceed those goals; developing the annual tryout process and work with the Director of Tryouts and Registration in developing the logistics for the tryouts and the evaluation process; with the trainers and input from parent team coaches will oversee team formations; the development of an evaluation process of all the association participants; and prepare and maintain an annual training budget and submit it to the Board for annual approval. The DOC for girls shall report directly to the Vice President of Girls Player Development and will work closely with the Association to ensure that all goals and objectives of the Association are met.

#### W. Director of Coaching: Boys

The Director of Coaching (DOC) for Boys will be responsible for the following for all boys U8-U19 teams: defining the soccer curriculum and will coordinate all training and player development activities; screening, evaluating, training, and the hiring and dismissal of all trainers for all teams from the U8-U19 level; be involved in the local soccer community and establish network ties to the soccer coaching community; participate in soccer forums, league meetings, and seminars; be an ambassador and promote soccer in the local community; designing training plans for all teams at the appropriate age level for Team Trainers and Team Coaches; assist in selecting/evaluating parent team coaches and their applications; conduct coaching courses with all team coaches; evaluate and assess all teams as to their progress in achieving club curriculum goals and develop plans to align teams to meet or exceed those goals; developing the annual tryout process and work with the Director of Tryouts and Registration in developing the logistics for the tryouts and the evaluation process; with the trainers and input from parent team coaches will oversee team formations; the development of an evaluation process of all the association participants; and prepare and maintain an annual training budget and submit it to the Board for annual approval. The DOC for Boys shall report directly to the Vice President of Girls Player Development and will work closely with the Association to ensure that all goals and objectives of the Association are met.

## ARTICLE V

### **POWERS OF THE BOARD**

#### A. General Powers of the Board:

The Board shall be responsible for the management of the business of the Association, and subject to restrictions imposed by law, by the articles of incorporation or by these by-laws, may exercise all of the powers of the Association.

#### B. Specific Powers of the Board:

Without prejudice to such general powers, it is hereby expressly declared that the Board will have the following powers to wit:

1. To make and change regulations not inconsistent with these by-laws, for the management of the Association's business and affairs.
2. To appoint and remove all officers, directors, agents, and employees of the Association as prescribed herein or as otherwise approved; prescribe their duties, fix their compensation, if they so deem necessary, and at their discretion, from time-to-time, to devolve the powers and duties of any officer upon any other person for the time being.
3. To pay for any property purchased by the Association.
4. To designate from time-to-time, the time and place of its meetings or to authorize the President to do so.
5. To select and designate such bank or trust company as they deem advisable, as official depository of the funds of the Association and to prescribe and order the manner in which such deposits shall be made and/or withdrawn.

#### C. Compensation:

No individual shall receive any salary for their service as an Officer or Director of this Association except for Director of Training position or its designee. Officers of the Association, however, will be entitled to a reduction in fees for dependent players not to exceed \$1000 per family.

D. Holding of Office:

No Officer or Director shall hold more than one position at a time. However, Officers are eligible to hold a Director position in addition to their office position. Should a Director position not be filled, the position may be temporarily filled by someone who holds another position until such a position can be filled. Certain Director positions could be filled by outsourcing the function to either the Buffalo Grove Park District or Long Grove Park District or some other third party provider.

E. Replacement of Officers:

1. Any vacancy occurring on the Board of Directors, caused by resignation or any other reason, shall be filled by majority vote of the remaining members of the Board of Directors unless the number of vacancies occurring on the Board reduces the number thereof to less than a quorum. In such and event, a Special meeting of the Association shall be called. The Secretary or such other officer designated by the Board of Directors shall notify each Active Member in writing of such meeting
2. An officer found negligent in the performance of his/her duties as defined by these by-laws, at the recommendation of the Board, may be removed from office by a three-fourths (3/4) vote of the remaining members of the Board of Directors.

## ARTICLE VI

### **NOMINATION AND ELECTION OF THE BOARD**

#### A. Nomination and Election:

1. At the annual meeting of this Association, the active members of the Association shall elect a board of this Association for the ensuing year. Approximately one-half of the Board shall be elected each year to provide for continuity. Elections to the Board shall be for Board Membership, not specific Duties.
2. Nomination and election of the Board shall be the first item of new business at the annual meeting.
3. The nomination committee shall submit a list of candidates. Election of all Association candidates shall require a simple majority vote of the active members present and voting at the annual meeting. Each active member shall be entitled to five votes on one ballot. The five candidates who receive the majority of the votes will constitute the new board positions. When one or more candidates for the board are tied for the final position(s) on the board, a runoff election shall be held between the candidates receiving the most votes for those board positions. For example, if three people are tied for the fifth position on the board, the candidates with the two highest number of votes will face each other in a runoff election. The chairman of the nominating committee shall be responsible for setting forth all election rules and procedures not provided for in these bylaws. In addition, the chairman of the nominating committee shall settle all disputes involving the election process.
4. Members who wish to submit their names to the nominating committee must submit their name to the nominating committee no later than 20 days prior to the annual meeting of this Association. Said submission must contain name of the member, a brief biography of the member, and the position the member is running for.
5. Voting for the election of any candidate shall be by written ballot at the annual meeting.
6. A member of the association eligible to vote may vote by proxy. A member's proxy vote must be assigned to another member eligible to vote. No member may act as proxy for more than one other member.
7. At the conclusion of the voting and election, the new Board will as a group, decide on specific Board Positions for the entire Board.
8. Board Members shall not retain the same Board Position for more than 2 consecutive terms unless approved by a unanimous vote of the new board.
9. At the conclusion of the election of the Board, the conduct of the annual meeting shall be turned over to the President or president-elect, who will chair the rest of the annual meeting.

B. Term of Office:

The term of office shall be for two years, and shall begin immediately following completion of the elections.

Four Board members will be elected in the following years: 2006 (December), 2008, 2010, 2012, 2014, 2016

2006 (December), 2007, 2009, 2011, 2013, 2015

The following director positions shall be appointed by the board following the December 2006 elections and then every two years thereafter. The term of office shall be two years. Director of Field Operations and Scheduling  
Director of Player Apparel and Equipment  
Director of Registration, Special Events, and Tournaments  
Director of Volunteers  
Director of Referees and Linesman  
Director of Program Development  
Director of Marketing and Advertising  
Director of Fundraising  
Director of Adult Teams (**Future position**)  
Director of Recreation Programs (**Future position**)  
Director of V.I.P Soccer (**Future position**)  
Director of Tournaments  
Director of Coaching: Girls  
Director of Coaching: Boys

The positions of Park District Advisor and Immediate Past President are not elected positions and are non-voting positions.

C. Conflict of Interest:

No officer or Director of this Association shall engage in any profit-making activity with which this Association is directly or indirectly involved, without prior written approval by the Board of Directors. Any person found not to be in compliance with this provision shall be removed from his or her position with this Association, and may be held liable for damages resulting from said breach of fiduciary responsibility. This provision does not apply to paid referees or the Director of coaching.

## **ARTICLE VII** **COMMITTEES**

### A. General Committees:

Each committee shall keep regular minutes of their proceedings and report the same to the Board.

### B. Standing Committees:

#### 1. Nominating Committee:

The President shall assemble a Nominating Committee which shall be comprised of three active members of the Association. The Nominating Committee shall provide a list of nominations for slates of officers to be elected that year at the annual meeting. The previously mentioned list of slates will be presented at the annual meeting to be voted on. If any member of the nominating committee is seeking election to any position on the Board, the President shall appoint another active member of the Association to replace that individual on the Nominating Committee. The Nominating Committee shall provide the Board of Directors a list of nominated slates no less than 15 days prior to the election and the list of nominated slates shall be published either in the Association's newsletter, on the Association's web site, or a newspaper of general circulation in the community at least 15 days prior to the annual meeting. The Nominating Committee shall be responsible for drafting and approving ballots, and for establishing and administering all board election procedures at the Association's annual meeting. Except as provided for in these bylaws, the Nominating Committee shall also draft and approve rules for board elections.

#### 2. Rules Committee:

The Rules Committee is established to insure that all of the Rules and Regulations of the Association adhered to by the players, referees, coaches, and parents. This committee shall resolve all disputes concerned with the rules and regulations of this Association. This committee shall be responsible to recommend changes to the rules and regulations to the Board. This committee shall be chaired by the Vice-President of Operations and Support, and shall include the Vice-President of Programming, the Vice-President of Competitive Programs, one at-large referee and other members appointed by the president.

#### 3. Soccer Advisory Committee:

The Soccer Advisory Committee is established to collaborate with staff in the on-going review of the various programs of the Association in relation to "best practices" in the soccer community and to advise the Board of its findings and recommendations. It may recommend to the Board any changes to the Rules and Regulations that may be required. The committee shall be chaired by the Vice President At Large and will include persons considered knowledgeable in soccer by virtue of their training and experience and/or knowledge of Association programs as appointed by the President.

4. Strategic Planning Committee:

The responsibilities of the Strategic Planning Committee will include long term planning for the benefit of Association, to address issues for constant improvement of the Association's programs, and to review annually revisions and changes to the Bylaws and Rules and Regulations. Voting members shall consist of the Vice-President of Operations and Support, who shall be the Chairperson and other members appointed by the President.

C. Other Committees:

The Board may, by resolution passed by a majority of the whole Board, designate and appoint such committee(s), including a chairperson on any subject within the powers of the Association; such committee(s) and chairperson to have such powers, to exercise such duties and to perform such services as may be prescribed, from time to time, by the Board. Such committee(s) shall have such name or names as may be stated in these bylaws or as may be determined from time to time, by resolution by the Board.

**ARTICLE VIII**  
**MEMBERSHIP**

A. General:

1. Membership in this organization is open to all members of the community regardless of age, sex, race, national origin, color, creed, or religion.
2. Membership in this Association shall consist of honorary members, active members, participating members, and affiliate members.

B. Specific:

1. Honorary Members:

Honorary Members may be extended by the Board to individuals who have rendered outstanding or extraordinary service in the promotion of youth soccer.

2. Active Members:

Active Members shall consist of the following: officers, directors, coaches, adult registered players, and parents or legal guardians of registered U8- U19 travel soccer players.

3. Participating members:

Participating members shall consist of resident and non-resident registered players and referees that have participated in either the spring or fall playing season of the current calendar year.

- a. A resident is any member with a Buffalo Grove or Long Grove address and those areas identified by Park Districts as addresses that are considered “resident” by their identification.
- b. A non-resident is any member living outside the boundaries of Buffalo Grove and/or Long Grove unless stated by the Park Districts.

4. Affiliate members:

Affiliate membership may be extended to persons from other areas, not registered with this Association but are an organized, non-profit Association or Association for the purpose of fostering youth soccer. Affiliate membership may also be extended to persons, Associations, or other entities that make monetary or other donations to assist in the sponsorship of various youth soccer activities by this Association.

C. Right to Vote:

The following individuals shall have a right to vote at the annual or special meeting of the members of this Association:

- 1) Each registered adult player; and
- 2) A parent or guardian of a registered U8-U19 youth travel soccer player. The parent(s) or legal guardian(s) of a registered U8-U19 youth travel soccer player or players shall be entitled to only one vote per registered player. For example, a family with one registered U8-19 youth travel soccer player shall have one vote and a family with two registered U8-19 youth travel soccer players shall have two votes.

“Registered” as used above is defined as an adult or youth player registered to play for Grove United Soccer Association during the fall and/or spring season for which the annual or special meeting is being held.

In order to vote, the voter must be a current member of an Association adult team at the time of the annual meeting, or the parent or legal guardian of a current member of an Association U8-U19 travel soccer team at the time of the annual meeting. Further, in order to vote the member's account with the Association must be current.

Those members entitled to vote shall do so in person, except by proxy voting as provided in Section VI, paragraph A7.

D. Termination of Membership:

1. Any member of whatever class may terminate his or her membership by written notification to the Secretary of this Association.
2. If the Board finds the conduct of any member is negligent in the performance of their duties as defined in these by-laws, purposely ignores the Rules, Regulations, or is detrimental to the objectives of this Association, it may suspend the member, or take such other sanctions, or actions deemed necessary under the circumstances, such action will require a three-fourths (3/4) majority vote of the entire Board.

E. Fees:

1. By whom Paid :
  - a. Active Members may contribute donations.
  - b. Participating members shall pay a fee determined by the Board.
  - c. Affiliate members shall pay a fee determined by the Board.
  - d. Honorary members shall pay no fees unless they fall into the above classes of members.
2. When Payable:

Fees for each playing season shall be payable at the time of registration of the participating members and/or at the time the Board determines the fees shall be paid. For all other members, fees shall be paid at the time the Board determines the fees shall be paid.

F. Liability of Members:

No member of this Association, either active or otherwise, shall be personally or otherwise liable for any of the debts, liabilities, and/or obligations of this Association or as otherwise provided by law.

G. Term of Membership:

1. The Board shall have the power to admit by invitation as honorary or affiliate members of this Association and for such period as they may elect to renew such invitations at its discretion. Such members shall enjoy such privileges and benefits as may be determined by the Board, except that they shall not vote or hold office.
2. The term of membership for all Board members shall be from election at the annual meeting to the annual meeting at the end of term, as prescribed in Article VI, Sec. B.
3. The term of membership for all other members shall be for one year from date of registration of membership.

H. Parental and/or Guardian Volunteer Commitment:

All parents and/or legal guardians of minor registered players must fulfill volunteer requirements as adopted by the Board.

**ARTICLE IX**  
**MEETINGS**

A. Specific:

1. The annual meeting of the Association shall be held during the month of August of each year. By majority vote, the Board shall establish the date, time, and place of the annual meeting. The Board shall give a minimum of 30 days written notice of the annual meeting. The Secretary or such other officer designated by the Board shall notify each active member in writing of such meeting. This will be effective August 2011.
2. The annual meeting shall be held for the following purposes:
  - a. Presentation of the Association status.
  - b. Presentation of a financial report for approval by the voting membership.
  - c. Nomination and election of the Board.
  - d. Voting on amendments to the by-laws. Such amendments must be presented to the Board and approved at its regularly scheduled meeting at least 30 days in advance of the annual meeting and must be published in Association's newsletter, the Association's web site, or a newspaper of general circulation in the community at least 15 days prior to the annual meeting.
  - e. Disposal of other Association business.

B. Special General Meetings:

Special general meetings of the Association may be called for the purpose of conducting Association business. Such meetings may be called by the Board.

C. Board Meetings:

1. Regular meetings - The Board shall hold regular monthly meetings during the year. All members, affiliate members and honorary members are invited to attend.
2. Special meetings of the Board may be held as needed.
3. Call of meetings - Meetings of the Board for any purpose or purposes may be called at any time by the President or, if he/she is absent or unable, or refuses to act, by a majority of the remaining Board.
4. Quorum: In order for business to be conducted at any meeting of the Board, 60% of the active Board members must be present rounded to the nearest number.
5. From time to time, the Association understands that there are decisions the board must make between monthly meetings, therefore, the president may call for board voting to be conducted by email. Said email voting must be formally presented and approved at the next monthly meeting. The board will refrain from email voting unless there is an emergency or it is impractical to wait for the next monthly meeting. Every act or decision done or made by a simple majority of the authorized number of

Board members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by law, by these by-laws or by the articles of the Association.

**ARTICLE X**  
**RULES AND REGULATIONS**

- A. This Association shall adopt a set of rules and regulations. Those rules covering the play of the game of soccer shall be entitled "Association Playing Rules of the Game". Those rules relating to the determination of league play, championship play, establishment of teams, and like matters, shall be entitled "Association Regulations".
- B. The ASSOCIATION Playing Rules of the Game and Regulations shall be changed by recommendations of the Rules Committee, and approved by a majority vote at a regular Board meeting.

**ARTICLE XI**  
**DONATIONS**

This Association may accept gifts, legacies, donations, and/or contributions, in any amount and in any form, from time-to-time, upon such terms and conditions as may be decided from time-to-time by the Board.

**ARTICLE XIII**  
**FISCAL YEAR**

The fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup> .

**ARTICLE XIV**  
**MISCELLANEOUS PROVISIONS**

A. Corporate Seal:

The Corporate seal of the Association shall be in such form as the Board shall determine and shall contain the name of the Association, and other matters the Board, at their discretion, may determine. Said seal may be used by causing it or a facsimile thereof to be impressed, affixed, or reproduced.

B. Principal Office:

The principal office shall be established and maintained in the village of Buffalo Grove, County of Lake, State of Illinois.

C. Other Offices:

Other offices of the Association may be established at such places as the Board may, from time-to-time, designate, or the business of the Association may require.

D. Drafts and Notes:

All drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association for all debts of the Association shall be approved by a majority vote of the Board at a regular Board meeting, and shall be signed by the Treasurer. The Board may, at its regularly scheduled monthly meeting and by a simple majority vote of the committee members present, approve capital expenditures in an amount not to exceed \$3,000.00. A concurring vote by the entire Board shall be sought at the next regularly scheduled Association Board meeting. However, in the absence of a quorum the decision by the Board shall be binding to the Association.

E. Notice and Waiver Notice:

Whenever any notice is required by these by-laws to be given, personal notice is not meant unless expressly so stated, and any notice so required shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed postpaid wrapper, addressed to the person entitled thereto at his last known post office address, and such notice shall be deemed to have been given on the day of such mailing. Any notice required to be given under these by-laws may be waived by the person entitled thereto. Members not entitled to vote shall not be entitled to receive notice of any meetings except as otherwise provided by statute.

F. Purchases:

When at all possible, purchases should be favorable to local businesses in the Buffalo Grove and Long Grove area.

G. Dissolution:

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.