

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

ARTICLE I - NAME

Section 1. The non-profit organization existing under these bylaws is to be known as Mountain Road Soccer (MRS), Pasadena, MD.

ARTICLE II. - OBJECT

Section 1. MRS was founded in an effort to meet the needs of the surrounding community. It is the philosophy of MRS that all children should be allowed to grow and develop to their maximum potential. The program is designed to encourage the mastering of the basic skills and fundamentals of soccer and the development of character, ethics, teamwork, sportsmanship and fair play. MRS is a recreational level association, but will support club level play when specified guidelines are satisfied.

ARTICLE III. MEMBERS

Section 1. The government and management of MRS is entrusted to twenty four (24) positions, to be known as the "Board of Directors" (Board). The Board will consist of four (4) officers and twenty (20) directors. Each board member will have the privilege of casting one vote, on issues requiring a decision brought before the Board. If a person holds more than one Board position, that person can only cast one vote.

Section 2. Nominations

No person may be a candidate for an officer position in a MRS election who has not been nominated and met the minimum qualifications for the position as described in Sections 1 through 4 in Article V. Duties of Board Members. At the September general meeting (see Article X, section 4), the Commissioner shall appoint a Nominating Committee consisting of three (3) MRS Board members for the purpose of nominating candidates for the four elected officer positions. No one on the Nominating Committee can be a candidate for any of the elected officer positions.

- a. The Nominating Committee shall seek candidates by placing advertisements in local newspapers and by placing a notice on the MRS web site. Candidates will have until October 31 to file in writing or by email for the position.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

- b. The filing notice shall contain the name and address of the individual seeking a position, a phone number and if available, an email address, the office for which [s]he is seeking, and a brief statement of the candidate's experience and qualifications. If individuals nominate someone other than themselves, the Nominating Committee shall contact the nominees and ask them to submit a filing notice by the deadline.
- c. If no candidates for a position have filed by October 31, the Nominating Committee shall extend the deadline for that position only and place a notice on the MRS web site that the position is still vacant and candidates can file until seven (7) days prior to the date of the November monthly meeting.
- d. The Nominating Committee will review the filing summaries of all candidates to determine whether the candidates meet the minimum qualifications for the position being sought. If the Nominating Committee believes the candidate is not qualified, the Committee will notify the candidate and explain the disqualification. If time permits, the candidates can modify their filing summary and file again.
- e. At the November monthly meeting, the Nominating Committee shall nominate one or more candidates for each officer position. Within seven (7) days of the November meeting, the Nominating Committee shall post on the MRS web site all candidates nominated for the four (4) MRS officer positions together with brief statements, provided by the candidates, of the candidate's experience and qualifications.
- f. At the December meeting, the Secretary shall have handouts listing all candidates nominated for the four (4) MRS officer positions together with brief statements, provided by the candidates, of the candidate's experience and qualifications.
- g. No nominations may be made from the floor on the date of the December Election.
- h. If no qualified candidate is nominated for one or more of the four officer positions, the current officer as of the December meeting will remain in that position until a special election can be held at the next general meeting in February. If the current officer cannot continue in that position until the February election, the Board will appoint an interim officer, except for Commissioner. The ranking officer from the three remaining officer positions will become the Acting Commissioner until the February meeting.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

Section 3. Elections

- a. Elections shall take place each year at the December Meeting (see Article X, section 5). The nominated candidate must receive a majority of the votes cast. If more than two candidates are seeking the same position and no one receives a majority of the votes, the two candidates with the most votes will have a run-off election. In the run-off election, the candidate receiving the highest number of votes by ballot shall be declared elected.
- b. The entire slate of unopposed candidates may be elected by having someone move and another second that the Secretary cast one vote for each unopposed candidate. The vote for the unopposed candidates will be taken prior to any contested offices. The motion to use this election method must pass by a simple majority for the special voting process to take place.
- c. If the motion for electing the unopposed candidates fails, then each unopposed candidate must be voted into office. In such an instance the ballot will contain the unopposed candidate's name and a "no" box. If the candidate is not elected, the position is deemed open and section 2, subsection g takes effect.

Section 4. All vacancies existing on the Board shall be filled by a majority vote of the remaining Board members, and a person so appointed shall hold office for the unexpired term of the Board member whom he or she succeeds. A vacancy shall exist when a Board member is absent for a continuous period considered detrimental to the interest of the organization by the Board. .

Board members shall be removed from the Board, by a two-thirds majority vote of the Board Members present, for unacceptable behavior. Examples include immoral, unethical, and illegal behavior. Additional causes for removal include behavior incompatible with, or in conflict with MRS objectives.

Section 5. The parents and/or guardian of the child registered for a given soccer season are general members of MRS. Each family shall be given one (1) vote at the General Membership meeting.

Section 6. The duties of the Officers, Directors and Coaches of MRS are described in a document known as Standing Rules. The Standing Rules can be modified by a simple majority vote by the Board as long as a quorum is reached.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

ARTICLE IV - OFFICERS

Section 1. The Board shall meet for organization and such other business as may come before it at the call of the Commissioner within ten (10) days after the election and installation of the new members.

Section 2. The MRS Board has four (4) elected officers plus 20 directors as listed in Article V. The four officers are the Commissioner, Assistant Commissioner, Secretary and the Treasurer. To be elected to one of these four officer positions, a candidate must meet certain minimum qualifications. These qualifications are described Sections 1 through 4 of Article V. Duties of Board Members.

Thereafter, the Board shall meet at the call of the Commissioner at least thirty (30) days and as often as said Commissioner deems necessary.

ARTICLE V - DUTIES OF BOARD MEMBERS

Section 1. Commissioner. See Standing Rules for Duties.

Qualifications for Commissioner:

1. As chief executive officer of MRS, the candidate for Commissioner must have current experience as a leader of an organization such as a manager/leader at work or presiding officer of a sports club, social organization or educational organization.
2. As chief executive officer of MRS, the Commissioner is required to represent the organization with all external organizations that interact with MRS such as the Anne Arundel County Dept of Parks and Recreation, Board of Education, the Chesapeake Recreational Association, other athletic clubs, other athletic leagues, Maryland State Youth Soccer, etc. The candidate must have experience in being able to communicate at a professional and knowledgeable level with such outside organizations.
3. As chief executive officer of MRS, the Commissioner is required to help develop and help manage the annual budget of the organization and as such, the candidate must have experience in the development and operation of the budgeting process for an organization of similar size.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

4. As chief executive officer of MRS, the Commissioner is required to direct organizational policies and staff duties related to the game of soccer as they pertain to the goals and purpose of MRS. The candidate will have a thorough understanding of youth soccer gained through experience as a youth soccer coach, team manager, or youth soccer instructor.
5. The candidate for Commissioner must have or be able to successfully complete the Anne Arundel County police background check that is required of all youth sports coaches.
6. It is desirable that the candidate for Commissioner has knowledge of the Roberts Rules of Order for conducting organizational meetings and in maintaining the by-laws of the organization.
7. It is desirable that the candidate for Commissioner has been a member of the MRS Board of Directors or a participating MRS volunteer coach anytime during the past 5 years.

Section 2. *Assistant Commissioner. See Standing Rules for Duties.*

Qualifications for Assistant Commissioner:

1. The candidate for Assistant Commissioner must have current experience as a leader of an organization such as a manager/leader at work or presiding officer of a sports club, social organization or educational organization.
2. The Assistant Commissioner is required to represent the organization with all external organizations that interact with MRS such as the Anne Arundel County Dept of Parks and Recreation, Board of Education, the Chesapeake Recreational Association, other athletic clubs, other athletic leagues, Maryland State Youth Soccer, etc. The candidate must have experience in being able to communicate at a professional and knowledgeable level with such outside organizations.
3. The Assistant Commissioner is required to help in the development and help in the management of the annual budget of the organization and as such, the candidate must have experience in the development and operation of the budgeting process for an organization of similar size.
4. The Assistant Commissioner will be required to direct organizational policies and staff duties related to the game of soccer as they pertain to the goals and purpose of MRS. The candidate will have a thorough understanding of youth soccer gained through experience as a youth soccer coach, team manager, or youth soccer instructor.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

5. The candidate for Assistant Commissioner must have or be able to successfully complete the Anne Arundel County police background check that is required of all youth sports coaches.
6. It is desirable that the candidate for Assistant Commissioner has knowledge of the Roberts Rules of Order for conducting organizational meetings and in maintaining the by-laws of the organization.
7. It is desirable that the candidate for Assistant Commissioner has been a member of the MRS Board of Directors or a participating MRS volunteer coach anytime during the past 5 years.

Section 3. *Secretary.* See Standing Rules for duties.

Qualifications for Secretary:

1. The candidate for Secretary must have current experience as a member of an organization such as a sports club, social organization or educational organization.
2. The candidate for Secretary must have experience in being able to communicate at a professional and knowledgeable level with members of the organization and have experience in maintaining records and official documents of an organization.
3. The candidate for Secretary must have experience in the use of word processing or other computer skills in order to develop and maintain MRS meeting minutes, reports and communications with external agencies or organizations.
4. The candidate for Secretary must have or be able to successfully complete the Anne Arundel County police background check that is required of all youth sports coaches.
5. The candidate for Secretary must have knowledge of the Roberts Rules of Order for conducting organizational meetings and in maintaining the by-laws of the organization.
6. It is desirable that the candidate for Secretary has been a member of the MRS Board of Directors or a participating MRS volunteer anytime during the past 5 years.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

Section 4. *Treasurer.* See Standing Rules for duties.

Qualifications for Treasurer:

1. The candidate for Treasurer must have current experience as a financial leader of an organization such as a CFO/CPA at work or Treasurer of a sports club, social organization or educational organization.
2. The Treasurer is required to develop and manage of the annual budget of the organization and as such, the candidate must have experience in the development and operation of the budgeting process for an organization of similar size.
3. The Treasurer will be required to direct organizational policies related to the non-profit corporation status of MRS. The candidate will have a thorough understanding of non-profit organizations and reporting procedures and experience in working with the IRS in relationship to such an organization.
4. The Treasurer must have the capability to work with spreadsheet software and/or other financial software such as Quicken or Quick Books.
5. The candidate for Treasurer must have or be able to successfully complete the Anne Arundel County police background check that is required of all youth sports coaches.
6. It is desirable that the candidate for Treasurer has knowledge of the Roberts Rules of Order for conducting organizational meetings and in maintaining the by-laws of the organization.
7. It is desirable that the candidate for Treasurer has been a member of the MRS Board of Directors or a participating MRS volunteer anytime during the past 5 years.

Section 5. *Registrar.* See Standing Rules for duties.

Section 6. *Intramural Director.* See Standing Rules for duties.

Section 7. *Assistant Intramural Director.* See Standing Rules for duties.

Section 8. *Equipment Manager.* See Standing Rules for duties.

Section 9. *Field Managers (Five Positions).* See Standing Rules for duties.

Section 10. *Fund Raising Coordinators (Two positions).* See Standing Rules for duties.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

Section 11. *Player Agent - Boys.* **See Standing Rules for duties.**

Section 12. *Player Agent - Girls.* **See Standing Rules for duties.**

Section 13. *Purchasing Agent.* **See Standing Rules for duties.**

Section 14. *Team Manager Coordinator.* **See Standing Rules for duties.**

Section 15. *Technology Director.* **See Standing Rules for duties.**

Section 16. *Tournament Director.* **See Standing Rules for duties.**

Section 17. *Uniform Coordinator.* **See Standing Rules for duties.**

Section 18. *Training Coordinators (Two positions).* **See Standing Rules for duties.**

ARTICLE VI. - REGISTRATION

Section 1. The Board shall conduct a formal registration for Fall soccer. Registration for Fall soccer shall be held during the Spring of each year.

Section 2. The Registrar shall publicly announce registration dates and places through local newspapers and other forms of media. No late registration will be advertised.

Section 3. Board members shall staff the registration sites along with any volunteers from the general membership.

Section 4. Player evaluation dates for team placement shall be posted at registration sites. Players are required to attend the scheduled evaluation to be considered for placement on Division I/Premiere teams.

Section 5. In addition to Fall soccer, MRS will consider sponsoring teams for play throughout the year. Coaches forming teams shall present a roster of players to the Board along with registration forms. The Board will then decide if and how to best support each team.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

ARTICLE VII. - DIVISION I COACH SELECTION

Section 1. The Commissioner shall forward written notice to all potential coaches prior to registration for Fall soccer on or about April 15.

Section 2. The Secretary shall publicly announce through local newspapers and other forms of media that the recruitment/selection of coaches is underway.

Section 3. Each candidate must formally apply by submitting a resume or making a verbal presentation to the Board. The Board shall review/interview each candidate at the May Board meeting.

Section 4. Final selection shall be based on interview/resumes presented to the Board from each candidate. Only those candidates who have formally applied for a coaching position shall be considered. The Board will discuss and review each candidate's qualifications and vote accordingly.

Section 5. Coaches shall be removed for the same reasons, and in the same manor, as a Board member (see Article III, section 3). Examples of grounds for removal include immoral, unethical, and illegal behavior. Additional causes for removal include behavior incompatible with, or in conflict with MRS objectives. A coach may also removed for behavior considered in violation of either the AAYSL or Maryland State Youth Soccer Association (MSYSA) Standards for Coaches.

ARTICLE VIII. - PLAYER SELECTIONS

Section 1. Player evaluations for placement on Division I/Premiere teams will be conducted after Fall registration is completed and before the end of the school year.

Section 2. All registered children shall be given the same opportunity during player evaluations to be selected for the Division I/Premiere teams.

Section 3. The Division I coaches shall ensure that the evaluations for their age and sex bracket are adequately staffed. The Division I coaches must request the presence of all their division coaches and, through coordination with the Player Agents, request a representative from the Board to attend.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

ARTICLE IX. - DISSOLUTION OF THE ORGANIZATION

Section 1. MRS may be dissolved by a vote of two-thirds of the Board members at a regular or special meeting in which a quorum is present.

Section 2. In the event of dissolution, the Board will distribute the remaining assets, after all liabilities have been satisfied, to one or more recognized non-profit organizations whose primary purpose is to promote and support youth sports activities in the Mountain Road / Lake Shore Pasadena area of Anne Arundel County, Maryland.

Section 3. The selection of the non-profit organization(s) to receive funds shall be determined with a majority vote at a regular or special meeting in which a quorum is present.

ARTICLE X. - MEETINGS

Section 1. The regular Board Meetings shall be held monthly to transact MRS business and to hear and discuss issues brought to the Board by Board or general members.

Section 2. The Commissioner or a majority of the Board shall have the power to call a special meeting at any time.

Section 3. For any MRS meeting (regular, general or special), a simple majority of the Board members shall constitute a quorum.

Section 4. General membership meetings shall be held in September and February of each year. The Commissioner shall provide notice thirty (30) days prior to the date scheduled for these meetings. Notice shall be given to the general membership by advertisement in local newspapers and other forms of media.

Section 5. A separate meeting shall be held in December for the annual election of officers. The Secretary shall notify the general membership thirty (30) days prior to this scheduled date through the use of local newspapers and other forms of media.

ARTICLE XI. - MSYSA AFFILIATION

Section 1. MRS shall be an affiliated branch of and comply with all of the Maryland State Youth Soccer Association (MSYSA) and United States Youth Soccer Association (USYSA) rules and procedures.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

ARTICLE XII. - RULES OF ORDER

Section 1. All proceedings of MRS shall be conducted under and pursuant to Roberts Rules of Order, as amended, except as herein otherwise provided.

**BYLAWS OF
MOUNTAIN ROAD SOCCER
PASADENA, MD
(Revised April 2004)**

ARTICLE XIII. - LIMITATIONS OF LIABILITIES

Section 1. All registration forms used for MRS must include a “Release of Claims” to be signed by a parent or guardian.

Section 2. The MRS Board and its agents, coaches, or sponsors shall not be held liable for any injuries or damages that may result from a player participating or playing for the MRS program.

ARTICLE XIV. AMENDMENTS

Section 1. These Bylaws may be amended by a vote of two-thirds of the members attending any MRS meeting having a quorum as defined in Article X, Section 3.