

**Holt Junior Rams Soccer Club (HDSO)**  
Date of By-Laws Creation: June 13, 2022  
Date of By-Law Revisions: December 13, 2023

**ARTICLE I: NAME**

The name of the organization shall be known as the Holt Jr. Rams (HJR) Soccer Club. (Previous Name which is still used in some locations is Holt Dimondale Soccer Organization (HDSO)).

**ARTICLE II: DESCRIPTION**

HJR is a nonprofit organization that exists as an instructional, coaching, and charitable fashion to support the local Holt soccer community. HJR Soccer Club is located in the Holt Public District, Holt, Michigan.

**ARTICLE III: PURPOSE/MISSION**

The purpose of this organization shall be to:

1. Support the local Holt soccer community and Holt High School Soccer program.
2. Actively establish a sense of community and create this connection between soccer, the community, and the schools by encouraging parent involvement, and to improve the opportunities for soccer players.
3. Provide financial support in soccer needs.
4. Promote and stimulate interest in soccer programs.
5. Promote a soccer culture throughout the community by fostering greater public support, volunteer participation and financial support from local businesses.

**ARTICLE IV: MEMBERSHIP**

1. All parents, legal guardians and community volunteers are eligible for membership in this organization and are encouraged to attend board meetings, volunteer for fundraising activities and root their players on at games.
2. There are no membership dues.
3. General Members do NOT have voting privileges only the elected HJR Soccer Club Executive Board (E-Board) officials do at this time.

## **ARTICLE V: MEETINGS**

### **Section 1. HJR E-BOARD MEETINGS**

The HJR E-Board shall meet once a month for continuous planning purposes for fall and spring soccer sessions each year. Additional meetings shall be held at the discretion of the President or at the request of any two E-Board members as deemed necessary.

### **Section 2. HJR GENERAL MEETINGS**

There shall be a minimum of quarterly (4) general meetings of the organization throughout the calendar year. Meeting dates and times will be established by the E-Board & communicated out to the HJR members via the HJR Soccer Facebook (FB) social media page or other means of communication if deemed necessary. A general meeting may be rescheduled or canceled by the HJR E-Board with a notice to the members via the HJR Soccer FB social media page or other means of communication if deemed necessary.

### **Section 3. VOTING**

Each HJR E-Board member in attendance at an E-Board meeting is eligible to vote. Absentee votes are to be considered via FB private communication if an E-Board member is not able to attend the meeting. All votes will be taken by an open vote. A secret vote may be requested by any member.

### **Section 4. E-BOARD QUORUM**

Half of the sitting officers (currently 5 sitting officers) constitute a quorum for the purpose of conducting business as an E-Board.

### **Section 5. Parliamentary Authority**

The rules in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order this organization may adopt.

## **ARTICLE VI: E-BOARD (Voting Members)**

### **Section 1. BOARD MEMBERS**

The E-Board members of the organization shall be a President, Vice-President, Treasurer, Secretary and Field Manager. (See Appendix A for more details on these roles duties)

### **Section 2. VACANCIES**

If there is a vacancy in the office of President, the Vice-President will become the President. Upon any E-Board Member vacancy, the vacancy will be filled from the current E-Board first. If no E-Board member fills the position, nominations for the open positions will occur and voting will take place at the next regularly scheduled general meeting.

### **Section 3. COMPENSATION**

E-Board Member positions are all volunteer positions. There is no compensation relating to HJR voting board member positions.

### **Section 4. HOUSEHOLD LIMITATIONS**

Only one household member may serve on the E-Board during any given term.

### **Section 5. OTHER LIMITATIONS**

E-Board members shall have a current player in the program. An E-Board member can stay on the board one year past the exit of their player to help board transition and train the new E-Board member. E-Board members can transition to a non-voting role to help continue to support the club's mission. E-Board members missing 3 or more consecutive E-Board meetings, or meetings of the whole, can be referred to the membership for recall.

**ARTICLE VII: NON-E-BOARD (Non-Voting Members)**

**Section 1. Director of Administration (Non-Voting Member)**

This position will be responsible for several tasks associated with the administration of the club. They will take all directions from the HJR E-Board. Please see appendix A for more details on this roles duties (Volunteer or Paid Position).

**Section 2. Director of Coaching (Non-Voting Member)**

This position will be responsible for ensuring all coaches are supported, this may include training, running a practice for a coach, and/or ensuring that the coach is comfortable in their position. This person will ensure all HJR Head Coaches are certified as required by the HJR & Capital Area Soccer League (CASL) Organizations (Volunteer or Paid Position).

**Section 3. Referee Liaison (Non-Voting Member)**

This person will help support the HJR Soccer Club by keeping a list of all local referees, ensuring all HJR field games have referees for all games, being the first line of contact when coaches are missing a referee at a game, be the first line of contact for referee questions, and working with the Greater Lansing Area Soccer Referees Association (GLASRA)/CASL assigner to ensure there is a good relationship. (Volunteer Position)

**Section 4. Fundraising Chair/Committee (Non-Voting Member)**

This person will be responsible for leading the fundraising arm of the organization. They will ensure that all committee members are supported and communicated to. They will lead the fundraising efforts requested by the E-Board, which include, but not limited to: Establishing a fundraising plan and earning goals; coordinate fundraising activities and promote fundraising projects within the HJR Soccer Club and local communities. (Volunteer Position)

**Section 5. Complaint Chair (Non-Voting Member)**

This position will be responsible for leading the function of complaints from coaches, spectators, other community soccer teams, referees, etc. They will review the complaint, ensure appropriate action is taken, and follow up with all parties. This person will bring all complaints to the E-Board to discuss, keep up to date, and follow-up with the final resolution. (Volunteer Position)

**ARTICLE VIII: E-BOARD ELECTIONS**

**Section 1. NOMINATIONS**

The E-Board shall ask for nominations from the E-Board and general members at the November meeting. Nominations may be made in person or submitted electronically. Voting will take place at the April/May meeting.

**Section 2. VOTING**

Incoming E-Board members will be selected by the membership present at the April/May meeting with an anonymous vote by all E-Board members.

**Section 3. TERM OF OFFICE**

The term of office for all officers will be a minimum of one year, beginning August 1st and ending July 31<sup>st</sup> of the following year. If an officer is running opposed, an officer can request to stay on until their player is no longer playing in the HJR Soccer Club.

**Section 4. QUALIFICATIONS**

All HJR Soccer Club members in good standing are eligible for office.

## **Section 5. TRANSITION PERIOD**

All incoming officers will start transitioning into their role one month prior (June 1st) to their term starting (July 1st). All outgoing officers will stay one month after their term ends (until August 31st) to assist in the transition. The Treasurer may be asked to stay longer due to change of the necessary signatures at the bank and to ensure proper transition of financial responsibilities.

## **ARTICLE IX: DUTIES OF E-BOARD (See Appendix A for detailed roles)**

### **Section 1. PRESIDENT**

Enforce all by-laws. Preside over all meetings of the general membership and the E-Board, serve as the official representative of HJR Soccer Club, have general supervision over the interests of the organization and be an ex-officio chairperson of all fundraisers and events. The President shall be a bank account co-signee. In case of a vacancy in any office, and with E-Board approval, appoint a member to fill the vacancy for the unexpired part of the term. Coordinate and facilitate programs/activities to benefit HJR Soccer Club. Communicate to the Director of Administration to determine needs of the organization. Call any special meetings necessary. Perform such other duties as in Appendix A. Ensure the agenda is prepared and shared with all E-Board members before meetings. Direct liaison and first line of contact to Holt Public Schools (HPS), Delhi Parks and Recreation (Delhi P&R), Spring Lake Irrigation, R&D Lawn Maintenance, Rush Soccer Administrator, & Holt High School coaches. Responsible for public relations and communication duties. See Appendix A for a detailed full list of duties.

### **Section 2. VICE-PRESIDENT**

Preside over meetings in the absence of the President to assist the president as needed. This role is to help create relationships with the local community, help with administration of the organization, and support the president as needed. Presides over general membership meetings and E-Board meetings in the absence of the President. If the President is unable to complete their term, the Vice President will immediately succeed to the presidency and appoint, with the E-Board's approval, a successor to fill the unexpired term of the Vice President. Perform other duties as assigned. See Appendix A for a detailed list of duties.

### **Section 3. TREASURER**

Maintain an accurate record of receipts and expenditures. Work closely with the President and E-Board to establish an annual budget and maintain an agreed upon desired operating balance in the checking account to facilitate paying of monthly expenditures. Reconcile bank statements monthly. Present a financial statement at each meeting and at other times as requested by the E-Board. Maintain financial institution accounts. Maintain a statement of the organization's insurance from CASL. Serve as a designated signatory for the checking account as well as maintain control of the debit card (if one exists) and any other accounts that HJR Soccer Club chooses to use (PayPal, Stripe, etc.). See Appendix A for detailed list of duties.

**Section 4. SECRETARY**

Format the monthly agenda provided by the President for the E-Board and general membership meetings. Give required notice of such meetings. Record and distribute minutes of all general membership and E-Board meetings, publish the minutes of the meeting within one week and distribute them to the membership and board members via email. Perform other duties as ordinarily pertains to the office of the secretary. See Appendix A for a detailed list of duties.

**Section 5. FIELD MANAGER**

Ensure all practice and game fields are maintained, in safe working condition and ready for fall/spring sessions. Prepare practice field schedule for coaches for fall/spring session. Ensure all field supplies are sufficient to ensure a seamless season. Be on call for HJR home field closures, issues, etc. Work closely with all field vendors to ensure communication about field updates, field necessities, etc. are happening as needed. (irrigation, lawn maintenance, field conditions, gate procedures, etc.). See Appendix A for a detailed list of duties.

**ARTICLE X: EXPECTATIONS & RESPONSIBILITIES OF E-BOARD AND HJR SOCCER CLUB CHAIRS**

**Section 1. CONDUCT**

HJR Soccer Club requires all E-Board members, chairs and its representatives to present themselves in a professional manner.

**Section 2. TIMELINESS**

Arrive on time to HJR Soccer Club related events or notify E-Board members of delayed arrival including scheduled meetings and volunteer shifts. If unable to attend or arrive on time, proper notice should be given out of respect for the other members of the group.

**Section 3. HJR SOCCER CLUB ACCOUNT ACCESS**

E-Board Members are not allowed to share their access to the Google Drive, Facebook or to the HJR Soccer Club email accounts with non-E-Board members.

**Section 4. COMMUNICATION**

Active and constant communication is required. Means of communication may vary.

**Section 5. EXPECTATIONS**

An E-Board member shall conduct the official and financial business of HJR Soccer Club. The E-Board members shall meet monthly at a time and place to be determined by the board.

**Section 6. MISCONDUCT & DISMISSAL**

If an E-Board member is not adequately following their position's duties and expectations, they will receive a verbal or written warning from the President. If the E-Board member does not improve and fulfill their duties within one month of the warning, the E-Board member may be removed from their position. Misconduct of any kind is not tolerated, such as violating HJR Soccer Club/CASL/GLASRA/Michigan State Youth Soccer Association (MSYSA)/HPS rules and regulations, demoralizing or degrading other HJR Soccer Club members. Misconduct may result in immediate dismissal from the HJR Soccer Club.

**ARTICLE XI: GOVERNANCE**

The organization and the E-Board shall use "Robert's Rules of Order Newly Revised" in all cases in which they are applicable.

**ARTICLE XII: FINANCIAL POLICIES**

**Section 1: FISCAL YEAR**

The fiscal year of the HJR Soccer Club begins August 1 and ends July 31 of the following year.

**Section 2: BANKING**

All funds shall be kept in a checking account at a local financial institution in the name of The Holt Dimondale Soccer Organization (HDSO) and requires two signatures of the E-Board. (E-Board members = President & Treasurer)

**Section 3: REPORTING**

All financial activity shall be recorded. The Treasurer shall reconcile the account(s) monthly and report all financial activity at each E-Board meeting.

**Section 4: AUDITING**

All expenditures will be audited by the Treasurer to ensure no miscalculations occur.

**Section 5: APPROVAL**

All expenditures will be approved by the Treasurer to ensure the expense is not over the limit of funds in the organization.

**ARTICLE XIII: GENERAL POLICIES**

- A. All programs and activities involving the membership of the organization at large shall have the approval of the E-Board.
- B. HJR Soccer Club will be insured through CASL, to include its governing members, coaches, team managers, players, and anyone affiliated with HJR Soccer Club.
- C. This document stays into effect until rescinded or amended.

**ARTICLE XIV: DISSOLUTION**

Upon dissolution of the organization, 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 any remaining funds should be used to pay any outstanding bills and spent for the benefit of Holt Jr. Rams Soccer Club

**ARTICLE XV: AMENDMENTS**

- A. These by-laws may be amended as necessary by at least 2/3rds of the current E-Board at any time. Notice of by-law amendments must be made public upon request to the general membership of HJR Soccer Club.
- B. Any general member may propose an amendment to any E-Board member who will, in turn, present it to the entire E-Board.
- C. These by-laws are to be reviewed annually by the E-Board.
- D. The organization has 365 calendar days from the date of approval and adoption of the by-laws to find themselves in total compliance with the rules and regulations contained in this document.
- E. The date of each amendment will be documented at the end of this document.
- F. This document stays into effect until rescinded or amended.

**APPENDIX A: HJR E-Board Roles & Responsibilities (R&R)**

Not all inclusive, but close 😊

**ADMINISTRATOR**

- Holder of HJR Soccer Field Keys along with the Field Manager
  - Address complaints
  - Work with RUSH/HJR Dual Rostered teams
  - Access email at least once a day (24-hour turn-around on emails)
- Ensure all things HJR are happening as needed
  - Coaches
  - Team Managers
  - Players
  - Rosters
  - Registration
- Soccer.com administration
  - Input all players & player #'s into system
  - Make sure everyone is aware of WHEN orders need to be placed
  - Work with Soccer.com on uniforms & if any changes occur
- GotSport.com administration
  - Coaches, Assistant Coaches, & Team Managers in the system & inputted on teams correctly
  - Make sure ALL Coaches, Assistant Coaches, & Team Managers are GREEN before season starts (all requirements are met)
  - Input players into system & put on teams
  - Ensure all paperwork is inputted into system
- CASL administration
  - Ensure CASL has all players information in the system (GotSport)
  - Financial Aid
  - Work with CASL on HJR/RUSH Partnership Items
    - Scheduling of Dual Rostered players
    - Special Field Approvals to ensure not double booked on shared players
    - Work on what division the HJR Elite teams will play in based on available signed up teams for each Season/Session
  - Know ALL DUE DATES or you pay big bucks to CASL 😞
- MSYSA administration (Back-Up to President)
  - Work with their policies & procedures
- GVSA administration (ELITE) (Back-Up to President)
  - Know who the GVSA Contact is (Sue, right now)

## HJR Soccer Club (HDSO) By Laws

- GLASRA – Refereeing
  - Make sure fields have referees as needed
  - Work with Referee Liaison (New Position)
  - Make sure you have the main CASL & GLASRA contacts
  - Keep a list of Holt Referees
- JAGS/RUSH as our partner for fields
  - Talk with Admin on a regular basis
  - JAGs/Rush has the shared Field availability
- Work with Michelle Hoffman Photography
  - Elite teams get pictures Once per year
- Work closely with ELITE teams
  - Special training jerseys
  - Special uniforms
  - Tournaments
- Work with Field Manager
  - Field Maintenance
    - Spring Lake Irrigation
    - Holt District – their property
    - R&D – Misc. field maintenance
    - Delhi Parks & Rec – Mowing & Painting
    - Ensure that the locks are working correctly for all
    - Improvements of fields
    - Field Closures (RUSH, GLASRA, CASL, HJR, Etc.)
    - Coaches
    - Field Manager support
- Work with Coaches
  - Coaches Meeting Fall & Spring to advise coaches on new season & changes
  - Registration of players
  - Game schedules
    - 1<sup>st</sup> Game schedule
    - Game Change requests
    - Canceled games
  - Fall - Rosters (NEW) – start working on this March 31<sup>st</sup>
    - Get teams & players on teams starting from scratch
    - Based on Birth Year, but also need to look at what coaches requests are & special circumstances
    - Make sure player #'s are not duplicate
    - Ensure that coaches are only having players with the correct age on teams
    - Late Add process of players &/or Coaches or Team Managers



## HJR Soccer Club (HDSO) By Laws

- Spring – Update/Change Rosters & Fill spots (Normally no new teams) – Start working on this Jan. 1<sup>st</sup>
  - Ensure Teams do not need to shift
  - Send Reminder out to coaches
    - New season dates
    - Make sure players are returning
    - Make sure coaches/team managers are returning
  - Add new players
  - Drop Players
  - Add/Drop Coaches/Team Managers
  - Adjust ALL systems
    - GotSport.com
    - Soccer.com
    - Rosters
- Summer Clinic (start planning Jan. 1<sup>st</sup>) – dates are important to make sure the HHS coaches are available
  - Work with HHS Coaches
  - HHS Boosters – to get player volunteers
  - 4 day 6-7:30pm or 3 day 6-8pm (2 Different Formats offered)
    - 1<sup>st</sup> Day Set-Up
    - Last Day Clean-Up
    - Alumni Game
- ELITE TRYOUTS
  - Mon-Wed.
    - 2-3 Days (Coaches Choice)
  - Boys & Girls Tryouts
  - Optional Tryouts to fill spots in spring
  - Goalie tryouts – specialty
  - Administration of sign-ups
  - Work with Elite Coaches – May need to find them
    - Should have played soccer for at least 10 years
    - Should have coached for at least 5 years
    - Should have at least Grassroots Coaches License

## **IT/WEBMASTER**

- Role to be Determined in Board Meeting
  - HJR Webpage Maintenance
  - Work with HJR Board on changes needed for each season
  - Help Root cause IT related issues/concerns

## HJR Soccer Club (HDSO) By Laws

### **PRESIDENT**

- HJR Email Responding
  - Address complaints
  - Work with RUSH/HJR Dual Rostered teams
  - Access email at least once a day (24-hour turn-around on emails)
- Social Media
  - Post Registration openings on HJR Page
  - Post other important information
  - Use Coaches Page to help communicate information – Quick/Fast gets all at once
    - Supplement with: Email, texts, FB Messenger
- Lead E-Board Meetings
- Ensure all things HJR are happening as needed
  - Fields – Making sure it gets done
  - JAGS/RUSH
  - Fundraising Committee oversight
- CASL administration
  - Go to CASL meetings
  - Know ALL DUE DATES or you pay big bucks to CASL 😞
  - Community Representative
- MSYSA administration
  - Work with their policies & procedures
- GVSA administration (ELITE)
  - Know who the GVSA Contact is (Sue, right now)
- Work with Fundraising
  - Right now, just selling clothes & working w/Kona Ice
- Work closely with ELITE teams
  - Special training jerseys
  - Special uniforms
  - Tournaments

## HJR Soccer Club (HDSO) By Laws

- Work with Field Manager (Work with each on a Communication Level)
  - Field Maintenance
    - Spring Lake Irrigation
    - Holt District – their property
    - R&D – Misc. field maintenance
    - Delhi Parks & Rec – Mowing & Painting
    - Ensure that the locks are working correctly for all
    - Improvements of fields
    - Field Closures (RUSH, GLASRA, CASL, HJR, Etc.)
    - Coaches
    - Field Manager support
- Work with Treasurer
  - Auditor to Treasurer
  - On the Bank account as 2<sup>nd</sup> signer
- Deal with any issues that come about that needs to be dealt with
- COVID related representative
- Help determine field conditions during/after rain to decide with HJR President if field closures are necessary
- Ensure Coaches are following rules
  - Taking training
  - Following HJR admins
  - Discuss any concerns with coaches

### **VICE PRESIDENT**

- Attending Meetings
- Assist with Clinic
- Assist with registration night
- Assist with other organizational functions
- Assist President with administrative tasks
- Assist in IT Related Functions
- Assist in Fundraising
- Be able to represent HJR at meetings of (or in communication with) associated organizations:
  - CASL
  - GLASRA
  - MI Lansing JAGs\Rush
  - Etc.
- Be able to serve as President in case of illness, removal or other similar situations

## HJR Soccer Club (HDSO) By Laws

### SECRETARY

- Attending E-Board Meetings
- Taking Meeting Notes
- Scheduling Meetings
- Maintaining Google Folder
- Being a Voting Member

### TREASURER

- Pay the Bills
  - CASL – Player Reg. Fees
  - Delhi – Field Lining
  - R&D Landscape – Field Maintenance
  - Spring Lake - Irrigation System Maintenance
  - American Rentals – Portable Toilets
  - D&M Silk-screening – Camp T-Shirts (Coaches & Players)
  - Reimbursements – ELITE Team Tourney Expenses
  - Pay Website renewal
  - Make any payments necessary for summer clinic
  - Other Misc. Payments
- Distribute Referee Fees & Team Funds
- Deposit all payments/funds received (Check, Cash, Online)
- Review/Reconcile Bank Statements
- Budget Projections
- Report Expenditures/receivables/balance/Etc.
- Financial Aid Auditing
- Other Items Treasurer helps with
  - Find & Purchase of Soccer Balls (Summer Camp)
  - Find & Purchase Corner Flags
  - Find & Purchase Cones
  - Find & Purchase Etc. as needed
  - Payment information on the website
- Website Maintenance (Work with IT/Webmaster)
  - Creating/Updating Google Forms for registration or each Season/Session
  - Updating Online Payment methods
  - Updating website as needed
- Clinic
  - Assisting with Summer Clinic (Setup, Teardown, etc.)
  - Assist with in person registration nights
  - Help print items if needed (Admins/Prez's 2<sup>nd</sup> hand man)

## HJR Soccer Club (HDSO) By Laws

### **FIELD MANAGER**

Before each session (Spring and Fall)

- Post Practice field availability and coordinate team signups for practice fields
- Try to avoid team conflicts on practice fields, help coaches "work it out".
- Make sure goals are in place for each practice field.
- Repair nets as necessary for practice field goals.
- Layout out game fields (mark corners only) at Hold Old Varsity (3 fields) and Kiwanis 11v11 (1 field).
- Contact Scott Blankenship from Delhi Parks and Rec to let him know when to paint the lines on the field and when to stop (first game/last game of season)
- Check nets to make sure they are in decent shape, repair as necessary for all game fields. Order new nets if required.
- Place corner flags in the outdoor tube for team use.
- Move team benches in place
- Move Goals in place on game fields
- Call American Rentals to have Portable Toilets placed. One at game field, one at Pitt field
- Contact R+D for fertilizer application relay, and coordinate with HJR Board for approval
- Contact Spring Lake Irrigation for Turn on in spring and turn off (winterization) in fall
- Manage sprinkler systems by changing sprinkler patterns, changing sprinkler times, marking sprinkler heads before they are winterized (blown out) to allow aeration.
- Determine field conditions during/after rain to decide with HJR President if field closures are necessary

**Fundraiser Chair/Committee Job Description (NON-VOTING)**

Vision: HJR is a non-4-profit organization & relies on funds from players signing up for each soccer season. These funds go right back into HJR Fields, Players, HHS Support, the community & more... Our vision is to provide an even better experience for our players in the HJR program. To make substantial improvements, we are looking for more funding from our communities that want to support soccer but may not play soccer. We want the community to love soccer the way we do & this can happen by investing in our HJR Program & Players.

Roles: Fundraising Chair & Fundraising Committee Members

- Fundraising Chair
  - o Lead the charge of ensuring all to do's happen
  - o Make sure to communicate information to the HJR E-Board
  - o Work with the Prez & VP to ensure they are up to date on what funding has been found
  - o Work with the treasurer as needed
  - o Ensuring the Fundraising Committee meets at minimum monthly (virtual or in person)
  - o Being lead on communication for the committee
  - o Any other duties that may come related to fundraising chair
- Fundraising Committee Members
  - o Support the fundraising chair by completing tasks
  - o Making Calls or going to locations to see if they wanted to support HJR & How
  - o Any other To-Do's necessary to help fulfill the fundraising vision & support the Fundraising Chair

HJR Soccer Club (HDSO) By Laws

