

# **MK United Soccer Association**

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# **MK United Soccer Association – Constitution and Bylaws**

## **CONSTITUTION**

### **Article I. Name**

The name of this organization shall be 'MK United Soccer Association, Inc.' hereinafter referred to as "MK United" or "MUSA". This Association is and shall be a not-for-profit organization. For all publicity purposes the official name must be used.

### **Article II. Purpose and Boundaries**

The organization shall not be operated for financial gain of the members and will conform to the requirements of an IRS 501(c)3 not-for-profit. The purpose of this organization shall be those set forth in its Article of Incorporation as to promote developmental competitive [select] soccer for youth players in the areas served by the affiliated clubs. These purposes may also be stated as follows:

1. To provide coaching of a world-class caliber under the direction of a world-class Director of Coaching.

To provide training optimized for the player's development.

To provide a team environment conducive to player growth.

To provide off-season training of the same caliber.

To provide guaranteed placement on an appropriate skill level team.

To provide player placements that are neutral, by a world-class coaching staff, providing only what is best for the player.

To provide an opportunity for players to meet new friends who share the same passion for the game as they do.

To emphasize player development first and foremost versus winning at all costs. The winning comes naturally with proper player development.

2. To provide an avenue for intelligent participation of young people in sport and physical health through the development of this organization and emphasizing that the players of the club compete with class by demonstrating confidence, sportsmanship, and leadership.

3. To assist young people in educational pursuits through assistance and arrangements for grants and scholarships using their talents as soccer players.

4. MK United is also defined as the joint competitive [select] soccer program of the following members;

Muskego Soccer Club [a Region of the Milwaukee Kickers] - consisting of the Muskego-Norway School District, including Wind Lake, WI.

Mukwonago Area Soccer Club [a Region of the Milwaukee Kickers] - consisting of the Mukwonago Area School District, including part of Waterford, WI.

Where particular local conditions exist, this association shall put into effect such laws or practices as are best suited to its particular needs, giving full recognition to, and being in accord with the underlying and basic principles set forth by the Milwaukee Kickers Soccer

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Club [MK] and the Wisconsin Youth Soccer Association (WYSA). This association is divided into affiliated youth soccer clubs as described above.

### **Article III. Affiliations**

MK United shall be affiliated through the member clubs with the Milwaukee Kickers Soccer Club [MK], with the parent club providing membership in WYSA, USYSA and USSF. The principle office of this organization shall be any location within the Mukwonago or Muskego area approved by the Board of Directors.

### **Article IV. Administration**

MK United shall be governed by its constitution and by-laws. These by-laws shall conform with and be governed by the by-laws of the member clubs, Milwaukee Kickers, and the WYSA. The governing authority of MK United shall be vested in the members of this association as evidenced by the Board of Directors.

It shall remain the responsibility of the player's parents to provide the guidance and governance for this association.

### **Article V. GOVERNING AUTHORITY**

The governing authority of MK United shall be vested with the Board of Directors and the Executive Committee whose powers shall be delegated in these bylaws.

## **BY-LAWS**

### **Bylaw I. Duties of the association**

MK United shall be the governing body to organize, help, and represent each of its affiliated clubs in promoting developmental competitive [select] youth soccer within our parent club's regions.

### **Bylaw II. Membership**

#### **A. Classes of Membership**

There shall be three classifications of members;

1. Players -
  - a. Shall include players currently registered with and participating in soccer programs under the jurisdiction of the MK United Soccer Association (MUSA).
  - b. Shall be accorded one vote per player.
  - c. Parents shall cast votes for youth players under the age of 16.
  - d. Parents may cast a vote for any youth player between the ages of 16 and 18 by proxy.
  - e. Adult players shall cast their own votes.
2. Officials
  - a. Shall include all currently active coaches, assistant coaches, team managers, and referees.
  - b. Shall be accorded one vote for each affiliated individual.

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3. Nonvoting: Nonvoting shall not have the rights and privileges of members listed in these By-Laws.
    - a. Players under 18 years of age.
    - b. Honorary: The Board of Directors may confer Honorary membership upon any individual who has shown extraordinary interest in furthering the aims of this organization; or any citizen who has distinguished themselves in their chosen profession or business or made an outstanding contribution to sports, culture or the welfare of the people. Honorary Members shall not pay dues.
- B. Membership Standing
1. Resignation of members must be offered in writing and shall be effective as accepted by the Board of Directors.
  2. Membership shall be automatically terminated if a member shall fail to pay their dues by the date due or cease to be an active volunteer.
  3. The Board of Directors may expel a member from membership if in the opinion of two-thirds of the duly constituted Board of Directors; a member acts in a manner considered detrimental to the best interests of this organization.
    - a. They are declared by a court of competent jurisdiction to have committed a crime.
    - b. They are guilty of an act discreditable to this organization.
- C. Membership Rights and Responsibilities
1. Each voting member is entitled to the following rights and privileges of membership:
    - a. To receive all general mailings and newsletters of this organization.
    - b. To serve as a chairman, co-chairman or committee member of any standing committees and/or project committees.
    - c. To serve as an officer or member of the Board of Directors.
    - d. To attend all general membership meetings and Board of Directors meetings.
    - e. To cast one vote on all matters brought before general membership meetings.
  2. No member shall use this organization's name, membership list or activities for personal promotion or profit, except in the transactions of legitimate business with this organization. The Board of Directors shall not approve the membership roster of this organization.
- D. VOTING BY PROXY
1. Voting members may vote at general membership meetings by proxy.
  2. The proxy must designate, in writing, the name of the assistant to represent the member at the general meeting.
  3. The proxy for any member must bear the name of the member wishing to vote by proxy, the person designated to vote, and the signature of the member.

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4. The person designated to vote must also be an eligible voting member of the MK United Soccer Association.
5. All proxies must be dated within 2 weeks of the desired meeting and transmitted to the Secretary via mail, fax, or e-mail.

### **E. Term of Membership**

1. Term of membership shall be one seasonal year beginning on August 1 and ending on the succeeding July 31.
2. Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, and is actively participating in the programs of the Association.

### **Bylaw III. Team formation within MK United**

Teams that were registered in MK United the previous year and are in good standing have priority to continue as a team within MK United which has the right to select coaches and players that will best represent the association.

All teams will be formed based on a competitive placement process managed by the Director of Coaching in cooperation with the association coaches. At least three evaluators will review the age-specific group candidates based on metrics provided by the Director of Coaching.

### **Bylaw IV. Placements**

During the first week of June of each year the Director of Coaching will administer the placement process for the U11 through U15 age groups to be held at convenient locations within the boundaries of the member clubs. U16 through U19 Girls will be evaluated as soon as permitted by the WIAA rules and schedule. U16 through U19 Boys will be evaluated after 1 July as permitted by WYSA rules

The team coaches must have a valid risk management card and a minimum of an 'E' level coaching license.

After the placement process, the Director of Coaching will coordinate notification of all candidates within current WYSA rules.

### **Bylaw V. Players playing above their birth age group [playing up]**

MK United strives to keep the number of players playing up in age to a minimum, especially at the younger ages where the available player pool is large. Players that are 'soccer young' but are in the same school grade as most of the team may play up. As teams get older the player pool and the number of available teams shrink. It is the desire of MK United to have players develop with their age group to the strongest level of play.

Under no circumstance will MK United allow any team to purposely solicit players from a younger team.

It is recommended that no more than 3 players play up on a team that is U12 or younger.

### **Bylaw VI. Field usage**

Each soccer club within the boundaries of MK United has their club boundaries formed by their local school districts; refer to Bylaw II of the Constitution. Teams that are registered within MK United must practice and play home matches within the association boundaries.

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Teams registered to MUSA may practice and have matches at any field within MK United providing there is space available as approved by the Board of Directors.

Teams are required to alternate half their practices and matches between the member clubs venues assigned.

### **Bylaw VII. Duties of affiliated clubs**

It shall be the duty of all affiliated clubs to supervise all games of youth soccer involving registered teams, which take place within their club boundaries. Affiliated clubs are responsible for the conduct of their players, parents, coaches and officials and their by-laws shall not conflict with those of MK United without written consent. Affiliated clubs need to be responsible stewards with respect to all financial transactions. It is highly recommended that each affiliated club have their financial books audited or reviewed on a yearly basis by an independent agency or individual. Affiliated clubs should use a version of QuickBooks for record keeping.

### **Bylaw VIII. Meetings**

Meetings shall be conducted in accordance with Roberts Rules of Order. The MK United annual general meeting (AGM) shall be held in the month of February of each year. Other meetings will be held as the need arises and maybe called at the request of any board member.

### **Bylaw IX. Elections - Board of Directors and Executive Committee**

The executive committee members of MK United shall consist of the President, Vice President, Secretary, Treasurer, Registrar, and the President of each member club. Executive committee members are elected for a two-year term, the President, and Treasurer are elected in even numbered years and the Vice President, Secretary and Registrar are elected in odd numbered years.

Executive committee elections will be held as part of the annual meeting.

Elections may use one of two formats as directed by the board;

- A. Team Member Representatives (TMR) will vote as electors for their teams. Team Member Representatives shall be elected yearly following the formation of teams at the first team meeting.
- B. General membership votes as defined in Bylaw Article II.

Officers shall be nominated by a selection committee of three (3) members, consisting of at least one current board member not an incumbent. Candidates shall be announced at the January board meeting and the membership shall be notified. The election shall be held at the conclusion of the annual ASSOCIATION meeting held in February. In addition, anyone can be nominated by a signed letter presented to the Secretary at the regular January meeting.

Election is to be by a secret ballot at the February annual meeting and the winners decided by the highest number of votes. In case of a tie, the winner shall be decided by a toss of a coin.

An Election Board will be appointed by the President on the night of the election consisting of three (3) members who shall conduct the election.

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All nominees for office should be present at the January board meeting and indicate their willingness to serve if elected.

Additional Board of Directors members shall be appointed by the President will include the Referee Assignor(s) and Field Scheduler(s).

### **Bylaw X. Duties / Authority / Responsibilities of the Executive Committee and the Board of Directors**

#### **A. DUTIES OF THE EXECUTIVE COMMITTEE**

President; It shall be the duty of the President to be the chairman of and preside at all Board and Executive Committee meetings. Appoints a slate of additional officers to develop, operate, and coordinate programs of the Club. Assigns projects to Officers. All other duties or assignments made by the Board of Directors. Reports on the activities and the status of this organization at the annual membership meeting. The President shall be the official spokesman of this organization. Oversight of other Club Officers. Sign all policies adopted by the Club.

Vice President; shall succeed to the powers of the President in the Presidents absence. Serves as a member on the Executive Committee. Serves as sounding board and provides general assistance to both the President and Director of Club Development.

Secretary; shall attend to and be the custodian of all correspondence and record the minutes of all meetings. Records and distributes minutes of all meetings of the membership, Board of Directors, and Executive Committee. In conjunction with the registrar, maintains lists of members in good standing and voting eligibility for meetings. Maintains all permanent records of the Association with the exception of active player registration records which are maintained by the Registrar and team managers. Responsible for all written communications of the Association, meeting notices, communication with MKsc &/or WYSA, and contact with leagues.

Treasurer; shall be responsible for the collection and payments of MK United debts as authorized by the executive board. The Treasurer shall keep an accounting of collections and disbursements and prepare a statement for the annual general meetings. The Treasurer shall coordinate the annual audit to be presented to the board for review. The Treasurer shall maintain association accounting records using Quick Books software or other computer software as approved by the BOD.

Registrar(s); shall assist the affiliated clubs and shall have the authority to request that the affiliated clubs supply him/her with the club documents and information she/he needs in the pursuance of his/her duties. They shall see that the affiliated clubs prepare the proper forms and furnish them to the association registrar. Checks player credentials (birth certificates, permission to roster form, medical release forms, etc.). These forms are to be provided to the registrar by the team manager along with the team registration form and/or ADD / DROP forms. After checking player credentials, signs all required registration forms required by MKsc or WYSA. Completed registration form is to be provided to the team manager by the registrar. After verifying that everything is in order according to MKsc or WYSA guidelines, signs ADD / DROP paperwork. Is familiar with the Milwaukee Kicker and WYSA insurance programs and claim procedures; answers questions about the coverage, maintains a supply of claim forms, and assists in filing claims.

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Team Member Representative; shall represent the views of their team players and parents and act as communicators between the Board and team members. If there are more than two teams in any single-year age group, the Board may direct that a single TMR be selected for the age group.

### **B. AUTHORITY / RESPONSIBILITIES OF BOARD OF DIRECTORS**

The governing body of this organization shall be its Board of Directors, who must be voting members in good standing. The Board of Directors shall be constituted as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Registrar
6. Publicity Chairman
7. Referee Assignor
8. Director of Coaching
9. President of the Mukwonago Area Soccer Club
10. President of the Muskego Soccer Club
11. Director of Tournaments and Fund Raising
12. Membership - addresses player recruitment which is different from the Registrar.
13. Web Master – maintains the club website.
14. Any additional position that the President shall recommend and be approved by the Board of Directors.

A vacancy appearing on the Board of Directors may be filled by nomination by the President, at a regular Club meeting, until the next succeeding election by the affirmative vote of a majority of the Board of Directors then in attendance or by the president designating another Board of Directors member to assume those duties.

The Board of Directors shall have the responsibility and authority to:

1. Formulate, interpret, and amend Rules/Policies and Codes of Conduct in order to serve the best interests and objectives of the MK United Soccer Association.
2. Interpret and enforce the MK United Constitution and Bylaws.
3. Budget for and administer the funds of the MK United Soccer Association, based upon recommendations by the club's Financial Committee.
4. Form standing and special committees and appoint individuals to serve on such committees.
5. Appoint individuals to fill vacancies on the Board of Directors until the next regular election.
6. Register all players, teams, and coaches in accordance with the rules of the Wisconsin Youth Soccer Association.

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### **C. AUTHORITY / RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee has the following additional responsibilities and authorities:

1. Make the final decision regarding the approval of all club coaches
2. Hire, supervise, and terminate club employees.
  - a. Club employees are defined as anyone receiving payment from the MK United Soccer Association for services rendered on a contract basis. (This does not apply to employees of individual teams)
3. Veto any decisions made by the Review Board regarding disciplinary action for incidents of misconduct.
4. Set the amount of annual club dues.

### **D. GENERAL DUTIES OF ALL DIRECTORS**

1. Each director shall carry out his or her duties in a responsible manner, acting only in the best interests of the MK United Soccer Association and its membership.
2. Each director shall be prepared to report on his or her activities and areas of responsibility at meetings of the Board of Directors and/or general membership meetings.
3. Each director shall follow the Association's financial policy regarding budget proposals, expense reports, and handling of Association monies.
4. Each director shall be familiar with the rules of the MK United Soccer Association (MUSA), Wisconsin Youth Soccer Association (WYSA), United States Soccer Federation (USSF), and their respective divisions.

#### **Bylaw XI. Voting**

On all association matters each Board member shall have one vote.

#### **Bylaw XII. Quorum**

A quorum for all meetings shall consist of two thirds of the existing board members or in the case of the Annual General Meeting at least 15 adult members present.

#### **Bylaw XIII. Fiscal year**

The fiscal year of this association begins and ends 12:01 am the 15th day of February of each year.

#### **Bylaw XIV. Fees**

Fees shall be finalized and assessed by the MK United board after registration is complete. Assessments shall be based on the number of players per team each year. The Select assessment shall be used for the web site and placement expenses. Additional assessments will be defined by the budget developed during the fiscal year. The budget must be presented not later than 1 May and have a simple majority vote by the Board for approval.

#### **Bylaw XV. Official colors**

The official colors of this organization shall be Red, White & Blue.

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### **Bylaw XVI. Committees**

Disciplinary Review committee. There shall be one person appointed by the Board to chair the committee.

### **Bylaw XVII. Registration**

MK United registration procedures shall adhere to the Milwaukee Kickers and WYSA rules and procedures.

### **Bylaw XVIII. Financial Records**

As previously noted the Treasurer shall maintain a record of all association financial data as follows;

- A. Serves as head of the Financial Committee.
- B. On behalf of the Financial Committee, the Treasurer will submit the following to the Board of Directors for approval:
  1. MK United's annual budget
  2. Recommendations for club level fundraising
  3. Recommendations for amount of annual membership dues
- C. Submits monthly detailed and quarterly summary financial reports to Board of Directors.
- D. As appropriate, arranges for periodic audit of the MK United Association's books.
- E. Ensures that all required tax returns are prepared and filed in a timely manner.
- F. Ensures that any and all documents pertaining to the MK United Association's Charter of Incorporation and tax exempt status are completed and filed in a timely manner.
- G. Is authorized to obtain the services of an accountant or attorney when required as long as services are being provided at no charge to the MK United Association or such services have been properly budgeted for and approved by the Board of Directors.
- H. Upon request, makes all financial records available for review to any member of the MK United Association or member club.

### **Bylaw XIX. Finances and Contracts**

- A. The budget will be strictly adhered to. Deviations from the budget will have to be approved by the Board of Directors.
- B. Checks will be issued only through properly filled out vouchers if accompanied by receipts.
- C. Statements of accounts in writing will be presented at each Board of Directors meeting and will include all monies with budget status.
- D. No separate checking accounts shall be held by teams, committees or committee members in the name of this organization without prior approval of the Executive Committee. All financial accounts shall be under the signature of the elected treasurer or the Club Board of Directors designated alternate.

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- E. Any team generated funds will be monitored by a team appointed fiduciary. The fiduciary shall report the status of all such funds to the Club Treasurer on a monthly basis through-out the FIFA season that the team is active.
- F. All proceeds received in the name of this organization shall be used solely for this organization's purposes stated in By-Law II.
- G. Should this organization disband any funds or property held in the name of this organization shall be disbursed by the Board of Directors, pursuant to a final order of a court of competent jurisdiction.

### **Bylaw XX. By-Law changes**

The By-Laws may be amended by the membership:

- A. At the annual meeting of the membership by a two-thirds majority of the stated fifteen (15) member quorum, provided that the amendment is presented to the Secretary thirty (30) days prior to said Annual meeting and made available in writing to membership seven days before the Annual Meeting.
- B. May be handled by mail or e-mail ballot if so directed by the Board of Directors.

### **Bylaw XXI. Undefined areas**

Any area not covered by these by-laws shall be governed by by-laws of the Muskego Soccer Club, Mukwonago Area Soccer Club, Milwaukee Kickers Soccer Club, or WYSA.

### **Bylaw XXII. Appeals**

Any member player, coach, official or parent may appeal any decision by any board within MK United.

### **Bylaw XXVIII. Ratification**

The Board of Directors may act in behalf of the ASSOCIATION in any emergency matter relating to the Constitution and Bylaws. Reporting to the voting membership for its ratification at the next regular meeting or at a meeting specially called for that purpose.

Approved by General Membership;

Date: March 1, 2009

President: Ed Furey

Secretary: Rebecca Martin

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

END.

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## **MK United Soccer Association – Constitution and Bylaws**

POLICIES of the MK United Soccer Association

### **POLICY 1. Team Naming and other Recognition Policies**

The official name of this soccer association is MK United. The logo shall be as defined and approved by the Board of Directors.

- A. Club colors are Red, White, and Blue.
- B. Teams which are a part of MK United will be called MK United ## where ## is the registered age group of that team. Girl's teams will add the letter 'G' after the age group ##.
- C. Multiple teams in an age group will defined in succession of placement as Blue, White, and Red respectively.

### **POLICY 2. Marketing and Promotion**

As defined and approved by the Board of Directors.

### **POLICY 3. Team Organization**

- A. Each team will be expected to organize itself and its parents to handle the various tasks related to the team itself.
- B. At a minimum, each team must have a Head Coach and a Team Manager.
- C. In addition, teams may also have a trainer, registrar, assistant manager, and assistant coach(es).
- D. It is recommended that the same individual serve as both the Head Coach and Trainer for any given team. When that is not possible, it is expected that the coach be present and participate in all training sessions conducted by another individual for his/her team.

### **POLICY 4. Coach Staff Selection**

General;

- A. Persons interested in coaching in MK United must submit a letter of application to the President.
- B. Letters of applications should include such information as:
  - 1. Why one is interested in coaching a select team
  - 2. One's philosophy of coaching at a competitive level
  - 3. Previous coaching experience and training
  - 4. Copy of all coaching licenses held
  - 5. The age group & gender of the team one desires to coach
  - 6. Letters of recommendation may be included
- C. All applications shall be submitted to the Executive Committee for approval.
- D. All MK United coaches must meet the coaching requirements established by the Wisconsin Youth Soccer Association (WYSA) and/or the National Soccer Coaches Association (NSCA) to coach the team age group.

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- E. The Executive Committee may approve a coach on a probationary basis. The probationary period shall be defined in the approval record.

### **Director of Coaching;**

- A. Shall be directly responsible to the Executive Committee to execute the coaching syllabus as approved by the Board of Directors.
- B. Responsibilities;
  - 1. Interview coaches.
  - 2. Conduct age-specific clinics for players and coaches.
  - 3. Continue coaching education through seminars or licensing development.
  - 4. Attend MUSA board meetings.
  - 5. Organize and manage player placement in the June-July time period per WYSA rules and any supplementary placement to satisfy team needs.
  - 6. Authorize timely payment to eligible coaches and trainers for Spring and Fall.
  - 7. Conduct coaching meetings as necessary - especially after Fall season (tournament selection) and before Spring season.
  - 8. Supervise all team coaches and trainers, and provide a performance review for each coach and trainer at the end of each season.

### **Team Coaches;**

- A. Persons interested in coaching an MK United team must submit a letter of application to the President and Director of Coaching.
- B. Requirements and responsibilities - the following Expectations of Coaches apply;
  - 1. Commitment to the team.
  - 2. Actively continue one's coaching education.
  - 3. Run all practices as contracted.
  - 4. Establish a role model for promptness and timeliness at practices and games.
  - 5. Wait until all players are picked up after practices and games unless the team manager or an assistant coach assumes this responsibility.
  - 6. Manage playing time.
  - 7. Coordinate team activities closely with the team manager.
  - 8. Attend coaching meetings.
  - 9. Assist in the placement of players for team selection; especially other teams.
  - 10. Assist other teams with practice and match supervision when their coach is unavailable.
  - 11. Oversee off season team activities; especially winter indoor training and matches.
  - 12. Follow the MKsc Code Of Conduct.

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### **POLICY 5. Trainer Selection**

- A. Persons interested in training an MK United team must submit a letter of application to the President and Director of Coaching of MK United.
- B. Letters of applications should include such information as:
  - 1. Why one is interested in training a select team
  - 2. One's philosophy of training at a competitive level
  - 3. Previous training experience, education, and certification
  - 4. The age group & gender of the team one desires to train
  - 5. Letters of recommendation may be included
- C. All applications shall be submitted to the Executive Committee for action.
- D. The Executive Committee may approve a trainer on a probationary basis

#### **NOTE:**

Each Policy will include the Date of Approval by the Board Of Directors in a stand-a-lone electronic document.

END.

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