

# Corporate Bylaws



# CORPORATE BYLAWS OF MANNFORD SOCCER CLUB

## ARTICLE 1. OFFICES OF THE CORPORATION

**Section 1: Principal Office.** The principal office of the corporation and other offices of the corporation shall be at the locations, within or without the corporation's state of incorporation (the "State"), as the directors may specify from time to time. The secretary of this corporation will keep a copy of the corporation's Articles of Incorporation (or similar incorporating document), these bylaws, minutes of directors' and shareholders' meetings, stock certificates and stubs, a register of the names and interests of the corporation's shareholders, and other corporate records and documents at the principal office.

**Section 2: Registered Agent.** For receipt of official legal and tax correspondence from the State of Incorporation, the registered agent of the corporation (sometimes known as a resident agent, statutory agent, agent for service of process, or delivery of service address) shall be maintained in accordance with the requirements of the State of Incorporation.

## ARTICLE 2. PURPOSE

### Section 1: Purpose

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future tax code.

### Section 2: No private benefit

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof.

### Section 3: No lobbying

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the corporation.

### Section 4: 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 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 organizations, as said Court shall determine, which are operated exclusively for such purposes.

### Section 5: Private Foundation

In the event that the corporation fails to qualify as a public charity under federal tax law and is considered a private foundation, the corporation shall comply with the following: a) It will distribute its income for each tax year at such time and in such manner so that it will not become subject to the tax on undistributed taxable income imposed by section 4942 of the Internal Revenue Code, or corresponding provisions of any later federal tax laws; b) It will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or corresponding provisions of any later federal tax laws; c) It will not retain any excess business holdings as defined in section 4943(c) of the Internal Revenue Code, or corresponding provisions of any later federal tax laws; d) It will not make any investments in a manner that would subject it to tax under section 4944 of the Internal Revenue Code, or corresponding provisions of any later federal tax laws; and e) It will not make any taxable expenditures as defined in section 4945(d) of the Internal Revenue Code, or corresponding provisions of any later federal tax laws.

## **ARTICLE 3. MEMBERS**

### **Section 1: Members**

The corporation SHALL have members.

### **Section 2: Membership Provisions**

If the corporation has members, the terms and conditions of membership shall be set out in an Addendum to these Bylaws.

## **ARTICLE 4 DIRECTORS**

### **Section 1: General powers**

Subject to the provisions of the laws of this state and any limitations in the articles of incorporation and these bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the board of directors.

### **Section 2: Initial directors**

The initial board of directors shall be comprised of the following initial directors:

JOSEPH SEARS  
125 GARDENIA CIR  
MANNFORD , OK 74044

AMY HEAPE  
212 HINTON BLVD  
MANNFORD , OK 74044

BRENT BEAR  
534 PINE CREEK RD  
MANNFORD , OK 74044

SYDNEY HOOK  
797 CANTON PL  
MANNFORD , OK 74044

### **Section 3: Number**

The number of directors constituting the board of directors shall be not less than one nor more than five. Within such limits, the number may be fixed or changed from time to time by vote of a majority of the directors.

### **Section 4: Election and Tenure of Office**

The board of directors shall be elected every 5 years on a rotating schedule. If this corporation has no members then the board shall be elected by a majority of the votes of the then current board. If the corporation has members then the board shall be elected by the voting members at the rotating election years meeting; or at an emergency meeting if the board member steps down, leaves, or has become a detrimental board member. Each director shall hold office as stated in Article 5: Officers.

### **Section 5: Annual meetings**

A seasonal meeting of the board shall be held by the 30th day of July and the 28th day of February each year unless rescheduled by the board. The board may from time to time provide by resolution for the holding of other meetings of the board, and may fix the time and place thereof. The seasonal meetings will be open to club members, both voting and non-voting.

### **Section 6: Special meetings**

Special meetings of the board shall be held whenever called by the President or by one of the directors, at such time and place as may be specified in the respective notice or waivers of notice thereof.

**Section 7: Notice and Waiver**

Notice of any special meeting shall be given at least five days prior thereto by written notice delivered personally, by mail, phone call, or by facsimile to each director at his address; or by text or email to those individuals. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail with postage prepaid. Any director may waive notice of any meeting, either before, at, or after such meeting, by signing a waiver of notice. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of such meeting, or the manner in which it has been called or convened, except when a director states at the beginning of the meeting any objection to the transaction of business because the meeting is not lawfully called or convened.

**Section 8: Chairman**

At all meetings of the board the Chairman of the Board, club president, shall preside. If the President is absent a Chairman chosen by the directors shall preside.

**Section 9: Quorum and Adjournments**

At all meetings of the board, the presence of a majority of the entire board shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise provided by law, by the Articles of Incorporation (or similar organizing document), or by these bylaws. A majority of the directors present, in-person or virtual, at the time and place of any regular or special meeting, although less than a quorum, may adjourn the same from time to time without notice, until a quorum shall be present.

**Section 10: Board Action**

At all meetings of the board, each director present shall have one vote. Except as otherwise provided by Statute, the action of a majority of the directors present at any meeting at which a quorum is present shall be the act of the board. Any action authorized, in writing, by all of the directors entitled to vote thereon and filed with the minutes of the corporation shall be the act of the board with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the board. Any action taken by the board may be taken without a meeting if agreed to by all members before or after the action is taken and if a record of such action is filed in the corporate records book.

**Section 11: Telephone, Text, Email, and GroupMe Meetings**

Directors may participate in meetings of the board through use of a phone if such can be arranged so that all Board members can hear/see all other members attending; and/or group messaging, provided all board members are included in the messages. The use of a telephone for participation shall constitute presence in person.

**Section 12: Resignation, Removal, and Vacancies**

Any director may resign at any time by giving written notice to another board member, the President, or the Secretary of the corporation. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the board or by such officer, and the acceptance of such resignation shall not be necessary to make it effective. Any director may be removed 'for cause' by action of the board. Directors may be removed from office, and vacancies on the board of directors may be filled, by nomination, and majority vote of the remaining board of directors.

**Section 13: Compensation**

No stated salary shall be paid to directors, as such for their services, but by resolution of the Board a fixed sum and/or expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board. Nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefore.

**Section 14: Liability**

No director shall be liable for any debt, obligation or liability of the corporation.

## **ARTICLE 5. OFFICERS**

### **Section 1: Number**

The officers of MSC shall be a president, a vice president, a secretary, and a treasurer (or officers with different titles that perform the similar duties of these officers), which are appointed by the board of directors, with the optional appointment of one or more vice-presidents at the discretion of the board. The board of directors may appoint such other additional officers as it may see fit from time to time. Subject to contractual agreements approved by the board of directors, officers of the corporation shall serve at the pleasure of the board of directors, and shall have the authority and duties specified from time to time by the board of directors, and shall receive salary and benefits may be approved by the board.

### **Section 2: President**

The president has general supervision, direction, and control of the day-to-day, and long-term business and affairs of the corporation, subject to the direction and control of the board of directors;

The president presides at all meetings of the shareholders and directors; is an official member of all the standing committees, including any executive committee of the board, and has the general powers and duties of management usually vested in the office of president or chief executive officer of a corporation and other powers and duties as may from time to time be prescribed by the board of directors or these bylaws;

No limit of terms/ Deciding board vote, in case of a tie;

Has general supervision, direction, and control of the day-to-day business and affairs of the corporation, subject to the direction and control of the board of directors;

Presides at all meetings of the directors and is a member of all the standing committees;

Has the general powers and duties of management usually vested in the office of president of a corporation and other powers and duties prescribed by the board of directors or these bylaws;

Serves as voting member of GCSA and will attend member meetings;

Serves as member of OSA and will attend member meetings;

Referee assignor;

Game scheduler;

Oversee referee certification.

### **Section 3: Vice President**

Term of five years; re-election Fall 2026/Voting member;

Manages fundraising for the club;

Serve as the fundraiser committee director; and have sole-power to select committee members;

Oversees club donations/sponsors; and provide necessary documentation when needed;

Orders Sponsor signs;

Has such other powers and perform other duties prescribed by the board of directors;

### **Section 4: Treasurer**

Term of five years; re-election Fall 2027/Voting member

The treasurer will keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the corporation.

The treasurer will deposit monies and other valuables in the name and to the credit of the corporation with the depositories designated by the board of directors.

He or she will disburse the funds of the corporation in payment of the just demands against the corporation; will render to the president and directors, whenever they request it, an account of all his or her transactions as chief financial officer and of the financial condition of the corporation; and have such other powers and perform such other duties as may from time to time be prescribed by the board of directors.

Will deposit monies and other valuables in the name and to the credit of the corporation with the depositories designated by the board of directors.

Will disburse the funds of the corporation for required payments;

Will render to the president and directors, whenever they request it, an account of all his or her transactions as chief financial officer and of the financial condition of the corporation;

- have such other powers and perform such other duties prescribed by the board of directors.
- Serves as advisor for coaches.
- Oversees certification of coaches

#### **Section 4: Secretary**

##### **Term of five years; re-election Fall 2028/Voting member**

The corporate secretary (or other corporate officer designated by the board of directors to maintain and keep corporate records) will keep, or cause to be kept, at the principal office of the corporation, a book of minutes of all meetings of directors and shareholders.

The minutes will state the time and place of holding of all meetings; whether regular or special, if special, how called or authorized; the notice given or the waivers of notice received; the names of those present at directors' meetings; the number of shares present or represented at shareholders' meetings; and an account of the proceedings.

The secretary will keep, or cause to be kept, at the principal office of the corporation, the original or a copy of the bylaws of the corporation, as amended or otherwise altered to date, certified by him or her.

The secretary will give, or cause to be given, notice of all meetings of directors required to be given by law or by the provisions of these bylaws.

The secretary has charge of the seal of the corporation (if applicable) and has such other powers and may perform such other duties as may from time to time be prescribed by the board or these bylaws.

The minutes will state the time and place of all meetings; whether regular or special; if special, how called or authorized; the notice given or the waivers of notice received.

will keep, at the principal office of the corporation, the original or a copy of the bylaws of the corporation, as amended or otherwise altered to date, certified by him or her.

Will give, or cause to be given, notice of all meetings of directors required to be given by law or by the provisions of these bylaws.

Has charge of the seal of the corporation (if applicable)

May perform such other duties as prescribed by the board or these bylaws;

Files required forms to keep the club's 501c3 status;

Serves as club registrar;

Advertises club business: ie. registration opening/closing; fundraisers, etc

Form teams at the beginning of each season;

Will provide a list of willing parent volunteers for the various committees

Assists board with communication to parents.

#### **Section 5: Club Manager/Game Supervisor**

Term of five years; re-election Fall 2027/Voting member

Will communicate changes in game rules at the beginning of each season

Clarify rules to coaches and referees throughout the season

Manage grounds and buildings

    Including field prep for games

    Health and condition of field

    mowing/mower maintenance

    Game nets

Will oversee referees;

Refresher training for refs, as needed

Schedule work days for club members as needed;

Has such other powers and may perform other duties prescribed by the board or the club bylaws.

#### **Session 6: Concessions Manager**

Term of three years; re-election Fall 2026/Non-voting member;

Oversees a concessions committee

Schedule stand workers for home games; and find substitutes when a scheduled worker can't make it

Will keep detailed inventory throughout the season

Will make sure the stand is properly opened/closed on game days, or as needed

Have worker duties posted

## **ARTICLE 6 BOOKS AND RECORDS**

### **Section 1: Books and records**

The corporation shall create and maintain such books and records, including minutes of meetings and financial records, as may be required by law and any such additional records as may be specified by the directors and officers from time to time.

## **ARTICLE 7 MISCELLANEOUS**

### **Section 1: Regular and executive committees**

The board of directors may designate one or more regular committees to report to the board on any area of corporate operation and performance.

To the extent allowed under state corporate statutes, the board of directors also may designate and delegate specific decision-making authority to one or more executive committees, each consisting of two or more directors, that have the authority of the board of directors to approve corporate decisions in the specific areas designated by the board of directors.

### **Section 2: Seal**

The board of directors may adopt, and from time to time modify, a corporate seal.

### **Section 3. Fiscal year**

The fiscal year of the corporation shall be the period designated by the board of directors.

### **Section 4: Amendment**

These bylaws may be amended from time to time by the directors in the manner permitted by applicable law.

### **Certification:**

The foregoing bylaws are certified to be the bylaws of the corporation as adopted by the board of directors on the 27th day of March, 2023.

Amy Heape, SECRETARY

A handwritten signature in black ink that reads "Amy Heape". The signature is written in a cursive style with a large, stylized initial "A".

WAIVER OF NOTICE AND CONSENT TO HOLDING FIRST MEETING OF BOARD OF DIRECTORS MANNFORD SOCCER CLUB.

We, the undersigned, being all the directors of MANNFORD SOCCER CLUB, hereby waive notice of the first meeting of the board of directors of the corporation and consent to the holding of the meeting and consent to the transaction of any and all business at the meeting including, without limitation, the adoption of bylaws, the election of officers, the selection of the corporation's accounting period, the designation of the location of the principal office of the corporation, the selection of the place where the corporation's bank accounts will be maintained, and the authorization of the sale and issuance of the initial shares of stock of the corporation. The meeting is/was at the following date, time, and location:

Date: March 27th, 2023

Time: 6:40 p.m.

Location: 9601 Keystone Loop, Mannford, OK 74044

The following directors, marked as present next to their names, were in attendance at the meeting:

Joseph Sears  Present  Absent

Sydney Hook  Present  Absent

Brent Bear  Present  Absent