



As stated in the BY LAWS OF FUTBOL CLUB CLOVIS - 2010

### **President**

5.03. The President shall be responsible for all of the following:

- (a) Calling for and presiding over all meetings of the Futbol Club Clovis Annual General Meeting and Board of Director meetings.
- (b) Providing leadership, inspiration, and direction for Futbol Club Clovis during the term of office.
- (c) Generally smooth operation of Futbol Club Clovis.
- (d) Holding the remainder of the Board of Directors responsible for fulfilling their obligation to the office they hold, without unilateral authority to remove such persons from office.
- (e) Implementing the means to attain the goals adopted by the membership of Futbol Club Clovis.
- (f) Appointing Standing Committee Chairpersons.
- (g) Reporting on the activities of the office to the other Board Members as requested by the Board.
- (h) Representing Futbol Club Clovis in the meetings of other organizations.

### **Vice-President**

5.04. The Vice-President shall report directly to the President and shall be responsible for all of the following:

- (a). In the absence of the President, presiding over any Futbol Club Clovis meeting.
- (b) Reporting on the activities of the office to the other Board Members as requested by the Board.

### **Commissioner**

5.05. The Commissioner shall be responsible for all of the following:

- (a) Performing those duties necessary to put teams on the field, train, assist the



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coaches, and work with other members of the club to meet club goals.

(b) Insuring club compliance with the Futbol Club Clovis Articles and By-Laws, CJSL Constitution and the intent of Futbol Club Clovis Board rulings.

(c) Working knowledge of the CYSA and Futbol Club Clovis Articles and By-Laws, and the CJSL Coaches Kit, in order to interpret same in the conduct of his/her office.

(d) Being the liaison with the CJSL Vice-President with response to questions regarding the interpretation of CYSA/CJSL/Futbol Club Clovis rules and regulations and/or problems/progress in his/her respective program.

(e) Utilizing the appropriate Vice-President as a point of contact with Futbol Club Clovis and as the point of contact for problem solving activity.

(f) Maintaining liaison with the Futbol Club Clovis Registrar during the Registration Periods to insure the proper registration of affiliated teams, players, and coaches and maintaining records of such registration.

(g) Designating assistants to assist in the performance of the office.

(h) Designate in writing a representative to the CJSL Board of Directors in the event of his/her absence.

(i) Attending all meetings of this Corporation unless otherwise excused and shall notify the affiliated team representative within his/her jurisdiction of any changes in the Futbol Club Clovis Articles, By-Laws, Rules and Regulations or CJSL Coaches Kit.

(j) Providing interpretation of Futbol Club Clovis Article and By-Laws, Rules and Regulations and CJSL Constitution and By-Laws and CJSL Coaches Kit where necessary.

(k) Attending or appointing a representative to attend games and insure that on-field requirements of the Coaches Kit are met.

(l) Prior to the commencement of league play, calling and attending all meetings of the affiliated teams within the club to assure that league business is properly administered.

(m) Notifying the proper representative of each affiliated team of the date, time and location of the Annual General Meeting of Futbol Club Clovis. The Commissioner shall attend and urge the attendance of as many Team representatives as possible at these meetings in order to conduct the business of the league.



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### **Registrar**

5.06. The Registrar shall be responsible for all of the following:

- (a) Registering players and teams within the geographic boundaries of this Corporation with Futbol Club Clovis, CJSL and/or CYSA.
- (b) Delivering all monies received in the registration process directly to the Treasurer.
- (c) Conducting registration.
- (d) Calling upon the coaches to process player passes. If a coach is not made available to process player passes, they will not be processed, and teams so affected will forfeit their games.
- (e) Facilitating all legitimate transfers into and out of Futbol Club Clovis by players.
- (f) Reporting on the activities of the office to the other Board Members as requested by the Board.

### **Secretary**

5.07. The Secretary shall be responsible for all of the following:

- (a) Keeping the official minutes of all meetings, except committee meetings.
- (b) Handling the general correspondence of Futbol Club Clovis.
- (c) Maintains the files of this Association, excepting its financial files.
- (d) Formalizing and distributing the official minutes of each Board meeting and Annual General Meeting within one week of such meeting.
- (e) Assuming the duties of the Treasurer in the extended absence of that officer (e.g.,-vacation).
- (f) Reporting on the activities of the office to the other Board Members as requested by the Board.
- (g) Providing timely notification to all Board Members of the Annual General Meeting, and regularly or specially called meetings of the Board of Directors.



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### **Treasurer**

5.08. The Treasurer shall be responsible for all of the following:

- (a) Obtaining and issuing a corresponding receipt for all monies, which shall be deposited in a recognized bank in the name of this Corporation.
- (b) Furnishing all books and records when required to do so by the Board of Directors.
- (c) Properly balancing the books of this Corporation according to the current bank statement or bankbook.
- (d) Preparing any and all financial statements pursuant to the Articles of the Incorporation and Tax Exempt Status of this Corporation.
- (e) Issuing monthly financial reports, and adhere to the annual budget approved by the Board of Directors.
- (f) Preparing, with the assistance of elected officers, an annual budget to be presented at the Annual General Meeting for the approval of the membership.
- (g) Handling of all disbursements of monies for approved indebtedness of the Corporation, subject to its By-Laws, and the maintenance of records of such disbursements.
- (h) Preparing and filing or assist a certified public accountant in preparing and filing all necessary tax returns on a fiscal year basis.
- (i) Maintaining records showing the source of all funds received by Futbol Club Clovis.
- (j) Maintaining and administering all Club loans as prescribed by the Board.
- (k) Reporting on the activities of the office to the Board of Directors as requested by the Board, but no less than frequently than on a monthly basis.

### **Coaching Director**

5.09. The Coaching Director shall be responsible for all of the following:

- (a) Recruiting and training of all coaches.
- (b) Processing all requests for inter-league or inter-district play and being the



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liaison with persons for purposes of such play.

(c) Reporting on the activities of the office to the Board of Directors as requested by the Board, but no less frequently than on a monthly basis.

(d) Being the liaison to the Club for coaches regarding coaching issues.

### **Fundraising Coordinator**

5.10. The Fundraising Coordinator shall be responsible for all of the following:

(a) The Futbol Club Clovis fund raising activities.

(b) Reporting the activities of the office to the Board of Directors as requested by the Board, but no less frequently than on a monthly basis.

### **Fields/Equipment Coordinator**

5.11. The Fields/Equipment Coordinator shall be responsible for all of the following:

(a) Representing Futbol Club Clovis in processing field and facilities requests to CJSL.

(b) Caring for all equipment in the possession by Futbol Club Clovis.

(c) Reporting on the activities of the office to the Board of Directors as requested by the Board, but no less frequently than on a monthly basis.

(d) Assigning CJSL approved practice fields to Futbol Club Clovis teams.