

## Club Bylaw Review Checklist

- 501 C(3) Status or other acceptable non-profit entity or government organization
- Definition of voting membership to allow membership the right to vote people on and off the Board of Directors.
- Membership categories to include, voting, and non-voting types
- Prohibition from assigning membership or transferring membership rights
- Board Members – minimum of five (separate individuals)
- Board Meetings not less than quarterly, minutes to be kept
- AGM to be conducted annually – only authority to amend the bylaws with agenda like AYSA's, minutes to be kept.
- Board of Directors – reflect duties and term
- Segregation of Duties – individuals should be non-related
- Inspection of Records – allow membership the right to inspect records of club
- Roberts Rules of Order – not required conducting meetings. Language should read that meetings will be conducted using generally accepted business practices

## Other Items Required – New Clubs only

- Submission letter to include the following:
  1. Request to be approved as a club or a league
  2. General description of service area
  3. Number of anticipated teams at initial sign up
  4. General statement of anticipated programs
  5. Field approval document and locations or conditional letter from granting entity those fields will be approved if conditions met
  6. What will be the positive impact your program provides if granted conditional approval as a club or league
  7. What will be the negative impact your program will have on clubs or leagues directly situated in your service area
  8. What is the current number of US Federation licensed coaches currently on your staff
- Risk Management policy in place
- League playing in and letter from the league stating acceptance
- One year probation and then evaluation of the club's season