



Keep the Dream Alive

Bylaws of
Maya Hill
Royals F.C.

November 29

2018

Keep the
Dreams Alive!

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ARTICLE 1 ORGANIZATION

Section 1. Name:

The name of this Corporation is Maya Hill Royals Football Club. No one may use the name, initials, or other trademarks of the Corporation except as provided for under these Bylaws or with the express, written consent of Maya Hill Royals F.C. The Club shall adopt the name Blackman Eddy Football Club for the purposes of conducting business.

Section 2. Articles of Incorporation, Bylaws and Policies:

Maya Hill Royals F.C. shall be governed by its Articles of Incorporation, Bylaws, and Policies.

Section 3. Governing Authority:

The governing authority shall be vested in the Board of Directors (Board). The powers of the Board are defined in these Bylaws.

Section 4. Owners:

Maya Hill Royals F.C. is owned by Maya Hill Lodge Belize.

Section 5. Colors:

The Maya Hill Royals F.C.'s colors shall be Pink for female and Fluorescent Green for the Males.

Section 6. Club Composition:

Maya Hill Royals F.C. is initially divided into 3 agent areas (division), which can be changed any time by a board decision:

1. Blackman Eddy Village
2. UnitedVille & GeorgeVille Village
3. Town Area

Section 7. Categories:

Maya Hill Royals F.C. is divided in categories which are for 2019:

1. Male Amateur Category
2. Female Amateur Category
3. U-17 Male Category
4. U-17 Female Category
5. U-15 Male Category
6. U-13 Male Category

The Board decides about changes of these categories without the need of changing this part of the bylaws.

ARTICLE 2 OFFICES

Section 1. Principal Office:

The principal office of the Corporation for the transaction of its business is located in Blackman Eddy Village, Cayo District.

Section 2. Change of Address:

The Board of Directors may change the principal office from one location to another by noting the changed address and effective date, and such changes of address shall be deemed an amendment of these Bylaws.

Section 3. Other Offices:

The Corporation may also have offices at such other places, within or without the Cayo District, where it is qualified to do business, as its business may require and as the Board of Directors may, from time to time, designate.

**ARTICLE 3
PURPOSE AND GOALS**

Section 1. Purpose:

The purpose of MAYA HILL ROYALS F.C. is to further the education and development of competitive youth football players in Belize, and to assist in the development, promotion, and administration of the game of football at the competitive, recreational, and adult levels within its territory.

Section 2. Goals:

The aims of Maya Hill Royals Football Club are as follows;

To encourage and promote the development of football within the community of Blackman Eddy and surrounding villages, with an emphasis on youth teams.

The club will strive to provide an opportunity for players of both sexes to participate in football at all age levels/ categories.

The club will seek to compete at the highest possible level.

**ARTICLE 4
AFFILIATIONS**

Section 1. Affiliations:

Maya Hill Royals Football Club is a Member of and shall maintain its Membership in the Football Federation of Belize.

Section 2. FFB/ FIFA Bylaws Compliance:

As a Member of the FFB, the Maya Hill Royals Football Club shall abide by FFB/FIFA Bylaws and policies, and in particular the requirements on interplay and the provisions of FFB/FIFA Bylaw, to the extent such Bylaw is applicable to football organizations other than district associations. Maya Hill Royals Football Club shall:

- a. Recognize that the FFB/FIFA governing documents take precedence over and supercede the governing documents and decisions of the Maya Hill Royals Football Club;

- b. Not join any organization that has requirements that conflict with the FFB/ FIFA governing documents;
- c. Register its member players, coaches, teams), and administrators with the FFB/FIFA pursuant to FFB/FIFA requirements, and timely pay to the FFB/FIFA all required dues and fees;
- d. Provide to the FFB an annual report of Maya Hill Royals Football Club activities, including current copies of all Maya Hill Royals Football Club governing documents, and together with current financial statements at the time specified by the FFB;
- e. Not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin; Maya Hill Royals Football Club Bylaws – November 29, 2018.

Section 3. Definitions:

- a. MHRFC: Maya Hill Royals Football Club
- b. Club: Maya Hill Royals Football Club
- c. CYFA: Cayo Youth Football Association
- d. CFA: Cayo Football Association
- e. FFB: The Football Federation of Belize
- f. Board: Executive Board of Maya Hill Royals Football Club

Section 4. Rules of Play:

Maya Hill Royals Football Club outdoor football events and Club Members shall play by the FIFA Laws of the Game, other than for substitution and other rules that may be in effect at certain youth tournaments and competitions.

**ARTICLE 5
MEMBERSHIP ELIGIBILITY**

Section 1. Membership Categories:

The Members of Maya Hill Royals Football Club shall consist of its registered football players, and club or team coaches and other staff. The Board shall establish the criteria for each Membership category and determine whether applicants meet such criteria. To become a Maya Hill Royals Football Club Member, an applicant must be approved by the coach for the respective category.

Section 2. Each registered player with the approval of parents or guardians shall be member if underage of the Maya Hill Royals Football Club for a period of one year from the time of registration or renewal.

Section 3. Elected and appointed members of the Board of Directors shall be members of the Maya Hill Royals Football Club.

Section 4. A team may be disbanded or disassociated by the Board of Directors at any time. In such cases, the Board will decide the disposition of that team’s players, including their membership status.

Section 5. Membership and its rights may be suspended or revoked by the Board of Directors due to non-payment of required dues or violation of the Maya Hill Royals Football Club rules.

ARTICLE 6 Registration, Fiscal Year, Funding and Expenditures

Section 1. Registration: All applications for player membership in the Maya Hill Royals Football Club shall be submitted annually or seasonally with the appropriate fees. A player does not have to participate in all seasonal sessions to maintain his or her membership. Participation in only one seasonal session is required annually.

Section 2. Fiscal Year: The fiscal year of the Maya Hill Royals Football Club shall coincide with the seasonal year beginning January 1 accordingly to the club license.

Section 3. Funding and Expenditures: The Maya Hill Royals Football Club shall charge such dues and other fees for participation in its program as shall be established by the Board of Directors, provided that such dues and fees will be reduced or eliminated in cases where they would impose financial hardship on a member's family.

Section 4. Sponsoring: The Maya Hill Royals Football Club shall perform fundraising activities and accept donations from members and sponsors.

- a. Golden Sponsor - Maya Hill Lodge (Owner)
- b. Silver Sponsor - tbd
- c. Bronze Sponsor – tbd

Section 5. All contributions received and all amounts raised through fundraising events shall be used only to accomplish club objectives sanctioned by the Board of Directors.

Section 6. The Maya Hill Royals Football Club shall maintain a checking/savings account.

Section 7. All contributions received shall be deposited in the Maya Hill Royals Football Club checking account, and managed by the Treasurer. Excess amounts in checking may be transferred to the savings account or other conservative, short-term, interest-bearing certificate or account. The Maya Hill Royals Football Club shall make no other types of loans.

Section 8. All disbursements, and drafts shall be signed by the Treasurer and approved by the President or Vice President.

Section 9. The Maya Hill Royals Football Club shall not borrow funds from any source with the following exceptions: i. Short-term accounts payable, which must be fully paid within one month.

ARTICLE 7I Selection of the Board of Directors

Section 1. Officers: The Maya Hill Royals Football's Officers shall consist of the following: President, Vice President, Club Manager, Secretary, Treasurer, Owner and 2 sports directors. All Officers shall be members of the Board of Directors. Commencing with the election of 2018, the

Immediate Past President of the Maya Hill Royals Football shall automatically be part of the Board of Directors for a one (1) year term unless he or she declines that position. Only the President shall be an elected Officer; the remaining Officers shall be appointed. An individual may hold only two (2) offices maximum.

Section 2. Additional Directors: The Board may choose to appoint two additional members to the Board for a maximum total of nine. These Directors shall have full Board voting rights. The Immediate Past President will automatically fill one of these positions unless: 1. He or she declines the position. 2. The Team Representation requirement as described in Section (c.) below would not be met. In that case, the Immediate Past President will become an advisory member of the Board with no voting rights. 3. He or she has been removed from office as described in Article (9) Section (j.) below.

Section 3. Team Representation: At least the captains of the club's teams shall be represented on the Board of Directors. Representation shall mean that the board member is the parent or guardian of a player on that team. If less than three teams exist, then all of the teams shall be represented. A team is considered to exist as long as it has participated in at least one season of play in the past year. When a new team is formed, the Board shall make any necessary adjustments to its makeup by majority vote no later than fourteen (14) days after the next Annual General Meeting (December).

Section 4. Candidacy: 1. Open positions on the Board of Directors shall be announced to all adult members at least thirty (30) days prior to the Annual General Meeting. Candidates for open positions shall be solicited from that time until the positions are filled. Notice shall be sent by the clubs Facebook Inbox page or email to the official club email address. Open positions shall be the office of President in an election year and any position in which the current Director has announced his or her intention to resign. In an election year, the President shall notify the board whether he or she will seek reelection by the same date. If not seeking reelection, he or she shall notify the board if he or she will decline the automatic appointment, as described in sections (a. and b.) above, by the same date. Each year, appointed Directors shall notify the board if they do not want to renew their term by the same date. 2. Prior to and during the Annual General Meeting, nominations from any member are permitted provided the nominated individual consents. 3. A board member candidate must be at least eighteen (18) years of age.

Section 5. Elections and Appointments: All election results and appointments shall be announced to all members within fourteen (14) days after the Annual General Meeting.

1. Elections. The President shall be elected during an Annual General Meeting every two (2) years. Elections are subject to the following rules: i. The candidate shall be elected to office with a majority vote of the total ballot cast at the Annual General Meeting. ii. In the event of a tie, the vote must be retaken one (1) time. If the second vote results in a tie, the currently serving President shall decide the vote, unless the President is one of the candidates, in which case an incumbent officer, chosen in order of Vice President, Club Manager, Treasurer, Secretary, Registrar, who is not also a candidate, shall decide.

2. Appointments. Full-term appointments shall be made at the Annual General Meeting or any time up to fourteen (14) days after it. Appointments shall be made by a majority vote of the Board of Directors. In the event that only the President remains on the Board, the following procedure shall be followed:

- i. The President appoints another Director.
- ii. Those two (2) Directors then jointly appoint a third.
- iii. The remaining Directors are appointed by majority vote.

f. Term Length.

1. President. The term for the office of President shall be for two (2) years. It shall begin effective fourteen (14) days after election or upon appointment and continue until fourteen (14) days after the next election.

2. Appointed Directors. The term for all other Directors shall be for one (1) year, except in the case where a vacancy is filled during a term as described in Section (h.) below. It shall begin effective fourteen (14) days after the Annual General Meeting and continue until fourteen (14) days after the next Annual General Meeting. An appointed Director's term will automatically be renewed annually unless: i. He or she declines the position. ii. The Team Representation requirement as described in Section (c.) above would not be met. iii. The previous Immediate Past President occupies a position and there are no other available positions for the current Immediate Past President to fill.

3. Outgoing Directors Those leaving Director positions shall assist with the transition of their responsibilities to their successors.

g. Term Limits.

There shall be no term limits for any office unless the Team Representation requirement as described in Section (c.) above would not be met or the situation in Section (f.2.iii.) above occurs.

h. Vacancies During a Term. A vacancy occurring in any office before the term is complete shall be filled by a majority vote of the Board of Directors at a meeting called for that purpose or at a regularly scheduled Board Meeting. The term of the appointment shall begin immediately and continue until fourteen (14) days after the next Annual General Meeting.

1. The President may temporarily appoint someone to fill a vacancy until it is permanently filled.
2. If the office of President is vacated, the Vice President will become President. The Vice President's office shall then become the vacated one and filled as described above.
3. Vacancies shall be announced to all adult members of the Maya Hill Royals Football Club and candidates solicited.

ARTICLE 8
Duties of Club Officers

a. President: The President shall:

- 1) preside over all meetings of the Maya Hill Royals Football Club and the Board of Directors;
- 2) be the official spokesperson for the Maya Hill Royals Football Club, except when the President at his or her discretion delegates that responsibility;
- 3) be the Maya Hill Royals Football Club representative at all League meetings, except when at his or her discretion, that responsibility is delegated to another; and
- 4) provide supervision over compliance and performance of all contractors involved in all contracts authorized by the Board.

b. Vice President: The Vice President shall:

- 1) act as an aide to the President and in the absence of the President, perform all duties of the President;
- 2) have responsibilities for overseeing and coordinating the administrative functions of the Maya Hill Royals Football Club; and
- 3) be the alternate representative at all League meetings.

c. Secretary: The Secretary shall:

- 1) make arrangements for meeting locations;
- 2) notify Maya Hill Royals Football Club members in advance of all open Board meetings, the Annual General Meeting, and any Special General Meeting;
- 3) notify Board members of all Board meetings;
- 4) keep an accurate record of the proceedings of all scheduled Maya Hill Royals Football Club meetings;
- 5) prepare and distribute minutes for such meetings by the next scheduled meeting;
- 6) keep a record of all policy decisions of the Board and make such decisions readily available at all meetings;
- 7) keep a record of all correspondence for the Maya Hill Royals Football Club; and
- 8) preserve all records, reports, and official documents of the Maya Hill Royals Football Club except those specifically assigned to the custody of other Board members.

d. Treasurer: The Treasurer shall:

- 1) receive all moneys for the Maya Hill Royals Football Club and deposit it into such Bank accounts as approved by the Board;
- 2) pay all such sums in a timely manner, in accordance with the approved budget, as authorized by the Board;
- 3) verify full performance of all contractor services prior to payment;
- 4) keep an accurate record of all transactions, receipts and disbursements;
- 5) be responsible for the timely filing of all legally required filings;
- 6) present a statement of account to the Board at each Board Meeting;
- 7) develop procedures to encourage the fiscal responsibility of the Maya Hill Royals Football Club;
- 8) make a full report at the Annual General Meeting; and
- 9) propose a budget to be presented to the Board no later than the two months prior to the start of the fiscal year.

e. Manager: The manager shall:

- 1) coordinate registration of all players on all categories and assure that every player is appropriately registered and all documentation is correct and approved by the club;
- 2) be in charge of coordinating Registration Sessions and be the head of the Committees so delegated to help with registrations;
- 3) provide copies of players lists, coaches lists, and completed player passes in a timely fashion; and
- 4) be responsible for the computer database containing registration data.

f. Sports Director: The Sport Director Shall:

1. Overseeing of the entire athletic department of Maya Hill Royals F.C.
2. Select players with recommendation of the coach.
2. Scheduling games to overseeing coaching staff and organizing practices.
3. Observing coaches and working with athletic teams to ensure that they are following certain requirements and restrictions, and even traveling with teams.
4. responsible for the usage and safety of the sports facility.
5. In charge of human resources for sports, notes the Education Portal website. This can entail the hiring of new coaching staff, but also working with coaching staff to ensure their continued satisfaction when it comes to their performance.
6. In charge of all gears and uniforms that belongs Maya Hill Royals Football Club.

ARTICLE 9 TEAM MAKEUP

Each Category or Teams shall be the allowed maximum FFB registered players at any given time and will be required to carry a minimum of players as defined by the FFB. Any player registered to a team is bound to that team for the entire year unless a transfer is requested of and granted by the Board. No tryouts will be permitted other than those scheduled and approved by the Board. If there are openings on a team after tryouts for whatever reason, additional players may be added at the discretion of the coach without additional tryouts only with the approval of the Board.

ARTICLE 10 PLAYER REGULATIONS/BEHAVIOUR

Maya Hill Royals Football Club Player Code of Conduct:

1. Treats opponents, teammates, coaches, and referees with respect.
2. Plays hard, but within the rules of the game of football.
3. Demonstrates self-control.
4. Respects the officials and accepts their decisions without gesture or argument.
5. Wins without boasting; loses without excuses and never quits.
6. Abides by team and club rules and policies including arriving at practices and games timely.
7. Remembers that it is a privilege to represent the Maya Hill Royals Football Club.
8. Each player, and his/her parents, shall represent the Maya Hill Royals Football Club appropriately by demonstrating good sportsmanship, team spirit, self-discipline, and respect for others.
9. Each player is expected to attend all games and practice sessions and to work on skill development outside of regular team practice sessions.

ARTICLE 11 COACHING REGULATIONS/ REQUIRMENTS

Maya Hill Royals Football Club Coaches Code of Conduct:

1. Treats own players, parents, opponents, and referees with respect.
2. Teaches and inspires football players to love the game, and instills the desire to compete fairly.
3. Is the type of person he/she wants the players to be.
4. Sets high standards of performance and conduct and maintains control and discipline of the team at all times.
5. Respects the judgment and interpretation of the rules by the officials.
6. Realizes that he/she is a teacher/coach and therefore understands the game and proper Football behavior at all times.

Requirements:

1. Head coaches, assistant coaches, managers, trainers, and team-parent representatives must be at least eighteen (18) years of age unless approved by the Board.
2. All Maya Hill Royals Football Club coaches, assistant coaches, and trainers must be approved by the Board.
3. All Maya Hill Royals Football Club coaches are evaluated by the Board at the end of each season.

4. Any Maya Hill Royals Football Club head coach or assistant coach may be removed during a season from his/her position for reasonable cause by the Board after a hearing at which he/she has had a reasonable opportunity to oppose such action.
5. Trainers may be removed or terminated at the will of the club and with or without prior notice.
6. Any replacement assistant coach must meet the Maya Hill Royals Football Club requirements for coaching eligibility as specified by the Bylaws.
7. Every Maya Hill Royals Football Club Coach will attempt to maintain (Certified Coach), with a balance of training and education, an atmosphere that will provide all players the opportunity to excel in the sport of soccer within the spirit of fair play.
8. No team may participate in a different league or any additional leagues without prior written or verbal approval of the Board.

ARTICLE 12
PARENT AND OTHER SPECTATOR REGULATIONS

Maya Hill Royals Football Club Parent and Spectator Code of Conduct:

1. Treat players, coaches, referees, and other parents and spectators with respect.
2. View games from areas directed by coaches and/or referees.
3. Does not use offensive language or display unruly behavior.
4. Does not smoke or consume alcoholic beverages or drugs during a game or practice when players are present.
5. Parents shall immediately inform coaches about medical conditions that affect the player.

ARTICLE 13
Amendments

a. Amendments to these bylaws shall be made at a Special General Meeting and shall require the following conditions:

1. A quorum shall consist of not less than the members entitled to cast five votes or half of the total number of votes entitled to be cast, whichever is lesser. At least half of the Board of Directors must be present.
2. At least two-thirds of the votes must be in favor of any proposed amendment.

Signed by:

Owner Representative:

President:

Vice President:

Manager: