



CENTRAL CARROLL SOCCER CLUB

CONSTITUTION AND BYLAWS

Adopted - 12, June 2006.
Revised - 20, September 2015.

Article I. DEFINITIONS

- 1) *Executive Board – Five members of the CCSC (President, 1st Vice President, 2nd Vice President, Treasurer, Secretary)*
- 2) *Governing Body – The Executive Board of the CCSC AND one representative from each team (in good standings with the club)*
- 3) *Member - Any representative of the Governing Body*
- 4) *Proxy - A team representative approved by the head coach of that team*
- 5) *Quorum – More than 50% of the governing body that are present at a meeting.*
- 6) *Premier Team – The highest level team in that age group.*

Article II. NAME

Section 2.01 Name: The name of this organization shall be Central Carroll Soccer Club, commonly known as CCSC, Central Carroll Travel Soccer, or the Club. The club's website can found at:
www.centralcarrollsoccerclub.org

Article III. PURPOSE

Section 3.01 General Purpose: The purpose of the CCSC shall be to develop soccer players by building and improving on their skills, confidence, fitness, initiative, and sense of teamwork. It will promote soccer, via competitive youth teams and programs, within the Westminster, MD and surrounding communities. It shall do so in a manner that is without bias toward religion, race, color, creed, or national origin.

Article IV. AFFILIATION

Section 4.01 Organization Affiliation: The CCSC shall be and hereby is affiliated with the Central Carroll Recreation Council and shall abide by the policies and regulations of this organization.

Section 4.02 Competition Affiliations: The CCSC shall be and hereby is affiliated with the Maryland State Youth Soccer Association (MSYSA), United States Youth Soccer (USYS), US Soccer, and the leagues in which CCSC teams play, and shall abide by the policies and regulations of these organizations. The CCSC is therefore subject to the laws and agreements of these organizations in so far as they are related to the activities and functions of the CCSC.

Article V. EXECUTIVE BOARD

Section 5.01 The Executive Board of the CCSC shall consist of five members (President, 1st Vice President, 2nd Vice President, Treasurer and Secretary). Any change in the number of the Executive Board members must be decided by a majority vote of the Governing Body.

Section 5.02 Term: Each member of the Executive Board shall be elected for a term of two years.

Section 5.03 Nominations: Nominations to the Executive Board may be made by any member of the Governing Body in good standings prior to the voting at the annual meeting. Nominees must indicate their willingness to accept the position, if elected, either in person or via proxy.

Section 5.04 Vacancies: Any vacancy in the Executive Board may be filled for the remaining term by a majority approval of the remaining Executive Board.

Section 5.05 General Election: The three elected members of the Executive Board shall be elected at the January meeting by a majority vote, of the Governing Body. Each elected Executive Board member shall hold office until his/her term expires and until his/her successor has been duly chosen and qualified, until he/she has resigned, or has been removed in the manner provided in Section 5.08.

Section 5.06 Powers: The business of the CCSC shall be conducted by and managed by its Executive Board which may exercise all the powers of the CCSC except as are by statute, by the charter, or by the Constitution and Bylaws, conferred upon or reserved to the members. The Executive Board shall keep full and fair accounts of its transactions.

Section 5.07 Representation: Members of the Executive Board are representatives of the CCSC, and can only act as a uniform body. No single member has the authority to commit the CCSC to any action except where expressly granted through CCSC policy or Executive Board vote.

Section 5.08 Removal: Any member of the Executive Board not performing his/her duties or whose conduct is prejudicial or detrimental to the best interests of the CCSC may be removed from office by a two-third vote the Governing Body.

Article VI. MEMBERSHIP

Section 6.01 Voting: Voting on all aspects of the CCSC including but not limited to: the functions, operations, decision making, bylaws and membership, are carried out by the Governing Body. Membership of the CCSC shall be open to the parents or legal guardians of participants in CCSC activities. Other interested persons 18 years of age or older may become members, and must be approved by majority vote of the Governing Body. Members are considered in good standing if their dues are paid in full for the calendar year starting on June 1 and ending on May 31. A person must be a member of the CCSC in order to serve on the Executive Board. Proxies will be accepted for voting purposes.

Section 6.02 Revocation: Any member of the CCSC, coach, team or player may be expelled and have their membership either cancelled, forfeited, or suspended by a majority vote of the CCSC's Governing Body without return of membership dues or other fees for violating CCSC rules or standards.

Section 6.03 Governing Body: The Governing Body of the CCSC shall consist of the Executive Board and one recognized member (usually the head coach) from each team in good standing. Only the Executive Board and recognized team delegates will have the right to speak at the meeting. Any delegate or member of the Executive Board may introduce anyone to speak provided he/she has the permission of the chair.

Section 6.04 Membership Dues: Membership dues shall be collected annually, by the CCSC for operational and administrative services. The amount of the dues will be decided by the Governing Body prior

to the start of the fall season registration. The dues will be collected in conjunction with the other registration fees. Membership dues are collected from each CCSC player. Coaches that do not have a child in the CCSC, are to pay membership dues to remain in good standing and to be able to participate in the club voting process.

Article VII. DUTIES OF OFFICERS

Section 7.01 President: The President of the CCSC shall preside at all CCSC and Executive Board meetings. He/She shall have general charge and supervision of the business of the CCSC. The President may sign and execute, in the name of the CCSC, all authorized deeds, mortgages, bonds, contracts or other instruments except in the case in which the signing thereof shall have been expressly delegated to some other Officer or agent of the CCSC. He/She shall perform all duties incident to the office of President of the CCSC, and such other duties as from time to time may be assigned to him/her by the Executive Board. The President must supply a proposed budget yearly to be approved by the Governing Body. The proposed budget will be presented and voted upon for adoption at the March CCSC meeting-Registration, membership dues, club operating and administration fees, and other applicable fee structures will be presented in the budget.

The President shall fulfill or assign the following roles as a representative of the CCSC:

- (a) CCSC representative(s) to the Central Carroll Recreation Council (CCRC)
- (b) CCSC representative(s) to the Baltimore Beltway Soccer League (BBSL)

- (c) CCSC representative(s) to the Central Maryland Soccer Association (CMSA)
- (d) CCSC representative(s) to the Maryland State Youth Soccer Association (MSYSA)

The President (or designated replacement) shall attend all meetings and perform all duties required of these roles.

Section 7.02 1st Vice President: The 1st Vice President shall serve as the Field and Schedule Coordinator for the CCSC. The 1st Vice President shall be responsible for all duties related to the fields used by the CCSC. Such duties include, but are not limited to: submitting field request forms; organizing and directing field maintenance and lining; and organizing and directing field acquisition and new field construction. The 1st Vice President, at the request of the President or in his/her inability to act, shall perform the duties and exercise the functions of the President, and when so acting, shall have the powers of the President. The 1st Vice President shall have such other powers and perform such other duties from time to time as may be assigned to him/her by the Executive Board or the President.

Section 7.03 2nd Vice President: The 2nd vice President shall serve as the Training Coordinator for the CCSC. The 2nd Vice President, at the request of the President or in his/her inability to act, shall perform the duties and exercise the functions of the President, and when so acting, shall have the powers of the President. The 2nd Vice President shall have such other powers and perform such other duties from time to time as may be assigned to him/her by the Executive Board or the President. The 2nd Vice President will be responsible for notifying coaches of posted licensure opportunities.

Section 7.04 Secretary: The Secretary shall keep minutes of all meetings and post to the club website for review. The Governing Body will accept these minutes at the next scheduled meeting. The Secretary will keep all of the accepted minutes in a book and have this book available for review by all CCSC members. The Secretary will record voting on amendments and bylaws. The Secretary is also responsible for receiving proposed amendments to these bylaws, and the subsequent processing of such requests. The Secretary will be responsible for collecting and recording the licensures of coaches in CCSC.

Section 7.05 Treasurer: The Treasurer shall in the absence of the 1st and 2nd Vice Presidents succeed to the office of President in his/her absence. He/she shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the CCSC, and shall deposit or cause to be deposited in the name of the CCSC all monies or other valuable effects in such bank, trust company, or other depositories as shall be selected by the Executive Board. The Treasurer shall serve as the financial officer of the CCSC and shall be responsible for coordinating before the start of each season, complete financial reconciliation and reporting in writing a balance sheet and income statement. The reporting will be itemized by category presented at monthly meetings.

Article VIII. MEETINGS

Section 8.01 Regular Meetings: CCSC meetings shall be held as needed. (A minimum of five meetings will take place throughout the calendar year. All meetings of the CCSC shall be held at such times and at such place as determined by the President. Meetings are open to the Governing Body, invited guests

approved by the Executive Board, and parents of CCSC players.

Section 8.02 Annual Meeting: An annual meeting of the CCSC shall be held each year on a day during the month of January, to be selected by the President, at which time the Governing Body shall select officers in accordance with Article V hereof, and transact such other business as may properly be brought before the meeting.

Section 8.03 Special Meetings: Special meetings of the CCSC or the Executive Board for any purpose or purposes may be called by the President or by petition of twenty percent (20%) of the Governing Body. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting.

Section 8.04 Quorum: When a quorum is present at any meeting, the vote of the majority of voting members of the Governing Body present at such meeting shall decide any question brought before such meeting; in which case, such express provision shall govern and control the decision of such question unless otherwise specified in these bylaws. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 8.05 Voting: Each voting member of the Governing Body is limited to only one vote regardless of whether or not he/she fulfills multiple voting membership roles. For example, a member of the Executive Board who is also designated as a team's delegate is only entitled to a single vote on any question to be decided. (An Executive Board member may not

vote if his/her team representative places a vote or visa versa). Voting can only take place in person at a meeting (not by electronic means, hand delivered envelope or mail). In addition, any CCSC member cannot vote in another member's stead. A Head Coach that coaches/manages more than one team (regardless of different age groups) will get one vote unless he/she has a proxy for the other team(s).

Section 8.06 Attendance at Meetings: Any Executive Board member not attending three consecutive meetings, including regular meetings of this CCSC or Executive Board meetings, will have this office declared vacant unless such absences are excused by the Executive Board. His/her office shall then be filled in accordance with Article V. All teams must be represented at monthly meetings of the CCSC, either by the Head Coach or proxy. A Head Coach or approved proxy can represent another CCSC team (only one) at meetings. (However, this is only for information gathering or sharing, NOT for voting). Representation is required for 75% of the annual meetings held in a 12 month period or the team and Coach will no longer be held in good standing with CCSC. Any CCSC team found not in good standing will be fined \$100 and will need to be brought back into good standing in order to continue with the CCSC program.

Section 8.07 Notification: The notification of a meeting will be electronic and posted on the CCSC's web site at least seven days prior to the next scheduled meeting date.

Article IX. REGISTRATION

Section 9.01 Registration: Prior to each season, a registration period will be held. All players who wish to play for the CCSC in the upcoming season must have their CCSC registration form, medical liability waiver,

and any other necessary documentation and/or payments received by the team Head Coach or team manager prior to a set closing date.-The Executive Board will determine this closing date prior to the start of such registration period. Those players whose registrations have been received by that closing date will be given an opportunity to play soccer for a CCSC team.

Section 9.02 Late Registration: Any registrations received after the closing date of registration may be charged a late fee. The Executive Board will determine the amount of this late fee prior to the start of such registration period. Players whose registration is received after the registration closing date are not guaranteed an opportunity to play soccer for a CCSC team or program if all suitable teams are full. In that case the registration and any other fees shall be refunded.

Section 9.03 State Association Registration: The CCSC shall register all players, coaches, and teams, who participate in the CCSC programs, with the Maryland State Youth Soccer Association (MSYSA). The MSYSA registration will be, at a minimum, annually and the appropriate registration fees will be paid.

Section 9.04 Fees: The CCSC shall withhold a portion of the registration fees for operational and administrative expenses to include; field paint, upkeep or replacement of nets and goals, light usage, advertising, and other expenses.

Section 9.05 Recreation Council Fees: Fees shall be collected at the time of registration to be paid to the Central Carroll Recreation Council (CCRC). The

CCRC requires each player in the CCSC to contribute a seasonal fee for field maintenance and general revenue. This fee is to be paid by each player in the fall season and for each player participating in the spring season, regardless if he/she played in the fall season.

Section 9.06 Refunds: Requests for refunds of registration fees will be determined by the Head Coach of that player's team. Any challenges or disagreements on the request for refunds shall be submitted and received by the CCSC President in writing no later than 10 days after the registration deadline date. Special exceptions will be decided by majority vote of the Executive Board on a case-by-case basis. Uniform fees (if applicable), any late fees, and any other fees incurred by the CCSC on behalf of the player (insurance, league registration, etc.) will be deducted from the amount to be refunded. At the discretion of the CCSC Executive Board, uniform fees will be refunded provided the player's uniform (if issued by the CCSC) is returned in its original, unworn condition.

Section 9.07 Returned Check Policy: If a bank does not honor a check, the writer of the check will be notified by mail. Subsequently, the original fee(s) and any fees incurred by the CCSC because of the returned check must be paid in cash or certified funds.

Section 9.08 Scholarships: Scholarships for registration fees or other fees may be provided by the CCSC, on an as needed basis. These scholarship candidates will be reviewed by the Executive Board, and will require a majority vote of the governing body for approval. Scholarships are dependent on available funds specifically budgeted for this purpose.

Article X. TEAMS

Section 10.01 Team Selection: Players will be placed on teams according to age/grade requirements, evaluated level of play, and space availability.

(a) Fall Season: To play on a fall season team, a player must attend at least two of that team's preseason tryouts and complete the registration and medical release forms. Exceptions shall be granted by an agreement with the team's Head Coach.

(b) Spring Season: Returning players who are on the fall roster may play on the spring team. Any open spots on the team shall be filled, at the discretion of the coaching staff.

Section 10.02 Playing "Up": A player is allowed to play in an older age/grade level team provided they meet any of the following conditions:

1. There is not an age/grade appropriate team available to play on; or
2. The older age/grade group would not have a sufficient amount of players to field a team without the participation of the younger player(s); or
3. The player(s) skills and maturity justify placement on an older premier team. The player must tryout in the age/grade appropriate team and be evaluated to be in the top five players at that age/grade group.

If any of the above conditions are met, then the player is allowed to play "up" pending approval by the player's parent(s)/guardian(s), the coach of the younger age group team, and the Executive Board of CCSC. If a player is rostered in a previous year in an older age group, that player does not have to meet these conditions in a future year, however this player will be considered as one of two permitted to "play up." (See section 10.04) In the event the age appropriate team would be short players (less than 11 players for U8 through U11 and less than 14 players for U12 and up teams), the player cannot play up. In the event the age appropriate team and team the player is interested in playing up on are both short players, the player may not play up. If player is to be dual rostered with the intent of playing up on

one of the teams, the players' primary team shall be the age appropriate team for that player. add

(a) Playing "up" is defined as any player who is playing on a team that is above both their age and grade level. For example: A nine year old who is in the 5th grade may play on either an U10 or U11 team, by age requirement the player is eligible for the U10 team, but by grade requirement he/she may be eligible for the U11 team. This player must meet the playing "up" conditions to play on a U12 team.

Section 10.03 Playing "up" more than one age group is not permitted on U14 and below teams.

Section 10.04 CCSC teams shall have no more than two players playing "up" under condition three per team.

Section 10.05 Playing on more than one CCSC Team: A player is allowed to play on more than one CCSC team provided such an arrangement is within the bylaws of the appropriate league(s) in which the teams participate. In general, the CCSC does not recommend that players play on more than one CCSC team.

Section 10.06 Tryouts: All CCSC teams shall have a minimum of at least one tryout. (It is custom for teams to have two to three tryout opportunities). The tryouts are open to all age/grade appropriate players. All players must have a completed registration form and medical release form signed by his/her parent(s)/guardian(s) prior to participating in a tryout session.

Section 10.07 Team Selection: The coach shall make a selection of players for the team based on the outcome of the open tryouts. The head coach will notify selected players within one week of the last tryout date. Players may be added to the team after the selection process. Players added after the selection process will be evaluated by the coaching staff.

Article XI. COACHES

Section 11.01 Coaching: Any CCSC member who is at least eighteen (18) years of age is eligible to become a CCSC soccer coach. All coaches must uphold the CCSC code of conduct (see Article 12) as well as any code of conduct imposed by the league or organizations where that coach's team plays. Violators of any agreed upon code of conduct may be removed and banned from any further coaching for the CCSC (see Article 12). All coaches must notify the President of CCSC of their intention to coach a CCSC team by April 1st of each year for the upcoming season.

Section 11.02 Training: The CCSC may pay for course fees for USSF F, E and D classes, NSCAA State, Regional and Advanced Regional classes along with all other approved training classes for all coaches (head coaches and assistant coaches) of CCSC teams and programs. An application for reimbursement must be submitted in advance of the class and payment for any courses must be approved by a majority vote of the Governing Body. The reimbursement is dependent on available funds budgeted specifically for training.

Section 11.03 Head Coaches: To coach a team, a coach must have obtained the following coaching license: U8 and above team-USSF 'E' license (or its' equivalent) U-13 and above are encouraged to obtain an USSF 'D' license. A one-year grace period will be allowed to provide a coach time to obtain the USSF 'E' license, (or its' equivalent) The USSF 'E' licensing requirement is mandated by the MSYSA. There is no additional grace period allowed by the MSYSA. Head coaches who do not meet this requirement within the allotted time period will not be allowed to continue in the head coaching position.

Section 11.04 Assistant Coaches: To assist the head coach, the assistant coach must obtain the following coaching license: U8 and above team-USSF 'E' license (or its' equivalent). A two-year grace period will be allowed to provide an assistant coach time to obtain the USSF 'E' license (or its' equivalent).

Section 11.05 Selection: Head coaches are appointed by a majority vote of the Governing Body based on the coach's qualifications, experience, and past performance. Candidates for open coaching positions must complete and submit an application to the Executive Board for review. Selected candidates shall be brought before the Governing Body, at a monthly meeting, and may be interviewed by the Governing Body.

Section 11.06 Volunteer Registration: The CCSC shall require all team volunteers, to include head coaches, assistant coaches, team manager or helping parents, to completed and submit a Carroll County volunteer registration form, on an annual basis. These forms will be submitted to the Carroll County Department of Recreation and Parks.

Article XII. UNIFORMS

Section 12.01 Uniforms: The CCSC uniforms shall be consistent throughout the club, with exception of gender specific differences. The Governing Body shall select a brand and style of uniform at the March meeting. CCSC teams will have consistent size, type, and placement of club logo's, numbers, names, and any other printing or patches either applied or attached to the uniform.

Section 12.02 Colors: The CCSC primary uniform colors are navy blue with white accents for the boy's

and girl's teams. An alternate uniform may be worn which would be either all white or predominately white with navy blue accents.

Section 12.03 Accessories: Other team items such as bags, warm-ups, sweatshirts, t-shirts, and performance ware shall be consistent color and style throughout the CCSC.

Section 12.04 Sponsors: Sponsor's patches and logo shall not be permitted on uniforms without the approval of the Governing Body. If approved, the sponsor's patch or logo shall be in a consistent location on the uniforms.

Article XIII. CODE OF CONDUCT

Section 13.01 Code of Conduct: The CCSC Code of Conduct can be found on the CCSC's web site.

Section 13.02 Players and Coaches: All players and coaches will abide by the CCSC Code of Conduct at all times. Any member of the CCSC Executive Board has the right to ban any player or coach from the field of play and its surrounding area for violating the Code of Conduct. Such violators may also be banned from any further participation in the CCSC by a majority vote of the Executive Board.

Section 13.03 Misconduct of Spectators: Each team in the CCSC is responsible for the conduct of its spectators. Any observing member of the Executive Board shall have the authority to caution and/or send off the coach or acting coach from the field for the misconduct of the spectators associated with the team. Therefore, the coach/assistant coach is expected to

control his spectators at all times. If he is unable to do so, the CCSC is directed to take appropriate actions toward the identifiable, unruly spectator, or if unidentifiable, towards the team itself. Such violators may also be banned from any further participation in the CCSC. Any member of the Executive Board may ban a spectator from the field of play and surrounding area provided that spectator has violated the CCSC Code of Conduct.

Section 13.04 Refusal to Leave: If a player, coach, or spectator refuses to leave the field or surrounding area when directed to do so by a member of the Executive Board, the observing member of the Executive Board has the right to end the game, practice, or activity at that time.

Section 13.05 Suspension/Removal: A coach, player, or member spectator can be removed from the CCSC by a majority vote of the Governing Body, and subsequently barred from attending or participating in all future CCSC activities. Other, less severe disciplinary actions, such as forfeiture of games, suspension from one or more games, can be imposed by a majority vote of the Governing Body in lieu of a complete removal from the CCSC.

Section 13.06 Appeal: Any member, player or coach receiving disciplinary action may petition the Executive Board to appeal his/her case. Such appeal will be in writing to the President of CCSC within 10 days of the alleged infraction and disciplinary action. In this event, any disciplinary action imposed shall be postponed until the Executive Board hears the appeal. The President of CCSC shall call a special meeting of the Executive Board in accordance with Article VIII, Section 8.03 of these By-laws. All evidence regarding

the infraction will be heard at this meeting. After completion of this hearing, the decision of the Executive Board is final and any imposed disciplinary actions will take immediate effect.

Section 13.07 Recruitment of Players: Any team participating in CCSC, or being formed for CCSC play, acting through its coaches, parents/guardians, or players, which attempts to induce any player listed on a valid team roster of another MSYSA affiliated team to leave his/her team shall be deemed to have recruited that player.

Section 13.08 No coach, player, or parents/guardians of players within CCSC, regardless of any other team affiliation/association, shall initiate any form of contact with a prospective player who is listed on the roster of another CCSC team with the intent of recruiting that player.

Section 13.09 Invitations to players listed on valid roster for play out-of-league, such as indoor, guest players for tournaments, etc., must be initiated through that player's coach.

Section 13.10 Complaints about recruiting shall be submitted in writing to the CCSC President within thirty days of the alleged recruiting. The President will convene a special meeting in accordance with Article 6 if required.

Section 13.11 If a coach parent/guardian or player acting on behalf of the team is accused of recruiting, it is the coach who is held responsible.

Section 13.12 Penalties for recruiting are:

- (a) For the first offense, mandatory suspension of the coach for the offending team for the rest of the current season, or if between seasons, the suspension is for the upcoming season.
- (b) For any subsequent offense, the coach's membership/association with CCSC will be terminated.
- (c) Penalties can only be invoked for recruiting by a unanimous vote of the Executive Board

Article XIV. LEAGUES

Section 14.01 CCSC teams shall play in at least one outdoor league per year. Teams are encouraged to participate in the highest capable level of MSYSA affiliated leagues. High school age teams are not required to play in an outdoor league and may be formed for the purpose of promoting the club.

Section 14.02 All CCSC Teams may participate in more than one league.

Article XV. TOURNAMENTS

Section 15.01 All CCSC teams are encouraged to participate in a minimum of one outdoor tournament per year. Tournament participation will be coordinated by the team's head coach or manager.

Section 15.02 Travel permits, fees, liability/medical release statements, transportation, lodging, and other function of tournaments will be the responsibility of each participating team coach.

Article XVI. PUBLICITY

Section 16.01 CCSC shall publish articles and information related to the club in various media sources. Each team is encouraged to develop articles and submit them to the local news media outlets for publication. If an expense is incurred, the submitter of the article is responsible to pay.

Section 16.02 CCSC will publish information on the club Internet web site. Teams are encouraged to provide content for publication on the applicable page(s) of the club web site. Content shall be published in a timely manner.

Section 16.03 All printed material shall include the following statement: "The Central Carroll Soccer Club is affiliated with the Central Carroll Recreation Council in cooperation with the Carroll County Department of Recreation and Parks."

Article XVII. FUNDRAISING

Section 17.01 The CCSC is an approved 501(c) organization in accordance with the Internal Revenue Service. The club acts as a nonprofit organization and is exempt from federal income tax as its activities are considered charitable and is deemed a 501(c)(3).

Section 17.02 The CCSC shall seek sponsorship fundraising activities to benefit the club.

Section 17.03 Teams shall seek sponsorship or conduct fundraising activities to benefit the individual team as long as it does not conflict with the club efforts.

Team sponsorship and fund raising activities shall have approval from the Governing Body.

Article XVIII. FINANCES

Section 18.01 Fiscal Year: The CCSC fiscal year will run from July 1 through June 30. The CCSC is a non-profit organization.

Section 18.02 Fund usage: All funds raised by the CCSC shall be used to further the goals and objectives of the CCSC.

Section 18.03 Audits: The Executive Board is required to audit the financial records on a biannual basis as well as when records are transferred to a new Treasurer. Financial records of the CCSC are subject to review and/or audit by the Board of Directors at any time.

Section 18.04 Receipts/Invoices: All monies disbursed must have an itemized receipt or invoice.

Section 18.05 Budget Modifications: Once a budget is approved, additions to the budget, deletions from the budget, and any changes of more than 20 percent of any line item in the budget must be approved by a majority of the governing body.

Section 18.06 Dissolution: Should the CCSC be dissolved, all debts of the CCSC shall be settled first. All remaining assets of the CCSC be they monetary or other, shall be distributed in the manner specified by a majority of the members of the Executive Board at the time of the dissolution.

Article XIX. AMENDMENTS TO BYLAWS

Section 19.01 Amendments: These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted at any meeting of the CCSC at which a quorum is present by a two-third vote of the Governing Body present provided, however, that all members of the Governing Body have been given seven days notice, including a written or electronic copy of the proposed changes.

Section 19.02 Proposals: Any proposal to amend the Bylaws or add new Bylaws may be made by any CCSC voting member. Any proposed changes must be submitted to the Secretary, in writing, seven days prior to the next meeting.

Article XX. PARLIAMENTARY AUTHORITY

Section 20.01 Rules of Order: Robert's Rules of Order, Newly Revised shall govern all meetings of the CCSC to the extent they do not conflict with these Bylaws.

Section 20.02 The agenda for meetings will be as follows:

- (a) Call to Order
- (b) Roll Call
- (c) Acceptance of the minutes
- (d) Reports of committees
- (e) Unfinished business
- (f) New business

- (g) Election of members (January meeting only)
- (h) Adjournment

