

# MINUTES OF THE ORGANIZATIONAL MEETING

OF

(INSERT NAME)

The organization meeting of the incorporators was held at \_\_\_\_\_,  
\_\_\_\_\_, (state), on \_\_\_\_\_, 200\_, at 10:00 a.m.

The following were present:

Insert Name(s)

being all the incorporators of the corporation. Insert Name was elected Chairman of the meeting.

The Chairman then presented and read to the meeting the waiver of notice of the meeting, subscribed by all the persons named in the certificate of incorporation, and it was ordered that it be appended to the minutes of the meeting.

The Chairman then presented and read to the meeting a copy of the certificate of incorporation and reported that on \_\_\_\_\_, 200\_, the original thereof was filed in the office of the Secretary of State of this State. The copy of the certificate of incorporation was ordered appended to the minutes of this meeting, or, in lieu thereof, placed in the corporate minute book.

The Chairman then stated that nominations were in order for election of directors of the corporation to hold office until the first annual meeting of the shareholders and until their successors shall be elected and shall qualify.

The following persons were nominated:

Insert Name(s)

No further nominations being made the nominations were closed and a vote was taken.

After the vote had been counted, the Chairman declared that the foregoing nominees were elected directors of the corporation.

The Chairman then stated that the newly elected directors would assume their responsibilities immediately and that this meeting would be considered as the first meeting of directors to organize the corporation and to transact such business as should properly come before the meeting.

The Chairman then presented a proposed form of Bylaws approved by the (State) Youth Soccer Association. The proposed bylaws were read to the meeting, considered and upon motion duly made, seconded and carried, were adopted as and for the Bylaws of the corporation and ordered appended to the minutes of this meeting, or in lieu thereof, placed in a separate section of the corporation's minute book.

The Chairman then called for the election of officers of the corporation. The following persons were nominated to the office preceding their name:

President:

Vice President:

Secretary:

Treasurer:

No further nominations being made, the nominations were closed and the directors proceeded to vote on the nominees. The Chairman announced that the foregoing nominees were elected to the offices set before their respective names.

The directors then discussed the future business of the corporation.

Whereupon the following motions were made, seconded and unanimously carried:

**RESOLVED, that the actions and conduct of the incorporators are hereby ratified and hereby affirmed; and further,**

**RESOLVED, that the President of the corporation is authorized to retain such persons as may be required to file Form 1023 with the Internal Revenue Service and seek Recognition of the corporation as a Not for Profit entity for tax purposes, to apply for an Employer Identification Number with the IRS, and to complete such other forms as are necessary to comply with any governmental regulations applying to the business of the corporation; and further,**

**RESOLVED, that the corporate record book, be and hereby is adopted as the record book; and further,**

**RESOLVED, that the Treasurer of the corporation be and hereby is authorized to pay all charges and expenses incident to or arising out of the organization of the corporation and reimburse any person who has made any disbursement therefore; and further,**

**RESOLVED, that an office of the corporation be established and maintained at \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_, and that the President be authorized and directed to secure the transfer of any lease or to obtain on such terms as he**

can negotiate the property, either by lease or purchase, which ever is more advantageous to the corporation, all he as he deems best; and further,

**RESOLVED**, that the Treasurer be and hereby is authorized to open a bank account in behalf of the corporation with \_\_\_\_\_ located at \_\_\_\_\_ and a resolution for that purpose on the printed form of said bank was adopted and was ordered appended to the minutes of this meeting; and further,

**RESOLVED**, that the Rules of Play attached to these minutes are adopted for use by the corporation;

**RESOLVED**, that the following Standing Committees are formed with the following people named as Chairman and Members, each to perform the duties assigned to the Committee:

**Disciplinary and Appeals Committee – Chairman \_\_\_\_\_; Members \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_; to hear all appeals and grievances filed by members of the corporation.**

**Rules Committee - Chairman \_\_\_\_\_; Members \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_; to advise the Board of the modification and adoption of Rules of Play and to keep informed on Rules changes of (State Youth Soccer Association), USYSA and USSF.**

**Risk Management Committee - Chairman \_\_\_\_\_; Members \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_; to implement the “Kids Safe Program” and work with (State Youth Soccer Association) in the area of Risk Management.**

**Coaching Education Committee - Chairman \_\_\_\_\_; Members \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_; to develop in house coaching clinics for coaches affiliated with the corporation and any league it may operate and to coordinate with the (State Youth Soccer Association) Director of Coaching on holding coaching license clinics and other education activities.**

**RESOLVED**, that the following are appointed to the following positions, to serve at the pleasure of the Board, and authorized to begin full filling the duties inherent in such a position upon being certified for such position by (State Youth Soccer Association), if required:

**Registrar: \_\_\_\_\_**

Referee Assignor: \_\_\_\_\_

Director of Coaching: \_\_\_\_\_

Age	Group	Coordinators:
_____;		_____;
_____;		_____;
_____;		_____;
_____;		_____;
_____;		_____;

**IT WAS FURTHER RESOLVED THAT, the corporation proceed to carry on the business for which it was incorporated, that the President is instructed to execute a lease for \_\_\_\_\_ soccer fields with \_\_\_\_\_ at an annual rental not to exceed \_\_\_\_\_ and, that the President is instruction to purchase such supplies as are necessary for the corporation to operate, including but not limited to goals, nets, balls, corner flags, equipment for marking fields, paint, uniforms, provided that the President shall not have the authority to execute any contract binding the corporation (other than the lease for an office and a lease for fields) in excess of \$1,000.00 without prior approval of the board; and further,**

**RESOLVED, that the signing of these minutes shall constitute full ratification thereof and waiver of notice of the meeting by the signatories.**

There being no further business to come before the meeting, it was, upon motion duly made, seconded and unanimously carried, adjourned.

\_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

**WAIVER OF NOTICE OF THE ORGANIZATION MEETING**  
**OF**  
**(INSERT NAME OF CORPORATION)**

We, the undersigned, being all the incorporators named in the certificate of incorporation of

the above corporation hereby agree and consent that the organization meeting thereof be held on the date and at the time and place stated below and hereby waive all notice of such meeting and of any adjournment thereof.

Place of meeting: \_\_\_\_\_, \_\_\_\_\_, Kansas

Date of meeting:

Time of meeting: .

\_\_\_\_\_  
Incorporator

Dated:

**RESIGNATION OF INCORPORATOR**  
**OF**  
**(INSERT NAME OF CORPORATION)**

Gentlemen:

I, the undersigned, hereby tender my resignation as director of the above named corporation to take effect immediately.

Dated:

Very truly yours,

\_\_\_\_\_  
Incorporator

**RATIFICATION OF ORGANIZATION MEETING**

**OF**

**(INSERT NAME OF CORPORATION)**

We, the undersigned Directors, Members and Incorporators, having read the minutes of the organization meeting of the corporation held on \_\_\_\_\_, 200\_, do hereby ratify, approve and confirm the actions taken and business transacted at said meeting as reported in the minutes of the meeting.

Dated: \_\_\_\_\_, 2000\_

APPROVED:

---

---

---

---

---

---