

Amended August 9, 2020

The Cameroon Dallas Football Club /Bylaws describe the manner in which the organization shall be governed and structured. This document shall supersede and take authority in matters as it relates to the club.

ARTICLE I – NAME

The name and type of this organization shall be the Cameroon Dallas Football Club, a non-profit; 501 (c) (3) members run organization; hereafter referred to as CAMDAL FC.

ARTICLE II – VISION AND MISSION STATEMENT

The vision of CAMDAL FC is to be the leading Cameroonian Soccer/Social club in the Dallas Fort Worth area while developing team and community spirit.

The mission statement of CAMDAL FC shall be to enhance members' leadership skills, people skills, communications skills, health and wellness while promoting service and involvement in the community.

ARTICLE III – ADMINISTRATION

CAMDAL FC shall have a board of directors, an Executive team, a Parliamentarian and a Veteran Coordinator.

The board of directors shall be comprised of 3 elected members. The board shall focus on CAMDAL FC's mission and vision
CAMDAL FC board members shall steer the organization towards a sustainable future by providing foresight, oversight, and insight. Their role as stewards of the organization will involve fundraising.

The board of directors have three primary legal duties known as the "duty of care," "duty of loyalty," and "duty of obedience".

CAMDAL FC shall be managed by an Executive Team consisting of Elected Officers (a President, a Vice President/Secretary, a Treasurer, Financial Secretary and a General Manager).

The Executive Team shall address all questions of policy and shall administer the affairs of CAMDAL FC under the Constitution of the Club.

The Executive team shall implement and communicate the vision, mission and core values of CAMDAL FC to members, contributors and to the public at large.

The Executive team shall develop programs and activities to support CAMDAL FC's goals and objectives.

CAMDAL FC shall have a Parliamentarian whose main responsibilities are to run the election and upkeep with the Constitution.

The Parliamentarian role shall be assumed by the outgoing President. In case the outgoing President is unable to assume the role, the current president shall recommend a member of the Executive Team who will decide to accept or reject that nominee based on a majority vote.

Section 1 – Basic Responsibilities of Board of Directors

- Shall create and review a statement of mission and vision that articulates the organization's goals, means, and primary constituents served.
- Shall recommend Executive Team. Must reach consensus on responsibilities of the executive team and undertake a careful search to find the most qualified individuals for the position.
- Shall support and evaluate the executive team. Ensure that the executive has the moral and professional support he or she needs to further the goals of the organization.
- Shall ensure effective planning. Must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Shall monitor and strengthen programs and services. Determine which programs are consistent with the organization's mission and monitor their effectiveness.
- Shall protect assets and provide proper financial oversight. Must assist in developing the annual budget and ensuring that proper financial controls are in place.
- Shall ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

Section 2 – Executive Team and Responsibilities

PRESIDENT

- Shall be the official representative of CAMDAL FC.
- Shall preside over CAMDAL FC meetings and delegate responsibility for the benefit of the club.
- Shall plan and address CAMDAL FC future needs when not properly stated in governing documents.
- Shall maintain and enhance members and community support and success of CAMDAL FC.
- Shall develop agenda items as deemed necessary by the Executive Team.
- Shall insure the image of CAMDAL FC is positive by developing outreach programs.
- Shall insure the execution of resolutions taken at General Meetings.
- Shall work with the Treasurer to bring support to members faced with major life change.
- Shall appoint committees chairs as needed with the approval of the Executive Team.

- Shall be an Ex Officio member of all committees
- Shall attend board meetings and maintains open lines of communication with the board of directors

VICE PRESIDENT/SECRETARY

- Shall preside at the meetings of the Executive Team and General Membership in the absence of the President.
- Shall keep an accurate record of all meetings, maintain the files of the club, handle correspondence, and give notice of meetings.
- Shall make available to the Executive Team members a written record of the minutes of the previous meeting and any special meeting for adoption by the Team.
- Upon adoption of the minutes, shall archive and make the minutes available to the membership.
- Shall execute tasks as assigned by the President for the benefit of CAMDAL FC.

FINANCIAL SECRETARY

- Shall establish a membership roster and work with the Treasurer to collect dues/fees.
- Shall create a budget and provide a report on CAMDAL FC financial status as requested by the Executive Team.
- Shall be in charge of accounts receivable, account payables, assets and liabilities management
- Shall maintain a list of actual and potential donors/sponsors.
- Shall keep an archive of CAMDAL FC activities and an inventory of CAMDAL FC property.
- Shall advise the Executive Team on Financial Strategy and Fundraising.
- Shall execute tasks as assigned by the President for the benefit of CAMDAL FC.
- Shall oversee the Organization's Financial Administration.

TREASURER

- Shall establish a membership roster and work with the Financial Secretary to collect dues/fees.
- Shall be in charge of accounts receivable, account payables, assets and liabilities management
- Shall maintain a list of actual and potential donors/sponsors.
- Shall keep an archive of CAMDAL FC activities and an inventory of CAMDAL FC property.

- Shall provide a report on CAMDAL FC financial status as requested by the Executive Team.
- Shall work with the General Manager to insure that the club has supplies for training and games.
- Shall execute tasks as assigned by the President for the benefit of CAMDAL FC.
- Shall work with the President to bring support to members faced with major life change.

GENERAL MANAGER

- Shall act as coach of CAMDAL FC unless he elects to designate a head coach after consulting with the rest of the Executive Team. May form a coaching staff when necessary and feasible to assist in coaching duties.
- Shall act as a representative of CAMDAL FC and interface with similar clubs to arrange for games and such.
- Shall track attendance of members/players during practices and games holding them accountable.
- Shall report CAMDAL FC activities and concern to the president on an ongoing basis.
- Shall be responsible for the technical and physical preparation of the team prior to games and tournaments.
- Shall work with the Treasurer to insure that CAMDAL FC has supplies for training and games.
- Shall present players with the Code of Conduct and enforce it when necessary.
- Shall execute tasks as assigned by the President for the benefit of CAMDAL FC.
- Shall be empowered to select players for tournaments. At his discretion can use mercenaries as deem necessary for the team.

Parliamentarian

- Ensures the constitutionality of CAMDAL FC laws.
- Makes provision for revision of a law.
- Works in collaboration with the other executive members.

Section 3 – CAMDAL VETERANS

- Shall be a subsidiary of CAMDAL FC.
- Members shall be required to be in good standings with CAMDAL FC.

Section 4 – Succession of Power

In case CAMDAL FC President is unable to perform his duties or decide not to, the succession of power shall be as follow:

1. Vice President/Secretary
2. General Manager
3. Parliamentarian
4. Treasurer
5. Financial Secretary

Shall any of the Executive Positions be vacated; the Board of Director is responsible to arrange for emergency elections if deemed necessary by the remaining Executive Team Members.

ARTICLE IV – MEMBERSHIP

Section 1 – Requirements

CAMDAL FC membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age and national origin. Aspiring members must reside in the United States.

Section 2 – Classification

CAMDAL FC membership shall be classified in two categories:

- **Regular Membership:** Is a Paid member (registration and yearly dues) and with voting rights.
- **Honorary Membership:** Is a Donor/Sponsor of the organization with no voting rights and is not required to pay a membership or yearly fee.

Section 3 – Membership Fees

Each Regular Member shall pay a yearly **Membership Fee**.

The **Membership Fee** shall be **\$150.00**; this fee represents the official registration to the organization:

- For election year, a minimum of \$30 registration fee is required for regular members voting rights prior to elections. For members running for office, a minimum of \$50 is required for m
- Full membership registration fee is due before December 31st of every year.

Section 4 – Contributions

A **Yearly Contribution** shall be recommended by the Executive Team on a yearly basis based on projected expenses. Upon recommendation, the membership will vote to accept or reject the recommendation at a General Meeting; to be accepted by two-third (2/3) of votes at the General Meeting are required.

Each Regular Member shall contribute the sum of **\$50.00** to support fellow regular member in the event of death in a regular member's family. Member's family is defined as spouse, child/children, and biological parents. The sum of **\$3,000.00** will be given to the bereaved member with the remaining contribution kept by the organization for unforeseen circumstances. The recipient must be in good standings with the organizations.

In the event of death of a regular member, all regular members shall contribute the amount of **\$100.00** to support the bereaved family. The total amount collected will be given to the survivors of the departed member.

A newly registered member must complete a six (6) months probationary period to be eligible for benefits, including \$3000 for bereavement

For any contribution not paid by a regular member, the amount will be deducted from the member's Membership Fee and the member shall be given 30 days to make his membership current or loose the membership.

Section 5 – Term and Termination

CAMDAL FC membership shall be renewed on a yearly basis. The year shall run from September 1st to August 31st.

Regular Membership may be terminated at any time by resignation, expulsion, or forfeiture.

CAMDAL FC members may be expelled from the organization with two third (2/3) of the votes once the motion has been brought forth at a General Meeting.

An expel member may inquire via a current member to rejoin the club the following year, decision will be made by General Membership with two third (2/3) of the votes once the motion has been brought forth at a General Meeting by a current member.

In case of membership termination, no paid fees shall be refunded.

Section 6 – Member Status

The "good standing" of a CAMDAL FC membership shall be defined as members with paid registration and all contributions current for the given year.

ARTICLE V – MEETINGS

The Executive Team shall transact official business of the organization at Executive Team meetings and at General Meetings as set.

The order of business at general meetings shall be as follows:

1. Call to order
2. Prayer
3. Reading of the minutes of the last general meeting
4. Acceptance of those minutes

5. Reports of the Treasurer and General Manager
6. Unfinished Business
7. Proposal for amendments to the Constitution and By-laws
8. New Business
9. Adjournment

Section 1 – Board of Directors Meetings

Board of Directors shall meet periodically to discuss and vote on the affairs of the organization. At a minimum, an annual meeting must occur with all board members and the President present.

Election of new Board of Directors and Executive Team (every two years)

Section 2 – Executive Team Meetings

Executive Team Meetings shall be held on an as needed basis and based on any Executive Team member suggestion.

Section 3 – General Meetings

General Meeting of CAMDAL FC shall be conducted at least once every quarter on a day, time and location to be agreed upon by the Executive Team.

Section 4 – Quorum

A quorum shall be present in order for CAMDAL FC to conduct official business. A quorum shall consist of seven (7) Regular Members in “good standing” and at least three (3) members of the Executive Team.

Section 5 – Notice of Meeting

Members shall be notified at least five (5) days in advance of all meetings. The exception shall be meetings called on an emergency basis, concerning issues requiring immediate resolution through consultation with or a vote by the membership. All emergency meetings require a 24-hour notice.

ARTICLE VI – ELECTIONS & VOTING

Section 1 – Elections

Elections shall be held in between September and October every two (2) years.

Term of Office

- The Executive Bureau of CAMDAL FC and the Board of Directors shall serve for a two year term renewable once.

Electoral College

- The Electoral College shall be set up to oversee the smooth running of elections.
- They will be constituted of three members not running for any office position.

Criteria for Elected Official

- Only CAMDAL FC members in “**good standing**” are eligible to run for an elected position
- Must be a registered member of CAMDAL FC for Two consecutive years prior to elections
- Must be committed, involved and an active member ready to serve at all times without expectations of reciprocation.
- Must lead by example

Section 2 – Voting

Voting at the CAMDAL FC General Meeting shall be one (1) vote for each member present. Voting by proxy shall not be allowed. Tied vote shall be broken by an additional vote by the President.

Only CAMDAL FC members in “good standing” are eligible to vote at the Club General meetings.

Section 2 – Leadership Transition

Elected members shall transition into their role between result of elections and end of Year.

- All records of CAMDAL FC shall be transferred from outgoing Executive Team to the incoming.
- All outgoing Executive Team members shall provide a written report to the incoming ones.

Voting at the CAMDAL FC General Meeting shall be one (1) vote for each member present. Voting by proxy shall not be allowed. Tied vote shall be broken by an additional vote by the President.

Only members in “good standing” are eligible to vote at the Club General meetings.

ARTICLE VII – FINANCIAL MATTERS

CAMDAL FC shall not provide monetary gain, incidentally or otherwise, to its officers or membership. As such, all financial documentation shall be made available by the Treasurer for inspection by Board of Directors, Executive Team members and members when requested at a meeting.

Auditor

- Cannot be an Executive member. If the President so deem it necessary to have an "internal auditor" to ensure proper book keeping then this should be an appointed role without being a member of the Executive.
- Auditor is always an independent Role even when the role is internal to ensure proper book keeping. CAMDAL may periodically solicit the services of an auditor

Responsibilities of an Auditor

- Report failure to maintain proper books of account.
- Committed to serve the association in time of need.
- Must be impartial.

ARTICLE VIII – IMPEACHMENT

Any elected or appointed member who inadequately performs the duties of his positions as stated above in Article III can be subject of impeachment.

Impeachment may be proposed by any member of CAMDAL FC with an official petition with two-third (2/3) of the club membership signatures.

Impeachment petition shall be presented at a General Meeting within thirty (30) days of the petition being filled and will require a two-third vote to be adopted.

In case the President is impeached, the Vice President/Secretary shall assume his role and responsibilities. However if it is any other board member, the remaining members of the Executive will decide whether or not to fill that position and how to go about it.

ARTICLE IX – AMENDMENTS

The Constitution may be amended or repealed, in whole or in part, by a unanimous vote of the Executive Board or two-third (2/3) of General Membership vote at any duly called General Meeting of CAMDAL FC provided a quorum is present. Proposals for amendment or repeal of the constitution must be made in writing and be submitted to the Vice President/Secretary to allow (30) day notice to all members prior to consideration of such proposal at any meeting.

Addendum:

The below addendum was reviewed and approved by the BOD/EXCO on 8/9/20

All elected officials and/or members of the organizations leadership shall be prohibited from championing and/or leading any financial/incentive drive collection for any other member outside of official CAMDAL channels.