

KICKERS FC BYLAWS

Amended and Restated

Part I – General

Bylaw 101. Name

Section 1. This organization shall be known as Kickers FC, hereinafter referred to as the Club. The Club will maintain status as a nonprofit corporation under the laws of the State of Minnesota, and shall obtain and maintain tax-exempt status under the Internal Revenue Code 501(c) (3) of the United States.

Section 2. The Club shall engage in lawful activity, none of which is for profit, pursuant to applicable Minnesota Statutes and §501(c)(3) of the Internal Revenue Code.

Section 3. The Club serves the general area of Brooklyn Park, Brooklyn Center, Champlin, Maple Grove, Osseo, Dayton, and the surrounding communities.

Bylaw 102. Purpose

Section 1. The purposes of the Club shall be to: promote, develop, and administer the game of soccer for youth; to promote, participate, and administer amateur soccer competition for youth; and to develop competitive soccer athletes.

Section 2. The Club shall actively promote, develop, and administer coaching development for coaching the game of soccer.

Section 3: The Club shall engage in community development programs that involve its soccer members and outside members involved in the game of soccer.

Section 4. The Club and its members shall conduct itself in a manner consistent with the Bylaws, policies and procedures, of the Club.

Bylaw 103. Memberships in Other Organizations

Section 1. The Club shall be a member of, and comply with the bylaws and policies of the league as determined by the Clubs Board of Directors. The Club shall also be an affiliate of United States Club Soccer (USCS), and the United States Soccer Federation (USSF).

Section 2. The Club shall maintain its bylaws and policies in compliance with the bylaws and policies of the league of which it is a member, USCS, and the USSF. In the event of any conflict between the Bylaws and policies of the Club and the bylaws and policies of the organizations of which it is a member, the provisions of the organizations of which the Club is a member shall take priority.

Bylaw 104. Authority

Section 1. The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall have oversight of all Club affairs. The Board members do not individually have authority. The authority is vested in the body forming a quorum and acting in accordance to the Club Bylaws, and the Club policies.

Section 2. The Board, Director of Coaching, and Coordinators may execute, in good faith, the daily duties of the Club in accordance with the mission, Bylaws, and policies.

Bylaw 105. Laws of the Game

FIFA Laws of the Game as modified for youth and small-sided games shall apply and be administered by the Club and league rules.

Bylaw 106. Fiscal and Seasonal Soccer Year

Section 1. The Club's financial year shall be from January 1st to December 31st.

Section 2. The seasonal soccer year shall extend from September 1st through August 31st of the following year. If these dates conflict with those set by the league policy, the league policy shall be the adopted dates.

Bylaw 107. Colors

The colors of the Club shall be Green, White, and Black.

Bylaw 108. Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Club Bylaws and any special rules of order the Club may adopt.

Bylaw 109. Dissolution of Club

Section 1. Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to a Cities Parks Department, or to another IRS tax-exempt charitable organization for programs promoting youth soccer in the communities which the Club serves as stated in Bylaw 101, Section 3.

Part II – Membership

Bylaw 201. Equal Opportunity

The Club will not discriminate against any individual on the basis of: race, color, religion, age, sex, sexual orientation, gender identity, gender expression, disability, or national origin.

Bylaw 202. Participation

Section 1. Participation is open to any youth soccer players, and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by any organization of which it is a member, any of its member clubs, or by any amateur soccer organization in its territory.

Section 2. **Youth Participants:** Are registered players under the age of 19. All players shall submit their application to the Registrar in the format prescribed by the Club. An annual fee established by, and payable to, the Club shall accompany all applications, with the exception being players on scholarships. Acceptance by the Club shall constitute approval of the application provided space is available on a team for the player.

Section 3. **Adult Participants:** Are registered adults who are officers, directors, employees, coaches, trainers, managers, and other elected or appointed administrators who work on behalf of the Club. Acceptance of Adult Participants by the Club shall be subject to approval of the application and verification by state and regional Associations that the person's risk status is "Approved". The Club may not accept an individual who is restricted or suspended from participation by any sports organization.

Section 4. Every player, coach, assistant coach, team manager, programs administrator, club officer, board member, club employee, and volunteer who acts as an official representative of the Club must be registered with the Club and affiliate associations, and the appropriate fees paid.

Section 5. Both Youth Participants and Adult Participants shall be subject to affiliate association bylaws and policies as well as the Club's Bylaws and policies.

Section 6. All Adult Participants must submit and pass annual background checks in accordance with Club and affiliate association policies.

Bylaw 203. Membership

The members of the club are the persons who are permitted to vote in general meetings on proposals called upon by the board requiring consensus of the members as per the Club *Bylaws*, and *policies and procedures*.

Section 1. **Adult Members:** Are the registered Adult Participants of the Club.

Section 2. **Parent Members:** Are the parents or legal guardians of the Youth Participants.

Section 3. **Voting by Members:** At the Annual General Membership Meeting (AGM) and any Special General Membership Meeting (SGM), all Adult Members and Parent Members shall be eligible to vote on matters that are brought before the meeting, subject to the following limitations:

- A. The President shall chair the meeting and may not vote on any issue before the meeting.
- B. Voting shall require a quorum that is defined as any-and-all members in good standing present at the General meeting, at the time the members are called to vote by the President.
- C. Members shall be notified as to the time, date, and location of the AGM and any SGM meeting in accordance with the policies and regulations of the Club.
- D. Parent Members are limited to not more than 2 voting persons per family.
- E. Each voting person is limited to one vote; regardless of the number of offices that person may hold.
- F. Board members shall be voted into office by a majority of the Adult Members and the Parent Members.
- G. Any permanent changes to the bylaws shall be in accordance with Bylaw 701 and 702.

Part III – Organization and Board

Bylaw 301. Board of Directors

Section 1. The Board of Directors (Board) shall be a representative governing authority of the Club. The Board shall be composed of the elected directors. The number of directors may be modified from time to time, but the number shall never be fewer than 3.

Section 2. The board of directors has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”

Sub-section 2a. Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;

Sub-section 2b. Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).

Sub-section 2c. Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated purposes/mission.

Section 3. The Board shall be comprised of the Directors specified in Bylaw 302. All elected directors are eligible to vote on any matter before the Board.

Section 4. A quorum for conducting business at any Board meeting shall consist of at least 60% of the voting members of the Board, but in no case shall a quorum be fewer than 3 board members.

Section 5. The DOC and appointed coordinators may attend meetings, participate in discussions, and provide advice to the Board; but they shall not have voting privileges at Board meetings.

Section 6. Directors of the organization shall not receive compensation for their Board services; but may be reimbursed for the actual out-of-pocket expenses they incur related to Board service.

Section 7. The board members may convene for Board meetings in a form it sees fit, to include in person, phone conferences, and online conferencing.

Section 8. General member meetings are to be held in person, except under circumstances beyond the Board's control, such as a pandemic, and at a minimum must be scheduled annually.

Bylaw 302. Club Directors and Duties

Section 1.

The club shall have the following elected directors:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Member at Large

Sub-section 1. The Club should make every reasonable effort to recruit Parent Members to run for positions on the board.

Sub-section 2. The Club is not required to elect all five seats as listed, the required seats are President, Vice President, and Treasurer. The Secretary and Member at Large duties would be assumed as stated in Bylaw 302 sections 5 and 6.

Sub-section 3. The Club is not required to elect members for any of the seats, if it deems other candidates to be more capable of meeting the duties of the office.

Sub-section 4. No coach shall both serve on the Board *and* be a coach during the same term. Coach may seek a Board seat and, if elected, must resign as a coach for the full term of their Board election.

Section 2. President

The President shall be the chief executive officer of the organization and shall:

- a. preside over all meetings.
- b. have general and active management of the business, including, but not limited to, execution of legal documents.
- c. have general superintendence and direction of all other officers of this organization and see that their duties are properly performed.
- d. submit a report of the operations of the program for the fiscal year to the members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- f. be *Ex-officio* member of all standing committees and shall have the power and duties usually vested in the office of the President.

- g. be an official representative of the Club when interacting with the public.
- h. act as the Risk Management Coordinator for the Club.

Section 3. **Vice President**

The Vice President shall be vested with all the powers and shall perform all the duties of the President in the absence of the President. The Vice President shall have other duties as, from time to time, be determined by the Board.

Section 4. **Treasurer**

The Treasurer shall be the chief financial officer of the Club and either they or their designated agent shall:

- a. ensure that accurate financial records for the Club are kept.
- b. deposit all moneys, drafts, and checks in the name of and to the credit of the Club in the banks designated by the Board.
- c. disburse the Club funds and issue checks in the name of the Club, as ordered by the Board.
- d. present a complete and accurate report of the Club finances at each meeting of the members, or at any other time upon request to the Board.
- e. have the right to inspect the funds including budgets and subsequent audit reports.
- f. assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- g. perform such other duties as may be prescribed by the Board or the President under whose supervision they shall be.
- h. develop Club membership fees to be presented to the Board for approval.

Section 5. **Secretary**

The Secretary shall attend all meetings of the Board and all meetings of membership and will act as a clerk thereof. The Secretary or their designated agent shall:

- a. maintain records and, whenever necessary, certify proceedings of the Board and Club.
- b. record all votes and minutes of all proceedings in a book to be kept for that purpose.
- c. send notices of all meetings to the members of the Board and shall take reservations for the meetings.
- d. perform all official correspondence from the Board.
- e. be the custodian of the organization records.

Section 6. **Member at Large**

The Member at large shall attend all Board meetings and shall perform any duties to be determined by the Board utilizing the Member at Large's strengths and expertise.

Bylaw 303. Appointed Club Officers

Section 1. **Board of Directors Authority**

The board shall appoint the Officers of the Club and negotiate contracts with said Officers. The Officers shall have the same legal duties as those stated in Bylaw 301, section 2.

Section 2. **Director of Coaching (DOC)**

The DOC shall be responsible for the coordination of player and coach development and will be responsible for the following functions:

- a. work closely with the Board for general Club management and growth.

- b. develop and implement a Coach Development Program including scheduling and/or providing coaching clinics, subject to the approval of the Board.
- c. develop and implement Training and Conditioning plans for the Club Youth Participants, subject to the approval of the Board.
- c. conducting meetings for the coaches.
- d. implementing Club policy.
- e. providing training related to acceptable behavior and other activities as appropriate to facilitate the training of the coaches and the players.
- f. effectively communicate with coaches.
- g. coordinate the recruitment and selection of coaches, subject to approval by the Board.
- h. coordinate with the Registrar the assignment of coaches to teams.
- i. maintain transparency with the Board and report to the Board on all matters relating to coaching.
- j. represent Club within all league meetings and coordinate with league.

Section 4. Registrar

The Registrar shall be responsible for registering all accepted applicants within the Club, and registering those individuals with any associated clubs. The Registrar shall work closely with the DOC, Treasurer, and other coordinator positions to execute on all necessary items relating to correctly registering all Youth Participants and Adult Participants, including but not limited to, coordinating scholarship request, certifying birth dates and obtaining the necessary documents of such, managing the system used for registration as determined by the league, preparing passes needed for all Youth Participants and Adult Participants.

Bylaw 304. Appointed Coordinators

Section 1. The Board may appoint coordinators to manage the programs that the Club provides. Appointed Coordinators shall serve for the seasonal year in which they are appointed, unless another term is set by the Board upon appointment. Appointed coordinators serve at the pleasure of the Board and may be removed by a majority vote of the Board at any Board meeting.

The Board is authorized, but not required, to appoint coordinators.

Bylaw 305. Election of Directors.

Section 1. All members of the Board shall be elected at the AGM or a SGM.

Section 2. The term of office shall be two years, beginning immediately after election confirmed at the AGM or SGM. After the term has been served, election of directors shall be:

- A. The President, Secretary shall be elected in even numbered years.
- B. The Vice President, Treasurer, Member at Large shall be elected in odd numbered years.

Section 3. A vote by majority of eligible voters in attendance of a specific contest shall be required to elect a person to the Board.

Bylaw 306. Removal of Coordinators, Officers, and Directors

Section 1. A Coordinator, Officer, or Director may be suspended or removed from their position for failure to meet responsibilities or for otherwise acting in a manner detrimental to the interests of the Club.

- A. Appointed Coordinators may be removed from office by a majority vote of the eligible voting members of the Board at any Board meeting.
- B. Officers may be removed from office in accordance to their contracts and Club Bylaws.
- C. Elected members of the Board may only be removed from office under this section following a disciplinary hearing held in accordance with the procedures of the applicable Roberts Rules of Order and the Club Bylaws.

Section 2. If the Board receives a complaint regarding the conduct of an elected Director of the Board or Officer, or otherwise becomes aware of allegations of misconduct regarding a Director or Officer,

- A. The President or Vice President shall appoint an impartial committee of fact-finders to review allegations within 15 days.
- B. The committee shall always find sufficient reason for removal, if any, of the following is substantiated: domestic assault conviction, any felony conviction, theft within the Club, or finding of guilt by a State or Federal court or agency regarding any act that is determined to have brought intentional harm to a child.
- C. The committee will present a report on the findings of the hearing to the Board within 30 days following committee appointment.
- D. If the committee's report recommends removal from office, the Board shall vote whether to call a special membership meeting to consider removal of said person.
- E. If the Board votes to call for a special meeting of the members, the Board shall set the time and place for the meeting and shall direct the Secretary to send notice of the meeting to all eligible members of the Club.
 - a. The notice shall be sent at least 7 days prior to the date of the scheduled meeting.
 - b. The notice shall state the date, time, and place of the meeting and shall also state that the purpose of the meeting is to consider the removal of the named director from the Board.
- F. The vote by majority of the eligible voting members present at the special membership meeting shall be sufficient to remove a person as Director of from Office.

Section 3. If an elected office is made vacant by the removal of a person from the Board in accordance with either Section 1 or Section 2, above, the vacant office shall be filled as described in the Club Bylaws.

Section 4. Any Board member who is barred from participation in an associated association or its member clubs as a result of a risk management decision of the associated club. Shall not participate in any activity on the Board during the period of ineligibility. If the banned individual does not resign, the Board shall either remove the non-elected Board member or shall call for a special meeting of the members to remove the person from office in accordance with Section 2 E and F, above.

Bylaw 307. Filling Vacant Offices

Section 1. If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position until the next AGM held.

Section 2. When a Board position has become vacant between scheduled elections for that position, the members at the next AGM after the vacancy occurs shall elect a person to the position to serve until the next election scheduled for that position in accordance with the Bylaws.

Bylaw 308. Committees

Section 1. The Board may create committees for the purposes established by the Board. The duration of such *ad hoc* committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.

Section 2. The Director shall be an *ex-officio* member of all committees established by the Board, although the Board may appoint another person to President the committee.

Part IV – Meetings

Bylaw 401. Board of Directors Meetings

Section 1. Regular Board Meetings shall be held at the time and place designated by the Board. The Board shall publicize to all Club members the time and location of regular Board meetings. There shall be a minimum of two regular Board meetings open to membership, one of which shall be the AGM.

Section 2. The President shall set the order of business for all Board Meetings.

Section 3. A quorum for the board meeting shall be a minimum of 60% and in no case fewer than 3 of the voting members of the board. Attendance can be either in person or via electronic means.

Section 4. Any action to be taken by the Board, may be taken without a meeting, if a unanimous consent in writing, setting forth the action to be taken or so taken, is signed by all the Directors.

Bylaw 402. General Membership Meeting

Section 1. The Annual General Membership Meeting (AGM) shall normally be held in January. At this meeting, election of Directors will occur. Voting shall be by the eligible voters as specified in the Club Bylaws.

Section 2. Special General Membership (SGM) Meetings may be scheduled or called by a majority vote of the Board.

Section 3. The Board must provide not less than 7-day notice to eligible voting members prior to any membership meeting.

Section 4. The Board shall set the order of business for AGM. Bylaw revisions shall be submitted to the eligible voting members as provided in Bylaw 701, Section 2.

Section 5. A quorum for action at a membership meeting shall consist of the eligible voting members present at the meeting. A majority vote of those eligible members present at any membership meeting shall be required for approval of any issue brought to a vote at such meeting.

Part V - Administration

Bylaw 501. Policies

Section 1. The Board may adopt policies to govern the operations of the Club at any Board meeting. A majority by vote of all eligible voting members of the Board is required to adopt, repeal, or amend a policy.

Section 2. Once adopted, a policy will govern the operations of the Club until amended or repealed.

Section 3. The Board shall make appropriate provisions to inform its members of Club policies.

Bylaw 502. Financial Policies

Section 1. The Board shall establish a budget for each year prior to the beginning of the new fiscal year.

Section 2. The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax-exempt organizations.

Section 3. The Board shall acquire and maintain, without lapses in coverage, liability insurance for all Officers and general liability insurance specific to the needs of the Club.

Bylaw 503. Referees

Section 1. Referees selected by the Club shall serve as independent contractors.

Section 2. Any individual referee receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

Section 3. All referees shall be certified by league standards.

Bylaw 504. Scholarships

Section 1. The Board shall establish, maintain, and administer scholarships.

Section 2. Scholarships shall be awarded to Youth Participants on a financially needed basis. The financial criteria for determining eligibility shall be that the Youth Participants must be eligible for their respective school districts' free and reduced lunch program.

Section 3. Collegiate trainers and coaches are eligible to apply for internships with scholarships. The internships shall be conducted by the DOC. They shall provide experience in teaching youth, leadership, and youth physical development. These scholarships can be revoked should; just cause be found by the Board; and/or failure to obey the bylaws and/or policies and procedures.

Section 4. The selection process for both scholarships shall be conducted by the Board and Registrar.

Part VI – Grievance, Protest, and Appeals

Bylaw 601. Complaints

Section 1. The Club and its Board of Directors shall follow procedures for handling complaints in accordance with the principles of due process.

Section 2. Submission of a complaint shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.

Section 3. All Club procedures shall comply with associated associations policies and procedural manuals.

Section 4. The Board shall adopt policies that specify any additional procedures not provided in applicable associated associations manuals, including any fees that will apply to initiating claims with the Club.

Bylaw 602. Hearing Procedures

Section 1. Hearings will be conducted in accordance with the rules of the applicable associated association procedural manual.

Section 2. The Board will adopt policies as needed to supplement applicable associated association manuals. The Club shall differ to Roberts Rules of Order to supplement either of the above.

Section 3. Grievances will be heard by the Board as scheduled by the President. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance.

Bylaw 603. Hearing Procedures - Sponsored Competition

Section 1. The Board shall approve Rules of Competition for any tournaments or leagues sponsored by the Club.

Section 2. Copies of the Rules will be distributed to participating teams when they register for the event.

Section 3. Any protests or complaints arising from the sponsored event will be heard by the event director (or designee) in accordance with the Rules. The Rules will provide for a final decision on any complaint or protest before the next scheduled match of the affected parties.

Section 4. The decision of the event director shall be final and shall be verified in writing and retained in the Club records.

Section 5. Complaints of referee abuse or assault will be promptly forwarded to state affiliates and proper authorities.

Section 6. The event director shall submit a complaint to the Club regarding the conduct of any Club member participating in the event if the event director believes that the conduct that is the basis of the complaint merits disciplinary action greater than a ban from participation in the current event session. Referrals from the event director will be handled as a misconduct complaint in the manner specified in the applicable associated association manual.

Bylaw 604. Appeals Process

Section 1. Appeals of the results from any hearing conducted by the Club must be submitted to associated association as required by the applicable associated associations procedural manual. There shall be no appeals of Club hearing decisions heard by the Club.

Section 2. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

Part VII - Amendments

Bylaw 701. Bylaw and Policy Changes and Amendments

Section 1. Changes or amendments to these Bylaws may be adopted at any AGM *or* any SGM upon majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.

Section 2. A proposed change or amendment must be submitted in writing to the President or Secretary of the Club not later than thirty (30) days before the AGM or SGM. Such changes shall be transmitted to Board Members and eligible voting members of the Club not later than fifteen (15) days prior to said meeting.

Section 3. Club policy changes and amendments may be adopted by the Board through a vote by a quorum of said board, as defined in the Bylaws. Any changes and amendments require notification to all members in a manner consistent with Board practices.

Bylaw 702. Provisional Bylaw Changes

Section 1. The Board, by a 60% majority vote, may create temporary Bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 701 as a proposed Bylaw amendment at the next AGM or SGM.

Bylaw 703. Severability and Precedence

Section 1. Any section of these Bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

Section 2. The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club Bylaws at the Club's next AGM or SGM to eliminate the cause of any conflict.

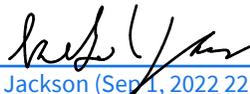
ADOPTION OF BYLAWS

We, the undersigned, are the Board of Directors of Kickers FC and we duly adopt these Bylaws on this 1st day of September, 2022.



[Lori Carlson \(Sep 1, 2022 19:37 CDT\)](#)

Lori Carlson, President



[Anita Jackson \(Sep 1, 2022 22:23 CDT\)](#)

Anita Jackson, Vice President



[Lauren Nieson \(Sep 6, 2022 09:35 CDT\)](#)

Lauren Nieson, Treasurer



[Kristi Romo \(Sep 6, 2022 18:00 CDT\)](#)

Kristi Romo, Secretary



[Emily R Koch \(Sep 7, 2022 09:34 CDT\)](#)

Emily Koch, Member At Large

FINAL_Kickers Amended and Restated Bylaws_9-1-2022

Final Audit Report

2022-09-07

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By:	Anita Jackson (vicepresident@kickersfc.org)
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2022-09-06 - 2:35:42 PM GMT

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Signature Date: 2022-09-06 - 11:00:17 PM GMT - Time Source: server

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2022-09-07 - 2:34:52 PM GMT

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Signature Date: 2022-09-07 - 2:34:53 PM GMT - Time Source: server

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