

# New Lebanon Soccer Club Bylaws

1<sup>st</sup> Edition – August 10, 2006

## ARTICLE 1 - NAME

- A. The name of the Club shall be the New Lebanon Soccer Club (hereinafter referred to as CLUB).
- B. All references herein to “he or she” do not reflect a particular gender, but rather should be construed as gender neutral in character.

## ARTICLE 2 - MEMBERSHIP

- A. CONSTITUENCY- Members of the Club shall consist of all registered players, parents and guardians of players, coaches, and Club officers.
- B. VOTING MEMBERSHIP- For general membership votes, each coach and each member of the Board of Directors shall have one vote. In addition, each family with one or more registered players shall also receive one vote. In order to be eligible to participate in any vote, a voting member must be a member in good standing of the organization. Only one vote will be allowed per family regardless of the number of players in the family.

## ARTICLE 3 – PURPOSES AND OBJECTIVES

The purposes of the Club are:

- A. To teach the game of soccer to the youth of our community.
- B. To operate a youth soccer club to help in developing the character of the youth of our community.
- C. To provide soccer matches among its members and members of other similarly constituted organizations for the benefit, enjoyment, instruction, and well being of its members.
- D. To foster and engage in competition and to instill a sense of fairness and sportsmanship.
- E. To encourage and engage in any other activities which will enhance and improve these stated purposes.

## ARTICLE 4 - AFFILIATION AND REPRESENTATION

- A. The Club is affiliated with the Eastern New York Youth Soccer Association (ENYYSA) along with the Capital District Youth Soccer League (CDYSL).
- B. The Club represents the community of the New Lebanon Central School District but is also open to those outside the school district.

## ARTICLE 5 - CONDUCT OF BUSINESS

- A. The business of the Club shall be managed by the Board of Directors (hereinafter referred to as the Executive Board, the Board of Directors, or the Board). The Board of Directors shall consist of the Officers listed herein.
- B. No part of the Clubs net earnings shall inure to the benefit of or be distributed to, its members, trustees, officers or to other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.
- C. No substantial part of the activities of the Club shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.
- D. Club business shall not be conducted at a Board of Directors meeting unless a quorum is present; a quorum exists if no more than three officers are absent.

## ARTICLE 6 – TEAM FORMATION

- A. The foremost goal of the Club in team formation is to field as many teams as possible.
- B. Registration refers to registering a player with the Club.
- C. Once the registration deadline has passed, teams will be formed by the Board based on age appropriate “U age”.
- D. “Playing up” to a higher U age level will be considered on a case by case basis and must be approved by the Board as well as the coaches involved.
- E. A player will be not allowed to “play up”, if the Board considers it to hurt the formation of teams; or if the “play up” coach is not accepting additional players.
- F. Players within a U age appropriate team will not be cut to make room for a player to “play up”.
- G. A player approved to “play up” should be a player that has demonstrated exceptional ability and is judged by the coach of the “play up” team to be able to perform as well as half of the players on the “play up” team.

## ARTICLE 7 - PLAYERS

- A. Open tryouts will be held for all teams. Player cuts will only be made when deemed necessary by the head coach of the team.
- B. Travel team rosters will be established solely by the Head Coach of each team.

- C. All Club players and their families are expected to follow the league Code of Conduct as posted on the CDYSL website. A player not following the code of Conduct can be suspended by the Board.

#### ARTICLE 8 - HEAD COACHES, ASSISTANT COACHES AND MANAGERS

- A. All Head coaching appointments are subject to Board of Director review and approval.
- 1) Assistant Coaches and Managers are subject to Board of Director review and approval.
- B. All Travel Coaches (head coaches and assistant coaches) must be registered with the Eastern New York Soccer Association (ENNYSA) along with the Capital District Youth Soccer League (CDYSL). (i.e. carded) within the timeframe established by the league.
- C. Head Travel Coaches prior to team formation are responsible for:
- Obtaining the appropriate coaching license
  - Selecting all players through open tryouts.
  - After a team roster is established with CDYSL, head coaches may choose to add/delete players as described in CDYSL guidelines.
- D. Once teams are formed, Travel Team Coach is responsible for:
- Informing Players and their Families about registration, league schedule, and team practices.
  - Coaching team at League games and other schedule events.
  - Player Commitment forms being signed by both the Player and their Parent/Guardian.
  - Communicating policy regarding missed games and practices.
  - Recruiting team assistants. Having them approved by the Board of Directors and by the Club Registrar for CDYSL purposes.
  - Entering tournaments as desired.
  - Account for team finances in conjunction with the Club Treasurer for Club membership and for their own team finances for tournaments and other options, they elect to participate in.
  - Payment of referee officials in conjunction with Club Treasurer.
  - Maintain team rosters, player passes, coaches passes, and medical releases in conjunction with the Club Registrar.
  - Equipment in conjunction with the VP of Operations and their committees.

#### ARTICLE 9 - MEMBERSHIP (RE: ARTICLE 14)

- A. Parents and/or guardians of participating players are members upon payment of membership dues. A Players family may hold only one membership vote regardless of how many players are in that family.
- B. Persons other than officers, coaches, parents and/or guardians of participating players may become members by applying to the Board of Directors. Upon acceptance and payment of a \$20 membership fee they get one membership vote.
- C. All members of the Board of Directors are club members and all coaching staff are club members once they are registered with the Eastern New York Youth Soccer Association (ENYYSA) along with the Capital District Youth Soccer League (CDYSL) through our Club Registrar.
- D. Members and players must abide by the Club Bylaws, the Eastern New York Youth Soccer Association (ENYYSA) and the Capital District Youth Soccer League (CDYSL).
- E. The Club does not have any restrictions or limitations with regard to race, creed, color, sex, or national origin.
- F. Membership terms are annual, ending on August 31st.

#### ARTICLE 10 - SUSPENSION

- A. The Board of Directors may suspend any Club Member or Player who:
  - 1) Willfully refuses or neglects to fulfill their obligations, as described in the player commitment, or violates any of the provisions of the Bylaws or Policies of the Club or its affiliate organizations.
  - 2) Has committed any act which is inconsistent with the principles and standards of good sportsmanship and fair play.
- B. Suspension shall require a simple majority vote by the Executive Board. The member/player shall have an opportunity to show cause why such action should not be taken within seven days of written notice from the Club President by mail, using Certified Return Receipt Mail.
- C. Reinstatement
  - Suspended member/players may petition the Board of Directors for reinstatement once per membership term.
- D. Suspended member/players shall be considered not in good standing.

#### ARTICLE 11 - VOTING

- A. Each paid member family (in good club standing) shall have voting privileges.
- B. Motions shall be carried by a simple majority, except where otherwise required by these Bylaws.
- C. Any member may request a vote by secret ballot.

## ARTICLE 12 - OFFICERS

The Officers of the Club are:

### 1) PRESIDENT

Presides at all meetings, coordinates the Order of Business for all meetings, casts the deciding vote in case of ties, appoints standing and temporary committees (subject to Executive Board approval), and carries out the execution of these Bylaws. The President designates another Officer to act in his stead in the event of his absence.

### 2) DIRECTOR OF FUNDRAISING

Responsible for the development and recommendations for fundraising projects and for the organization and management of fund raising activities. Identifies and arranges for solicitation of Club sponsors and reports sponsor information to Operations, Treasurer, and Recording Secretary. Prepares a program and budget proposal to assist Club Treasurer in budget preparation.

### 3) DIRECTOR OF OPERATIONS

Responsible for evaluation, recommendations and acquisition of equipment, supplies, and materials. Responsible for the repair and maintenance of facilities and equipment. Develops approved committees and recruits operation assistants. Prepares a program and budget proposal to assist Club Treasurer in budget preparation.

### 4) REGISTRAR

Responsible for registration of Players, Coaches, Assistant Coaches, Managers, and Club Officers. Responsible for attending annual meetings, learning and executing the current practices of Eastern New York Soccer Association (ENYSSA) along with the Capital District Soccer League (CDYSL). Issues team rosters; Player passes, Coach Passes, and supervises completion of medical releases along with Coaches.

### 5) TREASURER

Responsible for the development of a budget, recommendation of annual membership dues, for the collection and disbursement of the Club's demand and savings accounts. The Treasurer shall:

- A) Complete an annual financial statement of income and expenditures which will be Reported to the membership at the annual general membership meeting.
- B) Keep accurate and complete financial records in accordance with accepted procedures
- C) Enforce Club rules and regulations regarding fiscal procedures
- D) Expend and deposit monies as directed by the Executive Board
- E) Collect projected budgets from Officers by August 1, and such budget will be submitted at the Annual General Membership meeting held in the August.

## 6) RECORDING SECRETARY

Records and maintains the minutes of the Executive Board and monthly Club meetings, distributes copies of the appropriate minutes to the Officers and Club Members for approval. Provides notification of all meetings, files the approved minutes and receives, introduces, and maintains the correspondence of the Club. If the Secretary is unable to attend any meeting, it is their responsibility to designate an appropriate representative to fulfill the duties of secretary for that unattended meeting.

## 7,8) MEMBER AT LARGE

There may be up to (2) Member at Large positions on the Executive Board. These positions will be filled by new members to the Board looking to take on a greater role in the Club, or by veteran returning board members.

Any Officer absenting themselves without cause from three (3) consecutive meetings, or any Officer failing to discharge their prescribed duties, or who resigns, may have his Office declared vacant by a simple majority vote of the Executive Board.

## ARTICLE 13 - ELECTIONS

- A. Board members shall be elected at the Club Annual General Membership Meeting.
- B. The term of officer shall be one (1) year.
- C. Assumption of office shall be after adjournment at the Annual General Membership Meeting.
- D. In the event of a vacancy of an Officer, a special meeting shall be held within thirty (30) days for the election of a replacement. Meeting is called by the President.
- E. Any persons interested in serving on the Board of Directors should contact the Club President to have their name added to the voting ballot.

## ARTICLE 14 - COMMITTEES

The Executive Board has the authority to establish, at any publicly announced board meeting, a committee to further any purpose or objective of the Club.

- A. The President shall recommend and the Executive Board must approve the Committee Chairs.
- B. Standing committees may exist for:
  - 1) Nominating - Chaired by the President
  - 2) Equipment (Director of Operations)  
Inventory supplies and equipment. Identify and recommend equipment purchases. Identify and provide equipment storage facilities.
  - 3) Fields and Facilities (Director of Operations)  
Arrange indoor and outdoor playing facilities for games, practices, tournaments and other activities. Marking and maintenance of said facilities. Coordinate and schedule facility use.
  - 4) Long range planning (President)
  - 5) First Aid (Director of Operations)  
Kits are supplied to all coaches.
  - 6) Tournament (Appointed by Board)

#### ARTICLE 15 - MEETINGS

- A. Annually, there shall be at least three (3) Coaches/Membership meetings
  - 1) Coach/Membership meetings for review and comment on the Annual Program and Budget.
  - 2) Membership meeting for submission and voting on a Final Program and Budget Proposal.
  - 3) Annual General Membership meeting for the election of Officers, receipt of the annual reports of Officers and Committees and transaction of other business. The Annual General Membership Meeting shall be held between June 1<sup>st</sup> and September 1st.
- B. The Executive Board shall meet at least four (4) times per year, including the Coach/Membership meetings. Such meetings shall be open meetings.
- C. Special Executive Board meetings may be called to consider matters of a confidential nature at the discretion of the Executive Board. Such meetings shall be closed meetings.

- D. Notification of all Meetings by the Secretary, setting forth place, date, time and purpose must be made 14 days in advance.

#### ARTICLE 16 - FEES AND DUES (RE: ARTICLE 7)

- A. Each Player shall be assessed annual Membership dues.
- B. Each Member shall be assessed annual Membership dues, with the exception of the Officers and Coaches.
- C. Player and Membership dues shall be reviewed and established annually by the Board of Directors.
- D. Dues are payable and due at Player registration or upon acceptance for Membership.
- E. Members in arrears in their dues will be considered not in good standing and will have their card pulled until dues are paid in full.
- F. Fees paid by coaches to attend required licensing classes will be reimbursed in full by the Club or paid directly by the Club.

#### ARTICLE 17 - PARLIAMENTARY AUTHORITY AT COACHES/MEMBERSHIP MEETINGS

- A. Robert's Rules of Order shall be the Parliamentary Authority for all matters of procedure not specifically covered by these Bylaws and or Rules and Regulations.
- B. The Order of Business shall be:
  - 1) Attendance (sign in)
  - 2) Silent reading of the Minutes and approval of the minutes by the Membership
  - 3) Officer's Reports
  - 4) Committee Reports
  - 5) Old Business
  - 6) New Business
  - 7) Communications and comments from the floor
  - 8) Setting of the next meeting
  - 9) Adjournment of the general public.
  - 10) Executive Board Meeting (Closed to Public).
- C. Questions of priority shall be decided by the Chair without debate.
- D. The Order of Business may be altered or suspended at any meeting by a majority of the members present.

#### ARTICLE 18 - POLICIES AND GUIDELINES

- A. Policies and Guidelines may be established, changed or rescinded at any Executive Board meeting, by a quorum.

#### ARTICLE 19 - AMENDMENTS

- A. The Bylaws may be amended at the Annual General Membership Meeting, or at a meeting called for that purpose, by a two-thirds (2/3's) vote of the members present.
- B. Proposed Amendments must be presented to the Members in writing at least 14 days prior to the meeting.

#### ARTICLE 20 - DISSOLUTION

- A. The dissolution and liquidation of the Club requires a three-fourths (3/4's) vote of the Membership.
- B. Upon dissolution, the Executive Board shall, after paying or making provision for payment of all liabilities, dispose of the remaining assets exclusively for religious, charitable, scientific, testing for public safety, literacy or educational purposes; or to such organizations operated exclusively for one or more such purposes: as shall at the time qualifies as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954: or to the Federal Government, a State or Local Government for a public purpose.