

## **BY-LAWS OF THE HOWELL SOCCER CLUB**

### **Article I Name of Organization**

Shall be known to all as the Howell Soccer Club, herein referred to as: "the club" or "club".

### **Article II Club Objectives**

A. To promote interest in and provide the opportunity to play for all youths of Howell, regardless of sex, race, creed or national origin.

B. This shall include the right of the less skilled or interested youth the opportunity to play, as well as the right of those more skilled and with a higher level of interest, the opportunity to play at a level commensurate with their respective skills.

C. The club will strive to provide the highest quality coaching staffs in order to teach and develop the skills of all youths to the best of their ability.

D. The club will offer an Intramural program - a less competitive program conducted on the club's fields, concentrating on skills development, game strategy and techniques, and good sportsmanship to accomplish its objectives.

E. The club may also offer a Traveling program - a highly competitive program conducted on local fields in a sanctioned competitive league, comprised of club teams participating under the state's divisional structure.

### **Article III Club Members**

A. Player members: any youth meeting the age requirements shall be eligible for participation, but shall have no rights or duties in the management or property of the club.

B. Coaches: no one may coach more than one team simultaneously in the same division. The coach is responsible for the actions of his/her players at the field. All coaches must successfully complete the NJYSA "f" license course for coaches, to be allowed to coach in any division for safety, insurance and player development reasons. All coaches will present a copy of said "f" license to his/her respective division commissioner. New coaches will be required will be required to successfully complete the NJYSA "f" license course prior to the fall season or after 1 year of coaching. The division commissioner will review and select coach candidates from the lists of licensed coaches as prescribed above. In the event that enough licensed coaches, as prescribed above, are not available, the division commissioner may consider non-licensed coaches. Non-licensed coaches selected by the division commissioner, shall successfully complete the

NJYSA "F" license course as soon as possible and no later than the following fall season. The board may elect not to consider non-licensed coaches and by doing so, reduce the number of teams/players to fit the number of licensed coaches, in the interest of player development and safety. The board may also decide to remove and replace a coach at its sole discretion at any time in the interest of player development and safety.

C. Club officers (executive board): club officers may hold one (1) and only one (1) executive board position at the same time, *except* as shared responsibility in the event of a vacant position. (see also articles iv and ix)

D. Active members (directors, coordinators, and division commissioners) holding positions which were authorized and approved by the board.

#### **Article IV Officers (Executive Board)**

Throughout these by-laws, the reference to Board Members is synonymous with the term Trustees in previous Howell soccer club organizational filings.

- A. President
- B. Vice President
- C. Secretary – Recording
- D. Treasurer
- E. Director of Operations
- F. Fields Director
- G. Director of Referees
- H. Registrar
- I. Communications Director
- J. Volunteer Coordinator
- K. Board Member at Large

#### **Article V Duties Of Officers**

The attached position descriptions, describe the duties and responsibilities of the Board Members

- A. President - Administrates the Howell Soccer Club as its Chief Executive Officer
- B. Vice president - Manages day to day administrative functions of the Howell Soccer Club
- C. Secretary - Recording - Performs all recording secretary functions for the club

- D. Treasurer - Administrates all financial resources of the club and ensures that all funds are equitably distributed to the benefit of all children
- E. Director of Operations - Manages all division commissioners and communications from the board to the commissioners and coaches; oversees the competitions.
- F. Fields Director - Manages all administrative field functions of the Howell Soccer Club of Howell Soccer Club fields.
- G. Director of Referees - Assignment of referees (licensed) to officiate league games in the competitive divisions and for their payment. He/she should be a USSF/F.I.F.A. licensed referee.
- H. Registrar - Manages the clubs database, inputs all player information, works with the club commissioners to set up all divisions teams
- I. Communications Director – Updates the club website and assists the Board with any written correspondence as needed (i.e., letters, newsletters, etc.).
- J. Volunteer Coordinator – Manage the Club’s volunteer program.
- K. Board Member at Large – Responsible for special projects as identified by the Board.

Note: no two (2) members of the same family, that hold a position on the Howell Soccer Club Executive Board, whereas both have check signing privileges, be allowed to sign the same check. Positions shall be mutually exclusive of each other:

- 1. President
- 2. Vice president
- 3. Treasurer
- 4. Secretary – Recording

In the event of an emergency, such as a board member resigning, power to co-sign shall be passed to another board member

**Article VI Voting Powers**

- A. Executive board meetings
  - 1. President

a) No vote, except as a tiebreaker.

2. Vice president

Director of Operations

Director of Referees

Fields director

Treasurer

Secretary - recording

Registrar

Communications

Volunteer Coordinator

Board Member at Large

a) Allowed one (1) vote each.

B. General membership meetings

1. Members of the executive board - same voting powers as defined above for the executive board meetings with the exception of president who will be allowed to vote if he / she holds another voting position.

2. Head coach and assistant coach –

a) One (1) vote each for all offices.

3. Active members (directors, coordinators, division commissioners) holding positions which were authorized and approved by the board

a) One (1) vote each

4. The executive board at subsequent board meeting will decide ties.

**Article VII Election and Terms of Office**

A. Nominations and election of club officers are to be carried out at a seasonal club meeting, to be held before the Spring and Fall seasons as scheduled by the Board, with club members in attendance who have voting powers.

B. A person must be a club member in good standing for two (2) full consecutive current years prior to an election to become eligible to be a board member. Anyone interested must file a letter of intent to the board 15 days before elections.

C. Progression required for certain board positions.

D. The term of office shall be for a two (2) year period beginning sixty (60) days after elected.

Position Term Year of Election Requirement

- President 2 yrs. fmr. Board member \*
- Vice president. 2 yrs fmr. Board member \*
- Director of Operations. 2 yrs club member
- Director of Referees. 2 yrs club member
- Fields director 2 yrs. club member
- Treasurer 2 yrs. club member
- Rec. Secretary. 2 yrs. club member
- Registrar 2 yrs. club member
- Communications 2 yrs. club member
- Volunteer Coordinator 2 yrs. club member
- Board Member at Large. 2 yrs club member

\* board members who have served at least one (1) full term.

**Article VIII Meetings/Quorum (definition of:)**

A. General membership meetings to be held at the coaches meeting prior to the start of the spring and fall seasons for discussion of general business.

B. Executive board meetings

1. Shall meet at a minimum 8 times a year. Specific dates of meetings to be determined by the executive board. Board members who miss three (3) consecutive board meetings will have their positions considered inactive.

C. Quorum

Deleted: D

1. For any board meeting shall be constituted by two-thirds of the applicable board members at any given meeting.

2. For any general membership meeting shall be constituted by one quarter (25%) of the eligible voting body.

**Article IX Resignation / Changes In Appointment**

A. Resignation

1. While it is preferred that a written resignation be submitted to the board, oral notice will be accepted for the sake of expediency.
2. At the next board meeting subsequent to the receipt of resignation, the executive board should formally accept the resignation and begin

proceedings to elect someone to fill the remainder of the unexpired term, at the next general membership meeting.

B. Changes in appointment

1. The removal, or other disciplinary action, of appointed personnel or elected officers, resulting from misconduct in office, dereliction of duty, inability to perform duties, and the misappropriation of money and funds shall be determined by a meeting of the executive board.
2. Before a vote for removal occurs, the individual being disciplined should be given written notice in which a date is set for a hearing of disciplined individual's defense. If the individual offers no contest, the hearing will be waived.
3. The vote for removal, or other disciplinary action, of appointed personnel or elected officers shall carry with a quorum.
4. Initiation of removal or disciplinary action procedures should be directed in writing to the executive board.
5. Every club member shall have the right to initiate removal or disciplinary action procedures against appointed personnel or elected officers.

C. Interim authority

1. Until such time that a replacement has been elected to fill the unexpired term of a resigned / dismissed member, the board members temporarily will assume, perform and / or share the duties of the vacant position in the following manner:

Position - Replaced By

President - Vice President

Vice President - President

All other positions will be appointed and approved by the board

2. Vacant board positions shall be electable at the next scheduled general membership meeting. Persons so elected shall begin their term of office immediately following the election. Board members filling temporary positions will revert to their elected office when the position is filled.
3. No board member may serve more than one (1) season without having been elected to the position by the general membership.
4. Persons elected to fill out unexpired terms of office will serve only the unexpired period if more than one (1) year. If the unexpired term is less

than one (1) year, the person elected will fill the office for the unexpired term and the following full term, otherwise normal election of officers will occur as prescribed in article vii.

## **Article X Grievance Procedure**

### **A. Coach and Referee Grievances**

1. Each coach shall have the right to protest the game due to the action(s) of referees, individual players, teams or coaches with his/her respective division commissioner. This is to be done in writing no later than two (2) days from the alleged infraction.

The division commissioner will carefully consider all the facts and hand down a decision. If the grievance is against a referee, the division commissioner and the Director of Referees jointly shall decide.

The decision shall be in writing to the parties involved, with a copy being forwarded to the Director of Operations, the Vice President and the President. Protests of Travel games will be subject to the sanctioning leagues rules.

2. Referee grievances filed by the referee, about the conduct of a coach or team, shall be directed to the Director of Referees and the division commissioner for discussion and resolution by the Director of Referees, and division commissioner.

3. Should the decision of the division commissioner (or the Director of Referees) be unacceptable to either party involved, they, may request in writing, a review of the grievance by the Director of Operations. The decision of the Director of Operations shall be final.

4. Any grievance against a referee for negligence or misconduct (not judgment) shall be made in writing to the division commissioner who will refer the grievance to the Director of Referees for final decision. The final decision shall be in writing to the parties involved, with a copy being forwarded to the Director of Operations, the Vice President and the President.

### **B. Parental Grievances**

1. Parental grievances, questions or complaints, shall be directed first through the appropriate coach and, if deemed necessary, in writing by the parent or guardian, through the appropriate division commissioner as to the next and final step.

## **Article XI Policy of the Club**

A. Prior to the start of each season, the written policy and guidelines statements will be reviewed by the President and any changes shall be presented to the executive Board for approval.

1. Of primary importance in the policy and guideline statements will be general guidelines for coaches, rules and regulations of play, and the code of conduct for players, coaches and spectators.
2. The executive board will be expected to ensure that the policy and guidelines neither contradicts the club's philosophies nor violate the by-laws.
3. The final policy for the program will be the ultimate decision of the board.

## **Article XII Interpretation of the By-Laws**

A. Responsibility for the interpretation of the by-laws rests solely with the executive board with a quorum present.

## **Article XIII Amendments**

A. Amendments to the by-laws shall be submitted, in writing, at a general membership meeting and shall require the signature(s) of three (3) club Members. (see article iii)

1. Proposed amendment(s) shall be voted on at the next scheduled general membership meeting.
2. Proposed amendment(s) shall be carried by simple majority vote.

## **Article XIV Review**

A. Amendment(s) shall be reviewed by the executive committee annually and published with the date of review.

## **Article XV Repealer**

A. The preceding by-laws of the Howell soccer club shall act to repeal and render null and void any former by-laws, motions or rules and shall become effective upon ratification.

## **Article XVI Dissolution**

A. Upon dissolution of the corporation, the board of trustees shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purposes, within the meaning of section 501 ( c ) ( 3 ) of the internal revenue code of 1954 (or the corresponding provision of any future federal tax code), or shall distribute the same to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by order of superior court of the state of new jersey in the judicial district where the principal office of the corporation is then located, exclusively for such purpose or to such organizations organized and operated exclusively for such purposes as said court shall determine.

Note: This article was added to comply with tax laws that are for a non-profit organization and is mandated by federal tax laws and therefore did not need to be voted on as an amendment as such. This article was added as an addendum on 01/03/98 by the vice-president of record, on the aforementioned date and witnessed by notary public of New Jersey.