

## 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 and support two major soccer programs to

Accomplish its objectives:

Intramural program - a less competitive program conducted on the club's fields, concentrating on skills development, game strategy and techniques, and good sportsmanship.

Traveling program - a highly competitive program conducted on local fields in a sanctioned competitive league, under the name of Howell united, 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 board 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 board may consider non-licensed coaches. Non-licensed coaches selected by the board, shall successfully complete the NJYSA "F" license

course as soon as possible and no later than the following fall season. The board may also 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.

- 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, division commissioners and team parent) 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 – Administration
- C. Jr. Referee Coordinator
- D. Fields Director
- E. Treasurer
- F. Secretary – Recording
- G. Registrar
- H. Communications Director
- I. Referee Coordinator

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

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

- A. President - Administrates the Howell Soccer Club as its Chief Executive Officer
- B. Vice president – Administration - Manages all administrative functions of the Howell Soccer Club
- C. Jr Referee Coordinator - Administrates the Howell Soccer Club's Intramural program Jr Referee program
- D. Fields Director - Manages all administrative field functions of the Howell Soccer Club and Howell United usage of Howell Soccer Club fields
- E. Treasurer - Administrates all financial resources of the club and ensures that all funds are equitably distributed to the benefit of all children
- F. Secretary - Recording - Performs all recording secretary functions for the club
- G. Registrar - Manages the clubs database, inputs all player information, works with the club commissioners to set up all divisions teams

- H. Communications Director - Assists all other Board Members with any written correspondence as needed (i.e., letters, newsletters, etc.).
- I. Referee Coordinator - Assignment of referees (licensed) to officiate league games in the competitive divisions and for their payment. He/she should be a F.I.F.A. licensed referee.

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:

- A. President
- B. Vice president – Administrative
- C. Treasurer
- D. 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 - administration

Jr referee coordinator  
 Fields director  
 Treasurer  
 Secretary - recording  
 Registrar  
 Communications  
 Referee coordinator

- 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. Intramural - head coach and assistant coach - 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 the seasonal club meeting, to be held the third Tuesday of may, 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. 2007 fmr. Board member \*
- Vice president - Administration. 2 yrs. 2006 fmr. Board member \*
- Jr referee coordinator 2 yrs 2007 club member
- Fields director 2 yrs. 2007 club member
- Treasurer 2 yrs. 2006 club member
- Rec. Secretary. 2 yrs. 2006 club member
- Registrar 2 yrs. 2007 club member
- Communications 2 yrs. 2008 club member
- Referee Coordinator - 2 yrs. 2007 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 of once every six (6) weeks throughout the 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. Intramural staff meetings
  - 1. To be held on a regular basis as deemed appropriate by the president or vice president.
- D. Quorum
  - 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 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 specially convened 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 Administration

Vice President Administration 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. Intramural**

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 his/her decision. If the grievance is against a referee, the commissioner and the referee coordinator jointly shall decide. The final decision shall be in writing to the parties involved, with a copy being forwarded to the president.
2. Referee grievances filed by the referee, about the conduct of a coach or team, shall be directed to the referee coordinator for discussion and resolution by the referee coordinator and division commissioner.
3. Should the decision of the division commissioner 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 to the division commissioner who will refer the grievance to the referee coordinator for final decision.

### **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 Intramural Division**

- A. Prior to the start of each season, a written policy statement will be prepared by the president and presented to the executive

Board for approval.

1. Of primary importance in the policy statement will be general guidelines for coaches, player rules and regulations.
2. The executive board will be expected to ensure that the policy 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.