

# **Smithville Soccer Club**

# **CONSTITUTION**

# **And By-Laws**

**July 2006**

## **ARTICLE ONE**

### **Definitions**

1. SSC: Smithville Soccer Club.
2. MYSA: Missouri Youth Soccer Association.
3. TC: Tri-County Recreational program.
4. KC Metro League – Recreational Plus League.
5. DOC – Director of Coaching.

## **ARTICLE TWO**

### **NAME**

This Club shall be known as the Smithville Soccer Club, a non for profit organization.

## **ARTICLE THREE**

### **PURPOSE**

The purpose of this club shall be to develop, promote, and enjoy the game of soccer as administered among players under 19 years of age within the Smithville community.

## **ARTICLE FOUR**

### **SEASONAL YEAR**

#### **Section 1: Business**

The Seasonal Year (Fiscal Year) of this club shall begin on January 1 and end on

December 31. This Constitution and these Rules are in effect during the twelve (12) months of the seasonal year. The Constitution and Rules may be modified as set forth in Article Eight of this Constitution.

### **Section 2: Playing year**

The Playing year, (MYSA) of this club shall begin on August 1 and end on July 31. This is in accordance to MYSA.

## **ARTICLE FIVE MEMBERSHIP**

**(A) Membership.** There shall be only one class of membership in this club.

**(B) Active Membership.** Each family having one or more children registered to play soccer and/or head coach with this club at any time during the Seasonal Year, shall have one (1) vote at the annual membership meeting, provided that they have attended three (3) meetings during the current seasonal year. Except that no one family or head coach shall have more than one (1) vote at such annual membership meeting.

**(C) Duration of Membership.** Membership in this Club may terminate by voluntary withdrawal as herein provide or otherwise as provided in these rules. All rights, privileges, and interest of a member in or to this Club shall cease on termination of the membership or at the end of the seasonal year. Membership shall be nontransferable.

**(D) Suspension and Expulsion.** If in a written and signed form of communication addressed to the Board of Directors; any member of the Club could be charged with conduct detrimental to the objectives or interests of the Club or in violation of its constitution, by-laws, code of ethics, or rules and regulations. The Board of Directors shall consider the matter and if it shall decide to take further action, the secretary shall send a copy of the charges to the accused member. The accused member will be given adequate time to reply, whereupon the Board of Directors shall take such further action as it may deem proper.

If a majority of the Board of Directors, after a fair and impartial hearing on due notice to the accused member shall be satisfied of the truth of the charges. Such notice to be given by the secretary by registered or certified mail to the accused

member at his/her last known address at least 10 days before the hearing. The Board of Directors may request the offending member to resign or may suspend or expel him/her. Should he/she decline to resign on such request, the Board of Directors shall strike his/her name from the rolls.

## **ARTICLE SIX**

### **MEMBERSHIP MEETING**

**(A) Annual Meeting.** There shall be an annual meeting of the Club between April 1 and June 15, each year, unless otherwise ordered by the Board of Directors, for election of Board of Directors, receiving reports and the transactions of other business. Meetings shall be open to all active members. Notice of such meetings, issued by the Board, shall be distributed to each family at least seven (7) days before the time appointed for the meeting. This notice can be done through the means of either the local newspaper, website, e-mail blast, newsletter, or hand out.

**(B) Nominations of Officers.** The current Board will take nominations for election of officers and the appointment of directors during the month of March and April. The membership must be notified of this procedure prior to March through the means of either the local newspaper, website, e-mail blast, newsletter, or hand out. At the end of April, nominations will cease. The Secretary will present the list of the nominations at the membership meeting prior to the election proceedings. To be nominated, a candidate must have attended four meetings prior to the Annual meeting. If nominated candidate does not meet that requirement, that candidate will not be listed as a potential nominee. That same candidate will be kept on a list as a potential appointment for any open position as directed by the board.

**(C) Quorum.** No minimum number of active members present at the annual meeting shall be required in order to conduct the business of the annual meeting. See Article Seven, B, Membership on voting rights.

**(D) Order of Business.** The order of business at the annual meeting shall be as follows:

- (I) Call to order.
- (II) Reading of minutes of previous meeting.
- (III) Receiving communications.
- (IV) Reports of officers.
- (V) Reports of committee heads and committee members.
- (VI) Unfinished business.
- (VII) New business.

- (VIII) Review of nominations.
- (IX) Election of Board of Directors.
- (X) Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in Robert's Rules of Order shall govern, when not in conflict with these by-laws.

**(E) Special Membership Meetings.** Special meetings of the club may be called at any time by the president, or in his/her absence by the vice-president or secretary. On the written request of a majority of the Board of Directors or on the written request of not less than Fifteen percent (15%) of the active members. Seven (7) days notice of any special meeting must be given to the members of the club, and the notice must state the object of the meeting.

**(F) Board of Directors Meetings.** The Board of Directors shall meet as needed to conduct the business of this Club as prescribed by this Constitution and by-laws.

## ARTICLE SEVEN OFFICERS

**Elective Officers.** The Board of Directors will consist of five executive officers, that will serve a staggered two years' terms. They are the President, Vice-President, Treasurer, Secretary and the Director of Coaching. The President, Treasurer and DOC to be up for re-election during the odd years, Vice-President and Secretary during the even years.

**Appointed Directors.** The Board of Directors is made up of ten/tweleve directors that will consist of the Registrar, Equipment Manager, Community Relations Coordinator, MYSA Representative, Tri-County/SPCAA Representative, Smithville Referees Coordinator, Volunteer Coordinator, Field Coordinator Special Events Coordinator and Age Group Coordinators.

**Special Appointments to the BOD.** General Manager/CareTaker is the United Select Teams representative who serves a two year term. Park Board Representative serves a five year term.

### EXECUTIVE BOARD DIRECTORS

**Two year terms**

**term**

President

Registrar

Vice President

### BOARD OF

**One year**

Equipment Manager

MYSA Representative

(1/2)	Volunteer Coordinator		
	Treasurer		Field Coordinator
	Referees Coordinator		
	Secretary		Community Relations
	Coordinator * General Manager		
	Director of Coaching	* Park Board Representative	Special
	Events Coordinator		
	TC/SPCAA Representative (1/2)	+Age Group Coordinators	

### **SPECIAL APPOINTMENTS**

**Two Year Term – serves on the Board of Directors.**

\* General Manager/Caretaker - United Competitive Teams Representative.

**Five Year Term – serves on the Board of Directors.**

\* Park Board Representative

+ These appointments/numbers are based on the age groups that will be offered in the upcoming year.

**(A)** At the Annual Membership Meeting, the officers shall be elected by the membership whose term is open as described in Article Six, Section (A). Other offices may be established and filled by the Board of Directors.

**(B) Voting Rights.** All Board of Director members having attended fifty percent (50%), of the meetings during that fiscal year shall be eligible to vote on an issue.

**(C) Terms.** Each elected officer shall take office immediately upon their election and serve their term as described above. Officers are eligible for re-election. Vacancies in any office may be filled for the balance of the term by a majority vote of the Board of Directors.

**(D) President.** The President shall be the chief officer of the Club and shall be present at all meetings of the Board of Directors. He/She shall be a member ex officio of all committees. He/she shall communicate to the Club such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Club, and shall perform such other duties as are necessarily incident to the office. At the expiration of his/her term of office, the president shall deliver to his/her successor all papers, materials, and any other property of the club. The President will also be one of two representatives to the MYSA Western District.

**(E) Vice-president.** The vice-president shall perform all duties of the president during the absence of the president. He/she shall be a member ex officio of all committees. He/she will be responsible for the daily operation and progress of the recreational program. At the expiration of his/her term of office, the vice-president shall deliver to his/her successor all papers, materials, and any other property of the club. Will maintain and update as necessary all insurance and policies pertaining the SSC program and volunteers.

**(F) Secretary.** The secretary shall keep minutes of all meetings pertaining to the Club. Keep attendance records for the use in assisting the board in administering voting privileges as aforementioned in Articles 4 B&C and 6C. Handle all official correspondence. It shall be his/her duty:

- (I) To give notice of and attend all meetings of the Board of Directors.
- (II) Make provisions for all committees to keep a record of proceedings.
- (III) To conduct correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed.

All records in his/her hands shall at all times be subject to verification and inspection of the elective officers of this Club. At the expiration of his/her term of office, the secretary shall deliver to his/her successor all records and other property of the Club.

**(G) Treasurer.** The treasurer shall keep an account of all moneys received and expended for use of the Club, and shall make disbursements authorized by the Board of Directors. All sums received shall be deposited by him/her in the bank or banks approved by the Board of Directors, and he/she shall make a report at the annual meeting or when called upon by the president. The duties of the treasurer, under the approval of the Board of Directors, may be delegated to an assistant treasurer. The funds, books, and vouchers in his/her hands shall at all times be subject to verification and inspection of the elective officers of this Club. The Treasurer also serves on the United Select teams committee as the chief financial officer. At the expiration of his/her term of office, shall attend an internal audit conducted by the president, vice-president, and current treasurer. Then treasurer shall deliver to his/her successor all books, money and other property of the Club.

**(H) Director of Coaching.** The coach's representative will be the liaison between the Board and the coaches. He/She will coordinate any information and put together manuals that will assist the coaches. He/She will maintain an up-to-date file on all the coaches and their level of experience in accordance to SSC

and MYSA. At the beginning of each session, he/she will have a meeting with the coaches and out-line any changes or up-dates. He/she will coordinate field arrangements with the Field Coordinator. At the expiration of office shall turn over to his/her successor all papers and property of the Club that pertains to the office.

**(I) Park Board Representative.** The Park Board Representative is nominated by the club and appointed by the Mayor of Smithville. This term is a five year appointment. This person will represent the Club and the community at all Park Board meetings. Any issue(s) that the Club wishes to address will be communicated through the Park Board Representative, and said representative must contact a Park Board member 48 hours prior to their meeting to have said issue(s) placed on their agenda.

**(J) Community Relations Coordinator.** The community relations coordinator will coordinate all activities that will promote the image of recreational soccer in the Smithville community. The CRR will be responsible of attending or appointing an active member to represent us at the Smithville Chamber of Commerce meetings. The CRR is also responsible for setting picture day during the spring session. Other community activities can include; civic parades and school sponsored activities. The CRR can appoint a sub-committee to assist him/her in their duties. At the expiration of his/her term of office shall turn over to his/her successor all papers and property of the club that pertains to the office.

**(K) Registrar.** The registrar shall be responsible for the registration of all players, coaches and administrators of the Club as directed by the Board of Directors. All registration fees shall be delivered to the treasurer and to maintain supporting documentation. The registrar shall furnish team rosters, membership list and any other information obtainable from registration records as needed by MYSA, other Officers, and the Board of Directors for operations of Club. The Registrar will also serve as the registrar for the United Competitive teams.

All registration records in his/her possession shall at all times is subject to verification and inspection of the elective offices of this Club. At the expiration of his/her term of office, the registrar shall deliver to his/her successor all records and other property of the Club.

**(L) Equipment Manager.** The equipment manager is in charge of all club property, including inventorying all equipment and providing an inventory report to the Board along with recommendations of purchases. As the expiration of his/her term of office, shall turn over to his/her successor all inventory records, equipment, and property of the Club.

**(M) & (N) MYSA/Tri-County/SPCAA Representatives.** These representatives will be responsible for making sure that the club is run in accordance with all

affiliated requirements and to inform the Board of Directors of any such discrepancies. He/she shall also be responsible for attending any MYSA meetings that the Board of Directors believes to be in the best interest of the club. As a Tri-County/SPCAA representative, he/she shall be responsible for attending all Tri-County meetings and reporting to the Board of Directors the issues concerning the club. At the expiration of office shall attend a final Tri-County meeting with his/her successor to assist him/her into office and to turn over to his/her successor all papers and property of the club that pertains to the office.

**(O) Volunteer Coordinator.** The volunteer coordinator will be responsible in coordinating active members to help with moving all the Clubs property at the beginning and at the end of each season, and any activities that would require volunteer service from our membership. At the expiration of his/her term of office, he/she will turn over to his/her successor all papers and property of the club that pertains to the office.

**(P) Field Coordinator.** The field coordinator will be responsible of setting up a lining of the fields. He/she will coordinate potential volunteer activities as needed with the volunteer coordinator in preparation and maintenance of the fields. The field coordinator will bring to the attention of the Board any special needs and issues that is required to properly maintain the fields. The field coordinator can appoint a sub-committee to assist in preparation and maintaining the fields with the Boards approval.

**(Q) General Manager/CareTaker.** This representative will serve as the liaison between the SSC Board and the Select coaches for all issues and approval. At the expiration of his/her term of office, he/she will turn over to his/her successor all papers and property of the club that pertains to the office.

**(R) Special Events Coordinator** – This coordinator will be in charge of any SSC approved tournaments, skills events, clinics, camps, and any other like activity. At the expiration of his/her term of office, he/she will turn over to his/her successor all papers and property of the club that pertains to the office.

**(S) Referee Coordinator** – Coordinates all referees activities with recreational and select home games. Also reviews all licenses and assist those in either obtaining, upgrading or renewing their license. Also, the coordinator will establish a review process of each referee and develop any required training to develop referees. At the expiration of his/her term of office, he/she will turn over to his/her successor all papers and property of the club that pertains to the office.

## **ARTICLE EIGHT**

### **COMMITTEES**

Standing Committees. Standing committees may, from time to time, be established by a vote of the majority of the Board of Directors. Each such committee shall have a chairman, who shall be responsible for directing and coordinating the affairs of his/her committee. The remaining members may fill vacancies that occur on any committee for the remainder of that term.

## **ARTICLE NINE**

### **AMENDMENTS**

These by-laws may be amended, repealed, or altered, in whole or in part, by a majority vote of active members present at the annual membership meeting or at any special meeting.

## **ARTICLE TEN**

### **REGISTRATION FEE OR DUES**

The registration fee required for membership in the Club for each child registered to play shall be determined by a vote of a majority of the Board of Directors. Fees may be varied from year to year or session to session; fee schedule will apply to all membership with the following exceptions:

- (I) By a vote of the majority of the Board of Directors, the registration fee may be waived for any child if determined that such fee might be a financial hardship for the family.
- (II) United Select Committee sets their own fee for teams to play in their chosen leagues.

## **ARTICLE ELEVEN**

### **FUNDS**

**(A) Finances.** This Club is not intended as a profit-making organization, nor is it founded with the expectation of making a profit. This Club shall use its funds only for the objectives and purposes specified in these by-laws.

**(B) Bonding.** Persons entrusted with the handling of Club funds may be required, at the direction of the Board of Directors, to furnish, at Club expense, a suitable fidelity bond.

## **ARTICLE TWELVE**

### **INSPECTION OF MINUTES OF DIRECTORS' MEETING**

All minutes of the proceedings of the Board of Directors shall be open to inspection, at any reasonable time, on the written demand of any member of the Club. Such inspection by a member may be made in person or by his/her agent or attorney, and the right to inspection includes the right to copy and make extracts of all or portions of such minutes. Demand for inspection shall be made in writing directed to the president or secretary of the Club.

## **ARTICLE THIRTEEN**

### **DEPOSITORIES**

The Board of Directors shall have the power to select one or more banks in the State of Missouri, to act as depositories for the Club and determine the manner of receiving, depositing and disbursing the funds of the Club.

The Board of Directors shall further have the power to determine and designate the person or person by whom the checks shall be signed; and to change such depositories, the person or persons authorized to sign such checks, and the form of such checks, at will.

## **ARTICLE FOURTEEN**

### **DISSOLUTION**

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the club, dispose of all the assets of the club exclusively for the purposes of the club in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify

as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.