

# Hanover Soccer Club

## By-Laws

### Article I - Members

- Section 1** All parents OR guardians of youths participating in the Hanover Soccer Club program, all coaches, coordinators, and committee members shall be voting members of this organization, AS OUTLINED IN ARTICLE IV, SECTION 1.
- Section 2** Hanover Soccer Club members are expected to uphold the goals, ideals, and principles of this organization as outlined in the Constitution; Article II, Section I.

### Article II – Officers and Directors

- Section 1** ***President:*** The President shall preside over all regular and special meetings and prepare agendas for such meetings; appoint all vacated committee and chairpersons, subject to approval by the Board of Directors; enforce the Constitution and By-Laws and such rules and regulations which have been enacted by the membership; sign all contracts and documents with the Secretary when same have been duly authorized, and attend or appoint a member of the organization to attend appropriate outside soccer affiliated meetings.
- Section 2** ***1<sup>st</sup> Vice-president (Travel VP):*** The 1<sup>st</sup> Vice-president shall perform all the duties and exercise all the powers of the President in his/her absence; shall oversee all committees in regard to the Travel program.
- Section 3** ***2<sup>nd</sup> Vice-president (Intramural VP):*** The 2<sup>nd</sup> Vice-president shall perform all the duties and exercise all the powers of the President and 1<sup>st</sup> Vice-president in their absence; shall be in charge of the nominating committee; shall oversee the Intramural program.
- Section 4** ***Secretary:*** The Secretary shall keep a permanent record of the proceedings of all regular and special meetings. THE Secretary shall keep all minutes of previous meetings for a period of three (3) years; shall sign, with the President, all contracts and documents of the club and assist the President with communications as needed; shall prepare all correspondences for THE club. THE Secretary shall maintain communication with the EPYSA District Representative and stay abreast of any EPYSA actions, decisions, or impending changes that would affect the club, and shall periodically report on such items to the Board.

# Hanover Soccer Club

## By-Laws

### Section 5

***Treasurer:*** The Treasurer shall maintain the financial records of the organization; shall be responsible for the payment of bills as approved by the Board; shall collect and deposit all monies in the name of ~~this~~ THE organization at such place designated by the Board; report the state of finances at all regular and special meetings; submit a written report of all income and expenses for the preceding season at the first meeting of each year; shall coordinate the EPYSA insurance, travel team expenses, and fees and payments to referees; and shall act as an advisor to the fundraising committee.

### Section 6

***Referee Coordinator:*** The Referee Coordinator shall maintain a pool of qualified referees; shall schedule all referees for all games; shall contact the Treasurer to coordinate the weekly payment of referees for intramural games; shall attend all player-parent disciplinary review committee meetings.

### Section 7

***Intramural Coaches Coordinator:*** The Intramural Coaches Coordinator shall schedule and preside over any necessary coaches' meetings prior to and during the season; shall recommend head coaches for each team; shall oversee and schedule instructional clinics; shall coordinate a coach's evaluation process; and shall attend all Intramural Committee meetings; responsible for intramural coaches adherence to concussion protocols and obtaining and maintaining clearances; responsible for updates to the website via the internet coordinator.

### Section 8

***Travel Coaches Coordinators (2) – 1 – Boys, 1 - Girls:*** The Travel Coaches Coordinators shall schedule and preside over any necessary coaches meetings prior to and during the season; shall recommend head coaches for each team; shall oversee and schedule instructional clinics; shall coordinate a coach's evaluation process; and shall be responsible for, ALONG with the Boys and Girls Travel Registrars and 1<sup>st</sup> Vice-president, travel team tryouts and placements. The Travel Coaches Coordinator shall also attend all Travel Committee meetings.

### Section 9

***Travel Registrars (2) – 1 – Boys, 1 - Girls:*** The Travel Registrar is responsible for providing registration materials to all travel members and coaches; shall maintain records of the travel team and players; shall oversee all roster changes that occur in a soccer year; shall report monthly to the Board of Directors; shall attend all required league meetings or assign said designee to attend; shall be responsible for, with the Travel Coaches Coordinators and the 1<sup>st</sup> Vice-president, travel team tryouts and placements. Ensure appropriate payments to the leagues on behalf of the club.

### Section 10

***Parent/Player Rep:*** The Parent/Player Rep shall be the liaison between the CLUB members and the Board of Directors on matters concerning games, coaches, and referees. The Parent/Player Rep shall also attend Travel and Intramural Committee meetings and communicate necessary information to any interested parties.

# Hanover Soccer Club

## By-Laws

### Section 11

**Community/Fundraiser Representative:** Solicit companies to sponsor teams; coordinate payment of sponsors with club treasurer; coordinate team sponsors – obtain company logo and forward to uniform coordinator or apparel provider directly; submit plaques to sponsors after picture vendor completes them. Order and disperse raffle fundraiser tickets to club rec families. Work with Intramural committee to collect money and stubs and do drawing. Work with committee to decide each season on what type of fundraiser to do.

### Section 12

**Intramural Registrar:** The Intramural Registrar shall be responsible for providing registration material to all intramural members and coaches; shall maintain records of intramural teams; shall create intramural teams based on sign-up information; shall oversee all roster changes that occur during a soccer season; shall report monthly to the Board of Directors; and shall forward relevant information and fees to the EPYSA.

### Section 13

**INTERNET COORDINATOR:** The internet coordinator shall be responsible for maintaining the club's presence on the internet through various means – including a club website and a presence on social media (Facebook, Twitter, etc). The internet coordinator shall ensure that club information is available to the public (membership included). This information shall include, but not be limited to: general information about the club, registration information for both travel and intramural programs, constitution and by-laws; contact information for club officers, etc.

## ARTICLE III – DISCIPLINARY PROCEDURES

### SECTION 1

#### **REMOVAL OF OFFICERS (GENERALLY):**

- A)** A member of the elected officers may be removed from office by the affirmative vote of a two-thirds (2/3) majority of the membership present at a general meeting. A quorum must be present at this general meeting (see Article IV Section 4). The membership must be given notice of the impending vote at least thirty (30) days prior to the meeting. The notice shall appear on the club website or be made in a special mailing, either electronically or written, to the membership.
- B)** Vacancies on the Board shall be filled by appointment by the President to fill the remainder of the unexpired term upon approval of the Board of Directors until election at the next general meeting.
- C)** If for any reason, the President were to resign prior to the end of the term, an interim President may be appointed by a two-thirds (2/3) majority of the Board of Directors and voted on by the general membership at the next general meeting.

# Hanover Soccer Club

## By-Laws

### **SECTION 2**

#### ***REMOVAL OF OFFICERS (FOR CAUSE):***

- A)** In the case of an incident which would cause the forcible removal of the president,
- a.** The 1<sup>st</sup> and 2<sup>nd</sup> Vice-presidents would approach the President and advise him/her of the unacceptable actions and/or behavior.
  - b.** Should the president dispute the charges and refuse to resign, an immediate investigation shall be conducted by the board of directors or their designee(s).
  - c.** The results of said investigation shall be communicated to the entire board as soon as practical, discussed, and then a vote shall be taken to retain or dismiss the president from office.
  - d.** Should the president be forced from office, an interim president shall be elected as outlined in Article III Section 1 Subsection C.
- B)** In the case of an incident which would cause the forcible removal of any other elected officer,
- a.** The President would approach the officer and advise him/her of the unacceptable actions and/or behavior.
  - b.** Should the officer dispute the charges and refuse to resign, an immediate investigation shall be conducted by the board of directors or their designee(s).
  - c.** The results of said investigation shall be communicated to the entire board as soon as practical, discussed, and then a vote shall be taken to retain or dismiss the officers from office.
  - d.** Should the officer be forced from office, a replacement officer shall be appointed as outlined in Article III Section 1 Subsection B.
- C)** Regardless of the officer involved, the circumstances surrounding any action taken under Sections A or B of this Article should be communicated to the general membership as soon as practical.

### **SECTION 3**

***PROCEDURE FOR PLAYER/COACH/PARENT DISCIPLINARY REVIEW:*** The Referee Coordinator, Community Representative and Player/Parent Representative SHALL FORM THE DISCIPLINARY REVIEW COMMITTEE. THIS COMMITTEE shall investigate any written complaints and review all situations that may require disciplinary action INVOLVING PLAYERS/COACHES/PARENTS; shall recommend appropriate disciplinary action, in writing, for approval by the Board at the next meeting and implement said approved action with follow-up and report to the Board at subsequent meetings.

#### **Article IV – Meetings**

### **Section 1**

General meetings for the organization will be held twice per year – once in the spring and once in the fall. The meetings shall be held at least two (2) weeks prior to the start of the seasons. The time and location of each meeting will be determined by the Board of Directors and communicated to the membership at

## Hanover Soccer Club By-Laws

least thirty (30) days prior to the meeting. Each family is entitled to one (1) vote at the general meeting.

### **Section 2**

Board meetings may be held at such times and places as selected by the Board. Special meetings of the Board may be called by the President or by three (3) members of the Board making such a request to the Secretary. No notice of a regularly scheduled Board meeting need be given. Notice of a special Board meeting shall be given at least five (5) days prior to all members of the Board. Unless otherwise stated, Board meetings are open to general members. However, the board may adjourn and discuss sensitive matters in executive session, which is not open to the public.

### **Section 3**

General meetings and Board meetings may be postponed due to inclement weather, natural causes, medical emergencies, or any other good cause at the consent of the majority of the board members.

### **Section 4**

A quorum at a general meeting shall be a number of members present equal to ten percent (10%) of the number of players currently registered in the soccer program.

### **Section 5**

The Board of Directors may not consist of more than 20 voting representatives. A quorum of the Board shall be more than fifty percent (50%) of the executive members (president, vice presidents, secretary and treasurer) and twenty percent (20%) of the remaining voting members.

### **Section 6**

All meetings shall be conducted pursuant to Robert's Rule of Order.

### **Section 7**

Meeting Agendas:

- a) General Meetings: The president or his/her designee shall preside at the general meeting and set-up the meeting agenda. The agenda should include, but not be limited to: voting on any vacant, interim, or appointed officers; approval of any constitution or by-law changes; club financial report; seasonal overview; and any other information the board feels pertinent to pass on to the general membership.
- b) Board Meetings: The president shall preside over the board meetings. In the president's absence, the 1<sup>st</sup> vice-president shall preside. The meeting's agenda shall be set-up at the discretion of the presiding officer and shall include, but not be limited to: review and approval of the previous meeting's minutes; a monthly financial report; old/unfinished business, new business, and any other information the board needs to act upon in order to conduct the business of the club

## Article V – Committees

# Hanover Soccer Club

## By-Laws

### **Section 1**

The president or board of directors may form committees as they see fit to conduct the business of the club. The president or his/her designee shall appoint a chairperson for each committee formed.

### **Section 2**

Committee chairperson shall report to the board of directors on the committee's progress and again at the conclusion of their task(s).

## **Article VI – Amendments and Changes**

### **Section 1**

Proposed changes to the By-Laws need to be proposed, in writing, ten (10) days prior to a scheduled Board meeting and distributed to the current board. The proposed change will be discussed and reviewed at that board meeting. If a majority of the present board approves the proposed change, it will be presented at the next general meeting for approval by the members. A quorum must be present at this general meeting (see Article IV Section 4).

## **Article VII – Miscellaneous**

### **Section 1**

#### ***Financial Matters:***

- A) The Treasurer and President are authorized and will sign the checks for purchases and payment of bills for the Hanover Soccer Club.
- B) For any checks issued in an amount over what is designated by the board of directors, approval must be obtained from the board prior to that check being issued. The record of approval will live in the minutes from the board meeting.
- C) Contracts and agreements will be executed by the President and one (1) other elected officer after approval by the Board of Directors.
- D) An annual audit will be conducted within sixty (60) days of the end of the fiscal year; July 1-June 30. The audit will be conducted by a committee appointed by the President to include an independent auditor.
- E) An annual financial status report will be posted to the website following the audit committee's findings.

### **Section 2**

#### ***Inclement weather (applies to Intramural Program only)***

- A) The President and/or any other designated board member shall make a final decision on the cancellation of games and will notify the Internet Coordinator for posting on the website. The intramural coaching coordinator will be notified of the decision and they shall generate an email to all coaches should games be cancelled for the day.
- B) The decision to cancel games shall be made at least two (2) hours prior to the start of the first scheduled game of the day.

# Hanover Soccer Club

## By-Laws

### **Section 3**

***CONFLICTS OF INTEREST:*** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this paragraph. The organization may employ or make purchases from a member provided the member's interest is disclosed to the Board. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office. The organization shall not carry on any activity not permitted to be carried on by an organization exempt from Federal Income Tax or by any organization to which contributions are tax deductible under applicable provisions of the Internal Revenue Code.

### **Section 4**

Any act of commissions or omissions taken by an officer or member of the organization within the scope of his/her duties shall be the act of the organization and the organization shall reimburse said officer or member for any expenses or liability incurred as a result of said act or acts. The organization may purchase insurance to cover members and/or officers for their activities on behalf of the organization.

### **Section 5**

The travel program and intramural program guidelines shall become part of these by-laws as Addendum A (Travel) and Addendum B (Intramural). These program guidelines can be amended as needed to reflect changes in the travel and intramural soccer programs without vote of the general membership.