

BY-LAWS OF THE SHALER SOCCER CLUB

CHAPTER 1:

MEMBERSHIP

1.1 QUALIFICATIONS

There will be two classes of membership in the SSC: Full and Affiliate membership.

Full membership in the SSC will be limited to any adult person residing in the area outlined in Article 1, Section 2 of the SSC's Constitution, who has paid the applicable registration fee for at least one Playing Season for the current or a prior fiscal year, subject to those additional requirements as may, from time to time, be established by formal resolutions of the Board of Directors.

Any family residing outside of the area outlined in Article 1, Section 2, which was previously a member of the SSC, shall continue to be eligible for membership. Any other family residing outside the area outlined in Article 1, Section 2, may be eligible for membership with the approval of the Board of Directors. The Registrar will advise the Board of Directors of these circumstances before they are permitted to participate in activities of the SSC.

Affiliate Membership in the club will be limited to any adult person who has been sponsored for affiliate membership by any Member in good standing, subject to the approval of the Board of Directors. The rights and responsibilities of the Affiliate Members will be determined by the Board of Directors.

1.2 APPLICATION FOR MEMBERSHIP

All applications for membership shall be made upon completion of the applicable seasons registration form and payment of the required dues, fees, and other charges. These registration forms will be maintained by the Registrar and shall be submitted by the following dates, if the member and their children wish to participate in the playing program of the Club:

- For the Fall Season, July 5th prior to the Playing Season for which the applicable registration forms and fees are paid.
- For the Spring Season, February 5th prior to the Playing Season for which the applicable registration forms and fees are paid.

The Board of Directors may adjust these dates in accordance with changes in the start dates of the Playing Season set by PWSA.

1.3 LATE APPLICATION FOR MEMBERSHIP/REGISTRATION

Any Application for Membership/Registration received after the dates outlined in Section 1.2 above will be considered by the Board of Directors, on a case-by-case basis.

Acceptance of a Late Application/Registration will be based on availability of space on a team in the child's age group. The Club will make no guarantee for placement on a team for late applicants/registrants.

The Club reserves the right to assess a late fee as determined, from time to time, by the Board of Directors.

1.4 RESIGNATION

Any member wishing to resign their membership from the Club may do so by submitting a written resignation to the Board of Directors. Refunds of fees, dues or other charges will not be made after the second week of the applicable playing season as prescribed by PWSA. All refunds made prior to the second week of the applicable playing season will be reduced by an early withdrawal penalty assessed to cover uniform, equipment, and administrative losses incurred by the Club. The early withdrawal penalty shall be determined at the sole discretion of the of The Board of Directors and will be disclosed on all registration forms.

1.5 VOTING RIGHTS OF MEMBERS

Each adult member in good standing with the Club shall be entitled to vote on business matters affecting the Club at the Annual, General, or Special Meetings.

Each adult member in good standing with the Club shall be entitled to one (1) vote in any voting matter brought before the membership. Each family will have a maximum of two (2) votes.

Voting by proxy shall not be allowed under any circumstances.

1.6 DISCIPLINE

The Board of Directors shall have full authority to suspend or expel any member for proper cause. Proper cause may consist of the violation of any provision of the Constitution, By-Laws, Rules and Regulations and Policies of the Club as propounded from time to time by the Board of Directors. Suspension or expulsion may also occur if the member engages in conduct which, in the opinion of the Board, may be contrary to the Association's purposes.

The Board of Directors will advise the suspended or expelled member of their action, in writing, within fifteen (15) days of its decision.

1.7 INTOXICATING LIQUORS OR DRUGS

All intoxicating liquors or drugs are prohibited at all games and practices of the Club.

The purchase and/or consumption of intoxicating liquors at any meeting or function of the Club will not be the responsibility of the Club. Provisions shall be made to ensure that those attending such meetings or functions will be advised that the purchase and consumption will be solely the responsibility of the attending member and/or guest of the member.

CHAPTER 2

FEES, DUES, AND OTHER CHARGES

2.1 REQUIRED PWSA FEE

The Club is required by the PWSA to collect a fee from each and every player registered with the PWSA. This fee, defined by PWSA, is non-discretionary on the part of the Club and is subsequently paid in total by the Club to PWSA. The fee is due and payable upon player registration.

2.2 MEMBERSHIP DUES/REGISTRATION FEES

All members registering a child to play with the Club will be assessed appropriate membership dues and/or registration fees. These dues and/or fees are due and payable upon Application for Membership/Registration as prescribed in Chapter 1 of these By-Laws.

No membership rights including playing privileges will be permitted until such dues and/or fees are paid. The dues and/or fees will be established prior to the applicable Fiscal Year of the Club by the Board of Directors. The membership will be advised of the subsequent Fiscal Years dues/fee structure at the Annual Meeting of the membership held during the Fiscal Year prior to the Fiscal Year for which the dues and/or fees are applicable. No additional dues and/or fees may be levied following the notification of the membership except by approval of a majority vote of the membership at a Special Meeting of the membership.

2.3 OTHER CHARGES

All members shall be required pay any additional charges approved by the membership of the Club. This may include, but not exclusively: candy sales; ticket sales; or, other types of product sales and/or field use/development assessments . If the member elects not to participate in this type of sales activity, they will be required to remit to the Club an amount equal to the amount determined as net profit for the Club.

Membership and player privileges will not be granted unless the applicable other charges are paid in full in the manner prescribed by the Board, as determined by the Board, from time to time.

2.4 AUTHORITY

The Board of Directors shall have the authority to establish the dues, fees, other charges and payment structure for each Fiscal Year.

The dues, fees, and other charges will be determined by the Board based on expenses and revenues of the prior Fiscal Year and anticipated expenses and revenues for the next Fiscal Year.

When possible, a budget will be provided to the membership justifying the establishment of the fees, dues, and other charges. However, the establishment and presentation of a budget will not be required.

CHAPTER 3

BOARD OF DIRECTORS

3.1 RESPONSIBILITIES

The Board of Directors shall handle the management and operation of the Club, and shall be responsible for and have the final authority, except where otherwise provided for:

- Enforcing and interpreting the Constitution, By-Laws, Rules and Regulations, and Policies of the Club;
- Defining and establishing Rules and Regulations and Policies for the Club;
- Creating appropriate committees such as: Nominating, Picnic, Player Development, Coaches Development, Fields, Equipment, Traveling Teams, Referee Development, Long Range Planning, Ways and Means, Registration, Concession Stand, and Soccerfest;
- Establishing the fees, dues, and other charges for the succeeding Fiscal Year;
- Review and approval of all actions of appointed committees;
- Review and approval of all commissioners and coaches for each Playing Season;
- Recommending potential officers and directors for the Annual General Meeting;
- Approval of all expenditures of the Club exceeding \$100 and suspending approval of expenditures on a case-by-case basis where prudent and expeditious to the operation of the Club, yet requiring the Treasurer to advise the Board of applicable payments at each meeting of the Board;
- Establishing temporary rules and regulations for specific cases not provided for elsewhere, but which are deemed necessary by the Board to carry out the objectives of the Club; and,
- Review the Constitution, By-Laws, Rules and Regulations and Policies of the Club to ensure consistency with the provisions of affiliate organizations, to remedy inequities or inconsistencies, and to recommend to any Special or General Meeting of the membership desirable changes to the Constitution, By-Laws, Rules and Regulations and Policies.

3.2 MEETINGS

The Board shall meet monthly on a day and at a time established each Fiscal Year by the President of the Club or at other times upon the request of the President, or if requested, by one-third of the members of the Board. Two-thirds of the membership of the Board shall constitute a quorum for conducting of all business. Excepting for the President, who shall act as Chairman of the meeting, each member of the Board shall be entitled to cast one (1) vote on any matter of business before the Board. The President, acting as Chairman, may cast one (1) vote in the event of a tie vote.

In extenuating circumstances, when a meeting of the Board cannot be convened to address an issue in a timely manner, specific issues may be addressed via an e-mail meeting of the Board. An email vote will be accepted until such time as the Board is able to meet in person.

Meetings of the Board of Directors shall be closed to the General Membership of the Club. Members wishing to address the Board on any issue may do so by invitation only from the President of the Club with at least one (1) weeks written notice to the President. The President, in his sole discretion, may invite other members of the Club, such as Chairpersons to attend meetings to provide information and input on a particular matter(s). However, no business of the Club shall be conducted until those such individuals are no longer present. All actions of the Board during Board meetings shall be reported to the General Membership at the General Meetings of the Club.

CHAPTER 4

ELECTED OFFICERS - DUTIES AND RESPONSIBILITIES

4.1 TITLES

The elected officers of the Club shall be a President, a Vice President, a Secretary, a Treasurer, and a Registrar.

4.2 PRESIDENT

The President shall be the chief executive officer of the Club. The duties of the President shall:

- Preside over all meetings of the Board of Directors and General Membership;
- Along with the Board of Directors, enforce the Constitution, By-Laws, Rules and Regulations and Policies of the Club;
- Appoint any individual and/or committee which may be required for the operation of the Club;
- Be an ex-officio member of all committees of the Club;
- Sign all written contracts, obligations or instruments of the Club;
- Act on behalf of the Board when deemed necessary, subject to later ratification by the Board;
- Represent the Club at all PWSA meetings or other such meetings involving community soccer leagues or appoint individuals to handle those responsibilities;
- Make an annual report on the activities of the Club at the Annual Meeting of the membership; and,
- Have one vote at all meetings in which he is Chairman, to be cast only in the event of a tie in the voting.

4.3 VICE PRESIDENT

The Vice President shall assume all the duties of the President, in his absence. In addition, the Vice President shall be responsible for:

- Conducting an annual audit of the financial transactions of the Club;
- Directing the activities of the age group commissioners;
- Directing the activities of the field manager and referee coordinator; and,
- Directing the activity of any coaches or youth training clinics or camps sponsored by the Club.

If the office of President should become vacant, the Vice President shall hold the office until the next election at the next following Annual Meeting.

4.4 SECRETARY

The Secretary shall be responsible for:

- Keeping an accurate record of all meetings of the Board, as well as General and Special Meetings of the membership;
- All correspondence directed by the Board to be addressed;
- Providing notice to the membership of all meetings; and,
- Assisting the Field Manager with field permits, assignments, and maintenance.

4.5 TREASURER

The Treasurer shall be responsible for:

- Keeping detailed accounts of all financial transactions of the Club;
- Collecting all debts and fees owed to the Club and depositing all such collections in a recognized bank;
- Issuing all checks for all bills and obligations and where feasible prior approval of the Board for all expenditures exceeding \$1000. All such expenditures exceeding \$1000 must be approved in writing by the President or Vice President in lieu of prior Board approval.
- Providing the Board, upon demand, an accounting of all transactions;
- Developing and providing the Board with a budget for determining fees, dues, and other charges. Such budget should be presented to the membership at its Annual Meeting;
- Filing the annual tax return(s) of the Club using a qualified Certified Public Accounting firm;
- Monitoring the purchasing activities of the Equipment and Uniforms Managers, in conjunction with the Board Member Liaison with those managers; and,
- Monitoring the activities of any fund raising activities of the Club (candy sales, concession stand, tournament, etc.) , in conjunction with the appropriate Board Member liaison, and providing the Club with an accurate accounting of all funds received and disbursed from those activities.

4.6 REGISTRAR

The Registrar shall be responsible for:

- Maintaining a complete record (including birth certificates upon initial registration with the Club) of all teams and players for the purpose of player registration, team affiliation, voting and fee assessment with PWSA ;
- Making the necessary arrangements for the semi-annual registration of players;
- Advising the Board of any non-resident applicants for Club membership prior to the rostering of players;
- Representing the Club at the semi-annual registration of players with the appropriate PWSA registrar and ensure that all players cards (where appropriate) and rosters are in proper order; and,
- Providing the equipment and field managers and the Board with summaries necessary for the performance of their responsibilities.

CHAPTER 5

NON-OFFICER MEMBERS OF THE BOARD OF DIRECTORS

The non-officer members of the Board of Directors shall assist the officers of the Club in the management and operation of the Club. They shall be responsible for directing the activities of the various Club committees and managers. They shall act as a Board Liaison to these committees and ensure that the directives of the Board of Directors, as well as the Rules and Regulations, and Policies of the Club are enforced.

CHAPTER 6

ELECTION OF OFFICERS AND DIRECTORS

6.1 VOTING RIGHTS

Each adult member of each family, not to exceed two(2), who is a member of the Club in good standing with all dues, fees, and other charges paid, shall have the right to vote in the election of *officers*. In addition, an active adult member of the Club (over age 17 years), who is in good standing with all dues, fees, and other charges paid, shall have the right to vote in the election of officers.

6.2 ELIGIBILITY FOR ELECTION

Any adult member of the club (Full or Affiliate) as outlined in Chapter 1, Section 1.1 of the SSC's By Laws shall be eligible for election to any office in the Club, including the elected officers and non-elected members of the Board.

6.3 NOMINATIONS

The following procedures shall apply to the nominating process for the election of officers and Board members:

1. The President on or before the month prior to the Annual Meeting shall appoint a Nominating Committee. The Nominating Committee shall consist of three (3) or more members of the Club, one of which shall be appointed Chairperson by the committee members.
2. The Nominating Committee shall be charged with submitting names to the General Membership at the Annual Meeting for the five (5) elected officers of the Club as well as ten (10) names for the six (6) at large Board member positions for their consideration. All nominations to the elected and appointed positions on the Board must have the consent of the nominee.
3. Nominations for any elected or appointed position may be made from the floor at the Annual Meeting at which the election of officers occurs. All such nominations must have the consent of the nominee. Each nomination from the floor must have at least one seconding of the nomination.
4. Depending on the number of candidates for each elected office, the voting may either be done through a voice vote of the membership present, or if deemed appropriate by the President, a secret ballot may be called.

6.4 ELECTION OF OFFICERS

At each Annual Meeting, there shall be elected a:

President
Vice President
Secretary
Treasurer
Registrar

These individuals shall take office at the beginning of the next Fiscal Year of the Club and shall serve in such offices until their successors have been duly elected and qualified.

6.5 APPOINTMENT OF NON-ELECTED BOARD MEMBERS

The Nominating Committee shall provide the newly elected officers a slate of ten (10) candidates for the six (6) remaining Board of Directors positions for their consideration. The Board of Directors shall appoint six (6) individuals from the slate provided to occupy the six (6) Board positions. These individuals shall take office with the newly-elected officers and shall serve until their successors are duly elected and qualified at the next Annual Meeting where elections occur.

6.6 OFFICER AND BOARD VACANCIES

The Vice President, Secretary, Treasurer, and Registrar shall, upon written resignation, have their replacements appointed and approved by a simple majority of the Board of Directors. These individuals shall serve in their offices until the next Annual Meeting where the election of officers occurs.

Vacancies to non-elected positions shall be filled by appointed by the President, with approval of a two-thirds (2/3) majority of those members of the Board at the time the vacancy occurs. Should sufficient individuals not be available for these positions, they may remain vacant until such time as a suitable replacement can be found and voted upon. Service in a position, as the result of an appointment, shall not be counted in determining eligibility for consecutive terms.

6.7 TERMS OF OFFICE

All officers and non-elected directors shall hold office for one-year terms and until they resign, are removed or are otherwise disqualified to serve, or until their successors are elected and qualified, whichever occurs first.

The President and Vice President shall be eligible, to serve four (4) elected consecutive terms. The Secretary, Treasurer, Registrar and the other nonelected directors shall have no limit on the number of consecutive terms they may serve. The Immediate Past President shall serve in that position until an appropriate succession occurs.

Terms of office shall run concurrent with the Fiscal Year of the Club.

CHAPTER 7

STANDING COMMITTEES

In order for the Club to operate in an efficient manner, Standing Committees are established by the Board of Directors. Managers/coordinators of these Committees shall report their activities to the Board of Directors through their appropriate Board liaison. No Committee or Committee Manager/Coordinator should make any action or make any representation without prior approval of the Board of Directors. The following Standing Committees and their responsibilities are as follows:

- **EXECUTIVE**
Between meetings of the Board of Directors, this Committee shall be vested with the Authority of the Board. All actions, of this committee shall be subject to ratification at the next regularly scheduled meeting of the Board.
Members of this Committee shall be the President, Vice President, Secretary, Treasurer, and Registrar.
- **EQUIPMENT**
Shall be responsible for:
The maintenance and inventory of all Club equipment for players and coaches and records for such equipment such as warranties and guarantees.
The collection and storage of all equipment and the securing of such equipment.

The purchase and acquisition of new and replacement equipment upon approval of the Board of Directors.

Coordinating with the Field Committee concerning field equipment needs, preparation and storage.

Providing the Board of Directors with an annual inventory of all equipment.

Be responsible for the maintenance of all locks and inventory of all keys to equipment and facilities.

- **UNIFORMS**

Shall be responsible for:

The purchase and distribution of all player, uniforms and coaches jerseys for each--Playing Season.

Conducting an annual bid process for the purchase of player uniforms obtain Board of Directors approval before such purchase.

Determining the appropriate type(s) of participation awards to be provided after each Playing Season.

Secure the appropriate art work for the uniforms.

Inventory the equipment and uniforms after each Playing Season.

- **FIELDS**

Shall be responsible for:

Determining the suitability of all fields for play, making such decision, and advising all effected parties.

Obtaining the appropriate field permits from the appropriate school district or township departments for each Playing Season and special event conducted by the Club.

Scheduling of all team practice and playing times on the permitted fields.

Coordinating, with the Referee Manager, the assignment of referees to the games requiring referees.

Obtaining the appropriate restroom facilities for each permitted field, as well as removal at the end of each Playing Season.

Ensuring that all fields are prepared for play by securing the services of an individual for field lining, flag placement and securing of goals.

Coordinating the maintenance (grass cutting, fertilizing, etc.) of the fields.

Coordinating with the equipment manager the distribution and collection of all locks and coordinating keys for facilities.

- **REFEREES**

Shall be responsible for:

Coordinating the training and licensing of all Club referees.

Coordinating with the Field Committee the assignment of referees to games requiring the use of referees.

Advising the officers, coaches, and commissioners of rule changes.

Maintaining a record of referee schedule and advising the Treasurer of the amount payable to each referee during the appropriate pay period and ensuring that referees are assigned the appropriate amount of time to ensure that they will not be required to complete a Form 1099.

- **FUNDRAISING/CONCESSION STAND**

Shall be responsible for:

Coordinating all fund raising activities of the Club.

Coordinating the maintenance and assignment of workers at the Clubs concession stand.

Responsible for engaging a photographer to take team and individual pictures when appropriate.

- **TRAVELING TEAMS**

Shall be responsible for:

Establishing appropriate evaluation tools and processes for the formation of the various traveling teams sponsored by the Club.

Representing the Club at the appropriate PWSA committees where traveling teams matters are discussed and handled.

CHAPTER 8

DISCIPLINARY ACTIONS AND APPEALS

The Board shall have the right and authority to suspend, expel, or otherwise discipline any individual(s)[player, coach, manager, assistant, official].

The right and authority of the Board to take such actions shall apply where any individual or member of the Club has violated the Constitution, By-laws, Rules and Regulations and Policies of the Club. Such action may be based either upon an original complaint or upon the Board's own action.

At any meeting or at the Board Meeting, the accused party shall be given a full opportunity to submit matters in rebuttal, mitigation or extenuation to the allegations.

CHAPTER 9

AMENDMENTS

The amendment, repeal; or suspension of the Bylaws may be done, in part or in whole, by two-thirds (2/3) vote of the membership present and in good standing at any called meeting of the membership of the Club provided a quorum is present.

Proposals for amendment, repeal, or suspension must be made in writing and submitted to the Secretary of the Club so as to allow thirty (30) days notice to all members prior to the consideration of such proposals at any meeting.

Notice to amend, repeal, or suspend shall be given at two (2) meetings of the Board of Directors and thirty (30) days notice to the membership.

CHAPTER 10

MISCELLANEOUS

10.1 RULES OF CONDUCT

Robert's Rules of Order shall be deemed to be adopted at all meetings conducted by the Club unless otherwise agreed to by the members present.

10.2 SIGNATURES

Any check or draft disbursing funds of the Club exceeding \$1000 must be approved by the Board. Suspension of the Board Approval Rule may be done on a case-by-case basis for the prudent and expeditious operation of the club. In this case written approval must be given by the President or Vice President and must be duly noted in the records kept by the Treasurer and Secretary.

10.3 INDOOR LEAGUES

Teams playing indoors will not be sanctioned the Club. As such, each team will be responsible for its own insurance coverage.

In addition, the Club will not be responsible for the composition of such teams or their coaches, nor will the Club or its Constitution, By-Laws, Rules and Regulations and Policies prevail over the regulation of such teams.

10.4 NON-LEAGUE GAMES

Any Shaler Soccer Club team participating in a non-league games shall be responsible for all of its own expenses.

10.5 AGE GROUP CLASSIFICATION

The Club shall adhere to the age group classifications established each year by PWSA. All children will be assigned to the age group into which they fall according to the date of the registration letter, unless it is deemed a necessity for the foundation of a team in another age group.

The Board of Directors, in conjunction with the age group commissioners, can decide to move players up or down an age bracket, with parental approval, in order to have enough players to field a team.

August Birthdays

If a child has an August birthday, the parent should be given the option to have them play with their school age peers. Playing with school age peers can only be decided before Fall registration, unless the child has not played the previous Fall and is only playing Spring. Once the decision is made to "Play Up" the player must continue to play at that age group for the remainder of the season.

Players Who Excel

This would be handled on a player by player basis. "Playing Up" because a player excels would not be an option until U8. Request would come from parents, current coach or age group commissioner. If the request comes from the parents, the board would request input from the current or last coach the player had. If the request came from the coach or commissioner, we would need parent approval. Each request would have to be voted on by the Board. Requests can be made at the start of each season, up to the 3rd game of the season. No player will be moved up after the third game of the season. This will give the board and coaches time to evaluate the player at practices and games to determine if the player should be moved up. The player evaluations, which should be done at the end of each season by the coaches, may be used to help determine if the player should be evaluated and moved up for the following season. There must be an opening on the roster for the player. Once the decision is made to "Play Up" the player must continue to play at that age group for the remainder of the season.

Establishment of a team must be accomplished prior to the start of any Playing Season.

Upon initial registration with the Club, all players will be required to provide the Registrar with a copy of their official birth certificate. These will be maintained by the Registrar in the appropriate records of the Club. Copies of other evidences of birth will not be accepted, as they are not acceptable evidences of birth allowable by PWSA.

10.6 PLAYING TIME

All children in attendance at any in-house club games, must participate in playing at least one-half (1/2) of every game.

All children in attendance at any traveling team games, will participate in playing at the discretion of the applicable coaches of the team keeping in mind the purpose and objectives of the Club, as well as the division in which the team participates.

10.7 RULES AND REGULATIONS AND POLICIES

The Board of Directors, as outlined under the Constitution and these By- Laws, may adopt any rule, regulation or policy in addition to those set forth in these By-Laws. However, any such rule, regulation, or policy shall not be inconsistent with any provision of the Constitution or these By-Laws.

All rules, regulations and/or policies of the Club shall be attached to these By-Laws and shall be adhered to unless amended, repealed or suspended as provided under these By-Laws.

THE SHALER SOCCER CLUB
CONSTITUTION AND BYLAWS

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