

Center Soccer Club
By-Laws

Elected Officer, Commissioners Duties and Responsibilities:

The Total Board Membership shall consist of the following twelve board voting positions. All positions are two-year terms effective June 15th of either an odd year or even year as indicated below. All elections are to be held at the regularly scheduled June Club meeting, unless otherwise indicated below:

Board Members: (Nominations to be taken during the two (2) meetings prior to the June meeting)

President – elected in odd years.

Vice-President – elected in even years.

Secretary – elected in odd years.

Treasurer – elected in even years.

**Registrar – not elected – does not have to be a Board Member.

*U5/U6 In-House Commissioner – not elected – does not have to be a Board Member.

*U8 In-House Commissioner – not elected – does not have to be a Board Member.

*U10 In-House Commissioner – not elected – does not have to be a Board Member.

*U12/15 In-House Commissioner – not elected – does not have to be a Board Member.

*Girls Travel Commissioner – not elected – does not have to be a Board Member.

*Boys Travel Commissioner – not elected – does not have to be a Board Member.

Procurement Commissioner – not elected – does not have to be a Board Member.

Referee Coordinator/Field Assignor – not elected – does not have to be a Board Member.

Concession Stand Coordinator – not elected – does not have to be a Board member.

Field & Structures Commissioner – not elected – does not have to be a Board Member.

Past President (Immediate) – Non-voting board member who may remain on the board in an

Advisory position as long as the Past President and present Board consider this to be beneficial to the organization. The Board may

terminate this arrangement with a majority vote of the total board membership.

* position to be filled during April meeting. Elections to be held during the April meeting to permit new commissioners to participate and work with current commissioner in player evaluations and team formations for the following soccer season. Voting rights and responsibilities are effective July 1.

** Elections to be held during the April meeting to allow for new registrar to participate with current registrar during spring registration(s) for the following soccer season.

Duties and Responsibilities of Board Members:

- Board members shall attend all regularly scheduled meetings.
- Absence of more than 3 (three) meetings will be subject to board review of the board membership position.

The President shall:

- Organize, arrange for meeting places, and preside at all club meetings.
- Represent the Club in all activities requiring the official presence of the Club (or may appoint a representative for such activities). Such activities would include PA West meetings, meetings with township or school district officials, and meetings with other organizations.
- Co-sign checks for the association.
- Temporarily appoint any vacancy occurring on the Board during the year, as stated in the Constitution.
- Call Board meetings when needed.
- Coordinate (with help from the Vice-President) the activities of all of the Board Members in carrying out the Club's activities. Generally, unless otherwise agreed upon by both the President and Vice-president, the President will coordinate the activities of the Vice-President, Treasurer, Secretary, Procurement Commissioner, Registrar, Field & Structure Commissioner.
- Prepare a yearly budget; as applicable.
- Kid Safe Access.

The Vice-President:

- Assume the President's duties whenever the President is unable to do so.
- Co-Sign checks for the Club when either the Treasurer or President is unable to do so.
- Assist the President in coordinating the activities of all Board Members in carrying out the Club's activities. Generally, unless otherwise agreed upon by both the President and Vice-President, the Vice-President will help the president by coordinating the activities

of the In-House Commissioners, Travel Commissioners, and Referee Commissioners.

- Prepare a yearly budget; as applicable.
- Kid Safe Access.

The Secretary shall:

- Keep accurate records of the minutes of the Club's meetings.
- Attend to all correspondence of the Club and keep accurate records of such.
- Keep and maintain all of the official documents of the Club including but not limited to the official copies of the Constitution, By-Laws, Rules and Regulations, and all PA West Rules and Regulations.

The Treasurer shall:

- Process vouchers, collect debts and fees owed the Club, maintain bookkeeping records and co-sign checks for the Club.
- Maintain the necessary bank accounts as authorized by the membership.
- Prepare and submit financial reports to the membership at each regular meeting.
- Prepare an overall Club budget based on input from all Board Members; as applicable.
- Be bonded through a 'dishonesty bond.'

The Registrar shall:

- Be responsible for collecting player registrations forms, verifying birth dates, approving player and registration forms, ensuring that all registration matters are consistent with PA West rules and policies and registering all players and coaches with PA West.
- Organize player registration information into a database that will easily allow extraction of data needed by In-House and Travel Commissioners to organize teams, select coaches, order shirts, etc.
- Maintain copies of birth certificates of all travel players.
- Maintain Volunteer Disclosure Statements for all coaches and adults working with the players.
- Keep Club voter registration records throughout the seasonal year.
- Prepare a yearly budget; as applicable.

The In-House Commissioners shall:

- Organize and coordinate all In-House teams ensuring adherence to the Club and PA West Rules and Regulations.

- Recommend all In-House teams and In-House team coaches to the Board for their approval.
- Produce practice and game schedules, coordinating with the Travel Commissioners on practice schedules.
- Communicate information needed by In-House coaches on a regular basis.
- Schedule teams for games and practices.
- Arrange for field preparation for In-House games.
- Arrange for concession stand volunteers during In-House games.
- Prepare a yearly budget; as applicable.

The Travel Commissioners shall:

- Organize and coordinate all travel teams ensuring adherence to the Club's and PA West Rules and Regulations.
- Recommend all travel teams, travel team coaches, and assistant coaches to the Board for their approval.
- Coordinate practice schedule needed by the travel teams with In-House Commissioners.
- Work with coaches on team rosters and establishing their playing schedules.
- Communicate information needed by travel coaches on a regular basis.
- Organize player evaluation sessions each spring season if needed.
- Arrange for field preparation for travel games.
- Arrange for concession stand volunteers during travel games.
- Prepare a yearly budget; as applicable.

The Referee Coordinator/Field Assignor shall:

- Recruit and train referees for all club affiliated games.
- Schedule all referees for Club affiliated games as the Chief Assignor.
- Must be a registered USSF Assignor.
- Recommend a Travel Referee fee structure to the Board.
- Review all Club and PA West playing rules and regulations with all coaches.
- Coordinate pay schedules with the Treasurer in order for referees to be compensated in a timely manner.
- Prepare a yearly budget; as applicable.
- Attend 2 (two) meetings prior to the start of the season.

The Players of the Club:

1. Are eligible to be registered with the Club, if they are a resident of Center Township or a neighboring community. (for In-House).
2. Those who are not residents of Center Township, travel players must obtain a signed release from their home soccer club before being permitted to register with the Club. As a courtesy, the Center Soccer Club will approach their home club for permission.

The Members of the association:

1. Board members, commissioners, coordinators and Parent/guardians of players registered with Center Soccer Club.
2. Players registered with Center Soccer Club, provided the players are at least 18 years of age, and are members of the Club.
3. Members of the Club who have been convicted of a criminal activity that the State of Pennsylvania considers injurious or harmful to working with children cannot hold any position in the Club.
4. There will be no limit to the number of members of the Club.
5. The members are not personally liable for the debt, liabilities or obligations of the Club.
6. A member of the Club may vote or run for office if he or she has registered to vote at a previous meeting during the current seasonal year defined as August 1st through July 31st of the following year.

Meetings:

1. Meetings of the Club shall be held on a regular monthly basis. Meeting places, dates, and times shall be advertised on the Club's website that is accessible to all members. All meeting must be held within the boundaries of Center Township. A quorum of at least 6 members must be present for voting concerns.
2. The agenda for each meeting shall be determined by the Board and can include the following:
 - a. Call to order
 - b. Secretary's Report or reading of previous minutes
 - c. Treasurer's Report
 - d. Reports of President, Commissioners, other committees, Board
 - e. Unfinished Business
 - f. New Business
 - g. Good of the Order
 - h. Adjournment

3. Matters not included on the Agenda may be brought to the floor during any meeting provided two-thirds of the members present agree to do so.
4. The Board may call special meetings.

Risk Management:

- All Board members, coaches, referees and assistant coaches must supply the Club with the Volunteer Disclosure form before being permitted to work with the players. Failure to submit this form shall disqualify the candidate. Any person volunteering with the organization will go on PA West Website, youth division, Risk Management, apply and pay the fee and will be reimbursed. These are the same site State Police checks.
- The Club shall use the following safety standards for all games and practices:
 - All goals shall be anchored at all times when in use. Goals shall be properly stored and secured when not in use. Coaches caught in violation of the process shall be subject to disciplinary action.
 - The field shall be checked for debris and uneven playing surface. Debris shall be cleared before use; playing surface issues shall be directed to the Fields & Structures Commissioners and activity moved away from the dangerous area.
 - The area surrounding the field shall also be checked for potential hazards.
 - Coaches and Referees shall monitor the weather; at the first sight of lightning or rumble of thunder, all players should be moved to a safe place or to vehicles. Resumption of activities may occur thirty minutes after the last lightning strike or sound of thunder.
- The Club shall work with an outside agent (preferably a CPA) to develop and implement a financial policy to insure safe handling and recording of all club monies and assets.

Hearings and Appeals:

- The Club recognizes the rights of its members to have a fair hearing regarding any matter of discipline.
- The Board shall afford the accused the timely notification as to the date, time, location and reason for the hearing. The notice shall also include any witnesses who shall testify against the accused. The notice shall be sent certified mail and postmarked no less than 14 days prior to the scheduled date. The accused shall have the right to present evidence in defense, use the help of counsel and confront their accuser(s). The decision of the DAAC (Disciplinary Action Arbitration Committee) shall be mailed by certified mail within ten days of the hearing date. The decision should include all evidence considered and the reasoning for the decision.
- Appeals of disciplinary hearings shall be held using the following procedures:

- Appeals of disciplinary matters shall be made in writing by certified mail to the Club Board within ten days upon receipt of the DAAC findings.
- The Board must schedule the appeal hearing within thirty days of receipt of the appeal.
- The appeal hearing must afford all parties involved the same privileges as outlined in the disciplinary hearings section of this item. The appeal hearing will not be held to reexamine the evidence, but to insure that the hearing examined all evidence presented and was conducted according to procedure set forth in the above paragraph.
- The findings of the appeal hearing shall be mailed by certified mail within ten days of the hearing date.
- The decision should include all evidence considered and the reasoning for the decision.
- All decisions of the Board will be final.
- Appeals of non-disciplinary decisions will be heard using the following procedures:
 - A hearing shall be heard by a panel composed of at least three members of the Board. Their findings will be presented to the full Board.
 - The appeal must be made in writing by certified mail to the Board.
 - The letter should include the reason for the appeal and any evidence believed to be relevant to the issue at hand.
 - A hearing shall be scheduled within thirty days of receipt of the appeal; issues that are subject to a deadline must be dealt with prior to that deadline.
 - The appeal hearing must allow all parties to present evidence on their behalf and requires that both parties provide the other with a list of witnesses and evidence to be presented against them.
 - The findings of the appeal hearing shall be mailed by certified mail within ten days of the hearing date.
 - The decision should include all evidence considered and the reasoning for the decision.
 - All decisions of the Board will be final.

Amendments:

The By-Laws may be amended or repealed, in whole or in part, by a two-third vote of the existing elected Board membership at any regularly scheduled meeting. Proposals for amendment or repeal of the constitution must be made in writing and be submitted to the Secretary to be advertised at a regularly scheduled meeting. The amendments will then be voted upon by the elected Board members at a subsequent regularly scheduled meeting. Club members present at that same meeting, having met the voting

registration requirements, must then ratify the changes with a simple majority vote of those voting members present. The By-Laws should be reviewed at least once every two years.

RISK MANAGEMENT POLICY

It is the intent of Center Soccer that every member of Center Soccer experience his or her time in the Club in the safest environment possible. To that end and in accordance with the mandate of PA West, Center Soccer hereby adopts the following policy:

All employees and volunteers of Center Soccer or any other individual whose business brings he or she into contact with Center Soccer member on Center Soccer property at a Center Soccer function, shall be required to possess Act 33/34 Clearance or complete and sign a Volunteer Disclosure Form prior to any interaction in or with the Club. Any cost associated with obtaining the above mentioned Act 33/34 Clearance shall be paid by the Club. Said clearance or volunteer disclosure statement shall be required to be renewed from time to time as per decision of the Center Soccer Board. Anyone failing to acquire the proper clearance or volunteer disclosure statement shall be denied the ability to volunteer in services to Center Soccer or conduct business on Center Soccer property. This includes but is not limited to coach, referee, field maintenance, concession stand, elected board member, appointed board member, or any other individual who would come in contact with Center Soccer members on Center Soccer property or at a Center Soccer function. Any appeal of enforcement of this policy shall be to PA West.

Constitution of the Center Soccer Club, Inc.

Article I Name

The name of the organization shall be the “Center Soccer Club, Inc” hereinafter referred to as the “Club”.

Article II Purpose

The purpose of the Club is to provide the game of soccer to our youth in a fun and pleasant environment, and to stimulate and develop proficiency in the sport of soccer consistent with healthy character development and good sportsmanship.

Article III Affiliation

The Club is organized as a club member of the PA West Soccer Club (henceforth referred to as PA West) and shall ensure that its rules and regulations allow it to continue to qualify as a member of PA West.

Article IV Government

The Club shall be governed by its Constitution, By-Laws, and Rules and Regulations.

Article V Membership

1. The Club is a volunteer service organization whose membership will be open to qualified individuals willing to work actively in achieving the stated purpose of the Club. Qualifications and procedures for applying for membership shall be in accordance with the By-Laws.
2. Each member shall have one vote at the Club elections and have the right to hold office, provided he or she has registered to vote at a previous regularly scheduled meeting, or coaches meeting during the current seasonal year. Voting by proxy will not be permitted.

Article VI Seasonal Year

The seasonal (fiscal) year of the Club shall begin on August 1, and end on July 31, provided that the playing season shall coincide with the dates set forth by PA West.

Article VII The Government

1. The government of the Club with the authority set out herein and in the By-Laws, shall be vested in a governing body known hereafter at the Board.
2. The Board shall be comprised of Club members in good standings as provided in the By-Laws.
3. Each member, hereinafter referred to as a Board Member, shall service a two-year term on the Board.
4. No limits will be set on the number of terms that any Board Member may serve.
5. Any Board Member may be removed if they fail to qualify as a member as provided for in the By-Laws and Constitution or for malfeasance or neglect of duty.
6. In the case that the President's position becomes vacant, the Vice-President will assume the President's duties as additional duties until a special election can be held to fill the position for the remaining term.
7. During voting for Board Members each nominated member of Club shall be kept a record of if a Board Member resigns the next person with the highest votes will get the position
8. A vacated position and date of the special election to fill the position will be advertised during the next two regularly scheduled Club meetings. The special election will be held at the next subsequent regularly scheduled meeting, excluding August.
9. In the case that more than half of the Board Member positions are vacant or both the President and Vice-President positions become vacant simultaneously, the Club shall immediately hold a special meeting in order to elect the Officers and/or Commissions to meet the requirements of the Club. If the Club is unable to elect the necessary Board Member positions within three regularly scheduled meeting, then the Club shall be dissolved.
10. Temporarily appointed Board Member replacements may vote on all matters except those affecting changes to the Constitution, By-Laws and Rules and Regulations.

Article IX The Board

1. The Board shall conduct the daily affairs and responsibilities of the Club.
2. The Board shall be composed of the officers and Commissioners provided herein.
3. The duties and responsibilities of the Board shall be defined in the By-Laws.

Article X Meetings

1. There shall be one meeting per month.
2. The President may call special meetings.

Article XI Amendments

The Constitution may be amended or repealed, in whole or in part, by a two-thirds vote of the existing elected Board membership at any regularly scheduled meeting. Proposals for amendment or repeal of the Constitution must be made in writing and be submitted to the Secretary to be advertised at a regularly scheduled meeting. The amendments will then be voted upon by the elected Board members at a subsequent regularly scheduled meeting. Club members present at that same meeting, having met the voting registration requirements, must then ratify the changes with a simple majority vote of those voting members present. The Constitution should be reviewed at least once every two years.

Article XII By-Laws and Rules and Regulations

1. By-Laws will be hereinafter adopted. They may be amended or repealed in whole or in part, in the manner provided herein.
2. Rules and Regulations which shall govern such matters (but not necessarily limited to) as in-house Travel Team, Coaches, Referees, Players shall be hereinafter adopted. They may be amended or repealed in whole or in part by a simple majority vote of the total elected Board membership, and ratified by a simple majority vote of all Club members present at that same meeting, having met the voting registration requirements, provided that no rule change may be made concurrent to a playing season and provided further that rule changes do not violate PA West rules. Rules and Regulations should be reviewed at least once every two years.

Article XIII Dissolution of the Club

1. A Club may be dissolved as provided herein or by a vote of two-thirds of all members of the Club present at a meeting to consider a resolution to dissolve the Club provided further that thirty days notice has been given to all members who have all been notified via the newsletter or other suitable means.
2. Forced dissolution will occur if there is a failure to meet minimum board positions as outlined in Article VII.
3. Upon dissolution of the Club, the Board shall, after making provisions for the payment of all Club liabilities, dispose of all assets of the Club exclusively for the purpose as stated in Article II of the Constitution and conducted exclusively for like purpose as shall at that time qualify as exempt under Section 501 (C) (3) of the Internal Revenue Code.

