

## MONROE TOWNSHIP SOCCER CLUB BY-LAWS

### 1. Articles of Organization:

- 1.1. Name: This Association shall be known as The Monroe Township Soccer Club. Inc,
- 1.2. Colors: The colors of the Club shall be White, Purple and Black.
- 1.3. Purpose: To promote and further the playing and enjoyment of the game of soccer among the children of the township of Monroe and surrounding areas.

### 2. Board of Directors

- 2.1. Governing Authority: The general management of the organization shall be entrusted to the Executive Board, Board of Coordinators and the Board of Directors (hereafter known as "the board"). The Boards will be composed of 5 elected positions, 3 appointed director positions and 12 appointed coordinator positions, as follows:

#### EXECUTIVE BOARD

1. President
2. Executive Vice President
3. Second Vice President
4. Secretary
5. Treasurer

#### BOARD OF DIRECTORS

1. Travel
2. Recreation
3. Registration

#### BOARD OF COORDINATOR

- |                      |                       |
|----------------------|-----------------------|
| 1. Purchasing        | 7. Picnic             |
| 2. Tournament        | 8. Awards             |
| 3. Equipment Manager | 9. Pictures           |
| 4. Fund Raiser       | 10. Field Maintenance |
| 5. Newsletter        | 11. Referee Assignor  |
| 6. Job – 50/50       | 12. Sponsor           |

The Executive Board shall be the final authority in all disputes and will insure that the rules of the association and its regulations are adhered to.

- 2.2 Length of Office: The term of the board will be for one year. Elected Board members may

serve no more than three consecutive terms in the same office. Non-performance of duties is grounds for removal from the board.

2.3 Vacancies: Whether a vacancy occurs by resignation or termination, a minority of the board can appoint a replacement for the duration of the current term of office.

2.4 Nominations: The board shall appoint a nominating committee. Nomination at large will also be accepted from the floor at the April general membership meeting. Nominees must be present to accept. Nominations are closed at the end of the April meeting unless a position does not have a candidate. A nomination can then be made for that position only before the May elections.

2.5 Elections: If no alternative candidate is nominated at the April meeting, the nominee will be unanimously elected at the May general meeting. If an alternative candidate is nominated, a secret ballot election will be conducted at the May general meeting. Only voting members present will be allowed to vote. The total voting membership present will constitute a quorum and a majority vote will prevail. Proxy and absentee voting is not permitted.

2.6 Assumption of Office: Newly elected board members will be sworn in at the picnic/awards ceremony in May or June.

2.7 Board Voting: Each board member has one vote at board meetings, The President only votes in case of a tie.

### 3 Membership Voting:

3.1 Membership: A member shall be any parent or guardian of a registered child, and/or any coach in good standing.

3.2 Voting Eligibility: You must be a member in good standing to vote and must attend at least 3 general membership meetings within the preceding 12 months of the voting date to be able to vote.

3.3 Board Member Eligibility: Board members must be members in good standing.

### 4. Meetings:

4.1 Rules: Roberts Rules of Order shall be used as a standard reference for all procedural purposes at all meetings. Where Roberts Rules and the by-laws conflict, the by-laws will supersede.

4.2 Board Executive Meetings: At Least 10 monthly meetings of the Executive Board shall be held yearly. The board shall meet at least 5 days prior to general membership meetings. 2/3 of the board is a quorum.

4.3 General Meeting: A general membership meeting of the club will be held on a specific date each month during the playing season. These dates will be announced at the beginning of each season.

4.4 Notification: Club members will be notified of general membership meetings through the newsletter.

4.5 Agenda: The agenda for board and general membership meetings will include: review of the minutes of the previous meeting, treasurer's report, old business, new business.

4.6 Board Meeting Attendance: Any member of the Executive Board who is absent from any three (3) consecutive meetings without prior notice to a member of the Executive Board is subject to a recall. Elected Board members must be recalled by a majority of the general membership in attendance upon recommendation by the Board of Directors and the Board of Coordinators. Appointed members serve at the request of the Executive Board and may be removed by the Executive Board.

## 5. Duties of the Executive Board:

### 5.1 President:

- Will chair all meetings of the general membership and board meetings
- Will supervise activities of all other board members
- Will supervise the activities of the Recreation Director
- Will supervise the activities of the Travel Director
- Will be responsible for establishment and enforcement of written club rules and regulations. Such rules and regulations published and distributed annually
- Will be responsible for obtaining permits for the soccer fields

### 5.2 Executive Vice President:

- Will Perform all the duties of the President in his/her absence
- Oversee and maintain the by-laws
- Will maintain a master list of all team coaches and players for each season
- Will be responsible for recruiting and training of referees., and assigning to games

### 5.3 Second Vice President:

- Will be responsible for overseeing and supervising all club purchases
- Will be responsible for evaluating the condition of all club equipment
- Will supervise the Coordinator of Fund Raising and Sponsors

### 5.4 Secretary:

- Will be responsible for all correspondence

- will be responsible for recording and maintaining the minutes of all general membership and board meetings W
- will be responsible for distributing all special notices and the newsletter for the club W
- will be responsible for obtaining space for all club activities, meetings and special events W
- will be responsible for maintaining a current copy of the Club's by-laws W
- will be responsible for archives W

5.5 Treasurer:

- Shall provide a written summary report for filing with the Secretary at the end of each month
- Shall give receipts for all moneys received
- Will deposit a moneys in recognized bank accounts in the name of the Monroe Township Soccer Club, Inc.
- Will pay all bills by check signed by the Treasurer and any other elected board official
- Will produce all records when requested by the Executive Board
- Will be responsible for a monthly report at each meeting
- Will be responsible for a monthly cash receipt and cash disbursement write-up and bank reconciliation

5.6 Past President (Outgoing): To provide continuity of leadership in the club

6. Activities;

6.1 Recreation Teams: There will be recreational divisions of club sponsored activities, The divisions will be; Shrimps, Munchkins, Juniors, Intermediates and Seniors, if player participation permits.

6.2 Traveling Teams: There will be competitive travel divisions of club sponsored activities. The divisions will be; U19, U16, U14, U12, UIO, U9, and U8, if player participation permits.

6.3 Inter club Play: Any inter club activities must be approved by a majority of the Executive Board

7. Rules and Regulations:

7.1 Annual Updating: Rules and regulations will be available upon request

7.2 The Rules and Regulations: Governing the organization, promotion and management of this Association shall be those prescribed by the Board and approved by the voting members by majority vote at a general membership meeting. These Rules and Regulations may be added to, amended or repealed by a two-thirds (2/3) vote of the eligible voting members at any general membership meeting. The matter must be brought up at one general membership meeting and voted on at the next general membership meeting. At no time will any rules or regulation be considered that violates Affiliated League and/or NJYS rules and regulations.

8. Amendments:

8.1 Changes: Amendments to the by-laws may be proposed by any Club member. The changes must be proposed at one general membership meeting. Proposed changes will be published in the newsletter. Voting will be done at the next general membership meeting. The majority of eligible voters in attendance will prevail.

9. Finance:

9.1 Bookkeeping: The Treasurer of the Club will maintain a permanent file of the financial books,

9.2 Bank Accounts: The five elected officers and the members of the Board of Directors, shall have authorized signatures on all accounts. Two signatures, the Treasurer's and one other authorized signature, are required on any transaction.

9.3 Auditing: The Board of Executives will appoint an auditing committee to review the financial statements of the Club at the beginning of its term of office. Additional audits may be done as required by the Board.

9.4 Budget: All expenditures of the Club shall be approved by the Executive Board. Detailed budgets will be submitted for approval of the Board and membership at the September and March general membership meeting.

9.5 Insurance: The insurance policy (issued by N.J.Y.S.) will be reviewed annually by the Executive Board. All divisions must have insurance.

9.6 Record Keeping: The Secretary of the Club will maintain a permanent file of all financial and non-financial activities and reports of the Club. This includes all Treasurer's reports, Board meeting minutes, audit reports, and committee reports along with any contractual agreements. At the expiration of the Secretary's term, this file will be given to the incoming Secretary.

Registration Fees: The annual registration fee per player will be determined by a majority vote of the Board.

10. Code of Ethics:

10.1 Responsibilities to Players: Soccer belongs to the player. Coaches who choose soccer as an avocation must understand this and put the welfare of the game and its players above their own personal rewards. The safety of the players must be the primary goal. Soccer Coaches must be asked to maintain the trust and confidence placed in them by their players, their parents, the MTSC and the public. Medical problems are not to be the responsibility of Coaches. The diagnosis and treatment of injuries are to be handled by the appropriate persons.

10.2 Responsibilities of the Monroe Soccer Club: The function of the Coach is to contribute to the intellectual growth of the player through participation in soccer. Coaches are directed to discuss problems with members of the Board of Executives and Board of Directors. Coaches must support MTSC- decisions in all policies, rules and regulations regarding soccer. Coaches must constantly strive to teach good sportsmanship.

10.3 Officials: Soccer becomes chaos without impartial, competent officials. Officials must have the support of coaches, players and the MTSC. Public criticism of officials by coaches will not be tolerated. Coaches must also refrain from criticizing officials to their players,

## 11. Coaches:

11.1 Coaching License: Each Coach and Assistant should obtain a minimum of an "F" license from the United States Soccer Federation. The "F" license should be obtained before becoming an MTSC Coach. The MTSC shall keep coaches informed of upcoming coaching courses.

11.2 Coach/Assistant Coach Selection: All coaches shall be subject to the approval of the Executive Board. The Executive Board shall endeavor to select the best qualified coaches for each team.

Approved by vote at General Membership on: Date: November 15, 1995