

## MONROE TOWNSHIP SOCCER CLUB BY-LAWS

### ARTICLE I: Organization

1. Name: This Association shall be known as the Monroe Township Soccer Club, Inc., also referred to as the Monroe Twp Soccer Club or the MTSC.
2. Colors: The colors of the Club shall be Purple, White, and Black.

### ARTICLE II: Purpose

The purpose of the MTSC is to provide youth with opportunities to learn about and participate in the sport of soccer by offering programs, tournaments and other activities that teach the sport of soccer, the spirit of good sportsmanship and fair play while promoting and encouraging the sport of soccer in a safe and fun environment.

### ARTICLE III: Limitations

At all times the following shall operate as conditions restricting the activities of MTSC:

1. The MTSC shall focus its activities within Monroe Township, Middlesex County, New Jersey.
2. The MTSC shall not discriminate against any individual on the basis of race, color, religion, age, sex, sexual preference or national or ethnic origin.
3. The MTSC is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") and as a non-profit charitable corporation qualifying under Title 15A of the New Jersey Statutes Annotated, and as such shall not carry on any activities not permitted to be carried on (i) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (ii) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
4. The MTSC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. In addition no substantial part of the activities of the MTSC shall be the carrying on of propaganda, or otherwise attempting to influence legislation.
5. The MTSC shall not lend any of its assets to any of its members, directors, trustees, officers or other private persons. The MTSC shall not guarantee the payment of a loan by a member, director, trustee or other private person. No member, director, trustee or other private person shall have any right, title or interest in or to any assets of the MTSC.
6. No part of the net earnings of the MTSC shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons, except that the corporation 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 the Purpose (Article 3) hereof.

7. No director, trustee, volunteer or player of the MTSC shall be personally liable for the debts or obligations of the MTSC of any nature whatsoever, nor shall any of their assets be subject to the payment of the debts or obligations of the MTSC.

#### ARTICLE IV: Membership

1. A member shall be any parent or guardian of a registered child and/or any coach.
2. In order to be considered a member in good standing for the purpose of obtaining voting privileges, an individual must have attended a minimum of 3 general membership meetings within the 12 months preceding the vote. The individual may also not have been subjected to any negative action from the Disciplinary Committee within the 12 months preceding the vote.

#### ARTICLE V: Voting

1. Voting Eligibility: You must be a member in good standing to vote.
2. The Secretary shall compile and maintain a list of members who are eligible to vote.

#### ARTICLE VI: Meetings

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.
2. Board Executive Meetings: At least 8 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.
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. Notification: Club members will be notified of general membership meetings through the newsletter and/or via Club email. The general membership meeting shall also be posted on the Calendar on the Club website no less than 5 days prior to the meeting date.
5. Agenda: The agenda for board and general membership meetings will include, at minimum:
  - Roll Call
  - Reading of the Minutes of the preceding meeting
  - Reports of Officers
  - Reports of Coordinators and Directors
  - Old and Unfinished Business
  - New Business
  - Adjournments
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.

#### ARTICLE VII: Executive Board

1. The general operations of the organization shall be entrusted to the Board of Directors and the Executive Board. The Executive Board will be composed of 6 elected positions, as follows:

President, Executive Vice President, Vice President of Player & Coach Development, Vice President of Program Development, Secretary, and Treasurer.

2. Duties of the Executive Board:

a. 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 Board
- 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
- Will attend Monroe Twp Recreation Advisory Meetings
- Will be the person responsible for all communication with the Monroe Twp Rec Dept, Monroe Twp Parks Dept, Middlesex County Parks & Rec Depts, and other local and county officials

b. Executive Vice President:

- Will Perform all the duties of the President in his/her absence
- Will maintain a master list of all team coaches and players for each season
- Will oversee all contracts entered into by the club
- Will oversee website content
- Will supervise Player and Program Development, with the assistance of the Vice Presidents
- Will supervise the Coordinator of Fund Raising/Sponsorship
- Will be responsible for overseeing and supervising all club purchases
- Will supervise the activities of the Travel Director

c. Vice President of Player and Coach Development:

- Will supervise and oversee the Disciplinary Committee and the Appeals Committee
- Will assist with the development and oversight of the Club Curriculum
- Will oversee the paid trainers of the club
- Will supervise and provide support for Rec and Travel Coaches

d. Vice President of Program Development

- Will supervise the Referee Assignor
- Will assist the Executive Vice President in the area of website content
- Will oversee new program development
- Will oversee the Tournament Director(s)

e. Secretary:

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

f. 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 all monies 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 another 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

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

3. 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, unless no replacement is nominated to fill the position. Non-performance of duties is grounds for removal from the board.

4. 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.

5. Nominations: The board shall appoint a Nominating Chair, who shall not be eligible to be nominated for the Executive Board. Nomination at large will also be accepted from the floor at the April general membership meeting. Nominees must be present to accept a nomination from the floor, and all nominees must be members in good standing. 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.

6. 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.

7. Assumption of Office: Newly elected board members will be sworn in at the June General Membership Meeting.

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

9. Conflict of Interest: Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

#### ARTICLE VIII: Board of Directors and Board of Coordinators

The Executive Board shall appoint the Board of Directors and the Board of Coordinators as follows:

##### BOARD OF DIRECTORS

Travel

Recreation

Tournament (may be filled by two individuals)

##### BOARD OF COORDINATORS

Purchasing

Equipment Manager

Field Coordinator(s)

Pictures

Awards  
Referee Assignor  
Fundraising/Sponsorship  
Picnic/Awards Ceremony

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

#### ARTICLE IX: Finance

1. Bookkeeping: The Treasurer of the Club will maintain a permanent file of the financial books.
2. Bank Accounts: The elected officers of the Executive Board may have authorized signatures on all accounts. Two signatures, the Treasurer's and one other authorized signature, are required on any payment made to a Club member. Approval for all other transactions may be made via email by the President or Executive Vice President, after which, only one signature will be required.
3. Auditing: The Executive Board 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.
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.
5. Insurance: The insurance policy (issued by N.J.Y.S.) will be reviewed annually by the Executive Board. All divisions must have insurance.
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. All records must be held for a minimum of four years.
7. Fiscal Year: The organization's fiscal year shall be July 1 – June 30.

#### ARTICLE X: Registration Fees

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

#### ARTICLE XI: Activities

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.
2. Traveling Teams: There will be competitive travel divisions of club-sponsored activities. The divisions (boys and girls) will be: U8 – U19, if player participation permits.
3. Inter-club Play: Any inter-club activities must be approved by a majority of the Executive Board.
4. Coaching: It is strongly recommended that 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.
5. 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.

#### ARTICLE XII: Rules and Regulations

1. Annual Updating: Rules and regulations will be available upon request

2. The Rules and Regulations governing the organization, promotion, and management of this organization 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 in attendance 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 regulations be considered that violate Affiliated League and/or NJYS rules and regulations.

#### ARTICLE XIII: Code of Ethics

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.
2. Responsibilities of the Monroe Twp 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.
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.

#### ARTICLE XIV: Dissolution of the Organization

In the event that the organization shall cease to exist, any and all assets shall be distributed as provided in the Certificate of Incorporation.

#### ARTICLE XV: Amendments

Amendments to the by-laws may be proposed by any Club member in good standing. The changes must be proposed at one general membership meeting. Proposed changes will be published in the newsletter and/or on the website. Voting will be done at the next general membership meeting. The majority of eligible voters in attendance will prevail.

Approved by vote at General Membership on: \_\_\_\_\_