

Laurel Soccer Club Inc. Constitution and By-Laws

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Revision History:

<i>Date:</i>	<i>Revision #:</i>	<i>Description of Changes:</i>
5/2/94	1.0	Original Release
5/8/02	2.0	Rules and Regulations replaced by Risk Management Policy. Section 14, Ancillary Documents added. Typographic corrections. Also changed all bullets to numbers.
11/14/06	3.0	Wording & responsibility changes

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1. Constitution of Laurel Soccer Club, Inc.

1.1. Name of Organization

- 1.1.1. This Association shall be known as Laurel Soccer Club Inc., an incorporated association of the Commonwealth of Pennsylvania.

1.2. Purpose of Organization

- 1.2.1. The purpose of Laurel Soccer Club Inc shall be to develop, promote and administer the game of soccer for youth under nineteen (19) years of age within the territory of Lawrence County, PA.
- 1.2.2. Laurel Soccer Club Inc is organized and operated exclusively for the above stated purpose, and other related non-profit purposes, and no part of any earnings or income shall inure to the benefit of, or be distributed to, its members, officers or other private parties, except that Laurel Soccer Club Inc shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose defined herein. Notwithstanding any other provision of this Constitution, the Laurel Soccer Club Inc shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c) (7) of the Internal Revenue Code of 1954 (26 USC 501 (c) (7)) or corresponding provisions of any subsequent Federal Tax Law.

1.3. Affiliation

- 1.3.1. Laurel Soccer Club Inc shall be an affiliate of the Western Pennsylvania Youth Soccer Association hereinafter known as the PA West and has been constituted as a Youth Soccer Association as defined in the USYSA (United States Youth Soccer Association) Constitution. The Laurel Soccer Club Inc shall be subject to the authority of the PA West, the United States Youth Soccer Association, hereinafter known as USYSA and the Federation Internationale Football Association (hereinafter known as FIFA).

1.4. Government

- 1.4.1. The Laurel Soccer Club Inc shall be governed by its Constitution and By-Laws. Laurel Soccer Club Inc shall retain its own autonomy, but will adhere to the Constitution, By-Laws and Regulations of the PA West in all matters pertaining to interstate, regional, national and international competition, or in other competitions sponsored by the PA West.

1.5. Membership

- 1.5.1. Membership in Laurel Soccer Club Inc shall be open to any resident within the area of Lawrence County, PA as defined in Article 2. Any team, club or association applying for membership shall do so in accordance with the procedures defined in the By-Laws.
- 1.5.2. Each such adult resident accepted for membership and otherwise in good standing shall be entitled to voting rights at any general or special meeting of the membership of Laurel Soccer Club Inc as provided in the By-Laws.
- 1.5.3. The acceptance of membership obligates the member to comply with the provisions of the Constitution and the By-Laws of Laurel Soccer Club Inc. Penalties for violation thereof shall be taken as provided in the By-Laws.
- 1.5.4. All teams, clubs and associations within the territorial jurisdiction of PA West who are not members of PA West shall be deemed non-affiliated organizations. Members of Laurel Soccer Club Inc shall not play soccer games against non-affiliated organizations without prior approval and authorization of the Board of Directors of the PA West.

1.6. Fees

- 1.6.1. Members shall pay annually a membership fee to Laurel Soccer Club Inc which shall be assessed on a Business Year basis and shall be defined as provided in the By-Laws.

1.7. Business Year

- 1.7.1. The Business Year shall begin on January 1 and end on December 31 of the same calendar year. The Constitution and the By-Laws shall be in effect during the entire twelve (12) months of the Business Year.
- 1.7.2. Laurel Soccer Club Inc shall distribute its income for each Business Year at such time and in such manner so as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954 (26 USX 4942) or corresponding provisions of any subsequent Federal Tax Law.
- 1.7.3. The Laurel Soccer Club Inc shall not:
 - 1.7.3.1. Engage in act of self-dealing as defined in Section 4941 (d) Internal Revenue Code of 1954;
 - 1.7.3.2. Retain any excess business holdings as defined in Section 4943 (d), Internal Revenue Code of 1954;
 - 1.7.3.3. Make any investments in such a manner as to subject it to tax under Section 4944, Internal Revenue Code of 1954; make any taxable expenditures as defined in Section 4945 (d), Internal Revenue Code of 1954; or any corresponding provisions of any subsequent Federal Tax Laws.

1.8. Board of Directors

- 1.8.1. The government of Laurel Soccer Club Inc, with the authority set out herein and in the By-Laws, shall be vested in a governing body known hereafter as the Board of Directors or the Board.
- 1.8.2. The composition of the Board of Directors shall be (8) Officers elected at the Annual General Meeting held in November which are as follows:
 - 1.8.2.1. President
 - 1.8.2.2. Vice-President
 - 1.8.2.3. Secretary
 - 1.8.2.4. Treasurer
 - 1.8.2.5. Registrar
 - 1.8.2.6. Referee Coordinator
 - 1.8.2.7. Field Coordinator
 - 1.8.2.8. Coaching Coordinator
- 1.8.3. The Board shall meet as provided in the By-Laws.
- 1.8.4. Board members, whether elected or appointed, shall serve from November 30 of that Business Year to November 29 of the following Business Year.
- 1.8.5. The duties and responsibilities of the Board members both individually and collectively shall be as provided in the By-Laws.
- 1.8.6. Any vacancies occurring in the Board during the Business Year, shall be filled by appointment of the Board of Directors and confirmed by a two-thirds majority vote by the Board. Such new Board members arising from vacancies shall continue in office until November 29.
- 1.8.7. Any member of the Board may be removed from office and relieved of all duties by a two-thirds vote of a quorum membership, provided notice of the proposed removal is given in the call of the previous meeting.

1.9. General Meetings of the Membership

- 1.9.1. There shall be a general meeting of the membership two times in a calendar year. The meetings are to be held in May and November.
- 1.9.2. The Annual General Meeting, which will be held during the month of November, will be designated for election of the Board.
- 1.9.3. For the annual general meeting (election of officers), notification to all members in good standing shall be given not less than fifteen (15) days in advance of the scheduled date.
- 1.9.4. The order of business at all general meetings shall be as follows:
 - 1.9.4.1. Call to order
 - 1.9.4.2. Reading of the minutes of the last general meeting
 - 1.9.4.3. Acceptance of those minutes
 - 1.9.4.4. Reports of the Treasurer, Secretary, Registrar and Committees
 - 1.9.4.5. Unfinished Business

1.9.4.6. New Business

1.9.4.7. Adjournment

1.9.5. Ten (10) members present in good standing in addition to those Board Members present shall constitute a quorum. Voting by proxy (voting for another not in attendance) shall not be allowed. Hereafter reference to a voting membership assumes adherence to a quorum.

1.9.6. Officers elected at the annual general meeting shall take office on November 30 of the current Business Year.

1.9.7. Special meetings of the membership, as may be required from time to time, may be called by the President, with the concurrence of the Board.

1.10. Amendments

1.10.1. The Constitution may be amended or repealed, in whole or in part, by a two-thirds vote of the membership present and in good standing on the basis of one vote for each such member at any duly called meeting of the Laurel Soccer Club Inc provided a quorum is present. Proposals for amendment or repeal of the Constitution must be made in writing and be submitted to the Secretary so as to allow thirty (30) days notice to all members prior to consideration of such proposals at any meeting.

1.11. By-Laws

1.11.1. By-Laws will be hereafter adopted that may be amended or repealed, in whole or part, in the manner provided therein.

1.12. Dissolution

1.12.1. Upon the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities, dispose of all assets of the Association exclusively for the purpose, or purposes, stated in Article 2 of the Constitution in such manner, or to such organization, or organizations, constituted and conducted exclusively for like purpose or purposes as shall at that time qualify as exempt under Section 501 (c) (3) and/or Section 501 (c)(7), Internal Revenue Code of 1954, or any corresponding provisions of any subsequent Federal Tax Law, as the Board of Directors may determine.

1.13. Miscellaneous

1.13.1. Any check or draft disbursing funds of the Association must be signed by the President or Vice-President and the Treasurer.

2. By-Laws of Laurel Soccer Club, Inc.

2.1. Application for Membership

- 2.1.1. Membership and registration forms, as prescribed by the Board, shall be submitted to the Registrar, Laurel Soccer Club Inc by the following dates, if the member and their children wish to participate in the Laurel Soccer Club Inc playing program:
 - 2.1.1.1. For the Fall season, August 1st of that Seasonal Year.
 - 2.1.1.2. For the Spring season, February 1st of that Seasonal Year.
- 2.1.2. Late registration will be considered only for extenuating situations, by the Board, on a case by case basis.
- 2.1.3. Cut-Off dates for age group classification for the seasonal year are according to the PA West guidelines. The only exception is the cut-off dates for U6 and U8. These may be modified by the discretion of the Board in order to ensure proper age groupings between 5/6 year old and 7/8 year old players.
- 2.1.4. All player registration for an upcoming season must be complete by the following dates:
 - 2.1.4.1. For the Fall season, May 31 of that Seasonal Year.
 - 2.1.4.2. For the Spring season, January 31 of that Seasonal Year.

2.2. Membership Voting Rights

- 2.2.1. Each adult member in good standing shall have voting rights at all special and general membership meetings, including the Annual General Meeting, and excepting on any motion to repeal or amend the Constitution.

2.3. Fees

- 2.3.1. Laurel Soccer Club Inc is required by the PA West to collect a fee from each and all players registered with Laurel Soccer Club Inc. This fee, in an amount defined by PA West, is non-discretionary on the part of the Laurel Soccer Club Inc and is subsequently paid in total by Laurel Soccer Club Inc to PA West. This fee is due and payable upon player registration.
- 2.3.2. The Board of Laurel Soccer Club Inc shall have discretionary power to set fees for the succeeding Business Year based upon a Budget for the succeeding Business Year to be approved by the Board by November 1. The fees (with the exception of tournament fees or performance bonds) which will be levied for the succeeding Business Year shall be notified to all members at least 30 days prior to the Annual General Meeting of the membership, together with a copy of the approved Budget. No additional fees may be levied, nor fees increased, following the notification to membership as aforementioned, excepting the approval of a majority vote at a special meeting of the membership.
- 2.3.3. The board may assess a player registration fee on each player registered by a member with the Laurel Soccer Club Inc for a Business Year. The board may, at its discretion, levy a different fee rate for those players being registered for PA West sponsored competition (and requiring full formal registration) than for those players not registering for PA West sponsored competition (In-House vs. Travel). All such player registration fees are due and payable upon registration of the player. The Board may at its discretion assess other fees on members provided such fees are previously notified to members as provided in Chapter 3.2.
- 2.3.4. Subject to the discretion of the Board, a failure to pay due fees at the stipulated time without a waiver in writing will result in suspension of all membership rights and privileges for the rest of the Seasonal Year. Special consideration will given to those considered "Hardship" cases. The determination of "Hardship" cases is at the Club President's discretion.
- 2.3.5. A late fee charge may be assessed by the Laurel Soccer Club Board for the succeeding business year. A different fee may be levied for In-House (U-6 through U-10) and travel players (U-12 through U-19).

2.4. The Directors, Authority and Responsibility

- 2.4.1. The Board of Directors shall be responsible for, and have the final authority except as otherwise provided, for:
 - 2.4.1.1. Enforcing and interpreting the Constitution and the By-Laws of the Association.
 - 2.4.1.2. Defining and establishing all Ancillary Documents for this Association.
 - 2.4.1.3. The creation of standing committees, if it is deemed necessary by the Board, such as Membership Committee, the Budget Audit Committee, and the Rules, Appeals and Discipline Committee.
 - 2.4.1.4. Establishing an approved budget for the succeeding Business Year, and stipulating all fees levied on the membership for the succeeding Business Year.
 - 2.4.1.5. The adherence to the Business Year Budget for each succeeding Season of the Business Year.
 - 2.4.1.6. Review and approval of all actions of the Standing Committees, when the decision of such entities is appealed to the Board as provided in these By-Laws.
 - 2.4.1.7. 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 Association.
 - 2.4.1.8. Review of the Constitution and By-Laws of this Association 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 and By-Laws.

2.5. The Officers, Duties and Responsibilities

2.5.1. President:

- 2.5.1.1. To ensure the integrity and future of Laurel Soccer Club, Inc. by administering the organization within the guidelines of the Laurel Soccer Club, Inc Constitution and By-Laws.
- 2.5.1.2. To ensure the youth of the community a **safe** and **fun** environment to play and learn the sport of soccer.
- 2.5.1.3. To oversee all organization activities which allow Laurel Soccer Club, Inc. to achieve its goals.
- 2.5.1.4. To plan and coordinate all activities necessary to prepare for each soccer season.
- 2.5.1.5. To ensure that all officers, coordinators and volunteers are aware of their duties and responsibilities.
- 2.5.1.6. To complete all tasks in the event that an officer, coordinator or volunteer does not complete the task assigned to them within the designated time.
- 2.5.1.7. To set agenda for and conduct all organizational meetings.
- 2.5.1.8. To present short and long term goals for the Laurel Soccer Club.
- 2.5.1.9. To prepare budgets for each year and for every season.
- 2.5.1.10. To order, procure and distribute all uniforms and necessary equipment.
- 2.5.1.11. To keep an accurate inventory of the Clubs assets.
- 2.5.1.12. To prepare and implement player registration for the upcoming season.
- 2.5.1.13. To conduct team selection for the upcoming season.

2.5.2. Vice President:

- 2.5.2.1. Assist the Club President as needed.
- 2.5.2.2. To schedule the games each season which consists of details such as game fields, starting times, rain outs, pictures, etc.
- 2.5.2.3. *This responsibility moved to Coaching Coordinator in 11/14/06 revision.*
- 2.5.2.4. In the event that the Club President cannot attend an organization meeting, to fill in for the President by conducting the meeting.
- 2.5.2.5. *This responsibility moved to Coaching Coordinator in 11/14/06 revision.*
- 2.5.2.6. To assist the President with the selection of teams.

2.5.3. Treasurer:

- 2.5.3.1. To maintain all financial records of the organization.
- 2.5.3.2. To present financial reports at organization meetings.
- 2.5.3.3. Maintain cash flow (making deposits and handling the bills incurred by the organization).
- 2.5.3.4. *This responsibility moved to Fundraising Chairperson in 11/14/06 revision*
- 2.5.3.5. To make necessary preparations for tax returns.

2.5.4. Secretary:

- 2.5.4.1. Keep accurate records of all activities in the organization.
- 2.5.4.2. Keep notes during organization meeting.
- 2.5.4.3. At organizational meetings, provide a summary report of the previous meeting.
- 2.5.4.4. *This responsibility moved to Referee or Coaching Coordinator as appropriate in 11/14/06 revision.*
- 2.5.4.5. *This responsibility moved to Coaching Coordinator in 11/14/06 revision.*

2.5.5. Registrar:

- 2.5.5.1. Keep accurate records of the organizations members, players and volunteers.
- 2.5.5.2. Keep accurate records of the player list each season.
- 2.5.5.3. Complete all player rosters for PA West registration (determined by PA West deadlines).
- 2.5.5.4. Register all players with the PA West.
- 2.5.5.5. Distribute player information when necessary.
- 2.5.5.6. Prepare PA West Player Passes (for Travel Teams).

2.5.6. Referee Coordinator:

- 2.5.6.1. Schedule referees and assistant referees (A.R.) for all games (In-House and Travel Home games).
- 2.5.6.2. To be the direct contact between the PA West and the Soccer Club for any issues regarding referees.
- 2.5.6.3. To schedule and organize referee training throughout the year. Training consists of either PA West training or In-House Training.
- 2.5.6.4. To assist with coaches training in regards to rules of the game and sportsmanship.
- 2.5.6.5. Recruiting of new referees.
- 2.5.6.6. Constant evaluation of the Club's referee program.
- 2.5.6.7. Setting short and long term goals for the referee program.
- 2.5.6.8. Must be a USSF certified assignor and follow rules accordingly.

2.5.7. Field Coordinator:

- 2.5.7.1. Organize and schedule the setup of all game fields before the start of each season.
- 2.5.7.2. Ensure that all fields are game ready before each game (goals in place and anchored, field painted, flags in place, etc.).
- 2.5.7.3. Organize and schedule all maintenance of the game and practice fields (such as grass cutting, line painting, etc.).
- 2.5.7.4. Ensure that all game and practice fields are safe for playing soccer.

2.5.8. Coaching Coordinator:

- 2.5.8.1. To assist the President with ordering, procuring and distributing all uniforms and necessary equipment.
- 2.5.8.2. To schedule and organize coaches training throughout the year.
- 2.5.8.3. To recruit new coaches.
- 2.5.8.4. To be the direct contact between the PA West and the Soccer Club for any issues regarding the In-House programs (U-10 through U6).
- 2.5.8.5. To constantly evaluate and make recommendations on the quality of the teaching of basic soccer skills to all In-House Players (U-10 through U6). This includes activities such as evaluating player skills, evaluating coaching skills, club coaching methods, investigating player knowledge of the rules, etc.
- 2.5.8.6. To assist in the development and implementation of a plan which is to instill good sportsmanship between all players, coaches, and referees.
- 2.5.8.7. To assist the President with the selection of teams.
- 2.5.8.8. Responsible for the club's library of books and videos.

2.6. Meetings of the Board of Directors

- 2.6.1. The Board may meet quarterly in each Business Year or at other times upon the request of the President or if requested by one-third of the Board.
- 2.6.2. Two-thirds of the membership of the Board shall constitute a quorum for the conduct of all business. Excepting for the President acting 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 vote in the event of a tie vote.

2.7. Disciplinary Actions and Appeals

- 2.7.1. The Board shall have the right and authority to suspend, expel, or otherwise discipline any individuals (player, coach, manager, assistant, official).
- 2.7.2. The right and authority of the Board to take such actions shall apply where any individual or member of Laurel Soccer Club Inc has violated the Constitution and By-Laws of Laurel Soccer Club Inc. Such action may be based either upon an original complaint or upon the Board's own action.
- 2.7.3. 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.

2.8. Amendments

- 2.8.1. Amendment, Repeal or Suspension of the By-Laws: The By-Laws may be amended, repealed or suspended in whole or in part, in the following manner:
 - 2.8.1.1. By a two-thirds vote of the votes eligible to be cast by members in good standing at any duly called meeting of the membership of Laurel Soccer Club Inc.
 - 2.8.1.2. Proposals for amendment or repeal of the By-Laws must be made in writing and submitted to the Secretary of Laurel Soccer Club Inc forty-five (45) days in advance of such meeting, so as to permit all members prior consideration of the proposals thirty (30) days in advance of the meeting.

2.9. Miscellaneous Provisions

- 2.9.1. Robert's' Rules of Order shall be deemed to be adapted at all meetings conducted by the Association unless otherwise agreed to by the members present.
- 2.9.2. At no time shall any intoxicating liquors be used during any gathering affiliated with Laurel Soccer Club Inc nor on any designated areas being used by Laurel Soccer Club Inc. At no time shall any intoxicating liquors be purchased with Club funds.

2.10. Tournaments

- 2.10.1. Only those teams that are registered as "Travel" teams with the PA West can be considered for participation in tournaments. If a team is eligible for tournaments, that team can participate in a maximum of two (2) tournaments per Business Year. The Board of Directors will determine eligibility for participation in tournaments according to age groups (i.e. U12, U14, etc.).
- 2.10.2. Tournament fees are to be funded by the team participating in the tournament. Laurel Soccer Club Inc will not fund any tournament fees.
- 2.10.3. No player or players can be forced or intimidated into participating in a tournament. A team can only participate in a tournament if the coach has enough players willing to participate in the tournament and to equally share the tournament fees.
- 2.10.4. There will be no roster changes for the purpose of participation in a tournament.

2.11. Player Assignments

- 2.11.1. For all In-House players (age groups consisting of U6, U8 and U10), team assignments will be determined by drawing names of players at random ("picked from a hat"). Players will be divided up into age category and skill level category (as best as can be determined). An even amount of players from each of the categories will be divided up into the necessary number of teams. Previous team experience or previous coaches will have no bearing on team selection.
- 2.11.2. For all Travel players (age groups U12 and older), team assignment will be determined by the availability of players and teams. The Board of Directors will determine which style of team assignments (either by previous team or random drawing) will be used by evaluating the registration for the succeeding season.

2.12. Coaching Assignments

- 2.12.1. Coaching assignments for each team (In-House and Travel) will be determined by the Board of Directors. The Board will select from the coaches available for each age group. Coaching assignments will be made after evaluating a coach's experience, training and a proper attitude of concern for the children playing the sport. All coaches involved are to be notified of the selection process and the outcome.
- 2.12.2. All coaches must maintain at all times a conduct that conveys good sportsmanship, good work ethics, concern for others, and respect for fellow coaches, referees, players and parents. A coach is to make every effort to present himself/herself as a good role model.

2.13. Risk Management Policy

- 2.13.1. The Board of Directors shall institute a committee to develop, maintain and update a Risk Management Policy, subject to approval by the Board of Directors, which should include but is not limited to coaches, fields, equipment, playing conditions, referees, and any other practice or procedure which the committee or the Board of Directors may dictate.
- 2.13.2. Volunteers
 - 2.13.2.1. Coaches, Assistants and volunteers are required to submit the following:
 - 2.13.2.1.1. Act 34, Pennsylvania criminal background check,
 - 2.13.2.1.2. Act 33, Department of Welfare- Childline and Abuse Registry,
 - 2.13.2.1.3. Signed "disclosure statement".
 - 2.13.2.2. Failure to provide the aforementioned **will** result in removal.
 - 2.13.2.3. All clearances must be received by the Laurel Soccer Club Inc. President within 45 days of the volunteer signing the disclosure statement. Clearances must be renewed every three years. Volunteers already having clearances may submit them to the President prior to volunteering.
 - 2.13.2.4. Coaches, Assistants and Volunteers that have been convicted of any offense as stated in the Commonwealth of Pennsylvania "Prohibitive Offenses" contained in act 169 of 1996 as amended by Act 13 of 1997 **will** be removed.
 - 2.13.2.5. Appeals shall be made in writing and shall be sent to the President and Vice-President. Their decision is final and will be submitted in writing by certified mail.
 - 2.13.2.6. Coaches, Assistants and volunteers will adhere to the "Coaches Guidelines" furnished to all volunteers prior to the start of the season.
 - 2.13.2.7. Coaches, Assistants and volunteers are responsible only for the player scheduled to be at the field for practice or games. Any other children must be supervised by an adult at all times.
 - 2.13.2.8. Future requirements may include but are not limited to: Medical Release form. And CPR / First Aid training.
- 2.13.3. Playing fields and Equipment
 - 2.13.3.1. All playing fields and equipment (goals, flags, nets, etc.) shall meet the PA West guidelines and follow FIFA rules and regulations.
- 2.13.4. Referees
 - 2.13.4.1. Referees to have the appropriate certification for the game they are conducting as dictated by the PA West, LSC, USYSA and FIFA rules.

2.14. Ancillary Documents

- 2.14.1. The Boards of Directors will develop, review, update and post such ancillary documents as are needed to carry out the purpose of Laurel Soccer Club, Inc. in an efficient, equitable and safe manner. These ancillary documents shall be in compliance with PA West guidelines. They shall be consistent with the Constitution and By-Laws of Laurel Soccer Club, Inc. They include, but are not limited to: Rules and Regulations, Coaches Guidelines, and Disciplinary Handbook.