

# **Kentwood Soccer Club By-Laws**

Approved 12 February 2008

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By-Laws Purpose:

The "rules" that govern the day-to-day operations of the club.

## **By-Laws**

### **Article I. Governing Body**

#### **The Executive Board**

The club shall have and Executive Board that shall consist of the following officers:

- President
- Vice President
- Treasurer/Secretary
- Director of Recruiting
- Director of Coaching (this position has no voting authority)
- Director of Team Managers
- Director of Fundraising
- Registrar
- Field Administrator
- Director of Equipment and Merchandising
- Coaches Representative
- Director of Publicity/Website/Communication

These individuals shall comprise the Executive Board.

## **1. President**

1. Shall be the Chief Executive Officer of the club.
2. Shall preside at all meetings and create additional committees as needed.
3. Shall appoint chairpersons to committees within the club, as needed.
4. Shall oversee the daily operation and running of the club.
5. Shall be authorized to issue checks, in addition to the Treasurer.

## **2. Vice-President**

1. Shall attend monthly board meetings.
2. Shall support the president in the daily operation and running of the club.
3. Shall perform tasks as delegated by president.
4. Shall perform all functions of the president in the event president is unable to fulfill term.

## **3. Treasurer/Secretary**

1. Shall record minutes of all meetings and maintain history of attendance at monthly meetings.
2. Shall be responsible for past minutes and submit a copy of monthly minutes to the officers prior to the next meeting.
3. Shall have minutes available to members of the club, after being approved by the Executive Board.
4. Shall date and permanently house all minutes and required changes.
5. Shall maintain a current copy of the Club's By-Laws and constitution
6. Shall collect all dues in support of the registration process.
7. Shall be responsible for all deposits of funds received into the club bank account.
8. Shall keep detailed accounts of income, expenditures, assets and liabilities of the club.
9. Shall submit reports periodically during the monthly meeting (quarterly at a minimum).
10. Shall pay bills as approved by the club.
11. Shall file the required Federal Tax returns.
12. Shall work with officers to develop a budget each fiscal year, subject to final approval by the Board.
13. The club's finance shall be audited by the club as deemed necessary by an outside auditor appointed by the officers.

## **4. Registrar**

1. Shall attend monthly board meetings.
2. Shall maintain personnel records for all players, coaches, assistant coaches, team managers and recruits, including addresses.
3. Shall maintain player history.
4. Shall work with officers to coordinate the tryout process for all prospective players.
5. Shall be responsible for distributing rosters, passes, and collection of fees from participants.
6. Shall be responsible for registering all club activities with Grand Valley Soccer Association (GVSA), or applicable league.

7. Shall be the repository of all team applications after their acceptance by the League.
8. Shall receive and retain all Team Rosters and individual player waiver forms.
9. Ensure all coaches, team managers, volunteers obtain, and keep active a risk management card.

**5. Director of Coaching**

1. Shall attend monthly board meetings.
2. Shall be responsible for preparedness of all team coaches, including encouraging them to seek certification as class "E" coaches as certified by the USSF (United States Soccer Federation).
3. Shall maintain training levels for all coaches and can recommend dismissal of any coach with the approval of the club's Executive Board.
4. Shall review all new incoming coaches to the club.

**6. Director of Recruiting**

1. Shall attend monthly board meetings.
2. Shall coordinate coaches' visits to games (e.g. AYSO in Kentwood, Byron Center, Caledonia, others as necessary).
3. Shall recruit using signage, brochures and advertisements as determined by the board.
4. Shall facilitate a relationship with regional leagues as applicable (eg. Grand Valley Soccer Club, USA Champions League).
5. Shall facilitate committees, as needed.

**7. Field Director**

1. Shall attend monthly board meetings.
2. Shall ensure each KSC team has a designated home field for league games.
3. Shall identify appropriate fields for practices for all KSC teams. As such, this individual is responsible for all relationships with "owners/administrators" of the fields.
4. Shall work with the Treasurer to establish a "field budget" quantifying expected outlays of funds to secure fields noted above.

**8. Director of Team Managers**

1. Shall attend monthly board meetings.
2. Shall arrange date/time/location for team manager training and uniform distribution prior to the start of the fall season.
3. Shall serve as a liaison between the board and the team managers.
4. Shall serve as a liaison between the field assignor and the teams, including processing game change requests and informing teams of home field rules and conditions.
5. Shall schedule team pictures in the fall.
6. Shall serve as a liaison between referee assignor and teams.
7. Shall inform teams of upcoming tournaments, including registration requirements and tournament information.
8. Shall distribute GVSA packets to team managers upon receipt from GVSA, or applicable league.

**9. Director of Equipment/Merchandising**

1. Shall attend monthly board meetings.
2. Shall purchase and inventory uniforms.
3. Shall purchase and maintain coaches bags and supplies, including balls and first aid supplies.
4. Shall coordinate merchandise orders and inventory
5. Shall dispose of old inventory through sales and/or donation.

**10. Coaches Representative**

1. Shall attend monthly board meetings.
2. Shall serve as a liaison between coaches and the board.
3. Shall assist with the recruiting process.

**11. Director of Publicity/Website/Communications**

1. Shall attend monthly board meetings.
2. Shall prepare periodic club newsletter.
3. Shall maintain club website.
4. Shall promote various club-sponsored activities in area school newsletters, ads and other mediums decided by the board.
5. Shall keep club bulletin board updated at local complexes (e.g. Soccer Spot)

**12. Director of Fundraising**

1. Shall attend monthly board meetings.
2. Shall coordinate fundraising ideas, including, but not limited to, corporate sponsorship.
3. Shall facilitate committees, as needed.

**Compensation**

- 1 No member of the board with voting authority shall receive any compensation from the Kentwood Soccer Club. It is also understood that Board members are strictly volunteers, and not employees and/or independent contractors, unless there is a written agreement specifically stating otherwise.
- 2 Coaches who do not have a child participating in the club may receive compensation for their time.
- 3 Expenses incurred on behalf of the club are eligible for reimbursement. Verification and/or approval of expenses may be required.

**Article II. Meetings**

- 1 Regular meetings of the club shall be held once a month, excluding December, at a place selected by the Executive Board.
- 2 The provisions of these articles shall govern meetings of the Executive Board.
- 3 The agenda of each meeting shall be set forth by the President

- 4 Any member of the Executive Board absent from three successive meetings without a justifiable excuse can be considered for removal from the Executive Board. Removal of an Executive Board member requires 2/3 approval, provided the individual has been properly notified prior to the meeting at which the action is to take place.
- 5 Special meetings may be called by the President at any time. A majority of the officers must be present to pass any binding ordinances or changes to these by-laws.

### **Article III. Amending the By-Laws**

- 1 The By-Laws shall be reviewed on a regular basis, not exceeding two years. The committee shall be chaired by the President, or their appointee, and consist of a minimum of one coach and one parent, but no more than 5 members. The recommend changes shall be presented to the executive board for consideration. Revisions shall be approved by a majority of the officers prior to incorporation.
- 2 Any procedural By-Law may be suspended at any meeting without prior notice by a simple majority of those attending Executive Board members, but such suspension shall only operate for that meeting.
- 3 Any By-Law may be suspended temporarily by reason of emergency by two thirds vote of the Executive Board, but said suspension shall terminate at the next meeting of the club unless said By-Law is amended as herein provided.
- 4 These By-Laws may be amended as deemed necessary by the officers of the Executive Board.

### **Article IV. Financial Management**

- 1 The officers shall establish and approve a budget prior to each season. The budget will be available for review.
- 2 The Treasurer's books shall be audited periodically, preferably on an annual basis.
- 3 Any expenditure exceeding \$200 shall require approval by the Executive Board, unless it has been approved as part of the budgeting process.

### **Article V. Dues and Registration**

- 1 The dues and registration process shall be under the directive of the Registrar.
- 2 Annual dues for individual players will be established by the Executive Board as part of the annual budgeting process.
- 3 Registration will be conducted in accordance with the procedures established by the Executive Board and the governing league.
- 4 Registration records will be maintained by the Registrar.
- 5 The annual registration period shall be consistent with the club's fiscal year of September 1-August 31.

## **Article VI. Executive Board Responsibilities**

### **A. General**

- 1 The executive board shall consist of the noted club officers.
- 2 The executive board's role is to uphold and promote the constitution of the club. As such, they shall make recommendations to the club as to matter of club business.
- 3 Board member terms are for a minimum of one year. It is desired that no individual hold a voting officer position for more than three years.
- 4 No board member can hold more than one position on the executive board.
- 5 Any regular monthly meetings that have a majority of members in attendance, shall be sufficient to conduct official club business.
- 6 For vacated positions of the executive board, the president, with assistance from the officers, will actively pursue a replacement to that position immediately. It is desired that any vacancy is fulfilled within sixty days.

No action may be taken by the club, or any one person acting on behalf of the club, which is contrary to the bylaws, or any local, state or federal laws; nor may action be taken which is prejudicial or detrimental to the Kentwood Soccer Club.

### **B. Appointments**

- 1 Current and near term board vacancies will be advertised to members of the Kentwood Soccer Club. Individuals shall communicate their interest to the president for consideration to the position..
- 2 Discussion and concurrence of the position fulfillment will be addressed during the monthly board meeting.

### **C. Parliamentary procedure**

Unless set forth to the contrary herein, all proceedings of the Club shall be governed by the president or one of their designees.

## **Article VII. Fields**

- 1 The KSC Field Director is responsible to provide sufficient practice fields. All fields must be of adequate size to handle the age of players assigned to practice on that field.
- 2 The Field Director is responsible for coordinating the maintenance of the KSC practice fields in a playable condition, properly marked with marble dust or paint (no lime is to be used).
- 3 Scheduling of all home games will be handled by the appropriate league field assignor. Re-scheduling of home games will be coordinated by the Director of Team Managers and the appropriate league field assignor.

## **Article VIII. Games and Tournaments**

1. The Kentwood Soccer Club will budget for one tournament, per team, per year.
2. Additional tournaments may be scheduled as desired. Funding for these tournaments are not covered by the Club, unless otherwise noted. Funding may be obtained from other means, such as additional charges to participants or various fund raising activities.

## **Article IX. Player Registration**

### **A. Requirements - Individual**

1. A player must be within the age specified by GVSA, or applicable league. Proof of birth consists of any of the following: Birth certificate, Passport or Alien Registration Card issued by the United States Government, Certificate of Naturalization issued by the Immigration and Naturalization Service.
2. To participate in a game, a player must properly register with the applicable league and be listed on the official team roster. Any player violating this rule will be considered ineligible. Any game in which an ineligible player participates shall be forfeited.
3. Players cannot be registered and playing with any other premier or select soccer team during the KSC season. Any player playing with an AYSO sanctioned team must deem Kentwood Soccer Club as his first priority.
4. Players may be added to a team's roster anytime during the season within the guidelines of the applicable league.

### **B. Requirements - Team**

1. Team rosters may have up to the maximum number of players as noted by the applicable league
2. Each team must bring any required information (e.g. league player cards and team roster) to every game. This information must be made available to the referee or the opposing coach for checking, upon request. In the event that a team arrives at the field without the proper information, applicable league rules apply.

## **Article X. Control and Conduct**

1. The coach shall govern the conduct of his or her players, assistant coaches, parents during the course of play. The coach shall offer reasonable assistance to the referees or officials to prevent persons from threatening, assaulting, or harassing officials or opposing players before, during or at the conclusion of a game
2. Matters which are breaches of conduct by players, coaches or spectators shall be reviewed and addressed by the executive board. The board shall have the authority to levy such penalties as may be prescribed by the applicable league playing rules.

## **Article XI. Dissolution Clause**

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to another soccer entity organized within the meaning of Section 501(c)3 of the Internal Revenue Code. Such distribution shall be made in accordance with all applicable provisions of the laws of this state and per approval and majority vote of the Executive Board.