

Bylaws of Montville Youth Soccer Club Inc.

Chapter I

General Provisions

Section 1. Statement of Purpose

The primary purpose of the Montville Youth Soccer Club is to promote the game of soccer in Montville. In accordance with this purpose, the Club is designed to make the sport available to the residents of the town of Montville and act as an educational vehicle for the development of players.

Section 2. Definitions

- a) "Soccer Club" means the Montville Youth Soccer Club.
- b) "Soccer Club Membership" means registered players of the Soccer Club, coaches, various committee members, and officers involved in the most recent playing season of the Soccer Club. The playing age groups of the registered players shall be determined by the Executive Committee in accordance with any applicable club rules, or sanctioning authority.
- c) "Officers" mean those elected office holders in leadership positions in the Soccer Club.
- d) "Executive Committee" means that group of individuals that make up the guiding administrative and policy body of the Soccer Club, to include all elected officers and chairpersons of the following committees; budget, equipment, program development, men's district representative and women's district representative.
- e) Parents and legal guardians of registered players may attend and vote at regular soccer club

Chapter II

Officers and their Duties

Section 1. Officers

The officers of the Soccer Club shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2. President

The President is the administrative head of the Soccer Club. The Presidents duties generally include presiding and calling to order all meetings of the Executive Committee and Soccer Club, announcing business to be conducted, providing for swift, orderly and pertinent discussion of questions during meetings, and putting them to vote. The President shall appoint committees, standing, or otherwise and be responsible for such other duties as may be prescribed in these Rules of Practice and by-laws.

Bylaws of Montville Youth Soccer Club Inc.

Upon taking office, the President shall confer with the past-President, if any, to acquaint himself/herself with current Club affairs.

Section 3. Vice President

Upon the absence of the President, the Vice President shall automatically become the presiding officer of the soccer Club. The Vice President shall generally assist the President in league publicity activities and administrative matters.

Section 4. Secretary

The Secretary shall be responsible for: records and minutes of all meetings of the Soccer Club, furnishing committees with all papers referred to them, and all written correspondence as directed by the President, and such other activities as may be assigned by the President from time to time.

Section 5. Treasurer

The Treasurer shall be responsible for: all moneys and related documentation of the Soccer Club, keeping a detailed account of the revenues and expenditures of the Soccer Club, submitting the statement of the financial condition of the Soccer Club at all meetings and as otherwise prescribed in these Rules of Practice and by-laws, coordinating financial matters with standing and other committees in accordance with Executive Committee policy, filing tax returns as required, and such other duties as may be prescribed in these Rules of Practice and by-laws.

Chapter III

Election of Officers

Section 1. Date of Elections

Election of officers for the coming term will be held at the annual Election meeting of the Soccer Club. New officers shall take office at the January meeting. Officers will be elected for a two (2) year term. President and Secretary Elections will be held in November of even years. Vice-President and Treasurer Elections will be held in November of odd years.

Section 2. Method of Elections

a) A nominating committee chosen by the President shall submit a slate of nominations for officers to the Executive Committee in advance of the annual elections. Nominations may also be received from the floor prior to the close of nominations at the annual Election Meeting.

Bylaws of Montville Youth Soccer Club Inc.

b) Elections of officers shall be by secret ballot or as prescribed by the President. A candidate receiving the greatest number of votes shall be declared elected. The soccer Club Membership, 18 and over, shall be eligible to vote for officers. To be nominated for a Board position, a candidate must have attended at least 2 General Board Meetings during the calendar year.

Section 3. Term of Office

Each elected officer shall serve for a term of two (2) years or until a successor shall take office. All officers shall be eligible for reelection after the expiration of their terms.

Section 4. Vacancies of Offices

The President shall appoint substitute officers in the event of vacancies in unexpired terms. In the event of a Presidential vacancy, the vice-president shall assume this office for the duration of the unexpired term.

Chapter IV

Committees and Their Duties

Section 1. Executive Committee

The Executive Committee shall comprise the Soccer Clubs officers and the chairpersons of the Standing Committees. The Executive Committee shall establish and direct Soccer Club policy, hold meetings from time to time to coordinate Soccer Club business, vote on matters of official business, and accomplish necessary administrative tasks as required.

Section 2. Assigned Positions; Standing and Other Committees

The following positions are typically held by one individual but will be deemed a standing Committee: Referee Assignor and Registrar. The following Standing committees are established: Field and Equipment, and Fundraising. The President has the right to form any committee deemed necessary. All committees shall have those powers and carry out such duties as prescribed by the Executive Committee from time to time.

Section 3. Outgoing President

After elections, the outgoing President shall serve on the Executive Board for one year following the end of their term.

Bylaws of Montville Youth Soccer Club Inc.

Chapter V

Meetings

Section 1. Annual Election Meeting

The annual Election Meeting shall be held every one (1) year for the primary purpose of electing officers of the soccer Club. This meeting shall be held after the termination of the Fall soccer season, or in the second week of November whichever occurs first

Section 2. Executive Committee Meetings

Meeting of the Executive Committee shall be called on the initiative of the President, or by the President after such a meeting has been requested by a quorum of the Executive Committee. No less than one (1) meeting shall be held each calendar quarter. Meetings shall be open to Committee members and those persons specifically requested by the President to attend in furtherance of the Executive Committee business.

Section 3. Soccer Club

Soccer Club meetings shall be called at least once each calendar quarter or after such a meeting has been requested by a quorum of the executive committee. The annual Elections Meeting shall be considered a Soccer Club meeting. All Soccer Club meetings shall be open to persons with an interest in the Montville Youth Soccer Club.

- a) All soccer club meetings are open for general discussion of all soccer club business on the agenda.
- b) All business requiring a vote will be voted on by the general membership. This vote will be binding on the soccer club with Executive Committee approval.

Chapter VI

Transaction of Administrative Business

Section 1. Quorum

A quorum is a simple majority (one over half) of the membership of the Executive Committee.

Bylaws of Montville Youth Soccer Club Inc.

Section 2. Official Business

To transact any official business, a quorum must be present at an Executive Committee meeting. A majority vote on any matter shall prevail, except where specifically otherwise. The President shall vote only in cases of a tie vote.

Section 3. Agenda

An agenda for each meeting shall be made and prominently posted at each meeting.

Section 4. Parliamentary Rules of Conduct

Parliamentary rules of conduct will be used for conduct of at business meetings.

Chapter VII

Fiscal Appropriations and Accountability

Section 1. Administration of Funds

The Executive Committee shall have the right and powers to administer funds to accomplish the purposes of the Soccer Club. The annual budget shall be approved by the March meeting by the executive committee.

Section 2. Receipt of Funds

- a) The President, Executive Committee Members, or any person representing the Soccer Club that receives Soccer Club funds shall within three (3) days of receipt of same, deliver said funds to the Soccer Club Treasurer.
- b) The Soccer Club Treasurer shall provide a receipt for funds received, record the transaction, and within three (3) days place received funds into the Soccer Club account.

Section 3. Expenditure of Funds

- a) A minimum balance of \$4,000 shall be maintained in the Soccer Club's banking account. 1) This minimum can only be reduced temporarily by a majority vote of the Executive Committee.
- 2) Under no circumstances shall available funds intentionally go below \$1000 except to cover previous contracted obligations or insurance payments.

Bylaws of Montville Youth Soccer Club Inc.

b) Authority to expend MYSC funds shall be limited to the President and Treasurer. Both the President and Treasurer shall be bonded before the ability to expend funds is authorized.

c) The president is authorized to spend \$250, up to an annual maximum of \$1000 without a vote of the Executive Committee, except for budgeted items. When necessary a telephone or email vote may be taken of the Executive Committee to authorize expenditures.

d) Any expense over \$1000 must be signed or approved by both the President and Treasurer. This could be by two (2) signatures on a checks or an email acknowledgement by both parties.

e) Reports of any and all expenditures shall be made to the Executive Committee at its next available meeting.

f) The Treasurer shall, upon receipt of a bill representing an authorized expenditure, initiate payment within three (3) days and record said transaction. All expenditures must be accompanied by a bill listing goods and/or services purchased.

Section 4. Financial Review

a) A review or compilation of the previous fiscal years financial records shall be done by an accountant or certified professional during the first half of each fiscal year.

b) Progress reports for the Montville Parks and Recreation Commission shall be prepared by the Treasurer and endorsed by the Executive Committee, and distributed to same upon completion of the financial review cited in subsection a) of this section.

Chapter VIII

Registration

Section I Registrar

The registrar shall be appointed by the president to perform the duties of registration. He/She shall maintain the clubs data bank, register all Players for the club. He/She will be charged with organizing the annual fall registration, and all other registrations that may take place during the course of the year. The registrar reports to the Vice-president and is part of the Executive Committee.

Section 2. Registration Procedure

The Executive Committee shall prescribe the date, time, place, and manner in which Montville Youth registration(s) takes place.

Bylaws of Montville Youth Soccer Club Inc.

Chapter IX

Amending the By-laws

From time to time it may become necessary to change these laws governing the Soccer Club. When that occurs, the procedure that must be followed is as followed:

- a) At a regularly scheduled meeting, request that a change be made.
- b) At that meeting the first reading of the new amendment, then open the floor for discussion.
- c) Rewrite the amendment, as necessary, at the end of discussion.
- d) The second reading and vote will occur at the next scheduled club meeting.

ONLY THOSE BOARD MEMBERS THAT ARE PRESENT WILL BE PERMITTED TO VOTE. NO MAIL IN VOTES OR PROXIIES WILL BE ACCEPTED.

Chapter X

Policies

Written policies will be drawn up by each committee chairperson and subcommittee chairperson for the proper operation of their area. These policies shall be approved by the Executive Committee. Changes can be made as needed with a majority approval of the Executive Committee.