

TRUMBULL UNITED SOCCER CLUB BY-LAWS



Incorporated March 1988

Revised December 2011

Revised April 2016

TUSC BY-LAWS

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**AMENDED AND RESTATED
BYLAWS OF
TRUMBULL UNITED SOCCER CLUB**

ARTICLE I: Club Vitals

Section 1: This organization shall be known as Trumbull United Soccer Club or TUSC.

- | | | |
|-----------------------------------|--------------------------|-----------------------------|
| a. Date of Incorporation | March 1988 | |
| b. Fiscal & Club Year: | July 1 – June 30 | |
| c. Federal Tax ID: | # 22-3202907 | |
| d. CT Sales Tax Exempt | use CERT 119 form | |
| e. CJSA Insurance Policy | # KRO1221490 | phone # 817-738-6100 |
- contact@pullenins.com**

ARTICLE II: Name and Purpose

The name of this organization is the Trumbull United Soccer Club, Inc. (hereinafter referred to as the “Club”). The principal office/address of the Club shall be in Trumbull, Connecticut or at other such places as designed by the Board of Directors (BoD).

The purposes of the Club shall be to operate exclusively towards the development of the sport of soccer at the youth level in conformance with the rules and regulations of the Connecticut Junior Soccer Association (“CJSA”) and the United States Youth Soccer Association (“USYSA”), as they may respectively be amended from time to time; to provide avenues of participation at various levels to meet the needs of the players; to form and field traveling soccer teams for competition in league play, state cup tournaments and invitational tournaments in Connecticut and elsewhere; to develop, implement and encourage programs to enhance the training and certification of team coaches and/or managers; to develop a spirit of cooperation with local, regional and national organizations interested in youth soccer; to undertake in-house programs or to participate in programs of other organizations designed to provide a continuity of competitive development for youth players; to raise funds to support the foregoing activities; and to do everything reasonable and lawfully necessary, proper, suitable and convenient to achieve the objects and purposes set out above, the primary and paramount emphasis of the activities of the Club being the athletic, educational, social, psychological and moral development of young boys and girls through the sport of soccer; provided, however, that the Club may not exercise any power, either expressed or implied, in such a manner as to disqualify the Club from exemption from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, and to do all of the foregoing without pecuniary profit.

The Club shall be governed in accordance with these By-laws, and any Standing Rules and Club Policies and Procedures that may be adopted from time to time, to the extent that they do not conflict in any material way with the rules and regulations of the CJSA or the USYSA.

ARTICLE III: Compliance with United States Soccer Federation (USSF)

Section 1: The membership of the Club shall be open to any Trumbull resident soccer players, coaches, trainers, managers, administrators and officials not subject to suspension under section 4 of By-law 241 of the United States Soccer Federation.

Section 2: The Club will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.

Section 3: The Articles of Incorporation, By-laws, policies and requirements of the United States Soccer Federation shall take precedence over and supersede the governing documents and decisions of the Club and its members to the extent applicable under Connecticut state law, and the Club and its members will abide by the articles, bylaws, policies and requirements of the Connecticut Junior Soccer Association.

Section 4: The Club will not join any organization that has requirements that conflict with the articles, bylaws, policies and requirements of the Connecticut Junior Soccer Association.

Section 5: The Club shall register all of its players, coaches, managers and teams with the Connecticut Junior Soccer Association at least once each year and timely pay all dues and fees to the Association.

Section 6: A review of actions and policies adopted by the BOD of the Club shall be reported to the membership at the Annual General Meeting.

Section 7: The Club will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by CJSA and the Federation and its members may be appealed to CJSA's Appeals Committee that shall have jurisdiction to approve, modify, or reverse a decision.

Section 8: The Club shall maintain its tax-exempt status under the Internal Revenue Code.

Section 9: The Club shall adopt policies prohibiting sexual and physical abuse that meet criteria established by the Connecticut Junior Soccer Association and the United States Soccer Federation (subject to any contrary requirements contained in Connecticut state or local law applicable to the Club or its members).

Section 10: Upon request by Southwest District CJSA or CJSA, the Club will allow these governing bodies to review the documents and procedures of the Club to determine compliance with the bylaws of the CJSA.

Section 11: The provisions of Article IV take precedence over, and supersede any provision to the contrary.

ARTICLE IV: Amendments

Section 1: By-law, Certificate of Incorporation and Standing Rule Amendment Proposals

The By-laws, Certificate of Incorporation, Standing Rules and/or Club Policies & Procedures of the Club may be amended, added to or repealed at any Regular Meeting, provided that written notice of the specific language or alternative language of any such proposal will be presented to the BOD by the Club's Parliamentarian for consideration via e-mail at least ten (10) days prior to the meeting at which said changes will be voted upon. A vote of **one-third (1/3)** of the total eligible Voting Members, but not less than seven (7) Voting Members constitute a quorum and must be present to adopt said changes.

ARTICLE V: Membership

Section 1: The Club's Voting Members

The Club shall have two classes of voting members that make up the Club's Board of Directors (BOD) which are referred to herein individually and collectively as "The Voting Members". They are the Club's Executive Board of Directors (EBOD) and General Board of Directors (GBOD). All voting members serving on the board must be 18 yrs. or older. All non-voting members of the Club are represented by the Club's voting members.

Section 2: Executive Board of Directors (EBOD)

The Executive Board of Directors is comprised of the elected positions; the Executive Officers (President, Vice President, Secretary and Treasurer, and includes the appointed position of Parliamentarian)

Section 3: General Board of Directors (GBOD)

The GBOD is made up of one Voting Member or Representative who represents each team currently affiliated with and in good standing with the Club. Teams are **required** to be represented at BOD meetings by at least one designated Voting Member, typically the team's manager, treasurer or a team representative, designated by team at the start of the Fall/Spring season. Each team in good standing is entitled to one (1) vote. A team who misses 2 consecutive meetings will lose their voting rights. Paid director positions are not eligible for voting privileges. The Club President is not eligible for voting privileges, except in the event of a tie.

Section 5: No Compensation for the Board of Directors (BOD)

No Voting Member is entitled to receive from the Club monetary fees or gratuities for serving in that capacity or for attendance at BOD meetings. However, all BOD members are entitled to reimbursement from the Club for the reasonable expenses incurred by him or her in connection with the performance of his or her duties.

ARTICLE VI: Elected EBOD, Positions and

Duties Section 1: Elected EBOD – Executive Officers

The Club shall have no less than four (4) Executive Officers. The President, Vice President, Secretary and Treasurer of the EBOD are elected by majority vote of a quorum at the Annual General Meeting (AGM) by the Voting Members of the Club. No Executive Officer may hold more than one (1) elected position at any one time, however, Executive Officers may also be appointed by the President to hold up to two (2) Standing Committee positions. Executive Officers are elected to serve a 3 year term.

Section 2: President

To qualify as President you must have served as a GBOD member for a minimum of 2 years prior to the election year. The President or his/her designee shall preside at all meetings of the Club and shall perform all the duties incidental to the office that are required to be performed by law and pursuant to these By-Laws, and in addition, shall perform such other duties as the BOD may, from time to time, direct. The President shall be the senior officer of the Club and shall exercise general supervision of its business and affairs. The President shall appoint all Standing Committee Officers, Chairmen, Commissioners and Coordinators, and can serve as an ex-officio on all committees.

The President is to be the sole/main contact to the Town of Trumbull for any and all matters pertaining to the Parks Commission, Recreation Department, and First Selectmen's Office.

The President is responsible for ensuring that the Club complies with all Town of Trumbull directives, rules, regulations, and ordinances. The President, or an appointed Club Representative is responsible for attending the Parks Commission meetings a minimum of two times a year or as deemed necessary by the Town of Trumbull. The President is also principally responsible for dealing with CJSA (State) and CJSA Southwest District on any issues that impact or are of importance to the Club.

The President is the initial contact for CJSA and CJSA Southwest District on all disciplinary cases, rules violations, and behavior issues involving players, parents, coaches and referees.

The President is also the designated Executive Officer to sign and change all club registrations.

The President works in conjunction with the Vice President and Director(s) of Coaching to ensure that all club teams have qualified coaches.

Should the President not be able to complete his/her term in office, the Club's Vice President shall assume President duties and complete the current term of office.

Section 3: Vice President

To qualify you must have served as GBOD member for a minimum of 2 years prior to the election year. The Vice President shall succeed to the powers of the President in his/her absence and can also serve as an ex-officio member on any committee that the President deems necessary. The Vice President shall perform the duties and shall have the powers of the President during the absence or unavailability of the President. In addition, the Vice President shall perform such other duties or responsibilities as the President and the BOD may direct.

The Vice-President works in conjunction with the President and Director (s) of Coaching to ensure that all club teams have qualified coaches.

The Vice-President is responsible for training and guiding the managers and treasurers of all the teams operating within the club.

The Vice President is a member of the Disciplinary Committee.

Should the Vice President not be able to complete his/her term in office, the Club's Secretary shall become interim Vice President until someone is voted into office by a majority vote by the BOD to complete the current term of office.

Section 4: Secretary

To qualify you must have served as GBOD member for a minimum of 2 years prior to the election year. The Secretary shall keep accurate and permanent record of the minutes of all business transacted at the BOD meetings of the Club and the Executive Board. The Secretary shall make available copies of the Annual General Meeting and any General Board Meeting minutes to all voting members by hard copy, and/or e-mail before the next regularly scheduled General Board Meeting. The Secretary shall make available copies of EBOD meeting minutes to EBOD members after each EBOD meeting. Minutes taken at a Special BOD meeting are available only to those that attended the Special BOD meeting. The Secretary will monitor and record the official number of Voting Members within the BOD, based on the EBOD (e.g., Executive Officers and Standing Committee Officers) and based on the GBOD (e.g., the number of active teams in good standing within the club each season). The official number of Voting Members in attendance shall be included in all minutes of the BOD meetings.

The Secretary shall keep a record of all the acts and proceedings of the BOD and shall have charge of all books, papers and records of the Club, except those which are hereinafter directed to be under the control of the Treasurer, and shall, in general, perform such other duties as the President or the BOD may, from time to time, direct.

Should the Secretary not be able to complete his/her term in office, the president can appoint a replacement until someone is voted into office by a majority vote by the BOD to complete the current term of office.

Section 5: Treasurer (will be required to complete a background check prior to taking office)

To qualify you must have served as GBOD member for a minimum of 2 years prior to the election year. The Treasurer shall receive all contributions to the Club and have the care and custody of all the money, funds, valuable papers and documents of the Club. The Treasurer shall keep accurate books of account relating to the monies and financial affairs of the Club. The Treasurer shall be ready to render an account of the financial condition of the Club at any BOD meeting, General or otherwise, when called on for that purpose.

The Treasurer shall issue a mid-year Budget Report of the Club no later than the date of the AGM of the Club.

The Treasurer will submit the Proposed Annual Budget at the July General Board Meeting, to be voted on at the August General Board Meeting for the new Club year. (July 1 – June 30)

The Treasurer shall not be personally liable for any decrease of the capital, surplus, balance or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the officer of Treasurer.

Should the Treasurer not be able to complete his/her term in office, the Club's President shall appoint an interim Treasurer until a qualified replacement is voted into office by a majority vote by the BOD to complete the current term of office.

ARTICLE VII – Appointed EBOD Positions and Duties

Section 1: Appointed Voting EBOD Positions

The appointed EBOD are members who are appointed as Standing Committee Officers or Commissioners, as appointed by Club President. These positions are annually appointed and the BOD may re-define them from year to year. Typically, the positions include Parliamentarian and Registrar. All appointments shall be made by the President. No one person shall hold more than two (2) Voting Standing Committee positions at the same time, in a given year.

Section 2: Appointed Non Voting GBOD Positions

The appointed Non-Voting Standing Committee Chairmen or Coordinators are annually appointed and the BOD may re-define them from year to year. Typically, they are – Web Master, Referee Assignor, Uniform Coordinator, Director of Coaching, Disciplinary Chairperson, Try-Out Chairman, Survey Chairman, Special Events Chairman and Publicity. All appointments shall be made by the President. No one person shall hold more than two (2) Non Voting Standing Committee positions at the same time, in a given year.

Section 3: Parliamentarian (GBOD voting position)

The Parliamentarian is responsible for the Club By-laws. Said By-laws will be reviewed and updated every 5 years. In a review year, a By-Law review committee shall be formed consisting of the Parliamentarian and two other Voting Members at the September General Board Meeting. The review committee must present all their changes to the BOD to be voted upon, on or before the next February AGM. For changes in non-reviewing years see Article IV; Section 1. By-laws last revised December 2011.

Section 4: Premier Commissioner (GBOD non voting position)

The Premier Commissioner oversees all aspects of the Premier division of the club. The Commissioner helps organize the Premier try-outs with the Club Try-Out Coordinator; recruiting and marketing the program to the public as needed to make the program run successfully. The Premier Commissioner is responsible for making sure the program operates within the Club's budget parameters for the program.

Section 5: Top Soccer Chairperson (GBOD voting position)

The Top Soccer Commissioner oversees all aspects of the Top Soccer Program which is sponsored by TUSC. The Commissioner can recruit as many people as needed to make the program run successfully. The Top Soccer budget is separate from the TUSC budget and operates independently.

Section 6: Registrar (voting position)

The Registrar shall act as coordinator with the Club's teams in the registration of all players and participating adults to their respective teams. The Registrar is responsible for maintaining appropriate records, reviewing team rosters and for submitting said rosters to appropriate CJSA personnel for validation. The Registrar is responsible for helping the Vice-President in training new team managers and treasurers on the procedures needed to correctly manage their team and register their team with the Club and SWD CJSA.

Section 7: Director(s) of Coaching (non voting position)

The Coaching Director shall be appointed by the President and as this position is a paid position within the Club such appointment shall be confirmed by the Voting Members of the BOD. The Coaching Director shall be responsible for over-seeing the Clubs' coaching staff, and administering training to both players and coaches, arbitrating coaching and team disputes within the club, overseeing annual Club travel & premier try-outs, conducting Coaching Surveys and generally protecting and representing the Club's best interests in the soccer community at large. The Coaching Director will receive a yearly stipend payable in equal installments over a ten (10) month period in a fiscal year. **The stipend will be voted on by the Executive BOD each year as part of the annual budgeting process.**

Section 8: Referee Assignor (non voting position)

The Referee Assignor shall be appointed by the President and as this position is a paid position within the Club such appointment shall be confirmed by the Voting Members of the BoD. The Referee Assignor (RA) shall coordinate all activities relating to the selection and training of referees and their assignment to all Club sponsored games. The RA shall be the Club liaison to assigning all referees to State sponsored competitions (Premier League, State Cup and Connecticut Cup). The RA will receive a pre-season pre-determined monetary payment per game assignment per club team each season.

Section 9: Web Master (non voting position)

The Web Master is responsible for maintaining and updating the Club's web page.

Section 10: Uniform Coordinator (non voting position)

The Uniform Coordinator maintains the on-line ordering system and coordinates all the travel, premier team and individual uniform requests throughout the year working with the designated supplier of the uniforms, following up and making sure the teams order in a timely and accurate manner. The coordinator requests uniform samples for spring travel and premier try-outs and confirms all uniform pricing and availability each year. Changes to uniforms and/or supplier will be proposed to general BOD for consent.

Section 11: Disciplinary Chairperson (GBOD non voting position)

The Disciplinary Chairperson shall be appointed by the President, and will preside over a disciplinary committee of five people, made up of the President, Vice President and three club members, as appointed by Club President. An odd number of committee members must be maintained, so an alternate BOD member may be called to replace any committee member who might need to recuse themselves if they are involved in the subject matter or situation being reviewed. This committee will handle situations that call for disciplinary action because of infractions by coaches, parents, spectators and/or players that violate the club by-laws, standing rules, policies or Code of Conduct.

Section 12: Try-Out Chairman (non voting position)

The Try-Out Chairman must be appointed no later than at the April General Board meeting and is responsible for coordinating all aspects of the club's yearly try-outs which are typically held in June for Travel and Premier Teams. Additional Premier tryouts are held again in November.

Section 13: Survey Chairman (non voting position)

The Survey Chairperson is responsible for creating surveys as they are needed and following through with sending surveys out to club members and recording completed surveys. Disseminating the gathered information to the appropriate members and presenting an overview of the survey results to the Voting Members. For Coaching Surveys, the Survey Chairman will work with the Director(s) of Coaching to create and process the surveys.

Section 14: Special Events Chairman (non voting position)

The Special Events Chairman is responsible for coordinating any activity or idea which positively promotes the club to its members or within the town.

Section 15: Publicity Chairman (non voting position)

The Publicity Chairman is responsible for submitting news worthy articles and information regarding the club to local media outlets and positively promoting the club, its members and its activities.

Section 16: Committee Criteria

The President, with the consent of the BOD, shall authorize the forming and dissolving of each committee and the responsibilities of each committee for the Club.

Section 17: Appointment of Ad-Hoc Committees

The EBOD may from time to time, designate club members to constitute an Ad-hoc Committee, or other committees. Any such committee shall have and may exercise all authority granted it by the Club By-laws and the EBOD, as provided in the motion/resolution used to establish any such committee.

ARTICLE VIII: General BOD Voting Members & Their Duties

Section 1: Team Manager

The team manager is responsible for communications between team parents, the team treasurer, the team coach, and the club. Managers coordinate the scheduling of games, and represent the team at the monthly General BOD meetings. They maintain the team roster information and input any changes as needed, e-mail messages and game results as well as entering their team standings onto the SWD CJSJ web-site. Team managers coordinate and register their teams to participate in tournaments that their teams play in.

Section 2: Team Treasurer

The team treasurer will pay home game referees and keep the team’s check book and banking records. Team treasurers and managers work closely and support one another. Either can represent their team at the monthly General BOD meetings.

A team manager or treasurer must be at least 21 years old.

Section 3: Team Coaches & Trainers

Team coaches are generally paid professional coaches. Each team is typically assigned a professional coach by the Club’s Director(s) of Coaching. Qualified Volunteer Coaches can be Assistant Coaches to a team, provided the Club’ Director(s) of Coaching evaluates the coaching credentials of the volunteer coach to determine if they have the necessary qualifications to coach. A team’s coach can represent a team at the BOD meetings provided the team manager is aware and approves of the coach representing the team.

Section 4: Team Representative

A team representative must be at least 21 years old. If the team manager nor the team treasurer can regularly attend the General BOD meetings, then the team can appoint a team representative to attend the meetings and to cast the one vote allowed per team. The appointed team representative must transmit all meeting information to the team manager to ensure that the team is being kept informed regarding the workings of the club. If a team fails to have a representative at 2 consecutive board meetings the team forfeits the right to vote.

ARTICLE IX: Club Meetings

Section 1: Meeting Location and Decorum

All meetings of the Club shall be held at the principal office of the Club or at such other place as is stated in the notice of the meetings.

Section 2: Meeting Rules

All meetings of the Club shall be conducted following common parliamentary procedures such as those set forth in Robert's Rules of Order.

Section 3: General Board Meetings

The Club will hold no less than six (6) general board meetings in a club year. Notice for a general board meeting is given no less than (10) calendar days before each meeting. Meetings are typically held on the second Wednesday of each month. **One-third** of the total Voting Members, but no less than seven (7) voting members shall constitute a quorum for the transaction of club business.

Section 4: Annual General Board Meeting

The Annual General Board Meeting (AGM) of the Club is held each year in March. At the AGM, **one-half** of the total Voting Members, but no less than ten (10) voting members shall constitute a quorum for the transaction of club business and for the election of the Executive Officers. Notice of the AGM is given no less than (20) days in advance, thereof, and sent via e-mail to all voting members.

Section 5: Executive Board Meetings

The EBOD of the club can hold separate meetings to discuss club business as often as they deem necessary. At least two of the Executive Officers must be present at any EBOD Meeting when they are considering making recommendations or changes to the club that affect the club or its voting and non-voting members. Any decision made at said meetings that alters the operating procedures of the club as outlined in these By-Laws, Standing Rules, Club Policies & Procedures or directly affects any of its voting or non-voting members in any way must be announced at the next general board meeting so it may be entered into the general meeting minutes and if necessary be discussed or voted upon by the Club Voting Members.

Section 6: Special BOD Meetings

Special BOD Meetings can be called at the email request of the President or the Disciplinary Committee Chairperson or five EBOD members or a minimum of seven Voting Members of the Club. No other business may be conducted other than those matters specifically described in the request notice for a Special Meeting. Email requests for a Special Meeting shall be submitted to the Club Secretary, who will select a meeting date no less than (3) days and no more than (14) days from the date that the Secretary receives the request. **One-third** of the total Voting Members, but no less than seven (7) Voting Members shall constitute a quorum, except in a meeting called to remove an Executive Officer from office (see ARTICLE XIII, Sect. 1).

Section 7: Emergency Committee Meetings

The Executive Officers (President, Vice President, Secretary and Treasurer) can form an Emergency Committee of two (2) of their members to represent the BOD on matters demanding immediate attention where it is impractical or impossible to call a Special Meeting. Their actions, however, shall be subject to the approval of the BOD, which, if withheld, shall invalidate their actions in so far as they were executed. Only the BOD shall have the power to incur liabilities or make policy decisions on behalf of the club.

Section 8: Notification of Meetings

Written notice of the date, time and location of any AMG, General Board Meeting or Special Meeting shall be e-mailed, to each Voting Member by the Club Secretary or in case of the absence, disability or failure of the Secretary to act, such notice may be sent out by any other EBOD designated either by the Secretary, President or Vice President.

ARTICLE X: Voting Rights

Section 1: Voting Rights

Each Voting Member, except the President who shall vote only in the event of a tie, shall be entitled to one (1) vote in all matters, decisions or actions – provided that the Voting Member is at least 21 years of age and does not, in the judgement of the BOD, have any actual or apparent conflict of interest by virtue of a leadership position in a competing soccer organization or an organization which does not share the philosophies of the Club.

Directors that are paid for their services rendered to/for the Club are not allowed to vote. Currently, this applies to the Coaching Director(s) and the Referee Assignor for the Club.

Section 3: Voting by Proxy

Voting by Proxy is not allowed. No single Voting Member shall have the ability to cast multiple votes as the spokesperson for an absentee Voting Member. Each Voting Member must cast his/her own vote by attending a meeting

Section 4: Quorum or Majority Vote

Executive Board Meetings – simple majority vote, no quorum

Annual General Meeting - one-half (1/2) of the total BOD Voting Members, but no less than ten (10) voting members

General and Special Board Meetings – One-third (1/3) of the total eligible BOD Voting Members, but not less than seven (7) Voting Members

Disciplinary Committee – simple majority vote

If the number of Voting Members is less than required as stated above, then they may adjourn any meeting to a later date when an appropriate number of Voting Members are available to attend for purposes of transacting the business of the Club.

In the event that the number of Voting Members in the Club falls below the minimum number required to constitute a quorum for the transaction of business, the quorum requirement shall be waived but only for the purpose of electing or appointing a sufficient number of Voting Members to reach a quorum.

ARTICLE XI: Nominations &

Elections Section 1: Nomination Process for Executive Officer

Elections for the Executive Officers will take place at the AGM in March. Starting at the December meeting, a Nominating Committee will be formed. It will consist of one EBOD member and two GBOD members. Interested candidates for the positions of President, Vice President, Secretary or Treasurer shall each submit their name to the Nominating Committee for review. It is the responsibility of the Nominating Committee to secure candidates for each of the offices. Qualified candidates for President must have served on the GBOD for a minimum of 2 years prior to running for office. Qualified candidates for Vice President/Treasurer/Secretary must have served on the GBOD for a minimum of 2 years prior to running for office. At the February meeting the Nominating Committee will announce the candidate names along with a short biography for each. The nominated candidates will have their biographies e-mailed by the Club Secretary to all BOD Voting Members no less than twenty (20) days before the March AGM meeting, along with notice of said meeting.

Section 2: Elections and Terms

The Club Secretary will preside over the elections.

The duly elected Executive Officers of the Club shall serve for a term of three (3) years, commencing at the July BOD meeting following their election in March. An Executive Officer shall hold office until their term ends and a successor is elected.

Candidates elected in March will not assume duties until July meeting. Outgoing officers continue their duties until July meeting. Current and newly elected officers will work together to assure a smooth transition.

ARTICLE XII: Vacancies on the Board

Section 1: Executive Board of Director Guidelines

Unless set forth to the contrary herein, vacancies in any of the EBOD positions shall be filled by the rule of succession or a majority vote of the Voting Members present at the next or any subsequent meeting of the BOD following the death, resignation or termination of office of an Executive Officer.

Any Executive Officer absent from three consecutive meetings without cause shall have their office declared vacant at the discretion of the EBOD, who shall then appoint a successor as provided for herein.

Section 2: General Board of Director Guidelines

Vacancies in the GBOD positions representing each team, need to be filled from within the team and notification of any new team representation must be communicated to the Club's Secretary. E-mail contact information for any new Voting Member, team manager or team treasurer is required.

Section 3: Length of Term

Any EBOD elected or appointed to fill a vacancy shall serve out the current term of that office.

Section 4: Team Management Change

A change in the coach, assistant coach, or team manager positions shall be indicated by an officially amended CJSA team roster created by the Club's Registrar.

Section 5: Resignations

Any EBOD may resign by filing with the Secretary or with the BOD a written resignation which shall take effect upon being so filed or at such other time as may be specified therein.

ARTICLE XIII: Disciplinary Provisions – Penalties, Suspensions and Removals

Section 1: Penalties

The Disciplinary Committee may exact penalties for serious, or repeated, violations of these By-Laws, Standing Rules, Policies and Procedures or Code of Conduct of the Club.

In determining any penalty, the Disciplinary Committee shall give due regard to the stated purposes and objectives of the Club, the values that it seeks to convey to the players and to foster in all its Members, and the seriousness of any infraction that is found to be in violation thereof, whether due to the gravity of a single incident or due to a series of infractions of a less serious but repetitive nature which evidences a lack of appreciation of, or indifference to, the stated goals and objectives of the Club.

Any penalty affixed by the Disciplinary Committee shall be determined in their sole discretion and may include suspension or expulsion from the Club of such Member and, in appropriate circumstances and only as a last resort, an entire team. Such Member, or team, may not represent the Club in any capacity while under the penalty of suspension or expulsion.

Section 2: Suspensions

If the Disciplinary Committee recommends such actions, any Voting Member can be suspended from the BOD, while facing possible removal of member or resolution of the issue. Voting Members could also be suspended for just cause. Non-Voting Members could be suspended from attending General BOD Meetings, home games or in-town practices of their team, or from attending any non-team related, but Club sponsored game or activity for just cause.

Section 3: Cause for Removal

Causes for removal are any activities that jeopardizes the Club's standing as a 501 (c) (3) organization, the Club's standing within the Trumbull Community or Soccer Community at large, or any proven illegal activity or dereliction of duties. The Disciplinary Chairperson will keep advised the President or most senior club officer not involved while conducting the investigation.

Section 4: Removals

The Disciplinary Committee may suspend or remove from office, any officer from the EBOD, GBOD, Coach, Assistant Coach, Trainer, Team Manager, Team Treasurer or Club member who is charged with violating the Club's By-laws, Standing Rules, Policies and Procedures or Code of Conduct.

Prior to taking any punitive action, the Disciplinary Committee shall send written notice to the Club member by certified mail, return receipt requested, to the member's address as last shown on the books of the Club. Such notice shall specify the alleged violation or violations and shall give said member an opportunity to request or respond at a hearing on such allegations within fourteen business (14) days after the member's receipt of such notice.

The Disciplinary Committee may conduct such hearing which shall be promptly held and promptly determined. **By a majority vote of the Disciplinary Committee, the decision rendered shall be final, unless the Club member(s) in question request an appeal of the decision by contacting the CJSAs Appeals Committee (see *their* Article XIII, Section 8).**

ARTICLE XIV: Grants, Checks, Drafts, Bank Accounts, Etc.

Section 1: Grants made by The Club

The making of grants and contributions, and otherwise rendering financial assistance to other organizations or individuals to further the purposes of the Club, shall be authorized by the BOD. The Club may authorize any Executive Officer or Officers, in the name and on behalf of the Club to make any such grants, contributions or assistance, which shall be ratified by the BOD. No grant, otherwise approved, shall be disqualified by reason of the fact that a member of the BOD of the Club could also be a director or officer of the recipient of the grant (or any part thereof), provided, however, that the Club is not in control of the recipient.

Section 2: Acceptance of Donations; Conditions

The Club may solicit contributions, donations and grants in a lawful manner from persons, firms or institutions upon such terms and conditions as shall be deemed acceptable to the BOD so long as the same do not impair or impede the purposes and objectives of the Club, nor conflict with Club or CJSAs By-Laws or policies.

Section 3: Checks, Drafts, Etc.

Any payments of \$500 or more, for expenses incurred by the club, that were not part of the calendar year budget, must be voted on by the BOD before being paid. If the form of payment is by check, then two Executive Officer signatures are required. Typically this is the club treasurer and the club president.

Individual teams may utilize team funds in excess of \$500 for Club sanctioned and/or authorized tournaments and off season leagues.

Section 4: Deposits

The funds of the Club not otherwise employed shall be deposited from time to time to the order of the Club in such banks, trust companies or other depositories as the EBOD may select and vote on.

Section 5: Segregation of Funds

The EBOD may from time to time authorize the segregation of assets of, and/or contributions to, the Club into separate funds, bearing such names as the BOD shall determine. Grants, contributions and other financial assistance made by the Club may, at the discretion of the EBOD or by any two (2) Executive Officers of the Club, one of whom must be the Treasurer, be

designated as emanating from any such fund of the Club.

ARTICLE XV: - Individual Team Monetary Expenditure Guidelines

Section 1: Team Manager – A team manager and/or team treasurer is appointed for the team, who is responsible for the team funds. It is recommended that neither the team manager nor the team treasurer can be immediately related to each other or to the paid or volunteer coaches of the team. (For example – spouse, sibling, child, parent, in-law, step or first cousin). If such a scenario is presented, the club president must give permission to do so each year. A team manager or treasurer must be at least 21 years old.

Section 2: Budgets – The team budget is created by club.

Section 4: Starting a Team Checking Account – As of 2011, all newly formed Club U10 and above teams must open their team checking account through TD Banknorth, located in Trumbull Center. To open an account, the team manager will use the TUSC Tax ID # 22-3202907, NOT a personal social security number to open the team's account. All team checking accounts must have at least three names on record listed with the bank that authorize access to the team's banking records. The primary names are the team manager and/or the treasurer, club president and club treasurer. These names must be kept current with the bank at all times.

Section 5: Player Fees - Annual player fees for a year are comprised of fixed and variable expenses. The fixed and variable expenses are combined to equal the total amount each player owes for their dues.

Sub Section 5A: Dues – Fixed Expenses - Fixed expenses are typically coaching and/or training and referee fees, club dues and district dues, associated tournament fees, indoor facility rental costs, winter/summer coaching for practice or camp costs, and in-season field rental and maintenance expenses. These costs create the fixed expense for a team that is divided amongst a fixed, pre-determined number of players per team, per age group and must be approved of by the EBOD in June for the next fiscal year.

Sub Section 5B: Dues - Variable Expenses – Variable expenses differ per family based on what uniform choices are made and whether a player participates in activities that might not be deemed mandatory by the team. (i.e. – winter league play, winter/summer tournament participation, etc.) The variable expenses per player are separate from the fixed expenses and should be paid when the team manager or treasurer requests payment due.

Section 6: Commitment Letter and Cost – After club try-outs each year, accepted players and their parents must sign a Commitment to Club letter and pay an up-front deposit fee of a predetermined amount to the Club. The Commitment Letter and deposit are usually collected before July 1st, or as otherwise required.

Section 7: Payment of Dues – Payments are made in 3 installments directly to the club treasurer: Deposit is paid upon acceptance on a team by July 1st. Remaining fees are split evenly and paid by Sept. 15th & Nov. 15th

Section 8: Scholarships (Financial Aid) - Limited funds are available each year. Interested families must contact the Club President before the fall season begins. Typically the Club will offer to waive part of a players' player fee and/or cover the cost of a basic uniform (e.g., excluding backpacks, warm-ups, etc).

Section 9: Expenses – Team monies can only be spent to cover team expenses. Spending money for each team is transferred by club treasurer to each team checking account to cover anticipated team expenses for the calendar year. If an unanticipated team expense occurs, the team manager/treasurer must contact the club treasurer to request additional funds to be transferred.

Section 10: Coaches, Trainers, Referees and Other Contractors – Payments for services rendered by anyone to the team must be by check only. No cash payments are permitted. Home game referees must complete the referee paperwork at a game in order to receive their check. All paid team coaches, trainers or contractors will be paid by the Club Treasurer from club account (except over winter – teams will pay coaches for any additional programming that they elect to do).

Section 11: Record of Expenses – For record keeping purposes, no team expense should be paid without generating a receipt or filling out a form. Acceptable receipt types are store receipts, credit card statements, electronic receipts or club forms like Referee Payment Forms. If the team is submitting a check with a payment request to the Club, a Check Request Form must be attached to the check.

Section 12: ATM Cards – No ATM, Credit or Debit cards tied to individual team checking accounts are permitted to be used for cash transactions. Cards can be used for electronic payments of tournament costs or other team expenses as long as “proof of purchase” paperwork is provided (e.g. - confirmation of tournament registration, copy of e-mail explaining purchase or a receipt).

Section 13: Audits – The club treasurer will continually monitor all the team checking accounts via on-line banking. If, at any time, the club treasurer requests to see back-up or hard copies of transactions made by a team, the team manager/treasurer must comply within 48 hours to turn over requested information.

Section 14: Replacing a Team Manager and/or Treasurer – Should a manager and/or treasurer be unable to fulfill their fiduciary responsibilities, the Club Executive Officers will become involved to help rectify the team’s financial situation and assess the team’s manager and/or treasurer’s ability to continue as their team’s representative(s). If the Club Executive Officers deem it necessary to replace either the team’s manager and/or treasurer, they will recommend for them to voluntarily resign. If the manager and/or the treasurer refuse to do so, the Club’s Disciplinary Committee will be activated and will meet to review the situation and render a decision which will be final and absolute. If requested, all team paperwork, checkbook, bank statements, and anything else pertaining to the duties of team manager and/or treasurer must be turned over to the Club Budget Review chairperson or their designee within 48 hours of request. Failure to comply with turning over requested financial paperwork could result in legal proceedings being initiated. If it is deemed that the team’s manager and/or treasurer are to be replaced, the Club Executive Officers will contact the team parents to request one or more of them to immediately assume said duties for their team. The Club reserves the right to commence legal proceedings, including involving local law enforcement, in all financial matters. Additionally, the Club reserves the right to communicate the existence of potential and actual financial irregularities to other non-Club entities in the event that the manager and/or treasurer refuse to do so voluntarily.

Section 15: Existing team, new manager or treasurer – When an existing team has a new person become responsible for the team finances, all bank records, receipts and forms indicating how the team monies have been previously spent, need to be given to the new manager/treasurer within one week of the new person taking over. The new manager or treasurer must also go to TD Bank to remove their predecessor’s name and replace it with their own name.

Section 16: Yearly Carryover Funds in Team Accounts – Remaining funds in the team’s account will be maintained in account for use in the coming season(s). The remaining funds may only be used for team expenses as related to team activities, such as additional training, authorized tournaments and/or other such events for TUSC team.

Section 17: Disbanding a team – When a team disbands, all bank records, blank checks, check books and ATM, Debit or Credit Cards must be turned over to the Club Treasurer. If there are funds remaining in the checking account after all outstanding bills and fees have been paid, the remaining balance can be evenly split between the then current team families that elect to be refunded, or donated to the Club Scholarship Fund, or Top Soccer Program.

ARTICLE XVI: Sale or Disposition of Club Assets

Section 1: Disposition of Assets

Any sales, lease, exchange, or other disposition of at least thirty percent (30%) of total Cash Assets, other than in the regular course of the Club’s activities, must first be initiated by a resolution from the EBOD authorizing the disposition. After adoption of such a resolution, the EBOD shall submit the proposed disposition to the Voting Members for their approval. The EBOD may condition its submission of a disposition to the Voting Members on any basis. Notice of the Regular Meeting for the consideration and vote on the disposition shall be in accordance with Article III of these Bylaws.

The proposed transaction to be authorized must be approved:

- 1) by the Executive Board of Directors by a two-thirds vote; and
- 2) by the General Board of Directors by a two-thirds vote cast or a majority of the Voting Members, whichever is less.

Standing Rules

Rule 1: Background Checks

Any adult, paid or volunteer who works with players within the club, whether they are listed on the team rosters or not, must submit to a CJSA background check. This includes all BOD

members. Background checks must be completed every two years.

Rule 2: Player Registration Fee

Any change in the annual player registration fee required for participation in the Club's programs must be approved by majority vote of the Voting Members at General Meeting of the general membership prior to becoming effective.

Rule 3: The Seal of the Club

The Seal of the Club shall, subject to approval by the BOD, consist of a logo or design containing the words "Trumbull United Soccer Club, Inc." or "TUSC Inc" and the words "Seal" and "Connecticut" cut or engraved thereon.

Rule 4: Auditing Club Finances

Club funds must be reviewed by an independent outside auditor once every three years. The Executive Board of Directors is authorized to allow payment of up to \$500 for this service each time it is transacted. Amounts over \$500 may be approved as needed by the BOD by a majority vote.

Rule 5: Filing Taxes

Club taxes must be filed every year, preferably by a certified CPA. The Executive Board of Directors is authorized to allow payment of up to \$750 for this service each year. Amounts over \$750 may be approved as needed by the BOD by a majority vote.

Rule 6: Definition of a Quorum

A minimum number of members who must be present-is required for a meeting to conduct substantive business. The Club will decide what should be the quorum required for its meetings, by specifying quorum quantities in these by-laws. If a quorum amount is not specified, then a quorum is considered the majority of the Clubs Voting Members. When no quorum is present, the meeting can only do a very limited number of things, such as set the time and place for another meeting. Any substantive action taken in the absence of a quorum is invalid.

Rule 7: Definition of a Majority

A majority vote is defined as "more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a properly called meeting at which a quorum is present." Only a majority of those actually voting is required. Example – 10 members present to vote, 3 abstain, 4 vote to pass and 3 vote against; the 4 votes to pass are the majority of the 7 votes cast, so vote passes. In an example of multiple choices (like an election), the winner must receive the majority of votes (more than half of those present and voting), not just the greatest amount of votes between the multiple choices (that would be a Plurality Vote).

Rule 8: Definition of Two-Thirds Vote

A two-thirds vote is defined as "at least two-thirds of the votes cast by persons legally qualified to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum

is present.” Example – 10 members present to vote, 3 abstain, 5 vote to pass and 2 vote against; the 5 votes to pass are the majority of the 7 votes cast, so vote passes.

Rule 9: Waiving Article Rules

With the exception of Article XIII of these By-laws, the BOD can suspend any Article or any of its sections by voting on the suspension. A **one-half** of the total Voting Members, but no less than ten (10) Voting Members shall constitute a quorum and is needed to vote on the suspension.

Rule 10: Non-League Game Activities

Before traveling or committing to a club team soccer activity outside of Trumbull; other than a CJSA League Game, the team manager or coach is required for insurance purposes to notify the club president of their intent by completing a Non-League Game Activity Form no later than 72 hours prior to the activity. The form is available on TrumbullUnited.com website under ‘Documents’.

Rule 11: Indoor Facility Use

Club teams looking for an indoor facility in the state of CT. to use for practices or clinics can only use those facilities sanctioned by CJSA, or authorized by TUSC Club President. To verify sanctioning, check on CJSA.org website under ‘Indoor Soccer Facilities’. If the facility is not listed, contact the CJSA State Administrator via e-mail or phone to see if they are planning on sanctioning the facility, or contact TUSC Club President to request possible authorization. Failure to use a sanctioned or authorized facility will prevent TUSC club members from the jurisdiction, authority or insurance protection by the club and CJSA.

Club Policies & Procedures

U9 Travel Teams

The Club will try to create only balanced teams at this age level, provided there are enough players to do so.

The Club will maintain control of the team check books for this age level.

The Club will select and book the tournaments played for this age level.

One paid, professional coach will be assigned to cover the teams at this age level.

U10 Travel Teams

If the Coaching Director deems it necessary, teams will altered to create ranked teams.

The team treasurer assumes control of the team check book.

The team manager assumes duties of booking the tournaments played by this age level.

U11+ Travel Teams

Will be ranked teams. At the end of each season, players can be potentially moved from one team to another depending on the needs of each player and each team. Team managers & treasurers assume all their responsibilities to their teams.

All Travel Teams

Will participate in at least one tournament each fall & spring season.

Will practice during winter season and can participate in in-door leagues and/or additional soccer activities during the winter-

Will buy new uniforms as players need them or when a style change in the club uniform necessitates a new uniform.

Will participate in spring try-outs for fall teams.

Are recommended to participate in at least one summer soccer activity.

TOP SOCCER

Minimum age to be a Buddy is anyone who is “currently in 7th grade or higher grade.”

REC + TEAMS

TUSC will sponsor any HS aged team that wants to compete against similar aged teams in surrounding towns within the South West District of CJSA.

A fee will be charged players that covers TUSC Club fees, CJSA dues, cost of Referee Assignor cost of a basic uniform and cost of home game referees.

REC + teams will be coached by either a qualified volunteer coach, or if by a paid coach, then the paid coach’s salary will be incorporated into the Rec+ team player fee.

TUSC Premier REAL TEAMS

Travel teams who have surpassed the ‘A’ rank competition can convert to a Premier REAL team for the next season of play, provided the majority of the existing team parents desire to convert and the TUSC President approves of the change.

New Premier REAL teams can be formed each year provided there are enough interested players to be able to create a team.

Premier teams are subject to all By-laws, Standing Rules, Policy and Procedure and Code of Conduct guidelines as travel teams are.

New Club Purchases

Any items or equipment purchased by the club that can potentially be used by non-club members (i.e. – goals, nets, sand bags, flags, benches, bleachers), MUST be immediately donated to the Town of Trumbull for insurance purposes so that the club can avoid potential liability problems.

The donation must be documented, with a copy going to the Town of Trumbull Recreation Department and a copy to be kept in club records by club secretary.