

Windsor Connecticut Soccer Club

Constitution and Bylaws

Article I. Name

This organization shall be known as the Windsor Soccer Club (hereafter referred to as "the Windsor Soccer Club" or "the Club").

Article II. Objective

The objective of the Windsor Soccer Club shall be to encourage the growth of soccer and to implant firmly in the members of the Club the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, while developing strong soccer skills and a more complete knowledge of the game.

To achieve this objective, the Windsor Soccer Club provides a supervised program of team competition and individual skills development. All officers, directors, and members shall bear in mind that the attainment of strong soccer skills or the winning of games is secondary to the molding of character. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Windsor Soccer Club shall operate exclusively as a non-profit educational organization providing a supervised program of competitive soccer games in affiliation with the United States Soccer Federation (USSF) and its affiliates. No part of the net earnings shall inure to the benefit of any private member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office. In the event of the dissolution of the Windsor Soccer Club, any remaining funds will be distributed per recommendation and approval of the Board of Directors (BOD).

Article III. Membership

A. ELIGIBILITY. Any person sincerely interested in active participation to affect the objectives of this Club may apply to become a member. Club membership shall be in one of the following classes:

1. VOTING MEMBERS. The Secretary shall maintain the roll of qualified voting members, which shall consist of the following Officers, as defined in Article VII,

Each voting member is entitled to one vote in matters under discussion at any annual, budget, regular or special meeting of the Club.

2. NON-VOTING MEMBERS.

a. Players: Any player candidate meeting the requirements who resides within the authorized boundaries shall be eligible to compete for participation, but shall have no rights, duties or obligations in the management or in the property of the Club. Boundaries will be in accordance with USSF rules. Player members will be required to be registered under the rules of the USSF and its affiliates.

b. Parent Members: The parent of any player member may attend any regular, special or annual board meeting, and shall be entitled to speak on any issue under consideration at such meeting, but shall not be entitled to a vote on any issue.

c. Coaches: Coaches and Assistant Coaches may attend any regular, special or annual board meeting, and shall be entitled to speak on any issue under consideration at such meeting, but shall not be entitled to a vote on any issue.

B. DISCIPLINE, SUSPENSION OR TERMINATION. Membership may be terminated by resignation or action of the Board of Directors.

1. The Board of Directors by a two-thirds vote of those present at any duly constituted meeting shall have the authority to discipline, suspend or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the Windsor Soccer Club. The Club will execute an escalated response to conduct unbecoming to include, but not limited to; written warning, game suspension, termination of membership. The BOD will have final say in response to conduct unbecoming of its members.

The member involved shall be notified of such meeting, informed of the general nature of the complaints, and given an opportunity to appear at the meeting to answer such complaints.

2. The Board of Directors shall, in the case of a player member, give notice to the coach of the team of which the player is a member, and also give notice to the parents or legal guardian of the player member. Said parties shall appear with the player before the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation. If suspension is levied upon the player member, the full amount of any dues paid will be refunded.

Article IV. Dues and Fees

A. Dues and fees for player members may be fixed at such amounts as the Board of Directors shall determine. All or part of a player's dues or fees may be waived at the discretion of the Board of Directors.

B. Player members who shall fail to pay their fixed dues within thirty (30) days from the time the same become due may by vote of the Board of Directors be dropped from the rolls and shall forfeit all rights and privileges of membership. All overdue payment issues are to be escalated to the President for resolution.

Article V. Meetings

A. ANNUAL MEETING. The annual meeting of the Windsor Soccer Club shall be held in November of each year for the purposes of electing officers and directors, receiving reports, and for the transaction of such other business as may properly come before the meeting. Transition of duties will occur in December with positions effective January 1.

B. **BUDGET MEETING.** The President and Treasurer shall prepare and present for approval by the voting members an annual budget for the current fiscal year at the February meeting. Once approved, the Board of Directors shall execute the budget during the year. Items within the budget that vary from the budget plan by \$5000 will require approval by the voting members. Items not identified within the budget will require specific voting member's approval before being implemented.

The Board shall receive, at the January meeting of the voting membership, a report verified by the President and Treasurer or by a majority of the Directors, showing the whole amount of real and personal property owned by the Club, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report, and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects, or persons to or for which applications, appropriations or expenditures have been made; and the names of the persons who have been admitted to membership in the Club during such year, which report shall be filed with the records of the Club and an abstract thereof entered in the minutes of the proceedings of that meeting.

C. **REGULAR MEETINGS.** Regular meetings of the Club membership shall be held the third Monday of each month except July and December. The meeting date for any regular meeting may be changed at the discretion of a majority of the Board of Directors.

D. **SPECIAL MEETINGS.** Special meetings of the Club membership may be called by any three Board members to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

E. **NOTICE OF MEETINGS.** Notice of each regular meeting, of the annual meeting, and of the budget meeting shall be mailed, electronically mailed or otherwise delivered to each voting member at his last recorded address at least four days in advance thereof setting forth the place, time and purpose of the meeting; or, in lieu thereof, notice may be given in such form as may be authorized by the Board of Directors from time to time at a regular meeting.

F. **QUORUM.** The presence in person or by proxy of six Board members shall be necessary to constitute a quorum.

G. **VOTING AND PROXIES.** Each voting member shall be entitled to one vote on any matter in person or by proxy. All proxies must be in written form and may be withdrawn at any time.

H. RULES OF ORDER. Robert's Rules of Order shall govern the proceedings of all meetings except when in conflict with the Constitution and By-Laws. (<http://www.rulesonline.com/>)

Article VI. Board of Directors

A. BOARD AND NUMBER. The management of the property and affairs of the Club shall be vested in the Board of Directors. The number of Directors will be at least seven. The Directors shall upon adjournment of the annual meeting enter upon the performance of their duties and shall continue office until their successors shall have been duly elected and qualified.

B. BOARD MEMBERS. The Board membership may include, but is not limited to, those officers defined in Article VIII.

C. ANNUAL ELECTION AND TERM OF OFFICE. At each annual meeting, the voting members shall elect officers to those positions which terms are expiring. All elections of officers and directors shall be by majority vote of the voting members present at the meeting.

D. VACANCIES. If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or any special meeting called for that purpose.

E. DUTIES AND POWERS. The Board of Directors shall have the power to appoint such standing committees as it shall determine, and to delegate such powers to them as the Board shall deem advisable, and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Club as it may deem proper.

The Board shall have the power by two-thirds vote of those Board members present at any meeting as defined in Article V to discipline, suspend or remove any Director, officer or committee member in accordance with the procedure set forth in Article III.

Article VII. Committees

The Board of Directors has the power to appoint such committees as it deems appropriate. Such committees may include a tournament committee, a coaches committee, and an audit committee.

A. **TOURNAMENT COMMITTEE.** The Tournament Committee shall present the status of Club-sponsored tournaments at the regular meetings. This committee shall be chaired by the Tournament Director and consist of Club members as deemed necessary by the Tournament Director.

B. **COACHING COMMITTEE.** The Coaching Committee shall consist of, but not be limited to, the President, Vice President, Travel Director, and the House Director. This committee shall interview, recommend and appoint team coaches annually with the approval of the Board of Directors.

C. **AUDIT COMMITTEE.** The Audit Committee shall prepare and present the financial audit report as described in Article IX. This committee shall be appointed by the President and shall consist of at least three individuals, (one which includes the Treasurer).

Article VIII. Officer's Duties and Powers

A. **PRESIDENT.** The President shall conduct the affairs of the Club and execute the policies established by the Board of Directors; present a report of the condition of the Club at the annual meeting; communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Club; and be responsible for the conduct of the Club in strict conformity to the policies, principles, rules and regulations as agreed to under the conditions of the charter issued.

The President shall designate in writing other officers if necessary to have power to make and execute for/and in the name of the Club such contracts and leases as may have received prior approval of the Board; investigate complaints, irregularities and conditions detrimental to the Club and to report thereon to the Board as circumstances warrant; and be responsible for the proper execution of the Annual Budget. In addition, the President shall have check-signing authority equal to that of the Treasurer.

The President shall designate an officer to function in the absence of the President.

The term of the office of the President shall expire in November of even-numbered years.

B. VICE PRESIDENT. The Vice President shall be responsible for oversight of club business in support of and as assigned by the President. The Vice President shall also communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Club; and be responsible for the conduct of the Club in strict conformity to the policies, principles, rules and regulations as agreed to under the conditions of the charter issued.

The term of the office of the Vice President shall expire in November of odd-numbered years.

C. SECRETARY. The Secretary shall be responsible for recording the activities of the Club and maintain appropriate files, mailing lists, and necessary records; perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the Office of Secretary or as may be assigned by the Board of Directors; and maintain a list of all members and give notice of all meetings.

The Secretary shall keep the minutes of the meetings and cause them to be recorded in a book kept for that purpose; conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed; and notify members, directors and committee members of their election or appointment.

The term of the office of Secretary shall expire in November of even-numbered years.

D. TREASURER. The Treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of the treasurer; receive all monies and securities and deposit same in a depository approved by the Board; keep records for the receipt and disbursement of all money and securities of the Club, approve all payments from allotted funds and checks therefore; and prepare an annual budget for submission to the Board of Directors. Two signatures, the Treasurer's and the President's, will be required on all checks in excess of \$3000.

The Treasurer shall present an annual financial audit report as required by Article XI. The Treasurer shall also be responsible for overseeing the collection of player registration fees, and assisting with the development of team budgets.

The term of the office of Treasurer shall expire in November of odd-numbered years.

E. **TOURNAMENT DIRECTOR.** The Tournament Director shall manage the Club's primary fund-raising activity, the annual Columbus Day Tournament. The Director shall recruit and recommend members of the Tournament Committee to the BOD, as deemed necessary. All Tournament Committee members recommended by the Tournament Director must be approved by the BOD. The Director shall insure that profits from tournament registrations and sales are transferred to the Treasurer promptly upon completion of tournament activities.

The term of office for the Tournament Director shall expire in November of odd-numbered years

F. **TRAVEL DIRECTOR.** The Travel Director shall be responsible for the design and implementation of a complete developmental training program for players and coaches in partnership with the House Director and vendors, if applicable. This program may include, but not be limited to: a written developmental curriculum, a coaching mentor program, Club-sponsored clinics, coaching license courses and soccer camps. The Travel Director will also serve as the chairperson of the Coaching Committee. The Travel Director shall establish and maintain a library of educational materials of soccer and coaching.

The Travel Director shall be responsible for the overall coordination and communication of the activities of authorized travel teams. The Director shall be responsible for designing the upcoming year's program structure including the age levels for which teams will be formed and the number of teams at each level.

The Travel Director is encouraged to attend all CJSA meetings, and serve as the President's designated representative in the absence of the President. The Travel Director is responsible for fostering the development of players and coaches in the travel and in-house programs.

The term of the office of Travel Director shall expire in November of even-numbered years.

G. **HOUSE DIRECTOR.** The House Director shall be responsible for managing the Club's intramural (non-competitive) programs. The House Director shall be responsible for the design and implementation of a complete developmental training program for players and coaches in partnership with the Travel Director and vendors, if applicable. This program may include, but not be limited to: a written developmental curriculum, a coaching mentor program, Club-sponsored clinics, coaching license courses and soccer camps. The House Director will also serve on the Coaching Committee.

The House Director shall be responsible for the overall coordination and communication of the activities of authorized in-house teams. The Director shall be responsible for designing the upcoming year's program structure including the age levels for which teams will be formed and the number of teams at each level.

The term of office for the House Director shall expire in November of odd-numbered years.

H. EQUIPMENT AND FIELDS DIRECTOR. The Equipment and Fields Director shall maintain inventory and location records of all Club equipment and paraphernalia; dispense and retrieve certain Club equipment as authorized by the Board of Directors; prepare an end-of-season inventory report (fall, winter and spring) which shall include all uniform items and the quantity and condition of the Club soccer balls, ball bags, nets, first aid equipment, etc.; be responsible for all equipment and uniform purchases required by the Club's annual budget; and provide equipment cost data for preparation of the annual budget.

The Equipment and Fields Director shall be responsible for maintenance of the soccer fields used by the Windsor Soccer Club. He/she shall have the final decision on the playability (use) of the fields.

The term of office of the Equipment Director shall expire in November of odd-numbered years.

I. COMMUNICATIONS DIRECTOR. The Communications Director shall prepare and arrange for all Club advertising and publicity to include tryouts, fund-raisers and team recognition; be responsible for all duplicating requirements in support of tryouts, fund-raisers, etc.; provide advertising and publicity cost data for preparation of the annual budget; and prepare and publish a Club newsletter in January, May and September to be distributed to all members, players and parents. The Communications Director will coordinate updates to any other club marketing material, which may include but not be limited to: websites, flyers, pamphlets, brochures, news media and camp mailings.

The term of office of the Communications Director shall expire in November of odd-numbered years.

J. CJSA REGISTRAR. The CJSA Registrar shall maintain all team rosters, and shall be responsible for the coordination of team registration through CJSA. The Registrar shall be knowledgeable in the CJSA rules pertinent to team and club registration matters and the transfer of player rights. The CJSA Registrar will support the Travel teams by reviewing and approving their Fall and Spring rosters and passes. The registrar will submit to CJSA the Fall and Spring registration information for all Travel and House players and coaches.

Other responsibilities include examination of the application and supporting proof-of-age and residency documents of every player, uploading all player and adult club data to CJSA every season, printing and distribution of team rosters and player passes. The director is also responsible to assure that all necessary filings for players, adults, and teams required by the USSF or the Connecticut Junior Soccer Association are made on time.

The term of office for the CJSA Registrar shall expire in November of odd-numbered years.

K. REGISTRATION DIRECTOR. The Registration Director will maintain the club data on both Travel and House players and coaches. The RDA will coordinate the club's registration process and update any necessary documents, forms and processes. The RDA will maintain the club database that is used to prepare CJSA registration listings and club mailings.

The term of office for the Registration Data Administrator shall expire in November of even-numbered years.

L. DIRECTOR OF SCHEDULING AND REFEREES. The Director of Scheduling and Referees is responsible for arranging the field and referee schedule for the in-house and travel programs for Windsor Soccer Club training sessions and games. The Director is responsible for attending the seasonal travel program CJSA scheduling night, creating and posting a field schedule for coaches to schedule their own games on-line, performing a weekly review of the referee schedules on-line and filling any open spots to ensure 3 referees per game for travel and at least 2 referees at in-house games. The Director is responsible for referee education and issue escalation and resolution involving referees.

The term of the office of the Director of Scheduling shall expire in November of odd numbered years

Article IX. Teams

A. ORGANIZATION. No team shall be permitted to play competitively under the jurisdiction and sponsorship of the Club except those that have been organized and approved for play by the Board of Directors. No team may use the name of the Windsor Soccer Club except as specifically authorized by the Board.

B. COACHES. For each team organized by the Club there shall be a coach, and one or more assistant coaches, as may be necessary. Team coaches shall be appointed annually by the Coaching Committee with the approval of the Board of Directors, and shall be responsible for the selection of their teams' players and for their players and parents actions and conduct on the field.

Article X. Affiliations

A. CHARTER. The Club shall annually participate in the activities of the Connecticut affiliate of the USSF and shall do all things necessary to maintain its eligibility as a club member of that organization or its successor. The Club shall devote its entire energies to the activities authorized by the USSF or its Connecticut affiliate, and it shall not be affiliated with any other program or organization, or operate any other program with the exception of its affiliation with the USSF or its Connecticut affiliate.

B. PLAYING RULES. The "Laws of the Game" as published by the Federation Internationale de Football Associations (FIFA), and as modified by CJSA's Rules and Regulations (specifically sections 4000 et seq.) shall be binding on this Club.

C. LOCAL RULES. The Board of Directors shall adopt the local rules of the Club.

Article XI. Financial and Accounting

A. CLUB TREASURY. The Board of Directors, within the constraints of the budget, shall direct the finances of the Club and shall place all income in a common Club treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

B. SOLICITATIONS. The Board shall not permit the solicitation of funds in the name of the Club unless all of the funds so raised are placed in the Club treasury.

C. DISBURSEMENTS. The Board shall not permit the disbursement of funds for other than the conduct of activities in accordance with the rules and policies of the Windsor Soccer Club and the USSF.

D. BIENNIAL FINANCIAL AUDIT. A biennial financial audit, conducted by the audit committee, shall be prepared prior to the January meeting of odd-numbered years.

COMPENSATION TO OFFICERS, DIRECTORS AND MEMBERS.

1. No officer, director or member, who is serving on the Board of Directors, shall receive, directly or indirectly, any salary, compensation or emolument from the Club for any services rendered as an officer, director or member.

2. In the event that a decision is made to compensate a director or member for services rendered to the club, said director or member shall be removed from the Board of Directors.

Article XII. Amendments

These Bylaws may be amended by a vote of two-thirds of the voting members present at two consecutive regular or special meetings. Such amendment or amendments must be submitted to the Board of Directors, in writing, by a voting member, at the meeting immediately preceding the first meeting at which the amendment is or amendments are scheduled for action. Upon its adoption, a copy of the Bylaws as amended shall be mailed to the State of Connecticut for reference and attachment to the Bylaws filed with the Office of the Secretary of State.

Draft - Bylaws - revised 06/26/09 (rev from 04/30/02)