

LAWRENCE HAMNETT SOCCER ASSOCIATION, INC. CONSTITUTION

Section 1 - General Provisions

Name

The Lawrence Hamnett Soccer Association, Inc., hereinafter referred to as "Club", was formerly known as the Tom Hamnett Memorial Soccer Association of Lawrenceville. The Club, founded in 1957, was named after Tom Hamnett a ground's keeper at Hetzel Field who provided soccer balls for neighborhood children.

Legal Status

The Lawrence Hamnett Soccer Association, Inc. is a non-profit corporation as defined in Internal Revenue Code 501(0)(4).

Purpose

The Club exists to develop, promote, govern, and perpetuate the game of soccer for youth (under 19 years of age) who reside primarily in Lawrence Township. The Club's goals are to provide a soccer environment that stresses a relaxed, fun-oriented approach to the game, to teach soccer skills, to provide competition for its members and to play the game in accordance with high standards of good sportsmanship and fair play.

Headquarters

The headquarters of the Club shall be in Lawrenceville, Lawrence Township, New Jersey.

Affiliation

The Lawrence Hamnett Soccer Association, Inc. shall be an affiliate Club of; and shall comply with the authority of The New Jersey State Youth Soccer Association, Inc., also referred as the NJSYSA.

Government

The Club's governing documents shall consist of Constitution, By-laws and Policies and Procedures for the Recreation and Competitive Divisions. However, where any of these shall conflict with the rules, regulations, constitution and/or by-laws of NJSYSA, NJSYSA rules shall take precedence.

Governing Authority

The legislative and judicial powers of this Club except those which are herein otherwise delegated, shall be vested in a Board of Trustees.

Section 2 – Definitions

Club - Refers to the Lawrence Hamnett Soccer Association, Inc.

Competitive Division - Refers to the travelling, year-round soccer teams strictly governed by the Club and the New Jersey State Youth Soccer Association (NJSYSA).

Recreation Division - Refers to the predominantly fall soccer program organized by the Club principally on behalf of Lawrence Township resident youths.

League - Refers to a USYS and/or NJSYSA sanctioned Youth Soccer League.

Section 3 – Governance

Board of Trustees

The Trustees of the Club shall number no less than ten and no more than twenty. It is within the discretion of a Nominating Committee to recommend the number of Trustees for the upcoming year. Each Trustee will be assigned duties for the Club, Recreation and/or Competitive divisions.

Once constituted the Trustees shall elect Officers of the Board of Trustees who shall consist of a President, Vice President - Competitive Division, Vice President - Recreation Division, Treasurer, and Secretary. The Trustees shall elect a new slate of Officers at their Annual General Meeting each year. The election of the Officers and Trustees shall take place each year at the Annual General Meeting of the Club. Officials and Trustees shall be elected according to the quorum rules as set forth herein.

The term of office of all Officers and Trustees of the Board of Directors shall be for one (1) year. Persons may be selected by the Board of Trustees to be recognized as Emeritus Members of the Board. Said persons will be selected due to their ability and desire to contribute in an unofficial capacity to LHSA. The members of this Board will have no designated duties or official capacity, but will have expressed a willingness to be called upon to assist on an ad hoc basis. There is no limit to the number of persons who may enjoy this position or any designated term of office. Candidates may include past Board Officers, local soccer officials, and any other local person who is simply a soccer enthusiast.

Meetings

- Monthly: The Board of Trustees shall meet monthly unless the Board of Trustees, at a meeting, or the President, between meetings cancels a future meeting.
- Special: The President may call for a special meeting if deemed necessary. The President is required to call a meeting if three or more members of the Board of Trustees jointly request a special meeting.
- Annual: The Club shall hold an Annual General Meeting. The meeting shall take place in January or February of each year. The meeting will be open to the public and advance notice of the specific time, date, and public location will be made by the Secretary no less than ten (10) days in advance of said meeting. Trustees shall be elected first, and then the Trustees shall elect a new slate of Officers from among themselves at their Annual General Meeting each year.
- Place: Meeting sites are the prerogative of the President. Meetings are open to all Trustees but are not open to the public. However, the public may be invited to any meeting and shall be invited to the Annual General Meeting. Any Trustee may

invite a person or persons who have clear interest in a topic before the Board of Trustees with the concurrence of either the President or one of the Vice Presidents.

Order: The order of business at the Annual General Meeting shall be as follows:

- A. Call to order/Roll call
- B. Minutes
- C. Officer's reports; President, Vice President Competitive, vice President Recreation, Fireworks Tournament Chairperson (if any), and Treasurer.
- D. Old business
- E. New business
- F. Report of Nominating Committee
- G. Vote on Officers and Trustees
- H. Close meeting

The order of business of all regular Board meetings will be the same as the Annual General Meeting, except that the nomination and approval of Officers and Trustees is only mandatory at the Annual General Meeting.

Meetings of the Board of Directors shall be conducted according to the form prescribed in Robert's Rules of Order, unless otherwise provided.

Quorum: Quorum shall be established at the Annual General Meeting by the presence of 2/3 or 66% of the eligible voting members of the full Board of Trustees as determined by the Secretary.

Quorum shall be established at all other meetings by the presence of three or more Officer's of the Board of Trustees and at least two non-officer Trustees.

Nothing in the Constitution or By-laws of the Club shall restrict any Trustee with voting rights from attending a meeting and casting a full vote on any and all issues.

A proxy ballot is deemed acceptable provided an advance agenda has been distributed providing information on a particular subject along with a written motion on the subject. Any modification to the advanced written motion shall invalidate a proxy vote.

If a meeting takes place and Quorum is not achieved as expressed above, a Quorum will be assumed and business will be conducted. However, if at the next meeting any member not present for the meeting without numerical quorum objects to the minutes, then all business matters reflected in those minutes shall be immediately assumed on the agenda and put to vote. In the absence of objection, the minutes shall be read and accepted as the business of the Board.

Duties and Powers of Trustees and Officers

Trustees: The Board of Trustees shall have the duty and power for:

- A. Enforcing the Constitution, By-laws, and all Policies & Procedures of the Club.
- B. Electing Officers to be responsible for the day-to-day administration of the Club.
- C. Adopting Amendments for specific cases or circumstances not provided for in the Constitution, By-laws or Policies & Procedures, which are necessary to carry out the objectives of the Club.

Officers: Officers shall be responsible for the day-to-day administration of the Club. As such they will have greater duties and powers than individual Trustees as follows.

President

- Preside over board meetings during the year and provide an agenda for each meeting.
- Appoint all committees.
- Call such meetings as are herein required.
- Supervise the officers of this Club and perform such other duties as the Board of Trustees may, from time to time direct.
- Enforce the Constitution, By-laws, Policies & Procedures and such roles and regulations as may be adopted by the Board of Trustees.
- Create systems to ensure that Club policies are being communicated.
- Encourage volunteers to fulfill their responsibilities.
- Where necessary, cast deciding vote on an issues at any meeting.
- Appoint all committees and ensure that all key Recreation, Competitive and League responsibilities are assigned to either a Board member or a league volunteer.
- Maintain an overview of competitive, recreation, and tournament play.
- Fine and/or suspend those who shall violate the provisions of the Constitution, By-laws and Policies and Procedures of the Club and/or the playing rules of the game of soccer.
- Determine how to manage all protests and matters of similar nature, seeking counsel if appropriate.
- Establish an annual budget in conjunction with the Vice Presidents for the competitive and recreation divisions, and with the Treasurer.
- Approve with the Secretary all contracts and other documents of the Club that are authorized by the Board of Trustees.
- On an annual basis, review and update the Club's Constitution, By-laws, and Policies & Procedures incorporating interim changes that have been formally adopted throughout the year.
- Co-host the Awards Night Ceremonies with the Vice President of Recreation.
- Monitor the coach and referee certification programs.
- Annually file "Club Affiliation Form" with NJSYSA (due date: June 30)
- Annually file the Club's certificate of insurance requests with NJSYSA (due date: July 31)
- Annually me Form 990 with the Federal Government to maintain the Club's non-profit status (due date: August 15)

- Coordinate annual filing of the "Annual Report Filing Form" with the State of New Jersey. (due June 30)

Vice President Recreation Division

- Set up a calendar for the upcoming season highlighting all key events and when they take place.
- In conjunction with the Treasurer, develop a budget for the upcoming year and submit to President November 30th.
- Approve all recreation division expenditures and submit same with supporting payment information (voucher and/or authorized bill) to the Treasurer for payment by check.
- Distribute registrants' names to appropriate coordinator to be assigned. Oversee the drafting of players for teams.
- Identify coordinators for each age grouping, including the pee wee age group (5 yr. olds).
- Distribute registration forms for the Recreation league via a general mailing no later than April and make forms available at the Recreation Office at Town Hall.
- Buy equipment for the division, including soccer balls, practice cones, string bags, goalie gloves, aid kits, and rule books; distribute equipment to coordinators.
- Coordinate the purchase of team shirts and distribute these shirts to coordinators.
- Identify fields for all age groups with the Township Recreation Officer, Armory and Lawrenceville Township Public Schools. Receive permission from appropriate authorities to use these fields in writing and secure certificates of Insurance to be given to these authorities.
- Set up coaching clinic(s) and F-license course.
- Create, distribute and collect player rating forms from coordinators to ensure team parity the next season.
- Reserve high school auditorium for Awards Night Ceremony by contacting the appropriate person in the Lawrence Public School's Business Office (at 530-8491).
- Make provision for the cancellation of games due to weather (rain-outs) and the communication of same.
- Set-up team pictures for the team players. Purchase the plaques and oversee the mailing of these to the sponsors (with Sponsor Coordinator).
- Order trophies and door prizes for the annual Awards Night ceremony.
- Co-host Awards Night with President. Introduce each coordinator to do team introductions for the age grouping.
- Report to the Board at the monthly Board Meeting on all key matters within the division.
- Annually review and update Recreation Division Policies & Procedures and submit to President by November.

Vice President Competitive Division

- Develop new teams and act as liaison between teams and the Board of Trustees.
- Organize general tryouts for each competitive team during the month of June.
- Annually review and update Competitive League Policies & Procedures and submit to President by November.
- Ensure that the Club is represented at Central Jersey Soccer Association meetings and all other league meetings where the Club's competitive teams compete.
- Coordinate registration (carding) of players at beginning of season.
- Procure uniforms and equipment for teams.

- Act as coordinator for the Club with all leagues regarding Scheduling of games and postponement of games due to poor field conditions.
- Act as liaison with Lawrence Township Recreation Officer in requesting use of fields and maintenance services.
- Meet with parents of all newly forming teams to explain how the program works and meet with existing team parents as necessary.
- Meet with coaches to raise and discuss issues common to all competitive division teams.
- Transmit tournament information to teams and encourage selection of tournaments where several Lawrence teams can play.
- Set up calendar for the upcoming season highlighting all key events.
- In conjunction with the Treasurer, develop a budget: for the upcoming year and submit to President by November 30.
- Approve all competitive league expenditures and submit with the supporting payment voucher or authorized bill to the Treasurer for payment by check.
- Report to the Board at the monthly Board Meeting on all key matters within the division.

Secretary

- Take complete notes at each meeting of the Club's Board of Trustees. Following each meeting of Board of Trustees, distribute minutes of the meeting to all officers and trustees.
- Maintain a file of meeting minutes.
- Notify officers, trustees and others (when appropriate) of upcoming meetings. Notifications can generally be included with meeting minutes of the previous meeting.
- Maintain a listing of all changes to the Club's Constitution, By-laws, and Policies & Procedures that are approved at the monthly Board meetings.
- Assist in distributing notices and information to the Club.
- Oversee the Kid Safe Program and ensure that the league is in compliance with NJSYSA on this requirement.
- Receive all correspondence on behalf of the Club.
- Approve with the President all contracts and other documents of the Club which shall be authorized by the Board of Trustees.

Treasurer

- Assist in the development of annual budgets for both the Recreation and Competitive Divisions in coordination with the respective Vice Presidents. Submit those budgets to the President of the Board of Trustees by November 30.
- Assist in the development of an overall Club budget with the President. Submit that budget to the Board of Trustees for approval by December 31.
- Issue checks to pay the expenses of the Club. Ensure that each check is supported by a billing receipt and approved by the appropriate Club Officer.
- Maintain a checking account or accounts for the Club and reconcile the account(s) on a monthly basis.
- Work with the Sponsor Coordinator to collect sponsor fees for the Recreation League.
- Collect recreation division registration fees and deposit all dues, registration fees, and monies for the Club.

- Summarize and present a financial summary for the Club with management reports that isolate the Club. Recreation and Competitive Division results twice each year (June and December)
- Prepare a bill list for each monthly Board Meeting.

Assistant Treasurer

- Assist the Treasurer.
- This position is an optional position and exists at the Board of Trustee's discretion.
- This position is an appointment by the Board of Trustees.

Removal of Officers/Trustees

Board members may be removed for cause as follows:

- A. Said officer and all members of the Board of Trustees must be notified in writing of the removal no less than ten (10) days before the next regularly scheduled Board Meeting. The notification must advise that a recommendation in the form of a motion will be presented to the Board of Trustees seeking to have that officer/trustee removed.
- B. The officer/trustee shall be afforded the opportunity to be present throughout the proceeding and up until the time a final vote is taken on the motion.
- C. Following a motion to move the recommendation and a second, the motion shall be open to the floor and the officer/trustee shall be allowed to present evidence and/or testimony before the Board of Trustees prior to a final vote on the motion.
- D. Only upon an affirmative vote of two-thirds (2/3) of the authorized voting members can the officer/trustee be removed. The said officer/trustee is eligible to vote.

Vacancies

Whenever a Board position becomes vacant, the Board of Trustees shall have the power to appoint an individual to that position following a motion, second, discussion and vote showing 2/3 of the Board of Trustees present at the meeting on the question voting affirmatively.

Fiscal Policies

- A. Club Budget. A budget for the Club shall be presented to the Board of Trustees for adoption at the Annual General Meeting. The budget shall reflect accrued surplus, incorporate the competitive and recreation division sub-budgets and reflect expenditures in support of the Club's mission and objectives. The budget can be adopted with a 2/3 or 66% affirmative vote of the Trustees and Officers present at the January meeting.
- B. Competitive Budget. A sub-budget for the Competitive Division shall be drawn up each November projecting receipts and expenditures to be made during the ensuing twelve months beginning January 1. This sub-budget shall be presented to the President and Treasurer for incorporation into the Club budget to be presented for approval in January.

- C. Recreation Budget. A sub-budget for the recreation division shall be drawn up each November projecting receipts and expenditures to be made during the ensuing twelve months beginning January 1. This sub-budget shall be presented to the President and Treasurer for incorporation into the Club budget to be presented for approval in January.
- D. Disbursements. All disbursements made on behalf of the Association shall be by check when practical. The signatories shall be the Treasurer and Assistant Treasurer (if any). All expenditures within the approved annual budget of the Club, including Division sub-budgets, can be made upon proper receipt of an authorized bill and/or voucher by the Treasurer. An authorized bill is one initialed by one of the three listed Officers with the appropriate budget "expense category noted. All other non-budgeted disbursements require prior Board of Trustees approval. The approval can be on a specific expenditure or as a specific entry to a bill list presented at a monthly meeting. The Board of Trustees may pre-approve anticipated major expenses at a monthly meeting.
- E. Receipts. All monies received shall be deposited to the Association's checking account(s) as soon as feasible. Checks may be drawn by Officers to pay approved budgeted expenses as they are incurred. Non-budgeted items can not be paid until an affirmative vote of the Trustees is recorded at a meeting where the expense is in question.
- F. Fiscal Year. The fiscal year shall begin on January 1 and end on December 31 of the same year for the Club and both of its divisions.
- G. Individual Competitive Team Accounts.
 - 1. The Club is responsible solely for its own revenues and expenditures. Individual teams that choose to raise money for their own purposes do so without the knowledge of the Club. As such, all of their finances, taxes and non-profit status are absolutely independent of the Club.

Adopted January 3, 2000