



1.0 CONSTITUTION OF THE MERIDEN SOCCER CLUB, INC.

1.1 **NAME** The name of the organization shall be The Meriden Soccer Club Inc, (hereinafter referred to as MSC)

1.2 The guiding principles of this club to organize adults and parents educate youth and promote fair play and sportsmanship. The goal of the Meriden Soccer Club is to advance soccer within the Town of Meriden and under the jurisdiction of the Connecticut Junior Soccer Association (CJSA).

1.3 The headquarters of Meriden Soccer Club shall be within the City of Meriden, any and all mail correspondence shall be addressed to Meriden Soccer Club, PO BOX 302, Meriden, CT. 06450.

1.4 The Executive Committee of the Meriden Soccer Club shall be comprised of the following officers: President, Vice President, Treasure, Secretary, Past President, Girls Director Boys Director and Registrar.

1.5 **Board Definition:** The MSC Board shall consist of the Executive Committee, Referee Coordinator, In Town Directors, District Representative, Web Director and Equipment Director.

1.6 **Membership Definition:** Consists of parents, guardians of any player for the term of the players CJSA Registration., coaches, referees, board members or any individual who present proper qualifications and background check as provided by CJSA to be considered for membership by the executive committee.

1.7 The colors of the Meriden Soccer Club shall be Grey, White and Navy Blue. Colors can only be changed by a majority vote by the Board. New uniforms with updated colors can only be ordered prior to the start of the fall season.

1.8 **DEFINITION** Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one or more of the purposes as specified in section 501(c) (3) of the Internal Revenue code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal laws. No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to the corporation), and no member, trustee, director, officer of the corporation or any private individual shall be entitled to share in distribution of any corporate assets upon dissolution of the corporation. No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation [except as otherwise provided for by IRC section 501(h)] and participating in, or intervening in (including the publication of and distribution statements), any political campaign on behalf of any candidate for public office. In the event of dissolution, all of the remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to another organization exempt under IRC section 501(c) (3), or corresponding provisions of any subsequent Federal tax laws, or to the Federal Government, or state or local government for the public purpose, subject to the approval of a justice of the Supreme Court of the State of Connecticut.

1.9 **REPRESENTATION** No member shall represent the MSC without authority from the Executive Committee. Such authority shall be issued in writing from the office of President.

1.10 **MSC BY LAWS** - The By Laws of the MSC were reviewed on February 21st 2013 and approved on (TBD), these will remain in effect until changes are put forth and voted on by the MSC Board.

2.0 BY-LAWS OF THE MERIDEN SOCCER CLUB, INC. 2.1 ARTICLES 1 - EXECUTIVE COMMITTEE

2.1. The function of the Executive Committee is to serve the club, maintain the guiding principles and generate membership. The term of each office shall be one year and shall begin in November and end at the annual meeting the following November.

2.2. The Executive Committee of the MSC shall transact all business of the club and shall have the power to enforce the Laws of the Game. Rules of the United States soccer federation. The Connecticut Junior Soccer Association. Federal International de Football Association and the Constitution, By-Laws, Team rules, Game Rules and Players and Parents code of Conduct.

2.3. The Executive Committee shall constitute emergency meetings on matters demanding immediate attention, where it is impractical or impossible to call a general meeting. The Executive Committee will report any emergency meeting minutes at the next general meeting.

2.4 . By June 30 the Executive Committee must submit a planned calendar and budget for the coming year.

2.5. The Executive Committee of the MSC must have prior approval from the MSC Board to exceed the proposed budget.

2.6. The Executive Committee of the MSC shall appoint all chairpersons with the exception of the Nominating Committee.

2.7. The Executive Committee shall meet as required when current events or issues that require special attention present themselves. The Executive Committee will provide the results of this meeting at the next general meeting.

2.8. Executive Committee of the MSC shall approve all fundraising activities. Fundraising activities for individual teams must be proposed in writing and must be approved by the Executive Committee before commence. The proposal must include the purpose of the activity, what the activity is, the starting and ending date(s). Failure to meet the requirement result, at the discretion of the Executive Committee, in the forfeiture of all funds.

2.9. If occasions arise that are not covered fully by the MSC By-Laws, Team Coaches Rules, or Player Rules the Executive Committee has absolute power to decide such cases or form a committee to look in to such cases.

2.10. All vacancies on the Executive Committee shall be filled by ballot vote of the board members for the unexpired term of office.

2.11. Any Executive Committee member unable to attend a meeting shall provide notification 48 hrs in advance of the meeting.

2.12. The Executive Committee shall require a written report from the Chair/ of a committee upon the completion of each activity.

2. 13. Any Executive Committee member may be removed from his/her position after missing three (3) consecutive MSC Board Meetings and/or or 50% of the board meetings in a 12 month period. In addition repeated failure to perform his/her duties or responsibilities to the club, after a warning from the remainder of the committee will result in removal. Procedure for such removal consists of written notice by the Executive Committee to the Rules and Regulations Committee, who will conduct an investigation of the charges. Final decision made with in fourteen (14) days. Appeal may be made to the board for reversal at the next regular monthly meeting.

2.15. Each member of the Executive Committee shall release any and all MSC material to the respective newly elected member by December 1, following s election.

3.1 ARTICLE II - OFFICER'S DUTIES 2.2.1

3.1 SECTION 1 – PRESIDENT

3.1. The President shall have full supervision of the MSC and oversee the day to day operation of the entire club. He/ She shall enforce the rules in accordance with the MSC Constitution and By-laws.

3.2. The President of the Club shall preside at all Board and Executive Committee meetings.

3.3 The President shall pass upon and approve all expenses against the Club all review all checks, transfers and credit card purchase with the treasurer.

3.4. The President is an ex-officio member of all committees (except as otherwise noted) and he/she will cast the deciding vote in the event of a tie at any club meeting.

3.5. The President shall be responsible for obtaining all permits for the Club.

3.6. The President shall appoint a voting representative to the South Central District of the CJSA. This appointee will be directed to attend meetings of South Central District, to vote as directed by the Executive Committee, and report results of the District meetings.

3.7. One week prior to board meeting the board meeting the president shall solicit agenda (Via e-mail) topics from board members and publish agenda in advance of the meeting.

Section 2 - VICE PRESIDENT

3.2.1. The Vice President shall succeed to the office of President in his/her absence

3.2.2. The Vice President shall oversee all chair persons and committees in his/her areas of responsibilities, which are as follows: Fundraising and Rules and Regulations.

3.2.3 The Vice President shall be an ex-officio member of all committees within his/her defined areas except as otherwise noted.

3.2.4 The Vice President should solicit scholarship applicant from coaches and Board members and present recommendations prior to the end of registrations. In the event the Vice President is unable to fulfill the scholarship commitment the exact com has ability to appoint someone

3.3.1 SECTION 3 - PAST PRESIDENT

3.3.2 The Past President shall be the immediate Past President and shall be a voting member unless removed of under the Executive Committee removal articles. His/her responsibility is to pass on his/her experience to the present Executive Committee during their term of office and act as Sergeant-at-Arms during meetings.

3.3.3 The Past President shall oversee specific areas/activities as agreed upon by the President

3.3.4 Past president should solicit scholarship applicant from coaches and Board members and present recommendations prior to the end of registrations providing the past president remains in good standing with the club and has discharged his/.her duties in accordance with the by laws.. In the event the past president is unable to fulfill the scholarship commitment the exact com has ability to appoint someone.

3.4.1 SECTION 4 – TREASURER

3.4.2. The Treasurer shall collect and have charge of all monies of the Club, and keep a detailed account of income and expenditures thereof. He/she shall prepare a written report to the MSB Board on a monthly basis.

3.4.2. The Treasurer shall complete a comprehensive written midyear report of finances by June 30 and a full report through October 31. These reports will be presented at the first general meeting after their respective due dates. The Treasurer shall be present at these meetings to answer questions.

3.4.3. The treasurer's books shall be reviewed in annual review by an independent auditor as designated by the executive committee at the conclusion of the fiscal year

3.4.4. The Treasurer shall pay all bills properly passed upon and approved by the President and shall review all checks, transfers and credit card purchases with him/her.

3.4.5. The treasurer shall have oversight for payment of all invoices and expenses that have been approved by the board and expenses incurred by the MSC

3.4.6. The Treasurer shall be bonded for one half of the proposed annual budget bonding expenses paid by the MSC.

3.4.7. The Treasurer shall file an annual report as required of a non-profit organization.

3.4.8. The Treasurer shall be responsible for renewing the MSC Incorporation with the State of Connecticut on an annual basis.

3.4.9. The Treasurer shall, prior to the end of his/her term, prepare a preliminary budget in conjunction with the newly elected President.

3.5.1 SECTION 5 – SECRETARY

3.5.2. The Secretary shall record accurately the minutes of the Executive Committee and Board meetings and provide the minutes at the next respective meeting He/She shall be custodian of all records and supply copies to officers upon request and ensure meeting minutes are posted on the MSC Website.

3.5.3. The Secretary shall see to all club correspondence and be responsible for checking the PO Box 2 times a month.

3.5.4. The Secretary shall take roll call at all Board and executive committee meetings and keep attendance records on file.

3.5.5. The Secretary shall be responsible for retaining the minutes of all meeting the previous seven (7) years. These should be stored on the MSC Website.

3.6.1 BOYS' AND GIRLS' DIRECTORS

3.6.2. The Boys' and Girls' Directors shall oversee the day to day operations of the Boys and Girls Travel Teams and be directly responsible for and communicate with the coaches.

3.6.3 The Boys' and Girls' Directors shall be aware at all times of the needs and problems of the individuals they represent.

3.6.4 The Boys' and Girls' Directors shall ensure the coordination of rescheduling of all League make-games with the team coaches.

3.6.5 The Boys' and Girls' Directors shall work closely with the Equipment Director and coaches to make sure that all his/her teams have the proper equipment needed for their teams.

3.6.6 The Boys' and Girls' Directors shall be responsible for coordinating player assignments to travel teams and shall have the final decision for all travel players.

3.7.1 SECTION 1 – REGISTRAR

3.7.2 The Registrar shall set up no less than two (2) registration sessions for each season.

3.7.3 The Registrar shall make available to the Boys' & Girls' and in Town Directors, no later than 2 weeks after the published final registration date, a listing of all youths for team assignments.

3.7.4 The Registrar shall keep on file at all times a complete listing of players on rosters of teams of the MSC.

3.7.5 The Registrar will be responsible for collecting signed either paper or electronic registrations forms and birth certificates.

3.7.6 The Registrar shall, with the cooperation of the Treasurer, be responsible registering all players with the CJSA.

3.8.1 In Town Directors –

3.8.2 The In Town Directors shall be appointed by the Executive Committee

The In town Directors shall oversee the day to day operations of the Boys and Girls Travel Teams and be directly responsible for and communicate with the coaches.

3.8.3 The In Town Directors shall be aware at all times of the needs and problems of the individuals they represent.

3.8.4 The In Town Directors shall coordinate rescheduling of all make-games with the team coaches.

3.8.5 The In Town Directors shall work closely with the Equipment Director and coaches to make sure that all his/her teams have the proper equipment needed for their teams.

3.8.6 The In Town Directors shall be responsible for working with the registrar to coordinate player assignments to teams.

3.9.1 SECTION 3 – Web Director

3.9.2. The Webmaster shall be appointed by the Executive Committee shall be responsible for publicity of all club functions such as: tryouts, registration, fundraising, outcome of games, and club communication.

3.9.3 The Webmaster is responsible for publishing updates the MSC website.

3.9.4 The Webmaster is responsible for maintaining the online registrations system.

3.10.1 Field Manager

3.10.2 The Field Manager shall be appointed by the Executive Committee shall be responsible for the identification of all areas within the city where practices and games may be held. He/She shall work with appropriate city officials to assure that they are aware of the needs of the youth with regards to soccer fields.

3.10.3 The Field Manager shall be responsible for oversight of Field Maintenance.

3.11.1 Equipment Director

3.11.2 The Equipment Director shall be appointed by the Executive Committee and shall be responsible for all equipment of the club as well : purchase and distribution of uniforms, first aid kits, and the like.

3.12.1 Referee Coordinator –

3.12.2. The Referee Coordinator shall be responsible for the assigning of stat referees necessary for all MSC games.

3.12.3 The Referee Coordinator shall be responsible for assigning referees for regularly scheduled and rescheduled games on a fair and equal basis.

3.12.4 The Referee Coordinator shall supply to the Treasurer weekly, a listing referees who officiated games during the previous week for proper payment.

3.12.4 The Referee Coordinator shall review referee forms and observe referee the purpose of evaluating their performances. Additionally, the Referee Coordinator shall present the Executive Committee, upon its request, and w appropriate notice, a record of referees, their activities and their evaluation.

4.1.1 ARTICLE IV MEETINGS

4.1.2 MSC Board meetings will be held on the 2nd Tuesday of each month. The Annual Meeting will be held on the 2nd Tuesday of November. Meetings are to the public.

4.1.3 The President of the club shall preside at all meetings. In his/her absence order of succession shall be: (1) Vice President, (2) Past President (3) Secretary. If none of the above are present a quorum cannot be formed.

4.1.4 The order of business for all meetings shall be: (a) Roll Call, (b) Minutes previous meeting (Secretary), (c) Presidents Report (d) Vice Presidents report (e) Treasure Report, (f) Boy's and Girls Directors, (g) In Town Director's Report, (h) Referee Coordinator, (i) District representative (J) Web Master (K)Business, (k) New Business, (I) Adjournment.

4.1.5 At Board Meetings a majority (4) of the officers shall consi quorum; In case of doubt as to procedure at any meeting of the club, Roberts Rule! Order shall be used as a guide.

4.1.6 Any request for unbudgeted expenditures that are not discussed at the Board meeting can be brought up via e-mail and voted on via an e-mail votes.

5.1.1 ARTICLE V ELECTIONS

5.1.2 At least sixty (60) days before the Annual Meeting, the Voting Members shall select a Nominating Committee, consisting of three (1-) Voting Members, who present a slate of candidates for each office at the meeting in October.

5.1.3 Voting Members are defined as persons 16 years of age and older, who have been active volunteers in the MSC for 1 season and have attended 50 % or more board meetings during the preceding 12 months. There shall be no proxy or absentee votes.

5.1.4 The elections shall be run by the Nominating Committee. They should make sure that every eligible nominee for office consisting of coaches, assistant team mothers, committee members and workers of the MSC over 18 years a has the opportunity to run for office, and that all Voting Members have met requirements to vote.

5.1.5 Executive members shall be elected by ballot vote at the Annual Meeting of MSC.

5.1.6 The order of elections shall be: President, Vice President, Treasurer, Secretary, Boy's Director, Girls' Director and Registrar.

Voting Members are defined as persons 16 years of age and older, who have worked in the MSC and have attended 75% or more board meetings during the preceding 12 months. There shall be no proxy or absentee votes.

