



SPENCERPORT SOCCER CLUB

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www.spencerportsoccerclub.org



By-Laws

Art I. Organization

- A. Name - The name of this Club shall be “Spencerport Soccer Club, Inc.”, a New York State non-profit organization.
- B. Location - The area in and around Spencerport, New York.
- C. Definitions:
1. SSC or Club – Spencerport Soccer Club, Inc.
 2. RDYSL – Rochester District Youth Soccer League, Inc.
 3. MURSL – Monroe United Recreational Soccer League
 4. NYSWYSA – New York State West Soccer Association, Inc.
 5. USYSA – US Youth Soccer Association
 6. USSF – United States Soccer Federation
 7. Board – Executive Board of SCC
- D. Affiliations- the Club shall affiliate with the RDYSL, the MURSL and the NYSWYSA in conjunction with USYSA and USSF. In consequence of that affiliation, SCC members, players, coaches and personnel shall adhere to rules regulations and by-laws of those associations to the extent applicable to their activities connected with the Club as follows:
1. Membership
 - a) Membership in this Club shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension in accordance with Section 4 of Bylaw 241 of the United States Soccer Federation.
 2. Nondiscrimination Policy
 - a) This Club shall not discriminate against any individual on the basis of race, color, age, sex, religion, national origin, or sexual orientation.
 3. Governing Effect of USSF Regulations
 - a) The USSF articles of incorporation, by-laws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Club and its members to the extent applicable under state law, and the Club and its members will abide by those articles, by-laws, policies, and requirements.
 4. Grievances and Appeals
 - a) The Club will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, the NYSWYSA, and the Club and its members may be appealed to the USSF’s Appeals Committee in accordance with NYSWYSA bylaws and policies. The USSF’s Appeals Committee shall have jurisdiction to approve, modify or reverse a decision. A decision rendered by the Club or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the USSF’s Appeals Committee unless the Committee otherwise orders. The decision made by the Club or NYSWYSA may be upheld, revised or reversed and remanded.

5. Interplay Regulations

- a) The Club and its members will abide by the USSF's articles, by-laws, policies, and requirements on interplay.

E. The Club's fiscal year shall be from January 1 to December 31.

Art II. Mission and Purpose

- A. The mission of the Club is to educate youth soccer players within the area served by the Club. The Club seeks to promote good sportsmanship and knowledge of soccer.
- B. The purpose of the Club shall be to organize, maintain and operate competitive (Travel), recreational (House) and developmental (Tykes) youth soccer programs under the guidelines of our affiliated organizations.

Art III. Membership

- A. The SCC membership shall be made up of the following:
1. Honorary Member – any person nominated and approved by the executive committee and general membership shall become an honorary member, with all privileges except voting. No fees or assessments shall be charged to an honorary member.
 2. Associate Member – any parent or legal guardian of those children participating in a Club program shall be eligible for regular membership in this organization.
 3. All members of the Club's Coaching Staff.
- B. All members except honorary members shall have voting rights during Club meetings.
- C. Membership shall automatically terminate at the end of each fiscal year with no action required by the Board.
- D. The Board, by affirmative vote of two-thirds of its members, may suspend or expel any member for cause after an appropriate hearing, and may, by majority vote of those present at any regular meeting, terminate the membership of any member who becomes ineligible for membership.
- E. Upon written request signed by a former member and filed with the secretary, the Board may, by the affirmative vote of a majority of the members of the Board, reinstate such former member to membership upon such terms as the Board may deem appropriate.
- F. Membership in this Club is not transferable.

Art IV. Board of Directors

- A. Positions - The following positions shall be elected by the general membership for a term of two years, with duties beginning immediately following elections: ****elections staggered***
1. President*
 2. Vice President – House (1) and Travel (1 for boys and 1 for girls)
 3. Club Secretary
 4. Club Treasurer*
 5. Travel Registrar
- B. Removal - Any officer or trustee may be removed by a two-third vote of the Board whenever in the Board's judgment, the best interest of the Club shall be served thereby.

C. Vacancy - If the office of any officer, one or more, becomes vacated for any reason:

1. The opening will be announced within the seated Board membership, and anyone who may be interested in volunteering to fill said openings for the remainder of the term will be encouraged to do so.
2. Should such a poll produce a single volunteer, that person will be granted the opportunity to fill the opening with the approval of the Board. A vote by the Board members may be necessary should more than 1 person volunteer to fill an open position.
3. Should such a poll produce no volunteers, the Board may poll from outside of its membership and may appoint a successor or successors, who shall hold the seat for the remainder of the current term.
4. In the event that a current Board member is approved to fill an additional vacated Board seat, he/she may run for both offices in the subsequent election. If voted into both offices, he/she must relinquish a seat, and that seat may be filled by a special election or by an appointee as outlined above.

D. General Duties of Officers – specific duties defined in separate documents

1. President – Chief Executive
 - a) Preside at all Club level meetings; annual, general, executive committee and special.
 - b) Approve all expenditures.
 - c) Select location of all meetings.
 - d) Appoint all committees, as he/she deems necessary.
 - e) Call meetings upon his/her discretion or direction of the Board or 50% of general membership.
 - f) Compile a plan for the coming year, including but not limited to a general Club meeting schedule and present it to the Board for review and approval.
2. Vice President – Travel and House
 - a) Serve as Chief Executive in absence of President according to division.
 - b) Develop program specific meeting schedules, and preside over said meetings.
 - c) Perform all functions as may be delegated by the President.
 - d) Serve as primary contact for coaches, parents or players regarding Club issues according to division.
 - e) Assist other officers.
3. Club Secretary
 - a) Maintain active list of members in the form of a membership roster obtained from the Registrars.
 - b) Distribute notices of all meetings, not less than ten days in advance, with the exception of special meetings. Special meetings will require not less than three days notice.
 - c) Record minutes of all meetings; annual, general, executive and special. In the absence of the Secretary, another officer will be responsible for recording meeting minutes and communicating those minutes to the Secretary.
 - d) Distribute all notices and announcements to the general membership.
4. Treasurer
 - a) Shall have custody and keep Club records of all money collected and distributed.
 - b) Shall be authorized, along with two other officers other than the President, to sign all checks issued for payment of Club's liabilities. The two other officers will be determined by a Board vote.
 - c) Keep monthly report of financial status for reading to general membership at the beginning of the each general meeting.
 - d) Prepare tentative expenditure budget for reading to general membership at the beginning of the fiscal year.
 - e) Prepare annual report for reading to general membership at the end of the fiscal year.

- f) Prepare statement of fees and assessments for the Club.
5. Travel Registrar
- a) Work with Treasurer and team managers on gathering payment and information; rosters, medical release forms, risk management disclosure forms or other such documents as may be required.
 - b) Help new managers with duties and responsibilities.
 - c) Maintain and issue player passes and credentials for all involved within the Club.
 - d) Create and maintain active rosters in accordance with RDYSL and NYSW.
6. Director of Player & Coaching Development & Committee Members
- a) Primarily responsible for player and coaching development for all Travel and House programs.
 - b) Report to Board all pertinent information regarding the Club's Travel tournament.
 - c) Participate in Travel coach identification, evaluation & selection.
 - d) Chair all pre-season coaches meeting(s) deemed necessary.
 - e) Establish evaluation criteria for all Travel age groups, attending as many sessions as possible as an observer.

Art V.

Support Staff

- A. For Travel, there are additional non-Board positions assigned by the consensus of the Board:
- 1. Tournament Director
 - 2. Uniforms & Equipment Manager
 - 3. Indoor Field Coordinator
 - 4. Outdoor Field Coordinator (handles the duty for all programs)
 - 5. Travel Treasurer
- B. For House, there are additional non-Board positions assigned by the House VP:
- 1. Uniforms & Trophies Coordinator
 - 2. Equipment Manager
 - 3. Registrar
 - 4. MURSL Manager
 - 5. Tykes Manager
 - 6. MURSL Division Coordinators
 - 7. Tykes Division Coordinators
- C. The application and appointment process for all non-Board support staff positions will echo the procedure for members of the coaching staff.

Art VI.

Meetings

- A. Program management shall be responsible for setting up their individual meeting schedules, and providing said schedules to the Club Secretary for distribution as well as to the Club Webmaster for posting on the website calendar.

B. Annual Meeting

1. The annual meeting is open to the public.
2. The annual meeting shall be held in September unless otherwise scheduled by the Board.
3. The notice for the annual meeting shall contain the nominations for officers due to be elected at the annual meeting.
4. The agenda for the annual meeting shall include:
 - a) Call to order
 - b) Acceptance of minutes
 - c) Presentation and consideration of, and action upon, reports of officers and committees
 - d) Annual report for preceding year
 - e) Proposed budget for upcoming year
 - f) Election of officers
 - g) Unfinished business
 - h) New business
 - i) Adjournment

C. General Meetings

1. The general meetings are open to the public, and shall be held quarterly.
2. The agenda for general meetings shall include:
 - a) Call to order
 - b) Acceptance of minutes from previous meeting
 - c) Unfinished business
 - d) New business - financials
 - e) Adjournment

D. Special Meetings

1. The President or the Board may call a special meeting of the Club membership at any time.

Art VII.

Election of Officers

- A. A list of open Board of Directors positions shall be developed well in advance of elections and distributed to the membership, as well as posted on the Club website.
- B. A special Club meeting will be held at least two weeks prior to the annual meeting for the express purpose of accepting nominations for open Board of Directors positions. Nominations are not accepted outside of this meeting. Nominations for individuals who are not in attendance for this meeting will not be considered valid until the individual personally accepts the nomination.
- C. Once accepted, the names of all nominees are to be included in meeting minutes, and nominations will be considered closed at the end of the meeting. Election of officers will be held at the annual meeting.
- D. A person is elected to an office by receiving the most votes for that office. In case of an equality of votes at any meeting, the chairperson shall be entitled to cast the tie-breaking vote, unless the chairperson's position is the one being voted on.

E. Voting:

1. Every member of the Club of legal voting age shall be entitled to one vote. No member shall sell his/her vote by any means.
2. Upon request of a member, the books or records of membership shall be produced at any regular or special Club meeting.
3. All walk in voters will be required to sign in, and provide proof of identity in order to verify active Club status.
4. Absentee voting can be accomplished by submitting an official ballot, found on the Club's website, in a sealed envelope to the Club's mailing address postmarked no later than 3 days before the elections are to be held. Absentee ballots must be signed on the outside of the mailing envelope to verify authenticity and respect anonymity. All ballots delivered within 2 days of the election will be destroyed.
5. In case of an equality of votes at any meeting, the chairperson shall be entitled to cast the tier-breaking vote.
6. The right of a member to vote, and his/her right, title and interest in or to the Club shall cease upon termination of membership.

Art VIII. Fees and Assessments

- A. Player fees shall be assigned annually by the Board. Travel fees are due by October 15th. MURSL fees are due by February 1st. Tykes' fees for the Academy are due by January 1st, and for the outdoor program are due by April 1st.
- B. Additional fees and assessments may also be assigned by the Board as deemed necessary.
- C. Player fees for one child of a Board member and/or Head Coach are waived in all programs. Alternatively, a Head Coach may use this waiver to allow under privileged child the opportunity to play.
- D. Refunds are given on a case by case basis only. Requests for refunds must be submitted in writing to the Board for consideration. Requests will only be considered after recovering all expenses incurred by the player up to that point.

Art IX. Players

- A. The season for all players begins on August 1st and ends on July 31st.
- B. Players agree to abide by all NYSW and RDYSL governing rules, all SSC rules and regulations explained herein, as well as any and all published by the Club which may have been developed and/or expanded upon to address operational needs.
- C. 19 year olds are only eligible to play in the SSC travel program if they are enrolled in high school on May 1st of the year that the summer league is played. 19 yr olds are eligible to play in the SSC recreational program if their birthday falls on or before July 31st of the year that the summer league is played.

Art X. Coaches

- A. Coaching application process is standard across all programs. All coaches will fill out a job application. Once submitted, if the candidate is to be considered, a job description will be provided. This is a comprehensive document, outlining the duties and expectations for all members of the

Club's coaching staff, and includes an affidavit that candidates must sign in ink and submit before they can be assigned to a coaching position.

- B. The Travel VP shall review all applicants and make final appointments for the Travel program.
- C. The House VP shall review all applicants and make final appointments for the House program.
- D. The season for all Travel coaches begins at tryouts, and ends at the conclusion of League play.
- E. The season for House coaches begins on May 1st
- F. After a season begins, any coach can only be dismissed by a unanimous vote of the Board providing a quorum exists.
- G. Vacancy - If a coaching position is vacated for any reason, the Board may appoint a successor or successors, who shall fill the position for the remainder of the season. By signing the respective coaching application forms, applicants attest to the fact that they have received a copy of, and will abide by the by-laws, rules and policies of this Club and its governing bodies.

Art XI. Ethical and Moral Code of Conduct

- A. Each player, and his/her parents, shall represent the Club appropriately by demonstrating good sportsmanship, team spirit, self-discipline and respect for others.
- B. The Club shall 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 the Club may be appealed to the Club and affiliated organizations that shall have jurisdiction to approve, modify or reverse a decision.

Art XII. Policies against Abuse

- A. The Club has adopted a Zero Tolerance Policy, prohibiting sexual and physical abuse any time, anywhere, in any manner, shape or form. Staff members alleged to be involved in this kind of behavior will be immediately dismissed, and the case may be referred to local authorities for further action.
- B. Risk Management Policy:
 - 1. The Corporation has comprehensive and detailed Risk Management documentation, processes and procedures in place to help ensure the safety of the membership's youth players. This is accomplished through thorough background checks of all adults including Coaches, Assistant Coaches, Manager's, and etc. that come in contact with the youth players.
 - 2. In addition, every possible measure is taken to protect the privacy of any individual that is subjected to the Risk Management approval process. All Risk Management documentation and files are retained in secure cabinets and computers within the confines of the NYSWYSA State Office under the supervision of the NYSWYSA State Office Operations Manager.
 - 3. Recognizing the importance of its membership understanding the various aspects of Risk Management, the Corporation offers free educational presentations to any affiliated organizations.

Art XIII. Personal Liability

- A. The members and officers of the Club shall not be personally liable for any debt, liability or obligation of the Club. All persons, Clubs or entities extending credit to, contracting with, or having any claim against, the Club, may look only to the funds and property of the Club for the payment of any such contract or claim, or for the payment of any debt., damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Club.

Art XIV. Indemnification of Officers, Directors, Coaches and Managers

- A. Each officer, director, coach, assistant coach and manager of the Club, in consideration of his/her service as such, shall be indemnified by the Club to the extent permitted by law against expenses and liabilities reasonably incurred by him/her in connection with the defense of any action, suit or proceeding, civil or criminal, to which he/she may be a party by reason of being or having been an officer or director with the Club. The foregoing rights of indemnification shall not be exclusive of any other rights to which the officer, director or person may be entitled by law or agreement or vote of the members or otherwise.

Art XV. Amendments to By-Laws

- A. Any amendments to the rules and by-laws must adhere to the following:
 - 1. Membership will be notified via email regarding any updates to the By-Laws, and said updates will be posted on the Club website for review.
 - 2. By-laws may be adopted, amended or repealed by the vote of eligible members at any regular or special meeting duly convened after providing notice to the members for that purpose.
 - 3. The amendment becomes part of the by-laws if 2/3 of the general membership in attendance approves it.

Art XVI. Dissolution

- A. In no event will the Club's earnings be distributed, in whole or in part, to the benefit of a private shareholder or individual. If dissolved, the Club's assets must be dedicated to an exempt purpose. The Board last in office shall be responsible for carrying out this provision.