

# BYLAWS OF THE SUFFIELD SOCCER CLUB

## ARTICLE I

### Name

The name of the club is "Suffield Soccer Club". The principal office of the club shall be at Suffield, Connecticut, or such other place as the directors and regulations of Connecticut Junior Soccer Association, Inc., (CJSA) where applicable. Where not specified below, definitions of terms are as stated in said bylaws, rules and regulations.

## ARTICLE II

### Members

The club shall have two classes of voting members, Directors and individual members. Directors shall be those persons constituting the Board of Directors. Individual members shall be (i) any individual whose child is registered player with the club during the current school year or (ii) any individual who has served in any capacity with the club, other than on the Board of Directors, during the current year. The current year is August 1st - July 31st.

## ARTICLE III

### Meetings of Members

**Annual General Meeting.** The Annual General Meeting of the membership, for the election of Directors and for the transaction of such business as may properly come before the meeting, shall be held each year during the month of June, July or August. One-half of the directors plus at least ten (10) individual members shall constitute a quorum.

**Special Meetings.** Special Meetings of the membership shall be called at the request of three Directors, or at the request of thirteen (13) individual members (including directors), or by the president in an emergency. One half of the directors plus at least ten (10) individual members shall constitute a quorum. Electronic notice of the meeting should be sent within one week unless an emergency meeting.

**Notice of Meeting.** Electronic communications of the time and place of an annual or special meeting shall be given to all individual members and Directors of the club at least seven (7) days prior to such meeting. Regular monthly meetings shall be held once a month during the season, unless otherwise agreed. The Secretary will notify all individual members and Directors about any changes to regular meeting dates.

## ARTICLE IV

### Directors

1. **Members of Board of Directors.** The Board of Directors shall consist of the persons occupying the position of President, Vice President, Treasurer, Secretary, Registrar, Director of Referees and Field Assignments, Tournament Director, Director of Special Events, Director of Coaches, Director of Fields and Webmaster. In the event that any individual holds more than one Director position, said individual is allowed only one vote. One half of the members of the Board of Directors will constitute a quorum for Board voting purposes.
2. **Powers.** The activities, property, and affairs of the club shall be managed by Board of Directors. Subject to the provisions of the Certificate of Incorporation and of these bylaws, the Board of Directors shall have all powers conferred on it by statute. The Board of Directors is empowered to adopt and enforce such rules and regulations, not in conflict with those adopted by the general membership of those of CJSA, Inc. and North Central District, as it shall deem necessary to regulate the operation of the Club and the rules of the play of soccer. All decisions by the Board of Directors shall be made by a quorum, only the Board of Directors shall have the power to incur liabilities on behalf of the club.
3. **Elections.** At the annual general membership meeting, the voting members of the club shall elect the President, Vice President, Secretary, and Treasurer. To allow for continuity and smooth transition, elections of Pres./Sec. for a two year term will be during even year, election of V.P./Treasurer for a two year term will be done on the alternate year of Pres./Secretary election or odd year election. The President, with the approval of the elected Board of Directors via a majority vote, shall appoint the following additional directors: Registrar, Director of Referees and Field Assignments, Director of Coaching, Tournament Director, Director of Special Events, Director of Fields and Webmaster, with the approval by a quorum of the Board of Directors. Each Director will serve until a successor is appointed or elected.
4. **Vacancy.** In the event of a vacancy on the Board of Directors, the President may appoint a person to fill such vacancy with Board approval via a majority vote. Any director absent from three consecutive meetings without cause, shall have his/her position declared vacant at the discretion of the Board of Directors, in which case a successor shall be appointed as provided above.

## ARTICLE V

### Committees

1. **Emergency Committee.** The President shall form an emergency committee to represent the Board of Directors on matters demanding immediate attention where it is impractical or impossible to call a Board of Directors meeting. Email notification of the emergency meeting will be sent to all members of the Board of Directors with an agenda and meeting time. A quorum does not need to be met in these situations. Their actions, however, shall be subject to the approval of the Board of Directors, which, if withheld, shall invalidate their actions insofar as they were executory.
2. **Disciplinary Committee.** The Vice President is the chair of this committee. When the situation arises, this committee shall be called. An email notification will be sent to all members of the Board of Directors stating the grievance and the meeting date. The committee shall be made up of the Vice President, Director of Coaches and at least one Board member.

## ARTICLE VI

### Duties of Directors

1. **President.** The President shall preside at all meetings of the Board of Directors and the General Membership, but shall only vote to break a tie. The President shall appoint all non-elected committees and shall serve ex-officio on all committees. The President shall be the chief executive officer of the Club. The President will represent the Club at the CJSA's meetings and the North Central District meetings, and will inform the Board of Directors of such meeting issues. The President will enter all SSC teams, prior to the start of each season, into the league play. The President is also responsible for all player transfers to and from other clubs.
2. **Vice President.** The Vice President shall succeed to the powers of the President in his/her absence. The Vice President will be chairman of the Discipline Committee, and will be responsible for ordering all equipment for the club. The Vice President will be responsible for procuring and distributing all equipment required for teams affiliated with the Club, and will be responsible for uniforms, patches.
3. **Treasurer.** The Treasurer shall have charge of all monies of the club and shall keep a detailed account of the income and expenses of the club. The Treasurer shall submit a statement of the financial condition of the club within thirty (30) days after the close of the business on June 30 and December 31 of each calendar year and when so requested by a majority of the Board of Directors. The Treasurer and any other individuals designated by the Board of Directors, (President and/or Vice President, Secretary) shall sign checks of the club. Every year the treasurer will arrange for an audit of SSC books. The Treasurer will file 1099's for the club, the annual 990 tax return and be responsible for payments to CJSA.
4. **Secretary.** The Secretary shall be responsible for reserving meeting room space for General membership and Executive Board meetings, notifying all members electronically

about meetings and providing an agenda prior to the meetings. All minutes shall be distributed via email to membership and posted on Club website. The Secretary shall publicize all Club activities and events (i.e. tryouts, tournament, clinics, fundraising events) as well as maintain Club archives and official documents. The Secretary shall communicate and coordinate with all team managers to ensure timely distribution of club information, schedule of events, registration deadlines and collection of team information. Secretary shall also coordinate with team managers to support various club events and activities.

5. **Registrar.** The Registrar will be in charge of registration of teams (coaches, managers & players passes), certified-roster, reminds coaches of cup applications to be completed online. The Registrar is responsible for registration and rostering of all players and participating adults with CJSA to their respective teams and shall maintain appropriate records pertaining thereto. The Registrar will maintain the Medical Release and Zero Tolerance/Code of Conduct forms for each team within the club.
6. **Director of Referees and Field Assignments.** The Referee Assignor shall assign referees and fields for all home games of any team affiliated with the SSC and any soccer tournament hosted by SSC. The Referee Assignor will also disseminate referee information to certified local refs. The Referee Assignor will also coordinate certification and recertification programs for referees who work for the club. Referee Assignor is the assignor for the Suffield Soccer Tournament. The Director of Referees and Fields will assign fields to teams affiliated with the club for both practices and games. Referee Assignor has to obtain and maintain a current certification (as an Assignor) through CJSA and that the Assignor arranges Cup Assignments in accordance with the North Central District Assignor. This is a paid position within SSC.
7. **Director of Coaches.** The Director of Coaches will ensure that coaches are provided for each team and will ensure that each team has a manager (who shall not be a coach). If professional technical training, including goalkeeper training, is desired by any team, the Director of Coaches will coordinate the arrangement of such training. The Director of Coaches is responsible for ongoing evaluations of coaches and reviewing coaching applications. The Director of Coaches is also responsible for supervising the tryout process and overseeing practice sessions and games of all teams. The Director of Coaches is the first Board member involved in a grievance proceeding.
8. **Director of Fields.** The Director of Fields will meet the logistical needs of the Club. This Director will have the authority to purchase new equipment previously approved by the Board. The Director of Fields will maintain all of the towns allocated soccer fields for the SSC.
9. **Director of Special Events.** The Director of Special Events will be responsible for all fundraising for the SSC as well as setting up and coordinating special event activities throughout the year.
10. **Tournament Director-** The Tournament Director and will manage the Tournament sponsored by the Club during the current seasonal year. This Director can expect members of the Club to contribute a minimum of four (4) hours volunteer time per child who plays in the Soccer Club.

11. **Webmaster-** The Webmaster will be responsible for managing the SSC website and all entries made to the SSC database.

## **ARTICLE VII**

### **Amendment**

Amendments to these bylaws shall be made at any Annual General Meeting by a vote of at least two-thirds (2/3) of all votes cast. Any proposed amendment must be submitted to the President electronically or postmarked by a least June 1 of each year and notice of any proposed amendments shall be given to all individual members and Directors at the time of notice of the Annual General Meeting.

Released 8/2015