

# Shippensburg Soccer Club Bylaws

## **ARTICLE I**

### **Name**

The name of this organization shall be the Shippensburg Soccer Club, hereinafter referred to as “SSC”.

## **ARTICLE II**

### **Purpose**

The purpose of SSC shall be to foster and promote the game of soccer on the youth level and foster the physical, mental and emotional growth of youth through the sport of soccer in, but not limited to, the territory known as Shippensburg, PA. SSC shall be maintained as a non-profit educational organization that is tax exempt.

## **ARTICLE III**

### **Affiliations**

SSC shall be affiliated with the Eastern Pennsylvania Youth Soccer Association (EPYSA) and the Central Pennsylvania Youth Soccer League (CPYSL). In the event the Bylaws or Standing Rules of SSC are in conflict with those of EPYSA or CPYSL, the EPYSA or CPYSL rule shall take precedence.

## **ARTICLE IV**

### **Organization**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Registrar and a Member-At-Large. The Registrar is a non-voting member of the board. The Executive Board is empowered to act on all club matters by simple majority vote by members present and voting, except for amendments to the Bylaws and Standing Rules. Special conditions applying to amendments are covered in Article XXII of these Bylaws. At the discretion of the Executive Board, additional non-voting positions may be created to perform specific tasks.

## **ARTICLE V**

### **Meetings and Quorums**

#### *Section 1.*

Executive Board meetings shall be held once per month. Meeting date, time, and location shall be made known to the SSC. At the discretion of the President, a monthly meeting may be cancelled if it is deemed unnecessary. Cancellations shall be made known to the SSC. A minimum of eight (8) meetings per year must be held.

#### *Section 2.*

The annual meeting is to take place during the regularly scheduled December Executive Board meeting. The December meeting may not be cancelled.

#### *Section 3.*

Special meetings of the Executive Board may be called at any time by the President or at the request of a majority of the Executive Board. The members affected by the call for a special meeting shall be told the purpose and notified 48 hours in advance of the meeting.

#### *Section 4.*

50% or more of the Executive Board shall constitute a quorum for conducting business at board meetings.

## **ARTICLE VI**

### **Officers**

#### *Section 1.*

The elected officers of this organization shall be President, Vice President, Secretary, Treasurer, Registrar and a Member-At-Large.

#### *Section 2.*

All officers shall be elected at the annual meeting to serve a term of two (2) years. The President, Treasurer, and Secretary shall be elected in odd years. The Vice President, Registrar and Member-At-Large shall be elected in even years. The President shall be elected from persons who have served on the Board for at least one (1) year. In the event that a current or past board member is not willing to run for the office of President, the President may be elected from the SSC membership.

#### *Section 3.*

The term of office and Board membership shall begin on January 1 and end on December 31 of the appropriate year as designated in Section 2 of Article VI.

#### *Section 4.*

Vacancies in any position shall be filled by appointment by the President with the approval of the Executive Board. However, in case the Presidency shall become vacant, the Vice President shall assume the position of President for the balance of the term.

#### *Section 5.*

All officers shall attend all meetings as required by EPYSA, CPYSL, and SSC.

#### *Section 6.*

The President shall:

1. Direct and supervise the affairs of the SSC.
2. Preside at all meetings of the Executive Board. If the President and Vice President are unable to attend a meeting, the President shall appoint another Board member to preside.
3. Assign Board members to committees created by the Executive Board.
4. Enforce the Bylaws and Standing Rules of the SSC which have been properly enacted.
5. Call special meetings as required.
6. Cast the deciding vote on all issues which the Executive Board find themselves deadlocked.
7. Represent the SSC at all meetings with outside organizations or groups.
8. Be a possible co-signer of checks for expenditures of the SSC. In the event of a conflict of interest, the Vice President shall co-sign the checks.
9. Shall act as Safety Officer.
10. Obtain all necessary field insurance, or assign this task to another officer as deemed appropriate.
11. Assign SSC members to specific duties (e.g. field coordinator, fundraising coordinator).
12. Perform or assign all other functions of the SSC as needed.

The Vice President shall:

1. Preside at all meetings in the absence of the President.
2. Represent the SSC at all CPYSL and EPYSA Executive Board Meetings and report back to the SSC Executive Board. If unable to attend any such meeting, the Vice President shall ensure SSC is represented at the meeting by someone else.
3. Represent the SSC at all meetings with outside organizations or groups in the absence of the President.
4. Be a possible co-signer of checks for expenditures of the SSC. In the event of a conflict of interest, the President shall co-sign the checks.

The Secretary shall:

1. Keep the minutes of all meetings.
2. Be custodian of all official records of the SSC.
3. Attend all correspondence of the SSC as assigned by the president.
4. Notify all members of the executive Board of the date and purpose of special meetings as assigned by the President.
5. Be a possible co-signer of checks for expenditures of the SSC. In the event of a conflict of interest, the President shall co-sign the checks.
6. Shall act as Risk Management Officer.
7. Exercise all other duties incident to the office of the Secretary.

The Treasurer shall:

1. Have the care and custody of all monies and financial records that belong to the SSC and shall be solely responsible for such monies and records.
2. Pay all authorized bills.
3. Make a report on the financial status of the SSC at each Executive Board meeting.
4. Submit an annual financial report to the Executive Board.
5. Be responsible for the independent audit of the books at the end of the fiscal year as determined necessary by the Executive Board.

The Registrar shall:

1. Be responsible for organizing and soliciting assistance to accomplish player registration as the Executive Board directs.
2. Be responsible for submitting all forms and paperwork that CPYSL and EPYSA requires.
3. Maintain all records of players, coaches, and team registrations.
4. Shall act as Insurance Coordinator.
5. Be a possible co-signer of checks for expenditures of the SSC. In the event of a conflict of interest, the President shall co-sign the checks.

#### *Section 7.*

At the discretion of the Board, non-voting members of the executive board may be appointed by the board to serve in additional board positions. These positions include but are not limited to:

Intramural Coordinator, Webmaster/Social Media Coordinator, Field Coordinator, Fundraising coordinator, Compliance coordinator

## **ARTICLE VII**

### **Voting**

#### *Section 1.*

The SSC subscribes to the principle of one person, one vote.

#### *Section 2.*

- a. Matters properly brought before the Executive Board shall formally be resolved by a simple voice majority of the eligible members present and voting. The President, at his discretion may call for a roll call vote.
- b. The President may hold votes of the Executive Board by email when deemed necessary. When doing so, the President will allow a period of at least 24 hours for discussion of the issue and at least 24 hours for the vote itself. Discussions and votes will take place during the work week unless not practical due to time constraints. All discussions and votes shall be made to all persons included on the voting distributions. Matters on which email votes are held shall be resolved by a simple majority of the eligible members that vote.

*Section 3.*

- a. Election of Board members at the annual meeting shall be accomplished by secret ballot to be administered by the secretary. Each adult affiliated with the SSC, including parents, coaches, board members and/or legal guardians, attending the meeting shall have the power of one vote.
- b. The Executive Committee will work to assemble a list of candidates for board positions by making general announcements to the membership and recruiting specific individuals. More than one candidate may be included on the list for any position. Any member of the SSC wishing to be considered for election to a position must contact the Vice President at least 48 hours in advance of the annual meeting to be placed on the list of candidates and to be eligible for election. In the event that there are no candidates for election to a position, nominations for that position will also be accepted from the floor at the annual meeting. A person may be nominated, but not elected to, multiple positions.

**Article VIII  
Funds and Finance**

*Section 1.*

- a. The fiscal year shall be from January 1 to December 31.
- b. An independent financial review of all accounts of the SSC shall be completed by a qualified professional by May 1st of each year.

*Section 2.*

- a. All funds of the SSC shall be deposited in a designated bank and withdrawn from the bank by the duly elected Treasurer of the SSC.
- b. The Executive Board may invest funds of the SSC in any way deemed proper or necessary.
- c. All expenditures of the SSC shall require the Treasurer's and another Executive Board member's signature.

*Section 3.*

All fund raising activities must be approved by the Executive Board prior to the start of such activity.

*Section 4.*

The Executive Board retains sole authority for the approval of expenditures of SSC funds.

*Section 5.*

The Executive Board may hire persons to perform services for the SSC. Payment for these services will be in an amount decided by the Executive Board.

**ARTICLE IX  
Committees**

*Section 1.*

- a. The Executive Board shall create committees deemed proper and necessary to fulfill the purpose and objectives of the SSC.
- b. The President shall seek volunteers and assign officers to the committees created by the Executive Board.

*Section 2.*

The President shall be an ex-officio member of all committees.

## **ARTICLE X**

### **Removal of Board Members, Coaches, Other Persons of Authority, Parents, or Players**

#### *Section 1.*

- a. Any Board member, coach or other person in authority who fails to fulfill the duties of his or her office or position may be removed from that office or position by the Executive Board.
- b. The person facing removal must be notified at least forty-eight (48) hours in advance that removal action is being taken against them. If he or she desires, they will be allowed to speak on their behalf at the meeting of the Executive Board.
- c. A vacancy shall occur when a majority of the Executive Board, voting by secret ballot, votes for removal.

#### *Section 2.*

- a. Any parent or legal guardian affiliated with SSC in any manner who acts inappropriately, as determined by the Executive Board, may be denied participation in SSC events, including attendance of games and practices, by the Executive Board.
- b. The person facing denial of participation must be notified at least forty-eight (48) hours in advance that denial of participation action is being taken against them. If he or she desires, they will be allowed to speak on their behalf at the meeting of the Executive Board.
- c. A denial of participation shall occur when a majority of the Executive Board, voting by secret ballot, vote for denial of participation.
- d. If a coach is issued a card due to disruptive or unruly behavior of a parent, guardian or spectator, that individual may be required to reimburse SSC for the fine accompanied with the card. Reimbursement of fines by parents, guardians or spectators must be approved by the Executive Board.

#### *Section 3.*

- a. Any player affiliated with SSC who acts inappropriately, as determined by the Executive Board, may be suspended or expelled from SSC events, including attendance of games and practices, by the Executive Board.
- b. The player facing suspension or expulsion and his or her parents or legal guardians must be notified at least forty-eight (48) hours in advance that suspension or expulsion action is being taken against them. If he or she or his or her parents or legal guardians desires, they will be allowed to speak on their behalf at the meeting of the Executive Board.
- c. A suspension or expulsion shall occur when a majority of the Executive Board, voting by secret ballot, votes for suspension or expulsion.

## **ARTICLE XI**

### **Parliamentary Authority**

The SSC wishes to be governed by sound judgment and common sense. Recognizing that these two virtues do not always prevail, for procedures not covered in the Bylaws of this organization, the current edition of Robert's Rules of Order shall be the authority.

## **ARTICLE XII**

### **Amendments**

#### *Section 1.*

The Bylaws, may be amended, altered or repealed and new Bylaws may be adopted by a unanimous vote of all Executive Board members. All members must be present at the vote. Voting must occur at least one meeting after the changes to the Bylaws were proposed.

#### *Section 2.*

The Standing Rules of SSC may be amended, altered or repealed and new Standing Rules may be adopted by a majority vote of members present and voting. The Standing Rules will be posted on the SSC website, along with these Bylaws.

*Section 3.*

The Code of Conduct for coaches, players and parents of SSC may be amended, altered or repealed by a majority vote of the members present and voting. Coaches, players and parents of SSC are expected to sign and conduct themselves in accordance with the Codes adopted by the Executive Board. The Code of Conduct will be posted on the SSC website.

**ARTICLE XIII**

**Dissolution Clause**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.