

# **Raytown Soccer Club Constitution**

## **Article I**

The name of this body shall be the Raytown Soccer Club (RSC).

## **Article II**

The purpose of this Club shall be:

- A. To organize, regulate, advance and promote the game of Soccer through a competent soccer program.
- B. To encourage the development of the ideals of sportsmanship and fair play.
- C. To allow the opportunity for participation in this Club at any level.
- D. To support the physical, mental and emotional development of the youth players in this Club.

## **Article III**

The headquarters of this Club shall be the area designated by the Board of Directors and all meetings shall be held in a centrally located area.

## **Article IV**

Section 1 Any family may make application for membership in this Club prior to registration deadline established before the start of each season.

Section 2 Application for membership to this Club must be accompanied by:

- A. A completed application
- B. Appropriate fees as stipulated by Board of Directors
- C. A copy of players birth certificate
- D. A picture

**Section 3 Each Board member and Coach shall be furnished a copy of the Constitution and By-Laws of this Club and this shall be deemed sufficient notice of their liabilities.**

## **Article V**

Section 1 The officers of this Club shall consist of the following.

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Registrar & MYSA Representative
- F. Fund Raising Director

## G. Division Chairpersons

Section 2 The officers of this club shall be determined by a majority vote at the general membership meeting to be held during each Spring Season.

Section 3 The officers of this Club shall constitute the Board of Directors, plus the outgoing President. The term of office for a member of the RSC's Board of Directors shall be one (1) year or the remainder of an elected term and the term shall begin June 1 and end May 31. There shall be no limit on the number of consecutive terms that can be served with the exception of the President, who may only be elected to two (2) consecutive terms of office. This rule may be nullified if:

- a. A willing candidate has not been identified.
- b. This clause is waived by a majority vote at the General Membership Meeting where the election of officers is an order of business.

Section 4 Each member of the Board of Directors will have one (1) vote at all Club meetings.

Section 5 Any member of the Board of Directors absent from three (3) successive meetings in which the Board of Directors participates without just cause may have his office declared vacated by the Board of Directors. Vacant positions shall be filled for the remainder of the un-expired term by the Board of Directors.

Section 6  $\frac{1}{4}$  Board of Directors shall constitute a Quorum for transacting business. The President is included in the Quorum.

Section 7 The President shall be charged with the overall administrative and executive functions of the Club. As Chief Executive Officer the President will:

- A. Preside at all General Membership Meetings
- B. Be Chairman of the Board of Directors
- C. Appoint committees as he/she deems necessary to carry out the functions of this Club and be an ex-officio member of these committees
- D. Assign duties to all officers as required
- E. Will pass upon and approve all bills against the Club
- F. Will cast the deciding vote in the event of a tie vote at all meetings or he/she may waive the right to do so
- G. Submit a report on the operations of the Club at the Annual General Membership meeting.
- H. To call meetings of the Board of Directors or General Membership as deemed necessary.

Section 8 The Vice Presidents will:

- A. First Vice President will act as President in the absence, resignation or vacancy of the President. The Second Vice President will act as President in the absence, resignation or vacancy of the President and First Vice President.
- B. Assist the President in coordinating and implementing the responsibilities and duties of the officers and members of this Club.
- C. Carry out any special duties and assignments requested by the President of this Club.

- D. The Vice Presidents will each be responsible for either boys or girls select teams and outside teams. They will be responsible for coordinating and communicating within their respective division.
- E. Both will carry and conduct all coaches meetings, each will have a chance to cover issues important to their division. They are responsible to meet with the President, read all material ready for coaches and be up to date on Club rules prior to this meeting.

Section 9 The Secretary will ensure that:

- A. Minutes are recorded at all meetings
- B. Attend to all correspondence
- C. Keep the records of this Club
- D. Be responsible for reserving fields through Raytown C-2 School District and Raytown Parks & Recreation for practice and leagues.
- E. Prepare Coaches packets and informational materials.

Section 10 The Treasurer will:

- A. Collect all moneys of this Club and keep a detailed account of income and expenditures thereof
- B. Submit a semi-annual report of finances in writing for approval by the Board of Directors
- C. Give to the Annual General Membership meeting a full report of the financial transactions of this Club of the past period and at any other General Meeting upon request
- D. Pay all bills against this Club (by check whenever possible), having been properly passed upon and approved by the President
- E. Deposit all moneys upon receipt in a bank account in the name of this Club at a bank approved by the Board of Directors
- F. Be responsible for filing all necessary Federal Tax forms
- G. Maintain the Tax Exempt status forms

Section 11 The Division Chairperson will:

- A. Division Chairpersons will organize and coordinate the activities of their division. Before the season registration, they will check with last seasons coaches to see if they plan to return for the next season. They will find coaches for the vacant positions. They will inform their coaches of the required F license and dates of the next class. They are responsible for obtaining last seasons records and checking for corrections to assure returning players are not moved or added to a new team. Players may only be moved by the parents request or the approval of the Board of Directors. They will collect any missing paperwork, with the direction of our Registrar. Teams are not to contain more than 14 players unless the coach approves, when playing with 11 a side. In other divisions, teams should be kept at no more than 3 players over the number played on the field during games unless the coach approves. Teams will stay together as is from season to season unless requested by parents, the Board of Directors or if the team disbands. Players moving up without the coach or their players will be put together if possible.
- B. Act as liaison between the Coaches and the Board of Directors.

- C. Approves the registration of all players in their division.
- D. Be responsible for enforcing all rules, seeing that all teams adhere to them and bringing before the Board of Directors any violations of the rules.
- E. Report regularly to the teams in their division the results and standings of the teams.
- F. Inform coaches about uniforms and fund raiser when asked.
- G. Periodically call to see how things are going.
- H. Attend all Board meetings or be responsible for getting the information you missed.

Section 12 The Registrar & MYSA Representative will:

- A. Register all players, coaches and teams with MYSA.
- B. Maintain a database of registered players and coaches
- C. Supply members of the Board of Directors with listings of players and coaches as needed.
- D. Act as the Club liaison with MYSA
- E. Vote the Clubs opinion in MYSA meetings
- F. Be the delegation leader representing this Club.

Section 13 The Fund Raising Director will:

- A. Research, develop and propose fund raising activities for approval by the Board of Directors.
- B. Organize and conduct approved fund raising activities insuring that necessary promotional and information sheets are developed and distributed.
- C. See that inventory is properly controlled.
- D. See that all moneys are properly collected and accounted for.
- E. See that all fund raising prizes are presented.
- F. Prepare and present a post-activity report to the Board of Directors.

Section 14 The Board of Directors will:

- A. Transact all business of this Club, either directly or by delegation of it's authority to a person or persons as may arise.
- B. Have the power to enforce the laws of the game, the rules of MYSA, USSF, and the Constitution and By-Laws of the Club.
- C. Have the power to handle and settle disputes, protests and/or complaints from member teams.
- D. Establish registration fees and/or players fees and any other fees found necessary to be collected by this Club.
- E. Impose assessment or penalties upon any member team or its members for violation or breach of the rules of this Club.
- F. Have absolute power to schedule, reschedule or postpone games at any and all times.
- G. Fill vacancies as may arise on the Board of Directors.
- H. Within USSF limitations investigate and correct or demand corrections to unfavorable conditions which may develop within this Club.
- I. Do anything and everything which it may deem expedient and to enforce the purpose for which this Club was organized.
- J. Be responsible for handling anything not covered already in Section 8 through 22.
- K. Will approve all appointments to non-elective positions

- L. Is empowered with the right to suspend or approve the actions of an individual seeking to serve or serving in any capacity within this Club.
- M. In the course of handling its business, the Board of Directors will meet every two (2) weeks through out the year unless notified by the President.
- N. The Board shall review the Treasurer's book, records, and financial reports at the end of each fiscal year.

## **Article VI**

Section 1 An Annual General Membership Meeting of this club shall be held during the Spring season for the purpose of enlisting officers and approving/disapproving any By-Law and Constitution changes.

Section 2 The order of business of an Annual General Membership Meeting shall be:

- A. Call to order
- B. Roll Call
- C. Introduction of Guests
- D. Reading of minutes from previous meeting
- E. Acceptance and/or correction of minutes
- F. Area reports: President, Treasurer, Secretary, Administrator, Division Chairpersons and RSC's Board of Directors members.
- G. Old Business
- H. New Business
- I. Announcements
- J. Adjournment

Section 3 Special General Membership Meetings may be called at any time as deemed necessary by the President with the approval of one-third of the existing Board of Directors. Special General Membership meetings shall be concerned with only those matters pertaining to the reason the meeting was called.

Section 4 A Special General meeting shall be called by the President upon written demand by at least 1/3 (33%) of the total teams and shall be held within two weeks of such demand.

Section 5 It shall be the responsibility of each member team to be represented at all Annual or Special General Membership meetings.

Section 6 All Club meetings shall be for members only. Guests may be permitted to attend and/or speak only with the permission of the Board of Directors. The Administrator will be deemed a guest of the President at all meetings.

Section 7 An authorized representative of each member team, in good standing, shall be entitled to one vote at all General Membership and Special General meetings. The authorized representative cannot represent more than one member team. No one shall have more than one vote on any matter. A member shall have voting privileges only during a season it is registered to participate. For purposes of the membership, each season is considered to last until the beginning of the next.

Section 8 At a General or Special General Membership Meeting, a quorum necessary to transact business shall consists of their authorized representatives.

Section 9 A simple majority of the members present shall decide all questions arising at any meeting and will be binding upon all teams in this Club except as otherwise provided.

Section 10 In case of doubt as to procedure at any meeting, "Robert's Rules of Order" shall govern.

## **Article VII**

The Board may suspend any individual or team and shall have the power to expel any individual or team from this Club in any of the following events:

- A. If such an individual or team shall fail, refuse or neglect to fulfill their obligations as a member(s) or violate any of the provisions of the Constitution, Rules or By-Laws of this Club.
- B. If such an individual or team shall fail, refuse or neglect any of the Clubs agreements or other obligations.
- C. If such an individual or team shall commit any action which shall contravene or be inconsistent with the principles or standards of good sportsmanship.

## **Article VIII**

The Constitution and By-Laws can be amended or repealed at any Annual General Membership meeting or Special General meeting of this Club by a 2/3 majority vote, providing each team has received fourteen (14) days prior written notice of the proposed alterations, amendments or repeals. Proposed amendments must be submitted in writing to the Secretary of the Club at least one (1) month in advance of the Annual General Membership Meeting.

## **Article IX**

Should this Club be dissolved, all assets remaining after payment of all debts shall be turned over to an organization for the express purposes of developing or promoting soccer.

## **Article X**

In an emergency and for the good of soccer, any rule may be suspended at a Board meeting by a majority vote. Constitution and By-Law changes are subject to a two-thirds (2/3) majority vote by the General Membership present in a Special General or Annual General Membership meeting to be held within one month of the Board vote. Refer to Articles VI, Section 3 and Article VII (written 14 day notice).

## **Article XI**

**Section 1** The Administrator will serve as an employee of this Club and is not a board member. The Board of Directors will set hiring, discipline procedures, duties, salary and compensation policy for the administrator position. A performance review will be conducted by the President and both Vice Presidents with written comments by any or all of the Board of Directors. The review will be conducted annually during the summer month before the Fall season begins. The review will address Administrator duties, salary (raises), compensations, disciplinary action (including dismissal). Disciplinary action can be imposed by the Board of Directors at any board meeting, by a majority of the full Board (not a quorum). Dismissal of the Administrator will require a 2/3 majority vote of the full Board of Directors. Upon vacancy of the Administrator position, the President will assign the duties to the Board of Directors until the position is filled.