

# **ENFIELD SOCCER CLUB, INC.**

## **BYLAWS**

**"Dedicated to the enhancement of youth soccer"**

# **Enfield Soccer Club, Inc.**

## **Approved Bylaws**

Revised 11/17/2000

### **Index**

<b>Index</b>		<b>Page 1</b>
<b>Article I</b>	<b>Name</b>	<b>Page 2</b>
<b>Article II</b>	<b>Purpose</b>	<b>Page 2 &amp; 3</b>
<b>Article III</b>	<b>Membership</b>	<b>Page 3</b>
<b>Article IV</b>	<b>Board of Directors</b>	<b>Page 3 - 7</b>
<b>Article V</b>	<b>Officers</b>	<b>Page 7 &amp; 8</b>
<b>Article VI</b>	<b>Meetings</b>	<b>Page 9 &amp; 10</b>
<b>Article VII</b>	<b>Practice</b>	<b>Page 10</b>
<b>Article VIII</b>	<b>Expenditure Authority</b>	<b>Page 10</b>
<b>Article IX</b>	<b>Amendments</b>	<b>Page 10</b>

# **Enfield Soccer Club, Inc.**

## **Approved Bylaws**

Revised 11/17/2000

### **Article I – Name**

The name of this organization shall be The Enfield Soccer Club, Inc. hereinafter referred to as the “club”. These are the approved bylaws of the club and shall supercede any and all previously adopted bylaws.

### **Article II – Purpose**

- A. The club is a non-profit, non-stock corporation organized solely for the purposes hereinafter set forth.
- B. The purpose of the club shall be as follows: to solicit, collect, and otherwise raise money for charitable purposes; to expend, contribute, disburse, and otherwise handle and dispose of the same for such purposes either directly or by contributions to other agencies, organizations, or institutions organized for the same or similar purposes; to assist in harmonizing and making more efficient the work of charitable organizations in the local community; all of which shall be within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The club has not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the club shall be distributable to, or inure to the benefit of its Officers, Board of Directors, or members. No part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. The club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986, and (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986.
- C. Within the meaning of purpose of the club in the preceding paragraph, the club shall foster national or international amateur sports competition and no part of its activities shall involve the provision of athletic facilities or equipment. The club shall promote and govern soccer for children ages four through nineteen who reside in the Town of Enfield and surrounding area.
- D. The club shall preside over two soccer leagues. One league shall be the Recreational League and the other league shall be the Competitive League.
- E. The purpose of the Recreational League shall be to develop soccer skills for children in an environment where competition is not emphasized. The Recreational League shall be comprised of children ages four through nineteen. The children shall play soccer against other children on teams formed from within the league. In addition, the Recreational League shall also be comprised of the TOP Soccer Program. The purpose of the TOP Soccer program shall be to develop soccer skills for disabled children in an environment where competition is not emphasized.

# **Enfield Soccer Club, Inc.**

## **Approved Bylaws**

Revised 11/17/2000

- F. The purpose of the Competitive league shall be to develop soccer skills for children in an environment where competition is encouraged. The Competitive League shall be comprised of children ages eight (8) through nineteen (19). The children in this league shall compete against children in similar leagues in other towns within the State of Connecticut.
- G. The club shall operate the Competitive league and the Recreational league within the guidelines established by the United States Youth Soccer Association and the Connecticut Junior Soccer Association rules and bylaws, supplemented by the approved club bylaws and the approved club General, Competitive and Recreational league policies.
- H. The club shall have jurisdiction over all teams, coaches, players, referees, special events, clinics, games and practices in the Recreational and Competitive leagues.

### **Article III - Membership**

- A. The general membership of the club in any calendar year shall consist of those individuals who are registered head coaches of individual teams within the Recreational league and the Competitive league, members of the Executive Board of Directors and members of the Associate Board of Directors. The associate membership of the club in any calendar year shall consist of all parents and legal guardians of children that are registered with the club.
- B. There shall be no dues payable by any general or associate member of the club. All general members shall be entitled to vote, in person, at any regular or special meeting of the club's general membership. No proxy votes are allowed. All general and associate members shall be entitled to nominate executive board members in accordance with Article IV (A) (2).

### **Article IV – Board of directors**

- A. Executive Board of Directors
  - 1. The Executive Board of Directors shall consist of the following club officers: the President, the Vice President of the Competitive League, the Vice President of the Recreational League, the Secretary and the Treasurer.
  - 2. The Executive Board of Directors shall be elected for a term of two (2) years by the general membership at the annual end of year general membership meeting described in Article VI (G). Executive Board positions that will be vacant as of December 1 following the annual end of year general membership meeting due to the position's term end or due to a resignation at half-term (after one year) of an Executive Board member shall be announced to the general and associate membership by September 30 preceding the annual end of year general membership meeting. Nominations to fill the vacant positions shall be made by general and/or associate members and shall be presented to the club President or the club Secretary no later than 7:00 PM, October 31 preceding the annual end of year general membership meeting. No nominations will be accepted after

# **Enfield Soccer Club, Inc.**

## **Approved Bylaws**

Revised 11/17/2000

this time. Election of the nominated candidates shall be held at the annual end of year general membership meeting. A candidate shall be elected by a simple majority of the vote of the general membership present at this meeting.

3. In the event that an Executive Director other than the President resigns or is removed as described in Article IV(A)(4) and (5) during his or her term of office, within ten (10) days, the club President shall nominate a replacement to serve the remaining term. Election of the nominated candidate shall be made by the remaining Executive Directors at a special meeting to be held within ten (10) days of the candidate's nomination. A simple majority vote of the remaining Executive Directors is required to elect the nominated candidate. In the event that the President resigns, the Vice President of the Recreational League shall assume the President's remaining term and resign as Vice President of the Recreational League. In the event that the Vice President of the Recreational League is unable to assume the President's remaining term, the Vice President of the Competitive League shall assume the President's remaining term and resign as Vice President of the Competitive League.
4. An Executive Director may be removed from office for committing:
  - a. gross personal misconduct
  - b. gross neglect or failure to execute the responsibilities of their office
  - c. flagrant, serious or willful violation of the bylaws of the club
5. The procedure for removal of an Executive Director from office is as follows:
  - a. A petition for removal from office must be submitted to a General Director by any general or associate member. This petition must include details of the circumstances that allegedly justify removal from office according to the provisions of paragraph (4) in this Article.
  - b. The General Director in receipt of such a petition must notify all the remaining members of the General Board of Directors, including the Board Member that is the subject of the petition, within forty-eight (48) hours.
  - c. Within thirty (30) days of receiving such a petition, the President shall call a special meeting of the General Board of Directors. At this meeting, the Executive Director facing removal must defend or explain his or her actions or refute any allegations. The General Board of Directors shall attempt to gather any additional information that they deem necessary for an informed decision and/or vote.

# Enfield Soccer Club, Inc.

## Approved Bylaws

Revised 11/17/2000

- d. If a motion to remove the Executive Director is made and seconded at the special meeting described in paragraph (c) of this section, then a General Board of Directors vote shall take place. The Executive Board member that is the subject of such a petition shall not have a vote at this meeting. If the club member that submitted the petition is a General Board member, then he or she shall not have a vote at this meeting. A two-thirds (2/3) majority of the General Board members eligible to vote and attending this special meeting shall be required to remove the Executive Director that is the subject of such a petition. The petitioning club member and the Executive Director that is the subject of the petition shall be notified of the results of such a vote within forty-eight (48) hours of the special meeting.
6. The duties of the Executive Board of Directors shall be to:
    - a. transact such business of the club as shall be necessary
    - b. to approve all expenditures and contributions consistent with the purposes of the club
    - c. to call an annual mid-year general membership meeting as described in Article VI(F) to be held in May, June or July.
    - d. to prepare and submit to the general membership at the annual mid-year general membership meeting as described in Article VI(F) a financial report on the first six (6) months of the current fiscal year and to discuss and review club activities
    - e. To call an annual end of year general membership meeting as described in Article VI(G) to be held in November or December.
    - f. to prepare and submit to the general membership at the annual end of year general membership meeting as described in Article VI(G) a financial report on the current fiscal year and a budget for the next fiscal year.
    - g. to discuss and review club activities
- B. The General and Associate Board of Directors
    1. The General Board of Directors will consist of the Executive Board of Directors and the Associate Board of Directors.
    2. The Associate Board of Directors shall consist of the Associate Competitive Board of Directors, the Associate Recreational Board of Directors and all other officers of the club that are not Executive Directors. They shall include officers with a general board of directors' vote (voting associate competitive board member and voting associate recreational board member) and officers without a general board of directors' vote (non-voting associate board member). Voting Associate Competitive Board members shall

# Enfield Soccer Club, Inc.

## Approved Bylaws

Revised 11/17/2000

include the following club officers: the Competitive Referee Manager, the Competitive League Registrar, the various Competitive League Division Managers (as needed) and the Competitive League Equipment Manager. Voting Associate Recreational Board members shall include the following club officers: the Recreational League Referee Manager, the Recreational League Registrar, the various Recreational League Division Managers (as needed including the TOP Soccer Program director) and the Recreational League Equipment Manager. Other Associate Board members shall include the Registration Manager and the Safety Officer. Non-voting board members shall include the Coaching Director, the Activities Director and the Tournament Directors (as needed).

3. The Associate Board of Directors shall be nominated by the President and elected for a term of one (1) year by a simple majority vote of the executive board of directors at its regular meeting in July or August. In the event that an Associate Director resigns during his or her term of office, within ten (10) days, the club President shall nominate a replacement to serve the remaining term. Election of the nominated candidate shall be made by the Executive Directors at a special meeting to be held within ten (10) days of the candidate's nomination. A simple majority vote of the Executive Board of Directors is required to elect the nominated candidate. Associate directors are subject to removal and replacement by a simple majority vote of the Executive Board of Directors.
4. The duties of the General Board of Directors shall be to:
  - a. administer the affairs of the club
  - b. to vote on all policy changes of the club. Policy changes shall be voted on a passed only upon an affirmative vote of two-thirds (2/3) of the members of the board of directors eligible to vote on the policy and present at the meeting where the vote is being held.
  - c. policies of the club include the following:
    - (1) General club policies - those policies that apply to the entire club including both the Recreational League and the Competitive League.
    - (2) Recreational League policies - those policies that apply to the Recreational League only
    - (3) Competitive League policies - those policies that apply to the Competitive League only
  - d. The executive board members, the voting associate competitive board members and the voting associate recreational board members are eligible to vote on General club policies.
  - e. The executive board members and the voting associate recreational board members are eligible to vote on Recreational League policies.

# Enfield Soccer Club, Inc.

## Approved Bylaws

Revised 11/17/2000

- f. The executive board members and the voting associate competitive board members are eligible to vote on Competitive League policies.
- g. The Club bylaws supercede the Club policies. The policies are to cover items not specifically described in the Club bylaws. Policies of the Club are to be relied upon in all matters of the Club's operation that are not specifically described in the Club bylaws to determine the specific procedures to be followed by the Club's membership and officers.

### Article V – Officers

- A. The officers of the club shall be as follows:
  - 1. The **President** shall preside at all meetings of the club, of the general board of directors and of the executive board of directors. The President shall by virtue of his or her office, be an ex-officio member of all committees, shall perform all duties as may be prescribed by these bylaws or assigned to the office by the board of directors. The President shall appoint any committees that he or she may deem necessary and appropriate to accomplish the stated purpose of the club. The President shall be elected by the general membership for a two-year term beginning December 1 of the even year.
  - 2. The **Vice President of the Recreational League** shall be responsible to the membership of the Recreational League. In the President's absence, he or she shall preside at meetings of the club and the board of directors. He or she shall perform all duties as may be prescribed by these bylaws or assigned to the office by the board of directors. He or she shall be elected by the general membership for a two-year term beginning December 1 of the odd year.
  - 3. The **Vice President of the Competitive League** shall be responsible to the membership of the Competitive League. In the President's and Vice President of the Recreational League's absence, he or she shall preside at meetings of the club and the board of directors. He or she shall perform all duties as may be prescribed by these bylaws or assigned to the office by the board of directors. He or she shall be elected by the general membership for a two-year term beginning December 1 of the odd year.
  - 4. The **Secretary** shall record the minutes of all meetings of the club and the board of directors. The minutes shall be prepared in written form and presented to the Executive Board of Directors at the next meeting for approval. He or she shall perform all duties as may be prescribed by these bylaws or assigned to the office by the board of directors. He or she shall be elected by the general membership for a two-year term beginning December 1 of the even year.
  - 5. The **Treasurer** shall have custody of all funds of the club. The Treasurer shall keep a full and accurate account of receipts, expenditures and contributions. He or she shall make disbursements in accordance with an approved budget and as directed by the Executive Board of Directors. He or she shall present a financial report at every Board of Directors meeting. He or she shall perform all duties as may be prescribed by these bylaws or assigned to the office by the board of directors. He or she shall be elected by the general membership for a two-year term beginning December 1 of the even year.

# Enfield Soccer Club, Inc.

## Approved Bylaws

Revised 11/17/2000

6. The **Division Managers** shall represent the Board of Directors in matters pertaining to the operations within their respective division. They shall report to the Vice President in charge of their respective league. They shall represent the needs of the players, coaches and parents of their respective division to the Board of Directors.
  7. The **Competitive League Referee Manager** and the **Recreational League Referee Manager** shall represent the Board of Directors in matters pertaining to referees within their respective league. They shall report to the Vice President in charge of their respective league. They shall be the direct contact for the referees in their respective league to the Board of Directors.
  8. The **Competitive League Registrar** and the **Recreational League Registrar** shall be responsible for the maintenance and accuracy of all data relevant to registration of all participants in their respective leagues.
  9. The **Competitive League Equipment Manager** and the **Recreational League Equipment Manager** shall be responsible for the solicitation and procurement of equipment required for operation of their respective leagues.
  10. The **Registration Manager** shall be responsible for arranging and publicizing the registration of the two soccer seasons per year.
  11. The **Tournament Directors** shall be responsible for the operation of any tournaments of their respective leagues.
  12. The **Coaching Director** shall be responsible for arranging and distributing coaching information for the club.
  13. The **Safety Officer** shall be responsible to inspect all playing and practice fields that are used by the club. He or she shall keep accurate records of all inspections, findings and repairs. He or she shall be responsible for all safety issues relative to the Club including but not limited to incident reporting, insurance requirements, town requirements, etc. He or she shall present a copy of these records to the Board of Directors before each of its scheduled meetings.
  14. The **TOP Soccer Program Chairperson** shall be responsible for directing the affairs of the TOP Soccer program. He or she shall report to the Vice President of the Recreational League. He or she shall represent the needs of the players, mentors and parents of the TOP Soccer Program to the Board of Directors. He or she shall perform all duties assigned by the Board of Directors relative to the operation of the TOP Soccer program.
  15. The **Activities Director** shall perform all duties relative to Parades and other special functions as assigned by the Board of Directors.
- A. B. The definition of an “even year” as referred to in this document is a year whose terminal digit is an even number. The definition of an “odd year” as referred to in this document is a year whose terminal digit is an odd number (for example 2002 is an even year, 2003 is an odd year).
- C. All elections of club officers shall be held in accordance with the procedures outlined previously herein at Article IV(A)(2) and Article IV(B)(3).

# **Enfield Soccer Club, Inc.**

## **Approved Bylaws**

Revised 11/17/2000

### **Article VI – Meetings**

- A. Regular meetings of the Executive Board of Directors shall be held monthly at such time and place as the Executive Directors shall determine. At least seven (7) days in advance of such meeting, notice setting forth the time and place thereof shall be given to any Executive Director who was not present when the time and place was determined.
- B. Special meetings of the Executive Board of Directors shall be held when called by the President, or when requested by two (2) or more Executive Directors. As soon as possible, advance notice of such meetings setting forth the time and place thereof shall be given to any Executive Director who was not present when the time and place was determined.
- C. The presence in person of a majority of the Executive Directors shall constitute a quorum at any meeting of the Executive Directors. Except as otherwise specifically provided, the act of a majority of the Executive Directors shall be the act and decision of the entire Executive Board of Directors.
- D. Regular meetings of the General Board of Directors shall be held monthly at such time and place as the Executive Directors shall determine. Notice of such meetings setting forth the time and place thereof shall be given to all Executive and Associate Directors at least seven (7) days in advance of the meeting.
- E. Special Meetings of the General Board of Directors shall be held when called by the President, or when requested by three (3) or more Executive Directors. Notice of such meetings setting forth the time and place thereof shall be given to all Executive and Associate Directors at least seven (7) days in advance of the meeting.
- F. The presence in person of two-thirds of the General Board of Directors shall constitute a quorum at any meeting of the General Board of Directors. Except as otherwise specifically provided, a minimum of a two-thirds majority of a quorum of the General Board of Directors is needed to carry a vote and the act of a two-thirds majority of a quorum of the General Board of Directors shall be the act and decision of the entire General Board of Directors. No proxy vote shall be allowed.
- G. An annual end of year general membership meeting shall be held in November. Notice of the annual end of year general membership meeting setting forth the time and place thereof shall be given to each general member of the club, by mail or personal delivery. Said notice shall be given at least ten days in advance of the meeting.
- H. Special meetings of the General Membership shall be held when called by the President, or when requested by three (3) or more Executive Directors. At least ten (10) days in advance of such meeting, notice setting forth the time and place thereof shall be given to each general member of the club by mail or personal delivery. Said notice shall be given at least ten days in advance of the meeting.

# **Enfield Soccer Club, Inc.**

## **Approved Bylaws**

Revised 11/17/2000

- I. The presence in person of a simple majority of the general members present at any regular or special meeting shall constitute a quorum and except as otherwise specifically provided, the act of a simple majority of members present shall be the act of the club.

### **Article VII - Practice**

Roberts Rules of Order, as revised from time to time, shall determine all questions of order and procedure for any meeting of the Club, Executive Board of Directors, General Board of Directors or any committee.

### **Article VIII – Fund Expenditure Authority**

- A. Expenditures in the amount of less than or equal to \$100.00 may be approved by the President or Treasurer of the club without approval of the Executive Board of Directors.
- B. Expenditures in the amount of more than \$100.00 but less than or equal to \$500.00 must be approved by both the President and Treasurer of the club and may be made without approval of the Executive Board of Directors.
- C. Expenditures in the amount of more than \$500.00 must be approved by Executive Board of Directors by a simple majority vote of a quorum.

### **Article IX – Amendments**

- A. Any amendment to these bylaws must be approved first, by the general board of directors and second, by the general membership.
- B. Any motion to amend these bylaws must be made at any regular or special meeting of the general board of directors. It shall be voted on in accordance with paragraph Article VI(E).
- C. If the motion to amend the bylaws passes the general board of directors vote, then within sixty (60) days after the motion passes the general board of directors vote, a special meeting of the general membership shall be called. The presence in person of a three-fourth's (3/4) majority of the members present at said special meeting shall constitute a quorum for purposes of this vote.
- D. No amendment shall be put to a vote unless written notice thereof stating the exact language of the proposed amendment shall have been given to each general member, by mail or personal delivery, at least ten (10) days prior to the meeting at which the vote on the proposed amendment is to be taken.