

## THREE VILLAGE SOCCER CLUB CONSTITUTION

### ARTICLE ONE

The name of the Club shall be the Three Village Soccer Club, hereinafter referred to as the "Club."

### ARTICLE TWO

The purposes of the Club are to foster and promote youth soccer in the Three Village area through education and training in accordance with the laws of the United States Soccer Federation and the Federation International Football Association and to provide service to the Three Village community by promoting the concepts of fair play and sportsmanship by each of the participants of the Club.

### ARTICLE THREE

The powers, business and property of the Club shall be conducted and managed by the Board of Trustees, which shall consist of up to fifteen trustees, four of which shall be the officers of the Club. Each trustee shall be at least eighteen years old. The trustees shall serve for a term of two years and seven of them shall be elected at the Annual General Meeting during the even years.

The trustees shall be elected by the active membership, as defined in the by-laws, at the Annual General Meeting and only active members in good standing can be elected trustees. Each voter at the general meeting shall, in voting for members of the Board of Trustees, have as many votes as there are members being elected at that meeting.

The Board of Trustees shall appoint from its membership the Club officers who shall serve one year terms commencing on the first day of July of each year.

### ARTICLE FOUR

The business of the Club shall be transacted at meeting of the Board of Trustees of the Club which shall be held at least six (6) times a year on a date and time selected by said Board of Trustees or by the President, who may also call special meeting as required. Eight (8) trustees shall constitute a quorum at all meetings, and the affirmative vote of the majority of those Board members present at a meeting shall be necessary to pass any resolution or take any action.

### ARTICLE FIVE

The Board of Trustees shall have the power and authority to fix and impose dues, fees and assessments, to promulgate and enforce all rules and regulations pertaining to the Club, its activities and its property, and to do and perform or cause to be done or performed any and every act which the Club may lawfully do and perform.

### ARTICLE SIX

There shall be an Annual General Meeting of the Club each year during the month of June, the date of which shall be established by vote of the Board of Trustees and a notice shall be posted appropriately and published at least fourteen (14) days before said date. This Constitution may be amended only at the Annual General Meeting by a two-thirds vote of the votes cast, a quorum being present of at least twenty (20) members in good standing as defined herein. In addition, the Trustees may by a 2/3 vote call a Special General Meeting to consider amendments to the bylaws.

### ARTICLE SEVEN

Notwithstanding any other provision of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision or athletic facilities or equipment) or for the prevention of cruelty to children or animals, as specified in section 501 © (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under section 501 © (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer or the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.

No substantial part of the activities of the corporation shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

#### ARTICLE EIGHT

Upon dissolution of the organization, the governing body of the organization shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes or for the prevention of cruelty to children or animals as shall at the time qualify for exemption as an exempt organization or organizations under Section 501 © (3) of the Internal Revenue Code of 1954.

#### BY-LAWS OF THE THREE VILLAGE SOCCER CLUB

#### ARTICLE ONE

#### CLUB OFFICERS, OTHER POSITIONS AND THEIR DUTIES

Following the Annual General Meeting, the Board of Trustees shall appoint from its membership for a one year term commencing the first day of July each year, the following officers who shall discharge the duties described herein:

#### PRESIDENT

The President shall be the executive officer of the Club, preside at all meetings of the Board and, with the approval of the Board, appoint members of the standing and special committees, except the nominating committee. The President shall have responsibility for the general management of the affairs of the Club and shall see that all orders and resolutions of the Board are carried into effect.

#### VICE PRESIDENT

In the absence of the president, the Vice President shall have all of the powers and functions of the President.

#### SECRETARY

The Secretary shall attend to all correspondence received by the Club and shall draft communications from it as directed by the Board. The Secretary shall send reports, notices and agendas of all meetings of the Board and the Club to the proper persons and shall keep a complete list of all members and their voting power. The Secretary shall also record the minutes of all meetings of the Board of Directors and of General Meetings. The Secretary shall also be responsible for the counting and certification of all ballots cast by the active membership. The Secretary shall prepare copies of the minutes and shall maintain a complete reference file of same.

#### TREASURER

The Treasurer shall be the officer responsible for the Club's finances. In performing this function, the Treasurer shall be the administrator of the Club's checking and savings accounts. As the administrator and custodian of the Club's account, the Treasurer:

1. Shall report at each meeting, in writing, on the state of the Club's finances
2. Shall keep accurate and complete records of all financial transactions in accordance with generally accepted accounting procedures
3. Shall expend and deposit monies as directed by the Board of Trustees
4. Shall secure approval of the Board, duly noted in the minutes of said meeting, of an annual budget which shall become the spending plan of the Club.
5. Shall prepare any financial reports as directed by the Board or required by law
6. Shall make available to the Finance and Audit Committee or to any Board member on request all financial information requested
7. Shall be responsible for insuring that all payments are made to authorized persons
8. Shall be the chairperson of the Finance and Audit Committee

The President, with the consent of the Board of Trustees, shall also appoint the following positions:

#### DIRECTOR OF TRAVEL

The Director shall develop coaching and refereeing standards and set up education aids and programs for coaches, referees and any persons in the community who might wish to avail themselves of such programs. The Director shall be responsible for the operation of the travel program of the Club, including ensuring the formation and operation of such teams at such age levels as appropriate. The Director shall be the chair of the Travel Committee.

#### DIRECTOR OF COMMUNITY RELATIONS

The Director shall endeavor to foster and promote the purposes, aims and objectives of the Club throughout the community and shall provide the membership, the community newspapers and other communications media with all information on Club activities, scores of games, standings and any other pertinent information and shall be responsible for the operation of the Club web site and shall be responsible for maintain the list of all club policies for presentation on the web site and at all meetings of the Club.

#### DIRECTOR OF INTRAMUALS

The Director shall be responsible for the operation of all intramural endeavors of the Club including the selection of intramural coaches, the placement of players on teams and all clinics relating to the program. The Director shall be responsible for the selection of all division leaders within the intramural program and shall give them such responsibilities as shall be necessary to ensure a successful intramural program. The Director and the division leaders shall constitute the Intramural Committee.

#### DIRECTOR OF REGISTRATION

The Director shall be responsible for the registration of players for each year's competition and shall maintain files on all players, including team assignment, performance and other pertinent facts. In addition, the Director shall obtain or renew and administer the Club's insurance program.

#### DIRECTOR OF EQUIPMENT AND FACILITIES

The Director shall be responsible for obtaining and maintaining all necessary equipment needed for the operation of the Club and shall be responsible for the storage of such equipment as appropriate. The Director shall also be responsible for the maintenance and operations of the soccer facility.

### ARTICLE TWO-COMMITTEES

There shall be the following standing committees:

**FINANCE AND AUDITING:** It shall consider and recommend approval to the full Board of any and all financial expenditures to be made by the Club in excess of \$10,000 which are not included within the approved budget. It shall also review and audit and recommend acceptance by the full Board of any and all financial reports prepared by the Treasurer, including the annual financial report which shall be presented at the Annual General Meeting. It shall also have charge of all fund raising planning and activities and shall also have charge of arranging for sureties and bonds for any and all Club members to whom same will be adjudged necessary.

**COMMUNICATIONS AND PUBLICITY:** It shall consider and recommend approval to the full Board of any and all matters pertaining to Club publicity.

**TRAVEL:** It shall have charge of making assignments or coaches and players to specific travel teams, monitoring these assignments and coordinating this activity with the Director of Registration to insure a permanent and accurate file of these matters. The Director of Travel shall be the chair and the committee shall consist of at least five (5) members, including the Director and Assistant Director of Coaching, if applicable.

**INTRAMURALS:** It shall have the responsibility to ensure the operation of the entire Intramural program of the Club, including the designation of coaches and the placement of players on teams within appropriate age levels. The committee shall consist of the Director of Intramurals and all intramural division leaders.

**EVENTS AND FUNDRAISING:** The committee shall be responsible for the operation of the dinner dance, festival, mini-cup and any other events as approved by the Board of Trustees.

**TOURNAMENT:** The committee shall be responsible for the operation of any and all tournaments conducted at the soccer facility.

**NOMINATING:** The committee shall meet annually and consider and propose candidates for election to the Board of Trustees by the active members of the club in good standing at the Annual General Meeting. Its chairman shall be selected by a majority of the Trustees, a quorum

being present. Any member in good standing may present a nomination to the chair of the committee by April 1 of each year. The committee shall submit its report to the board of trustees by May 15 of each year for action at the Annual General Meeting.

Additional standing committees or special committees may be created by the Board of Trustees if deemed necessary. All members of standing and special committees, other than the nominating committee, shall be made by the President. Each standing committee and special committee shall have at least three (3) members and shall be chaired by a member of the Board of Trustees.

#### ARTICLE THREE –MEMBERSHIP

Anyone interested in fostering and promoting the purposes, aims and objectives of the Club is eligible for membership. Any person over the age of 18 who is a member of the Board of Trustees, a member of a standing committee, a volunteer head coach, a travel team administrator or intramural division leader registered with the Club, shall be considered a member. Only active members in good standing shall be eligible for election to the Board of Trustees or to vote at meetings of the Club. A volunteer head coach or travel team administrator must attend at least 50% of all coaches meetings to be a member in good standing. The Secretary shall at all times compile a list all of all members in good standing in the Club. Each member in good standing shall upon request, be able to view and receive a copy of the Constitution, by laws and policies of the Club.

The Board of Trustees, may, at its discretion, suspend from membership or expel any member who:

1. Willfully refuses or neglects to fulfill any of its obligations as a member or violates provisions of the Constitution, by laws or policies of the Club.
2. Has committed any acts which are inconsistent with the principles and standards of good sportsmanship and fair play.

Such action shall require a two thirds vote of the entire membership of the Board of Trustees. The Board also has the right to reinstate such a member by a two-thirds vote of the entire membership of the Board.

#### ARTICLE FOUR-MEETINGS

There shall be an annual general meeting each year in June, the date of such meeting will be determined by the Board of Trustees and notification of such meeting shall be given at least fourteen (14) days in advance. Special general meetings may be called by the President or upon request of a majority of the Board of Trustees.

Any member of the Board of Trustees absenting him or herself from three (3) successive meetings without adequate reason or who fails to discharge his or her duties as set forth in Article One of the bylaws, or who resigns, may have his or her seat and/or office declared vacant by two thirds vote of the Board. The seat will remain vacant until the next Annual General Meeting. If at that time, any additional time remains in his or her office, the active membership must then elect a Trustee who is to fill out the uncompleted term of office.

#### ARTICLE FIVE-PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution, by-laws and Rules and policies of the Club.

#### ARTICLE SIX-AMENDMENTS

Amendments and revisions to the Bylaws may be made only at the Annual General Meeting by a two thirds vote of the votes cast of all members in good standing, a quorum being present. Notice of any proposed amendments shall be published at least fourteen (14) days before the Annual General Meeting.