

## East Windsor Soccer Club Constitution

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# East Windsor Soccer Club Constitution

## Article I. **Name and Location**

- Section 1.0** The name of this organization is the East Windsor Soccer Club (EWSC) and is in the town of East Windsor, Connecticut.
- Section 2.0** The EWSC is a 501(c) non-profit organization.
- Section 3.0** The initials for this club are EWSC.
- Section 4.0** The EWSC colors are black and gold.

## Article II. **Mission**

- Section 1.0** Teach players how to play soccer while allowing them to have fun and develop a love for the game.
- Section 2.0** Provide a soccer learning environment that gives players a start towards playing in high school and/or other venues.
- Section 3.0** Provide the opportunity for all players to play at the level at which they are capable.
- Section 4.0** Serve the community by offering youngsters an enjoyable pastime.
- Section 5.0** Instill in the youth of the town: principles of good citizenship, good sportsmanship, teamwork, honesty, loyalty, and respect for authority; through the knowledge of and association with the sport of soccer.

## Article III. **Definition of Terms**

- Section 1.0** A ***policy*** is on-going and in effect until it is changed by a vote. It is not a one-time decision<sup>1</sup>.
- Section 2.0** A ***proposal*** is the text put before the voting member of EWSC for their vote.

## Article IV. **Affiliation**

- Section 1.0** The EWSC is affiliated with the [North Central District](#) of the [Connecticut Junior Soccer Association, Inc. \(CJSA\)](#) and shall follow their rules and policies.
1. CJSA is affiliated with [U.S. Youth Soccer](#).
  2. U.S. Youth Soccer is affiliated with [U.S. Soccer](#).
  3. U.S. Soccer is affiliated with [FIFA](#).
  4. FIFA is the international governing body of soccer.

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<sup>1</sup> Policies involving money are helpful for planning and budgeting because we know what to expect; whereas one-time decisions could be rejected if insufficient funds were budgeted to pay for something.

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## Article V. **Membership**

**Section 1.0** Eligibility. Any person with a clear background check who is sincerely interested in active participation to further the objectives of the EWSC may apply to become a member.

1. EWSC membership shall be classified as Voting and Non-voting.
2. Any adult with a clear background check can become a voting member upon election by a majority vote of the Directors.

**Section 1.0** Voting Members.

1. The Secretary shall maintain the roll of qualified voting members.
2. Each member on the Board of Directors (BOD) is a voting member.

**Section 2.0** Non-voting Members

1. **Players** who resides within the authorized boundaries as described by the CJSA, shall be eligible for participation, but shall have no rights, duties or obligations in the management or in the property of the EWSC.
2. **Coaches** are considered non-voting members.
3. The **parent** or **guardian** of any player member may attend any regular, special or annual board meeting, and shall be entitled to speak on any issue under consideration at such meeting but shall not be entitled to a vote on any issue.
4. Any person, including residents of other towns, may be elected as **Honorary** Member by a unanimous vote of all Directors present at any duly held meeting of the Directors, but shall have no rights, duties or obligations in the management of the EWSC.

**Section 3.0** Suspension or termination

1. Membership may be terminated by voluntary resignation or by a vote from the Directors.
2. The Directors, by at least a four-fifths vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the EWSC. The member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges. The Directors shall, in the case of a player member, give notice to the coach of the team of which the player is a member and give notice to the parents or legal guardian of the player member. Said parties shall appear, with the player, before the Directors, which shall have full power to suspend or revoke such player's right to future participation.

## Article VI. **Board of Directors**

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**Section 1.0** The Directors include the required members listed in Article VI, Section 3.0, plus any other positions the Board of Directors decide to create.

**Section 2.0** The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected or duties can be delegated by the Board.

**Section 3.0** Required members of the Board of Directors (BOD)

1. President
2. Secretary
3. Treasurer
4. Registrar
5. Referee Director
6. Recreation Director
7. Travel Director
8. Equipment Director
9. Training Director

**Section 4.0** Election and term of office

1. New directors are elected by the voting members.
2. The number of directors may be changed at any regular or special meeting of the voting members, and if the number is increased, the additional director(s) may be elected at the meeting at which the increase is voted or at any subsequent meeting.
3. All elections of directors shall be by a majority vote of all voting members present or represented by proxy at the time of the meeting.
4. The normal term of office is one year.

**Section 5.0** Vacancies

1. Vacancies may be filled by a majority vote of the remaining Directors at any regular meeting or any special meeting called for that purpose.

### **Article VII. Duties and powers of the BOD**

1. Administer the management, property, and affairs of the EWSC.

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2. Vote on all policy changes of the EWSC. Policy changes shall be voted on and passed only upon an affirmative vote of two-thirds (2/3) of the members of the Directors eligible to vote on the policy and present at the meeting where the vote is being held.
  - a) The same person may hold any two or more offices, but each person is allowed only one vote.
3. Appoint such standing committees as it shall determine and to delegate such powers to them as deemed appropriate.
4. Adopt rules and regulations for the conduct of its meetings and the management of the EWSC.
5. Discipline, suspend or remove any director, officer, committee member, coach, player, or parent in accordance with the procedure set forth in Article V.
6. The President may only vote at BOD meetings to break a tie vote or create a tie vote.
7. May amend this Constitution by a two-thirds vote of voting members present, in person or by proxy, at any Annual General Meeting or special meeting called for that purpose. Notice of the nature of the proposed changes shall be included in the notice of such meeting.

### Article VIII.

### Specific Duties of each Director

#### Section 1.0

#### President

1. Conducts the affairs of the EWSC and executes the policies established by the Directors.
2. Presents a report of the condition of the EWSC at meetings.
3. Communicates to the Directors such matters as deemed appropriate.
4. Makes suggestions that promote the welfare of the EWSC.
5. Responsible for the conduct of the EWSC in strict conformity to the policies, principles, rules and regulations as agreed to under the conditions of this Constitution.
6. Investigates complaints, irregularities and conditions detrimental to the EWSC and reporting thereon to the Directors as circumstances warrant.
7. Submits an annual budget to the Directors and be responsible for the proper execution thereof.

#### Section 2.0

#### Secretary

1. Records the activities of the EWSC and maintains appropriate files and necessary records.

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2. Gives notice of all meetings.
3. Drafts the meeting agendas with input from other members.
4. Takes the minutes of meetings and shares them with the BOD as soon as possible after the meeting and before the next meeting.
5. Notifies members, directors, officers and committee members of their election or appointment.

### **Section 3.0**

#### Treasurer

1. Receives all money and deposits same in a depository approved by the Directors.
2. Keeps records for the receipt and disbursement of all money of the EWSC.
3. Approves all payments from allotted funds.
  - a. All withdrawals or payments greater than seven hundred fifty dollars (\$750.00) require two signatures: the Treasurer's signature and another authorized director signature. Authorized directors are the President, Secretary and Treasurer.
4. Files financial documents required by law or other authority.
5. Delivers in hardcopy or electronic form: (1) an up-to-date balance sheet, (2) an up to date income statement, (3) a detailed ledger of all receipts and payments since the last monthly ledger, (4) accounts receivable, and (5) accounts payable; to the BOD at each regularly-schedule monthly BOD meeting.
6. Delivers a comprehensive annual report to the BOD at the AGM in February.
7. Is bonded with bonding expenses paid by the EWSC.

### **Section 4.0**

#### Rec Director

1. Coordinates registration procedures with the Registrar.
2. Selects REC coaches.
3. Works with coaches to create team rosters.
4. Works with the Equipment Director to acquire player uniforms and equipment.
5. Coordinates with the President to have Public Works line the REC fields and install the goals (goals, nets, anchors). Gives Public Works as much advanced notice as possible.
6. Coordinates and assigns use of fields for practice and games.
7. Makes decisions concerning weather postponements. Notifies the coaches and coordinates with the Referee Director.

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8. Attends disciplinary meetings as necessary.

### **Section 5.0**

Travel Director

1. Oversees all areas of the EWSC's Travel team competition.
2. Ensures Travel teams are properly registered with the North Central District.
3. Coordinates Travel team tryouts and helps select Travel team coaches.
4. Works with the Equipment Director to acquire player uniforms and equipment.
5. Assigns fields for practices and games. Ensures field use forms are submitted to governing authorities; such as schools and Parks & Rec.
6. Coordinates with the President to have Public Works line the Travel fields and install the goals (goals, nets, anchors). Gives Public Works as much advanced notice as possible.

### **Section 6.0**

Referee Director

1. Assigns referees to all EWSC Travel and Rec games as required.
2. Works with the Treasurer to oversee referee compensation.
3. Notifies the referees of postponements of games after consulting with the Travel and REC Directors.
4. Communicates incidents of serious misconduct reported by game referees to the President of the EWSC within twenty-four hours.
5. Stays abreast of the rules and communicates changes to the BOD, referees and coaches.

### **Section 7.0**

Equipment Director

1. Purchases, distributes, stores and maintains all equipment owned by the EWSC.
2. Manages relationships with equipment suppliers.
3. Presents a report at BOD meetings on the condition and location of all equipment owned by the EWSC.
4. Informs the BOD of the estimated cost of equipment and uniforms to be purchased in the coming year.

### **Section 8.0**

Registrar

1. Administers the EWSC and CJSA North Central District registration process; including maintenance of the data base of players, coaches and director members.
2. Delivers reports as requested by other director members for the purposes of

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recruitment, collection of fees and transfer of same to the Treasurer.

3. Ensures that all players are registered properly.
4. Creates player passes and distributes them to the coaches.
5. Ensures team rosters meet the EWSC and CJSA requirements.
6. Informs coaches of which players have not paid their fees (and are therefore uninsured) so that the coaches can prevent them from participating in EWSC activities.

### **Section 9.0** Training Director

1. Evaluates the cost and benefits of resources that can provide quality training to coaches and players.
2. Recommends training options to the BOD.

## **Article IX. Coaching Personnel**

**Section 1.0** One Head Coach shall supervise each team and work with assistant coaches as the Head Coach shall determine.

**Section 2.0** All Travel coaches shall be appointed by the Travel Director and all Rec coaches shall be appointed by the Rec director.

**Section 3.0** Coaches shall be subject to annual review.

**Section 4.0** Head coaches shall select their assistants.

**Section 5.0** All coaches, assistants and parent volunteers are required to complete the appropriate forms and background checks as instructed. Coaching personnel shall be selected based on the following qualities:

1. Good character, temperament and judgment;
2. Ability to work with youth in the five (5) through thirteen (13) year old age group;
3. A reasonable knowledge of the game of soccer; and
4. Willingness to conform to EWSC Constitution, policies and goals.

## **Article X. Meetings and Quorum**

**Section 1.0** A majority of the members currently holding director's positions will constitute a quorum.

**Section 2.0** Definition of *Meeting*



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1. Meetings can be of a **traditional** kind where all participating members meet in person at a predetermined time and location; or meetings can be of a **virtual** kind where all participating members cast their votes electronically at a predetermined time.
2. *Meeting* rules apply to all meetings whether in-person or virtual.

## **Section 3.0**

### Virtual Meetings

1. A **virtual meeting** can be an email conversation, conference call, chat session, etc.
2. Virtual Meetings begin at their announced date and time. They expire when participants agree that the meeting has concluded or 24 hours after the meeting started, whichever comes first.
3. Virtual votes must be cast during the virtual meeting.
4. Members that do not participate in the virtual meeting are considered absent and not counted in the quorum.

## **Section 4.0**

### Annual General Meeting (AGM)

1. The Annual General Meeting of the members shall be held in February of each year for electing officers and directors, receiving reports and for the transaction of other business as may properly come before the meeting.
2. The President will present the annual budget for approval by the membership.

## **Section 5.0**

### Regular Meetings

1. Regular meetings of the Directors shall be held monthly at such time and place, as the Directors shall determine.
2. The Secretary shall give notice of each meeting to each director either by mail, telephone, e-mail, or personal notice at least twenty-four hours before the meeting.

## **Section 6.0**

### Special Meetings

1. Special meetings of the members may be called by the President or any two directors to consider a specific subject.
2. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

## **Section 7.0**

Rules of Order - Robert's Rules of Order, or an alternative methodology as agreed by the Directors, shall govern the proceedings of all meetings except as provided by this Constitution.

## **Article XI.**

## **Voting Rules**

### **Section 1.0**

#### Deliberation

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Members are expected to actively participate in deliberations of draft proposals so that pros, cons, and ideas are vetted, and precise wording can be determined before a vote is taken.

**Section 2.0** Proposals Must Be in Writing When Voted On

Each member must be given the text of each proposal that is up for a vote to ensure each member knows precisely what he is voting for or against. If the proposal is approved, it becomes binding; therefore, it should be worded carefully so that all bases are covered, and its intent is unambiguous.

**Section 3.0** Timing of Voting

Votes can only be taken at meetings that comply with Article X.

**Section 4.0** Rounding

Round to the nearest whole number when calculating how many votes are required to pass or reject a proposal<sup>2</sup>.

**Section 5.0** A quorum is required for a vote to be binding.

**Section 6.0** EWSC Record

The Secretary, or his/her delegate, will report the voting results, in the format below, before or at the next monthly BOD meeting. Each voting member should have one of the following actions in the Action column of the table below.

- Yes
- No
- Absent
- Abstain
- Ineligible. See Article VII, 6.
- Vacant Position

Eligible Voters	Name	Action
Equipment Director		
REC Director		
Referee Director		
Registrar		
Secretary		
Training Director 1		
Training Director 2		
Travel Director		
Treasurer		
President (only votes to break a tie or to create a tie)		

## Article XII. **Finances and Accounting**

**Section 1.0** The Directors, within the constraints of the budget, shall direct the finances of the EWSC, and it shall place all income in a common treasury, directing the expenditure

<sup>2</sup> Examples:

- a) If five members are present for a vote, and a two-thirds vote is required, then  $5 * (2/3) = 3.3333$ . Rounded to the nearest whole number = 3 votes.
- b) If seven members are present for a vote, and a two-thirds vote is required, then  $7 * (2/3) = 4.6666$ . Rounded to the nearest whole number = 5 votes.

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of it in such manner as will give no individual or team an advantage over any other individual or team within the EWSC.

- Section 2.0** The Directors shall not permit the solicitation of funds in the name of the EWSC unless all the funds so raised are placed in the EWSC treasury.
- Section 3.0** The Directors shall not permit the disbursement of funds for other than the conduct of activities in accordance with the rules and policies of the EWSC.
- Section 4.0** Financial Review
1. The EWSC shall ensure a review of the finances by an auditor, CPA or other appropriate professional be done at least every other year.
  2. This review may include a full audit.

### **Article XIII. Constitution is Supreme**

- Section 5.0** The EWSC Constitution supersedes the EWSC policies. The policies are to cover items not specifically described in the EWSC Constitution. Policies of the EWSC are to be relied upon in all matters of the EWSC's operation that are not specifically described in the EWSC Constitution to determine the specific procedures to be followed by the EWSC's membership and officers.