

**CONSTITUTION AND BY-LAWS**

**CARMEL UNITED SOCCER CLUB**

June 22, 2017

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## **I. NAME AND LOCATION**

1. The name of this organization which is a 501 (c) (3) nonprofit corporation under the Nonprofit Corporation Act of the State of New York is the Carmel United Soccer Club of New York Inc. All monies raised by the Club are used for not for profit purposes.
2. The principal office of this Club shall be situated in the State of New York at such specific location as the Board of Directors shall determine.

## **II. PURPOSE**

1. The primary purpose of forming the Carmel United Soccer Club of New York, Inc, (formerly Lake Carmel-Kent Soccer Club) is to provide the children of our area an organization dedicated to the sport of soccer.
2. The Carmel United Soccer Club of New York Inc., herein after called the 'Club' or the 'CUSC', has as its goal the development of our children through youth soccer. The Club intends to foster the physical, mental and social development of our youth by encouraging good sportsmanship, fair play, teamwork and an all out effort from each team player.
3. The Club has elected to join the East Hudson Youth Soccer League, herein after called the 'League'. Joining the League provided the Club with affiliation to the United States Soccer Federation and ultimately with FIFA, which is the world wide governing body of soccer. The Club will abide by the Constitution and By-laws of the League in addition to the Constitution and By-laws of the Club. The Club is also associated with US Club Soccer.
4. The Carmel United Soccer Club was founded in the spring of 1980. The Carmel United Soccer Club was originally named the Lake Carmel Kent Soccer Club. The name was changed to the Carmel United Soccer Club by the membership in June of 1995.

## **III. MEMBERSHIP**

1. The members of the Club shall consist of such persons as 1) register with the Club; 2) subscribe to the purposes and goals of the Club; 3)

agree to abide by the Bylaws of the Club as amended from time to time; 4) agree to abide by the Parent's Code of Conduct. 5) are approved by the Board of Directors. Membership registration must be submitted online.

2. Any person deemed eligible must apply for membership to the CUSC. Membership is renewable on a yearly basis.
3. Each person, upon being registered as a member of the CUSC, may access a copy of the Constitution and By-laws of the Club from the Club's website.
4. The Board of Directors may, at its discretion, suspend from membership, or expel, any individual, team or group who:
  - a) Willfully refuses or violates any of the provisions of the Constitution, By-laws, or Rules of the Club.
  - b) Has committed any act which is inconsistent with the principles and standards of good sportsmanship and fair play.

Such action shall require two-thirds vote of the Board of Directors. A member shall have the opportunity to show cause why such action shall not be taken.

5. The Board of Directors may reinstate a member, team or group who has been suspended or expelled from the Club.

#### **IV. CLUB OFFICERS**

1. The officers of the Board of Directors shall be elected at the Annual General Meeting. Those officers shall be President, 1st Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, Correspondence Secretary and Treasurer. Those elected will assume office upon adjournment of the Annual General Meeting.
2. Officers of the Board of Directors will be elected to 2 year terms each year as follows: President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President during even numbered years; Recording Secretary, Correspondence Secretary and Treasurer during odd numbered years .In the event an Officer position becomes vacant, the President shall appoint, with Board approval, a replacement for the remainder of that Officer's term.
3. The powers and duties of the Club Officers are:

**PRESIDENT** - The President shall be Executive Officer of the Club, preside over all meetings and with the approval of the Board make the following appointments:

- members of standing and special committees
- Field Coordinator
- Head Coach of the Club
- Head Referee of the Club
- Uniform Coordinator
- Travel Coordinator
- In-House Coordinator
- Fund Raising and Sponsorship Coordinator
- Information Coordinator

The President shall be a member of all Club committees.

**FIRST VICE PRESIDENT** - During the absence or disability of the President, the First Vice President shall have all the powers and functions of the President. He/She will also be responsible for the Travel Program and serve as Travel Registrar. The Travel Coordinator reports to the First Vice President.

**SECOND VICE PRESIDENT** - During the absence or disability of the President and first vice president, the Second Vice president shall have all the powers and functions of the President. He/She shall also be responsible for the In-House program and serve as In-House Registrar. The In-House coordinator reports to the Second Vice President.

**RECORDING SECRETARY** - He/She shall send reports, notices and agendas of all meetings of the Board of the Club to the proper persons, and shall keep minutes of all meetings of the Board of Directors, General Meetings and Special Meetings. He/She shall prepare copies of the minutes and maintain a complete reference file of the same. He/she shall be responsible for recording the activities of the Club and maintaining appropriate files and necessary records.

**CORRESPONDENCE SECRETARY** - The Correspondence Secretary shall review all Club email accounts and mail received at the Club's Post Office box and send all correspondence received by the Club to the appropriate Board Member and shall draft communications from it as directed by the Board. He/she will be responsible for all Club activity information disbursement and maintenance including articles describing the Club activities during games, tournaments and notices of upcoming events including registration and tryouts. This includes but is not limited to local hard copy news media, hard copy

newsletters, flyers, banners, signs, cable TV bulletin board and Club electronic media including website, and email accounts.

**TREASURER** - The Treasurer shall be the officer responsible for the Club finance. In performing his/her function, he/she shall be the administrator of the Club's checking and/or savings account. He/She will also assure the proper documents are prepared and issued to the IRS and proper records are maintained.

4. **MEMBERS OF THE BOARD** - The Head Coach, Head Referee, Field Coordinator, In-House Coordinator, Travel Coordinator, Information Coordinator, and Fundraising and Sponsorship Coordinator will be appointed by the President with the approval of the Board. These positions will have the same voting power as the elected officers of the Board. The members appointed to these positions will serve until the next Annual General Meeting.

**HEAD COACH** – He/She will be responsible for the vetting and approval of new Travel coaches and Trainers. He/She shall be responsible for organizing and conducting coach's clinics, and see that all coaches are familiar with the rules of soccer. He/she shall plan and organize player evaluations and be Chairman of the Tryout Committee for the Travel program.

**HEAD REFEREE** - He/She shall be responsible for organizing and conducting referee clinics. He/she will be responsible for maintaining high standards with existing referees and recruiting new referees. He/She will be the Club's Referee Assignor with the State's Referee Association and will assign referees to In-House and home Travel games as directed by travel leagues and will maintain a list of referees certified to referee Club games. He/She will be the chairman of the Club referee Committee.

**FIELD COORDINATOR** - The Field Coordinator shall be responsible for all matters pertaining to the use of fields, ~~or~~ gym or turf facilities including scheduling. He/She will be responsible for all club equipment used in marking and maintaining our fields. All requests for additional field equipment must be approved by the Field Coordinator. He/She will be Chairman of the Facilities Committee.

**UNIFORM COORDINATOR** – He/She shall be responsible for all aspects of uniform acquisition for In-house and Travel teams including presentation

and Board approval, determining a vendor, supervising order, coordinating distribution, and following up and resolving problems.

**INHOUSE COORDINATOR** - He/She will be responsible for coordinating the In-House program as it relates to:

1. Formation of teams
2. Scheduling
3. Any and all matters pertaining to the In-house program and will report to the 2<sup>nd</sup> Vice President.
4. The 2<sup>nd</sup> Vice President may appoint a Coordinator for each established Age Group to organize and supervise the Age Group. These positions are not considered Board position and will not have voting power at Board, General, Special General or other Club meetings.

**TRAVEL COORDINATOR** - He/She will be responsible for coordinating the Travel program as it relates to:

1. Formation of teams
2. Any and all matters pertaining to the Travel program. The Travel Coordinator will report to the 1<sup>st</sup> Vice President.
3. Arrange for Travel Coaches meetings.

**INFORMATION COORDINATOR** - -

He/she will assure that electronic media has current, accurate information and that website, email are renewed with service providers as required and that the Club's internet domain name (carmelsoccer.com) remains registered with a domain naming authority. He/she shall accomplish this through volunteers, free services, consultants and vendors.

**FUND RAISING AND SPONSORSHIP COORDINATOR** – She/he will be responsible for coordinating all club and team fund raising programs and Club events, and make recommendations to the Board for fundraising activities. The annual fund raising program will consist of coordinating team efforts to acquire sponsors and developing other events. The Fund Raising/Sponsorship Coordinator is responsible for recruiting and chairing the fund raising committee, and overseeing Club events.

**IMMEDIATE PAST PRESIDENT** - He/She shall be responsible for providing consultation and advice to the currently elected or appointed Board members but will not have voting privileges. He/She shall provide the continuity required for one year to insure the continued success of CUSC.

## V. MEETINGS

1. There shall be an Annual General Meeting each year, in June. The date of this meeting will be determined by the Board of Directors and notification of same and a proposed agenda shall be announced to members at least fourteen (14) days in advance.
2. a) Special General Meetings may be called by the President or upon request of a majority of the Board of Directors or by petition of (20) percent of members. The President, when so directed, shall schedule said meetings between the seventh (7<sup>th</sup>) and fourteenth (14<sup>th</sup>) day following receipt of such petitions.  
b) All Board meetings will be held monthly at a time and day of the week to be determined by the Board with a minimum of ten (10) per year and posted on the Club's website. This meeting can be changed on a monthly basis if proper notice is given. Each Board Member is required to attend a minimum of eight (8) meetings per year or send a representative. All coaches are to be notified if there is to be a date change. All Board of Directors meetings shall be open to all members except during Executive Session.
3. Members shall be given at least fourteen (14) days prior notice of a meeting.
4. A majority of those voting, a quorum being present, shall be required for passage of motions at General Meetings, except those motions required by parliamentary law or the Constitution and By-laws of the Club, which require a two-thirds majority. A majority of Board Members at Board Meetings will be required for the passage of motions at duly held meetings, a quorum being present.
5. Twenty (20) percent of the voting power of the Club or majority of Board Members if there is insufficient member representation shall constitute a quorum for the transaction of business at General Meetings. At Board Meetings a quorum will consist of at least one half of the total number of Board Members.
6. Each team registered in the Club will be entitled to appoint a delegate to represent the team. Each team delegate is entitled to one (1) vote at Annual General and Special General Meetings. Each Board member is entitled to one (1) vote at Annual General, Special General and Club Board meetings.

7. Voting by proxy will be allowed for Board Members only.

## **VI. COMMITTEES**

Committees of the Board of Directors may be Standing or Special. The Board or the President may refer to the proper committee any matter affecting the Club or any operations needing study, recommendations or action. The Board may establish such Standing or Special committees as it deems appropriate with such duties and responsibilities as it shall designate, except that no committee has the power to do any of the things a committee is prohibited from doing under the State of New York Nonprofit Corporation Act. The Board shall appoint the members of such committees. Persons other than Board Members may be appointed to such committees but the Chair of each Committee must be a Board Member of the Club.

### **STANDING COMMITTEES:**

1. Rules Committee: It shall consider and propose amendments to the constitution, By-laws and Rule and Regulations. It shall have all the matters of rules referred to it and meet whenever necessary.
2. Fund Raising Committee: It will be responsible for reviewing and making recommendations to the board on fund raising proposals. It will be chaired by the Fundraising and Sponsorship Coordinator.
3. Publicity Committee: It shall handle all matters pertaining to Club publicity and be chaired by the Correspondence Secretary.
4. Coaches Committee: It will consist of all registered coaches and assistant coaches of the Club. It will be chaired by the Head Coach.
5. Referees Committee: It will be responsible for recruiting and training Club referees and will be chaired by the Head referee.
6. Facilities Committee: It will be responsible for securing the required fields and gyms necessary for all teams including field set up at the beginning of the fall and spring seasons. Traveling teams will have priority in the use of all facilities. It will make recommendations for facility equipment purchases and will be chaired by the Field Coordinator.



7. Tournament Committee: It will be in charge of running tournaments sponsored by the Club.
8. Additional standing committees may be created by the Board of Directors if deemed necessary.

## **VII. PARLIAMENTARY AUTHORITY**

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 Regulations of the Club.

The order of business of all meetings except the Annual General Meeting shall be:

1. Minutes
2. Treasurer's Report
3. Communications
4. Reports of officers and standing committees
5. Reports of special committees
6. Unfinished Business
7. New Business
8. Adjournments

## **VIII. AMENDMENTS**

Amendments to the By-laws may be made only at the Annual General Meeting or Special General Meeting by the two-thirds (2/3) majority of the votes cast, a quorum being present. Each team entitled to vote shall be given at least fourteen (14) days notice of the proposed amendments. Each team registered in the Club will be entitled to appoint a delegate to represent the team. Each Board member and the delegate from each registered team in the Club is entitled to one (1) vote.