

# **BY-LAWS OF THE ROSEMONT SOCCER CLUB**

1:00 These By-Laws affirm our continuing commitment to the children of our community. Our goal is to support the Rosemont Community with a positive and enjoyable environment for our children to play and learn the sport of soccer!

These By-Laws are not intended to provide technical points that will allow the adult participants in Rosemont Soccer Club (“RSC” or “the Club”) to win via protest. RSC coaches shall abide by all the provisions of the CYSA constitution and these By-Laws.

## **2:00 MEMBERSHIP**

2:01 Membership in RSC shall consist of current registered players for one Season. (See Section 6:03.) Each player must submit all required registration materials and pay all required dues and fees as directed by the Executive Board to be eligible to play in RSC.

## **3:00 ORGANIZATION**

3:01 **QUALIFICATIONS OF THE EXECUTIVE BOARD:**

- a. Any interested adult member of the Club, at least 18 years of age, shall be eligible to be elected and serve on the Executive Board.
- b. Interested persons must submit a nomination form.
- c. For the position of Manager, any interested person must be an active member in the year prior to the election, and should have served on the Board in the year just prior to nomination.

3:02 **ELECTIONS:**

- a. Nominations for Executive Board Members will be accepted at least thirty (30) days prior; and not less than fifteen (15) days before, the elections.
- b. The elections shall take place at the Annual General Meeting (“AGM”).
- c. In the event of a contested election, the candidates shall participate in a brief debate to allow the parties an opportunity to share their plans for bettering the Club. The debate shall be held at the AGM, prior to voting. If more than one position is contested, the debates shall take place a week prior the election.
- d. Officers shall be elected by secret ballot by a majority of members present and voting.

3:02.1 **VOTING RIGHTS:** In accordance with the RSC Constitution, changes to voting rights are approved by majority vote of those present at and authorized at the AGM. The Club Manager has the tie-breaking vote. Voting rights at the AGM shall be as follows:

1. Each family with a participating child – one (1) vote.
2. Board members – one (1) vote, if not included in item 1.

3. Coaches – one (1) vote, if not included in items 1 or 2.
4. Referees – one (1) vote, if not included in items 1, 2, or 3.
5. Proxy for listings above – no voting rights.

### 3:03 TERMS OF OFFICE:

The Board shall serve for one (1) year from January 1 to December 31. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the Manager without delay, all records, books, computers, equipment, keys, and other material pertaining to the Office and shall return to the treasurer, without delay, all funds belonging to the Club.

### 3:04 REMOVAL AND RESIGNATION:

Any Board Officer may be removed by a majority vote of the Executive Board. Resignations will be by written notice to the Executive Board.

### 3:05 VACANCIES:

Any vacancies on the Board shall be filled by approval of the remaining Board Officers. Appointees must be a member of the Club (see Section 3:01).

### 3:06 BOARD OF DIRECTORS

The Executive Board shall be comprised of the Manager, Secretary, and Treasurer. These positions are collectively referred to as the “Executive Board” in these By-Laws.

#### 3:06.1 CLUB MANAGER

- a. This is an elected position.
- b. Shall be the principle Executive Officer of RSC.
- c. Shall preside over all meetings of the Board and functions of the RSC.
- d. Shall represent the Club at the River City Youth Soccer League (“RCYSL” or “League”) meetings and when necessary, at meetings of other soccer organizations, and act as a voting member.
- e. Shall have the power to call meetings and establish committees when needed.
- f. Shall, in conjunction with the referee coordinator, judge field conditions as a representative of RSC.
- g. Possess the authority to take whatever action deemed necessary in the event of an emergency or an occurrence that is detrimental to the welfare of the member or RSC, provided the actions are not in violation of RSC Rules and Regulations, RSC’s Constitution and By-laws, City, State or Federal laws. Actions taken pursuant to this section shall be explained at the next Regular Board or Special Board Meeting and is subject for review.
- h. Shall act as Liaison between RSC and the school/park districts, and obtain required permits for field usage.

#### 3:06.2 TREASURER

- a. This is an elected position.
- b. Shall attend all club meetings and present written monthly financial reports to the Club.

- c. The treasurer shall keep account of all assets, liabilities, disbursements and receipts of the Club.
- d. Shall deposit all funds of RSC in a Federally Insured Bank in RSC's name and tax ID number, as approved by the Board.
- e. Shall be responsible for making timely payments as bills become due and provided that they have been pre-approved by the passing of the fiscal budget.
- f. Expenses and/or checks in an amount of \$500.00 shall have and be approved by a dual signature process.
- g. Shall be responsible for the filing of the Club's annual tax returns.
- h. Shall be responsible for preparing the annual budget.
- i. Check sign off and bank account access shall be given to the Club Manager, Assistant Club Manager, and Treasurer.
- j. Fulfills Federal, State and local requirements related to non-profit statues and operations.

### 3:06.3 SECRETARY

- a. This is an elected position.
- b. Shall attend all Board and other Club meetings and maintain a record of all proceedings.
- c. Shall process all correspondence to and from RSC.
- d. Shall disseminate information to all members and coaches when necessary.
- e. Shall create a phone distribution list for all Club members and coaches to be used for auto-dial calls.
- f. Shall be responsible for recording and distributing minutes of the meetings of all the Board one-week prior to monthly meeting.

### 3:07 BOARD APPOINTED POSITIONS:

At the Board's discretion, additional non-elected board positions may be created. The Board may terminate board positions upon a 2/3 majority vote. The Executive Board and the Board Appointed Positions are collectively referred to as "the Board" in these By-Laws. A person may hold more than one appointed position when applicable and/or necessary.

#### ASSISTANT MANAGER:

- a. This is an appointed position by recommendation of the Club Manager and voted on for approval by the Board.
- b. Shall act as principle Executive Officer of RSC in the absence of the Manager.
- c. Shall serve as the Sportsmanship Chair, and shall be the liaison between parents of the players and the Board.
- d. Shall be responsible for such other duties as assigned by the Board.

#### REGISTRAR:

- a. This position is appointed by the RSC Board and approved by the RCYSL Registrar.
- b. Shall register all players with RSC in accordance with the Registration Policy.
- c. Shall register all players, coaches, and teams with the RCYSL Registrar in accordance with League Policies.
- d. Shall be responsible for all late registrations and/or waiting lists.
- e. Shall be responsible for disseminating all information regarding registration.
- f. Shall coordinate with the Fundraising and Team Parent Coordinators regarding Scholarship recipient requirements to ensure the tracking of same.

- g. Shall be responsible for all paperwork regarding transfers and drops.
- h. The Registrar may appoint an assistant, with Board approval. The Assistant Registrar will perform duties as needed by the Registrar. The Assistant Registrar position has the same responsibilities and enjoys the same benefits of other Board members.

#### COACHING COORDINATOR:

- a. Shall assist in the recruitment of coaches and with the Coach Trainer, assist in their training.
- b. Shall assist the Club Manager and Registrar with the assignment of coaches to teams.
- c. Shall notify coaches of all coach's clinics and meetings.
- d. Shall act as the liaison between the coaches and the Boards of RSC and RCYSL regarding information on game schedules, rule changes, field changes, etc.
- e. Shall work in conjunction with RCYSL's Coaching Coordinator and RSC's Coaches Trainer to help establish coaching clinics for RSC coaches, and shall promote continued improvement of the coaching staff.
- f. Shall assist the Coach Trainer with the scheduling and agenda of the Mandatory Coaches Meeting.
- g. Shall coordinate with all teams, time and field assignments for practice sessions; to be done at the Mandatory Coaches Meeting each year.
- h. Shall be responsible for the schedule of all exhibition games at the annual RSC Jamboree.

#### REFEREE COORDINATOR:

- a. Shall work within RCYSL's requirements for licensing referees and assist RCYSL in establishing referee clinics.
- b. Shall assist the Club with the recruitment of referees and assist in their training.
- c. Shall assemble a list of certified referees for the Club.
- d. Shall coordinate referee assignments for soccer games, tournaments, and the Jamboree.
- e. Shall be responsible for the reporting of payments due to referees on a weekly basis, and dissemination of payment, if not done by electronic check or mail.
- f. Shall maintain all game cards of games hosted by RSC.
- g. Shall serve as a point of notification for Red cards received by RSC members, and shall represent RSC at all PAD meetings when necessary.
- h. Shall obtain reports and evaluate all RSC referees and discipline, help or support as needed.
- i. This position may be filled by one or more persons, as necessary and approved by the Board.

#### EQUIPMENT COORDINATOR:

- a. Shall be responsible for the maintenance of all Club field equipment, keeping those items in good working order and requesting the purchase of all RSC soccer nets, goals, and flags, with Board approval.
- b. Shall be responsible for disbursement of equipment to the teams and to collect and inventory all equipment at the beginning and end of the season.
- c. Shall ensure that all equipment is returned to the Soccer Locker at the end of the season.

#### FIELD MAINTENANCE:

- a. Shall be responsible for the general maintenance of RSC fields.
- b. Shall establish a field maintenance day prior to the beginning of the season for filling of holes, evaluation and other maintenance as necessary.
- c. Shall be responsible for the burning of lines (where permitted), painting/preparation of fields for games, tournaments, Jamboree, etc.
- d. Shall be responsible for goal post maintenance, assuring fields are safe and ready for play.

#### FUNDRAISER COORDINATOR/COMMUNITY LIAISON

- a. Shall be responsible for all fundraising activities as approved by the Board, including candy sales.
- b. Shall be responsible for reaching out to business members of the Rosemont community for sponsorships.
- c. Shall form a group to represent RSC at the Essence of Rosemont each year, including the purchase of promotional materials, with Board approval.
- d. May form a Committee to assist with fundraising activities as needed, with Board approval.
- e. Shall coordinate and track candy sales for Scholarship recipients.
- f. Shall investigate any new possibilities for fundraising activities and present them to the Board for approval.

#### UNIFORM COORDINATOR:

- a. Shall be responsible for the purchase and distribution of uniforms to the players.
- b. Shall be responsible for the purchase and distribution of equipment to coaches at the Mandatory Coaches Meeting and throughout each season.
- c. Shall be responsible for the purchase and distribution of practice shirts, given out in return for donations, when available.
- d. Shall investigate all new possible suppliers of uniforms to maintain quality, consistency, and affordable costs.

#### TEAM PARENT COORDINATOR

- a. Shall assist the coaches with the recruitment of team parents.
- b. Shall conduct a Mandatory Team Parent Meeting at the beginning of the season (end of July/beginning of August) to disseminate information to the Team Parents.
- c. Shall coordinate and track parent work hours for Scholarship, not including candy sales.
- d. Shall form a committee to plan the annual RSC Jamboree, including the procurement of volunteers and vendors, and scheduling of fundraising events and activities.
- e. Shall be responsible for contracting with a photographer for team/individual pictures, the scheduling of picture day, and dissemination of the purchased photos.
- f. Shall be responsible for contracting with a trophy and/or medal provider for the purchase of season-end trophies, coaches' plaques, and district cup rewards, and the dissemination of same.

#### WEBMASTER

- a. Shall be responsible for maintaining the RSC website.

#### 3:08 RESPONSIBILITIES:

The Board shall have the authority to:

- a. Enforce and interpret the Constitution, By-Laws and Regulations of RSC.
- b. Make temporary rules or regulations for specific cases or occasions not provided in the Constitution, By-Laws, Rules and Regulations, or RCYSL Rules, but which are deemed necessary to carry out the objectives of RSC.
- c. Enforce the RCYSL Rules and Regulations.
- d. Enforce decisions of the RCYSL Referee Association, PAD Committee, and Board.
- e. Suspend or permanently bar any individual (adult or child) from RSC.
- f. Impose fines.

- g. Review and improve By-Laws to ensure their consistency with CYSA and the needs of the organization; and to present any proposed changes to the Membership at the AGM, in accordance with the RSC Constitution.
- h. Approve the formation and operation of all RSC youth soccer activities.

### 3:09 RECOMPENSES

In lieu of monetary compensation, the Board members enjoy the following discounts:

- a. Reduced fee on registration for their children. Board members are required to pay the RCYSL fees and referee fees.
- b. The volunteer discount fee is waived for Board members. Board members are not required to sell candy, unless there is a need to sell more candy.
- c. Board members buy uniforms at Club cost.
- d. All fees and dues are waived for the Registrar. The Registrar will receive one uniform per child upon the first year's registration at no cost. Thereafter, the Registrar will need to purchase uniforms at Club cost.

### 3:10 DECISION MAKING PROCESS:

All decisions made by RSC shall be made using the guidelines of, "Good of the child, Good of the team, Good of the Club."

## **4:00 MEETINGS**

### 4:01 ANNUAL GENERAL MEETING

4:01.1 There shall be an Annual General Meeting of the RSC Membership in December of each year. Notification of the membership shall be no less than 15 days prior to the meeting date. Agenda items are to be submitted to the Board for inclusion no later than December 1 prior to the meeting date.

4:01.2 The agenda of the AGM shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Reading of the minutes of the previous AGM
- d. Committee Reports
- e. Proposed changes to the Constitution, By-Laws and Regulations.
- f. New Business
- g. Voting.
- h. Awards
- i. Good of the Game
- j. Adjournment

### 4:02 REGULAR MONTHLY MEETINGS

The Board shall have regular monthly meetings on the first Thursday of every month. Attendance at regular monthly meetings is mandatory for Board Members. Missing six (6)

regular monthly meetings may be grounds for removal from the Board. The agenda for the regular meetings shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Introduction of Guests
- d. Secretary's Report
- e. Treasurer's Report
- f. Manager's Report
- g. Board Member Reports
  1. Registrar
  2. Coaching Coordinator
  3. Referee Coordinator
  4. Equipment Coordinator
  5. Field Maintenance
  6. Fundraiser/Community Liaison
  7. Uniform Coordinator
  8. Team Parent Coordinator
  9. Webmaster
- h. Unfinished Business
- i. New Business
- j. Good of the Game
- k. Adjournment

4:02.1 A quorum shall constitute fifty-percent (50%) of the Board Members.

4:02.2 Each Board Member shall constitute one (1) vote on all issues presented to the Board. In no event shall an individual cast more than one (1) vote.

4:02.3 All Board Meetings shall be open to the public. However, the Board may meet in private session when necessary.

4:02.4 The Board may call special meetings as needed, and is not required to give notice to the membership.

#### 4:03 MANDATORY COACHES MEETING

The Board shall have at least one annual Mandatory Coaches Meeting, to be held prior to the beginning of the season. A planning committee shall be formed by the coaching coordinator and coach's trainer. The agenda items for the annual coaches meeting shall be as follows:

- a. Introduction of Board Members present.
- b. Referee Coordinator to discuss any new rules in effect for the new season, and to discuss any outstanding issues/concerns from the prior season.
- c. Team Parent Coordinator to discuss volunteer needs for upcoming year and provide date of Mandatory Team Parent Meeting.
- d. Coaching session by Coaching Trainer, such agenda to be established by the Coaching Trainer.
- e. Dissemination of team rosters and equipment.

- f. Scheduling of practice fields.
- g. Raffle prizes shall be given, and lunch shall be provided.

4.03.1 The Board shall evaluate after three weeks into the season whether or not a second Coaches Meeting shall be held to discuss issues/concerns.

#### 4.04 MANDATORY TEAM PARENT MEETING

The Board shall have a Mandatory Team Parent Meeting, hosted by the Team Parent Coordinator near the end of July/beginning of August to disseminate information to the Team Parents.

#### 4:05 REFEREE MEETING

The Board shall have a Referee Meeting, hosted by the Referee Coordinator, prior to Seeding Tournament, to discuss new rules, referee expectations, dealing with difficult parents, etc.

4:06 The Board is required to attend all Mandatory Meetings, Jamboree, special events, etc., as needed and as requested. The only exception to this Rule would be during registration, the Registrar is excused from special events.

### **5:00 COACHING QUALIFICATIONS**

5:01 All coaches and/or their assistant coaches shall attend the RSC Mandatory Coaches Meeting.

5:02 All coaches must complete the RCYSL's mandatory requirements, including, but not limited to, registration, photo requirements, required training, licensing requirements, and concussion training. All coaches and their assistant coaches shall attend a coaching clinic and obtain an "F" License after the period of one (1) year grace.

5:03 All coaches shall abide by the following ethics:

- a. Teach all players on how to enhance their soccer skills individually and collectively.
- b. Discourage cheating, gamesmanship tactics, foul play and unsportsmanlike conduct by the players and shall set the proper example.
- c. Will not allow players to commit referee abuse, dissent, or disrespect before, during or after a game.
- d. Will not verbally, mentally or physically abuse any players.
- e. Will treat players in the same manner as the coach would treat if the role were reversed.
- f. Will be on time for game and practice sessions and make practice sessions as interesting and fun as possible.
- g. Will, during games, control oneself, assistant coaches, players, and spectators affiliated with the team.
- h. Will not do or say anything to bring dishonor or embarrassment to the Club.

5:04 Any violation of the coaching ethics shall be dealt with by the Coaching Coordinator and brought to the Board for possible probation and/or suspension.



5:05 All coaches are responsible for registering their teams for tournaments, completing the required forms and securing payment. The Club will reimburse coaches for payment of District Cup and SoccerFest only. All other tournaments fees are the team's responsibility.

## 6:00 MISCELLANEOUS

### 6:01 SCHOLARSHIPS:

- a. Sixteen (16) Scholarships will be made available to Manager-approved hardship cases, not to exceed two per family. Additional Scholarships may be added with Board approval.
- b. It will be the parent's responsibility to pay the League Fee, Referee Fee, and Uniform Fee.
- c. A parent will sign a contract to work one (1) hour for every ten dollars (\$10.00) provided in Scholarship, or sell three (3) boxes of candy per Scholarship given. The terms of the contract must be satisfied by the date set forth in the contract, or the player pass must be pulled.
- d. The deadline each year for the Manager-approved Scholarships will be the same date late fees take effect. After the deadline, requests must be submitted to the Board for a vote, with a majority vote. The vote may be conducted via e-mail.

### 6:02 LIABILITY:

All Board members of RSC shall be covered against personal liability claims by the CYSA for performing acts and duties related to the work of the Club.

### 6:03 SEASON:

The season shall be from August 1 through July 31 of each year for insurance and scheduling purposes.

### 6:04 DISSOLUTION:

Should this Club be dissolved, all assets remaining after payment of all debts shall be distributed to the River City Youth Soccer League for performing acts and duties directly related to the work of the League, provided it is exempt under Section 501c(3) of the Internal Revenue Code. If the RCYSL is not in existence, or is not qualified for exemption under Section 501c(3) of the Internal Revenue Code, the distribution will be made to another organization that is qualified for exemption under Section 501c(3) of the Internal Revenue Code. This organizations performance will be directly related to the work of this Club.

### 6:05 CORPORATE STATUS:

This Club is incorporated under the laws of the State of California. It is the responsibility of the Treasurer to maintain all corporate records and to ensure that the Statement of Information or any other required documents are submitted to the Secretary of State as needed, or upon the changing of the Officers.