

**CONSTITUTION AND BY-LAWS**

**CARMEL UNITED SOCCER CLUB**

June 30, 2021

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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', 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 worldwide 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 and EDP.
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 who 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; and 5) are approved by the Board of Directors.

2. Any person deemed eligible must apply for membership to the Club. Registration for any of our programs constitutes an application for membership.
3. Each person, upon being registered as a member of the Club, 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, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 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 as follows: President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President during even numbered years; Secretary and Treasurer during odd numbered years. In the event an Officer position becomes vacant, the President shall appoint, with majority 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 majority Board approval make the following appointments:

- Head Coach
- Head Referee
- Travel Coordinator
- In-House Coordinator
- Fundraising & Sponsorship Coordinator
- Field Coordinator
- Marketing Coordinator

■ Two (2) Trustees

He/she, in conjunction with the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, will have overall responsibility for the Club's Travel and Inhouse programs, whether directly or indirectly.

1ST VICE PRESIDENT – He/she will participate in all facets of Board business and may choose to participate in specific day-to-day operations of the Club, as needed. He/she, in conjunction with the President and 2<sup>nd</sup> Vice President, will have overall responsibility for the Club's Travel and/or Inhouse programs, whether directly or indirectly. During the absence or disability of the President, the 1<sup>st</sup> Vice President shall have all the powers and responsibilities of the President.

2ND VICE PRESIDENT – He/she will participate in all facets of Board business and may choose to participate in specific day-to-day operations of the Club, as needed. He/she, in conjunction with the President and 1<sup>st</sup> Vice President, will have overall responsibility for the Club's Travel and/or Inhouse programs, whether directly or indirectly. During the absence or disability of the President and 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice president shall have all the powers and responsibilities of the President.

SECRETARY – He/she shall be responsible for recording minutes of all Board meetings and distributing minutes to members. He/she shall compile and distribute meeting agendas to the proper persons in advance of meetings. He/she shall maintain a complete electronic reference of all Board documentation.

TREASURER – He/she shall be the officer responsible for the Club's finances. In performing his/her function, he/she shall be the administrator of the Club's bank accounts. 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, Travel Coordinator, In-House Coordinator, Field Coordinator, Marketing Coordinator, and Fundraising & Sponsorship Coordinator, as well as two Trustees, will be appointed by the President with majority Board approval. These positions will have the same voting power as 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 plan and organize player evaluations for the Travel program. He/she shall be the first point of escalation for Travel coach-related issues and be responsible for Travel coach development. He/she will also organize any supplemental training and/or academy programs offered by the Club.

HEAD REFEREE – 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. He/she will maintain a list of referees certified to referee Club games.

TRAVEL COORDINATOR – He/she will be responsible for assisting with any activities pertaining to the Club’s Travel program.

INHOUSE COORDINATOR – He/she will be responsible for assisting with any activities pertaining to the Club’s In-House program.

FIELD COORDINATOR – He/she shall be responsible for all matters pertaining to the use of fields, gyms, or other facilities including scheduling requests, field preparation, and maintenance.

MARKETING COORDINATOR – He/she shall be responsible for coordinating all direct marketing and advertising activities for the Club, including online, print, social media, and email campaigns to support all programs offered by the Club. He/she will also oversee the maintenance of the Club’s website and email accounts, including internet domain registration and renewal. He/she may appoint a third party, non-board member, for this purpose.

FUNDRAISING & SPONSORSHIP COORDINATOR – He/she will be responsible for coordinating all club and team fundraising programs and Club events, including sponsorships, and make recommendations to the Board for fundraising activities. He/she will be the lead on any said fundraising activities.

TRUSTEE (2) – He/she will be responsible for participating in all facets of Board business, including special committees. He/she will participate in specific day-to-day operations of the Club, as needed, with Board approval.

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 ensure the continued success of CUSC.

## **V. MEETINGS**

1. There shall be an Annual General Meeting in June of each year. The date of this meeting will be determined by the Board of Directors and notification of same and any Board elections 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 shall be 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. All Board of Directors meetings shall be deemed to be in Executive Session unless otherwise explicitly stated by the Board. Members can request to appear before the Board at least fourteen (14) days in advance of a scheduled meeting.
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 current Board Members.
6. Voting by proxy will be allowed for Board Members only.

## **VI. COMMITTEES**

The Board may establish 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.

## **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 as defined in section V.5 of this document.