

# **MIDDLETOWN SOCCER CLUB**

## **SECTION I - CONSTITUTION**

### **ARTICLE I - NAME OF THE ASSOCIATION**

This Association shall be known as the Middletown Soccer Club or MSC.

### **ARTICLE II - PURPOSE**

The purpose of the Association shall be to develop, promote, non-profit, public, educational Traveling Soccer among youth.

### **ARTICLE III - MEMBERSHIP**

A. There shall be three (3) classifications of membership:

1. Associate Membership shall be open to any youth who is a regular member of any officially sponsored MSC team.
2. Regular Membership shall be open to any Coach and/or Assistant Coach of any officially sponsored MSC team, registered to play in the current year and any member of the Board of Directors who does not qualify as a Coach or Assistant Coach.
3. Affiliated Membership shall be open to individuals who are actively involved in the Club and programs sponsored by the Club including, but not limited to, the Booster Club and Tournament Programs. 1. The participants of the Booster Club shall grant the President of the Booster Club Affiliation Membership status upon election to office.
  2. All other persons wishing to become an Affiliated member shall: a. Have been involved with the Club for a period of two (2) or more years; b. Be currently involved in a program sponsored by the Club; c. Present an Application to the Club for membership, which application shall be sponsored by a Regular Member of the Club; and d. shall be admitted upon the affirmative vote of two-thirds (2/3) majority of the Regular Membership of the Middletown Soccer Club.
  3. Provided that an Affiliated Member has attend at least two-thirds (2/3) of the general membership meetings and further provided that said member continues to be involved in the a program sponsored by the Club, said member may reapply for Affiliated membership at the annual meeting of the Middletown

Soccer Club and shall be readmitted upon the majority vote of the Regular Membership.

4. Excluding the President of the Booster Club, Affiliated Membership shall be limited to a maximum of five (5) persons.

Members of the Board of Directors shall be considered Regular Members.

B. Membership Voting Rights. 1. Associate Membership. Associate Members shall have no voting rights.

2. Regular Membership. Regular Members shall have one (1) vote per team, which shall be entered by the head coach or, in the head coach's absence, the assistant coach of the team. 3. Affiliated Membership. The President of the Booster Club, or representative thereof in the President's absence, shall enter one (1) vote on behalf of the Booster Club. All Affiliated Members shall be entitled to one (1) vote per member.

C. Good Standing. To be considered a member in good standing and eligible for nomination to an office a Regular Member must have attended at least two thirds of all meetings in the past year, and have conducted him/herself in a manner that befits an officer of this Association.

#### ARTICLE IV GOVERNING AUTHORITY

The governing authority of this Association, whose powers shall be delegated in the Bylaws, shall be vested in a seven (7) member Executive Board that shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, Affiliated League Representative and a Member At Large.

#### ARTICLE V - DUTIES OF OFFICERS

President of the Association: 1. Preside over all general membership and Executive Board meetings and be responsible for the overall operation of this Association, 2. Represent the Association at the meetings or conferences with other similar organizations, 3. Preside over the Parent Booster Association, 4. Be authorized to instruct the Treasurer to issue checks, not exceeding 2,500.00 dollars per check, for emergency expenditures, or those, which he/she considers to be for the good of the Association, this threshold does not apply to check disbursements for team accounts, 5. Ensure that the Constitution, Bylaws, and Rules and Regulations of this Association are properly adhered to, 6. Appoint a chair persons and oversee the activities of all committees, both standing and special, 7. Co-sign approved checks with the Treasurer.

First Vice President of the Association: 1.Coordinate and direct Coach Training and Development, 2.Develop metrics for Club (player retention/competitive level/hot spots/etc.), 3.Sponsor and run tournament with Member at Large (Fund raising activity), 4.Sponsor and coordinate Vision Committee, 5.Oversight for amendments to Constitution, Bi-laws, and Rules, 6.Perform all the duties of the President in his/her absence, 7. Perform all other duties designated by the President and/or the Executive Board.

Second Vice President of the Association: 1. Coordinate and direct player Technical Skill, Training, and Strategy Development, 2. Coordinate competitive structure guidance through camps, clinics, and grass roots programs, 3. Coordinate and oversee annual tryouts (with Member at large) and talent identification, 4. Perform all the duties of the First Vice President in his/her absence, 5. Perform all other duties designated by the President and/or the Executive Board.

Secretary of the Association: 1.Help to ensure the club membership remains well informed by developing accurate and frequently updated coaches distribution list, and being the distribution point for all club business to the membership, 2.Maintain communication with club meeting location administrator and ensure all meetings are properly scheduled and communicated, 3.Take accurate minutes of the monthly club meetings and distribute them to membership in a "timely" fashion, 4. Take attendance of membership at club meetings; record a running attendance tally for the year, 5. Be a helpful point of contact for the membership, answering questions when appropriate and giving direction where needed, 6. Social Media coordinator (Website, Facebook, Twitter, Team Snap, etc.)

Treasurer of the Association: 1. Collect all Association monies and deposit same monies into approved bank account(s), 2. Have authority to issue checks; checks exceeding \$2,500.00 per check must be signed by both the Treasurer and either the President or First Vice President (in his/her absence), this threshold does not apply to check disbursements for team accounts, 3. Submit and distribute a complete and comprehensive monthly financial report to the Executive Board and general membership with a copy to remain on file with the Secretary, 4. Be responsible, in conjunction with the President, for preparation of any and all Tax returns, 5. Be responsible for the Annual Budget, 6. To produce when required by the Board, properly balanced books, receipt books, vouchers, bank statements, and other appropriate financial records, 7. Maintain all licenses, regulatory in order to operate in conjunction with our organization.

Township Liaison and Field Coordinator of the Association: 1. Liaison between the MSC and Township, 2. File and Keep track of ALL field permits, meet with Township to prepare fields for the Fall and Spring, 3. Contact for the Township when something on any of the fields have issues (i.e., sprinklers, mowing, glass on turf, broken goals, lights don't work, etc.), 4. Run the Dinner Dance Fund Raiser every year, 5. Coordinate with the Team training schedule, 6. Work on Permits with the Board of Education when applicable, 7. Game Day person, when issues arise - try getting to the field to help remedy the situation.

Member at Large of the Association: 1. Responsible for performing functions and duties designated by the President and Executive Board, 2. Responsible for developing the brand and Marketing for Middletown Soccer Club, 3. Responsible for oversight and report on field maintenance and ensuring that maintenance is occurring as, scheduled/needed, 4. Responsible for Club fundraising, 5. Sponsor and run tournament with First Vice President, 5. Annual tryouts with Second Vice President

ARTICLE VI - TERMS OF OFFICE - ELECTION OFFICERS A. Term of office:  
The elected officers of this Association shall serve for two (2) years.

B. The election of the officers shall be held at the annual membership meeting in June of each year.

C. The election shall be by secret ballot where more than one candidate exists for a single office. A plurality of eligible voting members shall be required to elect, provided that a quorum exists. If a candidate for office is unopposed, Club secretary shall be instructed to cast one (1) vote for said candidate in order to elect.

D. The Executive Board shall have the authority to make appointments to fill any vacancy that may arise. Appointees shall serve until the next annual meeting where the general membership shall make nominations from the floor and vote shall be taken to fill the vacancies.

E. The President, Second Vice President and Treasurer shall be elected in odd calendar years, while the First Vice President, Secretary, Affiliated League Representative and Member At Large shall be elected in even calendar years.

F. Newly elected officers shall take office on July 1st, following their election.

G. A Nominating Committee appointed by the President two months prior to the annual meeting, shall compile a list of suitable candidates for each office and present their names to the Secretary to verify that they are a Regular member in good standing.

Note: See Article III for Membership qualifications and good standing qualifications

#### ARTICLE VII - EXECUTIVE BOARD

A. The Executive Board shall consist of the elected officers of the Association. The Board shall be empowered to meet and conduct regular Association business between regular and general membership meetings.

B. A quorum of the Executive Board must be present in order to conduct any business requiring a vote.

#### ARTICLE VIII - MEETINGS

A. The annual meeting shall be held in June on the first Thursday of the month, at which time the election of offices will take place. The annual meeting shall also be considered a regular general membership meeting.

B. All other general membership meetings shall be held on the first (1st) Thursday of each month. Each MSC Coach and/or Team Representative must attend at least 80% of the Middletown Soccer Club General Membership Meetings per year. If Coach and/or Team Representative are not in attendance for at least 80% of the meetings, your team account will be fined \$100.00 per meeting that the Coach and/or Team Representative are not in attendance. Once the Coach and/or Team Representative are in non-compliance and the team is fined, your team will be notified by the MSC Executive Board of your lack of attendance as well as the cost of the fine assigned to your team.

C. Special meetings for either the Executive Board or general membership may be called at the discretion of the President. § If a special meeting is required, the President shall notify the Secretary, who shall be responsible for notifying all individuals qualified to attend, as well as informing them of the purpose of the meeting.

D. Each team currently participating within MSC shall be entitled to cast one (1) vote on any motion at a General Membership Meeting. Executive Board members whose membership eligibility is based on their coaching

position shall be entitled to cast one (1) vote on any motion before the membership. Affiliated Members are each entitled to cast one (1) vote.

E. Robert's Rules of Order Revised shall govern procedures at all meetings.

ARTICLE IX - QUORUM A. A simple majority of the total teams currently participating plus a quorum of the Executive Board shall constitute a quorum in order for any business that requires a vote.

B. At least four (4) members of the Executive Board shall constitute a quorum of the Executive Board.

ARTICLE X - AUTHORITY A. This Association shall have the authority over"  
1. All members (regular, associated and affiliated); 2. All matters connected with MSC sponsored youth soccer; 3. All Referees and any individuals associated or involved with MSC sponsored activities.

B. This Association shall have the power to discipline any individual set forth in (A) above who is determined to have violated the Constitution, Bylaws or Rules and Regulations of this Association.

ARTICLE XI - FISCAL YEAR A. The fiscal year of this association shall begin on July 1 and end on June 30.

ARTICLE XII - OFFICERS COMPENSATION No elected officer or Executive Board member shall receive any compensation for the administration of the Association. Elected officers shall include all officers and Executive Board members so designated by the Constitution and Bylaws of this Association.

ARTICLE XIII - DISSOLUTION In the event that this Association shall be dissolved, the remaining assets of the Association, after payment of all outstanding debts, shall be distributed to a similar association or associations within Middletown Township.

ARTICLE XIV - AMENDMENTS This Constitution may be amended by a two-thirds vote of the voting membership in the May general membership meeting of each year, provided a quorum is present. Proposed amendments to the Constitution may be submitted to the Secretary throughout the fiscal year, starting in June of the subject year with a deadline of March 1st of the following year, so the Secretary can provide the proposed amendments to the Constitution Committee for review and acceptance. Once the amendment is accepted, the Secretary will notify the voting membership, in writing, of the proposed changes at least thirty (30)

days prior to the debate. The proposed amendments will be debated in the April meeting and voted on in the May meeting.