

# Valley Stream Soccer Club



## Bylaws

*“For love of the game, the good of the Club, and the development of all our members”*

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## **ARTICLE ONE: ORGANIZATION**

1. The name of this organization shall be **THE VALLEY STREAM SOCCER CLUB**, (hereinafter, the "Club" or "VSSC").
2. The Club shall have a seal, which shall bear the name of the Club. The seal may be altered or modified by a majority of the Board of Directors (hereinafter, the "Board").
3. The Club may at its pleasure, by a majority vote of the membership body change its name.
4. All references in these Bylaws to the pronoun "he" shall be interpreted to be a person of either gender.

## **ARTICLE TWO: PURPOSE OF THE ORGANIZATION**

The following are the purposes for which this Club has been organized:

To foster, promote and advance the cause of junior soccer and to protect the interests of its teams. Further, it shall be the objective of this Club to foster, promote and advance the cause of soccer within Valley Stream and the neighboring communities within Nassau County, Suffolk County, and New York City.

To administer and organize the game of soccer for its members, to actively participate in or collaborate with other Clubs (organizations) that have similar objectives, and to promote, develop, and enhance the game of soccer within Valley Stream and among its members.

To provide an opportunity for advanced players, who are interested in, and committed to, playing soccer at the highest level of competition to benefit from high level experienced coaching/training and to experience the benefits that come from competing and playing with other players with the same level of dedication to the game of soccer.

With a consistent message on the importance of individual development as well as teamwork and fair play, the Club will strive to build and develop the necessary skills in all Club players to enable them to effectively contribute to the success of their teams, present and future, both on and off the field.

## **ARTICLE THREE: MEMBERSHIP**

### **Section 1: Membership Classification**

The membership shall include all members of the Board of Directors, committee members, coaches, and parents or guardians of registered participants.

### **Section 2: Membership Eligibility**

Any person above the age of 18 can become a Club member by coaching a team or joining a committee. Participation in a committee must be approved by the Committee Chairperson. Participation as a coach must be approved by the Division Commissioner for which he wants to coach in. All committee members and coaches must have a risk management background check completed and passed.

### **Section 3: Membership Status**

A person can remain a member of the Club as long as he is a parent or guardian of a registered participant and in good financial standing with the Club or an active member of a committee, Board of Directors, and/or coach of a Club team.

### **Section 4: Membership Revocation**

A person's membership status can be revoked upon their resignation from the Board of Directors, committee, or coaching position (unless they are also a parent or guardian of a registered participant, provided they are in good financial standing with the Club), or if he is a parent or guardian of a registered participant that is not in good financial standing with the Club.

A person's membership status can be revoked by two-thirds vote of the Board, if that person is found to be in poor standing with the Club for something he did, or failed to do, to the detriment of the Club, a team, or any member(s). The guidelines stated in Article 4, Section 7 "Removal from the Board and/or Club" should be followed in such instances.

# ARTICLE FOUR: BOARD OF DIRECTORS

## Section 1: Organization of the Board of Directors

The **Board of Directors** shall consist of the President, 1<sup>st</sup> Vice President/Intramural Coordinator, 2<sup>nd</sup> Vice President/Travel Registrar, 3<sup>rd</sup> Vice President/Apparel, Secretary, Treasurer, and Commissioners.

The **Executive Board of Directors** shall consist of the President, 1<sup>st</sup> Vice President/Intramural Coordinator, 2<sup>nd</sup> Vice President/Travel Registrar, 3<sup>rd</sup> Vice President/Apparel, Secretary, and Treasurer.

## Section 2: Duties of the Board of Directors

### The President

1. Shall be the Executive Officer of the Club and shall preside over all meetings, unless he has appointed someone else to chair the meeting in his place.
2. Shall have the right to create any committee necessary to facilitate the business and transactions required for the benefit of Club operations.
3. Shall secure all permits for outdoor and indoor facilities required to hold Club events, functions, practices, and games.
4. Shall make sure all Club insurance is up to date.
5. Shall attend all LIJSL President meetings to avoid LIJSL fines. In the event the President cannot attend a meeting, he must appoint one of the Vice Presidents to take his place.
6. Shall be responsible for scheduling and securing facilities for all Club meetings, including but not limited to, Board meetings, coaches meetings, and parent-board meetings.
7. Shall be responsible for ensuring that the actions of the Board are carried out for the benefit of the Club. This includes assigning tasks and duties to Board members with due dates, and following up with the members to ensure such duties are carried out and due dates are met.
8. Shall have the authority to reassign a Board duty to another Board member at any time. However, reasons must be given to the Board members as to the benefit of such a move.
9. Shall be responsible for such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

### 1<sup>st</sup> Vice President/Intramural Coordinator

1. Shall, during the absence or disability of the President, have all the powers and functions of the President.
2. Shall be responsible for guiding his commissioners and overseeing their duties to ensure they are preparing adequately and timely for the upcoming season.

3. Shall be responsible for enforcing and updating Club intramural division guidelines, making sure they are current with US Youth Soccer Association and/or US Soccer Federation recommended guidelines for player development.
4. Shall address the issues and concerns of their commissioners or shall at a minimum, ensure that they are brought to the attention of the Board for action.
5. Shall encourage coaching education among his commissioners and division coaches by researching what coaching courses are available and notifying them of the course details a minimum of 1 month prior to the course's registration deadline, via email notification and/or posting on the Club's website.
6. Shall be responsible for overseeing which intramural teams will be participating in any Club sanctioned tournaments. In the event that said tournament is a patch or pin exchange event, he will work with the 3<sup>rd</sup> Vice President/Apparel to coordinate the receiving and distribution of the items to the coaches participating in the tournament. In the event the Club is offering to reimburse the participating teams their registration fees for taking part in such tournaments, he will work with the Club Treasurer to ensure registration fees are either paid upfront by the Club or reimbursed to the team's coach.
7. Shall make sure that all game schedules created by commissioners adhere to field permit date and time restrictions.
8. Shall oversee the Intramural Program and
9. Shall be responsible for such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

#### **2<sup>nd</sup> Vice President/Travel Registrar**

1. Shall during the absence or disability of the President and the First Vice-President, have all the powers and functions of the President.
2. **Fall Season (Starting in July)**
  - Shall create all travel teams on the Club's registration system.
  - Shall have all coaches and players registered before Mid August. (All coaches must have their background checks completed and passed)
  - Shall collect birth certificates for all new players to LIJSL
  - Shall create player cards with a picture I.D. for new players.
  - Shall submit each team once the team meets minimum requirements.
  - Shall attend LIJSL registration meeting (about 2 per season)
  - Shall be responsible for registering the Club and individual travel teams with the League each season. (Making sure all players are paid up by September 1st, and submitting all forms, cards and payment to LIJSL)
  - Shall coordinate all scheduling of fields for "home" games-small sided or large sided as well as equipment.
  - Shall during the season, communicate with all travel coaches week to week.
  - Shall add or remove players on teams as needed, and shall submit the necessary paperwork to LIJSL accordingly.

### **3. Spring Season (Starting in November)**

- Shall collect all player cards.
  - Shall fill out all forms for the Spring Season.
  - Shall make sure all players consent online via the Club's website that they are coming back and if no consent is given, ensure that they are removed from the team's roster.
  - Shall attend Registrar Meetings (about 2 per season).
  - Shall be responsible for registering the Club and individual travel teams with the League, each season at the scheduled LIJSL registration.
  - Shall pick up player cards when new players are added.
  - Shall make sure all players are paid up by late March for the Spring Season.
  - Shall coordinate all scheduling of fields for home games- small sided or large sided as well as equipment.
  - Shall during the season, communicate with all travel coaches week to week
  - Shall add or remove players on teams as needed, and shall submit the necessary paperwork to LIJSL accordingly.
  - Shall collect all players cards at the end of the season.
4. Shall schedule fields for the Long Island Cup or State Cup Games as needed, per team as they advance in each round.
  5. Shall conduct a minimum of 1(one) Travel Coaches meeting per season.
  6. Shall ensure that all travel coaches, assistant coaches, and team trainers have successfully completed their risk management background check.
  7. Shall be responsible for working with the field commissioner to procure the necessary fields with proper field dimensions painted for the Club travel team's home games (based on age group and LIJSL specifications).
  8. Shall be responsible for such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

### **3<sup>rd</sup> Vice President/Apparel**

1. Shall, during the absence or disability of the President, the First Vice-President, and the Second Vice-President, have all the powers and functions of the President.
2. Shall be responsible for designing and obtaining all Club apparel and spirit ware to be sold or used, with board approval, for the benefit of the Club.
3. Shall be responsible for managing the scheduling and operations of selling Club merchandise.
4. Shall communicate with vendors regarding Club uniforms to ensure the uniform needs of all members are met.
5. Shall be responsible for such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

## **Treasurer**

1. Shall monitor and control the funds of the Club.
2. Shall be responsible for proper maintenance of the books and records of the Club.
3. Shall ensure that all Club accounts are properly funded.
4. Shall be responsible for the collection, recording and depositing of registration, uniform and training fees from members, and any income collected by the Club.
5. Shall ensure timely validation, payment and recording of the obligations of the Club.
6. Shall be responsible for the reconciliation of all bank accounts of the Club.
7. Shall prepare monthly financial statements to be presented to the Board, and monthly bank reconciliations to be presented to the Board.
8. Shall file the annual tax return Form 990 with the IRS 5 months following the end of the Club's fiscal year - June 30 (November 15<sup>th</sup>).
9. Shall prepare an annual budget of the Club to determine the Club's financial situation in order to assist in the proper planning of Club activities and to facilitate the overall sound decision making on behalf of the Club.
10. Shall securely maintain all banking information for the Club.
11. Shall be a cosigner with the President to sign checks and disburse Club funds.
12. Shall certify with Practice Pay Solutions annually, that it does not retain members' credit card information and that the Club uses a third party (ex: Sports Signup) to process credit card payments.
13. Shall be responsible for any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club

## **Secretary**

1. Shall be responsible for taking minutes at all meetings he attends and sharing those minutes with the Board members within 5 days after the meeting occurred.
2. Shall be relied upon to communicate via letters, email, text or other means of communication on behalf of the Club.
3. Shall be required to manage the Club's PO Box, email account, and Club phone number.
4. Shall be responsible for any other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

## **Division Commissioners**

1. Shall be responsible for ensuring that their division is running properly and in accordance with the division play guidelines set forth by the Board.
2. Shall introduce themselves to the members in their division, via email or any other means necessary, and provide the members with their contact information.
3. Shall address the issues and concerns of members within their division.
4. Shall attend as many of their division games as possible during the season to ensure things are running properly.
5. Shall be responsible for creating teams, assigning coaches to teams, creating game schedules, disseminating any necessary communications to the coaches and/or

parents in their divisions, and distributing items and materials necessary to the members in their division.

6. Shall be responsible for any other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

### **Field and Equipment Commissioner**

1. Shall be responsible for overseeing the proper painting and lining of fields based on Club division guidelines, measurements, and specifications.
2. Shall maintain inventory of all field equipment, including but not limited to paint, nets, goals, stakes, sand bags, flags, balls, etc., and shall communicate the need to procure or replace any equipment to the Board.
3. Shall work with the Division Commissioners to coordinate the distribution and collection of equipment for scheduled games and events.
4. Shall be responsible for maintaining records of and communicating to the Treasurer, payment for any services used to maintain fields (ex: lining fields).
5. Shall be responsible for any other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

### **Referee Commissioner**

1. Shall be a licensed referee, with the exception that if he does not hold a license, he must pass a test on the Laws of Soccer as administered by the Executive Board, and obtain a referee license within the first year of serving on the board.
2. Shall be responsible for obtaining referees, either paid or volunteers, to referee games within the required Club's programs.
3. Shall work with intramural division commissioners to ensure that referees are scheduled for the necessary intramural games, referees are aware of the division guidelines, so they know how to call the game, and that referees show up on time and in proper attire.
4. Shall strive to improve the level of referees at the Club by either training the referees, establishing and overseeing a mentor program among the referees, or directing them to referee education courses.
5. Shall ensure the Club will provide an equipment kit to all referees.
  - 1.a. Referees are in charge of returning the equipment kit in its entirety to the Referee Commissioner at the end of the soccer season. If the kit is not returned or is incomplete in any way (ex: it is missing a yellow or red card, or an assistant referee flag is damaged, etc.), the referee will be charged the full cost of a new kit.
6. Shall attend Long Island Soccer Referees Association (LISRA) meetings when needed.
7. Shall attend intramural games to evaluate the referee's performance and correct or address any performance issues he witness.
8. Shall maintain records of and communicate to the Treasurer, any payments due to all non-volunteer referees.
9. Shall be responsible for any other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club

## **Training/Scheduling Commissioner**

1. Shall be responsible for the scheduling of Club training for all intramural teams and any travel teams requesting such training.
2. Shall communicate with the coaches the cost their teams will incur for any professional training and work with the Treasurer and Commissioner to collect payment.
3. Shall approve any time sheets submitted by the professional trainers for work performed.
4. Shall communicate with trainers regarding the cancelation and make up of any training missed.
5. Shall be responsible for any other duties applicable to the office as prescribed by the parliamentary authority adopted by the Club.

## **Section 3: Creating New Board Positions**

Should the need arise within the Club to create a new commissioner position, in addition to the ones aforementioned in Article 4 Section 2, the motion must be made by the President, seconded, and approved by the Board by a 2/3 majority of the entire Board membership. Once approved, the President can nominate a person to that new commissioner position and the nomination must be approved by majority vote of the entire Board membership.

The new commissioner position will be void and non-existent the day before elections are held at the annual meeting, unless the position is permanently added to the bylaws.

## **Section 4: Nominations and Elections**

In the month of April, but no later than April 15<sup>th</sup>, the Board of Directors must notify the membership, via email and notification on the Club website, of the following:

1. How many board positions are up for election at the next annual membership meeting.
2. The date and time the annual membership meeting and board elections will take place.
3. The duties of the Board of Director positions, as outlined in Article 4 Section 2.
4. Instructions on how members running for the board can do their risk management background check.
5. Instructions stating that the member must submit to the Executive Board (via email and/or regular mail) his name, intent to run for the board, risk management approval email, and any position(s) he would be interested in holding if elected, by May 23<sup>rd</sup>.
6. Any letter notifications sent via regular mail must be postmarked by May 19<sup>th</sup> to be considered for elections.

Voting for Board elections will be taken by ballot. Ballots must contain the names of only the Club members that have submitted their request to run for the Board and have their risk management background approved. There will be no place on the ballot to write in candidates. The membership must be notified of the names on the ballot via email and the Club website no later than May 31<sup>st</sup>.

The annual membership meeting and board elections will take place in within the first two weeks of June. Voting must occur for a minimum of 2 hours and a maximum of 3 hours. If the annual membership meeting is held on a weekday, voting must start at 6pm and end no sooner than 8pm or no later than 9pm.

At the annual meeting, only members who have registered playing participants at the Club and are in good financial standing with the Club shall have a vote. Each member over the age of 18 has a maximum of one vote. There shall be a maximum of two votes per family (corresponding to the registered child's parents/guardians) regardless of the number of children participating in the Club. No proxy votes will be allowed.

Once voting closes, only current board members and any candidates present can occupy the election hall. All other members can wait outside the election hall if they wish.

Ballot counting will begin once voting is closed and must be concluded that day with final results known.

The top half of the candidates that receive the most votes will be elected to a 4 year term. The bottom half of the candidates that receive the least amount of votes will be elected to a 2 year term. In the event there is an uneven number of board positions open, the majority number will receive the 4 year term. [Example: If 7 board positions are available, the top 4 members receiving the most votes will be elected to a 4 year term and the bottom 3 will be elected to a 2 year term].

Once votes are counted and the new board is determined/ named, the results must be posted on the Club website and via email to the membership stating who won and for how many years they will be on the board.

If all the new board members are present the night of elections, after ballot counting is done, and the majority of them agree, they can meet then and there to elect a new president (if that position is open/ vacant).

The new board must meet within 7-10 days of the election day to formally assign the elected members to their necessary Board positions/ office.

## **Section 5: Assigning Board of Directors to Their Office**

If the position of President is vacant, the Board must elect a new President by majority vote of the entire Board membership. Nominations can come from any Board member and voting will be done by paper ballot. There will be no place on the ballot to write in candidates. The Presidential nominee should have a minimum of four seasons of serving on the Board.

Once a President is elected, the President can appoint someone for 1st Vice President\Intramural Coordinator, 2nd Vice President\Travel Registrar and 3rd Vice President\Apparel. The Intramural Coordinator should have a minimum of 2 seasons as a Division Commissioner. The Travel Registrar should have a minimum of 2 seasons as a Travel Coach or as the Pre-travel Coordinator on the Board. The role of 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President can be swapped by the President between the Intramural Coordinator and Travel Registrar.

Nominations for Treasurer and Secretary can come from any Board member and voting will be done by paper ballot. There will be no place on the ballot to write in candidates. A Board member is elected to those positions by majority vote of the entire Board membership.

In the event there is no board member with the adequate skills necessary to fulfill an office (ex: treasurer, technology/website administrator, field maintenance, referee commissioner, etc.) the Board can vote to have that position filled by a professional or a person with the proper skills, that was not elected to the Board. A motion must be made, seconded, and approved by majority vote of the entire board membership that a qualified person must be found and placed in the capacity needed. Nominations for those professionals will come from the President. Upon the professional accepting the nomination, the board can review the candidate(s), their experience, knowledge, and vote to have them added to the board in the capacity required. The professional will be accepted onto the board by majority vote of the entire board membership.

If the President's nomination(s) are not approved by majority vote of the entire board and the President has no other nominations to make, nominations may come from any board member. Such nominations must be seconded and the nominee will be accepted onto the board by 2/3-majority vote of the entire board membership.

## **Section 6: Eligibility to be on The Board**

Any person who has been a member of the Club for 2 consecutive years (4 consecutive seasons) leading up to the next elections or has been a member of the Club for a total of 4 or more years (8 or more seasons) leading up to the next elections can submit their name to be included on the ballot for election to the Board of Directors.

## **Section 7: Removal from Office/Board Position**

A Board member shall hold their office position for the duration of their term or until they step down and their successor is elected or they are removed from office.

A Board member can be removed from their office position for reasons such as, but not limited to, missing multiple meetings and/or Club events, not fulfilling the duties of their office position, or committing a criminal or negligent act that harms a member or reflects poorly on the Club.

A motion for such a removal must be made and seconded by a Board member, an explanation must be given as to why removal of a board member is being requested and the motion must pass by a 2/3rd majority vote of the entire board membership.

## **Section 8: Removal from the Board and/or Club**

If a Board member finds any member to be in bad standing for something he did, or failed to do to the detriment of the Club, a Club team, or another Club member, that board member can move to have the offending party (hereinafter "defendant") removed from the Board and/or Club.

A motion must be made to have an official hearing and it must be seconded. Said motion must clearly specify what allegations are being made against the defendant and evidence must be presented to, and considered by the Board. The Board members must then rule by a majority vote, if there is enough evidence and/or sufficient grounds to hold a hearing. If the majority of the Board votes to hold a hearing, the Board must select 5 (five) dates within a 1 month period, but not less than three days apart from each other, within which to conduct a hearing with the defendant to discuss the allegations made against him.

The Secretary must then notify the defendant via email and registered mail, prior to the first date of the 5(five) hearing dates chosen, of the allegation(s) being brought against him. The defendant must make one of the five hearing dates chosen by the Board to meet and discuss the allegation(s). If the defendant does not make any of the 5(five) days suggested, the meeting will proceed without him.

The hearing will be presided over by the President or the next person in command if the President is unavailable. The Board must hear from the plaintiff(s) and the defendant if present, and discuss the matter together. The Board must then determine if the act committed or omitted is so egregious or otherwise rises to the level where there is no other appropriate remedy other than removal from the Board and/or Club. The Club may in the alternative, determine that there is something that can be done by the defendant to correct and remedy the situation, and as such, provide the defendant with the opportunity to do so. If after a hearing a Board member motions to have the defendant removed from the Board and/or Club, it must be seconded and passed by a 2/3 majority vote.

## **Section 9: Vacancies**

If a board member is elected to a 4 year term, and he decides to leave the board before his 4 years are up, and the board appoints a new person to the Board to fill that vacancy, the new Board member does not inherit the 4 year term. Rather, he must take part in the next available election.

Nominations for vacancies will come from the President. Nominees will be accepted onto the board by majority vote of the entire board membership.

If the President's nomination(s) are not approved by majority vote of the entire board and the President has no other nominations to make, nominations may come from any board member. Such nominations must be seconded and the nominee will be accepted onto the board by 2/3-majority vote of the entire board membership.

## **ARTICLE FIVE: COMMITTEES**

Such permanent and temporary committees necessary to the operation of the Club will be appointed by the President. No one shall become a member of any committee or make any decisions unless he can be completely unbiased. Committee members are appointed by the Chair of that committee. A Board member must chair committees. Committees can be comprised of anyone 18 years of age or older who wishes to help the Club. All committee members must complete and pass a risk management background check.

## **ARTICLE SIX: MEETINGS**

### **Section 1: Board Meetings**

There will be regular board meetings on the second Tuesday of every month at an agreed upon time set by the Board. Board members shall meet to conduct business, hear reports of committees and officers, address issues pertaining to the Club, and elect officers. If the second Tuesday is not a convenient day to hold the Board meeting and the majority of the board would like to move the monthly meeting to a different day of the month, it is allowed as long as it is the second day of any day chosen. This is done not only to give the Treasurer ample time to create the necessary monthly financial statements from the previous month's activities, but also to give the Board ample time to schedule another meeting for the same month if it is deemed necessary to address any pressing issues. Such regularly scheduled meetings will be noted on the Club website a minimum of two weeks prior to the meeting date. The Secretary, or any other board member designated by the President, must remind all board members of the upcoming meeting at least 2 (two) days prior to the meeting date. The presence of not less than 50% (fifty percent) of the Board membership shall constitute a quorum and shall be necessary to conduct the business of this meeting.

### **Section 2: Emergency Board Meetings**

An emergency board meeting can be called by either the Club President or if a majority of the Board Members express this desire via email and or letter to the Executive Board. The intent of the emergency meeting or subject matter(s) to be discussed must be made known. The person(s) requesting the emergency meeting must give 3(three) suggested dates and times when the meeting should be held, but they should be no less than 2(two) days apart from each other. The emergency meeting will be held on the first day when most members can attend the meeting. The Secretary, or any other Board Member designated by the President, must remind all board members of the emergency meeting at least one day prior to the meeting date. The presence of not less than 50%(fifty percent) of the Board membership shall constitute a quorum and shall be necessary to conduct the business of this meeting.

### **Section 3: Annual Membership Meeting**

The annual membership meeting and Board elections will take place within the first 2(two) weeks of June. The date and time must be posted on the Club website a minimum of one month prior to the event. The Board must send an email to the general membership notifying them of the annual meeting and/or elections a minimum of 3(three) weeks prior to the event. The Board must remind the general membership of the annual meeting and/or elections a minimum of 2 (two) days prior to the scheduled event. The presence of not less than 20% (Twenty percent) of the membership or 50 (fifty)voting members, whichever is less, shall constitute a quorum and shall be necessary to conduct the business of this meeting.

## Section 4: Coaches Meetings

Coaches meetings will be held at minimum 2 (two) times a season. One meeting will be prior to the season's first game to give the coaches any instructions required, review guidelines, share information, and make sure they are ready. A final meeting will be held towards the end of the season to get feedback, review the season, gather information, and see what, if any improvements can be made going forward. The meeting dates and times will be determined by the Board and posted on the Club website a minimum of 3 (three) weeks prior to the scheduled meeting. The Board must notify their coaches of this meeting via email a minimum of 3 (three) weeks prior to the scheduled meeting date and must remind their coaches of this meeting a minimum of 2 (two) days prior to the scheduled meeting date. The presence of not less than 20%(twenty percent) of the coaches or 10 (ten) coaches, whichever is less, shall constitute a quorum and shall be necessary to conduct the business of this meeting.

## Section 5: Membership Meetings

Membership meetings (aka parent-board meetings) will be held a minimum of once a season. The meeting dates and times will be determined by the Board and posted on the Club website a minimum of 3(three) weeks prior to the scheduled meeting. The Board must also send an email to the general membership notifying them of the membership meeting a minimum of 3(three) weeks prior to the event and must remind their members of this meeting a minimum of 2 (two) days prior to the scheduled date via email.

Additional membership meetings must be held if:

1. The President of the Club calls such a meeting or,
2. A resolution calling for such a meeting is passed by a majority of the Board of Directors at a properly called meeting of the Board or
3. At least 10% (Ten Percent) of the membership or 20 (twenty) voting members, whichever is less, shall petition the Club for such a meeting. Petitions for the holding of such membership meetings shall be in writing and delivered to the Secretary of the Club by registered or certified mail, return receipt requested, or via email to the Executive Board.

The date, time, and place of the membership meeting shall be fixed by the Board of Directors and shall be held no more than 30 calendar days after the meeting has been called by the President, Board of Directors or receipt of the petition.

Notice of any such membership meeting shall be posted on the Club website at least 3(three) weeks prior to the special meeting date and shall include the date, time, and location of said special meeting. Said notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it is called.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

The presence of not less than 10% (Ten percent) of the membership or 10 (ten) voting members, whichever is less, shall constitute a quorum and shall be necessary to conduct the business of this membership meeting.

If quorum cannot be established at any meeting, the meeting may be postponed by those present not less than one week, but not more than three weeks from the originally scheduled meeting. A new notice of the meeting to all members is required, as set forth above. A quorum as hereinbefore set shall be required at any adjourned meeting.

Proxies are not allowed, and shall not be considered in the voting at any membership meeting.

## **Section 6: Canceling/Postponing Meetings**

Meetings can be postponed by the President because of dangerous weather or national emergency. The President is to notify all necessary members via email and/or phone call of the cancelled meeting, stating the reason for cancellation and the date and time the meeting has been rescheduled for. The cancelled meeting must be rescheduled within 10 days of the cancelled meeting date.

If a member, or group of members, cannot make a meeting, and it is felt by the President, that their presence at the meeting is absolutely necessary, the meeting may be postponed by the President, with a majority vote of the Board, to be rescheduled within 10 days from the cancelled meeting date.

An Executive Board member alone cannot cancel a meeting. If a Board member feels there is little to no reason to hold a previously scheduled meeting, he can petition the Board, requesting the meeting be cancelled and giving the reason for the cancellation. The request must be approved by a majority vote of the entire Board membership obtained by the President via email, text or any other form of communication.

## **Section 7: Executive Board Meetings**

In the event there is Club business or matters to act on and there is no time to schedule an emergency board meeting, the Executive Board can make decisions to deal with the pressing Club business and/or Club matters. However, this power should be used sparingly and most Club business and matters should be dealt with by the entire Board. Any actions decided and acted on by the Executive Board must be noted by the Secretary and mentioned at the next Board meeting.

## **ARTICLE SEVEN: ORDER OF BUSINESS**

The order of business for Meetings shall be:

- a. Pledge of Allegiance
- b. President: "Why are we here?"
  - ALL: "For the love of the game, good of the Club, and development of all our members"
- c. Roll Call
- d. Minutes of previous meeting
- e. Correspondence
- f. Unfinished business
- g. Report of Treasurer
- h. Report of Active Committees
- i. Delegates Reports
- j. Special Reports
- k. New business
- l. Good of soccer
- m. Adjournment

## **ARTICLE EIGHT: PARLIAMENTARY AUTHORITY**

In case of doubt as to procedure at any meeting, "Roberts Rules of Order" shall govern.

## **ARTICLE NINE: AMENDING THE BYLAWS**

### **Section 1: Making amendments**

Suggestions to amend the Bylaws may come from any Club member attending a sanctioned Club meeting. The motion to make amendment(s) must be seconded and approved by majority vote of those in attendance.

The President within 10 (ten) days must put together a Bylaws Committee comprised of a minimum of 2 (two) Board members, of which one will be the chair, and a minimum of 2 (two) coaches of his choosing. The coaches chosen cannot be Board members as well. This diversity is to facilitate the expression of different views and opinions to better establish the effectiveness of the wording and understanding of the amendment.

The Bylaws committee must then present the final version of the amendment(s) to the Board. The amendment(s) is/are approved for general membership consideration and voting once a majority of the Board has approved the amendment(s) wording.

### **Section 2: Approving amendments**

These Bylaws may be amended only at the Annual General Meeting by a majority vote provided a quorum is present and notice was given each member at least 21 days prior to the

Annual General Meeting. Each member of the "Club" shall have one vote. There shall be a maximum of two votes per family (corresponding to the registered child's parents/guardians) regardless of the number of children participating in the Club. No proxy votes will be allowed.

## **ARTICLE TEN: MAJORITY and 2/3 VOTES**

A majority is more than half. If there are 10 votes cast, half would be 5, so a majority is 6 (more than half) if there are 11 votes cast, half would be 5.5, so a majority would still be 6 (more than half).

In calculating a 2/3 vote decimal values will be dropped. So if 10 votes are cast, 2/3 is 7.5 - so 7 votes are needed to pass the motion.

In a 2/3 vote, an abstention, although not a vote and not counted, has the effect of a vote for the prevailing side. If there are 100 people eligible to vote, and they all vote on a 2/3 matter, it takes 66 votes (actually  $66.66 = 66$  votes) to pass the measure. If 25 abstain so that only 75 votes are cast, it only takes 50 to pass the measure ( $2/3$  of 75 = 50). Therefore the abstentions have the effect of voting on the prevailing side by reducing the numbers necessary for passage or defeat.

While presiding over meetings the President can not vote on matters unless required to break a tie and a majority vote is required.

## **ARTICLE ELEVEN: REPEAT BALLOTING**

When more than two people are running for a position and a majority vote or more is not attained from the election, the person with the lowest votes will be removed from the running and a new round of voting will begin. This process is repeated until the voting requirement is achieved (majority vote or 2/3 vote) to elect someone into the position.

## **ARTICLE TWLEVE: RIGHTS TO EXPEL OR REINSTATE**

The Board shall have the right to expel, suspend, or if deemed appropriate, reinstate any individual who violates the laws of this "Club". See Article 4, Section 7 "Removal from the Board and/or Club".

## **ARTICLE THIRTEEN: CLUB BENEFITS**

For their dedication to the Club, the following benefits will be granted, provided they are not financially detrimental to the operations of the Club:

1. Board members shall have the season's registration fee for any and all their children participating in the Club waived for the same season they serve on the Board.
2. Intramural coaches can have the season's registration fee for one child participating at the Club waived for each team they volunteer to coach on, provided they coached the team(s) for that entire season. This does not apply to assistant coaches. Coaches are still expected to pay for uniforms and any extra training not covered by the Intramural registration fee.
3. Travel head coaches can have the registration fee for one child participating at the Club reduced by the same amount as an Intramural registration fee for one intramural season provided they volunteer to coach a travel team for the entire fall and spring seasons.

Any additional benefits to be granted to Club members must be approved by majority vote of the Board and provided no financial detriment may come to the Club's current and future operations. All additional benefits are valid only until the Annual General Membership meeting and must be reconsidered and approved by majority vote of the new board to be reinstated. Board members shall not be financially compensated for volunteering their time on the board and performing their Board duties.

## **ARTICLE FOURTEEN: COMPETITION RULES**

The Board shall have the power to set up rules governing the competitions, tournaments, and special competitions within its own structure for the duration of the season.

The Board shall have the power to designate age limits in competitions and the Board shall have the power to select teams and reserve the right to select coaches for all representative games.

## **ARTICLE FIFTEEN: AWARDS**

All team prizes awarded by the Club shall be procured and distributed by the Board. No other awards (trophies, medals, patches, certificates, or otherwise) shall be awarded to a team or individual without the express permission of the Board.

## **ARTICLE SIXTEEN: USE OF CLUB NAME AND SYMBOLS**

The name, Valley Stream Soccer Club, Inc., "VSSC", and any symbol or logo used to represent it, shall not be used by any person, persons, group or organization without the expressed written consent of the VALLEY STREAM SOCCER CLUB and the Board.

## **ARTICLE SEVENTEEN: DISBANDING THE CLUB**

In the event that this "Club" disbands, all assets shall be liquidated and/or donated for the good of soccer to either the US Soccer Foundation, Long Island Junior Soccer League, or Eastern New York Youth Soccer Association, as decided by a majority of the entire board membership.