



Manalapan Soccer Club By Laws

Section 1. General

Section 1.1

The Manalapan Soccer Club, Inc. (the “Club”) shall be a Non-Profit organization.

Section 1.2

The General Membership and Board of Directors’ meetings will be conducted under *Robert’s Rules of Order*.

Section 1.3

There will be a general membership meeting on the SECOND Tuesday of the months March, April, May, June, August and/or, September (at Board of Directors discretion), October, and November, except on a holiday. Then it will be on the following Tuesday, and as required by the Board of Directors.

Section 1.4

The Board of Directors shall meet as required. The dates of such meetings shall be determined by the President of the Club.

Section 1.5

Upon request, each Club Member shall be furnished with a copy of the Constitution, By-laws, and the Rules of the Club, which shall be deemed sufficient notice of all requirements.

Section 2. Duties and Responsibilities

Section 2.1 - President

The President shall be the Chairperson of the Board of Directors, the Chief Executive Officer of the Club. The President shall preside at all General Membership meetings of the Club and shall be an ex-officio member of all committees except the Audit Committee and Nominating Committee. The President shall exercise all privileges customary to such office.

Section 2.2 - Vice President

The Vice President shall succeed to all powers and privileges of the President in his/her absence or resignation. The Vice President shall have the duties assigned by the President, which shall include, but not be limited to, preparation of Recreation Division Playing schedules, maintenance of proper insurance coverage and administrative functions relative to the acquisition and usage of playing fields.

Section 2.3 Girl's Recreation Vice President and Boy's Recreation Vice President

The Girl's and Boy's Recreation Vice Presidents shall have the duties assigned by the President, which shall include, but not be limited to annually providing the Board of Directors with a current inventory of all Recreation equipment and field maintenance requirements. The Girl's and Boy's Recreation Vice Presidents will be responsible for the issue and collection of seasonal program evaluation forms. The Recreation Vice Presidents shall also be responsible for coordinating and assisting with the Manalapan Funfest Director or the appointed committee with regard to tryouts for any Recreation Tournament teams.

Section 2.4 Travel Teams Vice President

The Travel Teams Vice President shall have the duties assigned by the President, will be the Official Club Representative to the organization or the league in which any Club Travel teams participate, will attend all meetings of such organizations, and will be responsible for advising all Travel team coaches and the Board of Directors of all material matters covered at such meetings. The Travel Teams Vice President will also be responsible for purchase and control of Travel Team uniforms and equipment and shall annually provide the Board of Directors with a current inventory of all such items, and will collect all Travel team registrations and surcharges from each Travel team coach and remit same promptly to the Treasurer. All requests to form and/or coach a Travel Team will be forwarded by the Travel Teams Vice President to the Board of Directors. Travel Teams and Travel Team coaches must be approved by the Board of Directors.

Section 2.5 Small-Sided Travel Teams Vice President

The Small-Sided Travel Teams Vice President shall report directly to the Travel Teams Vice President and President. The Small-Sided Travel Teams Vice President shall have such duties that may be assigned by the Travel Teams Vice President with respect to Small-Sided Travel Teams such as coordinating registrations, scheduling games, and communicating with coaches

Section 2.6 - Secretary

The Secretary shall keep the roll of all members, take attendance at General Membership meetings and record same in a permanent record, conduct all correspondence pertinent to the Club, record minutes at the General Membership and Board of Directors meetings, and give written notice to all members of all regular and special General Membership meetings (such notices may be sent by mail or e-mail or posted on the Club's web site not less than FIVE days prior to the scheduled date of such meetings). The Club Secretary is responsible for the Club's Post Office Box and shall be responsible for presenting at each General Membership meeting,

minutes of all meetings of the Board of Directors held since the previous General Membership meeting.

Section 2.7 - Treasurer and Travel Team Finances

The Treasurer shall be the Chief Financial Officer of the Club, shall prepare an annual budget for presentation at the General Membership meeting held in March, keep a detailed account of all the Club's income and expenditures, and liquidate all debts against the Club approved by the Board of Directors. The Treasurer jointly with the President, or in his /her absence the Vice President, shall have signatory powers over Club funds. All checks drawn by the Treasurer shall require the signature of TWO authorized officers except checks in the amount of \$1,000 or less, drawn to payees other than Club members, which may be signed by anyone of the foregoing officers.

The Travel Teams Vice President will assist the Treasurer in the preparation of the Club Budget by reviewing all Traveling Team income and expenses with the Treasurer. The Treasurer shall have right to review and obtain custody together with the Travel Teams Vice President and/or President over funds raised by individual Traveling teams and held in said teams individual account for their use. All such funds remaining in any account of any team that is disbanded, either voluntarily or by action of the Club, or leaves the auspices of the Club, shall revert to the remaining Travel Teams in equal shares.

Section 2.8 - Registrar

The Registrar will process, record and register all Recreation players of the Club and collect all Recreation registration fees for the Club, which shall be promptly remitted to the Treasurer. The Registrar is responsible for phone messages concerning registration matters.

Section 2.9 - Groundskeeper

The Groundskeeper will be responsible for all the maintenance and upkeep of all Club facilities. This includes coordinating and ensuring that all the fields outside the Recreation Center are lined and playable and goals and nets are secure. He/she shall be responsible for any other maintenance or related matter as directed by the President or any Vice President.

Section 2.10 – Purchasing Director

The Purchasing Director shall have the duties assigned by the President, which shall include, but not be limited to, the purchases and control of all Recreation Players' uniforms and equipment. The Purchasing Director shall be responsible for annually providing the Board of Directors with a current inventory of all recreational equipment and field maintenance requirements.

Section 2.11 - Tournament Director

The Tournament Directors duties will include overseeing all aspects of the Manalapan Memorial Day Tournament and Manalapan Funfest Tournament, including but not limited to, heading up all Tournament Committee meetings, acceptance of teams, game scheduling, referee assignment, food, apparel and game concessions, processing and registering all necessary paper work with

the State in order to hold the tournament and to oversee all monies taken in and paid out but having all checks signed by the Tournament Treasurer. There shall be a committee appointed which shall be responsible for all tournament tasks including acceptance of teams, game scheduling, referee assignment, food, apparel and game concessions

Section 2.12 - Communications Director

The Communications Director will work in conjunction with the Boy's and Girl's Recreation Vice President, the Travel Teams Vice President, and the Small-Sided Travel Teams Vice President to distribute Club information to the media. He/she will act as liaison to newspapers in connection with tryout information and other matters of public interest included but not limited to club activities, game schedules, weather updates, game cancellations and club policies. Shall keep accurate weekly Recreation team standings, maintain the Club's website and all other official club communication outlets.

Section 2.13 - Referees Chairperson

The Referee Chairperson will be responsible for recruiting, training and assigning referees to all Recreation games.

Section 2.14 - Director of Training

The Director of Training shall have the duty of coordinating all education and training within the Club as it pertains to players and coaches. This position will be responsible for coordinating the role of the club trainers, training of all coaches including arranging licenses, certifications and scheduling clinics and other educational courses for players and coaches to improve their skills and knowledge of the game. The position will be accountable to the President and will coordinate its activities based on consultation with Vice Presidents of Recreation and Travel.

Section 2.15 - Director of Fund Raising

The Director of Fund Raising shall have the duty of coordinating and supervising all fundraising activities for the Club. This will include, but not be limited to, seasonal player and team pictures, seasonal active wear, food and beverage concessions and exhibition games. All finances will be promptly remitted to the Treasurer.

Section 2.16 – Volunteer Coordinator

The Volunteer Coordinator will assist in all aspects of parents or guardians volunteering to aid and assist any club functions deemed by the Board of Directors required, from registering a player to play within the club for a season. The coordinator will be the contact liaison between coaches, team parents and the board.

Section 3 - Committees

The President during January will appoint the following standing committees and shall announce such appointments at the March General Membership meetings each year.

Section 3.1 - Rules Committee

The Rules Committee shall be responsible for developing Rules of Play including standards of behavior for participants, Coaches, Officials and Parents and appropriate penalties for violations and for ruling on all game protests. Five Club members will serve on this committee. Club members requesting any additions or changes to rules MUST submit the request in writing to the Chairperson.

Section 3.2 - Nominating Committee

The President will appoint a Nominating Committee consisting of at least one or more Club members (not current Board Members) at the September General Membership meeting for the purpose of recommending individuals for positions on the Board of Directors for the following fiscal year. Before the October General Membership meeting, the nominating committee will ask for letters of intent from candidates to be placed on the ballot. At the October General Membership meeting the proposed ballot will be presented to the membership for review. Additional nominations may be made from the floor at this meeting to fill vacancies and candidates will be allowed to voice their views. Nominations will be closed for a position on the Board of Directors at the conclusion of the October meeting. At the November General Membership Meeting, the Nominating Committee will distribute ballots to the membership for vote, if necessary.

No person may hold either by nomination and election or by appointment, more than one elective office. The nominating committee shall use its best efforts to ensure the nominee for the Board of Directors provides for fair representation of all areas of the Club's programs.

Section 3.3 - Disciplinary Committee

The Disciplinary Committee will review all cases of alleged misconduct relative to coaches, officials, players, parents, guardians or spectators, will hold hearings, etc. and recommend to the Board of Directors appropriate courses of action. Three Club members will constitute this committee. Any Committee member involved in any way in the action being reviewed will be temporarily replaced by an alternate appointed by the President.

Section 4 - Voting & Membership

Section 4.1 - Membership

Membership in the Club shall be open to all natural persons who support the principles and purposes of the Club and have paid annual Membership dues as established by the Club. The Board of Directors, by simple majority vote, may exclude from membership any person deemed to be (or have been) involved in activities detrimental to the Club.

Section 4.2 - Coaching Members

In order to coach any team competing under the auspices of the Club such person MUST:

- be a member

- attend at least 4 General Membership meetings per year
- provide for substitute team representatives to attend such meetings in the absence of said coach
- be age 18 or over

Section 4.3 - Voting Members

In order to be eligible to vote on matters except Board Elections as provided herein; a member MUST:

- be age 18 or over
- have attended at least TWO prior General Membership meetings during the current or immediately preceding fiscal year; and
- be or have been within the past 48 months, a Coach or Assistant Coach or a Referee or a Team Parent, or a member of any duly appointed committee, or a member of the Board of Directors or have provided such other services for the benefit of the Club as are deemed by the Board of Directors to warrant voting status.

Section 4.4 – Voting Rights

Each voting member in good standing shall be entitled to one vote on the following Club matters:

- expenditures over \$1,000 not budgeted
- annual budget approval; The sum of \$10,000 to be used for any club expenses incurred prior to annual budget approval will be considered allocated at the start of each fiscal year for that fiscal year and does not require membership approval. Said allocation will be superseded by the budget when the budget is approved, the amount necessary to ensure that the Club is fully affiliated shall be included in the budget.
- amendments to the Constitution, By Laws and Club Rules as provided herein
- other business matters of the Board
- election of members of the Board of Directors, provided such voting member has attended at least 50% of the duly scheduled General membership meetings held during the current fiscal year (including the meeting at which the election is being held).

Section 4.5 - Quorum

A quorum for the purpose of voting shall consist of such eligible voting members present at regular or special General Membership meetings called by the Board of Directors.

Section 4.6 - Voting Majority

A simple majority of voting members present is needed on all Club activities except amendments and removal of officers.

Section 4.7 - Proxies

Proxies and/or absentee votes are not allowed.

Section 5 - Removal from Office

Any member of the Board of Directors may be removed from office by the membership. The removal procedure is as follows:

Section 5.1

Any FIVE members (at least TWO of whom are not members of the Board) may institute removal procedures. Such members, in a letter, MUST thoroughly and clearly detail the reasons for instituting such actions. This letter is to be turned over to the Secretary (or the President if the Secretary is the subject of removal). The Secretary will serve as chairperson and appoint FOUR other members, only one of whom may be a member of the Board, to serve on the Removal committee. The charges will be reviewed by this committee and the Board member in question may present any witnesses, etc. which may be appropriate. The complaining members should be called upon to testify.

Section 5.2

Findings of the committees will be presented to the Board of Directors within TWO weeks of the complaint for presentation to the membership for action.

Section 5.3

At the NEXT General Membership meeting, the charges will be reviewed, discussed and action taken. Such vote will be by secret ballot and will require a 2/3 majority of those members present and eligible to vote to remove a member of the Board from office. An abstention is equivalent to not being present.

Section 6 – Amendments

- A) Amendments to the Constitution and By Laws MUST be submitted in writing to the Secretary at least FIFTEEN (15) days prior to the General Membership meeting at which they will first be proposed. Proposed amendments MUST be submitted by current club members. The Secretary will reproduce and distribute the proposed amendments to the membership in accordance with Section 2.6 at least FIVE days prior to the next scheduled General Membership meeting.
- B) At the next scheduled General membership meeting, the proponents of the amendments will present the case for such amendments. If the majority of Voting Members present and voting approve, such amendment will be presented for FINAL approval at the next following General membership meeting. Otherwise, it is defeated.
- C) When the amendments come up for final vote, 2/3rds majority of those voting members present and voting is required for passage.

- D) If approved, the Secretary will prepare a copy for distribution to all Club Members and attach a copy to the original Constitution.

Section 7 - Miscellaneous

Section 7.1

Club members and players continually refusing to take part in club activities or failing to properly return or replace equipment and/or uniforms loaned to them can be brought before the disciplinary committee and/or the Board of Directors for a hearing with possible suspension.

Section 7.2

The President is authorized to expend a total amount of money up to One Thousand (\$1,000.00) Dollars without Board of Directors approval, provided each expenditure is Five Hundred (\$500.00) Dollars or less during the fiscal year.

Section 7.3

If a member wishes to carry out an activity that is in violation of the Constitution, but does not wish to amend the Constitution, such member may at a regular or special General Membership meeting called by the Board of Directors, propose an exception to the Constitution on a one-time basis. In order for such exception to be allowed, it must be approved by 3/4 of the voting members present and voting at TWO consecutive regular or special General Membership meetings. If three-fourths (3/4) of the voting members present at the first meeting vote approval, then the secretary MUST notify all members and inform them and a final vote will be taken at the next regular or special general membership meeting.

Section 7.4 - Dissolution

In the event the Club is dissolved, all assets shall be donated in equal shares to the Manalapan Englishtown Regional School District and Manalapan High School Program.