



**BELPRE**

**SOCCER**



**CLUB**



# ***BELPRE SOCCER CLUB***

## ***BYLAWS***

***REVISED 7/01/23***

**The name of this organization shall be the Belpre Soccer Club, herein referred to as BSC.**

**The BSC shall be affiliated with the OSA. The BSC shall pay the appropriate annual fees and registration fees. The BSC may ask the OSA for advice in a matter but is not bound by their decisions in any matter.**

**The BSC shall be governed by these bylaws, the Recreational Soccer Guidelines, the BSC Code of Conduct, the Articles of Incorporation, in that order.**

**A copy of these Bylaws, the Recreational Guidelines, and the Code of Conduct are to be kept on the premises of the BSC at all times and be made available to the general membership upon request. The BSC Code of Conduct shall be a separate document governing all disciplinary concerns and appeals, as well as club policies on bullying.**

**The BSC shall be a not-for-profit organization and shall abide by appropriate regulations to maintain this status. All league revenues and fund-raising proceeds shall be used towards the continuation and improvement of Club activities and facilities.**

**The parliamentary authority for all meetings are the rules contained in Robert's Rules of Order, which shall govern the club in all cases to which they are applicable.**

**The BSC as a club reserves the right to extend or deny privileges to any person seeking to become a member. Members may be expelled for conduct, or for not following mandated club rules. Members being denied membership may ask for a club review of their denial, to be held under the same guidelines as the Disciplinary Board.**

**These Bylaws, the Recreational Guidelines, and the Code of Conduct shall govern all aspects of the club operations both on and off the premises of Belpre Soccer properties, including games and practice sessions, formal or informal.**

## ***ARTICLE ONE: PHILOSOPHY AND PURPOSE***

- A. These bylaws are intended to ensure the orderly conducts of BSC business by creating a climate which promotes teamwork and fosters cooperation among all members: players, coaches, parents, family members, spectators, officials, and board members.**
- B. These Bylaws are further intended to provide a uniform and consistent policy of operational conduct for the club.**
- C. Interpretation of these Bylaws should reflect moderation, fairness, and sound judgement, with conscious consideration being given to the total good and needs of the organization and its membership.**
- D. The purpose of the BSC shall be to provide a non-profit, educational soccer program to foster and advance the cause of soccer within the scope of the BSC.**

## ***ARTICLE TWO: OFFICERS***

**The Board of Directors of the BSC shall have and exercise all the power necessary to control the scheduling, operations, and policies of the Club in all details.**

- A. The Board of Directors is composed of the following elected and voting members:**
  - 1. \* President**
  - 2. \* Vice-President**
  - 3. \* Secretary**
  - 4. \* Treasurer**
  - 5. \* Registrar**
  - 6. \* Director of Coaching**
  - 7. \* Member At Large**
  - a) \* These members of the B.O.D. shall also be designated as the Executive Committee**
- B. Election, Vacancies, and Removal**
  - 1. The President shall appoint (at least) two (but not more than three) members as a nominations/elections committee. This committee is to preside over the nominations and elections of all members of the B.O.D.. No member that is on the ballot either for election or re-election will be permitted to be a member of this committee. The nominations/elections committee shall be appointed no later than 14 days prior to the election. All nominees must be at least 18 years of age. The committee will**

- make its final report at the special elections meeting prior to the election. Nominations will also be taken from the floor at this meeting, but no nominations will be accepted after the official report has been issued to the B.O.D.. At this time, the Board shall vote to approve the nominations. No one may run for more than one elected position at a time and may not be a board member or officer in a neighboring athletic program that is not sanctioned by the BSC Board of Directors.**
- 2. All elected Board members shall serve a term of two (2) years commencing on January 1<sup>st</sup> following the election. The President, Secretary, and Director of Coaching will be elected on odd years. The Vice President, Treasurer, Registrar, and Member At Large will be elected in even years.**
    - i. Elections will take place at the end of the fall season.**
    - ii. All club members in good standing shall be eligible for election/re-election.**
    - iii. Election voting shall be restricted to on-site voting at the designated polling area. Texts, emails, phone calls or other forms of absentee voting will not be permitted. A family member may not vote for another family member or spouse that is not present.**
    - iv. BSC Coaches, Board Members, BSC adult referees, and the player's parents/legal guardians shall be permitted to vote at one vote per qualified individual, a total of two votes per family.**
    - v. The Registrar shall provide a list of players and their listed family members that are eligible to vote to the Election Committee. The Board of Directors and their representatives reserve the right to ask for I.D. for proof of eligibility.**
    - vi. In the case of a tie, the incoming executive committee will decide by anonymous vote.**
  - 3. At no time shall the same person occupy the role of Registrar and Treasurer.**
  - 4. A vacancy occurring for any reason will be filled by appointment with a majority vote of the Board of Directors. A board member may be appointed to a second position but maintain only one vote. Any position filled due to vacancy shall be for the remainder of the term and be up for election at the next regularly scheduled election for that position.**
  - 5. At no time may a couple (married or otherwise romantically involved) have voting privileges in the absence of their "significant other."**

6. In the event the BSC is shut down or non-operational during a fall (election) season, or a large part thereof, the B.O.D. will meet at a reasonable time to postpone the Fall election. Qualifying reasons shall be only those that will interfere with an election process due to a pandemic, national/state/local disaster, or a state of emergency. The postponed election shall occur the next operational season.
  - i. Any board members that are up for election may continue in full capacity of their current position until the election takes place.
  - ii. Any board members that choose not to continue shall resign with no penalties, and a member be appointed to fulfill the position until the election takes place.
- C. The following committee heads will be elected to serve a term of one year, commencing on the first regularly scheduled meeting in January and ending on December 31<sup>st</sup>. Committee heads will provide feedback and coordinate activities within their scope and report to the board at the beginning of every regularly scheduled meeting.
  1. Referee Coordinator
  2. Fundraising Coordinator
  3. League Advisor
  4. Concessions Coordinator
  5. Fields Maintenance Coordinator
  6. Travel Coordinator
    - i. The League Advisor shall be a full member of the B.O.D. by virtue of his/her previous experience. The immediate past President may be asked to fill this position. If he/she declines, the Board shall appoint a qualified person to fulfill this position.
    - ii. If at any point during a term on the Board there becomes a conflict of interest in any member's position, the Board Member must resolve the conflict immediately. Conflicts include anything that may sway a member's opinion due to personal gain, either monetarily or non-monetarily. Conflicts may include the member, their spouse, or a member of their immediate family.
      - a) If a board member receives benefits while in office, that member must a) turn over all benefits received while in office to the club or b) resign immediately, forfeiting all rights of an active board member.
      - b) IF the B.O.D. deems necessary, they may seek legal action against any person who defrauds the club or otherwise harms the BSC.

- iii. A resignation by a board member shall be reviewed by the B.O.D. for consideration and determination of further eligibility of position in succeeding elections and appointments.

**D. Board of Directors Duties and Responsibilities:**

1. The B.O.D. shall receive reports pertaining to all functions relating to the registration of players, coaches, team formation, and game scheduling. They shall further perform administrative functions that are necessary for the orderly conduct of BSC business.
2. The Secretary shall act as a liaison with the various school districts and recreational programs to maintain a friendly working relationship to encourage the game of soccer.
3. Club tournaments and Events may be organized and executed by the Board of Directors. Monies raised shall be appropriated to the general league fund.
4. The Board of Directors shall be responsible for reviewing the previous year's annual budget and creating a rough draft budget for the funding of the operation of the BSC by February 15 of each year. The final budget must be approved at the regularly scheduled meeting in February. The funding for the purchase of uniforms, nets, field equipment and improvements to playing fields/facilities shall be included. Once the budget has been approved, variances to the budget will require additional action by the B.O.D..

**E. Board of Directors Duties and Responsibilities (Executive Committee)**

1. The President Shall:
  - i. Have the responsibility and authority to conduct the business of the BSC within the framework of these Bylaws.
  - ii. Communicate job responsibilities as needed to members of the B.O.D.
  - iii. Maintain a close relationship with the B.O.D., coordinate activities thru the Board Members, make sure regularly held meetings take place, and preside over said meetings.
  - iv. The President may be an ex-officio member of all appointed committees
  - v. The President or his appointee shall supervise all social media, including the website and social sites such as Facebook.
2. The Vice-President shall:
  - i. Assist the President in the performance of his/her duties.

- ii. Be responsible to coordinate and to gather a minimum of three quotes for purchase of equipment and supplies, pictures (and set up distribution), and trophies.
    - a) The Board of Directors must approve the final selections based on the bids
  - iii. Shall also be a part of the Fundraising Committee.
- 3. The Secretary shall:
  - i. Keep the minutes of the proceedings of all regular meetings of this organization and post for BSC club access to the website, after minutes are approved by the B.O.D..
  - ii. Issue notice of meetings to board members.
  - iii. Conduct and distribute all necessary correspondence and assist in any other functions necessary to the orderly operation of the BSC.
  - iv. Be a liason to the local Newspapers and/or any outside organization or event.
  - v. Be the "official voice" of the club in all matters pertaining to complaints and problems under the direction of the President, on ALL electronic media outlets and social sites (such as Facebood), and to review requests to join or post on social sites such as Facebook.
- 4. The Treasurer Shall:
  - i. Have custody of all funds, securites, evidence of indebtedness, and other financial documents.
  - ii. Deposit funds and securites in the name and to the credit of the BSC with the Club's financial institution.
  - iii. Have charge of all funds, collect fees, and pay expenses of the BSC, as included in the approved annual budget.
  - iv. Post quarterly performance reports and balance sheet on club website for all club members to have access.
  - v. Render annual reports to the funds, receipts, and disbursements of the BSC not late than the February meeting and/or when requested by the club President.
  - vi. Report annual information separately to both state and federal entities under the requirements of 501(c)3, according to all laws and regulations.
  - vii. An annual audit shall be performed by the President, Vice President, and the Member At Large. A special audit may be requested by the Board of Directors and shall be carried out by an independent 3<sup>rd</sup> party.
  - viii. Oversee and supervise all functions relating to the administration of the BSC insurance safety program.

**5. The Registrar Shall:**

- i. Oversee the registration of players at the beginning of each playing season and maintenance of team and individual player records.**
- ii. Be responsible for the initial ordering of all player uniforms**
- iii. Be responsible for the formation of all teams under the rules and guidelines of the BSC and OSA.**
- iv. Be the only source of player and team information to be reported to the OSA for purposes of the proper inclusion in the BSC insurance safety program.**
- v. Co-Coordinate the player draft.**
- vi. Shall have the authority to appoint liason(s) for each age group as needed to coordinate post draft responsibilities.**

**6. The Director of Coaching shall:**

- i. Recruit and register all coaches, ensuring that their Risk Management, Kid Safe, Concussion, and all related forms are reported to OSA, and their confirmations reported to the B.O.D..**
- ii. Co-Coordinate the BSC draft.**
- iii. Coordinate the coaches meeting to be held before each season begins, and to be a point of contact (or appoint a point of contact) for coaches in all age groups to disseminate information and handle complaints.**
- iv. Shall be available to further training and educational opportunities for coaches throughout the season.**
- v. Obtain a coaching license within a B.O.D. approved time frame.**

**7. The Member At Large shall:**

- i. Stand in for Secretary in the event of their absence in a meeting.**
- ii. Assist Concession Coordinator with fulfillment of daily concessions coverage/duties**
- iii. Assist Fields Coordinator with inventory of field supplies such as paint, flags, and nets.**
- iv. Assist Fund Raising Coordinator with sponsorship attainment.**
- v. Be responsible for sponsorship signage and advertising on the main board, concession building, and field nets.**
- vi. Actively participate in fund raising events.**



**F. Board of Directors Duties and Responsibilities (Non-Executive Comm.)**

**1. The Referee Coordinator shall:**

- i. Be responsible for the assignment and scheduling of referees for all BSC games.**
- ii. Schedule (and reschedule as needed) all regular season and tournament games.**
- iii. Supervise the recruitment, training, and certification of all BSC referees.**
- iv. Be responsible for the interpretation and communication of the Laws of the Game and their modifications for the purpose of recreational play at the BSC.**
- v. Be a member of the committee to update the BSC Recreational Guidelines for approval by the BSC B.O.D..**
- vi. Be a certified referee in good standing with the USSF and US Soccer.**
- vii. Be responsible for monitoring game feedback and addressing issues as they arise, including reporting said issues to the President as required.**
- viii. Post a report of referee's schedule and pay "chart" in the concession stand prior to the start of game day.**

**2. The League Advisor shall:**

- i. Have expertise with both the League and the B.O.D. and shall provide guidance and input to changes and activities of the club.**
- ii. Be responsible for the entirety of the Arbitration process, including but not limited to recruitment, scheduling, collecting and filing reports.**

**3. The Fields Maintenance Coordinator shall:**

- i. Be responsible for overseeing the upkeep of the BSC fields, facilities, and equipment, and recruiting/overseeing a field maintenance "crew".**
- ii. Be in charge of overseeing the layout of the playing fields, the weekly lining schedule, and communicating the lining schedule to the coaches.**
- iii. Keep all receipts and turn in to the Treasurer.**
- iv. Communicate the needs of the field maintenance crew, all expenses, and needed repairs to the B.O.D. with adequate time to respond.**

**4. The Concession Coordinator shall:**

- i. **Be responsible for purchasing all supplies for the concession stand and vending.**
  - ii. **Keep all appropriate records and report directly to the the Treasurer**
    - a) **Record all receipts for expenditures**
    - b) **Record all referee pay disbursed according to the pay schedule submitted by the Referee Coordinator**
    - c) **Report all monies received thru sales, payments for sponsorships and registrations, and donations**
  - iii. **All excess funds shall be returned to the Treasurer for deposit in the club's bank account.**
  - iv. **Coordinate a crew (including scheduling and pay as needed) to maintain proper coverage of concessions duties.**
- 5. **The Sponsorship Coordinator shall:**
  - i. **Be responsible for obtaining all club sponsorships, maintaining a record of contacts, payments, and sponsorship levels.**
  - ii. **Must either be present at the player draft, or communicate team sponsors (and any player/team/color requirements) to the Registrar by the start of the draft process.**
  - iii. **Assist the Member At Large with the ordering/assignment/placing of all sponsorship banners/signage.**
  - iv. **Render all funds and records to the Treasurer for deposit into the club bank account and proper recording.**
- 6. **ALL BOARD MEMBERS shall:**
  - i. **Be at the fields before games start and stay throughout the duration of the day whenever possible.**
  - ii. **Show support for club approved decisions.**
  - iii. **Fill in where needed for the day to day operations of the club on game days.**
- 7. **If any member of the Board of Directors, elected or appointed, misses 2 consecutive meetings without communicating good reason for their absence to the President, or fails to perform or communicate their duties to the President, they shall have their continuation in position voted upon by the board at the 2<sup>nd</sup> missed meeting. The President will share/relay the "excused" absences during meeting roll call.**

## **G. Meetings**

1. Regular, open meetings of the BSC shall be held at times convenient to the Board Members as required to conduct BSC business.
  - i. There shall be a minimum of one meeting per month at a date and time agreed upon by the B.O.D. at the prior month's meeting.
  - ii. The location and time of the meeting shall be posted
  - iii. The last meeting of the month shall be a joint meeting between the "old" and "incoming" board members. Incoming members will not have a vote at this meeting.
  - iv. A board meeting may be cancelled by majority vote with adequate notice.
2. Special meeting of the BSC may be called at any time by the President or upon written request by three<sup>(3)</sup> or more board members. The meeting must be scheduled within 5 days of the President receiving a written agenda for discussion.
3. The presence of a majority of currently serving members of the Board of Directors shall constitute a quorum to transact business at any meeting of the BSC.
4. Any time a quorum is achieved, members that are not present may have their votes cast by text, email, or by phone (on speaker so the entire group may witness). If, due to the club being shut down due to causes such as a pandemic, national/state/local disaster or state of emergency, the meeting may be held by a group conference or video call.

## ***ARTICLE THREE: LEAGUE FINANCES***

- A. Operating funds will be derived from gifts, donations, sponsorship, registration fees and solicitation of funds.
- B. A written financial report will be provided at each Board meeting, or by email before each board meeting if the Treasurer is unable to attend.
- C. The BSC will maintain financial operating accounts for the operation of the regular program(s). Checks shall be a two party signature, requiring two signatures of the three <sup>(3)</sup> approved signees. Approved signees must be members of the executive committee and be on file with the financial institution.
  1. One debit card may be retained by the Treasurer. The Secretary shall have access to the debit card when the Treasurer is not available.

2. All electronic transactions shall be governed by the same rules as regular (non-electronic) transactions.
- D. The Treasurer shall maintain authority to pay recurring/monthly expenditures (such as utility bills) without requiring board approval.
- E. The President shall have authority to approve all expenditures up to and equal to the amount of \$300. The cumulative amount approved shall not exceed \$300 between monthly meetings, and without the approval of the Treasurer as well.
  1. The President shall be required to issue a monthly report of these expenditures at the beginning of each Board Meeting.
  2. Intermediate funds may be approved by unanimous vote of the Executive Committee by email and/or text message.
- F. All expenditures exceeding approved, budgeted amounts in excess of \$300 and less than \$1000 must have prior approval by the majority of the Board of Directors at the monthly meeting. Any expenditure of greater than \$1000 requires UNANIMOUS approval of the ENTIRE B.O.D. at Board Meeting.
  1. A common sense approach shall apply to annual budget amounts in respect of their seasonal applications. For example, if spring is 65% of the total annual participation, it should receive approximately that amount of expenditure.
  2. Any significant change to the approved amount shall require a secondary vote to approve said changes.
- G. If the BSC should dissolve, all assets shall revert to the two school districts with the highest participation percentage (relative to district size) and that has an established soccer program.
- H. Under no circumstances shall any board member profit financially from the actions within the club itself, either as in direct payment or in kickback/royalties awarded from any club event or sale, unless said actions require special licensing, training, or expenses. Specific instances will be referred to the Disciplinary Board.

#### ***ARTICLE FOUR: AMENDMENTS TO THESE BYLAWS***

- A. Bylaws may be updated by an addendum or by a complete revision of this document, depending on the extent of the changes.
- B. The Board of Directors will appoint a Bylaws Committee when necessary. Their duties shall be to work on improvements and additions to these Bylaws. They shall then present to the B.O.D. their considered and recommended changes.
- C. Changes or amendments to these Bylaws will require a comment period of not less than fifteen (15) days, and require 2/3 majority vote of the B.O.D. within thirty (30) days of the comment period.

- D. A "fast track" approval will allow changes to these Bylaws to be in effect immediately upon presentation if 100% of active Board Members approve of the amendment, either in person, by text, or by email.**
- E. In the case of emergency or a subject of high importance, the President may present an executive order to the B.O.D. for approval. This order must have majority approval from the Board to take effect.**
  - 1. This order is only valid until the next Board meeting, at which point a vote shall be required.**
  - 2. Regular Fast Track rules apply, or it shall be submitted for standard review.**
- F. Any member of the BSC shall have the right to request changes or amendments to the bylaws by submitting said request in writing to the President or Secretary. The Board of Directors will determine if the request should be submitted to the committee for further review.**
- G. The BSC Code of Conduct shall be amended under the same rules as the BSC Bylaws.**
- H. The BSC Recreational Guidelines shall be reviewed and changed by both the Referee Coordinator and Director of Coaching and submitted to the Board of Directors for approval.**
- I. The Referee Coordinator shall present to the Board any changes to be made to the "Rules of the Season" that are to be issued to the coaches for Board review and discussion.**