



## **Colchester Youth Soccer**

### **Constitution and By-Laws**

#### **Constitution**

##### **Name**

1. The name of the organization shall be Colchester Youth Soccer dba Colchester Soccer Club (The Organization).

##### **Organization Definition**

"Said organization is organized exclusively for charitable, religious, education and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code." Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

##### **Objective**

2. The object of this organization shall be to promote and develop the game of soccer and the government of the game in the Town of Colchester at the recreational level through our in town program and the competitive level through our travel teams.

##### **Headquarters**

3. The headquarters of this organization shall be considered as being P.O. Box 108 Colchester, CT. All correspondence to Colchester Soccer Club (CSC) is to be addressed to the currently defined P.O. Box address 108, not to E-Board member's home addresses. All annual, executive or special meetings shall be held in Colchester as decided by the Executive Board. The Executive Board will publish a list of all regularly scheduled meetings and meeting places on a regular basis.

##### **Affiliation**

4. It shall be affiliated with the Connecticut Junior Soccer Association (CJSA).

## Membership

5. All properly constituted individuals shall be eligible for membership in this Organization. New individuals shall be accepted for membership into the organization by the Executive Board under rules and regulations established by the Executive Board.

The use of the term 'Member' shall describe all classes of membership unless otherwise detailed.

- A. **Player** - Any successfully registered Colchester resident within the defined playing age requirements of Colchester Soccer Club. Successfully registered includes the submission of all league mandated forms and fees for the current year.
- B. **Member in Good Standing** – Any individual parent or guardian of a successfully registered CSC participant, having signed and submitted all proper CSC Code of Conduct forms and having attended and signed the attendance sheet to at least one (1) general meeting in the past twelve (12) months. Any individual eighteen (18) years of age or older, participating in or actively endorsing CSC policy and / or interests. The individual shall not have any outstanding CSC financial obligations. Member in Good Standing status may be revoked during a disciplinary or E-Board hearing for any reason, including Code of Conduct Violations.
- C. **Voting Member** - Any Member in Good Standing having attended four (4) E-Board meetings in the previous twelve (12) months and having signed the provided attendance sheet at each meeting shall retain voting privileges. Voting Members shall be entitled one (1) vote during recognized voting sessions for items not related to Financials, Discipline and Other E-Board exceptions.
- D. **Executive** – Any Voting Member having either obtained an open E-Board position via a majority general membership vote or special appointment via a majority vote of the E-Board.

All members must abide by the constitution and bylaws of this organization, all existing rules and regulations, as well as those established in the future, and all applicable rules and regulations as may be required by FIFA, US SOCCER, USYSA, CJSA, SECJSA, with whom this organization is affiliated.

Individual membership may be revoked when a two-thirds majority vote of the quorum of the Executive Board considers an individual no longer a member in good standing.

## The Executive Board

6. The affairs of the organization will be directed by the Executive Board (E-Board) consisting of the following: President, Vice President of Recreation, Vice President of Travel, Secretary, Treasurer, each Divisional Coordinator, three Members at Large, CSC Registrar, Equipment Manager, Web Administrator, Travel Registrar (optional), Field Maintenance Coordinator, and Volunteer Coordinator. Each member shall be entitled to only one vote, regardless of the number of positions held.

### **Conflict of Interest**

7. No member of the Executive Board, committee chairman, or voting committee member of Colchester Soccer Club shall receive compensation (other than reimbursement for expenses) for services or goods provided to Colchester Soccer Club through a binding obligation unless the binding obligation is specifically approved by the Executive Board. Any Board member who has a financial interest in, or who has an immediate family member having a financial interest in the contract, letter of agreement, or verbal understanding shall abstain from voting.

### **Colchester Soccer Club Fiscal Year**

8. April 1 to March 31 shall be the fiscal year.

### **Colchester Soccer Club Seasonal Year**

9. August 1 to July 31 of the following calendar year.

## **Bylaws**

### **Executive Board**

1. The Executive Board shall transact the business of the Organization. It shall have the power to enforce the laws of the game. It shall have the power to fill any vacancy among its officers during the term of office. It shall have the power to settle all disputes, protests of appeal. It shall have the power to add such rules and regulations that serve to improve the administrative efficiency of the Organization.
  - i. They shall be directly responsible for the Conduct of all competition.
  - ii. They shall act together as an Appeals Committee. They shall also deal with all appeals from affiliated teams or members on other issues that do not fall into the categories above. No member may invoke the aid of the courts without first exhausting all available remedies within CSC, CJSA, or USYSA. Their decision shall be final.
  - iii. They may appoint subcommittees for the purpose of investigation only.
  - iv. They are responsible for governance of all financial matters of the club.
  - v. They shall have the authority to remove any elected or appointed officer who is absent, without cause, from three (3) consecutive meetings or willingly neglects his/her duties to this Club. The matter will be handled at a meeting where the officer shall have the opportunity to oppose the action. A two-thirds (2/3) vote of the Executive board is required to remove an officer.
  - vi. They shall have the authority to allow a non-elected board member to be absent from the balance of the meetings of their term or resign from the E-Board. A board member so granted will relinquish his/her voting rights and will not be counted in the quorum. The non-elected board member will motion the E-board to be excused from all meetings for the remainder of their appointed term. A two-thirds (2/3) vote of the Executive board members present is required to approve the motion.

## The President

2. The President is elected at the Annual Meeting on even numbered years for a period of two years. The President shall preside at all meetings, or request a delegate (current E-board officer) to chair the monthly E-board meetings.
  - i. He/she may, with the approval of the Executive board, appoint all committees not required to be elected or appointed by other positions.
  - ii. He/she shall be responsible for submission of any and all correspondence, reports and filings required for League, Town, State or Federal regulations.
  - iii. He/she shall serve ex-officio on all committees.
  - iv. He/she shall submit an annual report to the Organization membership.
  - v. He/she shall review and approve or reject all requests for financial hardship support in partnership with the current Treasurer.
  - vi. He/she is to see that the Club is run according to the Constitution and Bylaws.
  - vii. The Outgoing CSC president will be responsible for documenting prior year activities, as well as supporting the transition of newly appointed CSC President.
  - viii. President will partner with Vice President, and Treasurer to ensure that CSC submits annual tax returns which have been compiled by a certified tax accountant / firm, approved, and submitted to the IRS prior to May 15<sup>th</sup> each year.
  - ix. The President and Treasurer will ensure that the annual budget cycle details funds required to process and submit the CSC annual tax return.
  - x. President will partner with Vice President and Treasurer to ensure that the CSC non-profit status is verified and updated annually or when required by the State and Federal Government. The annual process will be executed in partnership with a certified tax accountant / firm.
  - xi. President and Treasurer will ensure that the annual budget cycle details funds required verifying and processing the annual CSC Non-Profit status.
  - xii. He / she will be responsible to ensure the CJSA receives all required documentation and payment specific to CSC in a timely manner; i.e. Club Affiliation form, annual fees, etc.
  - xiii. He/she will be formally documented as approved for access to the CSC bank accounts at the current CSC Bank of choice.
  - xiv. He / she will budget funds for legal review of the CSC organization's bylaws on an as needed basis
  - xv. The President or a Vice President shall preside as head of the By-Laws Committee.
  - xvi. The President will attend CJSA meetings as the CSC voting member. If unable to attend the President will assign a proxy.
  - xvii. The President will have a full access admin account for all club websites and accounts that will be separate from the President's regular level access account. The Web Administrator will set this access.
  - xviii. The President will be listed as one of the Tournament Directors in the official rules of Soccerfest.

### **The Vice President of Recreation**

3. The Vice President of Recreation is elected at the Annual Meeting on odd numbered years for a period of two years.
  - i. The Vice President of Recreation shall succeed to the powers of the President in his/her absence.
  - ii. The Vice President of Recreation will appoint, with approval of the Executive board, for a term of 1 year, the Recreational Division Coordinators.
  - iii. The President or a Vice President shall preside as head of the By-laws Committee.
  - iv. The Vice President of Recreation shall be responsible for the coordination, organization and operation of the recreational portion of Colchester Soccer Club.
  - v. The Outgoing Vice President of Recreation will be responsible for documenting prior year activities, as well as supporting the transition of newly appointed Vice President of Recreation.
  - vi. Vice President of Recreation will partner with the President and Treasurer to ensure that CSC submits annual tax returns which have been compiled by a certified tax accountant / firm, approved, and submitted to the IRS prior to May 15th each year.
  - vii. Vice President of Recreation will partner with President and Treasurer to ensure that the CSC non-profit status is verified and updated annually or when required by the State and Federal Government. The annual process will be executed in partnership with a certified tax accountant / firm.
  - viii. The Vice President of Recreation, President and Divisional Coordinator will determine if a player / parent request to play on another team is appropriate.
  - ix. During the indoor season the Vice President of Recreation will notify teams, Referee Assignor and Field Coordinator of cancellations.
  - x. He/she will be formally documented as approved for access to the CSC bank accounts at the current CSC Bank of choice.

### **Vice President of Travel**

4. **Vice President of Travel** – is elected by the E-Board on even years, for a term of two years.
  - i. The Vice President of Travel shall sit on the Executive Board and attend SECJSA meetings as the Colchester Soccer Club voting member. If unable to attend, the Vice President of Travel will assign a proxy.
  - ii. The Vice President of Travel shall be considered 3rd in charge in the absence of The President and Vice President of Recreation.
  - iii. The Vice President of Travel will partner with the CSC President / E-Board to review and approve all vendor contracts and financial requests specific to the travel program. The CSC President is the only authorized E-Board member permitted to sign contracts approved by the E-Board for Colchester Soccer Club, for all Recreational and Travel program needs.
  - iv. The Vice President of Travel and The President will determine if a player / parent request to play on another team is appropriate.
  - v. The Vice President of Travel will hold meetings when needed with the Travel Coaches to ensure the program is running smoothly and make necessary recommendations to the E-Board as needed.

- vi. The Vice President of Travel will be listed as one of the Tournament Directors in the official rules of Soccerfest.

### **The Secretary**

- 5. The Secretary is elected at the Annual Meeting on even numbered years for a period of two years.
  - i. The Secretary shall record all business transactions of the Organization, attend to the correspondence, and maintain records of the Organization, including minutes of the Executive Board and Emergency Committee. The minutes of the Executive Board and Emergency Committee Meetings shall be distributed via email to all E-Board members and available to members present at the beginning of the Executive Board Meetings.
  - ii. All communication pertaining to the organization, except business concerning the registration of the players and committee business must be transacted through the office of the Secretary, and no member shall represent the Organization without the authority of the Executive Board.
  - iii. The CSC Secretary will partner with the Web Site Coordinator to publish the monthly E-Board approved meeting minutes to the CSC Website and distributes a copy to the Colchester Parks & Recreation department when required for recertification years.
  - iv. The Secretary will schedule and coordinate public facilities for the CSC E-Board meetings.
  - v. The Outgoing CSC Secretary will be responsible for documenting prior year activities, as well as supporting the transition of newly appointed CSC Secretary.
  - vi. Outgoing CSC Secretary will transition all existing documentation to the new CSC Secretary.

### **The Treasurer**

- 6. The Treasurer is elected at the Annual Meeting on odd numbered years for a period of two years.
  - i. He / she shall act as coordinator for the organization's business and make a written report at the Annual Meeting covering the past fiscal year.
  - ii. He / she shall oversee and approve the disbursement of CSC funds as required.
  - iii. He / she shall approve the payments for material and services monthly.
  - iv. He / she shall review the monthly reports and distribute to all E-Board members at least 2 days prior to the next E-board meeting in the month after the report date, i.e. the March report is due 2 days before the April meeting.
  - v. He / she will be formally documented as approved for access to the CSC bank accounts at the current CSC Bank of choice. NOTE: The approvals by the Treasurer are for items already approved in the budget.
  - vi. The Outgoing CSC Treasurer will be responsible for documenting prior year activities, as well as supporting the transition of newly appointed CSC Treasurer.
  - vii. Treasurer will partner with the Vice President's and President to ensure that CSC

- submits annual tax returns which have been compiled by a certified tax accountant / firm, approved, and submitted to the IRS prior to May 15<sup>th</sup> each year.
- viii. Treasurer will partner with the Vice President's and President to ensure that the CSC non-profit status is verified and updated annually or when required by the State and Federal Government. The annual process will be executed in partnership with a certified tax accountant / firm.
  - ix. The Treasurer shall maintain a list of all current and prior bounced checks; write letters as needed to all individuals owing funds and follow up as necessary.
  - x. The Treasurer is required to have a member who is not authorized to approve checks, review and sign the monthly bank reconciliations.
  - xi. Twice a year, an audit shall be completed on the financial records. A copy shall be submitted to the Executive Board and kept in the Treasurer's permanent records.
  - xii. The Treasurer will only pay bills of \$500.00 or more after receiving an approval email from the President with one of the Vice President's cc'ed on the email. Anything in question should be followed up with a phone call or text message to the President.

### **The Members at Large**

- 7. Members at Large are nominated as needed by E-Board members for a period of two years.
  - i. The Executive Board on a year-to-year basis will determine their responsibilities.
  - ii. Members at Large will provide support for the CSC organization specific to new initiatives and special projects approved by the CSC E-Board.
  - iii. Members at Large may temporarily or permanently fill vacant E-Board roles considered critical to the day-to-day Operation of Colchester Soccer Club when deemed necessary by President.

### **The Emergency Committee**

- 8. Five members of the Executive Board shall constitute a quorum for an Emergency Committee to represent the Executive Board on matters demanding immediate attention, where it is impossible or impractical to have a sufficient number of E-Board members for a regular quorum. All E-Board members are to be notified of the meeting. Only the Executive Board, however, shall have the power to incur liabilities on behalf of the Organization.

## **Organization Standing Committee / Staff**

9. There shall be the following Standing Committees appointed by the President except as noted below. These may or may not be voting members as defined in the “Executive Board”
  - A. **Referee Assignor** - is nominated by the President when needed (when not using a paid service), with approval of the Executive board, for a term of two years.
    - i. He/she is responsible in setting up and coordinating the assignment program for travel team games that complies with the intent of the USSF Referee assignment course.
    - ii. He/she must be a certified USSF Assignor.
    - iii. Recreation division games will be assigned under the direction of the Referee Assignor.
    - iv. The Referee Assignor shall assist referee assignments for the SoccerFest tournament if the tournament director does not have a SoccerFest assignor.
    - v. Referee Assignor will not be an Executive Board position when using an outside paid assignor.
  - B. **Equipment Manager** – is nominated by the President, with approval of the Executive board, for a term of two years.
    - i. The Equipment Manager shall have charge of all properties of the Organization.
    - ii. Property of this Organization shall be defined as all items bought and paid for by the Organization or items donated to the Organization.
    - iii. He/she is responsible for partnering with the CSC President specific to what was ordered, when, and where it will be delivered.
    - iv. Receive all goods and material ordered by CSC, verifying that the packing slip items and quantities were received, then signing and dating the packing slip and sending to the Treasurer.
    - v. A quarterly Inventory of equipment shall be provided to the E-Board prior to the annual budget cycle beginning every February and as of the end of the fall session in November.
    - vi. Equipment manager will be responsible to coordinate with the Vice President of Recreation and Vice President of Travel for the annual distribution and return of all equipment, balls, etc. from the Recreational and Travel coaches for their associated programs.
    - vii. This role will also partner with Field Maintenance Coordinator and Purchasing agent to ensure CSC has all the field equipment required for fall outdoor season (goals, nets, line paint, sand bags, anchor kits, etc.).
    - viii. This role will also partner with the Field Maintenance Coordinator for the field setup and breakdown efforts.



- C. **Registrar** - is nominated by the Vice President of Recreation with approval of the Executive board, for a term of two years.
- i. The Registrar will set the registration requirements and rules for all CSC members. The Registrar will be responsible for producing and distributing all Recreation team rosters; registration of all of Recreational Players and Volunteers; furnishing District personnel with any required listings and registrations.
  - ii. The Registrar will advise the Executive Board regarding projected and current players.
  - iii. The Registrar will work with the President and Secretary to provide the Town with the necessary documents for renewing club accreditation when needed.
  - iv. The registrar will coordinate and comply with the current Connecticut Junior Soccer Association (CJSA / SEJSA / NECJSA) rules and guidelines for registering and gaining approval for all CSC players, coaches, and volunteers.
  - v. CJSA registration data entry requirements.
  - vi. The Registrar will be responsible for producing and distributing all Travel team rosters, player passes and registrations for all CSC Travel Players and Volunteers.
- D. **Bylaw Committee** – is nominated by the President, with approval of the Executive board, no later than the February Executive Board meeting.
- i. Shall have all matters dealing with the Constitution, Bylaws and Rules and Regulations of the Organization submitted to them for consideration.
  - ii. Committee shall submit its comments and recommendations to the E-Board. The E-Board will review the recommendations for CSC Bylaw modification and vote / approve the recommendations at a regularly scheduled meeting.
  - iii. Proposed changes shall be submitted in writing to the Bylaw Committee and distributed at least 7 days prior to a scheduled meeting.
  - iv. Changes to Bylaws must pass by a two thirds majority of a quorum of the E-Board.
  - v. The President or a Vice President shall preside as the head of the Bylaw Committee.
- E. **Division Coordinators** – are nominated by the Vice President of Recreation, with approval of the Executive board, for a term of one year, by no later than the April Executive Board Meeting.
- i. The Divisional Coordinators shall communicate activities in their division for in-town teams.
  - ii. Divisional coordinators will partner with the Vice President for all matters specific to the coordination and execution of the CSC recreational program.

## F. Disciplinary Committee (as required)

- i. **The Disciplinary Committee** - shall be chaired by the Vice President of the opposite side of the club the issue pertains too and shall be composed of the Secretary, three (3) additional E-Board members and one (1) alternate. If the Chairman is disqualified the other Vice President will Chair the Committee.
- ii. The Disciplinary Committee shall handle all matters dealing with violations of the Laws of the Game, Rules and Regulations of the Game and good sportsmanship. This shall include alleged violations involving players, coaches, referees and spectators.
- iii. The Disciplinary Committee shall use the Connecticut Junior Soccer Association, Inc. Publication, A Guide to Junior Soccer in Connecticut, current edition, as a definition of the rules of the game.
- iv. In order for a person to initiate a matter, she / he must submit a written complaint to any member of the Disciplinary Committee. The contacted member shall then convene the Committee or request electronic supports from all parties within thirty (30) days to review the initial complaint.
- v. The committee may also investigate the situation independently of the primary persons to said complaint.
- vi. The committee shall keep detailed minutes of each meeting. These meeting minutes shall be considered confidential and not open to the regular membership or general public and shall be reported to the Executive Board.
- vii. A minimum of five (5) members are required as a quorum.
- viii. Any member of the Disciplinary Committee that has an actual or perceived conflict must disqualify him/herself for that incidence and the alternate will replace them on the committee.
- ix. Any person that is implicated in any disciplinary action shall be afforded the right to address the Disciplinary Committee in person or electronically with their version of the events that transpired.
- x. The Disciplinary Committee will present their recommendations to the Executive Board for a vote. Parties involved in the incident will be excused from the deliberation and vote.
- xi. The President shall ensure that all approved recommendations of the Disciplinary Committee are enforced and shall forward, with a written recommendation, any District or State required reports of disciplinary actions.

**G. Coaches (Recreational and Travel)** – Every team shall be supervised by one (1) coach and no more than three (3) assistant coaches, all of which are approved by E-Board or designated committee or coordinator.

- vi. Coaches must be eighteen (18) years of age or older.
- vii. Coaches shall be selected on the basis of their own good character and ability to work with children in harmony with the operation of CSC.
- viii. They shall possess reasonable soccer knowledge commensurate with the position.
- ix. Coaches are not granted tenure.
- x. The Head coach will be responsible for all actions of their players, parents and coaches within their control.
- xi. Coaches will be required to attend CSC endorsed coaches training sessions or hold equivalent certification to remain in good standing.
- xii. Coaches shall maintain an environment that is safe, fun and structured to develop the desire to improve skills, good sportsmanship and the love of the game.
- xiii. Divisional Coordinators or Vice Presidents may request interviews of prospective coaches for the purpose of evaluating a coaching prospect. The following criteria shall be used in the interview process:
  - a. Ability of the individual to teach the fundamentals of soccer.
  - b. Ability of the individual to impart good sportsmanship and ‘team concept’.
  - c. Prior coaching experience at any level.
  - d. E-Board recommendations and evaluations.
  - e. Ability to effectively communicate with players and parents.

**H. Field Maintenance Coordinator** – is nominated by the President, with approval of the Executive board, for a term of two years.

- i. The Field Maintenance Coordinator is responsible to develop a plan for field maintenance to ensure all fields are ready for play per CJSA rules.
- ii. He/she shall coordinate with Parks and Recreation to work on available fields as appropriate.
- iii. Field Maintenance Coordinator will partner with the Equipment Manager and The President to ensure CSC has all the field equipment required for play (goals, nets, line paint, sand bags, anchor kits, etc.).
- iv. This role will also partner with the Equipment Manager and Volunteer Coordinator for the fall field setup and breakdown efforts.
- v. The Field Maintenance Coordinator will work with the Vice President of Travel and the Vice President Recreation to develop a plan for field lining.
- vi. Will submit permit requests for approval with the Colchester Parks and Recreation Department and the Colchester Schools as appropriate.

**I. Travel / Recreational Tournaments (Optional)**

- xiv. Tournament proceeds will be used to support Colchester Soccer Club.
- xv. The CSC E-Board will review / approve the recommendations for tournament proceeds / expenditures,
- xvi. The balance of the proceeds will be directed to the CSC Capital Investment Fund or other CSC Bank accounts as deemed by the Executive Board.

1. **Tournament Committee** - will be chaired by the Tournament Director who will be nominated by the President, with approval of the Executive Board for a period of one year. The voting members of the Tournament Committee will be the subcommittee heads that run the various functions of the Tournament. The President, Vice President of Travel and the Treasurer will be members of the Tournament Committee.

2. **The Tournament Director shall:**

- i. Provide monthly status updates to the E-board in writing or in person as part of the meeting minutes.
- ii. Develop 'Tournament Guidelines' and submit them for E-Board approval.
- iii. Survey all participating teams and provide the E-Board results.
- iv. Create and submit a budget for E-Board approval at least 3 months prior to the event.
- v. Seek written approval from the President for all expenditures. The President will submit to the Treasurer for payment following CSC protocol for payments.
- vi. Seek E-Board approval for expenditures not approved as part of the budget prior to the expense being incurred.
- vii. The Tournament Director shall minimize CSC risk by not using dates on tournament merchandise, patches and other goods for sale.
- viii. The Tournament shall be supplied by vendors with no risk to CSC or if performed by Tournament members, operate on a consignment basis with no risk to CSC or tournament profits.
- ix. Submit all contracts to the President for review before accepting / signing. Only after written approval from the President may the contract be signed.
- x. In all cases, anticipated expenditures must be in the budget and cannot be funded out of proceeds.

J. **Web Site Administrator** – is nominated by the President, with approval of the Executive board for a term of two years.

- xvii. The Web site administrator is responsible for maintaining, updating and enhancing the current CSC website and Google platform as needed or requested by E-Board.
- xviii. The Web site administrator shall perform quarterly security checks of the system to assure proper access has been granted to the CSC website and Google platform.
- xix. Shall document a list of roles and security settings as directed by the President.
- xx. Shall provide systems training as requested by The President.
- xxi. Shall remove security access within 5 days of any member leaving their position unless necessary to maintain for continuity as directed by The President.

- xxii. Shall provide a continuity plan for full systems access. The plan will include all detailed information outlining the administrative access, web addresses, support contacts, etc. Access to the plan will be limited to the President.
- xxiii. Shall provide a separate full admin account for the President separate from the President's normal account.

**K. CSC Capital Investment Fund Committee** – is nominated by the President, with approval of the Executive board, for a term of two years.

- xxiv. Shall be responsible to the Executive Board and shall consist of the Field Maintenance Coordinator and four (4) additional E-Board members nominated by the President and approved by the E-Board.
- xxv. The Capital Investment Committee shall be responsible for:
  - Implementing the charter for the committee, that is to determine the CSC Capital Investments needs for the club and setting a long-term strategy specific to existing funds and proposing opportunities for other sources of revenue generation.
  - The committee will be required to approve the recommendation and forward to the E-board for approval.
  - The E-board will be required to vote Yea or Nay (no modifications to the motion is allowed). Yea will require a 2/3 majority to approve – Nay sends back to the committee for additional review / modifications.
  - The approved plan will require a 2/3 majority of the Committee to change.
  - The Funds CSC Capital Investments will be kept in an interest bearing Money Market account or CD's with a term of 1 year or less. The CSC E-Board can vote to approve disbursement of additional funds into this account. This vote will require a 2/3 majority to approve.

**L. Volunteer Coordinator** - is nominated by the President and approved by the E-Board, for a period of two years.

- i. The Volunteer Coordinator shall work with the E-Board to develop and implement a volunteer policy that applies to Recreation and Travel Soccer Programs.
- ii. Work with Website Administrator or Registrar to track and recruit volunteers through the CSC database.
- iii. Work with Field Maintenance Coordinator, Vice Presidents, Tournament Director and other E-Board members to identify volunteer needs.

## Meetings

10. All meetings, unless specified below, shall be open to all adult personnel associated with or interested in any part of the program.
  - i. Only members of the E-Board or qualified membership are allowed to vote at monthly meetings.
  - ii. The following meetings or portions of meetings will be closed to all but the members of those committee or boards:
    - Travel or Recreation Disciplinary Committee hearings.
    - Portions of Executive board meetings where the board is acting as an “appeals committee” or discussing or taking action to remove a member or officer, or hearing a report from a disciplinary committee, or any other issue that is deemed to require an executive session.
    - Travel and Recreation Coaching committee meetings.
    - Travel Coaches meetings that are discussing personnel issues or other times as deemed necessary by the Director of Travel.
    - Voting specific to new members recommended for E-Board positions.
    - Budget discussions or voting on CSC expenditures that any Eboard member feels should be done in private will require a simple majority vote of Eboard members to go into executive session.
    - All Committee meetings shall be required to take and submit minutes to the club Secretary for inclusion in the club’s records and posted online for public viewing.

### 11. Executive Board / Committee Operating Policy

- i. E-Board officers must maintain the confidentiality of information entrusted to them by the E-Board, parents of CSC members, CSC members or players.
- ii. Confidential information includes all non-public information brought to the E-Board, discussed in E-Board meetings, Coaches Interviews, transmitted through media (e.g. internet, e-mail, telephone) and / or other sources that have not been authorized for release to the general public.
- iii. Confirmed breach of E-Board confidentiality shall result in immediate disciplinary action up to, and including, CSC expulsion.

### 12. CSC Annual Meeting - The duties and powers of all elected or appointed officers shall cease after they have made their reports to the Annual Meeting.

- i. The Annual Meeting shall be held between January 1<sup>st</sup> and January 31<sup>st</sup>, with at least thirty (30) days advance notice by public notice.
- ii. On even numbered years the President, Vice President of Travel and Secretary will be voted on. On odd numbered years, the Vice President of Recreation, Treasurer and three Members at Large will be voted on; midterm elections will be allowed and will be for the remainder of the position terms with E-Board approval.
- iii. Along with the Executive Board members, honorary members, and any member in

- iv. good standing per these bylaws shall be entitled to be a voting member at each Annual Meeting for nonfinancial votes.
- v. At Annual Meetings, seven voting members inclusive of 3 officers constitute a quorum.
- vi. The President, when needed with approval of the Executive board, no later than 2 months prior to each annual meeting shall nominate a Nominating Committee.
- vii. It will be the duty of this committee to nominate candidates in good standing who, when elected, will represent the Organization in all matters; nothing herein shall be deemed to prevent nominations from the floor.

**13. The Nominating Committee** - Is responsible for identifying and recommending to the CSC E-Board, nominees for the role of President, Vice Presidents, Treasurer, and Secretary, and members at large as the existing terms of office expire.

- Odd number years for Vice President of Recreation and Treasurer, Even number years for President, Vice President of Travel and Secretary. The slate of officers will be voted on by the nominating committee and presented to the CSC E-board for review and vote no later than the December E-Board meeting prior to the January annual meeting.
- The Nominating committee should make every effort to review and identify candidates for the CSC President role sourcing from the current list of CSC E-Board members. (Recommending a candidate for CSC President without at least 1 year of service on the CSC E-Board is not recommended or advisable).

**14. Executive Board Meetings**

- i. Meetings may be called at the written request of three members of the Executive Board, or at the written request of one-third of the member teams giving detailed reasons for such a meeting or by the President in an emergency; otherwise the Secretary or President shall have the power to call all meetings as the occasion demands.
- ii. Any Executive Board Committee member absenting themselves from three (unexcused by the Executive Board) successive meetings shall have his/her office declared vacant. The vacancy is to be filled by the Executive Board at the next Executive Board Meeting.
- iii. A non-elected board member may motion the E-board to be excused from all meetings for the remainder of their appointed term. A two-thirds (2/3) vote of the Executive board members present is required to approve the motion. Upon approval of the motion, that E-board member will not be allowed to vote for the balance of his / her term and the position will not be counted in the quorum count.
- iv. The expenses of the Executive Board may be defrayed by the Organization if the funds warrant it.

- v. Unless temporarily modified by actions of the members, the suggested order of business for Executive Board Meetings and all committee meetings shall be:
  - Roll Call
  - Members Comments
  - Secretary's Report
  - Treasurer's Report
  - Unfinished Business and Communications
  - New Business and Communications
- vi. Adjournment at Executive Board Meetings: a majority of the Board shall constitute a quorum. In case of doubt as to procedure at Annual Meetings or at meetings of the Executive Board, the latest edition of Robert's Rules of Order, Revised Edition will be used for guidance. Resolutions and motions adopted by the Executive Board shall be in effect until they are rescinded by vote or a majority present and voting at an Annual Meeting.

### **Electronic Voting**

Use of Email or other electronic voting means shall be utilized if a meeting does not make a quorum or when matters need to be resolved before the next scheduled meeting. This is designed to be an exception and should be utilized in the best interest of the club and its members. Electronic voting is applicable to the Eboard or committees and shall follow the suggested procedure:

1. A group message is sent that specifies the motion to be voted on and includes a justification. A time limit or voting date is provided to allow for discussion.
2. A second to the motion will be provided by any one member by responding to the group
3. Any discussion on the motion will occur by responding to the group
4. An email will be sent to the group signifying the end of the discussion and the start of voting once the time limit or voting date has been reached. Extensions to the time limit or date may be applied if necessary
5. Voting will commence either through responding to the group or other electronic voting means.
6. The president will reply to the group with the tally and motion status. Members may challenge the vote count within 1 days of the vote status, otherwise the voting is completed.
7. An email with the motion results and the discussion will be provided to the Secretary for filing. The results of the voting will be filed in the subsequent meeting's minutes in a section titled "Electronic voting". The discussion will be archived and available on request.



- 15. Aside from what is stated in these bylaws the President and Executive Board may institute rules that he/she sees fit for the proper operation of the organization. These rules will be added to the bylaws as addendums. These rules will also be available on the club website for viewing.**

### **Code of Conduct**

To ensure that the principles of sportsmanship, fair play, and mutual respect among players, coaches, referees and other team officials registered within CSC, the CSC Code of Conduct has been established. It is the obligation of all club administrators, coaches, other team officials, players, and parents to create an environment that promotes this objective. Players, Parents, Referees or Coaches that willfully violate this code jeopardize their participation and membership within all CSC programs.

Players, parents, referees and coaches will be required to signify their acceptance of the CSC Code of Conduct by signing a copy (electronically or in writing) prior to participation in a CSC practice or game

Any CSC parent/guardian, participant, coach, or spectator seen by an E-board member acting in an inappropriate manner may face disciplinary action up to and including a permanent ban from CSC activities. Temporary disciplinary action may be taken at the discretion of any CSC E-Board member at time of observance of the event. The E-board member may take immediate action up to and including immediate removal from all CSC activity until a full E-board disciplinary committee can meet. All cases of enforcement will be handled via the established Disciplinary procedures of Colchester Soccer Club.

Last amended March 28, 2018