

# Belpre Soccer Club

## By-Laws



**BELPRE SOCCER CLUB**  
**BY-LAWS**  
**Approved 8/24/20**

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

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

**The BSC shall be governed by these Bylaws, Recreational Soccer Guidelines, the BSC Code of Conduct, the BSC travel guidelines, Articles of Incorporation, and United States Soccer Constitution and Bylaws, in this order.**

**A copy of these Bylaws, and the Recreational Guidelines, and the Code of Conduct shall be kept on the premises of Belpre Soccer Club at all times and be 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 policy 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 member. Members may be expelled for conduct, or for not following mandated club rules. Members being denied may ask for a club review of their denial, to be held under the same guidelines as the disciplinary board.**

**ARTICLE ONE: PHILOSOPHY AND PURPOSE**

- A. These Bylaws are intended to ensure the orderly conduct of BSC business by creating a climate, which promotes teamwork and fosters cooperation among all members: players, coaches, parents, 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 judgment, 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 non-profit, educational soccer program in order to foster and advance the cause of soccer within the territory under 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 (non-voting, except to break a tie)**
- 2. \*Vice President**
- 3. \*Secretary**
- 4. \*Treasurer**
- 5. \*Registrar**
- 6. \*Recreational Coordinator**
- 7. \*Member-At-Large**

**\*These members of the Board of Directors 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 “nomination/elections” committee. This committee is to preside over the nominations and elections of all members of the board of directors. No member that is on the ballot either for election or re-election will be permitted to be a member of this committee. The nomination/elections committee shall be appointed no later than 21 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 board of directors. A nominee may not run for more than one elected position at a time and may not be a board member or officer in another neighboring athletic program that is not sanctioned by the BSC Board of Directors.

2. All elected Board Members shall serve for a term of two (2) years commencing on January 1<sup>st</sup> following the election. The President, Secretary, and Recreational Coordinator will be elected in odd years (based on year election is being held). The Vice President, Treasurer, Registrar, and Member-At-Large will be elected in even years. Elections will take place at the end of the fall season. All club members in good standing shall be eligible for election/reelection. Voting at this election will be restricted to “on site” voting at the designated polling area. Any other form of voting (text, email, phone) will NOT be accepted. BSC coaches, Board Members, BSC adult referees, and player’s parents (or legal guardians) will be permitted to vote, at one vote per qualified individual. Voting for an individual not present will not be allowed and will cause for that ballot to be thrown out. I.E. a father may not vote for a mother or vice versa. All voters must be 18 years of age or older. The registrar will provide to the election committee a list of all registered children and the names of their parents or legal guardians. The parents will then be asked to sign their names alongside their child’s name at the time of voting. The Board of Directors reserves the right to I.D. for proof of eligibility. In case of a tie, the incoming executive committee will decide by casting anonymous vote.  
If a position is elected in the opposite year due to early vacancy, the position will be filled by appointment and will fulfill the requirements to complete the term.
3. All members of the Board of Directors shall hold only one elected office at any given time (except in instances described below) and be allowed only one vote. At no time shall the same person occupy both the registrar and the treasurer positions.
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 then be appointed to a second (elected) position, but still maintain only one vote. Any position filled due to vacancy is up for election in the very next election in the fall. If no one is elected during the election, that board member shall continue on in that position until the next regular election for that position, and so on until someone is elected to take his/her place.

5. **At no time may any couple (married or otherwise romantically involved) have voting privileges in the spouse's absence.**
  
  6. **In the event the soccer club is shut down or non-operational during a fall season, or a large part thereof, the board of directors will meet at a reasonable time to postpone the upcoming fall election. Qualifying reasons shall be only those that will interfere with an election process due to a pandemic, national/state/local disaster, or state of emergency. This postponed election shall occur at the next season the club is operational. Any board members that are up for election may continue in full capacity of their current position until the next election. If said board members decide not to continue, they may resign with no penalties, and a member be appointed until the postponed election takes place.**
- C. The following committee heads will be elected to serve a term of one year, commencing at the first regularly scheduled meeting in January and ending 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/Director of Recreational Coaching**
  2. **Fundraising Coordinator**
  3. **Past President/League Advisor**
  4. **Concession Coordinator**
  5. **Fields Maintenance Coordinator**
  6. **Travel Coordinator**
- a. **The Past President/League Advisor shall be a full member of the Board of Directors by virtue of his/her previous office (must have served one full term as president). The term shall be for one year during the transition to the new President and shall run January 1<sup>st</sup> to December 31<sup>st</sup>. The immediate Past President may be asked to fill this position. If he/she declines, either verbally or by lack of participation, the Board shall appoint a qualified person to this position.**
  
  - b. **If at any point during a term on the board (either appointed or elected) there becomes a conflict of interest in any member's position, the board member must resolve the conflict immediately. Conflicts include any member that may have their opinions swayed because of personal gain (monetarily or**

non-monetarily). A conflict may include a board member, their spouse, and/or a member of their immediate family. If a board member does receive benefits while in office that board 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. If the Board deems necessary, they may seek legal action against any person who defrauds the club.

- c. Any Board Member resigning their position before the conclusion will go before the board for consideration of being deemed a member in bad standing for a period of up to five (5) years and therefore be ineligible to run or be appointed to any position.

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

1. The Board of Directors shall supervise all functions relating to the registration of players, 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 maintain a friendly working relationship to encourage the game of soccer.
3. Club tournaments may be organized and executed by a separately appointed Tournament Committee, provided approval is obtained from the Board. Monies raised in this manner will 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 Feb 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 will help provide funding for the construction of new playing fields and facilities. Once the budget has been approved, variances to the budget will require additional action by the Board.

**E. Board of Directors Elected Officers Duties and Responsibilities**

1. The President shall:
  - Have the responsibility and authority to conduct the business of the BSC within the framework of these Bylaws.

- **Maintain a close relationship with the Board of Directors, coordinate activities through the Board Members, and preside over all Board meetings.**
- **The President may be an ex-officio member of all appointed committees.**
- **The President or his appointee shall supervise all social media, including the website and social sites such as Facebook.**

**2. The Vice-President shall:**

- **Assist the President in the Performance of his/her duties.**
- **Be responsible for and coordinate the purchase of equipment and supplies.**
- **Be in charge of setting up picture day and distribution, and also in ordering of trophies.**
- **In the absence of the President, the Vice-President will be in charge and preside over meetings.**

**3. The Secretary shall:**

- **Keep the minutes of the proceedings of all regular meetings of this organization and post for BSC club access on the club website.**
- **Issue notice of meetings to members.**
- **Conduct and distribute all necessary correspondence and assist in any other functions necessary to the orderly operation of the BSC.**
- **The Secretary shall also act as liaison with the Newspapers.**
- **The Secretary shall also be the “official voice” of the club in matters concerning complaints and problems under the direction of the President, on all electronic media outlets and social sites such as Facebook, and including the review of friend requests and posts to the Belpre Soccer Club Facebook Page.**

**4. The Treasurer shall:**

- **Have custody of all funds, securities, evidence of indebtedness, and other documents.**
- **Shall deposit funds and securities in the name and to the credit of the BSC with a financial institution.**
- **Shall have charge of all funds, collect fees, and pay expenses of the BSC, as included in the approved annual budget.**

- **Post quarterly performance reports and balance sheet on club website for all club members to have access.**
- **Render annual reports to the funds, receipts, and disbursements of the BSC not later than the February meeting and when requested by the club President.**
- **Report annual information accurately to both state and federal entities under requirement of 501(c)(3) reporting according to all laws and regulations.**
- **An audit will be conducted the end of each Treasurer's term of office.**
- **Oversee and supervise all functions relating to the administration of the BSC insurance safety program.**

**5. The Registrar shall:**

- **Be responsible for overseeing the registration of players at the beginning of each playing season and the maintenance of team and individual player records.**
- **Be responsible for the ordering, purchase, and distribution to the club of all uniforms.**
- **Registration of all teams under rules and guidelines of the OSYSA shall also be the responsibility of the Registrar.**
- **All team and player information required by the OSYSA shall come from the BSC Registrar only.**
- **The BSC Registrar is responsible for co-coordinating the BSC player draft.**
- **The BSC Registrar is responsible for relaying all player registration with OSYSA for proper inclusion in BSC insurance safety program.**
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**6. The Recreational Coordinator shall:**

- **Act as a liaison with all member Clubs of the BSC. Oversee the schedule for all recreational games to be played during the Spring and Fall Seasons.**
- **Work with the Clubs to implement the rules covering recreational games.**
- **Oversee updating the Recreational Soccer Guidelines in coordination with the Referee Coordinator to be approved by the Board of Directors.**
- **Recruit and register all coaches for the season.**
- **Coordinate the coaches' meeting held before each season begins.**

- **Ensure all coaches kid safe and concussion forms are submitted online to OSYSA and confirmations are kept on file with the club.**
- **The Recreational Coordinator is also responsible for co-coordinating the BSC player draft.**
- **Design field layout in accordance with age appropriate field sizes and assign and enforce lining schedule for each season.**

**7. The Member-at-Large shall:**

- **Be responsible for representing the interests and concerns of all members of the BSC.**
- **Assist all other BSC Board members in their day to day operations.**
- **Stand in for Secretary in the event of their absence from a meeting.**
- **Assist concession coordinator with fulfillment of daily concessions coverage.**
- **Assist Fields coordinator with inventory of field supplies, i.e. paint, flags, nets needing replacement.**
- **Assist fund raising coordinator with sponsorship attainment.**
- **Be responsible for sponsorship signage and advertising on the mainboard, concessions building, and field nets.**
- **Actively participate in fund raising events.**

**E. Board of Directors Non-Executive Duties and Responsibilities**

**1. The Referee Coordinator/Director of Recreational Coaching shall:**

- **Be responsible for the assignment and scheduling of referees for all BSC games.**
- **Supervise the recruitment, training, and certification of all BSC referees.**
- **Be responsible for the interpretation and communication of FIFA Laws, which shall govern the rules of play for this Club for recreational teams only.**
- **Coordinate with the recreational coordinator on updates to the BSC Recreational Guidelines for approval by the BSC Board of Directors.**
- **Be a Certified Referee in good standing with the USSF and US Soccer.**
- **Be responsible for helping train the recreational coaches on techniques and rules of the game, having the referees available at practices when possible.**

- **Be responsible for monitoring game feedback and addressing issues as they arise.**
  - **Coordinate certification opportunities to support the recruitment of new referees.**
  - **Certify referees' schedules and pay amounts following all worked games for BSC.**
- 2. The Past President/League Advisor shall:**
- **Have expertise with both the League and the Board of Directors and shall provide guidance and input to changes and activities of the Club.**
  - **Shall preside over the arbitration committee.**
- 3. The Fields Maintenance Coordinator shall:**
- **Be responsible for overseeing upkeep of the BSC fields, facilities, and equipment.**
  - **Will assist with the layout of fields and preparation of line for painting prior to each season.**
  - **Shall keep and turn in all receipts of expenditures to the treasurer.**
  - **Recruit and direct a field maintenance crew to assist with the weekly upkeep of the fields and surrounding grounds.**
  - **Communicate the needs of the field maintenance crew to the board with adequate time to deliver.**
  - **Coordinate all needed repairs to the equipment and facilities on the grounds.**
- 4. The Concession Coordinator shall:**
- **Be responsible for purchasing all supplies for the concession stand and vending.**
  - **Turn in all purchase receipts to reconcile to spending on prepaid purchase cards.**
  - **Keep appropriate records of all money received through sales in concessions and vending.**
  - **Track and maintain record of all referee pay disbursed in accordance with referee pay schedules received and approved by the referee coordinator.**
  - **Turn in all funds in excess of petty change to treasurer, president or vice president each game day for deposit in financial institution, accompanied by records of income.**
  - **All reports and records will be rendered to the treasurer for proper recording.**

- **Coordinating a concession crew or assigning concessions volunteer schedule to coaches to ensure proper coverage of concession sales during game days.**
- 5. The Fundraising Coordinator shall:**
- **Be responsible for team sponsorships and all other fundraising activities.**
  - **Keep appropriate records of all money received for any related activities.**
  - **Render all funds and records to the treasurer for deposit into financial institution and proper recording of activity.**
- 6. The travel coordinator shall:**
- **Ensure proper reporting of travel activities and appropriate minutes to the BSC Board.**
  - **Ensure all BSC travel participants registration is correct and complete in accordance with OSYSA registration guidelines.**
  - **Make appropriate updates to the Travel Guidelines governing BSC travel activities.**
- 7. If any member of board of directors, elected or appointed, misses 2 consecutive meetings without communicating good reason for absence to the president, or fails to perform or communicate those duties to the president, shall have their continuation in position voted upon by board on 2<sup>nd</sup> meeting. The President will share/relay the “excused” absence during meeting roll call.**

**F. Meetings**

- 1. Regular, open, meetings of the BSC shall be held at times convenient to the board members as required to conduct BSC business. These meetings shall be held once a month as agreed upon by the BSC Board of Directors. The location and time of each meeting shall be announced at the preceding meeting. The last meeting of the year shall be a joint meeting between the old and new Board members. New board members DO NOT vote at this meeting.**
- 2. Special meetings of the BSC may be called at any time by the President or upon written demand by three (3) or more Board Members with an agenda, in which case a meeting shall be called by the President and held within 5 days of such demand.**

3. **The presence of majority of the voting positions of the Board of Directors shall constitute a quorum to transact business at any meeting of the BSC.**
4. **At any time a quorum is achieved, members that are not present will be available to have their votes cast either by text, email, or by phone (on speaker for the entire group to hear). If, due to the club being shut down due to causes such as a pandemic, national/state/local disaster, or a state of emergency, the meeting may be held by group video conference or group audio call.**

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

- A. **Operating funds will be derived from gifts, donations, sponsors, 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 Treasurer is unable to attend.**
- C. **The BSC will maintain financial operating accounts for financial operations of the regular program. Any two (2) of the Executive Committee members previously approved by the Board. Those three (3) authorized signatures must be filed with the bank.**
- D. **The President shall have sole authority to approve all expenditures up to and equal to the amount of \$300. The amount spent shall not exceed \$300 between monthly meetings without approval by the Treasurer as well. The President will be required to issue a report of these monthly expenditures at the beginning of each Board Meeting. Intermediate funds can be approved by unanimous vote of the Executive Committee by email and/or text message.**
- E. **All expenditures exceeding approved, budgeted amounts in excess of \$300 and less than \$1000 must have prior approval by majority of the Board of Directors at the monthly regular meeting. Any expenditure in excess of \$1000 must have approval from entire Board of Directors at the monthly regular meeting.**

- F. 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.**
- G. Under no circumstance shall any board member profit financially from their actions within the club itself, either as 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 Board of Directors their considered and recommended changes.**
- C. Changes or amendments to these Bylaws will be preceded by notification of all Board Members with a comment period of not less than fifteen (15) days. Ratification requires a 2/3 majority of the Board of Directors within thirty (30) days of the comment period.**
- D. Any member of the BSC who wishes to change or amend these Bylaws is required to submit said change in writing to the President or Secretary. The Board of Directors will determine if the proposed change should be submitted to the membership.**
- E. A fast track approval will allow changes to these bylaws to be in effect immediately if upon presentation 100% of active board members approve of the amendment, either in person or by text or email.**
- F. In the case of an emergency or subject of high importance: The president may present an executive order to the board of directors for approval. This order must have a majority approval from the board of directors to take effect. This order is only valid until the next board meeting in which case a**

**board vote may be necessary with a 100% of the board in favor of the executive order if the order is to be fast tracked.**

- G. The BSC Code of Conduct shall be amended under the same rules as the BSC Bylaws.**