

Pemberton Soccer Club

Founded 1980

2003 Constitution

Article I: This Club shall be known as the Pemberton Soccer Club, also referred to as the PSC, a non-profit corporation.

Article II: It shall be the purpose of this club to foster, promote and advance the cause of soccer without regard to age or sex and to guard the interests of the teams and players as to their relationship and continued affiliation with New Jersey Youth Soccer and the United States Soccer Federation.

Article III: The headquarters of this club shall be in Pemberton, New Jersey.

Article IV: Membership and Official PSC Status

Section 1: Membership

- a. Membership shall be granted to those persons eighteen (18) years of age or older.
- b. Any person having paid player registration fees (membership dues), and anyone holding official PSC status (see Section 7)
- c. The body of membership shall be referred to as the "General Membership".

Section 2: Bona Fide Member

A bona fide member is any person who has met the requirements prescribed in the Pemberton Soccer Club By-Laws.

Section 3: Rights and Privileges

Members shall have the right to participate in all activities held and/or sponsored by PSC and are subject to the rules as set forth in the PSC By-Laws.

Section 4: Official PSC Status

- a. Individuals holding official PSC status:
 1. Executive Committee Members, Assigned Coaches and Assistant Coaches of any PSC team.
 2. Persons serving the club in the following appointed positions:
 - a. Equipment Manager
 - b. Tournament Chairperson
 - c. Fundraising Chairperson
 - d. Fields Improvement Manager
 - e. Publicity Chairman
 - f. Special Committee Members (Grievance, Finance, Fundraising, Scholarship, and Tournament)
 - g. Indoor Commissioner
 - h. Division VI Commissioner
 - i. Recreation Commissioner
 - j. Registered agent for the corporation
 - k. Recreation Referee Coordinator
 - l. Any additional positions as required and voted on by the executive committee

Section 5: Junior Members

- a. Any person under the age of 18 years and older than 14 years that has interest in participating in activities held or sponsored by the PSC shall be referred to as Junior Members.
- b. These can be referees, assistant coaches, and players that actively participate in the organization and planning of PSC activities, meetings, and sponsored events.
- c. These junior members will not have a vote in the general membership. And may not hold a position on committees.

Article V: Executive Committee and Officers

Section 1: Officers and Members of the Executive Committee

The Officers of the Executive Committee of the club shall be elected by the General Membership and shall be as follows:

President

General Secretary
Vice President – Recreational
Vice President – Boys
Vice President – Girls
Treasurer
Recording Secretary

Section 2: Election of Officers

- a. The Officers of this club shall be elected by secret ballot at the November General Membership Meeting, with nominations offered at the October and November General Membership Meetings, and they shall serve a term of one (1) year. The recording Secretary shall oversee the election. No absentee ballots shall be allowed. The order of election is listed in article V, Section
- b. Each officer shall be voted for separately and must receive a majority of all votes cast. In the event there are more than two candidates for a position and no candidate received a majority, the candidate with the least votes will be dropped and a new vote will be taken. In the case where a vacancy occurs in any office prior to the November General Membership Meeting, the President will notify the membership and schedule an election for the next general membership meeting.

Section 3: Qualifications

- a. Must be at least eighteen (18) years of age at time of election.
- b. Must be a bona fide member of the PSC.
- c. At least one member of the Executive Committee must be a resident of Pemberton Township.

Section 4: Duties of Officers

a. President

The President shall:

- Preside at all meetings of this club

- Enforce the Constitution, By-Laws, and rules such as may be adopted by the membership
- Appoint committee chairpersons and their members at his/her discretion or as directed by the Executive Committee
- Call all meetings as are herein provided to be called by him/her
- Carry out directives of the Executive Committee and the general membership.
- Approve all bills

b. General Secretary

The General Secretary shall:

- Serve as President in the absence of the President maintain all corporate records
- Keep a complete record of all players and coaches registered with the PSC

Is responsible for:

- The registration of all players with the club
- The assignment of players to PSC teams in a manner designated by the Executive Committee
- And the assignment of practice fields for all PSC teams.

c. Vice President, Recreational Program

This Vice President shall oversee the recreational Program and may appoint, with the approval of the President, a Recreational Commissioner, a Division VI Commissioner, and an Indoor Commissioner to assist in the organization of the Recreational Program, including team assignments, scheduling of Recreational Program games, and participation in Recreational Tournaments; receive and review all Recreational League, Division VI, and Indoor grievances and complaints.

1) Recreational Commissioner

The Recreational Commissioner shall assist the Vice President of Recreation in the development of the playing schedule for the Recreational League of the PSC.

This includes:

- Team assignments
- Reporting any problems or concerns to Vice President of Recreation

2) Division VI Commissioner

The Division VI Commissioner shall assist the Vice President of recreation in the development of the playing schedule for Division VI of the PSC.

This includes:

- Team assignments
- Reporting any problems or concerns to Vice President of Recreation

3) Indoor Commissioner

The indoor Commissioner shall assist the Vice President of recreation in the development of the indoor program and playing schedule.

This includes:

- Team assignments
- Determining if games are to be cancelled due to weather
- Reporting any problems or concerns to Vice President of Recreation

d. Vice President, PSC Boys' Traveling Program

This Vice President shall execute the approved playing schedule for the boys program of the PSC. This includes scheduling referees; scheduling field preparation; determining if games are to be postponed due to weather or field conditions; rescheduling postponed games; meetings or arranging an alternate approved by the Board to

attend these meetings; receive and review all referee reports.

e. Vice President, PSC Girls' Traveling Program

This Vice President shall execute the approved playing schedule for the girls' program of the Pemberton Soccer Club. This includes scheduling referees; scheduling field preparation; determining if games are to be postponed due to weather or field conditions; rescheduling postponed games; shall be responsible for attending all league or conference meetings or arranging an alternate approved by the Board to attend these meetings; and receive and review all referee reports.

f. Treasurer

The Treasurer shall collect all membership dues and have charge of all monies of the club and shall keep a detailed account of income and expenditures thereof. A financial report must be submitted at monthly general meetings. The Treasurer will be the Executive Committee representative on all fundraising committees.

g. Recording Secretary

The Recording Secretary shall be responsible for maintaining records of a proceedings of the club; conduct the necessary correspondence incident to club business; keep attendance record of all meetings; and keep Constitution and rules of the club current; be responsible for all intra-club communications and maintain the membership roster in order to determine and specify voting eligibility of the attendees at meetings.

Section 5: Executive Committee

- a. The Executive Committee shall have full authority to act for the PSC membership in all matters of administration, assignment of coaches, and shall report to the membership at every general meeting.

- b. Details of meetings which are considered personal in nature will not be reported to the general membership unless agreed upon by all concerned parties in writing.
- c. The Executive Committee is empowered to expend up to a total of \$1,000.00 monthly without prior approval of the voting membership.
- d. A quorum for an Executive Committee meeting is four (4) voting members.

Section 6: Rulings of the Executive Committee

- a. Final authority at all times rests with the PSC membership, except for the assignment of coaches.
- b. The general membership may override any Executive Committee action by a two-thirds vote of bona fide members present at a Regular or Special General Meeting.

Article VI: Coaches

Section 1: Assignment of Coaches

All coaching assignments will be approved by the Executive Committee.

Section 2: Qualifications for Coaches

- a. All applicants must be at least eighteen (18) years of age at the time of assignment.
- b. Applicants for traveling team coaching assignments must have completed at least one (1) season as a coach in a recreation program or Division VI League.
- c. Applicants for recreational coaching assignments must be willing to participate in an instructional coaching clinic, formal or informal.
- d. Applicants must submit their request for team assignment in writing.
- e. If there is less than the required number of qualified coaches available, the executive committee may waive the above qualifications.

Section 3: Number of Coaches

Each team shall have only one head coach. "Head Coach" shall be referred to as "Coach" in this Constitution.

Section 4: Length of Coaching Assignment

The time period associated with the various coaching assignment will be defined as Fall, Spring, and Winter.

Section 5: Ruling on Coaching Assignments

The Executive Committee has the authority to make coaching assignments, but the membership may override a specific assignment by two-thirds vote of the bona fide members in the Pemberton Soccer Club.

Section 6: Qualifications for Assistant Coaches

- a. Must be at least eighteen (18) years of age at the time of assignment.
- b. If there is less than the required number of qualified coaches available, the executive committee may waive the above qualifications.

Section 7: Number of Assistant Coaches

Each team will have a minimum of (1) one assistant coach or (1) team parent on file with the PSC Executive Board.

Article VII: Meetings

Section 1: Regular General Meetings

Regular General Meetings of this club shall be held each calendar month at a place and time designated by the Chair.

Section 2: Executive Committee Meetings

- a. Executive Committee Meetings shall be held each calendar month at a place and time designated by the Chair.
- b. Special board Meetings may be called by the President or a majority of the board.

Section 3: Special General Meetings

- a. The President and/or the Executive Committee have the authority to call any meetings besides the regularly scheduled meetings with seventy-two (72) hours notice to bona fide members.
- b. Special General Meetings may be held upon written request by seven (7) bona fide members, to the President in which case a meeting shall be called within seven (7) days of receipt of such a request.

Section 4: Quorum

Except as set fourth here or in the Rules, the meeting will be conducted in accordance with the procedures of Robert's Rules of Order.

Article VIII: Removal of Officers and Individual's holding Official PSC Status

- a. Individuals may be removed from office for the following reasons:
 1. Conviction for a crime, no vote required.
 2. Any individual holding official PSC Status may be removed for any of the following reasons:
 - (a). Neglect of Duty
 - (b). Dishonesty
 - (c). Misuse of funds

- (d). Any action that tends to bring discredit to the PSC while actively involved in the performance of their duties.
- b. Removal from Official PSC Status
 1. A Special Meeting of the Executive Committee shall be convened to review and investigate allegations.
 2. A second meeting for final disposition shall be called no sooner than 14 days from the date of the original hearing.
 3. Any individual removed from official PSC status may appeal the decision in writing within five (5) days of receipt of notification of removal, which will be sent by certified mail.
 - (a). This appeal shall be presented to the General Secretary.

Article IX: Method of Amendments

Section 1: Amendments

- a. All amendments to this Constitution must be presented by a bona fide member in writing to any member of the Executive Committee prior to an Executive Committee Meeting.
- b. The Executive Committee shall review the proposal and make a recommendation to the general membership at the next general meeting.
- c. This proposal shall be open for discussion at the second general meeting after introduction.
- d. This proposal shall be voted upon at the third general meeting after introduction.
- e. Amendments to this Constitution require approval by two-thirds of the bona fide membership present.
- f. Vote is to be taken by role call.

Section 2: Rules

- a. Rules may be established to supplement the Articles of this Constitution.
- b. Rules may be adopted or repealed by a majority vote of the bona fide membership present, and must be proposed in writing

to an Executive Committee member and read at a regular general meeting at least one meeting in advance of the meeting at which it is to be voted upon.

Article X: Ratification Of 2003 Constitution

Section 1: Procedure

The amendment procedure in the current constitution will be the procedure for ratification of this constitution.

Section 2: Ratification

Upon ratification of this Constitution, this Constitution will supersede all previous constitutions.

