

Earlham Soccer Club By-Laws

ARTICLE I – TITLE

The organization shall be known as the Earlham Soccer Club, affiliated with the Greater Des Moines Junior Soccer League and is hereafter known as the Club.

ARTICLE II – PURPOSE

The Club is founded for the purpose of furthering and promoting the development of the sport of soccer in the city of Earlham, Iowa, and the surrounding area through organization, training, and education of residents of the area, organizing soccer teams within the area to compete and participate in soccer, receiving gifts, legacies and donations from any source to be used solely for promotion of the health, welfare and recreation of the residents of Earlham and the surrounding area through the organization of the Club.

ARTICLE III – MEMBERSHIP

Section A:

Officers of the Club, coaches and parents of all the players for whom registration has been received shall be considered members of the Club and members of the Greater Des Moines Junior Soccer League.

Section B:

In order to continue membership, members must maintain good standing with respect to conduct and payment of all fees due. Registration fees shall be set by the league and if deemed necessary, additional fees shall be set by the Board of Directors. Membership may be revoked or suspended by the Board for misconduct.

ARTICLE IV – ORGANIZATION

Section A: Districts

Section B: Board of Directors

Voting Members of the Board of Directors of the Club shall consist of the President, Registrar, and Treasurer. The Board shall vote to determine the acting officers of the Club as follows: President, Vice President, Secretary, Registrar, Treasurer, Director of Coaches, Director of Referees, Referee Assignor, Director of Fields, Director of Scores, Risk Management Coordinator, and League Representatives of the Club. A single person serving more than one office shall have a single vote.

The Board of Directors shall have general supervision of the affairs of the Club, be the official line of communication with the league, and perform other duties as specified in these By-Laws.

The term of the office of the Board begins January 1st and ends December 31st.

Section C: Club Officers

A single person may serve more than one office except President and Treasurer. A single person serving more than one office shall have a single vote on Club affairs.

President: The President shall supervise all activities; serve as chairperson of Club meetings, call general Club meetings, be titular head of all committees and may appoint other special offices or heads of committees as may be required. The President shall serve as a voting member of the Board of Directors and attend Club Board meetings. The President shall see that all Officers are determined.

Vice President: The Vice President shall assume the duties of the President only in his/her absence and shall perform other duties as may be assigned by the President. The Vice President shall have responsibility for fund raising and become President the following year. The Vice

President shall become a voting member of the Board of Directors only in the absence of the President.

Secretary: The Secretary shall record and prepare all minutes of the Club general meetings, conduct correspondence as directed by the President, notify Officer or Board Directors of meetings, notify members of special meetings as directed, and maintain and make available copies of the By-Laws.

Treasurer: The Treasurer shall receive, disburse and account for all funds, of the Club and keep financial records on all monetary transactions, maintain a checking and/or a savings account, with signature authority by the Treasurer and President, report on the Club financial status, and arrange for an annual independent review of financial status and supporting data to be presented to the Officers of the Club. All disbursements over \$300 shall receive co-signature of the President. The Treasurer shall be a voting member of the Board of Directors of the Club.

Registrar: The Registrar shall organize registration, set registration dates, and communicate to the community the dates of registration, collect registration forms and fees and handle registration of players and coaches. The Registrar shall establish team rosters in the presence of at least two other Club officers following the guidelines of the Board of Directors. The Registrar shall maintain a current file on every player, document registration procedures, and prepare rosters for submittal to the League. The Club Registrar shall distribute League-approved registration player cards and rosters to the coaches or Director of Coaches. The Registrar shall be a voting member of the Board of Directors of the Club.

Director of Coaches: The Director of Coaches shall secure coaches for each team, promote the education and development of coaches as necessary, assist in the distribution of registration information, game schedules and referee assignments to the coaches. The Director of Coaches shall organize a pre-season coaches meeting to coordinate affairs of the season such as uniform distribution, team rosters, rules of the game, game schedules, equipment distribution, etc. The Director of Coaches shall be the primary contact for claims of misconduct of coaches and shall recommend and carry out disciplinary action of any coaches according to the rules of the League or as directed by the Club Officers or the Board of Directors.

Director of Referees: The Director of Referees shall maintain a program for recruiting, training, assignment and payment of referees of all Club home games and other sanctioned matches as necessary.

Director of Fields: The Director of Fields shall be responsible for Club fields, including determining location, improvements, maintenance/repair, marking, goals, flags, and rescheduling of fields for makeup games, The Director of Fields shall provide the Club Registrar a written current list of field assignments with location directions prior to registration deadlines.

Director of Equipment: The Director of Equipment shall maintain, purchase, store and distribute the Club's equipment. All purchases over \$100 shall be made with the approval of the Treasurer or President.

Section D: Earlham Club Officers (Primary liaison with the League) a single person may serve more than one office except President and Treasurer.

President: As voted by Board of Directors. Duties as described above.

Vice President: As voted by Board of Directors. Duties as described above.

Secretary: As voted by Board of Directors. Duties as described above.

Treasurer: As voted by Board of Directors. Duties as described above.

Registrar: As voted by Board of Directors. Duties as described above.

Director of Coaches: As voted by Board of Directors. Duties as described above.

Director of Referees: As voted by Board of Directors. Duties as described above.

Assignor of Referees: As voted by Board of Directors.

Director of Fields: As voted by Board of Directors. Duties as described above.

Director of Equipment: As voted by Board of Directors. Duties as described above.

Director of Scores: Will collect and report scores to the League of all games required by the League to be reported.

Director of U6's:

Director of U8's:

Risk Management Coordinator: Will serve as a liaison to ISA Risk Management Coordinator. Distribute and collect Risk Management disclosure forms. Ensure forms are complete and legible. Investigate complaints of abuse and report findings to the Club President and the ISA RMC, if action is needed.

League Representative: Will attend League meetings and represent the club as required by the League.

Club Administrators:

Section E: Parliamentary Authority

The rules in the current edition of Roberts' Rules of Order (newly revised) shall govern the Club in all meeting for which applicable and to the extent they are not inconsistent with these By-Laws or any other special rules which the Club may adopt.

ARTICLE V – FISCAL YEAR

The fiscal year of the Club shall be from January 1st of the year through December 31st of that same calendar year.

ARTICLE VI – BY-LAWS CHANGES OR AMENDMENTS

Section A: Approval Authority

Changes or amendments to these By-Laws may be made by the Club at a general meeting by a majority vote by the members or at a board meeting of the Board of Directors by a majority vote of the Board of Directors.

Section B: Submittal of Proposed Changes

Proposed change must be submitted in writing to the Secretary of the Club before the general meeting and must be read by the secretary or proposed change must be submitted in writing to the Secretary of the Club who will distribute them to the Club 30 days prior to a vote. If not submitted at a general meeting, the proposed changes shall be distributed to the officers of the Club at least 20 days prior to a scheduled vote for the purpose of offering opinions to the voting members of the Board of Directors prior to the vote. Failure of the Club to distribute proposed changes to the officers of the Club shall not invalidate a vote of the Board of Directors.

Section C: Effective Dates

Approved changes or amendments shall be effective immediately unless specified otherwise and shall not be retroactive.

ARTICLE VII – PLAYER AND COACH SELECTION

Section A: Selection of Coaches

Coaches shall be selected by the Director of Coaches, or the Officers of the Club, from available volunteers meeting the qualifications of the Risk Management Program established by the ISA. Coaches shall not be paid.

Section B: Selection of Players

All players must be officially registered to participate in practice or games. Players shall be assigned to teams by the Registrar, or the Officers of the Club, according to similar age within the limits established by the League.

ARTICLE VIII – APPEALS, PROTESTS AND DISPUTES

A Notice of Appeals, Protest or Dispute may be submitted in writing to the Club President for consideration by the Club Officers. Protests for, or appeals of, player or coach suspension or ejection for U12 or above shall be governed by the Rules and Regulations of the Greater Des Moines Junior Soccer League. Club Officers shall act on any written requests within 7 days of receipt of written notice by a member. Requests for removal of a Club Officer during a term of office may be made by written notice to the Board of Directors.

ARTICLE IX –

In the absence of any rules and regulations not stated in these By-Laws, all rules and regulations of the Greater Des Moines Junior Soccer League shall apply.

ADOPTED: _____

President Earlham Soccer Club