



East Islip Soccer Club

Serving the community since 1979

**EAST ISLIP
SOCCER CLUB
CONSTITUTION
&
BY-LAWS**

December 2011

EAST ISLIP SOCCER

CLUB CONSTITUTION

ARTICLE I

The name of the club shall be the East Islip Soccer Club, hereinafter referred to as the “Club”.

ARTICLE II

The purposes of the Club are to foster and promote youth soccer in the Islip area through education and training in accordance with the laws of the United States Soccer Federation (USSF) and the Federation International Football Association (FIFA) and to provide service to the Islip community by promoting the concepts of fair play and sportsmanship by each of the participants in the Club.

ARTICLE III

The powers, business and property of the Club shall be conducted and managed by the Board Of Trustees, which shall consist of eighteen trustees,(nineteen if past president is not an elected board member), thirteen of whom shall be the officers and directors of the Club. Each trustee shall serve for a term of two years and nine of them shall be elected at the semi-annual December General Meeting. Each trustee shall be at least eighteen years of age.

The trustees shall be elected by the active membership at the Semi-annual December General Meeting and only active members in good standing can be elected trustees.

The Board of Trustees shall appoint from its membership the Club Officers who shall serve one year terms commencing on the first day of January each year. Those appointed Club Officers must have served at least one year on the Board of Trustees before their appointment, however in cases where this stipulation cannot be met, this requirement may be waived by an affirmative vote of 2/3 of the active Board.

A four member nominating committee shall be elected at the Semi-Annual June General meeting. To be chaired by the Past President.

ARTICLE IV

The business of the Club shall be transacted at Board of trustees meetings which shall be held at least six times per year on a date and time selected by said Board of Trustees or by the President, who may also call a special meeting as required. Fifty percent plus one (50% +1) Board members shall constitute a quorum at all meetings and the affirmative vote of the majority of those Board members present at a meeting shall be necessary to pass any resolution or take any action.

ARTICLE V

The Board of Trustees shall have the power and Authority to fix and impose dues, fees and assessments, to publicize and enforce all rules and regulations pertaining to the Club, its activities and its property, and to do and perform or cause to be done or performed any and every act which the Club may lawfully do and perform.

ARTICLE VI

There shall be a Semi-Annual General Meeting each year during the month of June, the date of which shall be established by vote at a Board of Trustees meeting and notice of which shall be appropriately published at least fourteen days before said date. This Constitution may be amended only at the General Meeting by a two-thirds (2/3) majority vote of the General Membership votes cast. Notice of proposed amendments shall be published on Website or in Newsletter at least fourteen (14) days before the Semi-Annual General Meetings.

ARTICLE VII

The duration of the Club shall be perpetual. In the event that the Club dissolves, all the funds remaining in its treasury, after payments of all its obligations will be transferred to any exempt organization pursuant to appropriate section of the Internal Revenue Code in place at the time the Club dissolves.

EAST ISLIP SOCCER CLUB

BY-LAWS

ARTICLE I

CLUB OFFICERS, DIRECTORS AND THEIR DUTIES

Following the semi-annual December General Meeting, the Board of Trustees shall appoint from its membership, for a one year term commencing the first day of January each year, the following Officers and Directors who shall discharge the duties described herein:

PRESIDENT

The President shall be the executive officer of the Club; preside at all meetings of the Board. The President shall have responsibility for the general management of the affairs of the Club and shall see that all orders of the board are carried into effect. (REV 12/09)

FIRST VICE PRESIDENT

In the absence of the President, the First Vice President shall have all the powers and functions of the President. The First Vice President shall be Chairman of the FINANCE AND AUDITING COMMITTEE.

SECOND VICE PRESIDENT

During the absence of the President and the First Vice President, the Second Vice President shall have all the powers and functions of the President. The Second Vice President shall be chairman of the CONCESSION COMMITTEE.

PAST PRESIDENT

The immediate Past President shall remain on the Executive Board in an advisory capacity and will hold one vote. The Past President shall be the chairman of the NOMINATING COMMITTEE.

RECORDING SECRETARY

The Recording Secretary shall send reports, notices and agenda of all meetings of the Board and the Club to proper persons, and shall keep a complete list of all members and their voting power. The Recording Secretary shall also record the minutes of all meetings of the Board and of General Meetings. The Recording Secretary shall also be responsible for counting and certification of all ballots cast by the active membership. The Recording Secretary shall prepare copies of the minutes and maintain a complete reference file of same. The Recording Secretary shall be responsible for maintaining a log of attendance at General Meetings by Associate Member.

TREASURER (rev May 2011)

The Treasurer shall be the Officer responsible for Club finances. In performing this function, the Treasurer shall be the administrator of the Clubs checking, ~~and~~ savings, *and any other financial* accounts. As the administrator and custodian of the clubs accounts, the Treasurer:

- a) shall report at each meeting, in writing, on the state of the Club finances.
- b) shall keep accurate and complete records of all financial transactions in accordance with generally accepted accounting procedures.
- c) shall expend and deposit moneys as directed by the Board of Trustees.
- d) shall secure approval of the Board, duly noted in the minutes of the meeting, for any expenditures in excess of three hundred dollars <\$300.00> except for recurring expenditures such as normal utility, insurance and alike.
- e) shall prepare any financial reports as directed by the Board or required by law.
- f) shall make available to the Finance and Auditing Committee or to any Board member on request all fiscal information requested.
- g) shall be responsible for securing the approval of the President and or First Vice President on all expenditures > \$300 (excluding normal utility, insurance and alike). These approvals may be completed in any of the following manner, and must be retained as part of the supporting documentation to provide a clear audit history:
 1. Dual signatures on checks drawn against any of the Club's banking accounts by either the President or First Vice President
 2. Written approval by the either the President or First Vice President
 3. 'email' approval from either the President or First Vice President
- h) shall, along with the President and First Vice President, be bonded by the Club.

DIRECTOR OF SOCCER EDUCATION (HEAD COACH)

The Director shall develop coaching standards and set up educational aids and programs for coaches and any persons in the community who might wish to avail themselves of said programs. This Director shall be the chairman of the INTRAMURAL SELECTION COMMITTEE, TRAVEL SELECTION COMMITTEE and TRAINING COMMITTEE.
(rev 12/09)

DIRECTOR OF PUBLIC RELATIONS

The Director shall endeavor to foster and promote the purposes, aims and objectives of the Club throughout the community and shall provide the membership, the community newspapers and other media with all information on Club activities. He/She shall send communications from the Club as directed by the Board and approved by the President or Vice President. The Director shall prepare and maintain a complete record of all communications received by the Club or sent to any third party on behalf of the Club. The Director shall be chairman of the PUBLICITY COMMITTEE.

DIRECTOR OF INTRAMURAL REGISTRATION

The Director shall be responsible for registration of Intramural players for each season's competition and shall maintain files on all players. In addition this Director shall obtain or renew and administer the club's player insurance program.

DIRECTOR OF EQUIPMENT

The Director shall be responsible for obtaining, maintaining and collecting all necessary equipment, including but not limited to: uniforms, goalie helmets, and sideline flags. In addition where necessary, this Director shall oversee the storage of such equipment. Director shall be responsible for the design, request to order and distribution of trophies, awards and patches for seasonal play.

DIRECTOR OF FACILITIES

The Director shall be responsible for overseeing the operations of the Club facilities.

DIRECTOR OF FIELDS

The Director shall be responsible for obtaining all fields. In addition, this Director shall be responsible for the care and maintenance of fields and assuring that said fields are fit for play. The Director shall be chairman of the FIELD COMMITTEE.

DIRECTOR OF CONSTITUTION AND BY-LAWS

The Director shall be responsible for adherence to the constitution and by-laws of the East Islip Soccer Club by the Board of Trustees, the Officers and the Club members and shall be responsible for effectuating proper form on any and all amendments and revisions thereto. This Director shall be chairman of the RULES COMMITTEE.

DIRECTOR OF SCHEDULING

The Director of scheduling shall be responsible for scheduling all Home games for all teams played by the Club with the exception of tournaments, as well as use of all Club facilities and volunteers to staff the concession duty.

DIRECTOR OF FALL CLASSIC

Shall be responsible for all activities related to the Fall Classic Tournament. Will be Chairman of the FALL CLASSIC TOURNAMENT COMMITTEE.

Full financial report, including original receipts and invoices, to be forwarded to the Finance and Audit committee within 45 days of completion of Tournament.

DIRECTOR OF INDOOR TOURNAMENT

Shall be responsible for all activities related to the Indoor Tournament. Will chair INDOOR TOURNAMENT COMMITTEE.

Full financial report, including original receipts and invoices, to be forwarded to the Finance and Audit committee within 45 days of completion of Tournament.

DIRECTOR OF SAFETY

Shall include maintenance of all polices and protocols having to do with the AED and the Collaborative Agreement (renewal every two years); Will ensure that the AED is in a constant state of readiness (i.e.supplies, AED battery life, AED operation and status etc.) and that board members are conducting weekly state of readiness check list.

The Director shall oversee that an adequate number of board members and/or coaches are trained in CPR plus defib, and certified in operation of AED. Will maintain all training records. In addition, will coordinate yearly recertification of trained personnel.

ARTICLE II

COMMITTEES

Each Standing Committee shall have a minimum of three <3> members and shall be chaired by a member of the Board of Trustees. All committees shall abide by the following requirements.

1. Committee heads shall maintain attendance lists of each meeting.
2. Committee members failing to attend 50% of committee meetings may be ineligible for committee membership the following year.

There shall be the following Standing Committees:

FINANCE AND AUDITING

It shall review and audit all expenditures made by the Club in excess of one hundred dollars <\$100.00>. All expenditures exceeding one hundred dollars <\$100.00> must be approved by the Board. It shall also review and audit and recommend acceptance by the

full Board of any and all financial reports prepared by the Treasurer, including the Semi-Annual Financial Report which shall be presented at the Semi-Annual General Meetings. It shall have charge of arranging for securities and bonds for any and all Club members for whom same will be adjudged necessary. No member of the Finance Committee may be on another committee or hold a position which is audited by the Finance Committee.

PUBLICITY

It shall consider and recommend approval to the full Board of any and all matters pertaining to Club publicity.

Publicity committee shall have charge of gathering newsletter articles, sale of advertising space, development of newsletter and maintenance and updating of Club mailing list.

INTRAMURAL SELECTION

It shall have charge of making assignments of coaches and players to specific teams, monitoring these assignments and coordinating this activity with the Director of Registration to insure a permanent and accurate file of these matters. It shall have charge of selecting the Tournament coaches for each team. It shall determine the number of teams to establish and choose the tournaments to be attended. The committee shall consist of Head Coach, Boys and Girls Intramural Program directors, Head Referee and no fewer than three other appointees by the Head coach and approved by the board.

TRAVEL SELECTION COMMITTEE

It shall have charge of selecting, retaining and replacing travel coaches and shall bring the slate of travel coaches before the full Board each seasonal year for approval. It shall review a travel coach's request to move an intramural player up and shall be responsible for authorizing travel players transfer from one team to another mid-season. It shall set the times for travel tryouts for each seasonal year. It shall determine the need of travel team(s) in each age division and bring the request for new teams to the full Board for approval. It shall, when required, review requests to register guest players and/or outside players on travel teams and bring these requests before the full Board for approval. The committee will also review all applications for U-10 players requesting to play up to U-11 and present those with merit to the board for approval. (rev 12/09)

The committee shall consist of the Club Head Coach, Travel Head Coach, Intramural Program Directors, Travel Registrar, and three travel team representatives who are not on the Board of Trustees.

Committee members will abstain from voting in any matters concerning the age group, or a team in which they may have a direct interest.

RULES

It shall consider and determine if any and all amendments or revisions to the Constitution, By Laws and Rules and Regulations proposed by the Board are in compliance with the Club's Constitution, By-Laws and are procedurally proper. It shall have all matters pertaining to the Constitution, By-Laws, and Rules and Regulations referred to it, including any and all protests and disputes and shall meet whenever necessary.

It shall also review Red Cards and recommend additional disciplinary action when warranted. These recommendations shall be brought before the Board for approval.

CONCESSION

It shall have complete charge of the operation of the Club's concession stand. This includes the operation of the building, budgeting for all supplies, maintaining records of sales, profit and staffing during hours of operation.

Full financial report, including original receipts and invoices, to be forwarded to the Finance and Audit committee at least 15 days prior to the Semi-Annual and Annual meetings.

The following Special Committee will meet annually:

NOMINATING

It shall consider and propose candidate for election to the Board of Trustees by the active members of the Club at the Semi-Annual December General Meeting. The Nominating Committee will present their slate of candidates for publications six <6> weeks prior to the Semi-Annual December General Meeting.

TRAINING COMMITTEE

It shall be chaired by the Head Coach/Director of Soccer Education. The committee should consist of four (4) persons plus the chairperson. The responsibilities of the committee include developing training curricular for all age groups and selecting a provider for the training program. Prior to implementation of the training program the committee will present to the board for approval the provider, the program being implemented and the estimated cost. (added 12/09)

ADDITIONAL COMMITTEES

Additional Standing Committees may be created by the Board of Trustees if deemed necessary. Special Committees shall be appointed by the President with the assistance of the Board of Trustees, the exception being the Nominating Committee.

ARTICLE III

MEMBERSHIP

Anyone interested in fostering and promoting the purposes, aims and objectives of the Club is eligible for membership. There shall be two types of members.

ACTIVE MEMBERS: Any person over the age of eighteen <18> who is a player, member of the Board of Trustees, a member of a standing committee, a division coordinator, a program director, a coach, assistant coach or referee registered with the Club. Only active members shall be eligible for election to the Board of Trustees or to vote at meetings. Associate members who document attendance at fifty percent (50%) of General Meetings over a two year period by signing the attendance log held by the Recording Secretary shall also be eligible to vote.

ASSOCIATE MEMBERS: All parents or guardians who are not active members as well as any persons who wish to ally themselves with the purposes, aims and objectives of the Club.

ARTICLE IV

MEETINGS

There shall be Semi-Annual General Meetings each year in June and December, the date for these meetings will be determined by the Board of Trustees and notification of same shall be given at least fourteen <14> days in advance. There will be a minimum of two General Meetings per year, others as determined necessary by the Board.

Any Board member absenting themselves from 1/3 of meetings in the calendar year without adequate reason or who fails to discharge his or her duties as set forth in Article I of these By-Laws or who resigns may have their seat and/or office declared vacant by two-thirds vote of the Board. The seat and/or office will be filled by appointment by the president with approval of the Board of Trustees until the next Semi-Annual December General Meeting. If at that time, any additional time remains in his or her term, the active members must then elect the Trustee who is to fill the remaining term of office.

All Board of Trustee meetings shall be open to all members and interested parties.

ARTICLE V

PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution, By-Laws and Regulations of the Club.

The order of business shall be:

1. 1. MINUTES
2. 2. COMMUNICATIONS
3. 3. REPORTS OF OFFICERS
4. 4. REPORTS OF STANDING COMMITTEES
5. 5. REPORTS OF SPECIAL COMMITTEES
6. 6. UNFINISHED BUSINESS
7. 7. NEW BUSINESS
8. 8. ADJOURNMENT

ARTICLE VI

AMENDMENTS

Amendments and revisions to the By-Laws may only be made at the Semi-Annual General Meeting by a two-thirds (2/3) majority vote of votes cast. Notice of proposed amendments shall be published at least fourteen (14) Days before the Semi-Annual General Meetings.

E-MAIL VOTING

At times it may be necessary to get approval for items or address issues when it is not possible to meet. In these instances a vote by e-mail can be requested. An e-mail vote requires one board member to "propose" the topic and a second board member to "second" the proposal.

A response from $\frac{3}{4}$ of the active board members is required for the vote to be official. A simple majority is required for passage or rejection of the proposal.

The Recording Secretary shall be responsible for keeping track of the responses and vote tally.

ARTICLE VII

FINANCES

Notwithstanding any other provisions of these articles, the corporation is organized for one or more of the following purposes as specified in section 501(c)(3) of the Internal Revenue Code of 1954 or current revisions to this code, and shall not carry on any activities not permitted to be carried on by the corporation exempt for Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or current versions of this code.

No part of the net earnings of the corporation shall inure to the benefit of any Member, Trustee, Director, Officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no Member, Trustee, Officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.

No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

In the event of the dissolution of the Club, all of the remaining assets and property of the corporation shall, after necessary expenses are satisfied, be distributed to such organizations as shall qualify under the appropriate section of the Internal Revenue Code in place at the time the Club dissolves or to another organization to be used in such a manner as in the judgment of the Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this corporation was formed.

Article VIII (12/11)

Grievances, Disputes & Appeals

Section 1 Grievance Process:

All members shall have available to them the Grievance Process as put forth.

All parties are entitled to a hearing with proper notification.

Once a grievance, dispute or appeal has been properly filed, the club shall notify all involved parties within a reasonable amount of time of the grievance, dispute or appeal.

Included in the notification will be:

- The nature of the grievance, dispute or appeal
- Names of all parties involved
- A copy of the grievance, dispute or appeal
- The date, time and place of the hearing if scheduled

Note: If the hearing has not been scheduled all parties will be notified a reasonable amount of time prior to the hearing.

Section 2 Grievance Hearing:

All hearings shall be scheduled upon the completion of any investigation

The conduct of the hearing shall be determined by the board. The subject of the hearing will be provided with an opportunity to be heard and present evidence on their behalf. Outside counsel is not allowed and the subject(s) of the hearing is/are required to represent themselves.

A written record of the proceedings shall be kept. This is referred to as the “Official Record”. The hearing may also be recorded.

The findings of the hearing and suggestions for sanctions shall be presented to the board for discussion and ratification, approval or denial of findings and sanctions. Majority vote is required for approval or denial of said findings/sanctions.

A written notification of the decision shall be sent to all involved parties within a reasonable amount of time. The notice will be sent by certified mail.

Article IX (12/11)

CREDIT CARDS:

Credit cards may be issued to specific Board members based on previous approval by the President and First Vice President to provide a means to pay for **Club related approved expenses**. Cardholders agree that only club related expenses will be charged to these accounts. Any personal charges incurred in error must be reimbursed immediately by providing payment to the Treasurer.

The Treasurer has responsibility to issues cards, set credit limits for each account (no cash or quasi-cash advances are permitted), as well as establish restrictions for specific merchants based on available online criteria.

Controls

1. The Treasurer will produce the report quarterly reports based on online banking tools, sending copies to each of the cardholders.
2. By the following Board Meeting, each Cardholder will return a copy of their portion of the statement with the receipts attached.
 - a. If not provided at Board Meeting statement and receipts should be dropped into the EISC Box or mailed to the Treasurer.
 - b. Any missing receipts will require a Voucher Request Form be completed indicating amount, reason for the charge, etc. This would be attached to the statement in lieu of receipt.
 - c. Statements/receipts submitted partially or late will have the account suspended until the documentation is provided.
3. The Treasurer will periodically review activity between the quarterly timeframe, and address issues as needed.
4. Quarterly Statements will be provided at each Board meeting, or as requested.

Revision 12/11