

CONSTITUTION OF THE BAY SOCCER CLUB

Adopted September, 1989

Amended:

September 1993

September 1995

September 1996

September 2001

October 2005

TABLE OF CONTENTS

ARTICLE I - NAME	1
ARTICLE II - PURPOSE	1
<i>Section A. – Non Profit Status</i>	1
<i>Section B. – Focus</i>	1
<i>Section C. – Volunteer Driven</i>	1
<i>Section D. - Income</i>	1
<i>Section E. – Non Political</i>	2
ARTICLE III - MEMBERSHIP	2
<i>Section A. –Regular Membership</i>	2
<i>Section B. – Player Membership</i>	2
ARTICLE IV - BSC BOARD	2
<i>Section A. – Board Governance</i>	2
<i>Section B. – Board Positions</i>	2
<i>Section C. – Board Member Duties</i>	3
PRESIDENT	3
VICE PRESIDENT	3
TREASURER	3
SECRETARY	4
COUNSEL	4
COMMISSIONERS	4
COMMISSIONER OF BOYS TRAVEL PROGRAM	4
COMMISSIONER OF GIRLS TRAVEL PROGRAM	4
COMMISSIONER OF IN HOUSE PROGRAM	5
COMMISSIONER OF TOURNAMENTS	5
DIRECTORS	5
DIRECTOR OF REGISTRATION	5
DIRECTOR OF IN HOUSE COACHES	5
DIRECTOR OF REFEREES	6
DIRECTOR OF PURCHASING	6
DIRECTOR OF FIELDS	6

DIRECTOR OF SCHEDULING	6
DIRECTOR OF PUBLICITY AND WEBMASTER	6
DIRECTOR OF PLAYER DEVELOPMENT AND PRE-TRAVEL	7
ARTICLE V - ELECTION OF BOARD	7
<i>Section A. – Nominating Committee.</i>	7
<i>Section B. – Rules for Nomination</i>	7
<i>Section C. – Election and Installation of Officers</i>	7
<i>Section D. – Non-Election of Recommended State of Officers</i>	8
ARTICLE VI - MEETINGS	8
<i>Section A. – Membership Meetings</i>	8
<i>Section B. – Board Meetings</i>	8
<i>Section C. – Meeting Notification</i>	8
<i>Section D. – Majority Rules</i>	8
<i>Section E. – Robert’s Rules of Order</i>	8
<i>Section F. - Order of Meetings</i>	9
ARTICLE VII - SPECIAL COMMITTEES/AD-HOC MEMBERS	9
<i>Section A. – Special Committees</i>	9
<i>Section B. - Travel League Representatives</i>	9
<i>Section C. – Committee & Ad-Hoc Voting</i>	9
ARTICLE VIII - COACHES	10
<i>Section A. - Selection</i>	10
<i>Section B. – In House Coaches Responsibility</i>	10
<i>Section C. – Travel Coaches Responsibility</i>	10
<i>Section D. – Responsibilities of Travel & In House Coaches</i>	10
ARTICLE IX – IN HOUSE PLAYERS	10
<i>Section A. – Ages</i>	10
<i>Section B. – Player Assignments</i>	10
ARTICLE X – REGISTRATION AND FEES	10
<i>Section A. - Application</i>	10
<i>Section B. – Legal Release</i>	11
<i>Section C. - Fees</i>	11
ARTICLE XI – IN HOUSE SCHEDULE	11
<i>Section A. - Preparation</i>	11

<i>Section B. – Additional Play</i>	11
ARTICLE XII - TRAVEL GUIDELINES	11
<i>Section A. – Ages</i>	11
<i>Section B. – Player Assignments</i>	11
<i>Section C. – Equal Teams</i>	11
<i>Section D. – Pre-Travel Teams</i>	11
<i>Section E. – Travel Guidelines</i>	12
ARTICLE XIII - CHANGES	12
<i>Section A. - Constitution Changes</i>	12
<i>Section B. – Rules Changes</i>	12
ARTICLE XIV - TERMINATION OF MEMBERSHIP	12
<i>Section A. - Misconduct</i>	12
<i>Section B. – Notification of Charges</i>	12
<i>Section C. - Ineligibility</i>	12
ARTICLE XV - CLUB DISSOLUTION	13
<i>Section A. – Asset Allocation</i>	13

CONSTITUTION OF THE BAY SOCCER CLUB
Adopted September, 1989

Amended:

September 1993

September 1995

September 1996

September 2001

October 2005

ARTICLE I - NAME

The name of the organization shall be the Bay Soccer Club, hereafter referred to as BSC or the Club.

ARTICLE II - PURPOSE

Section A. – Non Profit Status

BSC shall be a non-profit organization, designed to supplement the programs of the Bay Recreation Department. BSC shall conduct its operations in a manner which will qualify all BSC operations for tax-exempt status under relevant federal and Ohio statutes.

Section B. – Focus

BSC shall provide an organized soccer program for the residents of the City of Bay Village, Ohio (see Article III Membership). The Club's primary focus is on youth soccer programs, but various adult soccer programs may also be offered. Participation shall be available to all such individuals regardless of sex, race, color, religion, national origin, or any other category protected by local, state, or federal law.

Section C. – Volunteer Driven

BSC shall be charitable through the volunteer cooperation of adults teaching and training others in the game of soccer. BSC shall promote good sportsmanship through organized competition.

Section D. - Income

BSC income shall be used for operating expenses and other legitimate soccer related expenses as determined by the BSC Board (as defined in Article IV-BSC Board). None of the income

earned by BSC nor any of the assets owned by BSC will inure to the benefit of the officers, directors or the general membership of the Club.

Section E. – Non Political

BSC shall not be involved or participate in political campaigns, or attempt to influence legislation, other than legislation directly pertaining to the game of soccer.

ARTICLE III - MEMBERSHIP

Section A. – Regular Membership

Regular membership in the Club shall consist of parents and/or guardians of registered youth players residing in the City of Bay Village. Bay Soccer Club coaches, who may not reside in the City of Bay Village, are also considered regular members. Regular Membership in BSC entitles each person to vote at all General Membership Meetings.

Section B. – Player Membership

All BSC youth players are honorary members of the Club. At times, the BSC Board may extend Honorary Membership (and playing privileges) to youth from other local communities.

ARTICLE IV - BSC BOARD

Section A. – Board Governance

The Club shall be governed by a board elected at the regularly scheduled annual General Membership Meeting normally held in September. The board shall consist of five officers, four commissioners and eight directors, for a total of seventeen members. Vacancies in any Board position may be filled by the President by appointment; provided that any person so appointed shall serve from the date of appointment until the first General Membership meeting held thereafter.

Section B. – Board Positions

The Board positions shall be as follows:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Counsel

6. Commissioner of Boys Travel Program
7. Commissioner of Girls Travel Program
8. Commissioner of Tournaments
9. Commissioner of In House
10. Director of Referees
11. Director of In House Coaches
12. Director of Fields
13. Director of Purchasing
14. Director of Registration & Equipment
15. Director of Scheduling
16. Director of Publicity and Webmaster
17. Director of Player Development and Pre-Travel

Section C. – Board Member Duties

BSC officers' duties shall include, but not be limited to, the following areas of responsibility:

PRESIDENT

Overall responsibility for the BSC and for the success of recreation and travel soccer programs and the Challenge Cup Tournament. The President will preside over all General Membership and Board meetings. The President or the President's designee will represent the Board in all soccer related matters, including but not limited to, voting on behalf of the Club.

VICE PRESIDENT

Assists the President in carrying out the President's responsibilities. Acts on behalf of the President and presides over General Membership and Board meetings in the President's absence. Chairs such ad-hoc committees and performs such special assignments and projects as assigned by the President.

TREASURER

Overall responsibility for club finances including:

- Custody and financial management of all Club funds
- Disbursements and payments of bills
- Records of all receipts and disbursements
- Regular reporting of financial status
- Proposes fees for In House and travel players

SECRETARY

Overall responsibility for Club administrative functions, including:

- Maintains the calendar of events for club functions
- Arranges for meetings and notifies members
- Keeps and distributes the minutes and agenda for meetings to board members
- Manages all club documents

COUNSEL

Overall responsibility for legal advice to the BSC, responsibilities include:

- The by-laws of the Club and their interpretation
- Chairs the nominating committee for new members
- Responsible for both short and long range planning

COMMISSIONERS

BSC commissioners' duties shall include, but not be limited to, the following areas of responsibility:

COMMISSIONER OF BOYS TRAVEL PROGRAM

Overall responsibility for the administration and improvement of the boys travel soccer program including:

- Selection of travel leagues
- Determine the number of travel teams
- Arrange and oversee travel try-outs
- Recruit, select, and monitor travel coaches
- Coordinate travel issues with leagues and other clubs
- Develop and provide training for travel coaches
- Work with the Girls Travel Commissioner to ensure overall program consistency
- Communicate all related Boys travel issues with coaches and team managers

COMMISSIONER OF GIRLS TRAVEL PROGRAM

Overall responsibility for the administration and improvement of the girls travel soccer program including:

- Selection of travel leagues
- Determine the number of travel teams
- Arrange and oversee travel try-outs
- Recruit, select and monitor travel coaches
- Coordinate travel issues with leagues and other clubs
- Develop and provide training for travel coaches

- Work with the Boys Travel Commissioner to ensure overall program consistency
- Communicate all related Girls travel issues with coaches and team managers

COMMISSIONER OF IN HOUSE PROGRAM

Overall responsibility for the In House program, including:

- Development of rules and procedures for the In House program
- Organize In House teams and insure that teams are balanced
- Player assignment to teams
- Resolves issues related to In House play
- Manage overall In House program
- Coordinate all communications to coaches and players
- Monitor coaches

COMMISSIONER OF TOURNAMENTS

Overall responsibility for all tournaments (recreation and travel), including:

- Plan, organize and conduct the annual Challenge Cup Tournament
- Organize appropriate volunteer committee members to achieve tournament goals
- Coordinate all tournament activities with the appropriate board member (i.e. scheduling, fields, purchasing, publicity referees, etc.)

DIRECTORS

BSC directors' duties shall include, but not be limited to, the following areas of responsibility:

DIRECTOR OF REGISTRATION

Overall responsibility for player and coach registration, including:

- Maintain a complete registration file of In House and travel players and all coaches, including appropriate and necessary fees, licenses, and medical releases for all players and coaches
- Develop and maintain mailing and email lists of coaches and players
- Manage all data and coordinate payments to OYSAN and any other leagues BSC may join

DIRECTOR OF IN HOUSE COACHES

Overall responsibility for securing and developing recreation coaches, including:

- Recruitment and training of coaches
- Assignment of coaches to In House teams
- Manage communications to all In House coaches as needed

DIRECTOR OF REFEREES

Overall responsible for all referees, including:

- Recruitment and training of referees
- Oversight of student referee training classes
- Assignment of referees to games
- Interpretation of game rules and the resolution of protests as required
- Collects all In House game cards and scores
- Coordination of fees and payments to In House referees

DIRECTOR OF PURCHASING

Overall responsible for the purchase of all Club materials, including:

- Equipment for the In House and travel programs; uniforms, balls, nets and other equipment as required by the Board or coaches
- Manages the inventory of BSC equipment
- Manages the concession stand, storage shed and equipment in storage offsite
- Recommends any additional purchases made by BSC on behalf of other programs

DIRECTOR OF FIELDS

Overall responsible for the condition and use of all fields and coordinating field use with the Director of Scheduling and Director of Referees, including:

- Arrange for the use of fields from City, county and school agencies as required
- Insure the proper maintenance (mowing, lining) of all fields
- Insure the continued development of new and improved fields
- Work to insure all fields and goals and secure and safe for play
- Recommends to Director of Purchasing required equipment and supplies

DIRECTOR OF SCHEDULING

Overall responsible for scheduling all In House and travel play and other events and coordinating these events with the Director - Referees and Director - Fields as required, including:

- Plan and communicate the master recreation In House, travel and tournament schedule(s)
- Coordinates all reschedules

DIRECTOR OF PUBLICITY AND WEBMASTER

Overall responsible for promoting the activities of the BSC and communicating Club information to members and other outside parties, including:

- Publish a BSC newsletter to all BSC members

- Assist in Publishing a handbook for the In House program
- Develop news releases for the local media which promote BSC activities
- Maintain standings and game records and report these results on BSC website
- Maintain, update and improve the BSC website

DIRECTOR OF PLAYER DEVELOPMENT AND PRE-TRAVEL

Overall responsible for the overall development and improvement of soccer skills of the In House and travel players in all age groups, including:

- Organizing pre-travel (U-8) developmental program
- Organizing and promoting skills clinics
- Assist the BSC coaches in developing and improving methods and techniques of teaching soccer skills
- Coordinate all activities with the Boys and Girls Travel Commissioners to ensure overall program consistency
- Work with the schools and city in promoting programs for the development of soccer skills.
- Advise the BSC on coaching techniques through seminar and clinics

ARTICLE V - ELECTION OF BOARD

Section A. – Nominating Committee.

The President shall appoint a nominating committee which shall be chaired by the Counsel. The Nominating Committee shall submit a list of proposed officers and directors to the BSC Board at the regularly scheduled Board meeting immediately prior to the annual General Membership Meeting. The Nominating committee shall consist of no more than seven members and will include members of BSC and at least one non-regular member (as defined in Article III). The Nominating Committee shall normally submit its recommendations to the BSC Board prior to the General Membership Meeting.

Section B. – Rules for Nomination

The rules for nomination shall be as follows:

- A letter will be submitted to the Nominating Committee prior to the General Membership Meeting
- The Nominating Committee will review all applicants and recommend a state of Board members

Section C. – Election and Installation of Officers

The election and installation of officers and directors shall be held at the regularly scheduled annual General Membership Meeting. The term of the office shall be one year. There shall be no limit to the number of successive terms that a director may serve.

Section D. – Non-Election of Recommended State of Officers

In the event that the General Membership does not approve the slate, the Nominating Committee shall propose an alternative slate to be considered at a rescheduled General Membership Meeting to be determined by the President.

ARTICLE VI - MEETINGS

Section A. – Membership Meetings

General Membership Meetings will be held at least annually. They may be scheduled at additional times when deemed appropriate by the Board.

Section B. – Board Meetings

Board Meetings shall be held at such times as deemed necessary by the President. They are normally scheduled monthly.

Section C. – Meeting Notification

The BSC Secretary is charged with notifying all BSC members of all General Membership Meetings. The Secretary will also insure the membership is informed of all Board meetings. This will normally be done through publication of the annual schedule of meetings posted on the BSC website and/or in the BSC newsletter.

The time and place of the BSC Board meetings can be changed by majority vote of the Board members present and voting at the time, but such changes must be communicated to the general membership by the Secretary.

Section D. – Majority Rules

BSC Board meetings will require a simple majority of nine of the seventeen members to constitute a quorum. Amendments to the constitutions and termination of membership in BSC shall require an affirmative vote of 2/3 of those present. All other actions can be taken by the Board based upon simple majority vote of those present.

Section E. – Robert’s Rules of Order

Robert’s Rules of Order shall apply at all BSC Board Meetings.

Section F. - Order of Meetings

The order of business at BSC Board meetings, general meetings and special meetings, unless otherwise directed by the President or the President's designee, shall be:

1. Roll call;
2. Reading of minutes of previous meeting;
3. Report of offices and directors;
4. Old or unfinished business;
5. New business;
6. Date of next meeting;
7. Adjournment.

ARTICLE VII - SPECIAL COMMITTEES/AD-HOC MEMBERS

Section A. – Special Committees

The BSC President may recommend forming special committees and appoint personnel to these committees as deemed necessary. The President may recommend additional non-voting ad-hoc positions as deemed necessary. Ad-hoc members may attend Board meetings but shall not have a vote at said meetings nor shall they be considered when determining a quorum. Ad-hoc members shall report to the Board quarterly or as otherwise directed by the President.

Section B. - Travel League Representatives.

The BSC's Travel League representatives shall serve as non-voting ad-hoc members of the Board during the term of their appointment. Representatives shall come from the U12 age group on an annual basis. The President may recommend additional non-voting ad-hoc positions as deemed necessary. Ad-hoc members may attend Board meetings, but shall not have a vote at said meetings nor shall they be considered when determining a quorum. Ad-hoc members shall report to the Board quarterly or as otherwise directed by the President.

Travel League representatives will attend league meetings, scheduling meetings, represent the Club, and report to the Club on issues with the leagues. Travel League representatives shall also assist with player and personnel issues.

Section C. – Committee & Ad-Hoc Voting

The BSC Board shall review and vote on special committee and ad-hoc member recommendations.

ARTICLE VIII - COACHES

Section A. - Selection

Coaches for all In House teams shall be selected by the Director of In House Coaches and approved by the BSC Board.

Section B. – In House Coaches Responsibility

In House team coaches shall be responsible for BSC teams, including training players, scheduling team practices and fielding registered players for all BSC league games.

Section C. – Travel Coaches Responsibility

Travel team coaches will be selected and approved by the BSC Board as provided in the Travel Team rules and procedures.

Section D. – Responsibilities of Travel & In House Coaches

All coaches are responsible for compliance with Board rules and regulations. In addition, all coaches are responsible for assisting in the transfer of duties and responsibilities to the next coach or representative.

ARTICLE IX – IN HOUSE PLAYERS

Section A. – Ages

BSC will follow the registration requirements as set forth by the BSC or the leagues BSC participates in. Each year the BSC In House Director shall establish the age guidelines.

Section B. – Player Assignments

BSC team members (players) shall participate on assigned In House teams as determined by Commissioner of In House and approved by the BSC Board. The objective of any assignment process is to create balanced teams.

ARTICLE X – REGISTRATION AND FEES

Section A. - Application

The BSC shall have on file application papers including permission slips for all youth players. These papers must be signed by the youth's parent or guardian. A player must pay the yearly fees to "be in good standing" with the BSC. Fee payment will allow players to participate and/or qualify in Club activities, participate in Travel and In House teams.

Section B. – Legal Release

The BSC operates pursuant to OYSAN rules and regulations. Players, coaches, and player facilities are insured under the OYSAN general liability policies, which require all participants in Club activities to release BSC, its officers, coaches and agents from all injury claims and shall indicate the individual has proper hospitalization and medical insurance coverage.

Section C. - Fees

All players on BSC teams will be assessed fees as determined by the BSC Board. All players shall be required to pay BSC application fees. Fees cover all BSC activities during a calendar year of January 1, to December 31.

ARTICLE XI – IN HOUSE SCHEDULE

Section A. - Preparation

The BSC regular league schedule of games shall be prepared by the BSC Director of Scheduling and Commissioner of BSC In House Program and approved by the BSC Board.

Section B. – Additional Play

Additional BSC league play may be determined by the BSC Board.

ARTICLE XII - TRAVEL GUIDELINES

Section A. – Ages

BSC will follow the registration requirements as set forth by the BSC or the leagues BSC participates in. Each year the Commissioners of the Boys and Girls Travel Programs shall establish the age guidelines.

Section B. – Player Assignments

BSC team members (players) shall participate on assigned travel teams as determined by the Commissioners of the Boys and Girls Travel Programs.

Section C. – Equal Teams

Travel teams for age groups U8, U9, and U10 shall be divided equally by talent.

Section D. – Pre-Travel Teams

The Club shall provide pre-Travel programs for children under the age of 8.

Section E. – Travel Guidelines

The Commissioners of the Boys and Girls Travel Programs shall have the authority to implement Rules and Procedures for Youth Travel Programs that shall not conflict with this Constitution.

ARTICLE XIII - CHANGES

Section A. - Constitution Changes

This Constitution may only be changed by a 2/3 majority vote at a scheduled General Membership Meeting. The Secretary will notify the general membership at least seven days in advance of any proposed change to the Constitution.

Section B. – Rules Changes

Changes to any by-laws, rules and procedures or similar documents that may from time to time be developed by the Board may be made by simple majority vote of the Board at any Board meeting.

ARTICLE XIV - TERMINATION OF MEMBERSHIP

Section A. - Misconduct

Any officer, director or member of BSC shall lose his membership if he indulges in conduct detrimental to the interest of BSC or violates the provisions of this constitution. Charges of misconduct under this Article shall be submitted in writing to the President of the BSC.

Section B. – Notification of Charges

The BSC Counsel shall notify all interested parties of the time and place for a meeting to hear the charges.

Section C. - Ineligibility

A 2/3 affirmative vote of the BSC Board, shall be necessary to declare the person(s) ineligible for further participation in the BSC. A member declared ineligible through this procedure may apply for reinstatement after an absence of twelve months. A simple majority vote of the Board is necessary for reinstatement.

ARTICLE XV - CLUB DISSOLUTION

Section A. – Asset Allocation

In the event of dissolution, the assets of the BSC shall be donated to another non-profit organization in the City of Bay Village, Ohio. The receiving organization must also qualify as a tax-exempt organization under applicable federal and Ohio statutes.