

Upper Moreland Soccer Club

By-Laws

I - TITLE AND COLORS

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1. This organization shall be known as Upper Moreland Soccer Club (UMSC).
 2. The UMSC colors shall be Royal Blue and Gold.
 2. The primary colors of the UMSC shall be Royal Blue and Gold. Alternate kits may contain other colors, but must contain royal blue and gold and be approved by a majority of the executive board.

II - OBJECTIVES

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1. To provide an organized soccer activity for the youth of the community.
 2. To develop personal soccer skills along with implanting the ideals of good sportsmanship.

III - GOVERNMENT

BOARD OF DIRECTORS

1. The government of this organization shall consist of the duly elected officers and directors of the UMSC known as the Board of Directors.
2. The Executive Board of Directors shall include the following:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Director-Travel Team Activities
 - Director-Intramural Team Activities
 - Director-Purchasing
 - Director-At-Large
3. The General Board shall consist of the following members:
 - U-15 Intramural Coordinator
 - U-10 Intramural Coordinator
 - U-8 Intramural Coordinator

U-7 Intramural Coordinator
U-6 Intramural Coordinator
Director-Intramural Spring Soccer
Director-Coaches
Director-Fields
Director-Publicity
Director-Referees
Director-Registration
Director-Ways and Means
Director-Concession Trailer
Director -Adult Soccer
Director-UMSC Intramural Tournament
Director-Soccer Education
Director-Special Events
Director-Team Pictures
Director-Team Parents

4. The Board of Directors shall consist of the Executive and the General Board combined.
5. The Board of Directors shall manage the organization and have control of the UMSC property.
6. The Board of Directors shall create positions for the General Board on an as needed basis.

ELECTION OF THE BOARD

1. The office of President, Vice-President, Secretary, Treasurer, Executive and the General Members of the Board shall be filled at the annual election.
2. Recommendations by the Nominating Committee shall be submitted at the November and December meetings of the membership.
3. Elections shall be held at the December meeting of the membership.
4. It shall take the affirmative vote of at least a majority of the eligible voting members present to elect Officers.
5. All those elected shall take office at the January meeting of the membership.

QUALIFICATIONS OF OFFICERS

1. No elected officers of the Board shall hold more than one (1) elective office of the UMSC at any one time.
2. Any officer of the General Board may perform the duties of any vacant position.
3. Any vacancy shall be filled in accordance with these By-Laws.

DUTIES OF THE BOARD

1. Duties of the President:

- a) Be responsible for the administration of the UMSC.
- b) Preside at all meetings of the Board and UMSC.
- c) Sign all legal documents and papers.
- d) Assign responsibilities that are not covered in the By-Laws.
- e) Appoint a committee of three persons from the members to audit the books and accounts of the Treasurer, and to provide a written report annually to the membership.

2. Duties of the Vice-President:

- a) Assume the President's duties in his absence.
- b) Serve as Parliamentarian.
- c) Perform the duties of Risk Manager.
- d) Chair the Audit Committee and perform the annual audit of the corporation.

3. Duties of the Secretary:

- a) Maintain records of the Board and other UMSC meetings.
- b) Sign all legal documents, papers and resolutions of the Board.

4. Duties of the Treasurer:

- a) Develop budgets.
- b) Receive receipts and pay obligations.
- c) Prepare financial reports.

5. Duties of the Director-At-Large:

- a) To perform duties as assigned by the President.

6. Duties of the Director - Travel Team Activities:

- a) Coordinate all activities associated with Travel play.

7. Duties of the Director - Intramural Team Activities:

- a) Coordinate all activities associated with Intramural play.

8. Duties of all Intramural Coordinators in their respective age groups:

- a) To oversee Intramural activities in their age group.

9. Duties of the Director of Intramural Spring Soccer:

- a) Coordinate and oversee all activities associated with Intramural Spring Soccer play.

10. Duties of Director - Purchasing:

- a) Secure bids for and purchase all uniforms and equipment.
- b) Coordinate and organize equipment inventory.

11. Duties of Director - Coaches:

- a) Coordinate education activities with the Director of Soccer Education relating to players, parents and coaches for both intramural and travel leagues.
- b) Obtain and provide names of those individuals with an interest in coaching to the Director of Intramurals.

12. Duties of Director - Fields:

- a) Coordinate field usage.
- b) Maintain playing fields.
- c) Maintain equipment.
- d) Inventory all equipment.

13. Duties of Director - Publicity:

- a) Contact ETV1 and newspapers with registration dates and times.
- b) Contact newspaper and other media with weekly game results. UMSC Intramural Tournament information and other special events of the club.

14. Duties of Director - Referees:

- a) Coordinate education for Intramural referees.
- b) Oversee Intramural referees.

15. Duties of Director - Registration:

- a) Organize and supervise all registration activities.
- b) Maintain a record of all Travel, Intramural Fall and Spring soccer players according to their appropriate age bracket.

- c) Enter and update all data base information, including ratings and address changes.

16. Duties of Director - Ways and Means:

- a) Oversee fund raising activities.

17. Duties of Director – Soccer Education:

- a) To handle, coordinate and oversee all arrangements for the summer soccer camp program.
- b) To handle, coordinate and oversee all arrangements for coaching clinics and educational programs.

18. Duties of Director - Special Events:

- a) Coordinate all opening day activities.
- b) Coordinate other events as appropriate.

19. Duties of Director - Concession Trailer:

- a) Coordinate ALL concession trailer activities including, but not limited to, opening day, intramural play and UMSC hosted tournaments.
- b) Maintain a list of volunteers provided by the coaches for each volunteer assignment for the season.
- c) Contact coordinators regarding missed assignment and reschedule.

20. Duties of Director - Team Pictures:

- a) Coordinate and oversee team pictures.

21. Duties of Director - Team Parents:

- a) Coordinate education for team parents.
- b) Oversee team parents.

22. Duties of Director - UMSC Intramural Tournament:

- a) Coordinate and oversee all aspects of tournament, including but not limited to, registration, sponsors, equipment, trophies, scheduling, referees, and volunteers.

23. Duties of Director – Adult Soccer

- a) Coordinate and oversee all aspects of adult soccer program.

REMOVAL FROM OFFICE

1. Removal shall be for cause after an appropriate hearing before the Board of Directors.
2. To remove an Officer or Board Member from the Board before the expiration of their term, shall take the affirmative vote of at least two-thirds (2/3) of the attending Board of Directors present, with voting rights, in accordance with these by-laws.
3. Removal shall be by secret ballot.
4. If an Officer or Board Member on the Board shall be removed from the Board, in accordance with this section, their office shall be declared vacant and the vacancy filled in accordance with these By-Laws.

FILLING VACANCIES

1. If a vacancy shall exist in any office of the Board, for any reason, the Board of Directors of the UMSC shall appoint, from the members of the UMSC, an officer or Board Member to fill such vacancy.
2. Officers or Board Members appointed to fill vacancies on the Board, in accordance with the provisions of this section, shall take office immediately.
3. Any vacancy occurring due to removal, resignation or death shall be filled only for the remaining portion of that term.
4. All appointments to fill vacancies shall take the affirmative vote of a majority of attending Board of Directors with voting rights in accordance with these by-laws.

MEETINGS OF THE EXECUTIVE BOARD OF DIRECTORS

1. Meetings of the Executive Board of Directors shall be held monthly.
2. A quorum must be in attendance to conduct business.
3. A quorum shall consist of at least a majority of the members of the Executive Board of Directors.
4. Special meetings of the Board may be called by the President or by not less than a majority of the Executive Board of Directors.

MEETINGS OF THE UMSC BOARD OF DIRECTORS

1. Meetings of the UMSC shall be held once a month on the second (2nd) Wednesday of each month. An occasional change in the General Board meeting date may be made by a vote of the Board of Directors to accommodate a lack of facilities or calendar conflicts.
2. Meetings of the UMSC are open to the Membership.
3. A quorum must be in attendance to conduct business.
4. A quorum shall consist of at least fifty (50%) percent of the Board of Directors.
5. Special meetings of the UMSC membership may be called by the President or by not less than a majority of the Board of Directors as prescribed by the Roberts Rules of Order.

IV - MEMBERSHIP

REGULAR MEMBERS

1. Any person who has a child enrolled in the program.

VOLUNTEER MEMBERS

1. Any person who performs in a volunteer capacity (such as: coach, referee, assistants to any director, team parents, groundskeeper, etc.), members of the Board of Directors, and the members of any permanent committee.

V - VOTING RIGHTS

1. It is the responsibility of the attending member to sign the attendance log at the all General Board meetings.

BOARD OF DIRECTORS

1. All members of the current year's Board of Directors who have attended 50% of the current year's general meetings.
2. Any Board Member elected after January of the current year to fill an open board position shall have voting rights after attending one general board meeting as a board member and maintaining 50% attendance at general board meetings from date of election.

REGULAR/VOLUNTEER MEMBERS

1. Any regular member or volunteer member, upon attending their third general membership meeting in the 12 previous months and maintains a 50% attendance record for the then current year's general meetings, shall have the right to vote.

PROXY VOTING

1. A written proxy from an eligible voting member is acceptable, but must be received prior to the General Meeting by the Secretary in order to validate the vote for a particular item appearing on the agenda.
2. This proxy does not constitute attendance at the General Meeting.

VI - REGISTRATION FEES

1. Participating players shall pay an annual fee determined by the Board of Directors.
2. No one shall be denied the right to join because of their inability to meet the fee requirements.
3. The inability to pay shall be a decision of the Board of Directors or those persons so vested with this authority by the Board.
4. The payment of a penalty for late registration shall be a matter determined by the Board of Directors.

VII - PARLIAMENTARY PROCEDURE

1. Roberts Rules of Order shall govern in all cases wherein they do not conflict with these By-Laws.
1. Order of Business:
 - a) Call to order
 - b) Minutes of the previous meeting

- c) Correspondence
- d) Treasurer's report
- e) Report of permanent committees
- f) Report of special committees
- g) Old business
- h) New business
- i) Adjournment

VIII - NOMINATING AND ELECTIONS COMMITTEE

1. The Nominating and Elections Committee shall be appointed by the President subject to approval by the Board of Directors.
2. They shall present to the General Membership at the November meeting a slate consisting of at least one candidate for each Office, Directorship and Coordinator.
3. The nomination for President shall be made from members of the existing Executive Board of Directors. If no member of the Executive Board of Directors consents to run, then the nominations for President will be accepted from the general membership.
4. All nominees must be present or submit written notice of willingness to be a candidate at the time of nominations.
5. The Nominating and Elections Committee shall prepare paper ballots for the elections for any contested office to be filled. Otherwise, elections shall be made by a show of hands vote.
6. Only the total number of votes cast and the successful candidates will be announced by the Nominating and Elections Committee.

IX - FINANCE AND ACCOUNTING

1. The Board of Directors shall decide all matters pertaining to the finances of the UMSC and it shall place all income in the UMSC treasury, directing the expenditure of the same in such a manner that will best benefit the overall objective of the UMSC.
2. The Board of Directors shall present for the approval of the general membership a budget, including all anticipated income and expenditures for the entire year.

This budget shall be presented no later than the February general membership meeting.

3. The Board shall not permit the disbursement of the UMSC funds for other than the conduct of its' activities.
4. Any matter involving the expenditure of funds not explicitly for the advancement of the UMSC must be voted upon by the general body.
5. The solicitation of funds in the name of UMSC are to placed in the UMSC treasury unless prior Board approval is obtained.
6. No member of the UMSC shall receive directly or indirectly any salary from the UMSC.
7. All monies received shall be deposited to the credit of the UMSC in the approved bank accounts and all disbursements shall be made by check unless prior Board approval is obtained.
8. All checks over \$1,000.00 require two (2) signatures.
9. All single purchases over \$1,500.00 require two (2) bids.
10. All capital purchases exceeding \$500 in cost shall be submitted to Executive Board for approval.
11. The General Board will vote on any non-budgeted capital expense over \$1,000.00.
12. Upon dissolution of the UMSC and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the UMSC to such other organizations maintaining objectives similar to those set forth herein, which are or may be entitled to exemption under Section 501 © of the Internal Revenue Code or any future corresponding provision.

X - ADOPTION OF BY-LAWS AND EFFECTIVE DATE

METHOD OF ADOPTING

1. The Secretary shall notify each board member in writing of the time, date and place of the reading of the By-Laws.
2. It shall take the affirmative vote of at least two-thirds (2/3) of the attending members present with voting rights to adopt these By-Laws.

By-Laws – Revised 3/2000 and Adopted: 04/12/2000

EFFECTIVE DATE

1. These By-Laws shall become effective immediately upon their adoption.

FILING OF THE BY-LAWS

1. The Executive Board shall sign the Official copy of the By-Laws.

XI - AMENDMENTS OF THE BY-LAWS

METHODS OF AMENDING

1. Requests for changes to the By-Laws shall be made in writing by a Board member or by a group of at least five regular members. Such requests will be discussed at a General Meeting and so noted in the meeting minutes.
2. Voting shall take place at the next General Meeting.
3. It shall take the affirmative vote of at least two-thirds (2/3) of the attending members present with voting rights to amend these By-Laws.

II - ADMENDMENTS ACCEPTED

Original By-Law	<u>2/ 9/81</u>
1st Amendment	<u>7/12/82</u>
2nd Amendment	<u>2/14/83</u>
3rd Amendment	<u>12/ 9/85</u>
4th Amendment	<u>3/14/88</u>
5th Amendment	<u>1/11/89</u>
6th Amendment	<u>6/11/97</u>
7th Amendment	<u>9/9/98</u>
8th Amendment	<u>4/12/2000</u>

Executive Board

PRESIDENT -

VICE-PRESIDENT-

SECRETARY -

TREASURER-

DIRECTOR-TRAVEL

DIRECTOR-INTRAMURAL

DIRECTOR-PURCHASING

DIRECTOR-at-LARGE

Date adopted _____