

Forks Soccer Club

Bylaws



March 5, 2018

Revision 7

Article I Organization Name

This organization shall be known as the FORKS SOCCER CLUB, Inc., hereafter referred to as *FSC* or the *Club*, and shall be registered as a non-profit, 501(c)(3) Organization. The address of the Club shall be 1700 Sullivan Trail, Box 109, Easton, PA. 18040

Article II Goals of the Club

The goal of the Club is to offer a program of soccer training and competition to players of the Lehigh Valley area, as well as throughout Eastern Pennsylvania in accordance with the Club's latest Mission Statement. The Club strives to provide an atmosphere of safety, fun and good sportsmanship, while enhancing individual and team soccer skills.

- The Club's programs are offered to girls and boys throughout the Commonwealth of Pennsylvania, as well as neighboring states.
- The Club shall be affiliated with all Board approved travel leagues.
- The Club may extend its affiliation to include tournaments and other leagues based on direction from the Club's board.

Article III Executive Board

The governing body of FSC shall be an Executive Board, hereafter referred to as the *Board*. The Board shall be responsible for executing all policy matters at Board Member meetings, and shall consist of the following officers: (*Refer to appendix for Board duties*)

1. *President*
2. *Vice-President*
3. *Director of Coaching*
4. *Secretary*
5. *Treasurer*
6. *Field/Equipment Manager*
7. *Fundraising Manager*
8. *Registrar*

All Board members shall be at least 18 years of age, and shall be elected for a two year term. Elections for Executive Board member positions shall be held at the final meeting on even numbered years, and elected Board members shall assume the responsibilities of the position immediately after the election.

The President shall have the power to convene the following meetings at any time to further the Club's interests:

1. Executive Board Meetings
2. Coaches Meetings
3. General Membership Meetings

Votes on motions shall be conducted only at Executive Board meetings and shall be decided by a simple majority of cast votes. A Board member may cast only one vote, even if he/she is holding more than one office. For Club votes, a majority of the currently active Board members shall constitute a quorum.

The Club President may not vote, but shall be given the tie-breaking decision on any motion in the event of a stalemate. Issues may be voted on via email, and members shall have 24 hours to respond to the solicitation of an email vote. Failure to respond will constitute a non-vote.

The Club will conduct meetings every two months on the 2nd Monday of every other month. It will be attended only by Board Members as directed by the President. Other Club meetings shall be scheduled as determined by the Board, or in the event of an emergency. General rules for all Board meetings are as follows:

1. Board member meetings shall be made available to all Board members
2. *Roberts Rules of Order* shall be used to facilitate all meetings
3. Every member shall be allowed to express his/her opinion freely
4. All Board discussions are considered sensitive and must be treated as such

Elections of Board Members shall be decided by a majority or plurality of cast votes and general rules shall be as follows:

1. All Board members shall be eligible to vote in elections, and participation in the vote shall be made available to all Board members.
2. A Board member may cast only a single vote per person regardless of the number of offices he/she may hold.
3. For the election of new Board members, a majority of currently active Board members shall constitute a quorum.

4. In the case of a member vacating his/her Board membership position prior to the end of the term, the position shall be filled by the Board by simple majority vote at a Board Member meeting.
5. If a Board member misses (2) meetings per calendar year, he/she can be removed from position without any deliberation, given a majority vote.
6. If a Board member is unable to fulfill their office for the term of the office, they must provide written notice to the entire Board and a resignation will be requested.
7. If a Board member does not fulfill their responsibilities, the Board may motion to remove and replace that position.
8. A nomination and election process will then follow to fulfill the vacant Board position for the remainder of the existing term.

The Board shall always have the power to deal with matters not explicitly covered by the Bylaws.

Article IV Board Member Responsibilities

The Board shall be responsible for executing all policy decisions adopted at all Club meetings.

The Board shall have the authority to suspend, remove, or otherwise punish any member of FSC (including players and coaches) whose actions are deemed harmful to the Club. The Club's published Bylaws and/or Code of Conduct shall be used to determine any violation of conduct standards.

Article V General Club Membership

Membership shall be open to all individuals interested in club activities, including coaches, players, parents, volunteers, and other adults and shall hereafter be referred to as Members. The criterion for active membership in FSC shall be registration with FSC, and by extension, all Board approved travel leagues.

General Club meetings shall be held as directed by the President, shall be open to all members of the Club, and will normally be convened to train new coaches, address parent

concerns, or discuss other Club matters. General Club meetings will be conducted before the start of each season and may be presented as an Open House. Club members may actively participate in discussion regarding matters to be voted on by the Board, but only FSC Board members shall have the power to vote at Board meetings.

Article VI Club Financial Policy

All purchases are to be made by either the Club's Treasurer or President and shall be approved by at least a quorum of Board member votes. All purchases up to \$100 can be made at the discretion of the Treasurer/President. Purchases over \$100.01 require Board approval. Any/all purchases require a signed Purchase Order be completed and kept on file.

1. The Club's fiscal year shall be from January 1st to December 31st
2. All Club revenue shall be deposited in the general FSC accounts
3. All Club debts shall be paid when due
4. All funds shall be spent only in the interest of the FSC
5. Teams may raise funds only with approval from the Board

FSC charges a fee for the travel soccer and spring recreation soccer programs to cover costs. These costs include but are not limited to:

1. LVYSL or another Board approved league, tournaments included
2. League Bond payments
3. Referee payments
4. Uniform purchases
5. Equipment purchases
6. Field Rentals
7. Carding/registration fees

The Club shall make every effort to minimize member fees, and will charge to cover Club costs for fielding teams. Fees shall be decided each year by a Board member vote and shall be payable by members at registration.

All player fees must be paid in full before the first practice of the season. This includes, but is not limited to FSC fees and uniform costs, as well as any additional league or tournament costs. Failure to pay can result in suspension/expulsion from team play. Coaches are responsible for collecting player fees, and all payments shall be given to the Treasurer.

Extraordinary hardships and/or player refund requests will be considered, and shall require discussion by the Board. Payment plans are available but require Board approval.

In the event FSC is acquired by or merges with another club, all monies will be transferred to the new club. If the Club is dissolved, all monies shall be donated to (designated local non-profit i.e. Easton Food Bank). Such action shall be facilitated by the Board.

Article VII Team Creation

Teams shall be fielded as players, coaches, available fields, and equipment allow. Players in the FSC shall play in their appropriate age group as defined by LVYSL or other Board approved league. Exceptions may be granted by the Board if it is determined to be in the best interest of the player and teams involved.

Players will be allowed to play up to another age level or on a second team only if allowable by league rules, the player's parents and the FSC board. These instances, the players will be classified as *club players*, and will be allowed to be rostered only on age appropriate teams. No player may play up more than one year, nor in a younger age group under any circumstances, unless approved by the Board.

Club uniforms shall be approved by the Board. Guest uniforms are provided at Board discretion. Guest uniforms are to be collected at seasons end by each teams' Coach. Failure to return Guest uniforms can result in suspension/expulsion from team play.

All teams shall be approved by the Board. Teams will play together for 1 full year, from August 1st through July 31st.

Tournament teams shall be assembled at the discretion of the board based on needs of the Club. Each coach is required to present their team's tournament plans at the start of each season for Board approval. The intent is that each team does like/similar tournaments to provide fair value and equal opportunity to all FSC players.

Club Tryout policy is as follows:

1. Academy program shall be via online registration, with open enrollment.
2. U9 through U19 teams will be formed following a formal try-out procedure.
3. New players that join the Club mid-season (i.e. in the Spring) must attend at least one Club tryout to be considered for a team.
4. Returning players from Fall to Spring are not required to attend tryouts, unless the Coach requires it.

FSC will distribute information detailing the tryout process, and any other relevant information. All coaches will be required to attend the tryouts for each age group, in order to guarantee objectivity in the selection process. Tryouts will be advertised through email, social media and via the Club's website. Following tryouts, players are placed on teams and informed of placement decisions via FSC's website or email. All decisions are final. No appeals.

Age divisions shall be in accordance with any Board approved league guidelines, as applicable. Teams shall abide by the rules and regulations of their respective league and the Club.

Out of town players are encouraged to participate in the FSC and are granted the same rights and responsibilities as Forks Township players.

Article VIII Sportsmanship Requirements

All members of the FSC shall conduct themselves in a sportsmanlike manner and in accordance with the Club's Code of Conduct. The Code of Conduct will be reviewed and acknowledged via signature prior to the start of every season by both the player and their parent/guardian.

All members shall also cooperate fully with the FSC bylaws, code of conduct, league guidelines, and those of Recreation Department having jurisdiction, and any guideline that is enforced during Club events but not specifically mentioned herein.

FSC has a 'zero tolerance' policy for bullying, harassment, hazing, intimidation, or any discrimination based on gender, race, or religion.

Inappropriate behavior by any member shall be referred to the Board for review and action.

The formal disciplinary procedures for violators of the Club's Code of Conduct are:

1. Written Warning (letter, email, or other) and/or \$25 fine
2. Game Suspension (length to be determined by the Board) and/or \$100 fine
3. Expulsion (permanently banned from FSC membership) without refund of fees

Depending on the circumstances, the FSC Board may decide to implement some or all the disciplinary procedures at their discretion.

The Board shall hear any grievances that are brought before it by any Club member. Grievances shall be resolved by a majority of the board members present. Any decisions are considered final and there shall be no appeals.

Article IX Amendments to Club Documents

Any Amendment to the Bylaws, Mission Statement, and Code of Conduct must include an FSC Board member meeting, and a vote by at least a quorum of all Board members.

The Bylaws, Mission Statement, and Code of Conduct may only be amended by at least a 2/3 majority vote of the assembled Board members.

Unless otherwise directed by the President, Club Bylaw, Mission Statement, and Code of Conduct changes will go into effect on January 1st, and must be completed prior to the final meeting in order to be in effect for the following year.

Appendix Description of Board Duties

The duties and responsibilities of each Board member shall be as follows:

President

- Chief Officer of the Club
- Presides over all Club and general meetings
- Signs and executes deeds, contracts, purchase orders, and similar
- Provide leadership and vision to ensure the Clubs success
- Develop strategic plan for the Club
- Supervises work of the Board
- Work with external coaches, clubs, and organizations to promote FSC
- Attend games and practices; be adviser for coaches, players and parents

Vice-President

- Executive Officer of the club
- Conduct meetings if/when the President is not present
- Assist in implementing strategic plan for the Club
- Develop a club philosophy and implement the vision, core values and style of play for the club
- Oversee all travel matters including, but not limited to, conflicts, season schedule, league placement, team setup, player performance, and similar
- Manage tryouts, compile notes and performs initial team creation by identifying proper fits for teams and players
- Primary travel league liaison, attend league meetings and stay current with pertinent rules/guidelines
- Recommend team assignments to ensure competitiveness with appropriate travel leagues
- Identify and recommend roster changes to ensure proper player placement and team success
- Coordinate mass publications/emails
- Advance and maintain Club's website (non-financial)
- Act as the Academy Director

Treasurer

- Responsible for Club's accounts, including, but not limited to checking, savings and other financial accounts; as well as the maintenance of these
- Track club expenses against approved budget and report monthly to Board members
- Present a financial statement at the end of Club's fiscal year
- Prepare proposed operating budget and action plan for each season to Board

- Shall have custody of all funds, shall keep an accurate account of receipts and expenditures, and shall make disbursements as authorized by Board approval and signed PO
- Maintain Club's website (financial-only)
- Act as Tournament Coordinator

Secretary

- Send out notices for Board, Club, and other general meetings
- Provide agendas for all Board meetings
- Take meeting minutes and distribute minutes to the Board in a timely manner
- Post all general meetings, and other non-board meeting minutes to the website
- Maintain updated Board by-laws, Code of Conducts, Medical Releases and similar
- Ensure Club is up to date with Risk Management policies of EPYSA and any other applicable requirements
- Ensure that anyone working with the Club have completed all required paperwork, background checks and similar
- Assist in Uniform management, including allocation of Guest Jerseys

Director of Coaching

- Recruit coaches for each of the Club's seasons and ensure they meet all club's standards
- Provide leadership, direction, and vision for coaches
- Promote club philosophy, vision, core values and style of play for the club
- Organize Coaching Clinics for coaches at the start of each season and provide all necessary tools
- Develop and distribute coaching evaluations to parents at the end of each season
- Distribute coaching training plans, practice materials, game checklists, and coaching cheat-sheets
- Identify external clinics, trainings, and camps for players
- Create a set of goals for each age level and track progress throughout each season
- Develop and distribute player evaluations to coaches at the end of each season
- Attend at least one team practice per season; be advisor for coaches

Field/Equipment Manager

- Responsible for coordinating field setup and field lining for each home game
- Establish schedule for coaches/volunteers to line fields each week before the season starts
- Coordinate procurement and distribution of team equipment, including balls, first aid kits, pinnies, cones and goalie equipment
- Supply an equipment inventory list and distribute to the Board before each season
- Maintain a list of recommended approved vendors
- Make supply/equipment recommendations to the Board as appropriate

Registrar

- Prepare registration materials for each season
- Register Club players, coaches, and teams with all applicable travel leagues
- Distribute team rosters to each team at the start of each season
- Track all travel league timelines and ensure we comply with all applicable deadlines
- Help develop key dates and season timeline for the Club
- Keep accurate records of all players and teams
- Prepare a detailed report of player/roster/team updates and provide to Board at each meeting
- Initiate and track all POs for all Board approved purchases
- Assist in maintaining recommended approved vendor list

Fundraising Manager

- Provide leadership in developing strategies for raise funds to support the Club's programs
- Organize all fundraising activities for each season
- Recruit volunteers for fundraising activities
- Develop sponsorship strategy and plan to secure donors for the fiscal year
- Oversee concession stand sales if/when applicable
- Assist in promoting overall Club development
- Initiate Sportwear sales, including, but not limited to vendors, products, profits and similar
- Act as Uniform Coordinator