

TERRYVILLE SOCCER CLUB
ASSOCIATION, INC.

CONSTITUTION & BYLAWS



Amended 8/10/2018

Article I: Club Name and Structure

1. The name of the organization shall be the “Terryville Soccer Club Association, Inc.”, herein referred to as TSC.
2. The TSC address shall be designated by the Executive Board.
3. The TSC shall operate within a fiscal year that will commence on October 1 and end September 30.
4. The TSC shall engage in soccer programs at both the Intramural, Travel and TopSoccer levels.
5. The TSC will be governed by an Executive Board.
6. The TSC will follow Long Island Junior Soccer League (LIJSL) Constitution and By Laws when circumstances are not covered by the TSC Constitution and By Laws.

Article II: Vision

The vision of the TSC is:

1. Primarily to promote the spirit of sportsmanship and healthy competition among all of its members.
2. To develop each player through positive coaching and training.
3. Interact and support the community in which we live.

Article III: Executive Board and General Board Members

1. **Executive Board:** The responsible governing body of the TSC. The voting board members and their duties shall be as follows:
 - a. President:** To ensure that the direction and all activities of the club are consistent with the stated vision. To chair constitution committee and all Executive Board meetings. To oversee all club activities.
 - b. Vice President/Travel:** To head all functions of the Committee for Travel Soccer. To report to the Executive Board at the monthly meetings the activities, accomplishments and future goals of travel soccer.
 - c. Vice President/Intramural:** To head all functions of the Committee for Intramural Soccer. To report to the Executive Board at the monthly meetings the activities, accomplishments and future goals of intramural soccer.
 - d. Secretary:** To record, maintain, and distribute the minutes of all Executive Board meetings. To chair Executive Board meetings in the absence of the President. To coordinate all building and field requests and permits. To file all required insurance

forms with the appropriate regulatory body to ensure that all teams currently registered within the TSC are covered by liability insurance. Supervise and coordinate the selection of the recipients of the TSC scholarship award.

e. Financial Director: To assume all responsibility for all TSC financial matters. To submit to the Executive Board the fiscal year budgets for both travel and intramural programs at the September board meeting, to be accepted or amended by the October board meeting. Responsible for presenting tax return to the Executive Board for approval.

The following General Board positions works directly under the supervision of the Executive Board. These positions do not hold a vote on the Board but will have a vote for all member elections.

Past President - to act as a consultant to the current board based on need and willingness.

Travel Registrar –The Travel Registrar is responsible for all aspects of travel registration including communicating with all travel coaches regarding dates, add/deletes, player passes for fall and spring registration. He/She will finalize date and email all travel coaches regarding registration at the Atria for both spring and fall seasons. Assign fields for all league and cup games for all age groups, along with V.P. Travel or another executive board member. The Travel Registrar shall communicate LIJSL office to ensure that TSC is meeting all the dates with LIJSL. The Travel Registrar will communicate directly with the VP of Travel as directed by the Executive Board.

Intramural Registrar – The Intramural Registrar is responsible for all aspects of intramural registration including adding/subtracting players, processing refunds, adjusting registration fees including coaches credits, scheduling and team formation, and reporting all registration checks to Treasurer,. This Registrar shall, with the co-operation of the Treasurer, be responsible for registering all players with the LIJSL. This Registrar shall make available to the Travel Team Coaches, at their request a listing of all youth available to try-out for the Travel Teams. This list shall also have their age and name of the previous year's teams. The Intramural Registrar will communicate directly with the VP of Intramurals as directed by the Executive Board.

Field Equipment Coordinator – Terryville – This Coordinator shall be responsible for field lining, layout, setting up/taking down goals/nets beginning and end of season and purchasing of necessary equipment, i.e. goals, paint balls, referee shirts, etc. The Commissioner shall keep an inventory of all equipment and should be provided by VP of Intramurals at the end of each season, a list of necessary referee equipment. If and when

repairs are necessary for Terryville Fields, the Coordinator will be the point of contact with the school district and relevant vendors. This Position will communicate directly with the President and VP of Intramurals as directed by the Executive Board.

Field Coordinator – Boyle – This Coordinator shall be responsible for field lining, layout, setting up/taking down goals/nets beginning and end of season at Boyle fields. The Coordinator will set the schedule for all travel coaches at the beginning of each season to line or set up/take down at Boyle. He/She will communicate with Equipment Coordinator regarding supplies needed at Boyle fields. If and when repairs are necessary for Terryville Fields, the Coordinator will be the point of contact with the school district and relevant vendors. This Position will communicate directly with the VP of Travel as directed by the Executive Board.

Director of Marketing/Sponsorships – The Director will lead the coordination of marketing, advertising, and promotional directives across TSC. He/she will be responsible for expanding the TSC brand throughout the community, advertising initiatives and for publicity for all league functions such as Try-outs, Registrations, Signs, Fund Raisers, Surveys. Etc. This Position will communicate directly with the Executive Board.

Director of Training – Drive and manage TSC training programs for both the intramural and travel programs to maximize success and experience for all of our players. Work closely with ASA to not only develop programs from fall and spring but also winter and spring. Communicate directly with all intramural and travel coaches regarding all items related to training. This Director will work with both VPs of Travel and Intramural regarding tryouts, team formations and placement in various leagues.

Special Events Coordinator– This Coordinator shall be responsible for setting up and running special events for TSC i.e. Spring Picnic, Charity Work, and other events that the Executive Board wishes to have. The Coordinator will communicate directly with the Secretary as directed by the Executive Board.

IT/Website Coordinator – This Coordinator will ensure that our information platform on the internet, i.e SI Play for TSC members to find program details, forms and procedures. He/She will upload any new forms presented by Executive Board, keep website up-to-date, and make sure our Social media presence is updated. This Position will communicate directly with the Executive Board.

Article IV: Meetings and Election Process

1. Meetings:

The Executive Board will meet the second week of each month. All meetings of the Executive Board of the TSC will be governed by parliamentary procedure, the object of which is to allow deliberation on questions of interest to the TSC, and decisions are to be arrived at by the rule of majority.

In the event of the need for a special meeting, it may be called by any board member with written or telephone notification to the other Executive Board members. A majority of board members is still required at such meetings.

2. Nominations:

The term of office for an Executive Board member is two years commencing July 1. The newly elected board members must be part of all communication and decisions regarding TSC activities from current board members after the new board members are voted in. The following is how the election process will work:

- 1) **Announcement** – The Secretary sends a club announcement indicating which positions are open in the upcoming election.
- 2) **Self Announcement** - A person who wants to run for a specific Board position announces their candidacy via a written email to secretary@terryvillesoccer.com by the last board meeting in December of that year.
- 3) **Nomination** - Candidates will attend the April Board meeting (second week of April) and will need to be nominated by another TSC member in person and seconding by TSC member in person. At the conclusion of the meeting, the Secretary will send an announcement to the entire TSC regarding the names of nominees for each Board Position.
- 4) **General Election Day** – At the May Board meeting, each candidate will be provided the opportunity to provide a short speech followed by vote.

Any person interested in becoming an Executive Board member must be active in the TSC. No member who is a vendor for the TSC can be nominated for an Executive Board position. A person may be nominated for only one position on the Executive Board.

3. Elections:

Elections for all Executive Board positions will be held annually at the General Board meeting held in May.

The person receiving the majority vote will be elected. If a person runs unopposed, the Secretary will cast one ballot for that person and they will be considered elected. In the case of the Secretarial election, if the person runs unopposed, then the President will cast one ballot for that person and they will be considered elected. In the case of a tie, the Executive Board will break the tie with a majority vote.

Voting for Executive Board positions will be limited to members of both the Intramural and Travel Committees. The Travel Committee will be limited to one vote per travel team. Executive Board members, Travel Board members and Intramural Board members will only receive a vote if they are not a coach or an assistant coach of a travel team. Travel coaches and assistant coaches who are commissioners will get one vote with their travel team.

4. Vote of No Confidence:

In the event that an Executive Board member's action is deemed detrimental to the TSC by an eligible voting member and the member feels this action warrants removal from their position, the member may make a motion for a vote of no confidence against that Board member where there is a quorum of at least 50% of eligible voting members. If the motion carries, a General Board meeting will be called within two weeks. The purpose of this meeting is to formally state the accusation and give the Board member their due process. The General meeting would require a minimum of 50% of all voting members. If the motion carries by a majority, the Executive Board member would be immediately removed from office and a special election held within two weeks of the General meeting to elect a new officer.

5. Vacated Executive Board Positions

When an Executive Board member steps down, the Executive Board will appoint someone to fill the position until the next election for that elected position. This appointment will be based on recommendations from the Travel and Intramural Board members. Only TSC members will be considered.

Any Board member who vacates the position cannot be re-nominated for any Executive Board position until twelve months after they vacated the position.

Article V: Membership and Fees

1. Membership:

Membership in the TSC is granted upon registration with the Club. Membership in TSC gives each Travel and Intramural player all benefits of the TSC. This includes

the right to purchase and wear club colors and participate, where possible, with his or her family in all Club activities.

The TSC Executive Board has the right to dismiss any club member (player, parent, coach, Club referee) who acts inappropriately in any manner and/or does not follow the TSC Constitution.

2. Registration Fees:

Registration Fees paid by members of the TSC will be determined at the May Executive Board meeting for the upcoming fall/spring season.

Article VI: Amendments

Amendments to this document can be proposed by Board members, the Committee for Travel Soccer and the Committee for Intramural Soccer. The Executive Board has the right to amend any policies of the Committees for Travel and Intramural for the betterment of the TSC. Any changes made by the Executive Board must pass by a majority vote.

Article VII: Travel Soccer

1. The Travel Soccer Operations of the TSC will be operated under the direction of Vice President of Travel Soccer. Voting members will consist of all Head Coaches of Travel Soccer who are in good standing along with Travel Registrar.
2. **Meetings: Meetings will be held second week of the month. Attendance for the year must be 75% or a minimum fine of \$100** may be imposed for missing meetings. Meetings can be attended by a team representative.
3. There will be a registration return meeting which must be attended by an adult supervisor. All team registrations must be completed at this time. No adjustments will be made to the rosters after this meeting. All late and incomplete registrations may incur a minimum \$100 fine.

4. **New Teams:**

- a: The TSC will not register any travel team younger than U9. All teams will register players in accordance with the TSC rules and regulations.
- b. U8 Tournament team tryouts will be set up in accordance with the VP of Intramurals and VP of Travel. After the formation of U8 tournament teams by the VP of Intramural and VP of Travel, the responsibilities and duties will fall to the VP of Travel for the upcoming fall/spring season

5. **Fines:** Fines maybe imposed as stated in the Constitution. All registration fees must be paid prior to any pass being released. Teams must pay all outstanding balances prior to the next season registration or they will not be able to register with the club.

6. **Adult Supervisors:** Teams will receive a copy of constitution and club rules at the start of each season. Teams not following the club rules may be subject to fines and or disciplinary action. The team will be notified of any violations by the Vice President of Travel. They must attend the next monthly meeting to discuss their violation. After this meeting, all fines become final and no explanations will be accepted. Adult Supervisors who are considered detrimental to the program will be removed by the Executive Board.

7. **Mandatory Play Time:** The player's welfare is paramount. Players must play a minimum of 25% of each seasonal game and qualifying cup or tournament games. If the travel team plays in the top two divisions, there are no playing time restrictions.

8. **Disbanding of a team:** No coach can disband a team without notifying the Executive Board in writing and receiving their approval by a majority vote.

9. **James Francis Nielsen Scholarship Award:** Twice a year scholarship awards will be presented to individual(s) in their senior year of high school that have either played or refereed for Terryville Soccer Club for minimum of five years and are going on to some form of higher education. Players whose team was disbanded will also be considered. The Secretary will announce in the spring and the fall requesting applications to be submitted. Applications are due by May 1st for the spring and November 1st for the fall. Application must include their soccer history (when started, special awards, related experiences, etc.). Selection will be made by the Executive Board. If any member of the Board is the parent of an applicant, parent of a teammate, coach or assistant coach of an applicant, he or she must remove him/herself from the voting process

ARTICLE VIII: Intramural Soccer

1. The Intramural Soccer Operations of the TSC will be operated under the direction of Vice President of Intramural Soccer. Voting members will consist of Intramural Committee formed by the Vice President of Intramural Soccer. While the composition of the committee is at the discretion of the Vice President of Intramurals, the following are suggested positions and descriptions thereof:

a. Intramural Registrar.

b. Division Commissioner(s): To assume responsibility for assigned divisions by keeping standing, and handling any problems associated with their division. Ensure the net setup and removal for each field in his/her division is carried out properly. Division Commissioners will be present at the field during division play time.

2. Meetings: The VP of Intramurals will schedule meetings as required. The committee will meet during the season to discuss club matters and activities. Only members in good standing will have voting rights.

3. Tournament Team: To participate on a tournament team, a player must be a true age appropriate player for respective age group under LIJSL format. Players must be registered and playing as an intramural player with TSC. Tournament coaches must be approved by the Executive Board. Tournament teams may only participate in tournaments that do not conflict with Intramural games or events. No Tournament team will be allowed to take a player one year younger than their age division without Executive Board approval. All tournament teams must wear a uniform that represents TSC. All tournament players must play exclusively for TSC. The tournaments that the respective tournament teams enter must be notified to VP of Intramural and VP of Travel.

The formation of a U7 tournament teams and the responsibilities and duties will fall to the VP of Intramural for the upcoming fall/spring season.

4. Volunteer Requirements: All intramural volunteers will receive a copy of constitution and club rules at the start of each season. Any volunteer who is considered detrimental to the club will be removed by the Executive Board.