

# **Alliance Soccer Club Constitution and By-Laws**

Sponsored by the Reynoldsburg Soccer Association, Inc.

Effective July 17, 2010

Last update: July 21, 2010

## **Article 1 – Name and Organization**

The name of this organization shall be the “Alliance Soccer Club; (ASC)”, operating with support from our affiliate name of the Reynoldsburg Soccer Association, incorporated (RSA). RSA facilitates our involvement with Reynoldsburg Parks and Recreation’s soccer program and provides legal means to participate in the Mid Ohio Select Soccer League (MOSSL) and various other competitions both at state, region and national levels. This organization shall be incorporated under the laws of the state of Ohio as a non-profit, educational organization. ASC is organized exclusively for charitable, religious, and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code. ASC shall be exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code.

## **Article 2 – Purpose**

The purpose of ASC shall be to organize and promote soccer leagues for all individuals, to encourage good sportsmanship and fair play of all the participants and to provide soccer skill development at recreation, select, and premier levels. ASC shall achieve its purpose by:

- Encouraging and promoting the development of soccer leagues and programs so that soccer is made available to participants in all levels of competition.
- Encouraging the development and practice of good sportsmanship.
- Developing the principles of fair play, responsibility, and accountability.
- Promoting the growth of soccer in and around the Reynoldsburg community.
- Providing an environment of safety, while instructing, training and educating players, coaches, referees and parents to develop and improve their understanding of the game of soccer.
- Providing and maintaining soccer fields, goals, and other soccer related equipment for member teams to use.
- Coordinating fundraising activities as needed for the purpose of, but not limited to, maintaining the ASC scholarship fund, the purchase of new training equipment and for various expenses needed to fund multiple member teams.

In no event shall the income or property of ASC inure to the benefit of, or be distributed to its members, officers, or other private person, except that ASC shall be authorized and empowered to pay reasonable compensation for services rendered to ASC.

No substantial part of the activities of ASC shall be attempting to influence legislation and ASC shall not participate in any political campaign on behalf of any candidate for public office.

### **Article 3 – Affiliation**

ASC shall be affiliated with the Ohio South Youth Soccer Association, Inc., and such affiliation shall be affiliated with the United Youth Soccer Association, Inc., and the United States Soccer Federation.

### **Article 4 – Jurisdiction and Territory**

ASC shall have jurisdiction of all member teams, players, parents, and coaches who are participating or have children participating under the ASC name. The boundaries of ASC shall be the City of Reynoldsburg, Ohio. The boundaries may be changed on recommendation of the Ohio South Youth Soccer Association, or any other state association involved in the boundary adjustment and in agreement with ASC.

### **Article 5 – Membership, Membership Termination, and Annual Meetings**

#### **Article 5, Section 1 - Membership**

Membership in ASC shall be broken down into two categories, voting and non-voting. Voting members are allowed to vote on matters that are brought before the general membership of ASC during the annual meeting, or during a duly called general meeting of membership.

Non-voting members shall consist of all players under the age of 18 of all properly registered teams with ASC.

Voting members shall consist of the following groups. An individual may be included in more than one of these groups, but no individual is allowed to have more than one vote.

- All currently rostered coaches and trainers of all properly registered ASC teams.
- All parents of players of all properly registered ASC teams.
- Players who are 18 years of age or older on all properly registered ASC teams.
- All members of the Board of Directors (see article 6).
- Any other individual interested in supporting the purposes of ASC, provided he or she meets the following requirements:
  - a) Is at least 18 years of age
  - b) Has paid an annual \$25 membership fee
  - c) Has attended at least one-half of all regular board meetings during the previous calendar year.

Membership shall be based on the ASC fiscal year, which ends of June 30<sup>th</sup> of each year.

## **Article 5, Section 2 – Membership Termination**

Membership may be terminated in accordance with the following:

- The parent or guardian of a player under the age of 18, or a player of legal age may terminate his/her membership by written notification to the Board of Directors. If said player is not offered, or does not accept, a spot on a member teams' roster, written notification is not required.
- The Board of Directors, by two-thirds vote, may terminate a membership for reasons it deems to be in the best interests of ASC, provided doing so does not violate any bylaws of organizations of which ASC is a member.
- All decisions of the Board of Directors shall be final.

## **Article 5, Section 3 – Club Meetings**

Monthly, non-voting meetings are scheduled on the third Thursday of every month at either the Reynoldsburg Police Station or Reynoldsburg United Methodist Church unless otherwise notified.

ASC members are invited and encouraged to attend meetings of the Board of Directors to hear about the business of the club. Members who wish to address the Board on any particular issue can do so by first contacting the Board President, and having the issue placed on the agenda. Whether an issue is placed on the agenda is at the discretion of the Board President.

As time permits, input of agenda items may be offered by ASC members attending a Board of Directors meeting, but members are reminded that they are not able to vote on motions.

The Annual Meeting for elections and other club business will be held at a time and place specified in paragraph one unless otherwise notified by the current Board President. This will normally be in the month of June. At the annual meeting, the President will give a full report on the activities of the Board. The Treasurer will submit a statement of financial condition. The members of the association will nominate and elect the Board of Directors. Each active ASC member has one vote.

## **Article 6 – Board of Directors**

The Board of Directors shall consist of the following officers:

- President (elected)
- Vice-President (elected)
- Secretary (elected)
- Treasurer (elected)
- Member-at-Large/Parent Representative (elected)

- MOSSL League Representative (appointed)
- Executive Director of Coaching (appointed)
- Reynoldsburg Parks and Recreation Liaison (appointed through P&R staff)

\*No person shall hold more than one of these elected positions at any one time.

\*Elected positions on the Board of Directors are: President, Vice-President, Secretary, Treasurer, and Member-at-Large.

\*Appointed positions on the Board of Directors are: ED of Coaching and MOSSL Representative.

\*Parks and Recreation Liaison is a non-voting position.

The affairs of ASC shall be directed by the Board of Directors. They shall make rules and regulations as necessary and said rules and regulations must be made available to any member upon request.

In accordance with Roberts Rules of Order, The Board of Directors can create additional Ad Hoc Committees as the need may arise, to direct efforts deemed vital to specific ASC goals (see article 2). Ad Hoc chairpersons shall be non-voting members of the Board of Directors. During the existence of an Ad Hoc Committee, the committee chairperson is expected to attend all monthly Board meetings and submit a written and/or oral report of his or her duties during the time period of the active status of said Ad Hoc Committee.

All members of the Board of Directors (both those elected and those appointed) have one vote on matters brought before the Board that requires a vote. No one person on the Board of Directors may have more than one vote, regardless of the number of positions held.

\*The Board of Directors reserves the right to suspend or revoke the eligibility of any player, coach or member based on flagrant violation of ASC Constitution & By-laws and/or ASC Parent Handbook.

### **Article 6, Section 1 – Term of Office**

Term of office for these appointed members of the Board of Directors can be indefinite (no term limits), until the member tenders his/her resignation or is removed by a two-thirds vote of the Board of Directors.

### **Article 6, Section 2 – Duties of Board of Directors**

The duties of the Board Officers shall be as follows:

The **President** shall:

- Be the official spokesperson and representative of ASC. Facilitate the growth of our club by serving as the “face” of the organization at public events, Parks and Recreation functions and other ASC related functions.

- Have signing privileges on ASC checking account.
- Sign all official documents.
- Review all material and approve any community involvement with ASC members and the City of Reynoldsburg.
- Schedule all regular and special meetings and preside at these meetings.
- Work with Secretary to organize and distribute meeting agendas

The **Vice-President** shall:

- Take charge of all meetings in the absence of the President.
- Have signing privileges on ASC checking account.
- Assist Executive Director of Coaching and staff to organize and facilitate in the successful running of tryouts.
- Assist Tomato Cup Tournament Director (Ad Hoc Committee chair) in the successful running of the annual tournament hosted by ASC. This includes any and all tournaments hosted by ASC, which may include MOSSL tournaments.
- Update ASC Constitution & By-Laws when/if Board makes such a decree.
- Perform other duties as directed by the Board President.

The **Secretary** shall:

- Keep and publish minutes of meetings.
- Distribute meeting minutes to Board members and any member who makes such a request.
- Attend to any additional correspondence requested by the Board of Directors.
- Maintain a current listing of names, addresses, phone numbers, and e-mail addresses for all board members, coaches and trainers.
- Serve as a custodian of records and documents.
- Work with President to organize and distribute meeting agendas.
- Maintain the mailing list for all players and members, and provide mailing labels for correspondence being sent to the membership.

The **Treasurer** shall:

- **Bank account maintenance** – Maintaining account, signing checks, and making recommendations of investing excess funds wisely
  - Treasurer’s signature should appear on all checks of Alliance Soccer Club (ASC) with the second signature from any of the ASC Board’s other members with signing ability. The President and Vice-President have signing power and should be considered competent to assist in this function.
- **Financial transaction oversight** – Being knowledgeable about who has access to the Alliance Soccer Club’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable

- **Budgets** – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- **Financial Policies** – Overseeing the development and observation of Alliance Soccer Club’s financial policies. Ensures development and ASC Board review of financial policies and procedures.
- **Reports** – Keeping the ASC Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board. This includes proper and timely filings of Federal and State tax returns and sales tax returns.
- **Board Member** – Carries out the responsibilities of a member of the ASC Board. This means that the Treasurer is responsible to the ASC members and Board members for the funds received and spent by the Alliance Soccer Club.

The **Executive Director of Coaching** shall:

- Serve as full representation of the current coaching staff during Board meetings.
- Provide regular feedback to the Board on activities of its member teams.
- Determine coaching assignments for each member team, including Parks and Rec. Soccer Tykes program and Alliance Soccer Academy.
- Work to host summer soccer camps in the area.
- Ensure that all coaches and trainers are properly certified and in compliance with rules set forth by MOSSL and USSF.
- Maintain ASC Parent Handbook.
- Work with IT coordinator to ensure the website accurately reflects the current standing of the club.
- Oversee all member teams of ASC and ensure each coach/trainer is following the club’s technical curriculum.
- Arrange/oversee/attend all member team meetings on an ‘as needed’ basis.
- Work with the Treasurer to determine trainers fees per season.

The **MOSSL League Representative** shall:

- Receive all correspondence from MOSSL on behalf of ASC.
- Attend all meetings of MOSSL and submit a report back to ASC at the following Board meeting.
- Be responsible for coordinating the completion (with Club Administrator) of all forms associated with the carding process each season.
- Be responsible for coordinating the game scheduling process (with Team Administrator and head coach) for each season.
- Be responsible for helping Team Administrators make any roster changes throughout the year (required add/drop/transfer forms be completed).
- Make sure ASC is in good financial standing with MOSSL and all fees are paid in a timely manner.

The **Member-at-Large/Parent Representative** shall:

- Serve as an intermediary between the Board of Directors and ASC parents/constituents.
- Represent the current trends/concerns/questions of parents on each member team.
- Report to the Board any and all issues brought forth by parents concerning issues which may effect the successful completion of each season.
- Report back to the ASC constituents the happenings of each Board meeting and relay all information to ASC members in a timely manner.
- Assist in any areas deemed essential by ASC President.

The **Reynoldsburg Parks and Recreation Liaison** shall:

- Serve as an intermediary between the ASC Board of Directors and Reynoldsburg Parks and Recreation Department.
- Ensure a cooperative and fully-functioning relationship exists between ASC and P&R department.
- Report to the Board any and all matters which effect ASC's use of Civic Park, including but not limited to, the concession stands and fundraising events.
- Assist with the successful running of tournaments hosted by ASC.
- Help facilitate the growth of soccer in the Reynoldsburg community by promoting our club through affiliated programs such as Soccer Tykes.

### **Article 6, Section 3 – Additional Administrative Structure**

In order to coordinate team and league administration, as well as achieve good communication between the ASC Board of Directors and the individual teams, the following administrative structure will be implemented. Level 1 is the bottom level of the hierarchy and level 3 is the top of the administrative pyramid.

**Level 3** of the administrative hierarchy will be the MOSSL Representative (duties described above).

**Level 2** of the hierarchy will be the Club Administrator (CA). This person will work closely with the MOSSL League Rep. and each member Team Administrator. They are responsible for coordinating carding process, complete applications and make hotel reservations for tournaments. They also must work with Team Administrator to document and store rosters, uniform orders, liability forms and other necessary paperwork. The CA will be responsible for communicating with the individual Team Administrators and parents, MOSSL representative, ASC Board members, and Directors of Coaching when needed. They shall also attend all ASC Board meetings.

**Level 1** of the administrative hierarchy is the Team Administrator (TA). Each ASC member team will have TA who communicates regularly with his/her CA. Team Administrators will responsible for handling the calling and scheduling of referees for

home games, making sure each head coach has player cards, game cards and referee fees for each match, as well as passing on any communications from the CA.

### **Article 6, Section 3.1 – Duties of Club and Team Administrators**

The **Club Administrator** shall:

- Communicate with Board, Coaches, and Team Administrators
- Advisor to Team Administrators
- Coordinate tryouts
- Arrange parent meeting for official players to complete required paperwork (work with Club Treasurer to collect fee deposits)
- Ensure official forms are completed accurately
  - OSYSA Registration Form
  - Medical Release Form (coordinate with Notary)
  - Contact Information Form
- Produce official team rosters and send to TAs, Coaches and Mossi Rep
- Take photograph of each player to be used for carding process

The **Team Administrator (MOSSL teams)** shall:

- Communicate with Club Administrator and Team Coach
- Communicate with Uniform/Merchandiser Coordinator and Concession Stand Scheduler
- Coordinate carding process through MOSSL using online system
- Obtain appropriate signature for official MOSSL team rosters
- Complete tournament applications
- Make hotel reservations
- Schedule games
- Schedule referees and monitor their status prior to all home games.
- Produce calendar of scheduled games for Coaches, Club Administrator, and Parents
- Represent ASC in an appropriate, professional manner at all practices, games, and meetings
- Make sure each coach has player cards, game card, referee fees, and corner flags (home games ONLY) for each game

The **Team Administrator (Buckeye Premier League teams)** shall:

- Communicate with Club Administrator and Team Coach
- Communicate with Uniform/Merchandiser Coordinator and Concession Stand Scheduler
- Coordinate carding process through Buckeye Premier League using online system
- Obtain appropriate signature for official team rosters
- Complete tournament applications

- Make hotel reservations
- Schedule games
- Schedule referees
- Produce calendar of scheduled games for Coaches, Club Administrator, and Parents
- Represent ASC in an appropriate, professional manner at all practices, games, and meetings
- Make sure each coach has player cards and referee fees for every game

The **Team Administrator (Midwest Regional League)** shall:

- Communicate with Club Administrator and Team Coach
- Communicate with Uniform/Merchandiser Coordinator and Concession Stand Scheduler
- Coordinate carding process through Midwest Regional League using online system
- Obtain appropriate signature for official team rosters
- Complete tournament applications
- Make hotel reservations
- Schedule games
- Schedule referees
- Produce calendar of scheduled games for Coaches, Club Administrator, and Parents
- Represent ASC in an appropriate, professional manner at all practices, games, and meetings
- Make sure each coach has player cards, official finalized roster of 18 players, and referee fees.

#### **Article 6, Section 4 – Voting matters**

ASC matters requiring a vote from the Board of Directors include but are not limited to, the termination of any member of ASC, including Board members and coaches, proposals from standing and Ad-Hoc Committees, fundraising/marketing opportunities, trainers fees, and other off-field related matters.

Non-voting matters include Alliance Soccer Club’s Coaching philosophy, player selection, player development curriculum, tryout curriculum, and the hiring of new trainers. These decisions and all other on-field matters shall be left up to the Executive Director of Coaching and coaching staff as these are decisions best suited for experienced soccer-related individuals.

#### **Article 7 – Committees**

**Advertising/Marketing Committee:** responsible for maintaining and purchasing of signs, advertisements, and other materials in and around the community for the sole purpose of raising awareness of ASC and promoting our programs for the purpose of increasing membership and forming new member teams. Work with Tomato Cup Committee and the Board members responsible for annual tryouts in June.

**Concession Scheduler:** responsible for finding and organizing volunteers for concession stand duties. Makes sure the concession stand is open, staffed and ready to operate for each season dictated by ASC vendor agreement with Reynoldsburg Parks and Rec. department. Work with Concessions Purchaser to determine what materials are needed to operate the concession stand during each season.

**Concession Purchaser:** work with Concession Scheduler to determine what food items and equipment need to be purchased. Facilitate the purchasing of said items and make sure the Concession stand is fully stocked when in season. Meet vendors, and health inspectors at the Concession stand in order to ensure all materials and certification are promptly received. Work/coordinate with the Treasurer for all purchases.

**Uniform/Merchandise Coordinator:** serves as main contact for Club for all uniform and Club merchandise ordering and purchases. In doing so, handles all sizing, ordering, and distribution of uniform and extra wear for all players. Facilitate in the process of trying on new uniforms as well as ordering ASC merchandise for the entire club.

**IT coordinator:** manage and update the ASC website with the assistance of the Executor Director of Coaching. Make sure each member team page is accurate. Keep accurate information for each members email address and manage the club's email account.

**Tomato Cup Tournament Volunteer Coordinator:** work with Tomato Cup Tournament Director (Tournament Director shall be appointed through our association with Ohio South-unless otherwise voted on by Board of Directors) to facilitate the successful running of our annual tournament. Organize members to serve in all areas of this major undertaking. Every club member is expected to work this weekend. The Tomato Cup Coordinator is guided by the ASC Tournament Volunteer Coordination sheet, adopted by the Reynoldsburg Soccer Association and ASC. This document can be found in the ASC archives, kept by the Club Secretary.

**Field Maintenance Coordinator:** make sure each field is lined before and during each season. Keep both goals and nets in proper working condition. Work with Executive Director of Coaching to determine field locations at the beginning of each season. Maintain the equipment room and ensure a clean and safe working environment around our fields. The Field Maintenance Coordinator must report to the Treasurer and Executive Director of Coaching when new supplies or training equipment need repair.

## **Article 8 – Liability Disclaimer**

ASC Board of Directors and members of the Club shall not be personally liable for any legal or financial action taken against either the Club, the Board of Directors, or its members as long as they have acted in good faith in what is considered the best interest of the Club and are not guilty of negligence or misconduct.

### **Article 9 – Amendments to By-Laws**

The articles in this document (ASC Constitution and By-Laws) may be amended by two-thirds vote of the Board of Directors present at any regular meeting.