

Lacey Soccer Club, Inc.
By-Laws

The following amended By-Laws were proposed by the By-Laws Committee on March 10, 2008, with a second reading and General Membership approval on April 14, 2008.

These amended By-Laws also contain all General Membership approved changes that are current to date.

Article I: Name

This organization shall be known as the "Lacey Soccer Club, Inc." (Throughout the remainder of this document the Lacey Soccer Club, Inc. will hereinafter be referred to as the L.S.C.)

Article II: Purpose

The purpose of the L.S.C. will be:

- A. To promote the welfare of the game of soccer.
- B. To encourage the spirit of fair play and sportsmanship.
- C. To organize teams for the welfare of the children and adults.

Article III: Membership

A. Voting Members (4/08)

- 1. Executive Board Members and Board of Trustees - Executive Board Members and Board of Trustees automatically qualify as a voting member and shall retain one vote.
- 2. Team Voting Members – Each Team shall receive one (1) vote. In order to qualify to vote, a coach or team representative must attend 75% of the meetings in the prior 12 months. Teams which have been in existence for less than 12 months must be present at 75% of all meetings held since their inception. Each member must be present to vote, no absentee ballots shall be allowed. Coaches or team representatives may only represent one team at meetings. The official sign in roster will be the sole means of determining attendance. In the event a coach of team

representative signs in for more than one team, only the first team will be considered as being represented.

3. General Voting Members – Any person may be a General Voting Member. In order to qualify to vote you must have attended 75% of the meetings in the prior 12 months.
4. Number of votes per voting item
 - a) Each voting member of the L.S.C. will be entitled to one (1) vote, regardless of the number of categories under which they may qualify as set forth in paragraphs 1, 2 and 3 herein.
 - b) The only exception will be for Executive Board Members and Trustees who are also Coaches. They may assign their team vote to a Team Representative.

B. Associate Members

1. All non voting adults and currently registered players in the L.S.C. shall be considered Associate Members.
2. Associate Members shall not have voting privileges.

C. Members and Players

1. All members and players will sign L.S.C. Player Parent Agreement.

Article IV: Executive Board

- A. The Executive Board shall consist of the following Elected Officers of the Club:
 1. President
 2. First Vice President
 3. Traveling Teams Vice President
 4. Instructional Teams Vice President
 5. 8 Aside Teams Vice President
 6. Treasurer
 7. Registrar
 8. Recording Secretary
 9. Sergeant At Arms

B. In order to qualify as a candidate for an office of the L.S.C. the person seeking candidacy must be a voting member over the age of 18 years.

C. Duties of Elected Officers

1. President

- a. Preside at all meetings of this Club.
- b. Represent this Club at meetings or conferences with other organizations.
- c. Be registered at the bank to co-sign with the Treasurer on all financial transactions of the L.S.C.
- d. Appoint all Committee Chairpersons.
- e. Perform any and all other duties as are usually associated with the office of the President.
- f. Use his or her power to vote only on a secret ballot or any case where the vote would change the result.

2. First Vice President

- a. Perform all the duties and have all of the powers of the President in the absence of the President.
- b. Be registered at the bank to enable him or her to sign checks in the President's absence.
- c. Be the Safety Officer of the L.S.C. and follow up on any injured child or person registered with the L.S.C.
- d. Maintain a record of insurance reports of injuries sustained by players and general members. A final disposition of all reports should be recorded as to payments, reimbursements, etc.

3. Traveling Teams Vice President

- a. Coordinate all activities for the 11 aside program (Traveling).
- b. Perform the duties of the First Vice President in their absence.
- c. Age Group Management
 1. Conduct Club Tryouts
 2. Make recommendations to the Board for annual approval of Head and Support Coaches
 3. Team Consolidations

4. Instructional Vice President

- a. Coordinate all activities for the instructional program (age groups 5, 6, 7, as appropriate)
- b. Age Group Management
 - 1. Set Teams
 - a. Boys
 - b. Girls
 - c. Mixed
 - 2. Coordinate
 - a. Ages
 - b. Abilities
 - c. Special Needs
 - d. Team Size (6v6, etc.)
- c. Recruit New Coaches
- d. Appoint Assistants
 - 1. Schedules
 - 2. Referees
 - 3. Sponsors
- e. Recommend head coach and assistant coaches for 8 aside Division.

5. 8 Aside Teams Vice President

- a. Coordinate all activities for the 8 aside program (age groups 8, 9, 10, as appropriate)
- b. Age Group Management
 - 1. Set team formations to assure successful transition to 11 aside program.
 - 2. Recommend head coaches and support coaches to the Board for approval.
 - 3. Set Teams
 - a. Boys
 - b. Girls
 - c. Mixed
 - d. Special Needs.

6. Treasurer

- a. Collect all monies of the L.S.C and deposit same in a designated depository

- b. Pay all obligations of the L.S.C after such payment is approved by the Executive Board, with L.S.C funds.
- c. Submit a written report of the financial condition of L.S.C at all regular monthly meetings.
- d. Notify the Executive Board of any delinquent payments or financial discrepancies following such discovery by the treasurer.

7. Registrar

- a. Maintain all records and attend to the proper registration of all players and coaches as provided in the Rules and Regulations of the L.S.C. for carded teams.

8. Recording Secretary

- a. Keep and accurate account of all meetings of the L.S.C. and submit a written report to the President and Chairman of the Board of Trustees at each regular meeting.
- b. Maintain the membership roster

9. Sergeant At Arms

- a. Maintain order at all meetings of the L.S.C.
- b. Serve as parliamentarian at each meeting.

D. Term of Elected Officers

1. The term of an elected official will be one year starting January 1st and concluding December 31st of each calendar year.
2. If a vacancy arises for the office of President then the First Vice President shall succeed him or her. All other vacancies will be filled by appointment of the President.
3. A vacancy will exist;
 - a. If an officer misses three consecutive General Membership Meetings.
 - b. If an officer is dismissed by the Board of Trustees.
 - c. If an officer resigns, by submitting his or her resignation in writing.
 - d. All vacancies as set forth in Section 3 hereof will be filled by appointment of the President

4. An Officer is expected to turn over anything rightfully belonging to the L.S.C. upon his or her dismissal or resignation.
 5. The election of all Officers shall take place at the General Membership meeting in December, with nominations presented to the Nominating Committee in November. Nominations for Officers will be accepted from the floor in the November and December General Membership Meetings. All nominations made in the December meeting must be within the first 30 minutes of the official start of the meeting.
- E. The Executive Board shall be empowered to meet and conduct L.S.C. business between regular membership meetings when deemed necessary by the President. The Chairman of the Board of Trustees must be notified of all meetings held by the Executive Board other than the regular monthly General Membership meetings.
- F. Quorum
1. A quorum shall consist of a majority of at least five of the Executive Board Members. A quorum shall be required at any meeting in order to conduct L.S.C. business.
- G. Dismissals of Executive Board Members
1. An Officer can be dismissed by the Board of Trustees if he or she is deemed to be willfully negligent in carrying out his or her duties as an Officer or acts in a manner detrimental to the welfare and/or purpose of this club.
 2. The person under consideration for dismissal must be notified in writing of the reason for dismissal and the date of the special meeting of the Board of Trustees at which time he or she can be present to communicate his or her viewpoints. At least three members of the Board of Trustees must be present at the meeting. Three negative votes of the Board of Trustees are required for an Officer to be dismissed. An appeal can be made at the next regular scheduled General Membership meeting provided a written notice is presented to a Trustee of the L.S.C. within the seven day period following the dismissal by the Board of Trustees.

Article V: Trustees – Board of Trustees

A. The Board of Trustees is composed of the Trustees and is the governing body of this organization.

B. Duties of the Trustees

1. The Trustees shall insure that all By-Laws and Rules and Regulations of the L.S.C. are adhered to.
2. Insure the welfare of the program participants.

C. Term of Office for Trustees (4/08)

1. A slate of Trustees for the existing vacancies, who shall be general voting members, shall be presented by the Executive Board at the February General Membership Meeting. New nominations will also be accepted from the floor at the February General Membership Meeting as well as during the first 30 minutes of the official start of the March General Membership Meeting. Nominations may also be amended within the first 30 minutes of the official start of the March General Membership Meeting.
2. Trustees will serve staggering terms of two years each.
 - At each subsequent Annual Meeting, nominations will be accepted for Trustees to the following terms
 - Three trustees to serve a two year term
 - Three trustees to serve a two year term
3. A vacancy will exist
 - If a Trustee misses three consecutive General Membership meetings
 - If a Trustee resigns, by submitting his or her resignation in writing.

D. Dismissals

If a Trustee is deemed to be willfully negligent in his or her duties as a Trustee or acts in a manner detrimental to the welfare and or purpose of the L.S.C. the remaining members of the Board of Trustees, by a majority vote of at least three votes, shall ask for his or her resignation. The Trustee may either resign or notify the Board of his or her intention to have the matter presented before the General Membership at the next scheduled meeting. Notification to the present the matter before the General Membership must be given by

the petitioning subject to the Board of Trustees within seven days of the notice for the request of resignation. An affirmative vote of two thirds of the voting members present at the meeting is required for the Trustee to remain in office. The General Memberships decision will be binding on all parties.

Article VI: Meetings (4/08)

- A. Regular meetings shall be held on the second Monday of each month with the exception of January and July when no meeting will be held. The Executive Board reserves the right to call Special Meeting in January and July if needed.
- B. Special meetings may be called at the discretion of the President, either for the General Membership or for the Executive Board only. The Board of Trustees, through its Chairman, must be notified of all special meetings.
- C. All General Membership meeting shall follow a formal agenda.

Article VII: Committees

The chairpersons of all committees, both standing and special, shall be appointed by the President. These chairpersons in turn shall pick members to serve with them.

- A. Standing Committees – The standing committees of the L.S.C. and their duties are as follows:
 1. Registration
 - The registrar’s duties shall include maintaining all records and attending to the proper registration of all players and coaches as provided in the Rules and Regulations of the L.S.C. for all carded teams.
 2. Ways and Means
 - The Ways and Means Committee shall be responsible for organizing all fund raisers for the L.S.C.

- Maintaining records for the same and delivering a written report to the Executive Board.
 - The Chairman of the Ways and Means Committee may appoint sub-committees for each specific fund raising event, at his or her discretion.
3. Publicity
- The Publicity Committee shall be responsible to insure public exposure for teams and Club related events.
 - During the playing season, to issue a newsletter to the parents through the coaches.
4. By-Laws
- The By-Laws Committee shall conduct an annual review of the By-Laws and Rules and Regulations and present their proposals, if any, at the annual meeting held in March.
5. Scheduling
- The Scheduling Committee shall be responsible of all practice and game facilities equitably among the teams. The Chairman shall keep accurate records, with a copy of same to the Executive Board, to reflect the games scheduled at all locations, practices scheduled at all locations and any rescheduling of games. The Chairman shall provide a written copy of the game schedule for all fields to the Township Committee and the Police Department, as required.
6. Association Representatives
- Ocean County League: Shall attend all regularly scheduled meetings and act on behalf of the L.S.C. at the direction of the Executive Board.
 - Jersey Coast Youth Soccer: Shall attend all regularly scheduled meetings and act on behalf of the L.S.C. at the direction of the Executive Board.
 - Monmouth-Ocean League: Shall attend all regularly scheduled meetings and act on behalf of the L.S.C. at the direction of the Executive Board.
 - Garden State: Shall attend all regularly scheduled meetings and act on behalf of the L.S.C. at the direction of the Executive Board.
 - Any League Association, affiliated with New Jersey Youth Soccer approved by L.S.C. Executive Board, shall have a representative attend all regularly scheduled meetings of

that league and act on behalf of the L.S.C. at the direction of the Executive Board.

- All association representatives shall be required to file monthly reports to the General Membership at the regular monthly meetings.

7. Awards

- The Awards Committee shall coordinate with the Township Committee and of Recreation Committee of the Township on the purchasing of all awards. The Committee shall be responsible for scheduling award presentations.

8. Grievance Committee

- The Grievance Committee shall investigate all complaints presented to it in writing and deliver their recommendation for action on the complaint to the Executive Board. The Grievance Committee shall serve as the first level of investigation for all complaints by a coach concerning actions by a player or parent; and by a player or parent concerning actions by a coach. Standing members of this Committee shall be the Head Coach who shall serve as Chairman, the Head Referee and the Registrar. In each instance of complaint, two impartial voting members shall be called upon to serve on the Committee.
- This Committee is empowered to make their recommendation for resolution of the problem first to the grieving party and party against whom the complaint has been lodged; and, if a resolution of the problem cannot be accomplished, then this Committee will present their recommendation to the Executive Board.

B. Special Committees

1. Other Special Committees may be appointed by the President at his or her discretion. At the time each committee is formed, the Committee Chairperson shall be informed of the duties expected from said Committee.
2. The President may remove any appointed Chairperson from any Committee if the Committee is not accomplishing their duties as set forth herein or as directed at the time the Committee was appointed by the President.

Article VIII: Appointed Positions (4/08)

The President shall appoint the following positions at the January Executive Board Meeting.

- A. Head Coach
- B. Head Referee
- C. Director of Training

The duties of these positions shall be set forth in the Rules and Regulations of the L.S.C.

Article IX: Rules and Regulations

The Rules and Regulation, which all voting members and associate members shall abide by, shall be those prescribed and voted on by the voting membership at all meetings exclusive of those held by the Executive Board. They shall be included in a separate section, apart from the By-Laws entitled "Rules and Regulations".

- These Rules and Regulations may be added to, amended or repealed at meetings detailed above, provided there is a majority vote of the voting members present.
- It is the obligation of the team representative to notify all parents for their respective team of all changes passed as set forth in paragraph 1 above.

Article X: Order of Business

The Order of Business for each meeting of this Club shall be as follows:

1. Call to Order.
2. Secretary's Report.
3. Treasurer's Report.
4. Call for New Members.
5. Communications and Bills.
6. Committee Reports.
7. Unfinished Business.
8. New Business.
9. Good of the Order.
10. Adjournment.

Article XI: Amendments

Amendments to the By-Laws may be presented by the By-Laws Committee at any meeting of the General Membership and voted on at the next such meeting.

1. A two thirds vote of the voting members present will be required for the passage of any amendment.

Article XII: Affiliation

This Club may affiliate any number of team with any other organization. Any team so affiliated will be subject to the Rules and Regulations of that organization, in addition to the Rules and Regulations of L.S.C.

Article XIII: Auditing (4/08)

The Financial year shall be from January 1 to December 31. A compiled statement shall be performed by a C.P.A. at the end of each fiscal year and shall comply with all State and Federal laws regarding a non-profit organization.

Shared Values "Always for the Kids"

1. Coaching Integrity

Specific Behaviors

- Demonstrate Concern for players
- Conduct coaching in a professional manner.
- Maintain a professional attitude during games, specifically with referees and opposing coaches. Some examples of unprofessional and unacceptable conduct would be the use of foul language, alcohol, and confrontations, etc.
- Maintain a perspective of long term gains for the benefit of the players.

2. Ethical Coaching Philosophy

Specific Behaviors

- Provide positive and gentle coaching.
- Work with fellow coaches for the betterment of the Club and players.
- Be honest, fair, and supportive.

3. Respect for the Game

Specific Behaviors

- Comply with the rules of the game, including coaching from the side line.
- Promote the game to players and parents.
- Learn the latest in coaching techniques and tactics.
- Promote player development through camps, select teams, and high level games.
- Make an extraordinary effort to develop players and team.
- Provide a challenging practice for player development.
- Present a coaching philosophy that requires skill development and ball control.

4. Team Work

Specific Behaviors

- Openly practice the policy of shared ownership in L.S.C.
- Openly acknowledge the good work, support, and efforts of other Club Members.

- Openly support Club Development.

5. Accountability

Specific Behaviors

- Support of co-coaches and our Club, and know that their success depends on your actions.
- Be there for the kids; show up for practices and games consistently.

This copy of the Lacey Soccer Club, Inc. (L.S.C.) By- Laws has been prepared by the VP 11v11, Mike Wohlers (April 2008)