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, and amendments proposed March 10th 2014, with a second reading and General Membership approval on April 14th 2014, and amendments proposed by the By-Laws Committee on August 14, 2017, with a second reading and General Membership approval on September 11, 2017.

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:

1. To provide youth instructional and clinical soccer training and participation programs designed to enhance the improvement of the basic individual skill development of our youth member players - while also stressing the concept of team play through the encouragement of sportsmanship and fair play, and to provide or sponsor training, licensing and certification programs and or other such approved programs for the purpose of developing and improving the capabilities of our volunteer staff.

1. To foster and promote local interest and participation in the sport of amateur youth soccer, while furthering the improvement of individual (youth players) skills development and to conduct, sponsor and or to provide to our youth players, local (team oriented) competition and tournament participation programs so that players have an opportunity to reach their ultimate potential in athletic development as an individual, as well as a member of a team.

1. To organize, provide, conduct, sponsor, promote and or direct these and other such approved soccer programs (i.e. adult league) and activities so as to benefit the participant members from Lacey Township and other communities in Ocean County, NJ.

# Article III: Membership

1. Voting Members
	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.

* 1. Team Voting Members – Each Team shall receive one (1) vote. 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 and cannot be an Executive Board member. The official sign in roster maintained by the Recording Secretary will be the sole means of determining attendance. In the event a coach or team representative signs in for more than one team, only the first team will be considered as being represented.

* 1. General Voting Members – Any person may be a General Voting Member. To qualify to vote you must have attended 75% of the meetings in the prior 12 months.

* 1. 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.

1. Associate Members

* 1. All non-voting adults and currently registered players in the L.S.C.

shall be considered Associate Members.

* 1. Associate Members shall not have voting privileges.

1. Members and Players

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

# Article IV: Executive Board

1. The Executive Board shall consist of the following Elected Officers of the Club:
	* 1. President
		2. First Vice President
		3. Traveling Teams Vice President A
		4. Traveling Teams Vice President B
		5. Instructional Teams Vice President 11 v. 11 & 9 v. 9
		6. Instructional Teams Vice President 7 v. 7 & 4 v. 4
		7. Treasurer
		8. Registrar
		9. Recording Secretary
		10. Sergeant At Arms
		11. Communications Director

1. 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.

1. Duties of Elected Officers

All elected officers are responsible for the administration of and adherence to the most recent version of L.S.C. By-Laws and the L.S.C. Rules and Regulations.

1. President

* + - 1. Preside at all meetings of the L.S.C.
			2. Represent the L.S.C.at meetings or conferences with other organizations
			3. Be registered at the bank to be an alternate signatory for financial transactions of the L.S.C.
			4. Appoint all Committee Chairpersons
			5. Perform any and all other duties as are usually associated with the office of the President
			6. 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

* + - 1. Perform all the duties and have all of the powers of the

President in the absence of the President

* + - 1. Be registered at the bank to be an alternate signatory for financial transactions of the L.S.C.
			2. Be the Safety Officer of the L.S.C. and follow up on any injured child or person registered with the L.S.C.
			3. Maintain a record of insurance reports of injuries sustained

by players and general members. Furnish injury reports to the secretary of the affiliated league. A final disposition of all reports should be recorded as to payments and reimbursements.

* + - 1. Be the liaison between the L.S.C. and Lacey

Township Municipal Authorities and Recreation Department

3. Travel Vice Presidents

a. Coordinate all activities for the 11 v. 11, 9 v. 9, and

7 v. 7 travel program (age groups per most recent US

Youth Soccer organizational guidelines)

* + - 1. Perform the duties of the First Vice President in their absence
			2. Age Group Management
			3. Conduct Club Tryouts
			4. Make recommendations to the Board for annual approval of Head Coaches and provide input as to viable candidates for Assistant Coaches
			5. Team formation, management, consolidations, and dissolutions

* + - 1. Instructional Vice Presidents (2) (11 v. 11 & 9 v. 9; 7 v. 7 & 4 v. 4)

a. Coordinate and manage all activities for the instructional

(also known as Recreational) program

* + - * 1. Establish Age/Gender Groupings and Teams based on number of registered players
				2. Recruit/Appoint

Age Group Coordinators

Head Coaches

Assistant Coaches

Referee Coordinator(s)

3. Coordinate

Training and game schedules

Training company roles, responsibilities, schedule

Instructional program sponsors

b. Recommend head coach and assistant coaches for travel program

5. Treasurer

* 1. Oversee and manage the financial responsibilities

and activities of the L.S.C.

* 1. Ensure that the financial dealings of the L.S.C. occur in a transparent manner
	2. Manage regulatory filings, including:
1. 501(c)3 status documentation
2. Annual federal tax return
3. Annual state tax return
4. Permits
5. Licenses (e.g., games of chance)
6. Issue registration refunds in accordance with the

L.S.C. refund policy

1. Collect, maintain, track, and dispense Work Bond funds in accordance with the L.S.C. Work Bond policy
2. Collect and deposit all monies of the L.S.C in a designated depository
3. Pay all obligations of the L.S.C.
	1. All expenditures for items approved as a part of the annual budget review
	2. Any items not approved at annual budget review of up to $500.00 may be authorized by the President, First VP and the Treasurer – must have 2 out of the 3 to approve the expenditure
	3. Any items not approved at annual budget review and over $500, require approval by LSC E-Board (quorum required)
4. At all monthly meetings:
	1. Submit a written report of the financial condition of L.S.C.
	2. Submit monthly account reconciliations for sign off by Treasurer and either President, or First VP (dual signatures to ensure appropriate financial accountability)
5. Provide an annual State of the Club accounting summary at the June general membership meeting (following conclusion of the L.S.C. fiscal year in May)
6. Notify the Executive Board of any delinquent payments or financial discrepancies following such discovery
7. Administer Team Accounts
	1. Set up account tracking for new teams
	2. Monitor team accounts to maintain positive balances
	3. Provide monthly team account statements to head and assistant coaches
	4. Notify the Executive Board of team accounts with negative balances and/or insufficient funds to cover allocated obligations (e.g., training expenses)
	5. Obtain a written fundraising plan from any head coach

with a team account negative balance or insufficient funds to cover allocated obligations

* 1. Registrar

* + - 1. Maintain all records and attend to the proper registration of all players and coaches as provided in the Rules and

Regulations of all L.S.C. teams

* + - 1. Coordinate all field assignments for both Instructional and Travel programs

* + 1. Recording Secretary

* + - 1. Keep an 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.
			2. Maintain the voting membership roster

* + 1. Sergeant At Arms

* + - 1. Maintain order at all meetings of the L.S.C.
			2. Serve as parliamentarian at each meeting

* + 1. Communications Director
			1. Distribute all communications to the L.S.C. membership or targeted subsets thereof
			2. Obtain, review, and finalize draft communications from other Executive Board members
			3. Maintain consistency and continuity in all L.S.C. communications
			4. Communications may include, but are not limited to:
				1. Mass mailings/flyers (hardcopy)
				2. Distribution list emails
				3. Social media posts
				4. Advertising and signage
				5. Website content
			5. Coordinate solicitation and appreciation letters with

Treasurer related to donations and L.S.C. fundraising

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.

* + 1. 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.

* + 1. A vacancy will exist:
			1. If an officer misses three consecutive General Membership

Meetings

* + - 1. If an officer is dismissed by the Board of Trustees
			2. If an officer resigns, by submitting his or her resignation in writing to the President; if the President is resigning he or she will submit their resignation to the First Vice President
			3. All vacancies as set forth in Section 3 hereof will be filled by appointment of the President

* + 1. An Officer is expected to turn over anything rightfully belonging to the L.S.C. upon his or her dismissal or resignation.

* + 1. 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. Nominations may also be solicited via electronic communication prior to the beginning of the November and December meetings.

* 1. 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 Board of Trustees must be notified of all meetings held by the Executive Board other than the regular monthly General Membership meetings.

* 1. Quorum

1. A quorum shall consist of a majority of at least six 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. The Board of Trustees shall advise the L.S.C. Executive Board of the alleged conduct to be considered for possible dismissal of that member

* + 1. 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. Those findings and facts of the case must be communicated to all members of the Board of Trustees, and a majority of the Board of Trustees (4 of 6) is required for an Officer to be dismissed. An appeal can be made at the next 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. An affirmative vote of two thirds of the voting members present at the meeting is required for the Executive Board member to remain in office. The General Membership decision will be binding on all parties.

a. If a tiebreak is required (e.g., 3 yes/3 no votes) the tiebreaker goes to the President, unless the President is

the subject of said investigation, in which case the First

 Vice President will hold the tiebreaking vote.

# Article V: Trustees – Board of Trustees

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

1. Duties of the Trustees

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

1. Term of Office for Trustees

* 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.

* 1. 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

* 1. A vacancy will exist
		+ If a Trustee misses three consecutive General Membership meetings, without prior approval from the L.S.C. Executive Board
		+ If a Trustee resigns, by submitting his or her resignation in writing to the President.

1. 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 of the five remaining 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 appealed to and presented before the General Membership at the next scheduled meeting. Notification to 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

1. 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.

1. 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 must be notified of all special meetings.

1. 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. The chairpersons and President shall select members to serve with them.

1. 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 teams.

* 1. Fundraising
		+ The Fundraising Committee shall be responsible for organizing all fund raisers for the L.S.C. in accordance annual fiscal goals.
		+ Maintaining records for the same and delivering a written report to the Executive Board.
		+ The Chairman of the Fundraising Committee may appoint sub-committees for each specific fund raising event, at his or her discretion.

* 1. 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 general membership meeting held in August.

* 1. 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 Travel VPs who shall serve as Chairmen, and accompanied by a minimum of 3 additional, impartial individuals that shall be appointed by the President – comprised of Trustees and/or Executive Board members. 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.
		+ Final recommendation of the Grievance committee should be presented to the president in writing and shared with the executive board as appropriate.

* 1. Budget Committee:
		+ Budget Committee Proposal will be approved by Executive Board.

1. 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.

* 1. 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

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

1. Association Representatives
	* 1. 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.
		2. All association representatives shall be required to file monthly reports to the General Membership at the regular monthly meetings.

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

1. Age Group Coordinator – Instructional
	1. Age group coordinator duties shall be determined by the appropriate Instructional Vice President. ii. Duties shall include, but not limited to game day Field Marshal Duties, communications (via Communications Director) to assigned age group participants and age group coaches
2. Referee Coordinator – Instructional
	1. Coordinating schedules and payments for all instructional Referees.

# 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. 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 any L.S.C. Executive Board and/or General Membership meetings, provided there is a majority vote of the voting members present.
* It is the obligation of the Executive Board to ensure that the general membership has access to the most recent version of the By-Laws and Rules and Regulations, and provide notification to the general membership when changes have been made
* It is the obligation of Head Coaches to notify 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 General Membership meeting of this Club shall be as follows:

1. Call to Order/Flag Salute
2. Secretary’s Report/Ratification of Previous Meeting Minutes
3. President’s Report
4. 1st VP Report
5. Treasurer’s Report
6. 11 v. 11 VP Report
7. 9 v. 9 VP Report
8. 7 v. 7 VP Report
9. 11 v. 11 & 9 v. 9 Instructional VP Report
10. 7 v. 7 & 4 v. 4 Instructional VP Report
11. Registrar Report
12. Association Report (e.g., MOSA, JAGS, MAPS)
13. Committee Reports
14. Old Business
15. New Business

15. 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 teams 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 Fiscal Review & Reconciliation

The Financial year shall be from May 1 through April 30. A compiled statement shall be completed, reviewed and approved by the Treasurer, the President and the 1st VP at the end of each fiscal year and shall comply with all State and Federal laws regarding a non-profit organization.