

**CONSTITUTION
OF
OUR LADY OF PERPETUAL HELP (OLPH) SOCCER CLUB**

PREAMBLE

BY THIS STATEMENT THE O.L.P.H SOCCER CLUB OF CLOVIS, CALIFORNIA IS HERBY ESTABLISHED AS A NON PROFIT ORGANIZATION. The goals of this organization shall include the development of individual, group and community pride to offer boys and girls the opportunity to learn and play organized soccer, and to promote, foster and support physical fitness and the development of individual and group skills. In all of its actions the OLPH Soccer Club shall act to promote the best interests of the team players and, under no circumstances shall any member profit from any of its activities.

CONSTITUTIONAL STATEMENT

This organization shall be known as the OLPH Soccer Club (OLPHSC), a non-profit organization.

I. Membership

- A. The General Membership shall be composed of the team members and parents, the Board of Directors, the team coaches and any other persons interested in supporting the OLPHSC.
- B. The Board of Directors shall be the sole policy making body of this organization. There shall be at least five officers on the Board of Directors. The Board shall be elected by majority vote from the adult members (at least eighteen (18) years of age) of the General Membership as follows:
 1. A General Membership Meeting shall be called in January or February of each year at which time persons may be nominated for and elected to various Board positions
 2. Such officers elected shall assume their office on March 1 of the election year.
 3. The tenure of each Directorship shall be one year following installation to the office.
 4. If there is no nomination for a Board position, the President of the new Board may appoint a person to that position after the President's installation, with the advice and consent of the new Board members. Such consent shall be by majority vote. Such appointment is not binding without acceptance.

II. ADMINISTRATIVE MANAGEMENT

- A. The members of the board of directors acting together shall constitute the Administrative Management of the Club. They shall be deemed responsible to:
 1. Ensure that the Soccer Club operates within the framework of the Preamble, Constitutional Statement and By-Laws of this organization, and within the rules of the Clovis Junior Soccer League (CJSL) and the California Youth Soccer Association (CYSA).
 2. Raise funds to cover expenses of the club.
 3. Pay approved indebtedness of the OLPHSC under the provisions of the By-Laws of this organization, without adopting personal liability for such indebtedness.
 4. Requisition such supplies through the office of the treasurer as may be required for the conduct of Soccer Club business.
 5. Confirm or veto the selection of coaches.

III. BOARD OF DIRECTORS

- A. PRESIDENT

1. Preside over the General Membership meeting and all other Club meetings.
 2. Provide the leadership, inspiration and direction for the club during the term of office.
 3. Hold the remainder of the Board responsible for fulfilling their obligations to the Offices they hold, without authority to remove such persons by unilateral action of the President.
 4. Report on activities of the office and club to other Board members as called for. Report the school Board and the School, the Activities of the Club.
 5. Be responsible for implementing the means to attain the goal adopted by the General Membership of the Club.
- B. VICE PRESIDENT
1. Be responsible for all Club publicity with the general populace.
 2. Preside at meetings in the absence of the President.
 3. Report on the activities of the office to the other Board members as called for.
 4. Represent the Club in affiliated organization meetings and attend meetings for the club commissioner when the commissioner is unable to attend.
- C. SPONSORSHIP/ ACTIVITIES DIRECTOR
1. Responsible for sponsor procurement, and the procurement of replacement sponsors as needed.
 2. Keep sponsors aware of Club activities, team schedule, newsletters, and achievement and awards ceremonies, and other items of interest.
 3. Obtain competitive bids for the purchase of awards and submit such bids for approval by the Board of Directors. Upon Board approval, arrange for purchase of awards.
 4. Plan any club activities for fund raising or other club functions.
- D. SECRETARY
1. Responsible for keeping the minutes of all Club meetings.
 2. Responsible for general correspondence of the Club.
 3. Provide notification of the General Membership meetings to the Members and of the Board Meetings to Board of Directors.
 4. Provide clerical assistance to the other Directors as needed.
 5. Report on the activities of the office to the other Board Members as called for.
 6. Represent the club in affiliated organized meetings.
- E. TREASURER
1. Purchase of goods and services for the Club with the approval of the Board of Directors.
 2. Provide an itemized statement of income expenses and monetary allocations at each Board meeting.
 3. Issue yearly financial reports as of March 1 for the preceding term of office to be presented to the new Board of Directors within (10) days for acceptance (non-acceptance) at the next Club Meeting.
 4. Collect dues, entry fees, uniform fees, and other monies raised by the Club and maintain records regarding such collections.
 5. Disburse monies for approved indebtedness of the OLPHSC subject to the By-Laws of this organization and maintain records of such disbursements.
 6. Deliver registration monies to the CJSL Treasurers.
 7. Report on the activities of the office to the other board members as called for.
 8. Represent the club in affiliated organization meetings.

F. REGISTRAR

1. Responsible for the registration of all players in the OLPHSC School attendance area in the Under-12 and younger age groups.
2. Responsible for publicizing registration drives.
3. Responsible for training of adult registration assistants.
4. Be responsible for proper registration of players, teams, coaches, and assistant coaches with the CJSL.
5. Allocate monies received in the registration process to their proper recipient, whether OLPHSC or the Treasurer of the CJSL.

G. EQUIPMENT MANAGER

1. Responsible for submission of requisition Requests for the purchase of equipment and supplies necessary for soccer play to the Board of Directors.
2. Liaison with the commissioner to determine supply requirements.
3. Maintain records (inventory) of all uniforms and equipment.
4. Store, maintain, issue, and account for all uniforms and equipment.
5. Assist coaches in maintaining inventory records and in collecting all uniforms and equipment at end of the soccer season.
6. Report on the activities of the office to the board members as called for.
7. Represent the club in affiliated organization meetings.

H. COMMISSIONER

1. Liaison between the OLPHSC and the CJSL by attending all CJSL meetings (CJSL imposes a \$25 fine for each unexcused absence of CJSL meetings)
2. Provide an open line of communication between the coaching staff, the Board of Directors, and the OLPH School Board.
3. Help recruit and train coaches.
4. Responsible for enforcing the "must Play" rule of CJSL and the Disciplinary rulings and Penalty Conduct Code.
5. Investigate and report on tournament possibilities for the OLPHSC teams.
6. Coordinate the assignment of players to teams.
7. Maintain a Coaches Library and necessary records therefore.
8. Submit and gain approval of all hardship applications to the CJSL.
9. Report on the activities of the Office to the other Board members as called for.
10. Represent the Club in affiliated organization meetings.

IV. OTHER MEMBERS

A. COACHES

1. Implement the goals of this organization as expressed in the preamble insofar as they apply to the players.
2. Apply the "must play" rule of CJSL and maintain records of such application unless subject to disciplinary restriction from CJSL of OLPHSC.
3. Share with other coaches' information regarding strategies, skill development, and general conduct of games and practices.
4. Responsible for the conduct of the team and its supporters .
5. Obtain uniforms and equipment for Equipment Coordinator maintain records of allocations of uniforms to players, collect and return all uniforms and equipment at the end of the soccer season.
6. Assist the Vice-President in obtaining sponsors.

B. ASSISTANTS

1. Assistant positions, as needed to accomplish the goals of the club, can be elected by the general membership or, if none are elected, may be appointed by consensus of the Board.

C. TEAM MEMBERS

1. Responsible for following the directions of the coaching staff during all practice and games.
2. Shall be subject to the disciplinary rulings of the coaches, CJSL and OLPHSC.
3. Shall be those players properly registered with CJSL/CYSA.
4. Maintain uniform in good condition.

BY-LAWS OF OUR LADY OF PERPETUAL HELP (OLPH)

SOCCKER CLUB MEETINGS

The term 'Club Meeting' as used in the Constitution and By-Laws shall apply to the General Membership Meetings of the Board of Directors.

A. General Membership Meeting:

This meeting shall consist of the Board of Directors, team coaches and any other member of the General Membership who wishes to participate. A minimum of two (2) General Membership Meetings shall be held each year, with one (1) meeting to be held in September and the other January and February, with additional meetings as called for by the Board of Directors.

1. January/February Meeting. This meeting shall include the call for nominations and elections of officers for the upcoming fiscal year.
2. September Meeting. This meeting shall be to provide the General Membership with information regarding the upcoming Soccer Season.

B. Board of Director's Meeting:

The Board of Directors shall meet at least one a month from August through March inclusive for the conduct of OLPHSC business. Other meetings as shall be required for the conduct of business shall be called by the President during other months.

C. Conduct of Meetings:

1. The President of the Board of Directors shall preside at all Club Meetings. In the absence of the President, the Vice-President shall preside.
2. Should any guest from an outside affiliation attend a Club Meeting at the request of the Board of Directors, the right to speak shall be allowed, without carrying an attendant right to vote on any issue.
3. A quorum of the Board of Directors must be in attendance at any Club Meeting to conduct business. A quorum shall be defined as at least 50% of the Board of Directors.
4. In all Club meetings and in all business, each member of the Board of Directors shall have one(1) vote.
5. The secretary shall notify all Directors, coaches and other interested parties of the date, time, and location of the General Membership Meetings at least seven (7) days before each meetings.
6. Nothing in this section or any other shall be construed to mean that the Board of Directors does not have the right to assemble for the conduct of the OLPHSC business.

7. Any question upon which a vote of the General Membership is required at the General Membership Meetings shall allot one (1) vote for each adult member in attendance.

D. Change In Structure:

1. The creation or abolition of the Directorship, or assignment or reassignment of a Directorship function shall be implemented by a 2/3 majority vote of the Directorship in attendance at any Club Meeting of the OLPHSC, as called by the General Membership or by a Director of the Board.
2. The removal of a membership of the Board of Directorship may be proposed at any club meeting, and require a 2/3 vote of the Board of Directors in attendance for removal. The party upon whom the removal action is pressed shall not have a vote in the removal process nor will his/her presence be counted in determining the number of votes necessary to attain a 2/3 for removal. Any board member who does not attend three (3) consecutive Board Meetings may be subject to removal as herein established.
3. The removal of a member of the coaching staff may be proposed at any Club Meeting and must follow the actions as a Board of Director removal.

E. Requisitions:

1. All purchases of goods or services to be rendered to OLPH Soccer Club shall be made under prior approval of the Treasurer and one other of the following: President, Vice president, registrar, or Equipment Person.
2. Any request disapproved by the Treasurer may be appealed at the next Club Meeting. Such disapproval may be overridden by a 2/3 vote of the Board of Directors in attendance.

F. Payments

1. The term "approved Indebtedness" or "approved Debt" shall apply to any request for payment which has been approved for payment by a 2/3 vote of the Directors in attendance at any club meeting.
2. All requests for payment made to OLPHSC shall be approved by a 2/3 vote of the Directors in attendance at any Club Meeting. under no circumstances shall any payment be allowed for any political activity or propose.
3. All payments of Approved Indebtedness made by OLPHSC Shall include the signature of the Treasurer and other designated member of the Board.

G. Other Provisions:

1. All votes regarding OLPHSC monies shall be by 2/3 vote of these in attendance.
2. All other votes, unless otherwise specified, shall be by majority vote.
3. In the extended absence of the Treasurer (e.g. vacation, illness) the duties of that Office shall fall in order upon the Secretary, Vice President, and President.
4. Changes in addition to or deletion from this Constitution and By-laws may be proposed at any Club Meeting. Such action shall be approved upon a 2/3 vote of the adult members in attendance.

5. Nothing in this Constitution or By-Laws shall be construed to provide the minor members or players (under 18) of this Organization with the right to vote upon to any approved nonprofit organization.

H. Rules of Conduct

1. Each player on each team MUST play in each league game in accordance with the dictates of CJSL Rules.
2. It shall be the object of the team coach to give each player an equal share training and game participation.
3. All persons nominated to the coaching staff must be approved by a majority of the Board of Directors.
4. The conduct of the coaches and the players shall reflect the standards of the league in respects, swearing, insubordination, excessive absence, fighting or other un-sportsman-like conduct may be sufficient grounds for expulsion from the Club upon 2/3 vote of the Directors in attendance at any club Meeting. Such expulsion shall apply for the remainder of the playing season in which such action occurs with restoration of full rights for the next playing season. If the expulsion involves a coach who is also a Director, his/her presence shall now count in determining the number of votes necessary for expulsion.
5. No member of the Club is allowed to carry or use alcoholic beverages, glue, drugs, controlled substances or other reality altering substances or liquids during any OLPHSC Function.
6. No activity of the Soccer Club shall be under-taken without direct adult supervision.
7. at least one adult coach must be present at any OLPH Soccer club team function.