

## **RED BANK SOCCER CLUB**

### **CONSTITUTION**

#### **PREAMBLE**

By this statement the Red Bank Soccer Club, of Clovis, California, is hereby established. The goals of the RED BANK SOCCER CLUB (hereinafter "RBSC") 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 RBSC shall act to promote the best interests of the team players.

#### **CONSTITUTIONAL STATEMENT**

This organization shall be known as the Red Bank Soccer Club (RBSC), a nonprofit organization and individual members will not derive profit there from. No substantial part of the activities of the RBSC shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the RBSC shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. the property of RBSC is irrevocably dedicated to charitable purpose and no part of the net income or assets of the RBSC shall ever inure to the benefit of any director, office or member thereof or to the benefit of any private persons. Upon the dissolution or winding up of the RBSC, its assets, remaining after payment , or provision for payment, of all debts and liabilities of the RBSC, shall be distributed to a non-profit fund, foundation, and/or corporation which is organized and operates exclusively for charitable purposes and which has established its tax exempt status under section 501 (c)(3) of the Internal revenue Code. Notwithstanding any other provisions of these articles, the RBSC shall not carry on any other activities not permitted to be carried on by association exempt from federal income tax under section 501(c0(3) of the Internal revenue Code.

#### **I. Membership**

- A. The General Membership shall be composed of Team Members, the Board of Directors, Team Coaches, and the Parents and /or Guardians of the RBSC players. No other person participating in a competitive, travel, or recreational soccer program of another elementary school or otherwise shall be a member of the RBSC without majority approval of the Board of Directors.
- B. The Board of Directors shall be the sole policy-making body of the RBSC. There shall be at least seven officers on the Board of Directors. The Board of Directors shall be elected by the majority vote of the adult members (18 years of age and older) of General Membership as follows:
  1. An Annual Membership Meeting (AGMM) shall be called in February, but in no event later than the 2nd week of March of each year, at which time persons may be nominated for and elected to the various Board positions. A written notice must be given to the General membership no less than 14 days prior to the AGMM.
  2. Elected officers shall begin their term in office on March 1, of the election year or as soon thereafter as they are elected.
  3. The tenure of each Directorship shall be approximately one year following installation to the office. An elected officer may not hold the same Board position more than THREE CONSECUTIVE YEARS, unless there are no other nominations of the position.

4. If there is no nomination for a Board position, the president of the new Board may appoint a person to that position after his or her installation, with the advice and consent of the new Board members. Such consent shall be by the majority vote. Such appointment is not binding without acceptance of the appointee.

## **II. Administrative Management**

- A. The members of the Board of Directors acting together shall constitute the Administrative management of the RBSC. They shall be deemed responsible for:
  1. Ensuring that the RBSC operates within the framework of the Preamble, constitutional statement and the By-laws of the RBSC, and within the rules of the Clovis Junior Soccer League (CJSL) and the California Youth Soccer Association (CYSA).
  2. Raising funds to cover the expenses of the RBSC.
  3. Paying Approved Indebtedness of the RBSC under the provisions of the By-Laws of the RBSC, without incurring or assuming personal liability for such indebtedness.
  4. Requisitions of such supplies through the office of the treasurer may be required for the conduct of RBSC business.
  5. Confirming or vetoing the selection of coaches.

## **III. Board of Directors**

### **A. President**

1. Preside over all RBSC meetings.
2. Provides leadership, inspiration, and direction for the RBSC.
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.
4. Responsible for implementing the means to attain the goals adopted by the General Membership of the Club.
5. Report on the activities of the office to the other Board members as called for.
6. Represent RBSC in affiliated organization meetings.

### **B. Vice-President**

1. Preside at meetings in the absence of the president.
2. Responsible for all RBSC publicity with the general populace, including coaches, sponsors, and other interested parties.
3. Prepare newsletter.
4. Report the activities of the office to the Board members as called for.
5. Represent RBSC in affiliated organization meetings.

### **C. Secretary**

1. Responsible for keeping of the minutes of all the meetings.
2. Responsible for general correspondence of the RBSC.
3. Provide notification to the general Membership of the AGMM and to the Board Members of the Board Meetings.
4. Report on the activities of the office to the other Board Members as called for.
5. In coordination with the vice-president, prepare newsletters.
6. Represent the RBSC in affiliated organizational meetings.

### **D. Treasurer**

1. Provide an itemized statement of income and expenses at each RBSC Meeting, to include a statement of income and expenses at each RBSC Meeting, to include a statement of monies allocated.
2. Issue yearly financial reports to be dated upon a fiscal year March 1, through the end of February corresponding to the term of office and to be presented to the new board of Directors within ten (10) days of their installation into the office for approval or non-acceptance. If by chance there is no new Board, the Treasurer is to turn over the books to the CJSL.
3. Provide an annual budget based upon information supplied by the Board of Directors, to be presented for review, revision, and approval at the April meeting of each year.
4. Purchase of goods and services to be rendered to the RBSC based upon the annual budget approved by the Board of Directors or other expenses as may be approved by a majority vote of the Board of Directors.
5. Collect dues, entry fees, uniform fees, registration fees, and other monies raised by RBSC and maintain records regarding such collections.
6. Disburse monies for Approved indebtedness of RBSC subject to the By-Laws and approved budget of RBSC and maintain records of such disbursement.
7. Obtain competitive bids for the purchase of awards and submit such bids for approval of the Board of Directors. Upon such approval, arrange for purchase of awards.
8. Allocate monies received in the registration process to their proper recipient (the registrar of CJSL).
9. Report on the activities of the office to the other Board Members as called for.
10. Represent the RBSC in affiliated organization meeting.

**E. Registrar**

1. Responsible for the registration of all players, in the RBSC area, in the under 14's and the younger age groups.
2. Responsible for conducting a minimum of two registration drives. One to be held in the spring before the end of May and the other held by the first week of September.
3. Responsible for publicizing registration drives.
4. Responsible for recruitment and training of adult registration assistants.
5. responsible for proper registration of players, teams, coaches, and assistant coaches with CJSL.
6. Allocate monies received in the registration process to the RBSC treasurer.
7. Responsible for submitting hardship applications to the Commissioner for timely presentation to CJSL.
8. Prepare list of coaches, assistant coaches, team parents, and sponsors for use by RBSC.
9. Report on the activities of the office to the other Board Members as called for.
10. Represent the RBSC in affiliated organization meetings.

**F. Uniform and Equipment Coordinator**

1. Responsible for submission of requests for purchases of uniforms, equipment, and supplies necessary for soccer play to the Board of Directors.
2. Provide liaison with commissioner to determine equipment and uniform requirements.
3. Maintain records (inventory) of all uniforms and equipment.

4. Responsible for the storage, maintenance, insurance, collection and inventing of all uniforms and equipment.
5. Report on the activities of the office to the Board Members as called for.
6. Represent the RBSC in affiliated organization meetings.

**G. Commissioner**

1. Liaison between RBSC and CJSJ by attending CJSJ meetings.
2. Provide an open line of communication between the coaching staff and the Board of Directors.
3. Responsible for recruiting, assigning to teams, and training coached.
4. Responsible for enforcing the CJSJ "must play" rule, and Disciplinary Rulings and Penalty Conduct Code.
5. Investigating and report on tournament possibilities for the RBSC teams.
6. Coordinate the assignment of players to teams with the consensus of the Board of Directors.
7. Responsible for maintaining Coaches Library and necessary records thereof.
8. Responsible for submission of and gaining approval for hardship registrations.
9. Report on the activities of the office to the other Board Members as called for.
10. Represent the RBSC in affiliated organization meetings.
11. In the event of a shortage of Licenses Coaches or a dispute among coaches regarding assignments, the commissioner will present the matter to the Board of Directors for a resolution.

**H. Activities Coordinator**

1. Responsible for initiation, promotion, and operation of all fund raising events.
2. Responsible for sponsor procurement and procurement replacement of sponsors as such need arises.
3. Plan and coordinate activities including recognition banquets, awards ceremonies, and any other special activities sponsored and approved by the Board of directors of RBSC.
4. Act as a liaison between the RBSC and the Red Bank Parents' Club.
5. Assist the vice president in preparing newsletters.
6. Report on the activities of the office to the other board members as called for.
7. Other job duties as assigned by the RBSC Board.
8. Activities coordinator position may be filled only if specified Board positions are filled; (president, vice president, secretary, treasurer, registrar, uniform & equipment coordinator, and commissioner).

**I. Directors At-Large (2)**

1. Assist other Board Members as directed by the Board of Directors.
2. Report on the activities of the office to the Board Members as called for.
3. Represent the RBSC in affiliated organization meetings.
4. Director At-Large position may be filled only if specified Board positions are filled; (president, vice president, secretary, treasurer, registrar, uniform & equipment coordinator, and commissioner).

**IV. Other Members**

**A. Coaches**

1. Implement the goal of the RBSC expressed in the Preamble.
2. Apply the "MUST PLAY" Rule of the CJSJ, and maintain records of such.
3. Share information regarding strategies, skills, and other information regarding the conduct of the games and/or practices.

4. Responsible for the conduct of the team and its supporters.
5. Obtain uniforms and equipment from the uniform and equipment coordinator, disburse and maintain a record of uniform assignment.
6. Collect all uniforms or payments from same if destroyed or otherwise made unusable and return same with all equipment to the Uniform and Equipment Coordinator.
7. Assist the activities Coordinator in obtaining sponsors.
8. Mandatory attendance at, at least one CJSL or RBSC coached clinic is required of all head coached and recommended for all assistant coaches.
9. Mandatory possession of a "F" and an "E" licence is required for all division 1 travel teams. This requirement may be waived by the Board of Directors.
10. All Coaches must possess a "F" or higher licence, or a modular license for the age group to be coached.
11. Seniority shall be given to any Coach with a National Coaching License. Otherwise seniority is based on the amount of time as a head coach in the RBSZ. a Senior Coach has his or her preference as to which team he or she will coach.

**B. Change in Structure**

1. The creation or abolition of a Directorship or assignment/reassignment of a directorship function shall require a 2/3 vote of the Directors in attendance at any club Meetings as such need may be called for by the General Membership or by a member of the Board of Directors.
2. The removal of a member of the Board of Directors may be proposed by the General membership at any Club Meeting and required a 2/3 vote of the other 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 to determine the number of votes necessary to attain the 2/3 vote removal.
3. Any Board Member missing (3) consecutive Board Meetings may be subject to removal.
4. the removal of a member of the coaching staff may be proposed by the General Membership at any club meeting and requires a 2/3 vote of the Directors in attendance for removal. If the Coach upon whom such action is pressed is a member of the Board of Directors, such Director shall not have a vote in the removal process nor will his/her presence be counted to determine the number of votes necessary to attain the 2/3 vote removal. Such action will not affect the person's continued function in the capacity of a Director.
5. The discipline or removal of any Board Member or coach shall be a two step process. First, the board shall consider, upon prior motion, whether there is sufficient cause to consider the discipline or removal of a Board member or Coach. Upon passage of the motion by 2/3 of the DIRECTORS IN ATTENDANCE, the Board Member or Coach shall be notified in writing of the reasons why removal is being considered and the date and time which the Board will consider the discipline or removal. Second, the Board Member or Coach who is to be considered to be disciplined or removed shall have an opportunity to hear the charges against him or her and respond. Upon conclusion of the hearing, the Board shall vote, in closed executive session, and it shall require a vote of 2/3 of the BOARD OF DIRECTORS IN ATTENDANCE to remove or otherwise

discipline a Coach or Board Member. If the person to be removed is a Board member, his/her vote shall not count in discipline or removal process nor will his/her vote be counted to determine the necessary vote to approve the removal or discipline, nor will he/she participate in the closed executive session to determine discipline.

6. The Board shall have discretion to impose whatever discipline, including removal, it considers appropriate under the circumstances.
7. Any disciplined or removed Board Member or Coach shall have the right to appeal the decision to the CJSL.

#### **C. Payments**

1. The term "approved Indebtedness" or "Approved Debt" shall apply to any request for payment which has been approved by a majority vote of Directors in attendance at any Club Meeting.
2. All requests for payment made of RBSC be vendors, purveyors, suppliers, and sellers shall require a majority vote of the Directors in attendance at any Club Meeting.
3. All payments of Approved Indebtedness made by RBSC shall include the signature of the Treasurer and one of the following: President, Vice-President or Secretary.

#### **D. Other Provisions**

1. The approval for expenditures or RBSC monies outside the RBSC annual budget shall require a majority vote of the Directors in attendance.
2. The approval for all other monies, unless otherwise specified shall be by majority vote of the Directors in attendance.
3. In the extended absence of the Treasurer (e.g., vacation), the filling of the duties of the office shall fall in order upon the Secretary, Vice-President, and President.
4. Changes in, additions to or deletions from this Constitution and By-Laws may only be proposed at the Annual General Membership Meeting. Such action shall be approved upon a 2/3 vote of the adult membership in attendance.
5. Nothing in this constitution or By-Laws shall be construed as providing the minor memberships of this organization the right to vote upon RBSC business.

#### **V. Rules of Conduct**

1. Each eligible player on a team must play in each league game for the time specified by the CJSL, in the Coaches' kit.
2. It shall be the object of the team coach to give each player an equal share of the training and participation in the league games.
3. Persons nominated by the Commissioner to the coaching staff require approval by the Board of Directors.
4. The conduct of the coaches and of the players shall reflect the standards of the CJSL, RBSC in all respects. Swearing, insubordination, excessive absence, fighting or other unsportsmanlike conduct may be sufficient grounds for expulsion from the club.
5. No member of the Club is allowed to carry or use alcoholic beverages or other mind/reality altering substances during and CJSL meeting, RBSC Meeting, practice, practice games, league games, tournament participation, or other RBSC function. Such conduct may be grounds for expulsion upon 2/3 vote of the Directors in attendance at any club Meeting.

6. A new player can be registered and added at any time prior to the end of the soccer season. A player cannot change teams after team rosters have been submitted to the Registrar of the CJSL.
  7. No activity of the Club shall be undertaken without direct adult supervision.
  8. No person shall be allowed to solicit donations, participate in the sale of goods or services, or engage in any other fund raising activity on behalf of the RBSC without the approval of a majority of the Board of Directors.
  9. At least one adult coach must be present at any team function.
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### **ADDENDUM**

Addendum to section III, Part I:

It was moved by Mendy Zavala and seconded by Rose Apodaca, to provide the RBSC Board of Directors the discretion to increase the number of Director at-large positions, provide all the other Board positions are filled. The motion was unanimously passed by voting members at the AGMM on January 14, 2008.