

T-K Soccer Club Constitution

Preamble

BY THIS STATEMENT, THE TEMPERANCE-KUTNER SOCCER CLUB OF CLOVIS, CALIFORNIA IS HEREBY ESTABLISHED. The goals of this organization shall include the development of individual, group and community pride, to offer boys and girls the opportunity to play organized soccer and to promote, foster and support physical fitness and group skills. In all its actions, the Temperance-Kutner Soccer Club shall act to promote the best interest of the team players.

CONSTITUTIONAL STATEMENT

This organization shall be known as the Temperance-Kutner Soccer Club (TKSC). "Hereafter known as the Association", a non-profit organization. Individual members will not derive profit therefrom. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislature, and the organization 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 this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure the benefit of any private person. Upon dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which is established, its tax exempt status, under Section 501 (c)(3) of the Internal Revenue Code. Notwithstanding any other activities no permitted to be carried on by an association exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1954.

I) Membership

A) The General Membership shall be composed of the team members, the Board of Directors, the team coaches and the committee coordinators and all other persons interested in the Temperance-Kutner Soccer Club without the majority approval of the Board of Directors.

B) The Board of Directors shall be the sole policy making body of this organization. There shall be at least seven (7) offices on the Board of Directors. The Board of Directors shall be elected by the majority vote of the adult members (10 years of age plus) of the General Membership as follows.

1) A general Membership Meetings shall be called in December at which time person or persons may be nominated for and elected to the various Board positions.

2) Such elected officers shall be installed in office on February 1 following December election.

3) The tenure of each Directorship shall be one (1) year following installation to the office.

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

- 5) Anyone serving on the Board of Directors/Committees is expected to attend all meetings. Missing three (3) consecutive meetings without reasonable cause shall be cause for removal.

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 operated within the framework of the Preamble, Constitutional Statement and the 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 the expenses of the Club.
 - 3) Pay approved indebtedness of the Temperance-Kutner Soccer Club under the provisions of the By-laws of this organization, without adopting personal liability for such indebtedness.
 - 4) Requisitions such supplied through the office of the Treasurer as may be required for the conduct of the Soccer Club business.
 - 5) Confirm or veto selection of coaches. Form guidelines for selection of teams.

III)

A) President

- 1) Preside over the General Membership Meeting and all other club meetings.
- 2) Provides leadership, inspiration and direction for the club during the term of office.
- 3) Holds the remainder of the Board responsible for fulfilling their obligation to the office they hold, without authority to remove such person(s) by unilateral action of the President.
- 4) Is responsible for implementing the means to attain the goals adopted by the General Membership of the Club.
- 5) Reports on the activities of the office to the other Board Members as called for.
- 6) Represents the Soccer Club as President at affiliated organization meetings.

B) Vice President

- 1) Responsible for all Club publicity with general populace.
- 2) Responsible for sponsor procurement or replacing sponsors as such need arises.
- 3) Keep sponsors aware of Club activities, team schedules, newsletters, achievements and awards ceremonies, and other items of interest.

- 4) Responsible for invitation, promotion and operation of all fund raising events.
- 5) Obtains competitive bids for the purchase of awards and submits such bids for approval by the Board of Directors. Upon such approval, arranges for purchase of awards.

C) Commissioner

- 1) Shall attend meetings held by CJSL and functions as liaison between CJSL and TKSC.
- 2) Investigate and report of tournament possibilities for all TKSC teams.
- 3) reports on the activities of the office to the other Board Members as called for.
- 4) Represents the Soccer Club as Commissioner in affiliated organization meetings.

D) Secretary

- 1) Responsible for the keeping of the minutes of all meetings.
- 2) Responsible for the general correspondence of the Club.
- 3) Provides notification to the General Membership Directors for the General Membership Meetings.
- 4) Provision of clerical assistance to the other Directors in the conduct of their office.
- 5) Reports on the activities of the office to the other Board Members as called for.
- 6) Receives copy of CJSL minutes.
- 7) Represents the Soccer Club in affiliated organization meetings.
- 8) Gather information for newsletter and works with publicity company to prepare it.

E) Treasurer

- 1) Approves or disapproves Requisition Requests for purchase of goods and services to be rendered to TKSC.
- 2) Provide a summary statement of income and expenses at each club meeting.
- 3) The issuance of yearly financial reports, to be dated upon a fiscal year of February 1 through the end of January corresponding to the new Board of Directors within ten (10) days for approval or non-acceptance at the next club meeting.
- 4) Collection of dues, entry fees, uniform fees, and other monies raised by the TKSC and the maintenance of records regarding such collections.
- 5) Reports on the activities of the office to the other Board Members as called for.

6) Disbursement of monies for approved indebtedness of TKSC subject to the By-laws of this organization and the maintenance of records of such disbursements.

7) Represent the Soccer Club in affiliated organization meetings.

F) Coaching Director

1) Providing an open line of communication between the coaches and the Board Members.

2) Responsible for recruiting and training of coaches.

3) Enforcing the "Must Play" rule and the Disciplinary Rulings and Penalty Conduct Code.

4) Aid in the assignment of players to teams.

5) Reports on activities of the office to other Board Members as called for.

6) Represents the Soccer Club at affiliated organization meetings.

G) Registrar

1) Responsible for the registration of all players in the TK school area in the **under 14 and younger age groups**.

2) Responsible for the recruitment and training of adult registration assistants.

3) Responsible for proper registration of teams, players, coaches and assistant coaches.

4) Responsible for submitting hardship applications to the Commissioner.

5) Allocation of monies received in the registration process to their proper recipient, whether the CJSL or the Treasurer of TKSC.

6) Responsible for getting nominations before the December meeting for the position on the Board of Directors for the upcoming fiscal year.

7) Report on the activities of the office to the other Board Members as called for.

8) Represent the Soccer Club in affiliated organization meetings.

IV) Committees

A) Uniform and Equipment Coordinator

1) Responsible for submission of Requisition Requests for purchase of equipment and supplies necessary for soccer play to the Board of Directors.

2) Liaison with Director at Large to determine supply requirements.

- 3) Maintenance of records with respect to all equipment. The storage, maintenance, issuance, accounting for the inventory of and collection of at the end of the playing season of all equipment.
- 4) Collect payment for any destroyed uniforms from coaches.
- 5) Report on the activities of the office to the other Board Members as called for.

B) Publicity Coordinator

- 1) Provide information and articles for the T.K. School Newsletter.
- 2) Publicize all other events as needed:
 - (a) Fund raisers
 - (b) Elections
 - (c) Tournaments
 - (d) Registration
 - (e) General Membership meetings

C) Hospitality Coordinator

- 1) Planning and coordinating any awards ceremonies.
- 2) Assist Secretary and Publicity Coordinator with newsletter.
- 3) Report on the activities of the office to the Board of Directors as called for.
- 4) Assists the Commissioner with tournaments for all TKSC teams.

D) Team Parent Coordinator

- 1) Acting as liaison between the team parents and the Board of Directors.
- 2) Providing leadership and organization in all the team parents activities.
- 3) Issue a list of team parent duties upon the beginning of their team.
- 4) Maintaining league standings for TKSC.

V) Other Members

A) Coaches shall be responsible for:

- 1) Implementing the goals of this organization expressed in the Preamble as they apply to the players.
- 2) Application of the "Must Play" rule of CJSL and maintenance of records of such applications.

- 3) The sharing of information regarding strategies, skills and other conduct of the games with other members of the coaching staff.
 - 4) the conduct of the team and its supporters.
 - 5) The obtaining of uniforms and equipment from the Uniform and Equipment Coordinator, their use for the benefit of the players and the return of all equipment at the end of the playing season to the Uniform and Equipment Coordinator.
 - 6) Collect all uniforms or payments for same if destroyed or otherwise made unusable and return them to the Uniform and Equipment Coordinator.
 - 7) Attendance of at least one CYSA or TKSC Coaches Clinic is encouraged of all head coaches and recommended for all assistant coaches.
- B) Team Members shall be those players assigned to a TKSC team properly registered with CJSL/CYSA.
- 1) Responsible for observing the directions of the team coach, assistant coach, and referee.
 - 2) Subject to the disciplinary rulings of the team coach and of CJSL.
- C) Parents and/or Legal Guardians shall be:
- 1) Responsible for maintaining uniform in good condition.
 - 2) Return all uniforms and equipment or payment for destroyed uniforms and equipment to the coach at the end of the playing season.
 - 3) Responsible for observing the directions of the team coach, assistant coach and referee.
 - 4) Subject to the disciplinary rulings of the team coach and of CJSL.
- D) Team Parents shall:
- 1) Make a list of the team members and phone numbers.
 - 2) Make sure there are refreshments for halftime and the end of game.
 - 3) Responsible for coordination of fund raisers (distributing product, collecting money, etc.)
 - 4) Responsible for getting out times for team pictures.
 - 5) Work with coach on any phone calling to be done.
 - 6) Assist the coach in any matter that your coach needs help with.
 - 7) Coordinate recognition for coaches' awards.

- 8) Responsible for all activities of the team not directly related to coaching.
- 9) Responsible for organizing refreshments for the end of the General Board Meeting.
- 10) Coordinating snack shack duty as assigned by Hospitality/Team Parent Coordinator.

T-K Soccer Club
By-laws of the Constitution

I) Club Meetings

The term "Club Meeting" as used in the Constitution and By-laws shall apply to the General Membership Meeting and 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 wished 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 in December with additional meetings as called for by the Board of Directors.

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

B) Board of Directors Meetings

The Board of Directors shall meet at least once a month from August through February inclusive for the conduct of business. Other meetings as such shall be required for the others months.

- 1) The Board of Directors may conduct TKSC business according to the By-laws of this organization.

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 request.
- 3) A quorum of the Board of Directors must be in attendance at any Club meeting to conduct business of the TKSC.
- 4) In all Club meetings and in TKSC business, each member of the Board of Directions 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 Meeting at least seven (7) days before such a meeting.
- 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 TKSC business.
- 7) Any question upon which a vote of the General Membership is required at the General Membership Meeting shall allot one (1) vote for each adult member in attendance.

D) Change in Structure

- 1) The creation or abolition of a Directorship, or assignment or reassignment of Directorship function, shall be implemented by a vote of 2/3 of the Directors in attendance at any club meeting of the TKSC, as such attendance 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 at any club meeting and requires 2/3 vote of the other Directors in attendance; The Director for which removal action is pressed shall not have a vote in the removal process, nor will his/her presence be counted for determining the number of votes necessary to attain the 2/3 vote for removal. Such action will not affect continued functioning in the capacity of a Director.

E) Requisitions

- 1) All purchase of goods or services to be rendered to TKSC shall be made under Requisition Request (Purchase Order) approved by the Treasurer and one other of the following: President, Vice-President or Secretary.
- 2) Any Requisition Request disapproved by the Treasurer may be appealed at the next Club meeting. Such disapproval may be overridden by 2/3 vote of the Board of Directors in attendance at any Club meeting.

F) Payments

- 1) The term "Approved Indebtedness or "Approved Debt" shall apply to any request for payment which has been approved for payment by the 2/3 vote of the Board of Directors in attendance at any Club meeting.
- 2) All request for payment made to TKSC shall be approved by a 2/3 vote of the Directors in attendance.
- 3) All payments of Approved Indebtedness made by TKSC shall include the signature of the Treasurer and/or other designated member of the Board.

G) Other Provisions

- 1) All voted regarding the TKSC monies shall be by 2/3 vote of the Directors in attendance.
- 2) All other voted, unless otherwise specified, shall be by majority vote.
- 3) In the extended absence of the Treasurer (ex: vacation, illness) the filling of the duties of that office shall fall in order upon the Secretary, Vice President and President.
- 4) Changes in addition to or deletions from the Constitution and By-laws may be proposed at any Club meeting. Such action shall be approved upon 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 player members of this organization the right to vote upon TKSC business.

H) Rules of Conduct

- 1) Each player of each team must play in each league game for teams 12 and younger as CJSL rules dictate.
- 2) It shall be the object of the team coach to give each player equal share of training and game participation.
- 3) All persons nominated to the coaching staff shall be nominated and approved by the Board of Directors.
- 4) The conduct of the coaches and of the players shall reflect the standards of the league in all respects; swearing, insubordination, excessive absence, fighting, or other unsportsmanlike 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, of which such actions occur, with restoration of rights for the next season. If the coach is also a Director, his/her presence shall not count for determining the number of votes necessary for his 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 Club meeting, any TKSC meeting, any practice, practice game, league game, tournament participation, or other TKSC function. Such conduct may be grounds for expulsion upon 2/3 vote of the Directors in attendance at any Club meeting.
- 6) A player can be added at any time prior to the end of the soccer season, as long as there is room for him/her on an existing team. We will take players on a waiting list after registration if there is not room for that particular player on a team, and that player will be notified if there is an opening on a team in his/her division. We will find out for that child if there is an opening on a team from another school of the parent gives permission. A player may also be dropped at any time but cannot change teams after team rosters have been submitted to the Registrar of CJSL.
- 7) No activity of the Soccer Club shall be undertaken without direct adult supervision.
- 8) No boy or girl shall be allowed to solicit donations, sale of goods or services, or engage in any other form of fundraising activity without the approval of a majority of the Board of Directors, and without adult supervision/permission.