

Constitution of the Century Soccer Club

PREAMBLE

This statement hereby establishes the Century Soccer Club of Clovis, California. The goals of this organization shall include the development of individuals, 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 Century Soccer Club shall act to promote the best interests of the team players.

CONSTITUTIONAL STATEMENT

This organization shall be known as the Century Soccer Club (CSC), a 501 (c)(3) recognized, nonprofit organization, operating under Federal Tax ID # 77-0534350; where 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 legislation 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 purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution of the organization, any remaining funds in the Treasury after payment, or provision for payment, of all debts and liabilities of the organization shall be donated to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501 ©(3) of the Internal Revenue Code of 1954.

I. MEMBERSHIP

- A. The General Membership shall be composed of the Board of Directors, the team coaches, the team members and all other persons interested in the Century Soccer Club. No person participating in the competitive soccer program of another elementary school shall be a member of the Century Soccer Club without majority approval of the Board of Directors.
- B. The Board of Directors shall be the sole policymaking body of this organization. There shall be at least seven officers on the Board of Directors. The Board of Directors shall be elected by majority vote of the adult members (19 years of age and older) of the General Membership as follows:

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1. A General Membership Meeting shall be called in February at which time persons may be nominated for and elected to the various Board positions.
2. Such officers elected shall be installed in office on March 1 of the election year.
3. The tenure of each Directorship shall be two years following installation to the office. Additional extension of service of each Directorship shall be appointed according to the normal nominating procedures as outlined in the 'Change of Structure' procedures outlined in the Bylaws.
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 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 Club operates within the framework of the Preamble, Constitutional Statement and the Bylaws of this organization, and within the rules of the Clovis Junior Soccer League, (CJSL) and California Youth Soccer Association (CYSA), and Crossfire. As of June 2017, any reference to CJSL will be understood in these bylaws to also be synonymous with Crossfire as they are one and the same.
 2. Raise funds to cover the expenses of the Club.
 3. Pay approved indebtedness of the Century Soccer Club under the provisions of the Bylaws of the 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 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 leadership, inspiration and direction for the Club during the term of office.
3. Responsible for the smooth operation of the Club.

4. Holds the remainder of the Board responsible for fulfilling their obligations to the office they hold, without authority to remove such persons to the unilateral action.
5. Responsible for implementing the means to attain the goals adopted by the General Membership of the Club.
6. Report on the activities of the office to the other Board Members as called for.
7. Represent the Club in affiliated organization meetings.
8. Club Liaison to the CJSL Director of Coaching

B. VICE-PRESIDENT

1. Responsible for sponsor procurement and procurement of replacement sponsors as such need arises.
2. Keep sponsors aware of Club activities
3. Obtain competitive bids for the purchase of awards and submit such bids for approval of the Board of Directors. Upon such approval, arranges for purchases of awards.
4. Preside at meetings in the absences of the President
5. Report on the activities of the office to the other Board members as called for.
6. Represent the Club in affiliated organization meetings.

C. SECRETARY

1. Responsible for keeping the official minutes of all meetings.
2. Responsible for general correspondence within the club.
3. Provides notification to the General Membership of the General Membership meetings and to Board members of all Board meetings.
4. Provide clerical assistance to the other Board members as necessary.
5. Report on the activities of the office to the other Board members as called for.
6. Responsible for requisitioning facilities necessary for the conduct of Club business.
7. In coordination with the Publicity Chairman, prepare newsletters.
8. Represent the Club in affiliated organization meetings.

D. TREASURER

1. Purchase of goods and services to be rendered to CSC with approval of the Board of Directors.
2. Provide an itemized statement of income and expenses at each Club meeting, to include a statement of monies allocated.
3. Issue yearly financial reports to be dated upon a fiscal year of March 1 through the end of February corresponding to the term of office. This report shall be presented to the new Board of Directors within ten (10) days of their installation into office for approval or non-acceptance.
4. Collect registration fees, entry fees, uniform fees, and other monies raised by CSC and maintain records regarding such collection.
5. Disburse monies for indebtedness of CSC subject to the Bylaws of this organization and maintain records of such disbursement.
6. Responsible for providing CJSL with complete, accurate financial statements pertaining to the Club upon request.
7. Report on the activities of the office to the other Board members as called for.
8. File Federal Income Tax return 990 and State Income Tax Return 199, by the appropriate due date.
9. Represent the Club in affiliated organization meetings.

E. REGISTRAR

1. Responsible for the registration of all players in the Century School area in the under-12 (also under-14 if assigned a team by CJSL) and younger age groups.
2. Responsible for submitting a list of teams to CJSL. The list is to be used to schedule seeding and league play. Meetings are the first Thursday of every month.
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 their proper recipient (e.g. the Registrar of CJSL or the Treasurer of CSC for later forwarding to CJSL).
7. Responsible for submitting hardship applications to the Commissioner for timely presentation to CJSL.
8. Report on the activities of the office to the other Board members as called for.
9. Represent the Club in affiliated organization meetings.

F. UNIFORM COORDINATOR

1. Responsible for submission of Requisition Requests for purchase of uniforms necessary for soccer play to the Board of Directors.
2. Provide liaison with the Commissioner to determine uniform requirements.
3. Maintain records (inventory of all uniforms).
4. Responsible for the storage, maintenance, issuance, collection, and inventorying of all uniforms.
5. Report on the activities of the office to the other Board members as called for.
6. Represent the Club in affiliated organization meetings.

G. 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. Provide liaison with the Commissioner to determine equipment requirements.
3. Maintain records (inventory) of all equipment.
4. Responsible for the storage, maintenance, issuance, collection, and inventorying of all uniforms.
5. Responsible for marking and maintaining markings on the Century school soccer fields.
6. Report on the activities of the office to the other Board members as called for.
7. Represent the Club in affiliated organization meetings.

H. COMMISSIONER

1. Liaison between CSC and CJSL by attending all CJSL meetings.
2. Provide an open line of communication between the coaching staff and the Board of Directors.
3. Responsible for the oversight of training coaches.
4. Responsible for enforcing the CJSL "Must Play" rule, Disciplinary rulings and penalties for Conduct Code violations.
5. Investigate and report on tournament possibilities for CSC teams.
6. Coordinate the assignment of the office to the other Board members as called for.

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7. Represent the Club in affiliated organization meetings or find a suitable replacement when unavailable for a meeting.
8. Direct Century Board members or coaches to the appropriate CJSJL authority regarding manners of concern.
9. Pick up all correspondence, mail, checks, and player cards from the CJSJL office on an ongoing basis.

I. DIRECTOR AT-LARGE

1. Assist other Board members as directed by the Board of Directors.
2. Report on the activities of the office to other Board members as called for.
3. Represent the Club in affiliated organization meetings.

J. FUNDRAISING

1. Assists in determining fundraising needs for the upcoming soccer season.
2. Organizes, promotes, and oversees fundraising events/sales.
3. Oversees spirit wear purchases and sales.
4. Represent the Club in affiliated organization meetings.
5. Coordinates with all other Board members to ensure information is accurate and timely.
6. Reports on activities of the office to other Board members as called for.
7. Represents the Club in affiliated organization meetings.

K. U-6 to U-8 CORDINATOR

1. Responsible for recruiting and training coaches for the Under-6-8 teams.
2. Ensures coaches possess the proper licensures, as required by CJSJL.
3. Coordinates with the registrar to form all Under-6-8 co-ed teams.
4. Acts as a liaison between Under-6-8 coaches/parents and the Century Soccer Club.
5. Coordinates with the fundraising coordinator and publicity chairman in distributing information to coaches and parents.
6. Represent the Club in affiliated organization meetings.
7. Assist the Publicity Coordinator with promotional outreach to pre-school students.

L. BOYS CORDINATOR

1. Responsible for recruiting and training coaches for all "boys" teams U-10 through U-12.

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2. Ensures coaches possess the proper licensures for the age group they are coaching, as required by CJSJL (Clovis Junior Soccer League).
3. Assists in organizing/coordinating evaluations and team placements for each age group.
4. Act as a liaison between the “boys” coaches/parents and the Century Soccer Club.
5. Coordinates with the fundraising coordinator and publicity chairman in distributing information to coaches and parents.
6. Represent the Club in affiliated organization meetings.
7. Provide an open line of communication between the coaching staff and the Board of Directors.

M. GIRLS CORDINATOR

1. Responsible for recruiting and training coaches for all “girls” teams U-10 through U-12.
2. Ensures coaches possess the proper licensures for the age group they are coaching, as required by CJSJL (Clovis Junior Soccer League).
3. Assists in organizing/coordinating evaluations and team placements for each age group.
4. Act as a liaison between the “girls” coaches/parents and the Century Soccer Club.
5. Coordinates with the fundraising coordinator and publicity chairman in distributing information to coaches and parents.
6. Represent the Club in affiliated organization meetings.
7. Provide an open line of communication between the coaching staff and the Board of Directors.

N. PUBLICITY/COMMUNICATIONS COORDINATOR

1. Responsible for all CSC publicity and communications. This includes newsletters, special announcements to coaches and parents, website/Facebook updates and maintenance and other miscellaneous communications.
2. Coordinates with all other Board Members to ensure information is accurate and timely.
3. Report on activities of the office to other Board Members as called for.
4. Promotional outreach to pre-school students on an ongoing basis.

IV. OTHER MEMBERS

A. COACHES

1. Implement the goals of the organization expressed in the Preamble.
2. Attend Coaches meetings.
3. Responsible for a working knowledge of the CJSL Constitution and bylaws and the provisions of the current season's CJSL Coaches Kit.
4. Apply the "Must Play" rule of CJSL.
5. Share information regarding strategies, skill, and other information regarding the conduct of games and/or practices.
6. Responsible for the conduct of the team and its supporters as required by the CJSL Constitution and Bylaws.
7. Obtain uniforms and equipment from the Uniform and Equipment Coordinators and maintain a record of uniform assignments.
8. Collect all uniforms, or payment for such if destroyed or otherwise made unusable, and return them with all issued equipment to the Uniform and Equipment Coordinators.
9. Assist the Vice-President in obtaining sponsors.
10. Responsible for complying with current CJSL licensure requirements.

B. TEAM MEMBERS

1. Responsible for maintaining uniforms in good condition.
2. Responsible for observing the directions of the team coach and assistant coach(es).
3. Subject to the disciplinary rulings of the team coach and of CJSL.

BYLAWS OF THE CENTURY SOCCER CLUB

I. CLUB MEETINGS

The term "Club meeting" as used in the Constitution and Bylaws shall apply to the General Membership meeting and meetings of the Board of Directors.

A. GENERAL MEMBERSHIP MEETINGS

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 General Membership meetings shall be held each year, with one meeting to be held in February and the other in September, with additional meetings as called for by the Board of Directors.

1. **February Meeting:** This meeting shall include the call for nominations and election of officers for the upcoming fiscal year.
2. **September Meeting:** This meeting shall be called to provide the General Membership with information regarding the upcoming soccer season.

B. BOARD OF DIRECTOR'S MEETINGS

The Board of Directors shall meet at least once per month in each month from August through May inclusive. The meeting shall be for the purpose of conducting CSC business. Other meetings shall be for the required for the conduct of CSC business shall be called by the President during the other months. The Board of Directors shall conduct CSC business according to the Bylaws of the 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 any attendant right to vote on any issue.
3. A quorum of the Board must be in attendance at any Club meeting to conduct business of the CSC. A quorum shall consist of a simple majority of the total board members.
4. In all Club meetings and in all CSC business, each member of the Board of Directors shall have one 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 prior to such 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 purpose of conducting CSC business.
7. Any question upon which a vote of the General Membership is required at a General Membership meeting shall allot one vote for each adult member in attendance.

II. CHANGE IN STRUCTURE

- A. The creation or abolition of Directorship or the assignment or reassignment of a directorship function shall be implemented by a vote of 2/3 majority vote of the Directors in attendance at any Club Meeting as called for by the General Membership or by a member of the Board of Directors.
- B. The removal of a member of the Board of Directors may be proposed at any Club meeting and requires a 2/3 vote of the other Directors in attendance for removal. The Directors 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 the 2/3 vote for removal.
- C. If Any Board member who misses consecutive meetings or follows a pattern of absenteeism may trigger a vote at the discretion of the President for that individuals discipline or removal from the board. Discipline or removal requires 2/3 vote of the Directors in attendance for removal.
- D. The removal of a member of the coaching staff may be proposed at any Club meeting and requires 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 courted in determining the number of votes necessary to attain the 2/3 vote for removal. Such action will not affect the person's continued function in the capacity of a Director.

III. REQUISITIONS

- A. All purchase of goods or services rendered to CSC shall be made under approval by majority of the Board of Directors and signal/authorized by the treasure and one other of the following: President, Vice-President, Equipment, or Uniform Coordinator.
- B. It shall be the object of the team coach to give each player an equal share of the training and participation in league games.
- C. The Board of Directors must approve, by a majority, persons nominated by the Commissioner to the coaching staff.

- D. The conduct of the coaches and of the players shall reflect the standards of CJSL 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 in which such action occurs with restoration of full rights during the following soccer season. If the expulsion involves a coach who is also a Director, his/her presence shall not count in determining the number of votes necessary for expulsion.
- E. No member of or person associated with the club shall use alcoholic beverages or other mind/reality altering substances during any Club meeting, practice, practice game, league game, tournament participation or any other CSC function. Such conduct may be grounds for expulsion upon 2/3 vote of the Directors in attendance at any Club meeting.
- F. A player can be added at any time prior to the end of the soccer season, dropped at any time but cannot change teams after the rosters have been submitted to the register of CJSL.
- G. No activity of the Club shall be undertaken without direct adult supervision.
- H. No boy or girl shall be allowed to solicit donations, participation in the sale of goods or services, or engage in any other fund raising activity without the approval of a majority of the Board of Directors. All minors must have adult supervision during such activities.
- I. At least one adult coach or Board member must be present at any team function.
- D. Any request disapproved by the Board may be appealed at the next regularly scheduled Club meeting. Such disapproval may be overridden by 2/3 vote of the Directors in attendance.

IV. PAYMENTS

- A. The term "Approved Indebtedness" or "Approved Debt" shall apply to any request for payment which has been approved for payment by 2/3 vote of the Directors in attendance at any Club meeting.
- B. All requests for payment made to CSC by vendors, purveyors, suppliers, and sellers shall be approved by a 2/3 vote of the directors in attendance at any club meeting. Under no circumstances shall any payments be allowed for any political purpose.
- C. All payments of Approved indebtedness made by CSC shall include the signatures of any two of the following: Treasurer, President, Vice-President, or Commissioner.

V. DONATIONS

- A. Any donations made to Century Soccer Club will be directed to the Treasurer of said Club. Any reallocation of such donations will be at the sole discretion of the presiding Board at such time, subject to 2/3 vote of Directors in attendance.


VI. OTHER PROVISIONS

- A. All votes regarding CSC monies shall be by 2/3 vote of the Directors in attendance.
- B. All other votes, unless otherwise specified, shall be by majority vote.
- C. In the extended absence of the Treasurer (e.g. vacation), the duties of that office shall fall in upon the Secretary, Vice-President, and President.
- D. Changes in, additions to, or deletions from this Constitution and Bylaws may be proposed at any Club meeting. Such action shall be approved upon a 2/3 vote of the Directors present or if brought to the General Membership meetings, by a 2/3 vote of the adult members in attendance.
- E. Nothing in this Constitution or Bylaws shall be construed as providing the minor (under age 19) player members of this organization with the right to vote upon CSC business.

VII. RULES OF CONDUCT.

- A. Each player on a team in each league game must play for the length of time specified by CJSL in the Coaches Kit.

In witness whereof, we have hereunto subscribed our names this 7th day of June, 2017, to update the Constitution, to reflect additional positions and the organization is officially a 501(c)(3) under the Internal Revenue Tax Code.



Jeff Finley, President



Christy Webb, Secretary