

LIBERTY SOCCER CLUB  
CONSTITUTION

PREAMBLE

By this statement the Liberty Soccer Club of Clovis, California, is hereby established. The goals of the Liberty Soccer Club (hereinafter "LSC") 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 LSC shall act to promote the best interest of the team players.

CONSTITUTIONAL STATEMENT

This organization shall be known as the Liberty Soccer Club (LSC), a nonprofit organization and individual members will not derive profit there from. No substantial part of the activities of the LSC shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the LSC 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 LSC is irrevocably dedicated to charitable purposes and no part of the net income of assets of the LSC shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons. Upon the dissolution or winding up of the LSC, its assets, remaining after payment, or provision for payment, of all debts and liabilities of the LSC, shall be distributed to Clovis Junior Soccer League to further soccer in the Clovis area. Notwithstanding any other provision of these articles, the LSC shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

I. Affiliation

- A. The LSC is affiliated with US Soccer, USYS & CYSA through the Clovis Junior Soccer League. Affiliation with any other organization is prohibited without the consent of the Clovis Junior Soccer League Board of Directors.

II. Membership

- A. The General Membership shall be composed of Team Members, the Board of Directors, Team Coaches, and the Parents and/or Guardians of LSC 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 LSC without majority approval of the Board of Directors.

B. The Board of Directors shall be the sole policy-making body of the LSC. 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 the General Membership as follows:

1. An Annual General Meeting (AGM) shall be called in February of each year.
2. Nominations for Board of Directors shall be made no later than at the last regularly scheduled LSC meeting prior to the AGM.
3. Notice must be given to the General Membership no less than 30 days prior to the AGM. Such notice can be done electronically via e-mail or via a club website.
4. Elected Officers shall begin their term in office on March 1st of the election year.
5. The President, Secretary, Registrar and Uniform & Equipment Coordinator will be elected in odd number years. The Commissioner, VP, Activities Coordinator & Treasurer will be elected in even number years.
6. The tenure of each Directorship shall be approximately two years following installation to the office. An elected office may not hold the same Board position more than four consecutive years, unless there are no other nominations for the position.
7. In the event there is a vacant Board position, the President of the new Board may recommend a person to fill a vacant position after his or her installation to office. Such appointment takes effect with consent of the new Board members. Such consent shall be by the majority vote. Such appointment is not binding without acceptance of the appointee and will take effect immediately upon acceptance.

### III. Administrative Management

A. The members of the Board of Directors acting together shall constitute the Administrative management of the LSC. They shall be deemed responsible for:

1. Ensuring that the LSC operates within the framework of the Preamble, Constitutional Statement and by By-Laws of the LSC, 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 LSC.

3. Paying Approved Indebtedness of the LSC under the provisions of the By-Laws of the LSC, without incurring or assuming personal liability for such indebtedness.
4. Requisition of such supplies through the office of the Treasurer as may be required for the conduct of LSC business.
5. Confirming or vetoing the selection of coaches.

#### IV. Board of Directors

##### A. Commissioner

1. Liaison between LSC and CJS.
2. Attends monthly CJSL meetings.
3. Ensures League rule compliance.
4. Provides an open line of communication between the coaching staff and Board of Directors.
5. Responsible for recruiting, assigning to teams, and training of coaches.
6. Responsible for enforcing the CJSL "Must Play" Rule, and Disciplinary Rulings and Penalty Conduct Code.
7. Investigate and report on tournament possibilities for the LSC teams.
8. Coordinate the assignment of players to teams with the consensus of the Board of Directors.
9. Responsible for maintaining Coaches Library and necessary records thereof.
10. Responsible for submission of and gaining approval for hardship registrations.
11. Report on the activities of the office to the other Board Members as called for.
12. Represent the LSC in affiliated organization meeting.
13. Is a member of the CJSL Board of Directors.

##### B. President

1. Preside over all LSC meetings.
2. Provide leadership, inspiration, and direction for the LSC.
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 LSC in affiliated organization meetings.

C. Vice President

1. Preside at meeting in the absence of the President.
2. Responsible for all LSC publicity with the general populace, including coaches, sponsors, and other interested parties.
3. Prepare newsletters.
4. Report on the activities of the office to the Board members as called for.
5. Represent LSC 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 LSC.
3. Provide notification to the General Membership of the AGM and to Board Members of all 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 LSC in affiliated organization meetings.

E. Treasurer

1. Provide an itemized statement of income and expenses at each LSC Meeting, to include a statement of income and expenses at each LSC Meeting, to include a statement of monies allocated.
2. Issue yearly financial reports to be dates 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 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 LSC based upon the annual budget approved by the Board of Directors or other expenses as may be approved by majority vote of the Board of Directors.
5. Collect dues, entry fees, uniform fees, and other monies raised by LSC and maintain records regarding such collections.

6. Disburse monies for Approved Indebtedness of LSC subject to the By-Laws and approved budget of LSC 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 LSC in affiliated organization meetings.

F. Registrar

1. Responsible for the registration of all players, in the LSC area, in the under-12'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 LSC 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 LSC.
9. Report on the activities of the office to the other Board Members as called for.
10. Represent the LSC in affiliated organization meetings.

G. 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, issuance, collection, and inventorying of all uniforms and equipment.
5. Report of the activities of the office to the other Board Members as called for.
6. Represent the LSC in affiliated organization meetings.

#### H. Activities Coordinator

1. Responsible for initiation, promotion, and operation of all fund raising events.
2. Responsible for sponsor procurement and procurement of replacement sponsors as such need arises.
3. Plan and coordinate activities including recognition banquets, award ceremonies and any other special activities sponsored and approved by the Board of Directors of LSC.
4. Act as liaison between the LSC and the Liberty Parents' Club.
5. Assist the Vice President in preparing newsletter.
6. Report on the activities of the office to the other Board Members as called for.
7. Other job duties assigned by the LSC 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

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 LSC in affiliated organization meetings.
4. Director At-Large position may only be filled if specified Board positions are filled; (President, Vice President, Secretary, Treasurer, Registrar, Uniform & Equipment Coordinator, and Commissioner).

#### V. Other Members

##### A. Coaches

1. Implement the goals of the LSC expressed in the Preamble.
2. Apply the "Must Play" Rule of the CJSL, 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 & Equipment Coordinator.
6. Assist the Activities Coordinator in obtaining sponsors.
7. Mandatory attendance at at least one CJSL or LSC Coaches Clinic is required of all head coaches and recommended for all assistant coaches.
8. All Coaches must possess an "F" or higher license, or a modular license for the age group to be coached.
9. Coaches shall be appointed by a majority vote of the LSC Board of Directors.

B. Team Members

1. Responsible for observing the direction of the team coach and assistant coaches.
2. Subject to the disciplinary rulings of the team coach, Board of Directors, and the CJSL.
3. Those players properly registered and assigned to a registered team are not to be added, dropped, or transferred by the coach or any individual. This is to be the sole responsibility of the LSC Board of Directors.

## LIBERTY SOCCER CLUB

### BY-LAWS

#### I. Club Meetings

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

##### A. General Membership Meetings

1. This meeting shall consist of the Board of Directors, team coaches and any other member of the General Membership who wish to participate.
2. Annual General Meeting: The Annual General Meeting shall include the election of officers as described in the Constitution. A written notice must be given to the General Membership no less than 30 days prior to the AGM. Such notice can be done electronically via e-mail or via a club website.

##### B. Board of Director's Meeting

The Board of Directors shall meet at least once per month for the conduct of LSC business.

##### C. Conduct of the 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 LSC. A quorum is AT LEAST HALF OF THE ELECTED BOARD OF DIRECTORS.
4. In all Club Meeting and all LSC business, each member of the Elected 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 Annual General 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 purpose of conducting LSC 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 General Member as described in the Constitution.

D. Change in Structure

1. The creation or abolition of a Directorship or assignment/reassignment of a directorship function shall require a vote of 2/3 of the Directors in attendance at any Club Meeting 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 requires 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 2/3 vote for 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 for 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 CJSL.

#### E. 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 LSC by 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 LSC shall include the signature of the Treasurer and one of the following: President, Vice President or Secretary.

#### F. Other Provisions

1. The approval for expenditures of LSC monies outside the LSC annual budget shall require a majority vote of the Directors in attendance.
2. The approval for all other motions, 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 done at the Annual General Meeting. Approval of such action requires a 2/3 vote of the adult members in attendance.
5. Changes in club affiliation may only be done at the Annual General Meeting and requires at least 1/2 the prior seasons membership to be in attendance. Approval of such action requires a 2/3 vote of the adult members in attendance.
6. Nothing in this Constitution and By-Laws shall be construed as providing the minor members of this organization the right to vote upon LSC business.

## II. Rules of Conduct

- A. Each eligible player on a team must play in each league game for the time specified by the CJSL, the Coaches' Kit.
- B. 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.
- C. Persons nominated by the Commissioner to the coaching staff require approval by the Board of Directors.
- D. The conduct of the coaches and of the players shall reflect the standards of CJSL & LSC in all respects. Swearing, insubordination, excessive absence, fighting or other unsportsmanlike conduct may be sufficient grounds for expulsion for the Club.
- E. No member of the Club is allowed to carry or use alcoholic beverages or other mind/reality altering substances during any CJSL meeting, LSC meeting, practice games, league games, tournament participation, or other team function. Such conduct may be grounds for expulsion upon 2/3 vote of the Directors in attendance at any Club Meeting.
- F. A new player can be registered and added at any time prior to the end of the soccer season. A player cannot change team after rosters have been submitted to the Registrar of the CJSL.
- G. No activity of the Club shall be undertaken without direct adult supervision.
- H. No person shall be allowed to solicit donation, participate in the sale of goods or services, or engage in any other fund raising activity on behalf of the LSC without the approval of a majority of the Board of Directors.
- I. At least one adult coach must be present at any team function.