

CAPITAL SOCCER CLUB BY-LAWS

Article I. MEMBERS

Section 1. Members of the CSC must be at least 18 years of age and shall include parents or legal guardians of all registered players, coaches, assistant coaches, all Board of Directors, committee members or anyone who fills a recognized position in the CSC or has been associated with the CSC, in a member capacity, for at least 2 years.

Section 2. Membership shall be nonassignable.

Section 3. Members may serve as officers or committee members of the CSC, and each family shall have equal voting and other rights.

Section 4. At least one member from each member household shall volunteer a minimum of one hour at all CSC sponsored soccer tournaments and attend a minimum of one CSC general meeting per seasonal year.

Section 5. Upon acceptance into the CSC, each member shall read and sign the CSC Code of Conduct, and return the document to the club. Each member family will be presented with a copy of the Bylaws. In any case, a plea of ignorance of the Bylaws or Code of Conduct shall not be a sufficient excuse for noncompliance and violators will be subject to disciplinary action by the Board.

Section 6. Tuition fees for all players shall be set by the CSC Board of Directors and payable for a seasonal year beginning August 1 and ending June 15 of any given year. A player is not registered until registration information and fees are obtained by the CSC Registrar.

Section 7. Tuition fees are not refundable except when a written request is received by the CSC Board from a parent/guardian stating the reason for the refund. Acceptable reasons for a refund include the player moving out of town, serious injury or serious illness. The final determination of all refunds is at the discretion of the CSC Board. Refunds will be prorated-reduced based upon any costs incurred by the board and/or by the fraction of the season played by the player.

Section 8. In order to continue membership, members must maintain a good standing with the club. Membership in the CSC may be terminated for reasonable cause by the Board at any time after a hearing at which he/she has had a reasonable opportunity to oppose such action. Reasons for removal may include, but are not limited to, violation of the CSC Parent or Players Code of Conduct, failure to abide by CSC rules or failure to pay all fees, where applicable.

Article II. MEETINGS

Section 1. General Meeting:

- A.** CSC will hold at least ten general meetings a year normally on the Second Monday of each month at 7:00pm, with the exception of December, at a place to be publicized at least two weeks in advance on the CSC website. The Board may change the day and/or time of the general meeting as necessary anytime a quorum of 3 Board members is in agreement.
- B.** A representative of each team is required to attend all general meetings.
- C.** The quorum at any meeting of members shall consist of a majority of the members present and entitled to vote.
- D.** Each member is entitled to one vote on each matter submitted to a vote of the members. No vote shall be cast by proxy.

Section 2. Board of Directors Meetings:

- A.** The Board may hold meetings as necessary to conduct business anytime a quorum of 3 is present. These meetings may be closed to the general membership at the discretion of the Board.

Section 3. Special Meetings:

- A.** The President or any three members of the Board of Directors may call a special meeting of the members for any purpose at any time. Notice shall be given within ten days of the meeting. This notice shall include the topic to be discussed and the time and location of the meeting. Notice will be posted on the CSC Website and head coaches will be notified via phone by the Board.

Section 4. Roberts Rules of Order shall govern proceedings of all meetings of this organization, except as otherwise provided in the by-laws.

Article III. BOARD MEMBERS

Section 1. The officers of the Board of Directors shall be President, First Vice-President/President Elect, Second Vice-President, Secretary and Treasurer.

Members of the Board of Directors must be members of the CSC and be at least 18 years of age. The five board members are to be elected from a slate presented to the current Board by the nominating committee and any additional nominations from the floor at the general meeting.

Section 2. The Board of Directors are nominated and elected by the general membership.

A. Board members serve for a two-year term and may be reelected.

B. The Secretarial position shall be elected in October to transition into the officer position at the November general meeting of the even numbered calendar years.

C. The First Vice-President position will be elected every year in October and will be promoted to the President in the second year of the term.

D. The Second Vice-President and Treasurer positions shall be elected in October to transition into the office position at the November meeting of the odd numbered calendar years.

Section 3. Board members that have a child playing for the CSC will receive one tuition scholarship annually to be used for the seasonal year that begins in August. This scholarship is only for tuition cost and does not cover any additional expenses such uniforms, travel or hotel expense.

Section 4. Board members may resign by submitting a written notice to the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board. Acceptance of the resignation by the Board shall not be necessary to make it effective.

Section 5. Officers may be removed from his or her position for reasonable cause by a quorum of the Board after a hearing at which they have an opportunity to oppose such action

Section 6. In the event that an officer other than the President resigns or is removed from office prior to the normal end of the current term of office, the Board shall appoint a CSC member who will serve for the time remaining in the current term.

In the event that the President resigns or is removed from office prior to the normal end of the current term, the First Vice-President shall assume all the duties of the President for the balance of the current term and continue to serve in that capacity through their term. The Board shall appoint a CSC member as an interim First Vice-President to serve for the time remaining in the current term. A new First Vice-President will be elected by the general membership at the next general election.

Section 7. President:

A. Calls and presides over Board Meetings and General Meetings.

- B.** Will attend all MYSA Meetings.
- C.** Shall perform such other functions as necessary for the operation of the CSC.
- D.** Shall be responsible for the appointment of a nominating committee to present nominations for all officers at the October general meeting. The nominating committee shall consist of three members and will be responsible for annual nominations, ballots and elections.
- E.** Must have leadership qualities and two years experience with the CSC to understand the CSC procedures.

Section 8. First Vice-President/President Elect:

- A.** Serves as President elect and performs duties of the President in their absence or incapacity.
- B.** Shall be responsible for overseeing or directing the duties and responsibilities of each CSC committee to develop full knowledge of how the CSC functions and operates, serve as an ex-officio member of all committees, and report periodically to the President as to the activity of each committee.

Section 9. Second Vice-President:

- A.** Oversees and assists all CSC coaches with licenses, training, camps or clinics to develop proper competitive training. In the event that the CSC has an active Director of Coaching, they will assume the responsibility of developing CSC coaches under the direction of the Second Vice-President.
- B.** Will be in control of all equipment needed for the team function, IE: Soccer balls, Soccer pennies, cones, field maintenance.
- C.** Shall have responsibility for appointment of a uniform coordinator that will provide a uniform report at general meetings. The uniform coordinator will collect and distribute club uniforms and order replacements and keep an inventory numbered log for each team, signed and checked by each team coach, prior to distribution for uniform control.
- D.** Will assist in the First Vice-President's absence.

Section 10. Treasurer

- A.** Shall receive, disburse and account for all funds of the CSC, and keep financial records on all monetary transactions.

B. Shall maintain a checking account(s) and savings account(s) approved by the Board of Directors and insured by an agency of the United States of America, with signature authority by the President, First Vice-President/President Elect and Treasurer.

C. Will control the accounts receivable and accounts payable; disburse league and tournament funds in accordance with board policies.

D. Shall present a financial statement at each general meeting and prepare an annual financial report. Shall be responsible for the proper and timely filing of income tax returns and other financial statements to government agencies.

E. Shall tender all CSC accounts, documents, books and records to the successor Treasurer within two weeks of successor's appointment.

F. Shall have responsibility for appointment of a Finance Committee. The Finance Committee will develop fund-raising programs, manage the CSC pro-shop including tournament t-shirts and assist the Treasurer as needed.

Section 11. Secretary:

A. Shall prepare and record minutes of all CSC meetings to be read and approved at subsequent meetings and shall make all such minutes available for CSC members and the Board as appropriate within ten days of approval. General meetings minutes should include, but are not limited to, details of all motions voted on, outcome of said votes and any topics brought to the Board by members.

B. Shall maintain up-to-date records of membership and execute other general CSC duties as requested by the Board.

C. Shall give required notice of all meetings to the members, and to the Board of Directors. Notice includes, but is not limited to, posting of pending meetings on the CSC website within 10 days of the date of meeting and sending a written reminder to all coaches either via regular mail or email.

D. Shall tender all corporate documents and records to the successor Secretary within two weeks of the successor's appointment.

Section 12. Immediate Past-President:

A. Will sit on the Board for one year after the end of their term as an advisor and a historical reference to the current board, but does not have voting privileges on Board of Directors matters.

Section 13. Registrar:

A. The Registrar shall be contracted by the Board of Directors. Duties and compensation shall be defined by written contract between the Board and contracted individual to serve as Registrar.

B. The Registrar is responsible for the registration of all players, including collection of fees, processing and maintaining the record of players, and for the preparation of rosters for coaches prior to the start of the season.

C. Shall assist with organizing pre-season registration including collecting and sending all paperwork necessary for MYSA.

Section 11. Director of Coaching

A. The Board may contract with an individual to serve as a Director of Coaching. He/she shall attend regular general meetings and any Meeting as requested by the President.

B. May speak on any issue before the Board but does not have voting rights at meetings. When appointed as a member of any CSC committees, they may participate and vote on issues before that committee.

C. Duties and compensation shall be defined by a written contract between the Board of Directors and the Director of Coaching.

Article IV. STANDING COMMITTEES

Section 1. The Board of Directors is authorized to form special committees to provide recommendations and assist the Board in carrying out the purposes of the CSC. All committees shall have one member designated as chair of the committee.

Section 2. Standing Committees shall include chairpersons as appointed by the First Vice-President/President Elect. The First Vice-President/President Elect shall notify the remaining members of the Board of any changes being considered for chairperson of any standing committee prior to the appointment of any member to the chairperson position. The Board shall express any concerns with said appointments to the First Vice-President/President Elect, with First Vice-President/President Elect having final decision making authority. Teams will be called on as needed to fill the committee assignments. Standing Committees include the following:

A. Public Relations – Develops the publications and implements for registration, publications for the tournaments, annual general meeting and other special events, etc. Oversees all community involvement activities including scheduling for volunteers and tracking player participation (ie. Relay for Life, Jeff City Christmas Parade, Toys for Tots). Assists the President as needed.

B. Tournament Committee and Tournament Director – Oversees the entire procedure and preparation of planning all CSC soccer tournaments from start to finish including the appointment of adhoc sub-committees.

1. Duties and compensation shall be defined by a written contract between the Board of Directors and contracted individual to serve as Tournament Director.

C. Try-Out Committee – Coordinate and direct the try-out procedures for the CSC. The five person committee task includes drill procedure, evaluation and marketing. The First Vice-President shall serve as chairman and be responsible for overseeing all activities associated with annual CSC try-outs. The following Sub-Committees include:

1. Registration – Collect member information at try-outs, collect payment, assign tryout numbers and T-shirts for try-outs, keypunch evaluation for team selection, coordinate with evaluators and assist generally with coaches and parents during try-outs.

2. Team Selection – Directed by the Board, Try-Out Committee and head coaches or managers.

3. Orientation Chairman – Prepare team packets necessary for MYSA and CSC, reserve location, assign notary, arrange for a copy machine, and collect paperwork and payment from each team.

D. Technology Committee – Coordinate communication of club news to all members of the CSC. Enter team reports and scan/post photos for the CSC web page, update information from the CSC tournaments, club announcements, monthly general meeting agenda and minutes, soccer camps, try-out updates and all other information needed for the CSC web page.

The Chairman of the Technology Committee will maintain the CSC web site. The web sit and all content there of is the express property of the CSC. In return for the Technology Chairman’s efforts in maintaining the web site they will receive one tuition scholarship annually. This scholarship is only for tuition cost and does not cover any additional expenses such as uniforms, travel or hotel expense.

E. Soccer Academy – The CSC will partner with other soccer organizations to offer an individual soccer skills instructional league for boys and girls Pre-K through 7th grade. A paid training coach, or Director of Coaching if applicable, and several assistant coaches will instruct participants. All practice concepts are based on individual needs to increase the skills and less the need for team

development. While team games are played, the desired result will be for player's improvement of individual skills, long-term enjoyment, and knowledge of the game and to increase the player's confidence.

Article V. COACH SECTION

Section 1. Individuals interested in serving as head coach for a CSC team must complete and submit a signed coach's application to the CSC Board. After an open discussion, giving general members an opportunity to provide relevant information regarding the candidate, at a general meeting, the Board will decide if the applicant is accepted as a head coach.

Section 2. Each head coach must acquire an E level license by the end of the first fall season.

Section 3. Each head coach will be allowed to select up to two assistant coaches, at the board's discretion. Assistant coaches must complete and submit a signed coach's application to the CSC Board.

Section 4. Each assistant coach must acquire an F level license by the end of the first fall season.

Section 5. MYSA requires that each head and assistant coach have an F level license and complete the registration for the Kid Safe program, to be on the field.

Section 6. Head coaches that are a volunteer and have a child playing for the CSC will receive one tuition scholarship annually to be used for the seasonal year that begins in August. This scholarship is only for tuition cost and does not cover any additional expenses such as uniforms, travel or hotel expense.

Section 7. All coaches must sign and comply with the CSC Philosophy of Coaching. Any CSC head coach or assistant coach may be removed from his/her position for reasonable cause by the Board after a hearing at which he/she has had a reasonable opportunity to oppose such action. Reasons for removal may include, but are not limited to, violation of the CSC Philosophy of Coaching, failure to abide by CSC rules and repeated failure to attend general meetings.

Section 8. All coaches are responsible for the distribution of their team's uniform (i.e. jerseys, shorts, socks etc) and the collection of jerseys at end of the season or when a player leaves the team, including collections for damaged or lost jerseys. Jerseys and fees for damaged or missing jerseys must be turned in to the Uniform Coordinator. Replacement costs of damaged or missing jerseys will be determined by the Uniform Coordinator based on current replacement costs to the club. All CSC supplied equipment

(i.e. soccer balls, cones, pennies etc) shall be returned to the Second Vice-President in reasonable condition at the end of the season.

Article VI. TEAM SELECTION

Section 1. Tryouts are held to conform to the Missouri Youth Soccer Association's definition of a competitive program. To meet this requirement, the CSC requires tryouts to make certain that all boys and girls who desire to play competitive soccer are provided with an opportunity to demonstrate their abilities.

Section 2. The number of teams formed in each age group will be based on the number of competitive players available. Each team will have a head coach, at least one assistant coach and a team manager. Where there is a sufficient pool of competitive players and adequate qualified coaches, two or more teams will be formed.

Section 3. The age appropriate technical and tactical principles of the development plan will serve as a basis for assessing a player. Players will also be assessed on soccer skills, coordination, agility, speed and character. Player assessments serve three purposes: assignment to a team, determining instructional needs and promotion. In all cases the interests of the players will be put before the interest of the team.

Section 4. Teams will be formed by the Board of Directors, Director of Coaching and Try-out Committee.

Article VII. FISCAL YEAR AND DUES

Section 1. The fiscal year of the CSC shall be from July 1 of any year through June 30 of the next calendar year.

Section 2. All players and parents are required, to the best of their abilities to participate in all CSC and team fund raising activities. All players and parents are responsible for payment of their pro-rata share of team expenses, i.e. registration fees, league fees, tournament fees and miscellaneous items such as loss or destruction of jerseys. Payment is expected by due dates and in a timely fashion.

Section 3. CSC will permit the payment of fees in an installment method. The acceptable installment method will be established by the Board prior to try-outs for each annual season.

Article VIII. BY-LAW CHANGES OR AMENDMENTS

Section 1. The articles of CSC comprise these by-laws. These by-laws may be amended at any general meeting by a two-thirds majority vote of the members present provided that notice of proposed amendment is given to the general membership either in writing or by telephone, no less than ten days in advance of the meeting. Notice to include, but not limited to, posting of proposed amendment on the CSC website and an email to all coaches.

Section 2. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a two-thirds majority vote of the general membership at a general meeting. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Section 3. The Secretary shall maintain an updated set of by-laws and distribute them to all outside organizations requiring a set of CSC by-laws (ie. MYSA, IRS).

Article X ADMINISTRATIVE RULES

Section 1. When applicable the Board of Directors may promulgate administrative rules in such a manner to as necessary for general operation of the club.

By-Laws History:

Re-drafted: March 2006
Approved: June 6, 2006
Revised: June 19, 2006
Revised: June 11, 2007
Revised: May 12, 2008

Signature Page

IN WITNESS WHEREOF, the undersigned, consisting of all of the duly elected members of the Board of Directors of CSC as of May 12, 2008, do hereby execute these Amended and Restated By-laws of the Capital Soccer Club, as approved by the membership by the affirmative vote of in excess of two-thirds of the members present and eligible to vote at its general meeting held on May 12, 2008.

President

Date

1st Vice President

Date

2nd Vice President

Date

Secretary

Date

Treasurer

Date