

# Myerstown Soccer Club Constitution

Updated – December 2021

## Article I – Name

The Name of this organization shall be the Myerstown Soccer Club or MSC.

## Article II – Purpose

1. The purpose of this organization shall be to promote, foster, and perpetuate the game of soccer. For the accomplishment of this purpose, MSC shall possess and exercise supreme governmental control and representation of the game, except in those matters granted to FIFA, United States Soccer Federation (USSF), Eastern Pennsylvania Youth Soccer Association (EPYSA), and local and/or regional soccer leagues.
2. The MSC is organized exclusively for education of youth soccer, including, for said purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future federal tax codes).
3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the Section 501(c)(3) purposes. No substantial part of the influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
4. The organization shall not carry on any other activities not permitted to be carried on in an organization exempt for Federal Income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax codes) or by an organization contribution to which are deductible under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax codes).

## Article III – Affiliation

The MSC is affiliated with EPSYA, USSF and FIFA as well as local and/or regional soccer leagues.

## Article IV – Meeting

1. MSC meetings shall be conducted at a minimum of once a month on the first week of each month at a location and time determined by the Executive Board (excluding December).
2. The MSC Executive Board will meet in December to discuss yearly items requiring approval and review.
3. Special Meetings of MSC and/or Executive Board may be called by the President, by two-thirds majority of the Executive Board, or by two-thirds majority of the member individuals.
4. Three (3) current members of the Executive Board shall constitute a quorum for official conduct at MSC meetings.

## Article V – Financial Administration

1. MSC fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>. Financial affairs of MSC shall be administered by the Treasurer.
2. An annual internal reconciliation coinciding with the fiscal year shall be conducted of MSC's books and presented to the Executive Board and membership.
3. A financial report shall be made available by the Treasurer at all MSC monthly meetings.
4. All expenditures will be supported by a bill, invoice, or other document signed by the committee chairman, officer, or agent authorized.
5. No part of the income or assets of MSC shall inure to the benefit of any individual or member unless authorized by two-thirds majority of the Executive Board. (donations or gift of kind)

## Articles VI – Dissolution

1. Dissolution – MSC shall be dissolved in the event that it shall cease to carry out the purpose herein set forth or upon the unanimous vote of the Executive Board and the membership present and voting.
2. Disposition of Assets – Upon the dissolution of MSC assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government for a public purpose.

## Article VII – Amendments to the Constitution and By-laws.

1. Amendments may be proposed by any qualified member at any time. Proposed amendments must be submitted in writing to the MSC President who shall present such proposals to the Executive Board.
2. Adoption of Amendments - Two-thirds of the Executive Board present and a vote shall be required in order to indicate board approval of the proposed amendment.
3. Upon approval from the Executive Board the proposed amendment shall be implemented.

# Myerstown Soccer Club By-Laws

Updated – December 2021

## Article I – Membership

1. Membership shall consist of such individuals who have registered with Myerstown Soccer Club and parents or guardians of those individuals.
2. Membership will not be restricted by virtue of race, color, creed, religion, national origin or ethnic group.
3. Annual registration fees shall be established by the Executive Board with the approval of two-thirds of the board members.
4. The failure of any member to pay any established membership fees within sixty (60) days of communicated due date shall cause immediate forfeiture of membership with legislative formality.
5. Every individual which is accepted for membership in MSC thereby agrees for itself to accept, support and adhere to the purpose and regulatory authority of MSC and its Constitution, By-Laws and Code of Conduct.
6. Any member may be removed from membership for good reason subject to approval by a minimum of two-thirds vote of the Executive Board.

## Article II – Executive Board and Duties

### Executive Board Officers

1. The Officers of the Myerstown Soccer Club, who shall also compose the Executive Board, shall consist of the following individuals.
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Registrar
2. All officers shall serve a term of two (2) year or until their successor assumes office. Officers may be re-elected.
3. All Executive Board Officers shall complete all EPYSA required clearances and training to coach children.

### Duties

#### 1. Executive Board of Directors

- a. To authorize and approve all budgets, programs, and expenditures of MSC.
- b. To serve as the decision-making body on all official appeals made regarding any decision or ruling by the Executive Board, Committee Chairperson or any agent thereof.
- c. To assist and advise the Directors and Committee Chairpersons in the administration of MSC.
- d. To have and to exercise all administrative and executive powers that are not otherwise specifically denied it by the MSC Constitution and By-Laws and/or Rules and Regulations.

#### 2. President

- a. To preside at all MSC and Board Meetings.
- b. To broadcast communications for MSC via the registration system.
- c. To sign all legal documents and papers/forms.
- d. To appoint chairman and serve as an “ex-officio” member (without vote) of each standing and special committee.
- e. Hold purchasing power via debit card or check with appropriate documentation.
- f. To perform all other duties normally associated with the office of the president.

#### 3. Vice President

- a. To assume the responsibility and authority of the President in the absence of the President.
- b. In case the office of President falls vacant, the Vice President shall become President, and a new Vice President shall be elected by the membership at the next meeting.
- c. To maintain the official copy of the MSC Constitution, By-Laws, Code of Conduct and other MSC official policies.

#### 4. Secretary

- a. To keep, maintain, and publish a record (minutes) of all public meetings of MSC and Executive Board.
- b. To present the prior minutes at all meetings of MSC and the Executive Board.
- c. To keep a record of attendance at all MSC meetings.
- d. To conduct all MSC elections.

**5. Treasurer**

- a. To account for all expenditures and to deposit all income of MSC.
- b. To establish and maintain financial records/books and sign all financial documents and checks.
- c. To pay all authorized obligations/bills of MSC and serve as MSC's purchasing agent.
- d. To maintain and complete all IRS or Government required filings and paperwork.
- e. To present a financial report at all general and Executive Board meetings.
- f. To develop an annual MSC budget, projecting all costs for the year.

**6. Registrar**

- a. To maintain the MSC registration system and required clearances/training records for teams, coaches and players.
- b. To work with representatives of leagues, affiliates, and tournaments on registration matters.
- c. To provide the Executive Board or Directors with registration reports.
- d. To broadcast communications for MSC via the registration system.

**Article III – Committees and Directors**

**Committees**

- a. Special Committees may be established by and approved by the Executive Board to conduct MSC business. Such committees will be automatically disbanded upon completion of their assignments.

**Directors**

- a. A Director position may be established by the two-thirds vote of the Executive Board as deemed necessary to conduct MSC business.
- b. The Executive Board will also outline the duties and responsibilities of the Director position being created.
- c. MSC members to fill such Director positions shall be voted on by the Executive Board. Elected MSC member must accept the provided duties and responsibilities of the Director position.
- d. Such Director Positions shall be reevaluated during the May meeting.
- e. Existing Directors include:
  - i. Facilities and Equipment Director
  - ii. Travel Program Director
  - iii. Recreational Program Director
  - iv. Communications and Events Director
  - v. Safety Director

**Article IV – Nominations, Voting, Elections and Filling of Vacant Office**

**1. Nominations**

- a. Nominations for each position will be taken as follows:
  - i. President (Odd Years – Example 2021)
  - ii. Vice President (Even Years – Example 2022)
  - iii. Secretary (Odd Years – Example 2021)
  - iv. Treasurer (Even Years – Example 2022)
  - v. Registrar (Even Years – Example 2022)
- b. Nominations for candidates of the Executive Board shall be nominated by a member of MSC or Executive Board at the March meeting.
- c. The nominee must be in attendance, accept the nomination for office and be in good standing with MSC.
- d. If an objection to the standing of the nominee is raised prior to voting, the Executive Board shall vote by secret ballot to determine the nominee's standing.
- e. Individuals may accept nominations for more than one office however they shall be elected to only one Executive Board position.

## **2. Voting**

- a. Each elected Executive Board Member shall be permitted one vote (the presiding President shall not be permitted to vote except to break a tie).
- b. Each individual member in good standing shall be permitted one vote. Member must be in attendance at the meeting to exercise their vote. Proxy votes are not permitted.

## **3. Elections**

- a. Elections shall be conducted by secret ballot at the April MSC meeting.
- b. Nominee receiving the majority vote shall be declared elected.
- c. In the event of a tie vote, the President shall determine the elected nominee from the tied nominees. If the tie vote is for the office of the President, the current Vice President shall determine the elected nominee from the tied nominees.
- d. The term of office shall be from May 1<sup>st</sup> to April 30<sup>th</sup>.

## **4. Vacant Office**

- a. Vacancies of office that occur during the term year shall be temporarily filled by President selection of new officers until the next election.
- b. If the vacancy occurs in an off-cycle year for that position as determined by the elections cycle outlined in Article IV section 1 A, the position will be identified as a special ballot for the current election year. This elected position will be held until the next scheduled election cycle outlined in Article IV section 1 A.

## **Article V – Meeting Order of Business**

The following shall be the ordinary order of business for MSC Board meetings:

1. Call to Order
2. Attendance and Welcome of Guests
3. Secretary - Presenting/Approval of minutes of previous meeting
4. Treasurer's Report
5. President's Report
6. Vice President's Report
7. Registrar's Report
8. Director of Field Maintenance/Equipment's Report
9. Director of Recreation's Report
10. Director of Travel's Report
11. Director of Communication and Event's Report
12. Director of Safety's Report
13. Other Reports
14. Unfinished/Old Business
15. New Business
16. Adjournment

## **Article VI – Player/Team Registration**

1. The seasonal year shall be from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year.
2. EPYSA and League registration rules shall apply to MSC.
3. MSC will hold registration on a yearly basis for Travel Soccer and Spring/Fall for Recreational Soccer.

## **Article VII - Rules of Play**

1. MSC shall follow the rules of EPYSA and the respective leagues in which MSC participates.

## **Article VIII - Players**

1. Players may not transfer to another club from season to season without the permission of MSC.
2. Players will be placed in their respective age groups based on EPYSA standards. In certain instances, MSC may ask, or parents may request, players to play in an age group outside the standards. This will be done within permissible limits of MSC with Executive Board Approval, EPYSA and the respective league of play.

## **Article IV - Amendments**

1. These by-laws may be amended at any regular meeting of this association by a two-thirds vote, providing that the amendment was submitted in writing at the previous regular meeting.
2. These by-laws may be amended at a special meeting by a two-thirds vote if a copy of the notice of the proposed amendment was enclosed in the call to order for the meeting.
3. The vote to adopt amendments of these by-laws must be by roll call.