

POINT PLEASANT SOCCER CLUB, INC.

T/A Point Pleasant Travel Soccer Club

Constitution and By-Laws

Adopted October 7, 2009

Article I – Name

Section 1 This organization shall be known as the Point Pleasant Soccer Club, Inc., herein referred to as the Club.

Article II – Purpose

Section 1 To promote greater interest and participation in the game of soccer.

Section 2 To encourage the spirit of fair play and sportsmanship.

Section 3 To organize and control teams at various age levels.

Section 4 To increase the skills and attitude concerning the sport of soccer.

Article III – Affiliation

Section 1 The Club will adhere to the New Jersey State Youth Soccer (NJYS) Constitution and By-Laws to ensure Traveling Team League affiliation and registration within NJYS. The Club will also adhere to as appropriate the Constitution and By-Laws of United States Youth Soccer (USYS), United States Soccer Federation (USSF), and Federal International Football Association (FIFA).

Section 2 The Club will adhere to the constitution, by-laws, rules and requirements of the Monmouth Ocean Soccer Association (MOSA), Jersey Coast Youth Soccer (JCYS), Ocean County Recreation League (OCRL) and other associations that are supported by the NJYS which the teams of the Club may play under.

ARTICLE IV – JURISDICTION

This club shall have full jurisdiction over all teams, members, and matters connected with soccer which it shall conduct. The clubs Executive Board shall have the power to discipline, suspend, or expel any person under its jurisdiction guilty of violation or breach of the Constitution and By-Laws, Codes of Conduct, and the Rules and Regulations. Discipline actions made by the Executive Board can be challenged through and appeal process. A written request to appeal the Executive Boards' decision must be made to the Executive Board Secretary no later than 7 days after receipt of disciplinary action correspondence from the Executive Board. Upon receipt of a properly filed appeal request, the Executive Board Secretary will schedule within 15 days of the appeal request a Special Executive Board Meeting to review the appeal.

Article V - Membership

- Section 1** **Player Member** - Any child meeting the requirements of the rules and regulations of the Club, shall be eligible for participation, but shall have no rights, duties or obligations in the management or property of the Club.
- Section 2** **Coaching Member** - Any person of legal age and a coach of an affiliated and active team within the Club, in good standing, is eligible to cast a teams vote on all Club matters.
- Section 3** **Family Member** - Any parent or legal guardian of one or more Player Members, in good standing, is eligible to cast a teams vote on all Club matters so long as the Family Member is a Teams designated representative.
- Section 4** **A Regular Member** shall be defined for the purposes of this Constitution and By-laws as any Player Members, Coaching Members, Family Members, or Club Officer.
- Section 5** Membership expires July 31st of the calendar year. A Coaching Member shall retain his membership by ensuring his team remains in good standing with the Club and the affiliated league in which their team plays.
- Section 6** In order to be classified as “**In Good Standing**”, all Player Members, Coaching Members, Family Members, and Club Officers must abide by and obey all articles of the Constitution, By-Laws, Codes of Conduct, and of the rules and regulations of the Club.

Article VI – Executive Officers and Their Duties

- Section 1** **President** - The President shall preside at all meetings of the Club and represent it, or cause it to be represented at appropriate meetings or conferences with other organizations and affiliations. Shall appoint the chairperson of all standing Committees and shall appoint any special committees, in accordance with Article X of the Constitution and By- Laws, as may be necessary. The President shall only have a tie breaking vote on all club matters including the annual election.

Section 2 **1st Vice President** - The 1st Vice President is authorized to act in the absence of the President and will be responsible for coordinating the administration of all travel leagues, training programs, and is responsible for all new registrations of Jersey Coast teams. The 1st Vice President shall oversee the following Committees; Training committee, and Field Committee. The 1st Vice President shall act as a Liaison to other local Organizations.

Section 3 **2nd Vice President** - The 2nd Vice President shall be responsible for coordinating, registration, and tryouts of new teams. This includes player coach selection, advertising and mentoring new teams in league rules and regulations. The 2nd Vice President shall oversee; The Fundraising Committee, and Pass Packet Committee. The 2nd Vice president shall oversee all MOSA, and Ocean County Recreation Teams.

Section 4 **Secretary** - The Secretary shall be responsible for recording the activities of the Club and shall maintain appropriate files and necessary records. The Secretary shall maintain a list of Regular as well as Executive Board and Committee Members. The Secretary shall keep minutes of regular, special and Executive Board meetings; cause them to be recorded for that purpose; be responsible for maintaining up to date mailing lists of all members, giving notice of all meetings, and conducting such correspondence of the Club that may be required; maintain a record of attendance of members of all Club meetings; The Secretary shall manage the NJYS Kid Safe Program in accordance with NJYS. The Secretary shall also be responsible for receiving and sending communications to current and future Club Member.

Section 5 **Facility Coordinator**-(nonvoting member, elected by voting board members by June 30th of each year or appointed by the President) Facility Coordinator shall manage all administrative fields and indoor Training functions of the Club. The Facility Coordinator shall be responsible for obtaining Field time and Field Approval; act as a township liaison regarding Fields; obtain official documentation from each municipality; all approval and documentation must be recorded with the secretary of the club. Facility Coordinator shall also coordinate all makeup game schedules; and shall act as a liaison with the referee coordinator regarding referee assignment for all makeup games.

Section 6 **Treasurer** - The Treasurer shall receive, bank and disburse all funds and maintain an accurate record of the receipts and expenditures of the Club; Shall deposit all monies and securities in a depository approved by the Executive Board; shall be solely responsible to sign all checks for disbursement that are < or = 500 dollars; shall obtain a cosigning Executive Board Member for all disbursement checks that are > 500 dollars, prepare such reports as may be directed by the President; shall make an annual report of the financial condition

of the Club at the annual meeting; present all records to the Finance Committee at the end of each year to determine the validity of said records; be responsible to ensure records are maintained to ensure non-profit status and to ensure the Club takes appropriate actions to comply with State and Federal Tax requirements.

Section 7 **Board Member at Large** – (nonvoting member, elected by voting board members by June 30th of each year or appointed by the President) Perform special club related tasks at the request of the President.

Section 8 Should the Office of President become vacant the 1st Vice President shall complete the unexpired term and perform all duties of this office.

Section 9 Should the office of any Executive Board Member become vacant, with the exception of President; the President shall appoint a replacement for the remainder of the term.

Section 10 In any event that the Board Treasurer is absent, or the position is vacated, the power of the Board Treasurer is bestowed to the Executive Board; The Executive board shall have the authority to write checks with two (2) Board Member signatures.

Article VII – Nomination and Election of Officers (July 1st – June 30th)

Section 1 Nominations shall open and be read at two regular meetings prior to the general election in June.

Section 2 Any prospective nominee shall be present at the meeting during their nomination and election.

Section 3 Any Regular Member in “good standing” for a least 6 months prior to the election is eligible to run for any board officer with the exception of the position of Club President.

Section 4 Any Regular Member in “good standing” for a least 2 years prior to the election is eligible to run for the position of Club President.

Section 5 The newly elected officers shall assume their duties at the next regular meeting of the Club.

Section 6 Each officer, with the exception of the Facility Coordinator and Board Member at Large, shall be elected for a term of two years. The President, 1st VP and Secretary shall be elected in even calendar years and the 2nd VP and Treasurer shall be elected in odd calendar years.

Article VIII – Voting

Section 1 Any Team, Board Member, or League Representative, in good standing for at least three months prior to the annual election, shall have the right to cast one vote in the annual election. Any Team, Board Member, or League Representative in good standing, shall have the right to cast one vote in all decisions of the club. No member of the club is authorized to cast more than one vote even if they hold multiple positions within the club. The President shall only have a tie breaking vote in the annual election and in all club matters.

Section 2 Majority rule shall govern all elections and decisions of the Club, except stated herein.

Section 3 A Regular Member in good standing and in accordance with Section I of Article VII shall have the right to submit an absentee ballot provided that the ballot is signed and sealed by the voter and presented to the President on the night of the election.

Section 4 In case of a tie in an election, there shall be a total recall for the contested position.

Section 5 In the case of a tie decision, the President shall cast the deciding vote.

Section 6 All votes shall be cast in writing stating the office to be filled and the candidate's name.

Section 7 The President shall appoint three Regular Members to tally all votes and announce each winner.

Article VIX – Executive Board

Section 1 The Executive Board shall consist of the President, 1st and 2nd Vice Presidents, Treasurer, Secretary, Facility Coordinator, and Board Member at Large.

Section 2 Any Regular Member, upon recommendation of the Executive Board, shall attend its meetings in an advisory capacity only.

Section 3 If a vacancy occurs on the Executive Board, the vacancy shall be filled within thirty (30) days and in accordance with Article V of the Constitution and By-Laws.

Section 4 The Executive Board shall be empowered to disburse no more than Five Hundred Dollars (\$500.00) for only one article deemed beneficial to the Club and it must be reported in the Treasurers report at the next meeting. Any Check disbursed over \$500.00 needs 2 executive board member signatures.

Section 5 A quorums is necessary to conduct business and shall consist of four (4) Executive Board Members.

Section 6 Regular meetings of the Executive Board shall be held immediately following the election of the board and such days thereafter as determined by the President.

Section 7 The President or a majority of the Executive Board may issue a call for a special meeting of the board. Notice of such meetings shall be given by the Secretary to each member of the board seven days prior to the meeting. The seven day time frame can be waved if all Board members agree in writing.

Section 8 The newly elected Executive Board shall hold an executive transition meeting with the outgoing Executive Board Member(s) prior to the first regular club meeting in July. The Vacating Executive Board Member(s) shall present a report entitled "Report of the Condition of the Club", at the executive transition meeting.

Article X - Meetings

Section 1 Regular Club meeting dates shall be determined by the newly elected Executive Board prior to conclusion of the annual June meeting.

Section 2 The June meeting shall be limited to the election of the officers, Treasurers report and any business deemed urgent by the Executive Board.

Section 3 Special meetings of the general membership may be called by the President, a majority of the Executive Board, or a written request by five (5) Regular Members and submitted to the Secretary and shall be limited to the business at hand.

Section 4 A quorums to conduct business shall consist of at least Four (4) Executive Board Members and at least five (5) or more Regular Members.

Section 5 The approved order of business at regular meetings shall be as follows:

- a) Call to order
- b) Secretary's Report -Reading of minutes of previous meeting
- c) Treasure's Report
- d) League Liaison Committee Report:
 - i) Monmouth Ocean Soccer Association (MOSA)
 - ii) Jersey Coast Soccer Association

- iii) Ocean County Recreation
- e) Communications
- f) 1st Vice President Report
- g) 2nd Vice President Report
- h) Facility Coordinator Report
- i) Board Member at Large Report
- j) Committee Reports
- k) Old Business
- l) New Business
- m) Open Forum
- n) Adjournment

Article XI – Committees

Section 1 Committees shall consist of two or more Regular Members who report directly to the Executive Board.

Section 2 Committee Obligations – every Team within the Club is required to provide at least one Representative each year to serve on any committee which has been established by the Club. A Team will be deemed not in good standing with the Club if a Representative is not provided or the Representative fails to fulfill obligations to an assigned committee.

Section 3 Standing Committees:

- a) **Tournament Committee** – formed only in those years the Club holds a tournament.
- b) **Constitution and By-Laws Committee** – formed only when amendments to the Constitution and By-Laws are authorized by the Club.
- c) **Maintenance Field Committee** – Standing committee to secure financial and labor resources needed for general field upkeep, and field development.

- d) **Fund Raising Committee** – Coordinate all fund raising activities for the Club, including the Scholarship.
- e) **Pass Packet Committee**- Coordinates with Leagues and facilitates the carding of all club Players.
- f) **League Liaison Committee** - The League Representatives shall attend all Monmouth Ocean Soccer Association (MOSA), Jersey Coast Youth Soccer, and Ocean County Recreation meeting; act as a Liaison between these leagues and the Club.
- g) **Finance Committee**-responsible for establishing club budget, and compiling Individual team financial reports. Neither the club nor committee has an obligation to audit the team financial reports.
- i) **Training Committee**- coordinate and seeking out training opportunities.
- j) **Tryout Committee**- Coordinate and assist with all newly formed team(s) tryouts and with existing team tryouts if necessary.

Article XII – Official Soccer Rules

Section 1 The Club will adhere to as appropriate all soccer rules established by NJYS, USYS, USSF, FIFA, MOSA, Jersey Coast, and Ocean County Recreation Leagues.

Article XIII - Amendments

Section 1 Amendments to this Constitution and By-Laws shall be proposed by a special committee in accordance with Article X of the Constitution and By-Laws of the Club.

Section 2 Copies of the proposed Constitution amendment shall be distributed and read at two consecutive meetings prior to being put to a vote and shall be in accordance with Article VII of the Constitution and By-Laws of the Club.

Article XIV – Authority

Section 1 Robert’s Rule of Order shall be the Parliamentary Authority for the Club.

Article XV - Ratification

Section 1 This Constitution and By-Laws shall take effect immediately upon majority vote of the Regular Membership.

Article XVI – Coaching Requirements

- Section 1** All present and future traveling team coaches must be a member of the Club and possess a minimum of a NJYS “F” license prior to coaching a team. The 2nd Vice President will notify coaches of upcoming courses for licensing. A copy of the coach’s license shall be on file with the Club Secretary.
- Section 2** All coaches shall have the knowledge and ability to effectively Coach and communicate with players and parents. The Coach shall have a commitment and dedication to the goals of the club.

Article XVII – Team Rules and Responsibilities

- Section 1** The Club recruiting area consists of Point Pleasant Borough, Point Pleasant Beach, Bay Head, Lavallette, and Mantoloking.
- Section 2** Teams must wear the Club uniform if one exists. If no Club uniform exists then the Club primary colors – GOLD and BLACK; or Club secondary colors WHITE or RED may be used with prior approval of the Executive Committee.
- Section 3** Teams will adhere to New Jersey Youth Soccer age requirements for adding players to teams. Team coaches or assistant coaches may have his/her child play “UP” an age bracket for personal convenience.
- Section 4** A newly formed team having selected a minimum of twelve (12) players and within the NJYS age requirements wishes to add a younger year player; for the purpose of completing its roster may do so only after:
- a) The Team has exhausted all attempts to attract eligible players in its calendar year.
 - b) Players in the calendar year which exhibit attitude or behavior that is detrimental to the Club or Team do not have to be counted as eligible players in an age group.
 - c) Informing the younger year player(S) that they may be released upon the formation of the NJYS calendar year team in the future. These rules may be waived upon petition to the Club Executive Board.
- Section 5**
- a) More than one team may co-exist in the same calendar year age group in each sex. The teams must co-exist without poaching players from one another’s team. The exception; if the player or Player’s parents wish to change teams during the season. The player or player’s parents shall discuss with the coach of the team presently registered that they wish to change teams. The player or player’s parent must submit in writing to

the Executive Board a request to move to a new team during the season. The Executive Board will address the request at the Boards earliest convenience. The executive Board must approve this change in order for the player to move to the other team.

- b) Player(s) carded in the club seeking to move up to an older age team or down to an age appropriate team during the carded season shall do the following: The player or player's parents shall discuss with the coach of the team presently registered that they wish to change teams. The player or player's parent must submit in writing to the Executive Board a request to move to a new team during the season. The Executive Board will address the request at the Boards earliest convenience. The executive Board must approve this change in order for the player to move to the other team.
- c) State or League rules may dictate the number of players that can be moved during the calendar year Season.

Section 6

Membership of any newly formed team will be determined by open tryouts (public notice should be given on two separate dates).

- a) New teams are defined as either:
 - i) A team-U7 age group for the upcoming spring season.
 - ii) Established team, U8 or above, previously NOT carded under the PPSC charter.
- b) Tryouts for new teams will be advertised:
 - i) Flyers to all Division III Recreation Soccer players when possible
 - ii) Local weekly newspaper (The Ocean Star),
 - iii) Local Daily newspaper (Asbury Park Press, Ocean County Observer)
 - iv) Flyers to all local elementary schools as follows;

Point Pleasant School District:

Nellie Bennett Elementary School

2000 Riviera Parkway
Pt. Pleasant NJ 08742

(732)-701-1900 x5205

Ocean Road Elementary School

Benedict Street

Point Pleasant, NJ 08742

(732)-701-1900 x4111

Point Pleasant Beach School District:

G. Harold Antrim Elementary School

Niblick Street

Point Pleasant Beach, NJ 08742

(732) 899-3737

St. Peters School

415 Atlantic Avenue

Point Pleasant Beach, NJ 08742

(732) 892-1260

Bay Head School District:

Bay Head Elementary School

145 Grove Street

Bay Head, NJ 08742

(732) 892-0668

Lavallette Head School District:

Lavallette Elementary School

105 Brooklyn Avenue

Lavallette, NJ 08735

732-793-7722

- c) Tryouts will be run by the Tryout Committee and Club coaches can be asked to volunteer to assist the Tryout Committee to run tryouts.
- d) Coaches, team management, and referees will be recruited by the club from the group of perspective player's parents. Unless a Coach has already requested to coach, and has been approved by the Executive Board, a prospective new Coach will be required to submit Coaching credentials and three character references.

- e) New team management will consist of:
 - i) Head Coach
 - ii) Assistant Coach
 - iii) Manager
 - iv) Treasurer
 - v) Club Representative
 - vi) One person cannot hold more than 2 positions. Head Coaches and Family Members are prohibited to hold Team Treasurer Position.
- f) New teams will inform the Executive Board of the management team
- g) New teams U-9 and below will initially join either Jersey Coast Youth Soccer League or Ocean County Recreational League. New teams U-10 and above shall initially join Jersey Coast Youth Soccer League or Monmouth Ocean Soccer Association.
- j) A newly formed team must exhaust all efforts in the recruiting area for players before going out of recruiting area.
- k) 50% of the team roster shall be from the recruiting area, except for Division 1 teams.

Section 7 If existing teams hold any tryouts for vacant positions; Teams should provide public notice of the tryouts; shall notify the Tryout Committee of the scheduled tryouts and also provide a copy of the notice to the executive board.

Section 8 All teams must be self-sufficient and are solely responsible for all incurred financial and contractual obligations. All teams will compile a team financial report (which shows all sources of Income and expenses) encompassing a period of twelve months ending June 30th, and submit it to the club financial committee no less than Sept 1st of that calendar year, a Copy of that report shall stay on file with the club for a period of 5 years.

Section 9 Player fees: Player fees will be determined each season by the Financial Committee and must be approved by a vote from the board at the June Meeting. Families with more than two children in the PPSC shall be charged a 50% discounted rate for a full year fee and a 50% discounted rate for a half year fee for the 3rd or more child. A full refund of the player fee will only be made within 10 days of receipt of the fee.

- Section 10** Player Fee Deadlines - All player fees are due at the time of registration. No player will be issued a NJYS card until the player fee is paid. No player will be rostered or issued a NJYS recreation insurance card until the player fee is paid. The player fee can be paid individually or paid from a team account.
- Section 11** Any team which owes outstanding fees, fines or fundraiser monies to the club may not register for the upcoming season. Failure to pay these obligations shall eliminate the team from competition for that season under the Club.
- Section 12** **Disbanded Teams**-any team no longer playing for the club must notify the Executive Board prior to disbandment and provide the Executive Board with proof of disbanded bank accounts, and a final team Treasures report; if A balance is remaining in the teams bank account, all monies are to be remitted into the clubs account.
- Section 13** All teams must be insured for medical coverage and liability coverage in Compliance with the New Jersey Youth Soccer Constitution.
- Section 14** All teams come under the authority of the New Jersey Youth Soccer (NJYS), United States Youth Soccer Association (USYSA), and United States Soccer Federation (USSF). It is the responsibility of the team coach to be aware of these obligations and responsibilities.
- Section 15** Each team shall participate in club organized fundraising activities which help defray the cost of maintenance and purchase of new equipment, materials, and training programs that are jointly used by all teams of the Club. Any team who chooses not to participate in this fundraising shall be assessed a fee determined by the executive board prior to the each event.
- Section 16** In addition to the club organized fundraising, each team is also allowed to perform there own fundraising activities except that the club reserves the right to terminate team fundraising activities deemed detrimental to the club.
- Section 17**
- a) Any year the Club hosts a tournament, each team shall be required to participate in whatever areas are needed. These duties shall be set forth by the Tournament Director and Tournament Committee. If help is needed to recruit teams to fill a particular age bracket, the club team or teams involved shall assist the tournament director in trying to locate teams to fill said bracket. If the bracket cannot be filled it would be beneficial to the Club if that team would offer volunteers, as not to put undue burden on the rest of the Club.
 - b) If no Tournament is conducted for the year, the monies should be added to the General Bank Account of the Club.

Section 18 When an existing team no longer has any carded New Jersey Youth Soccer (NJYS) coach willing or able to coach; the future of the team shall be decided at an Executive Board meeting; the Head Coach of the team shall notify the Executive Board prior to informing the parents and players of that team.

Section 19 Each team must have a representative at each club meeting. If a team representative is unable to attend a club meeting, they must notify the clubs Secretary prior to the scheduled meeting. Failure to do so will be considered a missed meeting.

- i) 1st missed meeting – 1st notification of missed meeting sent to Head Coach; a gentle Reminder is sent with warning.
- ii) 2nd missed meeting – 2nd Notification of missed meeting sent to Coaches and Parents; Coach sent 2nd Warning.
- iii) 3rd consecutive missed meeting – 3rd Notification of missed meeting sent to Coaches, and Parents. Team no longer classified “In Good Standing”.

b) After missing the third (3) consecutive meeting, the Coaches are required to attend a mandatory Executive Board disciplinary hearing to determine the appropriate action or dismissal.

c) Teams not participating in the season of play are recommended to attend the monthly meetings. However attendance at the June and December meetings is mandatory.

Section 20 Each team should provide two (2) certified working referees to be used during both seasons after they are in existence for one (1) season.

Section 21 **Codes of Conduct** – Each Player Member, Coaching Member and Family Member is required to sign an applicable code of conduct agreement with the Club in order to be in good standing.

Section 22 **Kids Safe Program**-Every person wishing to apply for a position as a coach or program administrator with New Jersey Youth Soccer (NJYS) must complete Employment/Volunteer Disclosure Statement. In addition, every employee/volunteer of New Jersey Youth Soccer who at any time could be expected, in the performance of his/her duties, to be alone with any registered player for any length of time must have on file a completed Disclosure Statement. Coaches include head coaches, assistant coaches, substitute coaches, team trainers, and team officials.

Section 23 **Scholarships** – The fundraising committee in coordination with the Executive Board shall on an annual basis recommend to the club for approval the number

and dollar value for club scholarships. At a minimum there shall be at least one eligible scholarship for a boy and girl candidate at Point Pleasant Borough High School and Point Pleasant Beach High School. The scholarship selection criteria shall be established by the fundraising committee and approved by the Executive Board.