

Cheektowaga Soccer Club

Bylaws

Effective: May 1, 2014

Article I - Organization and Purpose

1. **Name** The group shall be known as the Cheektowaga Soccer Club (CSC), a New York State not-for-profit organization.
2. **Purpose** The purposes of CSC are:
 - a. To teach, promote and advance amateur soccer in Cheektowaga for youth up to the age of 19.
 - b. To foster good sportsmanship and to promote fun while participating in soccer by applying the motto, "Play and grow through soccer".
 - c. In order to achieve these purposes, CSC shall proscribe rules and standards for competition, coordinate and administer local competition and matches and provide administrative, coaching and training services for amateur soccer athletes.
3. **Affiliation** CSC shall be a member of the Buffalo and Western New York Junior Soccer League (BWNYSJL), an affiliate of the New York State West Youth Soccer Association in conjunction with US Youth Soccer and the US Soccer Federation (USSF), and other organizations as deemed appropriate by the Board of Directors. In consequence of that affiliation, CSC members, players, coaches, and personnel shall adhere to rules, regulations, and bylaws of those associations to the extent applicable to their activities connected with CSC, as follows:
 - a. **Membership:** The membership of the CSC shall be open to any soccer players, coaches, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the USSF Bylaws.
 - b. **Governing Documents:** The USSF articles of incorporation, bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of the CSC to the extent applicable under state law, and the CSC will abide by those articles, bylaws, policies and requirements.
 - c. **Hearing and Appeal Procedures:** The CSC will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, and NYSWYSA, and the CSC may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA bylaws and policies. The Federation's Appeals Committee shall have Jurisdiction to approve, modify or reverse a decision. A decision rendered by the CSC or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee unless the Committee otherwise ordered. The decision made by the CSC or the NYSWYSA may be upheld, revised, or reversed and remanded

Article II - Membership and Meetings

1. **Nondiscrimination Policy** This Club shall not discriminate against any individual or group of individuals on the basis of race, color, age, sex, religion, national origin or sexual orientation.
2. **Membership** A voting member is defined as a parent or guardian of a player currently playing for a CSC team, either in the House or Travel Program. A coach or manager is a member also, if not already by nature of being a parent or guardian of a player.
3. **Termination of Membership** The membership of any member shall be terminated or upon the member's expulsion by the Board. On termination of membership, any right, title, or interest of the member in or to the property and assets of the association shall cease, including refunds of any fees.
4. **Suspension and Expulsion of Members:**
 - a. Grounds for Suspension or Expulsion: Any member may be suspended or expelled from the CSC for willful infractions of the CSC Bylaws or Policies and Procedures, or for acts of conduct that the Board may deem disorderly, injurious, or hostile to the interests or objectives of the CSC. The Board must give notice to such offending member of the proceedings against him or her and he or she is provided an opportunity to be heard in their own defense. No person who has been expelled from the Club may have a new membership considered for a period of less than two (2) years. Reinstatement must go before the Executive Board.
 - b. Initiation of Suspension or Expulsion: Proceedings under this section shall be initiated by resolution of the Board. On adoption of the resolution or receipt of the complaint, as the case may be, the Board shall schedule the matter to be heard at the first regular, or a special, meeting of the Board. The secretary shall deliver to the accused member, at least five (5) days prior to the date of the hearing, a copy of the time and place of hearing.
 - c. Hearing: The President or Vice President shall preside at such hearing and shall read the charges against the accused member. Such member shall be allowed to make a statement on his or her own behalf, question opposing witnesses, and call witnesses on his or her own behalf.
 - d. Determination of Hearing: The Board may, by the affirmative vote of a majority of its members, request the offending member to resign or expel or may suspend the member for a period of time deemed appropriate by a majority of the Board.
Proceedings: All such proceedings shall be in compliance with the requirements of US Youth Soccer, the USSF and the NYSWYSA.
5. **Meetings**
 - a. Annual Meeting: The Annual Meeting of the CSC for the election of the members of the Board and the transaction of the general business of the Club shall be held during the month of May at a time and place to be determined by the

Executive Board. Notice of the Annual Meeting, including starting time, location and agenda shall be communicated to the membership no less than ten (10) days in advance thereof.

- b. **Special Meetings:** Special meetings may be called at any time by the President or on written request of a majority of the Board or at least 10% of the entire membership of the CSC. In the absence of the President, the Vice-President or Secretary may call the meeting. Ten (10) days' notice of any special meeting must be given to the members of the CSC. The notice must state the starting time, location and agenda of the meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
- c. **Quorum:** The presence of at least 10% of the voting members shall constitute a quorum at meetings of the CSC or if no members are present, a majority of board members. Each member is entitled to one vote and may vote by proxy by sealed ballot through any Executive Board member.

Article III - Executive Board

1. **The Executive Board as Governing Body:** An Executive Board shall govern the organization. The Board shall have the power to adopt such policies and authorize such actions as it shall determine to be appropriate for the furtherance of the stated purposes of the association.
2. **Composition and Term of Service:** The Executive Board shall consist of all the Club officers plus a Registrar, House League Coordinator, Travel League Coordinator and two Delegates-at-Large. Delegates-at Large shall have full voting rights and be responsible for tasks as deemed appropriate by the Officers of the Club. The term of all Board members shall be two years, with the term commencing on June 1 and ending on May 31. The President and Treasurer shall be elected in odd-numbered years, and the Vice President and Secretary shall be elected in even-numbered years. The House League Coordinator, Travel League Coordinator and Delegate-at-Large One shall be elected in odd-numbered years, the Registrar and Delegate-at-Large Two shall be elected in even-numbered years.
3. **Election to the Board:** The Vice-President, or in his/her absence, such person as designated by the President, shall supervise the election of the Board held at the Annual Meeting. All votes are to be cast on an official ballot prepared by the Vice President. A plurality of votes cast will be required to elect. If a club member, who is nominated for office, is not present at the Annual Meeting, a letter of acceptance must accompany the nomination. Any member may submit nominations during the March and/or April monthly meetings. A person may be nominated from the floor at the annual Meeting. A paper ballot will be available for the annual meeting to cast votes. Vacancies occurring on the Board will be filled until the next annual election by vote of the remaining members of the Board.
4. **Insignia, Colors, Badges and Flags:** The Board may adopt insignia, uniform styles, colors and emblems, and flags for the CSC, as it deems suitable.
5. **Meetings of the Board of Directors:**
 - a. **Regular Meetings:** Regular meetings of the Board shall be held monthly, when possible, on a day deemed most suitable by the Executive Board - at a time and place designated by the Board. The President or Vice President shall set the agenda for all regular meetings.

- b. Special Meetings: The President or a majority of the Executive Board may call a special meeting of the Board at any time. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
- c. Notice of Meetings of the Board: The Secretary, or the person or persons calling the meeting, shall notify all Board members of the date, time, place and agenda for all regular and special meetings at least ten (10) days in advance of the meeting.
- d. Quorum: A simple majority of the Board members shall constitute a quorum for the transaction of business at all meetings of the Board.
- e. Attendance: Any member of the Board who is absent from three (3) consecutive meetings without justifiable excuse may be removed from the Executive Board and any office held by a two-thirds majority vote of the Board.

Article IV – Officers and Duties

1. **Designation of Officers**: The Officers of the Club shall be the President, Vice-President, Treasurer, and Secretary.
2. **President**: The President shall be the Chief Executive Officer of the Club, shall preside at all meetings and create all committees, shall appoint chairpersons to all committees within the Club, shall oversee the daily operation and running of the Club. The President may co-sign approved checks with the Treasurer.
3. **Vice-President**: The Vice-President shall perform the duties of the President in his/her absence, and shall also work with the President on such affairs of this organization as Intra-Club tournaments or play, league participation, and public relations. He/she shall perform such other duties as are usual to the office or as requested by the President. He/she may co-sign approved checks with the Treasurer, shall supervise the Board elections at the Annual Meeting.
4. **Secretary**: The Secretary shall record the minutes of all meetings, keep records of those present, and supervise correspondence. He/She shall be responsible for past minutes and submit copies of the minutes of all Board meetings to the Board members before the next meeting. Board minutes will be available to members of the Club, after being accepted by the Board. Minutes of membership meetings will be made available to and approved by the membership. All minutes and changes must be dated and housed permanently. The Secretary shall maintain a copy of current Bylaws and Policies and Procedures.
5. **Treasurer**: The Treasurer shall collect all dues and registration fees, shall be responsible for the deposits of all monies of the Club in a bank account authorized by the Executive Board, shall keep detailed accounts of the income and expenditures of the Club, shall submit monthly reports at each regular meeting, and shall pay all bills approved by the Club. The Treasurer shall be bonded unless this requirement is waived by the Club, and shall also be responsible for insurance coverage.
6. **Registrar**: The Registrar is responsible for adding all players for house and travel programs to Roster Pro. All player registrations shall be completed by the player's first practice, but no later than the player's first game.
7. **House League Coordinator**: The House League Coordinator shall organize any recreational programs run by the Club, including the placement of players on teams and the assignment of coaches and referees.

8. **Travel League Coordinator:** The Travel Coordinator shall organize any travel programs through BWNYJSL. The Travel Coordinator shall attend BWNYJSL meetings and report the proceedings to the Club at the next board meeting.

Article V – Amendments

1. These Bylaws may be amended by the Executive Board by a two-thirds vote of the entire Board. Any proposed amendments must be read to the Board at two consecutive regular meetings and reported to the membership of the Club at the annual Meeting. These Bylaws may also be amended by a two-thirds vote of the membership present at an Annual Meeting. A notice of a proposed amendment must be included with the notice of a meeting.
2. The Bylaws shall be reviewed on a regular basis at least every 2 years.
3. The Board shall adopt and approve all changes to the CSC Policies and Procedures. Any changes to the Policies and Procedures must be reported and approved at any regular meeting and will be deemed effective immediately upon approval by the Board.

Article VI - Dissolution

This Club may be dissolved by the vote of a simple majority of its members. In the event of dissolution, the property of the association shall be distributed by transfer to other such non-profit organizations as the Executive Board shall determine by resolution.

Previous Bylaws (recommendation is to not include them in the 2014 revision)

Title	Even Year	Odd Year
President		X
Vice President	X	
Treasurer		X
Secretary	X	
Travel Coordinator		X
House League Coordinator		X
Registrar	X	
Equipment & Facilities Coord.	X	
Webmaster	X	
Concessions Director	X	
Director of Public Relations		X
Board Member		X
Board Member	X	

- a) The Board of Directors shall approve the President's appointments of all chairpersons of all committees after each annual meeting. Committee suggestions include but are not limited to:
 - (1) Organizational
 - (2) Publicity
 - (3) Finance
 - (4) Club tournaments/special events
 - (5) Equipment
 - (6) Playing fields/gyms
 - (7) Committee rules

- b) The Board of Directors may appoint a Club Soccer Director who will serve as a non-voting member of the Board. Rights and responsibilities of the Club Soccer Director shall be determined as established by the Board of Directors.
- c) Vacancies in any office shall be filled, to finish the annual term, by nomination and majority vote of the Board of Directors attending the meeting following the vacancy. Vacancies will be based on formal resignation, or as defined in Section 8G.
- d) If deemed appropriate, the President may form Ad Hoc Committees for the benefit of the Club.

3. Officers & Board Members

- a) The President shall preside at all meetings and shall represent the Club at various community meetings including the Maryvale Schools, Cheektowaga Central Schools, Cleveland Hill Schools, Depew School District and Cheektowaga-Sloan School District, and the Buffalo and Western New York Junior Soccer League. He/she shall, with the approval of the Board of Directors, appoint all committee chairpersons and any delegates representing the Club. He/she shall be a member ex-officio of all Club Committees. He/she shall be a signer, as needed, of Club checks.
- b) The Vice President shall assist the President in the administration of the Club and shall exercise the powers of the President in his/her absence. He/she shall be a Chairperson of one Club Committee. He/she shall be a member ex-officio of all Club Committees.
- c) The Treasurer shall keep detailed account of all moneys received and spent. He/she shall pay all bills, as they come due. He/she shall provide regular, written records to the Board, including an annual financial report. He/she shall maintain a checking account in a local bank and all expenditures shall be made by check in order to have a legal record of payment. He/she shall be a signer of all Club checks. He/she shall act on behalf of the President or Vice President in their absence.
- d) The Secretary shall keep a record of all minutes of all meetings. He/she shall take care of all Club correspondence. He/she shall be a member ex-officio of all Club Committees. The Secretary shall be responsible for turning over all records to the new Secretary. Records will be maintained for seven years. The current Secretary shall house the records.
- e) The Travel Coordinator shall attend outside meetings (i.e. BWNYJSL) regarding leagues that are not run by our soccer club. If unable to attend, the Travel Coordinator shall have another board member attend, as BWNYJSL Board rules require a representative from each club to be at league meetings or a fine may be incurred on the Club. He/she shall oversee the training and recruitment of travel league coaches, the placement of players, and travel team registration with outside organizations.
- f) The House League Coordinator shall organize any programs that are run by the Club, including the placement of players and teams, and the assignment of coaches and referees. He/she is responsible for the following duties: setting up registration dates and locations, assigning volunteers for registration, collecting player applications and sportsmanship policy, and collecting application fees. He/she will be responsible for organizing any training necessary for coaches within the House Leagues.
- g) The Registrar is responsible for coordinating all player registrations including: adding players to our database and making sure that each player is insured by registering them through Roster Pro. Player registration should be done prior to the player's first practice. The Registrar will provide the House League Coordinator and the Travel League Coordinator with a list of registered players before each soccer session.

4. Annual Meeting

- a) A general membership meeting shall be held each May.
- b) One or more of the officers and committee chairpersons will present an annual report. A financial report shall be included.
- c) Nominations for Board of Directors, including officers, shall be done prior to the Annual meeting. Elections and any other voting shall be decided by a simple

plurality of those present. A plurality of the voting members present is required for election.

5. Board Meetings

- a) The Board shall determine board meetings. Typically, board meetings shall be monthly, but may be more or less frequent if so determined by the Board.
- b) All meetings should include:
 - (1) A review of the minutes from the previous meeting
 - (2) Presentation of a current financial report
 - (3) Reports from active committees and board members
 - (4) Old and new business
- c) Meetings shall be presided over by the President. The Vice President or Treasurer may preside in the absence of the President.
- d) The President may call a special meeting to address matters that need immediate attention. At least one week notice must be given either by telephone, email, in writing or in text messaging.
- e) Authority to transact emergency business. When a majority of the Board determines that matters of business require the action of the entire board, at sometime when a meeting is not deemed advisable or feasible, such business may be transacted by other means of communication, such as mail, telephone, email or fax.
- f) Meetings shall be conducted under the rulings of the latest Roberts Rules of Order.

6. Finance

- a) The funds of the Club shall be used to further the purpose expressed in “Section 2 – Purpose” of these By-laws. Only the Treasurer, upon the approval of the Board of Directors, shall disperse them. The President and/or Vice President are allowed to spend up to \$250 without board approval.
- b) A report of monthly revenue and expenditures shall be made to the Board by the Treasurer at each regular meeting.
- c) No member of the Club shall have any legal or equitable ownership in any of its funds or property.
- d) In the event of dissolution of this Club, all the remaining assets and property of the Club shall, after necessary expenses are met, be distributed to such organizations that qualify under pertinent tax laws and which fit the same or similar purpose of the Club.

7. Amendments

- a) These By-laws may be amended at any board meeting, special meeting of the Club or annual meeting by a vote of two-thirds of the voting members present, provided that notice of the proposed amendment has been stated in the notice of the meeting. All amendments shall be read into the minutes in two consecutive meetings prior to a vote.

8. The By-laws of New York State West Youth Soccer Association shall be referenced if the By-laws of the Club do not address a specific topic.