

Neah Bay Soccer Club



CONSTITUTION

Approved 01/23/08

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ARTICLE I. NAME AND OBJECTIVE

- Section A. The name of this organization shall be Neah Bay Soccer Club, hereinafter referred to as the Club.
- Section B. The Club is and shall be nonprofit, nonsectarian and nonpartisan.
- Section C. The purpose of this Club shall be to develop, promote and govern the game of soccer within the boundaries of the Neah Bay School District, Clallam County, State of Washington; also, to provide a vehicle through which youth may expand their education and knowledge about the game of soccer beyond that which each might do individually.
- Section D. It is the Club's objective to provide a program of well-organized stability for the youth participating, and to encourage interested volunteer adult leadership to share their time and effort on behalf of the program. Rules and regulations adopted by this Club are made with safety, physical and emotional factors in mind.
- Section E. This Club shall be governed by its Bylaws as adopted in 2008, and OYSA Rules and Regulations. The business of this Club will be carried out by the Board of Directors of this Club, hereinafter referred to as the Board.

ARTICLE II. MEMBERSHIP

- Section A. The membership of this Club shall consist of the parents and guardians of all of the properly registered players, the coaches and any other interested citizens of the community approved by the Board.

ARTICLE III. THE BOARD AND ELECTED OFFICERS

- Section A. The Board will consist of the elected officers.
1. The elected officers will consist of a President, VP of Administration, VP of Competition, Vice President of Development, Secretary, Treasurer, and Registrar.

ARTICLE IV. ELECTION OF OFFICERS

- Section A. These officers shall be elected from within the members of the Club and shall be elected at an Annual General Meeting, for a term of two (2) years.
1. The President, Vice President of Competition, and Treasurer shall be elected on odd years.
 2. The Vice President of Administration, Vice President of Development, Secretary and Registrar shall be elected on even years.
- Section B. The duties of the elected officers are as follows:
1. President
 - a. Preside over all Club and Board meetings.
 - b. Appoint Chairpersons for committees as designated by Club Bylaws and Rules and Regulations.
 - c. Appoint from the Club membership a person or persons to fill the vacancy of any officer who, for any reason does not fulfill his/her term of office.
 - d. Sign orders on the Treasury.
 - e. Assist the Club registrar in the registration of teams and players throughout OYSA.
 - f. Annually, President will collect individual board member reports and create and submit collective club report to OYSA in December of each year.

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- g. President will organize and chair all coaches meetings, including, spring and fall; ensuring all board members prepare and deliver information to all perspective coaches.
- 2. Vice President of Administration
 - a. Preside in the absence of the President, and serve as an aide to the President.
 - b. Sign orders on the Treasury in the absence of the President.
 - c. Assume the office of President if the office is vacated.
 - d. Coordinate joint efforts between the Club and the other clubs affiliated with OYSA and District IV.
 - e. Represent the club at all scheduled OYSA meetings.
 - f. Serve as a member of the Bylaws Revision Committee.
 - g. Review duties with each newly elected Board Member.
 - h. Publicize all club activities thru local venues, i.e. Website, Newsletters, Newspaper, etc.
 - i. Is manager of website as creator or liaison with volunteer website manager ensuring all club status and information is updated regularly.
 - j. Monitor the WSYSA Risk management status of all club volunteers.
 - k. In November, annually provide board member report to club President
- 3. Vice President of Competition
 - a. Attend Annual OYSA and District IV scheduling meetings and perform the preparation of match schedules as required with the Club Registrar.
 - b. Provide all materials received from OYSA and District 4 to coaches at season coaches meetings.
 - c. Coordinate the assignment of referees for all matches that will not be covered by the local Referee Chapter.
 - d. Acquire fields and be the liaison between the Club and Neah Bay School District. Ensure that fields are reserved through Neah Bay School District (NBSD) and Tribal Center for Spring League, Fall League, and post season championship play as necessary.
 - e. Ensure that fields, goals, nets, paint, and liners are available for Neah Bay SC teams for practices, games, and sponsored tournaments.
 - f. Ensure that gym time is obtained through NBSD for Winter Indoor soccer practice, (if available).
 - g. Maintain schedules for team games and practice times and locations.
 - h. Coordinate work parties for requested maintenance of fields and/or equipment, i.e. fill holes with topsoil, sod replacement, repaint goals, etc. and ensure Sani-cans are ordered and maintained during required activities.
 - i. Ensure that goals are repaired and re-welded as needed and kept in safe condition.
 - j. Order field paint, goals, nets, and liners as needed within budget.
 - k. Recruit field marshals for season layout and field painting as needed for league games.
 - l. Shall review on-line scorekeeping and standings for all Neah Bay teams, ensuring prompt submittal of game results.
 - m. Communicate any referee's reports on ejections to the Club President.
 - n. Review and maintain final league standings.
 - o. In November, annually provide board member report to club President
- 4. Vice President of Development
 - a. Establish and administer a Player Development Program for Board approval in March for the following season.
 - b. Recommend to the Board player camps at all levels and advertise to the club.
 - c. With the Mod Coordinator and Select Program Coordinator, organize and schedule a Select Program information meeting for current U-10 players, parents, and coaches; annually each November.

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- d. Annually review fall season development program. Make recommendations to the board for changes. Create and use a participant survey as needed.
 - e. Add step 4.d – Annually organize and schedule for early September, a coaching developmental/motivational session
 - f. In November, annually provide board member report to club President
5. Secretary
- a. Keep an accurate and official record of all meetings and distribute to the Board prior to the next Club meeting.
 - b. Be responsible for all correspondence of the Club.
 - c. Arrange for meeting place for all Club Business meetings and give notice of all meetings as stipulated in the Club Bylaws.
 - d. Remind Board members of all scheduled meetings.
 - e. Send out e-mail to all coaches for Coach Training and Information meetings and team representatives for Club business meetings prior to September, October, and November meetings.
 - f. Each August the Secretary will apply for new Certificates of Insurance through the OYSA Secretary. Each September, the Secretary shall receive from WSYSA via the OYSA Secretary, a copy of the WSYSA insurance policy; and distribute copies to the Neah Bay School District, the President and the VP of Competition.
 - g. Create and distribute (on the clubs website and intranets,) a Club Calendar for the Board, Coaches, and Volunteers. The Secretary shall work closely with the various Board Members to actively advertise club activities and schedules.
 - h. Calendar is to include the following:
 - 1. Beginning Coaches meetings and Coaches Training and Information meetings for the months of September, October and November.
 - 2. All scheduled Club meetings
 - 3. All OYSA meetings.
 - 4. Coaches Training Dates.
 - 5. Deadlines for proposals to be submitted for Club approval.
 - 6. Nominations for People of the Year.
 - 7. Uniforms and equipment disbursement and return dates.
 - i. In November, annually provide board member report to club President
6. Treasurer
- a. Receive and issue receipts for all monies of the Club.
 - b. Keep an accurate written record of all financial transactions, according to the Club Bylaws, Rules and Regulations, and Board of Directors, and present a monthly report.
 - c. Co-sign all orders on the Treasury.
 - d. Maintain bonding insurance as required on financial co-signers.
 - e. Review board member budget status, adjust and provide at the October Club meeting a proposed budget for the next year.
 - f. Prepare and maintain yearly state and federal forms which establish the Club as being a non-profit youth organization.
 - g. Provide books and financial records for annual audit to committee assigned by President.
 - h. In November, annually provide board member report to club President
7. Registrar
- a. Be in charge of the on-line registration program, and handle all registration of teams and players through OYSA. Be the club liaison with the on-line registration vendor, ensuring all required changes are completed in a timely accurate manner.
 - 1. Provide to VP of Publicity and Fundraising information to advertise for Fall and Spring registration.
 - a) Put articles in all grade school, junior high, and high school newsletters
 - b) Place ad in local papers, and advertise on club website

2. Roster teams – during registration monitor teams, alert coaches/parents to potential problems.
3. Handle phone calls placed to the Club phone number.
- b. Provide a list of possible coaches to the VP of Competition for filing coach vacancies.
- c. Assist President in preparation of Coaches meetings.
 1. Have team rosters and medical releases for all teams.
 2. Have all materials received from OYSA at scheduling meeting.
- d. Maintain communications with OYSA registrar and ensure that final registration information is updated.
- e. Record verification of age of players.
- f. Maintain a record of injury claims.
- g. In November, annually provide board member report to club President

ARTICLE V. MEETINGS

- Section A. An Annual General Meeting shall be held on or before November 30th of each calendar year.
1. The purpose of the Annual General Meeting will be for the election of officers, consideration of proposed amendments to this Constitution, and proposed resolutions.
 2. Only proposed amendments that have been properly submitted in compliance with Article VI of this Constitution shall be considered at the Annual General Meeting.

ARTICLE VI. AMENDING THE CONSTITUTION

- Section A. Proposed amendments must be submitted to the Secretary of the Club at the August monthly business meeting for consideration by all affiliated teams.
- Section B. To be approved, the amendment must pass by a two-thirds (2/3) vote of all members present at the Annual General Meeting.