

CENTRAL SUSQUEHANNA SOCCER CLUB INC.

CONSTITUTION

AND

BY-LAWS

DATED: January 6, 1997

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the "Central Susquehanna Soccer Club, or CSSC", a non-profit organization with its principal place of business at Danville, Pennsylvania.

ARTICLE II: PURPOSE AND INTENT

The purpose of the CSSC shall be to promote, foster and perpetuate the game of soccer for boys and girls. It seeks to provide competition for its league and tournament teams in accordance with the highest standards of good sportsmanship and fair play. Teams shall be selected from players primarily, but not exclusively, from the greater Susquehanna Valley area.

ARTICLE III: AFFILIATION

This club shall be affiliated with the Federal International de Football Association (FIFA), the United States Soccer Federation (USSF), and the Eastern Pennsylvania Youth Soccer Association (EPYSA). Further, the organization shall possess and exercise supreme governmental control and representation of the game, except in those matters reserved by or granted to FIFA, USSF, USYSA and EPYSA, and the leagues in which we participate.

ARTICLE IV: MEMBERSHIP

1. Membership will not be restricted by virtue of race, color, sex, creed, religion, financial status, national origin, or ethnic group.
2. The CSSC shall be composed of both male teams and female teams sanctioned by the organizations named in Article III.

ARTICLE V: BOARD MEMBERS AND OFFICERS

1. The ^{directors} ~~officers~~ of this club shall compose the Board. The Board shall consist of, but not limited to, the following: ^{selected officers} President, (Director) Vice President, Secretary, Treasurer, Coach Administrator, Games Commissioner, Purchasing Agent, ~~Publicity Agent~~ Registrar, Fields Commissioner, Referee Coordinator, and Fundraising Coordinator.

↳ the following positions are appointed by the Exec. Comm. (The 4 elect. officers.)

2. All officers shall serve a term of one (1) year or until their successor assumes office. Officers may be re-elected.

3. Duties of the Board:

- A. To authorize and approve all budgets.
- B. To serve as an Executive and Administrative decision-making body.
- C. To act as a grievance committee in the event of such a need.

4. Duties of the Officers:

A. **PRESIDENT**

- 1. To preside at all Club and Board meetings.
- 2. To serve as an "ex officio" member of each standing and special committee.
- 3. To sign all legal documents and papers.
- 4. To perform all duties normally associated with the office of the President.

B. **DIRECTOR (VICE PRESIDENT)**

- 1. To act as Secretary in the absence of the Secretary at any club meeting.
- 2. To assume the responsibilities and authority of the President in the absence of the President.

C. **SECRETARY**

- 1. To establish, keep and maintain a record (minutes) of all meetings of the club and Board.
- 2. To keep a record of the voting representatives and alternates for each officer.
- 3. To keep a record of attendance at club meetings and officer attendance at Board meetings.
- 4. To maintain the official copy of the club Constitution and By-laws.
- 5. To conduct the election of club officers.

6. To handle all duties normally associated with the office of Secretary.
7. Will be knowledgeable of and maintain copies of the Constitutions and By-laws of all the Associations, Federations, and leagues to which CSSC is a member.

D. TREASURER

1. To account for all expenditures and to deposit all income of the club.
2. To establish and maintain financial records and books.
3. To pay all authorized obligations and bills of the club.
4. To present a financial report at all general and Board meetings.
5. To sign all financial documents and checks.
6. To oversee fundraising events.

E. COACH ADMINISTRATOR

1. To represent the Club coaches at all general and Board meetings.
2. To provide the club with incentives to further the level of coaching skills and report these to the Board.
3. To keep coaches apprised of coaching clinics, camps, etc.

F. GAMES COMMISSIONER

1. To direct, develop, and coordinate club game schedules, play-offs, etc., and collect scores for all league games, to relay that information to the appropriate league representative and the Club Publicity Chairperson.
2. To organize a system whereby club standings can be assembled and publicized.
3. To develop and maintain a schedule for all fields for team practices and games, including make-ups, playoffs, etc.

G. PURCHASING AGENT

1. To review and price uniform pieces and report to the Board.
2. To organize and oversee the ordering of uniforms at registration and during the year.
3. To place the order with a designated supplier.
4. To oversee distribution of uniforms to CSSC coaches.

5. To purchase club equipment including, but not limited to, balls, goals, paint etc.

H. PUBLICITY AGENT

1. To publicize club standings to appropriate organizations, such as EPYSA, newspapers, etc. according to that deemed appropriate by the Board.
2. To properly publicize open tryouts as set forth as prescribed in the By-laws.

I. REGISTRAR

1. To develop and maintain a record (roster) of all members, including addresses and telephone numbers.
2. To organize and run the registration of the member club league teams.

J. FIELDS COMMISSIONER

1. To organize and maintain a schedule for upkeep of all fields.
2. To secure safety at all field sites.

K. REFEREE COORDINATOR

1. To develop and maintain a roster of certified referees from the local area.
2. To work with the leagues in the assigning of referees for all local CSSC games.
3. To determine an incentive program to insure growth of the pool of referees.
4. To assist in the recruiting of new referees.
5. To provide referees with knowledge of referee clinics, camps, etc. to further develop their levels.

L. FUNDRAISING COORDINATOR

1. To develop ideas for raising revenues for the club.
2. To report to the Board such findings.

3. To set up and oversee all fundraising programs.

ARTICLE VI: CASTING VOTES

1. Each elected officer shall be permitted one (1) vote.
2. The presiding officer shall not be permitted to vote except to break a tie vote. This officer shall, however, be allowed to speak concerning the matters being considered.

ARTICLE VII: MEETINGS

1. Club meetings shall be conducted at a minimum of once per month at a location and time determined by the Board.
2. Special meetings of the club may be called by the President.
3. A quorum will consist of a minimum of ^{1/3} ~~one-half (1/2)~~ of the board members. For special meetings, an attempt must be made to contact all board members.

ARTICLE VIII: NOMINATION, ELECTIONS, AND FILLING VACANT OFFICES

1. Nominations for candidates for club officers will be presented by the Nominating Committee.
2. Elections shall be conducted by secret ballot at the January meeting by the board members. In the event of a tie vote, the presiding club President will cast his/her vote to determine the elected officer. The ballots will be counted by the President and the Secretary.
3. Filling vacancies of the club officers shall be conducted in a similar manner at the next monthly meeting following such a resignation.
4. The term of office shall be for one (1) year, from January 1 through December 31.

ARTICLE IX: GRIEVANCE COMMITTEE AND APPEALS

1. The Grievance Committee shall be comprised of one (1) Board member and two (2) active CSSC coaches appointed to the committee by the board.
2. The Grievance Committee will take prompt action on written appeals and protests from authorized representatives and/or from referee reports.

3. The Grievance Committee shall not honor any protest, complaint reports, or effect any decision that would result in any violation of the club's Constitution and By-laws.

4. Any ruling or decision by the Grievance Committee may be subject to appeal. In the event of such an appeal, the matter will be brought before the Board at the next monthly meeting and voted on by all Board members. Such an appeal must be received in writing by the club President two (2) days prior and requires a two-thirds (2/3) vote of Board members to overrule the Grievance Committee's decision.

ARTICLE X: DUES

1. Semi-annual and/or annual membership fees may be established by the Board with the approval of two-thirds (2/3) of the Board members present. The failure of any player to pay any established membership fee within thirty (30) days shall cause immediate forfeiture of membership without legislative formality.

BY-LAWS

ARTICLE I: PREFACE

The highest standards of good sportsmanship and fair play shall be followed both on and off the field of play by both coaches and players.

ARTICLE II: TEAMS

It is the intent of the club to select players primarily, but not exclusively, from the greater Susquehanna Valley Area.

ARTICLE III: PRIMARY PASS

Every player shall be encouraged to play at the highest level in order to improve his/her level of skill. However, in order to play in this Club, a player should be enrolled into the club with a primary pass. This in no way prohibits any player from enrolling with another team with a secondary or guest pass. The primary purpose is to continue to enhance and improve the quality of the club. The Board reserves the discretion to approve a secondary pass for an individual player.

ARTICLE IV: TRYOUTS

1. In order to develop a team from any of the age brackets, there needs to be tryouts. The tryouts shall be headed by the age bracket coach and his/her assistants. If a coach is unidentified, the Board will select coaches to run that specific age tryout. There will be two (2) scheduled tryout dates at least seven (7) days apart for those tryouts.
2. Existing club teams must have tryouts at least annually.
3. At the sign-up for a tryout, each player, in writing, will prioritize which team(s) he/she is vying for. After the tryout, if there is a conflict with team assignment, the involved coaches will resolve the issue to their mutual satisfaction. If the coaches cannot resolve the conflict, then the Board will review the assignment and issue a decision as to the assignment.
4. Efforts will be made to include all players who attend tryouts (to eliminate the cutting of players), by expanding the club by single year increments, if possible.

ARTICLE V: TOURNAMENTS

1. The club shall allow two (2) classifications of teams:
 - A. Tournament teams
 - B. Club teams

ARTICLE VI: CANCELLATION OF GAME

1. A coach and/or his delegate in concert with the opponents coach and/or delegate cannot on their own cancel a game. League rules will be followed and shall prevail. In addition, the CSSC Games Commissioner must be notified.
2. In the event that both teams arrive at the field and find it not playable or some other emergency arises, the referee shall determine if the game should be postponed.
3. All games shall be played at the designated location and scheduled time unless changed by the Games Commissioner. Changes of location and/or scheduled times shall be decided by the Games Commissioner within one (1) week after postponement. Any postponed game shall be rescheduled according to league protocol. The CSSC Games Commissioner shall notify the Referee Coordinator of the new date, time and field.
4. A game is forfeited when either team fails to field seven (7) players within fifteen (15) minutes after the scheduled start of a game or according to league protocol.

ARTICLE VII: REPORT OF GAME RESULTS

It will be the responsibility of each coach/delegate to contact the CSSC Games Commissioner with game scores in order to document an appropriate record and also give information to local newspapers.

ARTICLE VIII: PLAYING TIME

Playing time for individual players is solely at the discretion of the team coaching staff.

ARTICLE IX: ORDER OF BUSINESS

The following is the order of business at the regular club meetings.

- A. Roll call

- B. Minutes of previous meetings
- C. Communications
- D. Committee reports
- E. Financial reports
- F. Unfinished business
- G. New business
- H. Miscellaneous items
- I. Adjournment

ARTICLE X: CHANGES OF BY-LAWS

Notice must be mailed to all Board Members indicating the date, time, and location of the next scheduled meeting wherein changes of the existing By-Laws will be voted on. Along with the Notice, Board Members shall receive a copy of the proposed changes to the By-Laws. Board Members in attendance at the meeting shall cast one (1) vote. No proxy votes will be allowed.

2/3 of Board members

*Additionally a change in by-laws requires 70% vote
(the President votes on changes in by-laws) current director
17 of the 10 voting members*