



CONSTITUTION

I. PURPOSE

The purpose of the Ottawa Soccer Club (known hereafter as OSC) is to provide the youth of Ottawa, and surrounding communities, the best possible soccer learning experience. OSC focuses on developing basic skills, fitness, sportsmanship, and a love for the game of soccer. OSC is established as a Not-for-Profit organization.

II. OPERATIONAL YEAR

The league shall operate from August 1 through July 31 each year.

III. AFFILIATIONS

The OSC shall be an affiliated league of and comply with the authority of the Illinois Youth Soccer Association (IYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Association (USSF) and the Federation Internationale de Football Association (FIFA).

IV. OFFICERS

The officers of OSC shall consist of the President, Vice President, Treasurer and Secretary. All officers shall be elected by the OSC Board of Directors.

V. BOARD OF DIRECTORS

The Board of Directors shall consist of the Officers and Directors. Directors shall be elected by the Members of OSC.

- A. **Authority:** The Board of Directors shall have the authority to conduct all business of OSC, select a representative to the IYSA, and amend the Constitution/Bylaws of OSC.
- B. **Term:** The Term of each Officer and Director shall be for three (3) years, with elections held in a staggered manner in which approximately 1/3 of positions are up for election each year. The Term shall begin at the Annual Meeting and conclude at the beginning of the Annual Meeting following the third anniversary. Officers and Directors may serve consecutive terms.
- C. **Quorum:** A quorum of the Board of Directors shall consist of 50% of the sitting Officers and Directors.

VI. MEMBERS

Members of OSC shall consist of the parents, and/or guardians, of registered players, registered coaches, Directors, and Officers, providing they are at least 18 years of age.

VII. MEETINGS

- A. **Annual Meeting:** The Annual Meeting shall be held each November at a time and place set by the President. Members must be notified in writing thirty (30) days prior to such Annual Meeting.
- B. **Regular Meetings:** The Board of Directors shall meet monthly at a time and place set by the President, excluding the months of November and December.
- C. **Special Meetings:** Other meetings may be called by the President, as necessary. The Board of Directors must be notified in writing at least five (5) days prior to such meetings.
- D. **Procedure:** All meetings shall be conducted according to the latest official edition of Roberts Rules of Order.

VIII. VOTING

- A. **Amendment to Constitution:** This Constitution may be amended by vote of at least two-thirds (2/3) of the Members present at the Annual Meeting. Proposed amendments shall be submitted in writing to the Secretary and shall state the purpose of the change, the language to be deleted and/or the language to be added.

- B. Amendment to the Bylaws:** The Bylaws of OSC may be amended by a vote of over 50% of the Board of Directors present at a Meeting.
- C. Amendment to the Playing Rules:** The Playing Rules of OSC may be amended by a vote of over 50% of the Board of Directors present at a Meeting.
- D. Vacancies:** In the event a vacancy occurs in any Board of Directors position, except President, and the unexpired term remaining is less than one (1) year, the position shall be filled by the President's appointment. In the event such vacancy occurs and the remaining unexpired term is more than one (1) year, the position shall be filled by the President's appointment and majority approval of the Officers. However, at the following Annual Meeting, the position shall be open and the elective process shall apply for the remaining unexpired portion of the term.

IX. RATIFICATION

The formal ratification of this Constitution shall take place immediately after the meeting at which it is voted upon by the Members.

X. DISSOLUTION

Upon the dissolution of OSC and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of OSC to any other not-for-profit organization maintaining a purpose similar to that set forth herein.

FOUNDING RATIFICATION SIGNATURE PAGE

SIGNATORIES

The following Board of Directors hereby ratifies this Constitution as of _____, 2017

President

Vice President

Secretary

Treasurer

Director

Director

Director

Director

Director

Director



BYLAWS

1. PRIMARY DUTIES

A. OFFICERS

- a. PRESIDENT (elected every 3rd anniversary beginning November 2017)
 - i. Responsible for overall management of OSC.
 - ii. Preside at annual, regular and special meetings.
 - iii. Set time and place of meetings as prescribed in the OSC Constitution
 - iv. Handle public and parental relations.
 - v. Appoint Hearings & Appeals Officer, as needed to respond to Member grievances in accordance with OSC, IYSA, USYSA, USSF guidelines.
- b. VICE PRESIDENT (elected every 3rd anniversary beginning November 2019)
 - i. Assumes the duties of the President in the President's absence.
 - ii. Review and approve team rosters.
 - iii. Establish game schedules, including inter-league games and the scheduling of make-up games.
 - iv. Obtain and submit all necessary forms and certifications to IYSA, including the IYSA disclosure statement for each person identified in the IYSA Risk Management Policy.
- c. SECRETARY (elected every 3rd anniversary beginning November 2018)
 - i. Record minutes and attendance for all OSC meetings.
 - ii. Prepare and distribute meeting agendas and meeting notifications.
 - iii. Handle correspondence.
 - iv. Send letters of appreciation to all sponsors.
- d. TREASURER (elected every 3rd anniversary beginning November 2018)
 - i. Prepare an annual budget for approval at the Annual Meeting.
 - ii. Maintain financial records.
 - iii. Present a financial report at each Regular Meeting of the OSC Board of Directors
 - iv. Make sure that all approved bills are paid in a timely manner.
 - v. Have an independent audit conducted by an independent accounting firm at least once every two (2) years.

B. DIRECTORS

- a. DIRECTOR OF MARKETING & SPONSORSHIPS (elected every 3rd anniversary beginning November 2018)
 - i. Coordinate and supervise all ongoing and special fundraising activities.
 - ii. Maintain public awareness of OSC, and OSC registration dates, based on approved budget from the Board of Directors.
 - iii. Maintain OSC brand guidelines.
 - iv. Develop and maintain sponsorship strategy, including sponsorship assets, tier structure, benefits, etc.
 - v. Coordinate and lead the sponsorship committee to execute the sponsorship strategy.
 - vi. Provide Treasurer with all receipts and funds from fundraising activities.
 - vii. Provide the Director of Technology and Director of Equipment with all relevant sponsor information.

- b. DIRECTOR OF TECHNOLOGY (elected every 3rd anniversary beginning November 2017)
 - i. Set-up and maintain OSC's league management software.
 - ii. Support Members' use of OSC's digital tools, including all websites, mobile applications, and league management software.
 - iii. Maintain OSC's digital and social media presence with recent photos and relevant articles.
 - iv. Respond to general questions sent through OSC digital channels.

- c. DIRECTOR OF COACHES (elected every 3rd anniversary beginning November 2019)
 - i. Assign coaches for each team.
 - ii. Review and approve all OSC coach background checks.
 - iii. Distribute printed materials to coaches, as directed by the Board of Directors
 - iv. Organize and conduct at least one coaching clinic per playing season (Spring and Fall).
 - v. Organize and conduct the player draft at the beginning of each season.
 - vi. Submit proposed team rosters to the Vice President for approval.

- d. DIRECTOR OF REFEREES (elected every 3rd anniversary beginning November 2018)
 - i. Assign referees for all scheduled games.
 - ii. Organize and conduct any referee training clinics.
 - iii. Ensure all referees are appropriately certified for IYSA-sanctioned games.
 - iv. Ensure all amounts owed to referees are paid by submitting invoices/bills to the Treasurer for payment.
 - v. Report to the President any action by a player, coach, referee, or spectator that has resulted in a grievance or possible disciplinary action.

- e. DIRECTOR OF EQUIPMENT (elected every 3rd anniversary beginning November 2017)
 - i. Purchase all equipment (uniforms, balls, nets, corner flags, etc.), as approved by the Board of Directors.
 - ii. Obtain and document multiple bids for any purchases over \$100.
 - iii. Ensure all amounts owed from the purchase of equipment are paid by submitting invoices/bills to the Treasurer for payment.
 - iv. Distribute uniforms, balls, coaching kits, and other OSC materials to OSC coaches and keep a record of each distribution.
 - v. Collect, inventory and store equipment belonging to OSC at the end of each season.

- f. DIRECTOR OF FIELDS (elected every 3rd anniversary beginning November 2019)
 - i. Locate sites for playing and practice fields.
 - ii. Supervise the initial layout and marking, making sure the fields are free from rocks, holes and debris.
 - iii. Ensure all fields remain appropriately mowed, striped and maintained.

- g. DIRECTOR OF CONCESSIONS (elected every 3rd anniversary beginning November 2019)
 - i. Responsible for purchasing the necessary food and beverages to run the concession stand.
 - ii. Create staffing schedule for concession stands and train staff on concession procedures.
 - iii. Maintain records for concessions and provide documented information to the treasurer.
 - iv. Create a menu and list of equipment needs for concessions. Prepare and give a concession report at Board Meeting.
 - v. Obtain proper permits for food sales.

- h. . DIRECTOR OF PARTNERSHIPS & EVENTS (elected every 3rd anniversary beginning November 2019)
 - i. Serve as the day-to-day contact for key OSC partners.
 - ii. Coordinate OSC events, such as coach/player training events, clinics, camps, kick-off days, etc.
 - iii. Create informational materials related to OSC events.
 - iv. Develop and maintain relationships with future or potential OSC partners.
- i. DIRECTOR OF PACK-OUTS (elected every 3rd anniversary beginning November 2023)
 - i. Work with the Director of Equipment to pre-order all materials needed for coach kits (ball bags, pinnies, cones, whistles, ice packs, etc.) and player kits (team bags, roster lists, flyers, uniforms/jerseys, etc.) for OSC regular seasons and tournaments.
 - ii. Prepare for the arrival of OSC uniforms/jerseys.
 - iii. Coordinate pack-out events with volunteers as needed.
 - iv. Work with the Director of Communications to notify coaches when kits are ready for pick-up.

2. FEES

Registration fees and deadlines shall be set by the OSC Board of Directors.

3. REGISTRATION

Each player shall complete and submit the OSC registration form, IYSA Emergency Medical Release and Liability Waiver form, and current fees via OSC online league management software.

Once a player has been approved on a team roster, that player may not be approved for any other team roster during the same playing year without the approval of the Board of Directors.

4. SUSPENSIONS

- A. Players:** Any player issued a “Red Card” before, during or after a match shall be suspended for the following league match. The penalty for a second “Red Card” during the same playing year shall be determined by a special meeting of the Board of Directors.
- B. Coaches:** Any coach ejected before, during or after a match shall be suspended for the following league match. Penalty for a second ejection during the same playing year shall be determined by a special meeting of the Board of Directors.

5. DISCIPLINARY COMMITTEE

Individuals (defined herein as registered coaches, registered players, parents, guardians, game officials, spectators, Directors, and Officers) may receive sanctions from the league for behavior that is deemed inappropriate, unethical or at odds with OSC’s goal to offer children the best possible soccer learning experience. Sanctions may include but are not limited to formal warnings, temporary suspensions, and

removal from the league.

In order to deal appropriately and consistently with such situations, the OSC President shall appoint a Disciplinary Committee consisting of no less than three board members to address concerns arising during the course of OSC seasons.

The Disciplinary Committee has the authority to determine which reports it will address and which it deems frivolous and will not address, however the Disciplinary Committee will respond to each inquiry/request professionally. Where appropriate, the Disciplinary Committee may recommend a formal hearing regarding the matter.

The Disciplinary Committee will investigate claims, review situations in light of OSC, IYSA, USYSA, and USSF guidelines, and take any necessary action within a reasonable amount of time. Best efforts will be made to address concerns and notify involved parties before the next game day.