

# **DEARBORN HEIGHTS SOCCER CLUB CONSTITUTION**

## **ARTICLE I: NAME**

- Section 1.** The name of the club shall be the Dearborn Heights Soccer Club, herein after referred to as the Club.
- Section 2.** The Club is organized as a non-profit corporation under the laws of the State of Michigan.

## **ARTICLE II: PURPOSE, OBJECTIVES and POSITION**

### **Section 1.**

- A. Purpose:
- i. The Club was organized to conduct a youth soccer program for both boys and girls from Dearborn Heights and surrounding communities.
  - ii. The primary purpose of the organization is educational. The Club will teach specific soccer techniques, promote general physical development and teach children to cooperate and relate to others in a teamwork situation with a view to improving the social, educational and maturity level of all participants.
- B. Objectives:
- i. To organize and conduct a soccer program for boys and girls
  - ii. To promote and advance the game of soccer
  - iii. To promote good sportsmanship.
- C. Position Statement: (new)
- DHSC aims to:
- i. Promote a safe, secure environment in which to play Soccer.
  - ii. Allow parents to feel confidence in the coaches, referees and volunteers working with their children.
  - iii. Help protect the soccer organization from exposure to civil actions stemming from negligent or criminal activity of individuals within the soccer club.
- Therefore, DHSC will take reasonable steps to protect children:
- iv. By screening all volunteers;
  - v. By providing coaches, referees, and volunteers standards of conduct and policies and procedures as guidance

### **ARTICLE III: BASIC POLICIES**

- Section 1.** The Club shall be non-discriminatory, non-profit and non-partisan
- Section 2.** The membership of the Club includes all parents and guardians of the registered players in the Club, coaches, assistant coaches, team managers, referees, official club representatives and members of the Board of Directors.
- Section 3.** The Club shall conduct its affairs on a fiscal year basis. Each fiscal year will be July 1<sup>st</sup> through June 30<sup>th</sup>.
- Section 4.** The mailing address of the Club shall be Post Office Box 159, Dearborn Heights, Michigan 48127
- Section 5.** The representative colors of the Dearborn Heights Soccer Club shall be kelly green and white.

### **ARTICLE IV: OFFICERS AND THEIR ELECTION**

- Section 1.** The elected officers of the Club shall be President, Vice-President, Secretary, Treasurer, two Registrars, Public Relations, Uniform and Equipment Coordinator, and Referee/Field Scheduler.
- Section 2.** The Executive Board shall consist of elected officers. No more than two members of the same household may hold Executive Board positions at any one time. In addition, no more than one member of the same household will be given the right to co-sign or affirm (vote) monetary allocations on Dearborn Heights Soccer Club behalf.
- Section 3.** The offices of **Director of Coaches** and Head **Referee** shall be appointed by the Executive Board.
- Section 4.** The officers shall be elected at the Annual General Membership Meeting. **Votes shall be cast** in open forum with one vote per club member present. The election of officers shall be decided by a simple majority vote.
- Section 5.** The term of all offices shall be July 1<sup>st</sup> through June 30<sup>th</sup>, following the elections. No person shall serve on the Executive Board in the same office for more than six (6) consecutive terms.
- Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Executive Board.

## **ARTICLE V: DUTIES OF OFFICERS**

- Section 1.** The President shall:
- A. Preside at all meetings of the Club.
  - B. Serve as an ex officio member of all committees.
  - C. Appoint committee Chairpersons with the approval of the Executive Board
  - D. Perform other duties as delegated by the Executive Board.
- Section 2.** The Vice-President shall:
- A. Act as an aid to the president.
  - B. Perform the duties of the president in the absence or disability of that officer.
  - C. Serve as Chairperson of the Club Resolution Committee.
  - D. In the absence of a Director of Coaches, serves as a liaison between the coaching staff and the Executive Board.
  - E. Oversee merchandising as necessary.
  - F. Perform other duties as delegated by the Executive Board.
- Section 3.** The Secretary shall:
- A. Record and publish an accurate record of all Executive Board and general membership meetings for the Executive Board.
  - B. Handle all correspondence as delegated by the President or Executive Board.
  - C. Notify all members of meetings.
  - D. To call to order and preside at a meeting, in the absence of the President and Vice-President.
  - E. Maintain an annual calendar of Club events and critical scheduling dates.
  - F. Perform other duties as delegated by the Executive Board.
- Section 4.** The Treasurer shall:
- A. Have custody of all the funds of the Club and make disbursements as authorized by the Executive Board.
  - B. Keep a full and accurate account of receipts and expenditures.
  - C. Present a financial statement as requested by the Executive Board.
  - D. Ensure that all federal and state tax forms are completed and filed by the deadlines on behalf of the Club.
  - E. Provide a complete financial report at the Annual General Membership Meeting.
  - F. Check the Club P.O. Box for mail on a regularly scheduled basis and ensure all impacted board members receive mail pertaining to their positions in a timely manner.
  - G. File appropriate forms and reports as necessary with the city of Dearborn Heights Parks and Recreation Department to receive city allocation sponsorship for the Club.
  - H. Perform other duties as delegated by the Executive Board.

- Section 5.** The Public Relations officer shall:
- A. Represent the Club to the news media and other organizations outside of the Club and publish an internal newsletter as directed by the Executive Board.
  - B. Serve as Chairperson for the annual Club fundraiser committee as needed.
  - C. Serve as Chairperson for the annual Club picnic and banquet committees.
  - D. Secure photographer for annual individual player and team photographs.
  - E. Place annual tryout advertisement in required publications for Premier and Select teams registered with the Club.
  - F. Order and distribute trophies each session for in-house teams.
  - G. Perform other duties as delegated by the Executive Board.

- Section 6.** The Equipment Coordinator shall:
- A. Coordinate the purchase and distribution of all uniforms and equipment.
  - B. Publish a complete yearly inventory of all Club uniforms and equipment.
  - C. Obtain and maintain storage space for all Club uniforms and equipment.
  - D. Perform other duties as delegated by the Executive Board.

- Section 7.** The Referee/Field Scheduler shall:
- A. Control the scheduling of all of the DHSC fields for league games and scrimmage games.
  - B. Ensure that all scheduled league games have certified referees to officiate the games.
  - C. Nominate the referee representative to serve on the Club Resolution Committee to be approved by the Executive Board.
  - D. Obtain field permits for all city and county soccer field locations used by the Club.
  - E. Provide an annual referee rate fee structure to the Executive Board for approval.
  - F. Be certified annually as a U. S. Soccer Federation assignor.
  - G. Perform other duties as delegated by the Executive Board.

- Section 8.** The Registrars shall:
- A. Maintain records of all registered players.
  - B. Develop and maintain all team rosters of the Club.
  - C. Process the registration of all players in the Club.
  - D. Process MSYSA player releases.
  - E. Generate player and team official passcards for all required travel teams.
  - F. Submit all player refund requests to the Club Treasurer.
  - G. Check the Club P.O. Box for mail on a regularly scheduled basis and ensure all impacted board members receive mail pertaining to their positions in a timely manner.
  - H. Perform other duties as delegated by the Executive Board.

## ARTICLE VI: THE EXECUTIVE BOARD

- Section 1.** The duties of the Executive Board shall be:
- A. To transact all necessary business of the Club.
  - B. To create standing committees as necessary.
  - C. To approve all expenditures of the Club.
- Section 2.** All disputes within the Club shall be handled by the Executive Board, which may designate committees as necessary to propose resolution to individual issues.
- Section 3.** The Executive Board shall have the power to resolve any conflict regarding an interpretation of the Club's Constitution.
- Section 4.** Any five officers shall constitute a quorum at regularly scheduled meetings of the Executive Board. A vote of five officers shall decide all questions, except amendments to the Constitution.
- Section 5.** The officers of the Club shall constitute an **emergency committee** on matters demanding immediate attention. Such meetings may be conducted by telephone or email and if five officers indicate approval, such decisions shall be binding.
- Section 6.** The Executive Board is charged with the duty of aligning Club activities with MSYSA and Constitutional requirements.

## ARTICLE VII: MEETINGS

- Section 1.** The annual General Membership meeting shall be held in March each year and all members shall be entitled to attend. Club members are considered parents or legal guardians of current players, assistant coaches, coaches, team managers, board members and Club representatives. A club member must be age 18 or older to vote. Each Club member in attendance shall be entitled to one vote.
- Section 2.** Those members present and voting shall constitute a quorum at any meeting of the Club

## **ARTICLE VIII: STANDINGS AND SPECIAL COMMITTEES**

- Section 1.** The Executive Board may create such committees as it may deem necessary, from time to time, to promote the objectives and carry out the work of the Club.
- Section 2.** The Chairpersons of all such committees shall present plans of work and shall report the activities of their respective committees to the Executive Board. No committee work shall be undertaken without the approval of the Executive Board.
- Section 3.** The Executive Board may request that an independent audit of the Treasurer's financial records as deemed necessary.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

- Section 1.** **Robert's Rules of Order Revised** shall govern the conduct of meetings of this Club in all cases in which they are applicable and in which they are not in conflict with the Constitution of the Bylaws.

## **ARTICLE X: AMENDMENTS**

- Section 1.** This Constitution may be amended at any general membership meeting by a 2/3 vote of the members present and voting provided that previous notice has been given at least two weeks in advance.
- Section 2.** The Bylaws of the Club may be amended by any meeting of the Executive Board. Coaches, assistant coaches, team managers and referees may submit changes to the Bylaws for the consideration by the Executive Board.

## **ARTICLE XI: CLUB DISSOLUTION**

- Section 1.** Upon dissolution of the Club or the winding up of its affairs, the assets of the Club shall be distributed exclusively to charitable or educational organizations which would then qualify under the provisions of Section 501(c) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended. No assets may inure to the benefit of any person having a personal and private interest in the activities of the organization.