

## 1. ELECTED OFFICERS

### a) President

- i) Presides at all meetings; serves as Chief Executive Officer of the Association; serves as Ex-Officio member on all committees; in general, ensures the rules, policies, principles and provisions of the By-Laws of this organization, as well as any affiliated association, are adhered to by the members.
- ii) Appoints all chairmen of standing or temporary committees where necessary and/or prescribed in the By-Laws. Delegates authority to carry out any and all Association functions whenever necessary.
- iii) Serves as secondary liaison with any and all affiliated associations and organizations; and principal liaison with Borough Organizations, governmental and/or educational bodies, agencies or representatives. Has the responsibility to report back to the Board of Directors any and all discussions and/or decisions resulting from these meetings, as well as to the membership at the next regularly scheduled General Membership Meeting.
- iv) Serves in the capacity of tie-breaker in all matters which require a majority vote, by abstaining from said vote, unless same should result in a tie, and then by casting a vote to break such tie.
- v) Carries out such duties as are prescribed by the By-Laws and ensures all Officers of the Association fulfill their prescribed duties and responsibilities.
- vi) The President may vote on any issue which requires a two-thirds (2/3) Plurality and in Election of Officers.
- vii) Inspects and evaluates field conditions and makes final decisions on cancellations of Association games due to poor, or dangerous, field conditions.
- viii) Makes and submits recommendations, on a seasonal basis, to the Board of Directors on the appointment, or reappointment of Coaches and Assistant Coaches, Referees, Public Relations Coordinator and Internet Coordinator. Such appointments are subject to Board of Directors approval.
- ix) Makes and submits any and all recommendations to the Board with respect to field conditions, equipment or other modifications or improvements, including rules of play, which are deemed appropriate subjects to be addressed either internally or through an Affiliate Association in the best interest of the Club.
- x) Serves as camp coordinator and camp liaison
- xi) Serves in the capacity of Association Equipment and Uniform Purchase Chairperson or delegates such authority to another person, responsible for supplying all uniforms, team and player equipment required

b) Vice President

- i) Functions as replacement for the President in absence of said Officer.
- ii) Carries out such duties as are designated by the By-Laws.
- iii) Serves as a member of the Board of Directors.
- iv) iv) Ensures tryouts and team selection are conducted in accordance with club's purpose.
- v) Receives all registration applications and registration fees for the upcoming season; and has the authority to appoint a committee to assist with these duties.
- vi) Sets up a registration deadline for each season in conjunction with the Board of Directors. Said deadline can be changed only by a majority vote of the Board of Directors.
- vii) Turns over all registration fees to the Treasurer within thirty (30) days of Registration Deadline.
- viii) Ensures the maintenance of all registration forms and applications for membership. Prepares a list of registered players for each division.
- ix) Ensures club level support assignments are made each season and provides list to Board of Directors.
- x) Solicits professional training proposals as required; provides recommendations to Board of Directors for approval. Coordinates training schedule, and ensures training contract requirements are met.

c) Secretary

- i) Records minutes and attendance at all formal meetings. Distributes copies of the minutes to each member of the Board of Directors within ten(10)days of a meeting. Shall publish an annual schedule of all Board of Director and General Membership Meetings on a seasonal basis (Fall or Spring) and issue to all Association members. Handles all details for meetings, including arrangements for locations and notice to members.
- ii) Maintains copies of all correspondence and/or prepares such correspondence with appropriate bodies and agencies.
- iii) Prepares and distributes any pertinent information to the General Membership.
- iv) Fulfills all such duties as are prescribed in By-Laws, obtaining any and all assistance needed, either by direct action or delegation of authority to ensure the best interest of the Association.

d) Treasurer

- i) Signs all checks and dispenses all Association funds for approved expenditures. The signature of one other officer designated by the Board for checks which exceed \$100.00 is necessary, for any item or expense which has not received prior Board of Director Approval either by individual item or budgetary approval.

- ii) Keeps financial records of the Association, including receipts and vouchers which can be reviewed upon direct request by the Board of Directors and the General Membership.
  - iii) Prepares a financial statement for each meeting of the Board of Directors and/or General Membership.
  - iv) Prepares and submits to the board a proposed budget projecting operating expenses for each upcoming season of play at least six(6) weeks prior to the season start up.
  - v) Serves as a member of any and all committees which are charged with authorizing expenditures of Association funds or with the raising of Association funds and is accorded all rights and privileges of members of such Committees.
  - vi) Receives and makes appropriate distribution of all financial assets of the Association in accordance with the By-Laws or decisions of the Board of Directors.
  - vii) Shall ensure, either by direct action or delegation of authority, the financial records be audited at the conclusion of the each fiscal year.
  - viii) Shall recommend to board of directors requirements for fund raising for the seasonal year.
- e) League Contact
- i) Serves as liaison with any and all affiliated associations and organizations, including the Mid-New Jersey Youth Soccer Association.
  - ii) Reports back to the Board of Directors and the General Membership on any and all decisions, discussions and meetings of affiliated associations.
  - iii) Administers the insurance program, files accident reports and submits recommendations for such changes as may be deemed appropriate to the Board of Directors.
  - iv) Ensures that the Association's operations are consistent with the requirements of affiliated associations and organizations.

## **2. TERMS OF OFFICE AND ELECTION PROCEDURE**

- a) Election of Officers
- i) Elected Officers shall serve for one year, commencing July 1st and ending June 30th of the following year. Elections will be held at the final General Membership Meeting of the Spring Season. Notice of said election of officers shall be provided by the Secretary to Regular Members at the mid-Spring Season General Membership Meeting. Nominations must be made in writing to the Secretary at least ten (10) days prior to the final Spring-season General Membership meeting. Candidates seeking office must be or have been regular Members of this Association as defined in Article 7. The Board reserves the right to grant exceptions.

- b) Voting Procedure
  - i) The officers shall be elected by a simple majority of the general membership present at the final Spring Season General Membership Meeting.
  - ii) Additional nominations can be made from the floor.
  - iii) The Secretary shall cast one vote for each uncontested office.
  - iv) Contested offices shall be voted by secret ballot.
  - v) In the event of a tie vote, a re-vote will be taken that night by ballot.

### **3. VACANCIES IN OFFICE AND DELEGATION OF AUTHORITY**

- a) In the event that any Office of the Board of Directors becomes vacant, the Vice President will hold that Office until it can be filled by pro-temp person appointed by a majority vote of the Board of Directors, such an appointment to be made within thirty days of said vacancy.
- b) If the position of Vice President becomes vacant, the Secretary will hold that office until it can be filled by a pro-temp person appointed by a Majority vote of the Board of Directors, such appointment to be made within thirty days of said vacancy.
- c) Eligible members for office are prohibited from holding more than one office, except on an interim basis pending an election at the next Final Spring General Membership Meeting.
- d) In the event any office of this Association should become vacant for any reason, whether resignation, removal from office or the inability of any Officer to temporarily perform such duties; following line of authority shall be followed:
  - i) Vacancy for President—Vice President assumes duties of President.
  - ii) Vacancy for Vice President, Treasurer, Secretary—President to appoint a replacement for said Office.
- e) In the event any officer is unavailable for a meeting, said officer may delegate a temporary replacement or may have any other member of the Board of Directors give their respective report and/or perform the duties of said Office.

### **4. REMOVAL FROM OFFICE/LOSS OF MEMBERSHIP**

No officer or member of this Association shall be permanently removed or suspended from office or membership unless they are brought before either a Disciplinary Committee or the Board of Directors and afforded the opportunity to present their version, including any and all witnesses, and are advised in writing in advance of the specific nature of the conduct charged which has resulted in the institution of such attempt to remove.