

# Cuyahoga Falls Soccer Club Constitution and By-Laws

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## 1 CUYAHOGA FALLS SOCCER CLUB CONSTITUTION

(REVISED AND EFFECTIVE SEPTEMBER 2014)

### 1.1 ARTICLE I – NAME

- 1.1.1 The name of the organization shall be the Cuyahoga Falls Soccer Club. Doing Business as (DBA) Cuyahoga Falls Youth Soccer Association.

### 1.2 ARTICLE II – PURPOSE

- 1.2.1 The purpose of the organization shall be:
  - 1.2.1.1 *To provide the opportunity for advanced players to play soccer at the highest level of competition available.*
  - 1.2.1.2 *To provide young players an opportunity to engage in a meaningful learning experience and further their abilities to play the game.*
  - 1.2.1.3 *To provide advanced instruction in the skills and tactics of the game of soccer under philosophies of good sportsmanship, teamwork, and the fundamentals of the game.*
  - 1.2.1.4 *To promote the spirit of good sportsmanship among players, parents, coaches, officials, etc.*
- 1.2.2 No part of the income or assets of this organization shall inure to the benefit of any private individual or member.
- 1.2.3 This organization shall have no capital stock, its object and purpose being solely of a benevolent character, and not for individual pecuniary gain or profit of its members.

### 1.3 ARTICLE III – MEMBERSHIP

- 1.3.1 All players, parents, coaches, officials, etc., registered with this organization shall be members. All existing persons holding a Board Position shall be members.
- 1.3.2 Any adult resident of Cuyahoga Falls, Ohio or surrounding area may become a member of this organization by petitioning the Board of Control and gaining acceptance to membership on the basis of a majority vote of the Board of Control.
- 1.3.3 Membership to the Board of Control is restricted to those officers appointed, by the Board of Control, to carry on the affairs of this organization.

## 1.4 ARTICLE IV – MEETINGS

- 1.4.1 The first meeting of the organization shall be held at a time and place determined by the Board of Control.
- 1.4.2 The annual meeting of the organization shall be held in January at which time the following will take place:
  - 1.4.2.1 *Reports for officers will be recorded.*
  - 1.4.2.2 *Prepare the annual budget.*
  - 1.4.2.3 *Outline the annual goals of the organization.*
  - 1.4.2.4 *Evaluate the prior year's activities.*
  - 1.4.2.5 *Determine the short and long term needs.*
  - 1.4.2.6 *Develop action plans.*
  - 1.4.2.7 *Act on any other matters before the Board of Control.*
  - 1.4.2.8 *The Secretary shall give notice of the annual meeting to the Board of Control thirty (30) days prior to the date of the meeting. It shall also be posted on the web site ([www.fallsoccer.com](http://www.fallsoccer.com)) of this organization.*
- 1.4.3 Special meetings of this organization may be held at the call of the President of the Board of Control.
- 1.4.4 A simple majority of the members of the Board of Control shall constitute a quorum at any meeting of this organization.
- 1.4.5 In the absence of a quorum, a majority of those present at the time and place set for a meeting may take an adjournment from time to time until a simple majority shall be present.
- 1.4.6 Current Board members are required to attend 75% of the regularly scheduled meetings. The secretary will maintain the attendance record.

## 1.5 ARTICLE V – BOARD OF CONTROL

- 1.5.1 The Board of Control consists of the following persons:
  - 1.5.1.1 *President, Executive Vice-President, Vice-President Micro Division, Vice-President U-6 Division, Vice-President U-8 Division, Vice-President U-10 Division, Vice-President/Registrar Travel Boys Division, Vice-President/Registrar Travel Girls Division, Secretary, Treasurer, In-House Registrar, Equipment Manager, Referee Liaison, and Fundraising Coordinator.*

- 1.5.2 The business, property and affairs of the organization shall be managed by the Board of Control, which shall have the power to initiate and approve plans and programs for the welfare of its members.
- 1.5.3 The Board of Control shall have custody and management of all assets of the organization.
- 1.5.4 The Board of Control shall adopt an annual budget, conduct necessary business affairs, perform all other duties and have such powers as may be necessary to carry out the purpose of this organization.
- 1.5.5 The Board of Control shall consist of the officers of the organization and of the chairmen of the active Standing Committees formed by the Board of Control to operate the activities of this organization.
- 1.5.6 Each Board of Control Officer shall have a copy of the By-Laws and Constitution.
- 1.5.7 If for any reason at any time a Board of Control Officer steps down from his/her position, the remaining Board of Control Officers shall vote to fill the position. A simple majority vote of the quorum shall be required.
- 1.5.8 If for any reason at any time the President or Treasurer Steps down from his/her position, the remaining Board of Control Officers shall vote to fill the position. Officers shall be on the Board of Control for a minimum of one (1) year to be able to fill the position. A simple majority vote of the quorum shall be required.

## **1.6 ARTICLE VI – BY-LAWS**

- 1.6.1 The Board of Control shall have the power to adopt By-Laws regulating the affairs and prescribing the duties of the Officers of the organization, which By-Laws shall not be inconsistent with this Constitution.

## **1.7 ARTICLE VII – DISPOSITION OF ASSETS UPON DISSOLUTION**

- 1.7.1 In the event of the dissolution of this organization or in the event it shall cease to carry out the objectives and purposes herein set forth, all the business properties and assets of the organization shall be distributed to the “Breakfast Optimist Club of Cuyahoga Falls, Ohio” who shall act as trustee of said business properties and assets until a new and similar organization can be formed to continue the affairs and carry out the objectives and purposes under the constituted intended purpose of this organization.

- 1.7.2 The purpose of this stated dissolution procedure is to insure that the properties and assets of this organization be used for and devoted to the purposes of promoting youth soccer organizations and in no event shall any of the properties or assets of dissolution go or be distributed to members either for the reimbursement of any sums subscribed, donated or contributed by such members or for any other such purposes.

## **1.8 ARTICLE VIII – AMENDMENTS**

- 1.8.1 This constitution, not including by-laws, may be amended upon a two-thirds (2/3) vote of the members of the Board of Control present and voting at any meeting of the organization, provided a copy of the proposed amendment shall have been given to each member of the Board of Control at least thirty (30) days before the date of the meeting at which the proposed amendment is to be acted upon.

## **1.9 ARTICLE IX – RATIFICATION**

- 1.9.1 This Constitution shall become effective immediately upon adoption by a two-thirds (2/3) majority vote of the members of the original Board of Control.

## **2 CUYAHOGA FALLS SOCCER CLUB BY-LAWS**

(REVISED AND EFFECTIVE SEPTEMBER 2014)

### **2.1 Article I. Purpose**

2.1.1 The purpose of this organization shall be:

2.1.1.1 *To provide the opportunity for advanced players to play soccer at the highest level of competition available.*

2.1.1.2 *To provide young players an opportunity to engage in a meaningful learning experience and further their abilities to play the game.*

2.1.1.3 *To provide advanced instruction in the skills and tactics of the game of soccer under philosophies of good sportsmanship, teamwork, and the fundamentals of the game.*

2.1.1.4 *To promote the spirit of good sportsmanship among players, parents, coaches, officials, etc.*

2.1.1.5 *No part of the income or assets of this organization shall inure to the benefit of any private individual or member.*

2.1.1.6 *This organization shall have no capital stock. Its object and purpose is being solely of a benevolent character and not for individual pecuniary gain or profit of its members.*

### **2.2 Article II. Board of Control**

2.2.1 Regular meetings of the Board of Control may be held every month at such places and times, as the President of the Board of Controls shall designate. Special meetings may be held at the call of the President or by request of four (4) members of the Board of Control.

## 2.3 Article III. Officers

- 2.3.1 The officers of the Cuyahoga Falls Soccer Club comprise of the following positions:
  - 2.3.1.1 *President, Executive Vice-President, Vice-President Micro Division, Vice-President U-6 Division, Vice-President U-8 Division, Vice-President U-10 Division, Vice-President/Registrar Travel Boys Division, Vice-President/Registrar Travel Girls Division, Secretary, Treasurer, In-House Registrar, Equipment Manager, Referee Liaison, and Fundraising Coordinator.*
- 2.3.2 Each Officer shall have a copy of the By-Laws and Constitution.
- 2.3.3 The Board of Control Officers has the authority to appoint any person to the board at any time.

## 2.4 Article IV. President

- 2.4.1 The duties of the President are:
  - 2.4.1.1 *Presides at all meetings of the Board of Control.*
  - 2.4.1.2 *Serve as an ex-officio member of all committees.*
  - 2.4.1.3 *Sign papers as required by his/her office.*
  - 2.4.1.4 *Shall be on all financial accounts.*
  - 2.4.1.5 *Make reports and recommendations to the Board of Control.*
  - 2.4.1.6 *Manage the affairs of the organization under the direction of the Board of Control.*
  - 2.4.1.7 *Obtain all field and room permits from the Cuyahoga Falls Parks and Recreation Department.*
  - 2.4.1.8 *Require such reports from the Treasurer, Secretary and Committee Chairmen as in his/her judgment is necessary.*
  - 2.4.1.9 *Shall schedule Spring picture session.*
  - 2.4.1.10 *Shall encourage club members to actively participate in Summit Soccer Cooperative activities.*
  - 2.4.1.11 *Perform all such other duties as may be incidental to his/her office.*

## 2.5 Article V. Executive Vice President

- 2.5.1 The duties of the Executive Vice President are:
  - 2.5.1.1 *Carry out the duties of the President when he/she is absent.*

- 2.5.1.2 *Acting first level grievance officer for Vice-Presidents within the In-House Program.*
- 2.5.1.3 *Plan and schedule all Foot Skills sessions for the Fall and Spring seasons.*
- 2.5.1.4 *Coordinate club participation in Cuyahoga Falls Memorial Day Parade.*
- 2.5.1.5 *Organize the audit of club financial accounts at least once a year. The audit shall produce a report for Board of Control review. Ideally, the audit shall be conducted in the fourth quarter of each calendar year.*
- 2.5.1.6 *Maintain and update the organization's website ([www.fallsoccer.com](http://www.fallsoccer.com)).*

## **2.6 Article VI. Vice Presidents of In-house**

- 2.6.1 The Vice President of In-house Teams (U-10, U-8, U-6 and Micro) duties are:
  - 2.6.1.1 *Organize players to team rosters and assign coaches.*
  - 2.6.1.2 *Obtain player information from the Registrar.*
  - 2.6.1.3 *Input roster information to the Registrar.*
  - 2.6.1.4 *Identify jersey and ball requirements for the Equipment Manager and distribute to teams.*
  - 2.6.1.5 *Distribute game schedules to teams, and the Executive Vice President to include on the website. U-8 and U-10 VP's shall identify schedule information to the Referee Liaison.*
  - 2.6.1.6 *Acting first-level grievance officer for coaches or parents of players within the In-house program.*
  - 2.6.1.7 *Attend Spring picture day to provide guidance to teams in your league.*

## **2.7 Article VII. Vice President/Registrar of Travel Boys Division, Vice President/Registrar of Travel Girls Division**

- 2.7.1 The Vice President/Registrar of Travel Boys Division and Vice President/Registrar of Travel Girls Division duties are:
  - 2.7.1.1 *Organize players to team rosters and assign coaches.*
  - 2.7.1.2 *Identify jersey and ball requirements for the Equipment Manager and distribute to teams.*
  - 2.7.1.3 *Acting first-level grievance officer for coaches or parents of players within the Greater-Akron program.*
  - 2.7.1.4 *Acting Club representative at travel league monthly meetings and report current information at CFSC meetings.*

- 2.7.1.5 *Organize and registration of Club Teams participation in travel league programs non-inclusive of the organization's In-house program.*
- 2.7.1.6 *Attend Spring picture day to provide guidance to teams in your division.*
- 2.7.1.7 *Registrars' position is a paid position, not to exceed \$300 a season or \$600 a calendar year.*

## **2.8 Article VIII. In-house Registrar**

- 2.8.1 The In-house Registrar duties are:
  - 2.8.1.1 *Maintain player registration, parental acknowledgement and liability Waiver records.*
  - 2.8.1.2 *Maintain a record of active Coaches, Board Members, Committee Members, and Volunteers.*
  - 2.8.1.3 *Organize and maintain team records of the In-house and Greater- Akron teams.*
  - 2.8.1.4 *Registrars' position is a paid position, not to exceed \$300 a season or \$600 a calendar year.*

## **2.9 Article IX. Secretary**

- 2.9.1 The duties of the Secretary are:
  - 2.9.1.1 *Keep a record of all businesses conducted at every meeting.*
  - 2.9.1.2 *Distribute meeting minutes.*
  - 2.9.1.3 *Maintain a file of organization records.*
  - 2.9.1.4 *Sign such papers as required by his/her office.*
  - 2.9.1.5 *Perform such other duties as required by his/her office and/or as directed by the Board of Control.*

## **2.10 Article X. Treasurer**

- 2.10.1 The duties of the Treasurer are:
  - 2.10.1.1 *Receive all monies of the organization and have custody thereof.*
  - 2.10.1.2 *Deposit funds of the organization in one or more banks selected by the Board of Control to be disbursed in accordance with the direction of, and upon the signature of persons designated by the Board of Control.*
  - 2.10.1.3 *Maintain a full account of all monies received and paid out and shall make such reports thereof to the President and the Board of Control at each meeting.*



- 2.10.1.4 *Receive and have custody of all deeds, securities, notes, contracts, and other financial papers of the organization.*
- 2.10.1.5 *Maintain full account of all deeds, securities, notes and financial papers of the organization and make such reports thereof to the President and the Board of Control, as they require.*
- 2.10.1.6 *Present Balance Sheet to the Board of Control at February Board meetings.*
- 2.10.1.7 *Obtain/Maintain insurance policy for club Board, coaches, and members.*
- 2.10.1.8 *Provide information to Executive Vice President for yearly audit.*
- 2.10.1.9 *File taxes annually for the organization.*
- 2.10.1.10 *Sign such papers as may be required by his/her office or as may be directed by the Board of Control.*
- 2.10.1.11 *Perform such other duties, as may be incidental to the office.*
- 2.10.1.12 *He/She may be required by the Board of Control to give such bonds as they shall determine for the faithful performance of his/her office.*

## **2.11 Article XI. Referee Liaison**

- 2.11.1 The duties of the Referee Liaison are:
  - 2.11.1.1 *Coordinate the Referee Training Program for the U-8 and U-10 Divisions.*
  - 2.11.1.2 *Attend any Referee training programs in the area to keep up with new rules and regulations.*
  - 2.11.1.3 *Evaluate the In-House Referees by attending weekly games and offering ways to improve the game calling skills.*
  - 2.11.1.4 *Develop and maintain U-8 and U-10 referee evaluation forms.*
  - 2.11.1.5 *Perform such other duties as required by his/her office and/or as directed by the Board of Control.*

## **2.12 Article XII. Equipment Manager**

- 2.12.1 The duties of the Equipment Manager are:
  - 2.12.1.1 *Order all In-House jerseys, Travel uniforms, socks, balls, and nets.*
  - 2.12.1.2 *Assemble First-Aid kits for all coaches.*
  - 2.12.1.3 *Work with all Vice-Presidents and coaches to distribute equipment for each season.*

- 2.12.1.4 *Coordinate initial lining of all soccer fields.*
- 2.12.1.5 *Inventory every field box and replace any lost items (including hammers, cones, flags, etc.)*
- 2.12.1.6 *Remove all nets and return goals for storage at the end of Fall season.*
- 2.12.1.7 *Perform such other duties as required by his/her office and/or as directed by the Board of Control.*

## **2.13 Article XIII. Fundraising**

- 2.13.1 The duties of the Fundraiser are as follows:
  - 2.13.1.1 *Purchase the food, beverages, and merchandise that are to be sold at any Soccer Club event.*
  - 2.13.1.2 *Coordinate any weekly Game Day sales events, as approved by the Board of Control.*
  - 2.13.1.3 *Infuse new ideas at Board meetings as to how the Club can raise funds.*
  - 2.13.1.4 *Place orders (\$500 limit) for new merchandise as approved by the President of the organization. Orders exceeding \$500, need to be approved by the Board of Control.*
  - 2.13.1.5 *Maintain records of costs, inventory, and profits and forward information to the Treasurer.*
  - 2.13.1.6 *Plan and organize the annual Soccer Palooza Festival held at the end of the Spring Soccer season at Waterworks Park.*
  - 2.13.1.7 *Perform such other duties as required by his/her office and/or as directed by the Board of Control.*

## **2.14 Article XIV. Fiscal Year**

- 2.14.1 The fiscal year of the organization shall run from January 1<sup>st</sup> through December 31<sup>st</sup>

## **2.15 Article XV. Amendments**

- 2.15.1 The Bylaws of this organization should be reviewed every two (2) years. Any changes deemed necessary shall be voted on and revised.
- 2.15.2 These Bylaws may be amended by a simple majority vote of the members of the Board of Control at any regular or special meeting called for this purpose, provided notice of the change is given at least fourteen (14) days prior to the meeting.

## **2.16 Article XVI. Appointment of Coaches**

- 2.16.1 All coaches shall be appointed by the Vice Presidents. The appointment of coaches is at the sole discretion of the Vice Presidents. Reasons for the appointment or non-appointment of coaches are not required.
- 2.16.2 Coaches not complying with Coach Code of Conduct can have their appointment revoked at any time with no right of a hearing.

## **2.17 Article XVII. Team Roster Sizes and Registration Timelines**

- 2.17.1 Travel team roster sizes shall be determined by the Travel league the team is participating in.
- 2.17.2 Travel teams registration deadlines shall be determined by the Travel league the team is participating in.
- 2.17.3 In-House players shall be registered and added to a team roster up through the deadline set and announced each season by the Board of Control.
- 2.17.4 An In-House team shall never exceed the maximum number of players on its roster without the approval of the Division Vice President. Example: U8 Vice President shall approve rosters over the limit for U8.
- 2.17.5 In-House team roster limits are as follows:
  - 2.17.5.1 *The roster limit for the Micros Division is seven.*
  - 2.17.5.2 *The roster limit for the U6 Division is ten.*
  - 2.17.5.3 *The roster limit for the U8 Division is twelve.*
  - 2.17.5.4 *The roster limit for the U10 Division is fourteen.*

## **2.18 Article XVIII. Playing Up and Playing Down**

- 2.18.1 Players wanting to play in an older division is called “playing up”. Players wanting to play in a younger division is called “playing down”.
- 2.18.2 Travel players wanting to play up or play down shall follow the guidelines of the Travel league he or she is participating in.
- 2.18.3 In-House players wanting to play up or play down may do so with the approval of the Vice President of the division he or she is wanting to move from first and then with the approval of the Vice President of the division he or she is wanting to play in. The approving Vice President shall base the decision on information provided by coach/coaches with knowledge of the player’s ability. The approving/disapproving decision shall be recorded on the player’s registration information.
- 2.18.4 In-House players shall not be permitted to play up once he or she has been added to a team roster. The roster deadline shall be set and announced each season by the Board of Control. The roster deadline should align with the Spring/Fall season coaches meeting.
- 2.18.5 In-House players shall be permitted to play down even after the team rosters are set based on individual needs and circumstances. Example: the player is not physically able to participate with players in his or her age group without the fear of injury.

## **2.19 Article XIX. Matters Not Covered Within the By-Laws**

- 2.19.1 The Board of Control shall have the discretion to handle all matters not covered within the By-Laws.