

Kiel Soccer Club
Constitution and Bylaws
Revised and Ratified 2/26/17

Article I: Name

Section 1 The name of this Organization shall be the “Kiel Soccer Club”, from herein also to be known as KSC in this Constitution and Bylaws.

Article II: Purpose and Territory

Section 1 The Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to Organizations that qualify as exempt Organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2 No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II Section 1 hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 3 The primary purpose of this Organization shall be to provide the supervision, regulation and promotion of youth soccer in the City of Kiel, Wisconsin and additional territories as granted by the United States Youth Soccer Association (US Youth Soccer) and the United States Soccer Federation (USSF). KSC further reserves the right to develop and promote other soccer initiatives in the State of Wisconsin as they see fit.

Article III: Affiliation

Section 1 The KSC is an affiliated member of the East Central Soccer District, the Wisconsin Youth Soccer Association (WYSA), the Wisconsin Soccer Association, US Youth Soccer, USSF, and Federation Internationale de Football Association (FIFA).

Section 2 Through these affiliations, KSC becomes the officially sanctioned youth soccer program for the Kiel area and therefore shall abide by their bylaws, rules and regulations and shall not join any Organization that has requirements that conflict with USSF articles, by-laws, policies and requirements.

Article IV: Authority

Section 1 This Organization shall be governed by this Constitution and Bylaws, Rules and Regulations, all of which are subject to the Constitution, Rules and Regulations of US Youth Soccer and USSF.

Section 2 The authority of this Organization, except where otherwise delegated herein, is vested in the Board of Directors. The Board shall consist of the duly elected members of the Executive Officers and appointed board members as designated in Article X.

Article V: Membership

Section 1 Members of the Organization will be any individual who agrees to be an active participant including Board of Directors (Executive Officers and appointed Board Members), coaches, team managers, chairpersons, volunteers, and athletes. The Board of Directors (the Board) shall have the sole power to determine if an applicant meets the qualifications for membership, and thus accept or reject an application.

Section 2 Voting members are the Board, chairpersons, coaches and guardians of players registered with KSC. Players below the age of majority for the State of Wisconsin shall be represented in their capacity by their parent(s) or legal guardian(s), each of whom is thereby deemed to be a member of KSC.

Section 3 Athlete memberships are established after acceptance of registration and receipt of fee for one or more player registration(s). Each household shall have one vote.

Section 4 The KSC shall not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.

Article VI: Suspension and Revocation of Membership

Section 1 Athlete members with delinquent team fees/dues may face suspension from the Organization until those dues are paid in full, or an approved payment plan is established. An athlete member is determined to be delinquent after notice of not less than thirty (30) days has been provided of the total amount due, and payment has been received. The establishment of a payment plan, and the receipt of the first payment, is sufficient to be in good standing provided subsequent payments are made in timely fashion.

Section 2 In addition to the provisions of this Article VI Section 1, the Board, by two-thirds vote, may suspend or revoke the membership of any Member for:

- Failure to meet financial obligations to the Organization;
- Violating the bylaws of the Organization or WYSA;
- Violating the rules, regulations, Bylaws, Code of Ethics, or policies of the Organization;
- Conviction of a crime that evidences a lack of moral character or honesty.

Section 3 The Coach of a particular team may suspend or revoke membership of an athlete to the Organization, with approval of the Coaching Coordinator and President, for any of the following:

- Gross Lack of Commitment: Any player who misses 50% or more of team activities during the fall or spring season is considered to have a gross lack of commitment.
- Gross Negative Impact: Any player consistently creating a negative environment during team events, or a consistent negative attitude towards another member is considered to have a Gross Negative Impact.

Section 4 In all cases, except as outlined differently in Article III Sections 1-3, athlete membership in the Organization shall be until the end of the current playing season.

Article VII: Officers

Section 1 The Executive Officers of this Organization shall be the President, Vice President, Secretary and Treasurer.

Section 2 At each Annual General Meeting (AGM) the Organization shall elect their officers, each to serve in a specific office and term as defined in the Constitution and Bylaws.

Section 3 Terms of office shall be two (2) years or until his or her successor has been elected. The President and Secretary shall be elected in odd numbered years. The Vice President and Treasurer shall be elected in even numbered years. An officer may be re-elected to membership on the Board.

Section 4 Elections shall be conducted under rules set forth Robert's Rules of Order.

Article VIII: Duties of Officers

Section 1 The President will direct the KSC board activities and policies in accordance to the KSC Constitution and Bylaws and rules and regulations of the WYSA. He/she will preside over all scheduled board meetings. If board vacancies occur, the president may appoint a temporary successor. He/She will cast the KSC vote at the East Central Soccer District Meetings and at WYSA General Membership meetings.

Section 2 The Vice President will aid the president in formulating and administering Organizational policies. He/she shall assume the duties of the President in the absence of the President.

Section 3 The Secretary will assume the duties of the President and Vice-President in the absence of both officers. He/she is the custodian for the official records of the Organization responsible for all correspondence and communication essential to the conduct of the business of the Organization. The Secretary will keep minutes of all meetings and records of all correspondence.

Section 4 The Treasurer will keep track and report on the receipt, payment and disbursement of Organization funds. The Treasurer shall make timely payment of all written invoices relating to Organization business or shall report non-payment to the board of directors. He/She will appoint a budget committee to include all officers of the KSC annually and prepare a budget for the approval of the board. He/she shall prepare monthly balance sheets, annual financial statements and coordinate State and Federal tax preparation and filings.

Section 5 Ex Officio Board Advisor. The immediate past President of the Organization shall be an ex officio advisor to the Board. The ex officio advisor is entitled to attend and participate in meetings of the Board, but not to vote in their ex officio capacity. The immediate past president shall be an ex officio advisor for a term of one (1) year.

Article IX: Removal from Office

Section 1 Officers may be removed from office for reasonable cause by a two-thirds (2/3) majority vote of those present and eligible to vote at any duly constituted General Membership Meeting.

Article X: Appointed Board Members

Section 1 The Organization Registrar is responsible for the official registration of players in accordance to policies by coordinating the collection of registration materials from member and coordinating with district registrar(s). The Registrar shall keep the official team rosters as submitted by each Team Manager. This yearly appointment will be approved by the membership at the Organization AGM.

Section 2 The Referee Coordinator coordinates the scheduling of referees with the Organization. He/she coordinates the development of new referees and the assessment of experienced referees with the local referee unit. During the season he/she also collects game 'incident reports' and directs them to the appropriate parties. This yearly appointment will be approved by the membership at the AGM.

Section 3 The Coaching Coordinator is responsible for the recruitment, training, and development of the coaching staff. He/She is responsible for scheduling coaching clinics, educating coaches both in game skills and team management. This yearly appointment will be approved by the membership at the AGM.

Section 4 The Building and Grounds Coordinator is responsible for the facilities, grounds, and equipment. He/she will coordinate lawn mowing, field lining, garbage removal, bathroom cleaning, and ordering equipment. This yearly appointment will be approved by the membership at the AGM.

Article XI: Committees

Section 1 The Board of Directors shall authorize and define the power and duties of all standing committees.

Section 2 The President shall appoint all standing committee members subject to approval by the Board. Delegates or committees to represent the Board and the Organization at a convention, meeting or assembly may be necessary periodically. The President will appoint that group. They shall hold no authority by virtue of such appointment to bind the Organization to any expense or to concur in any action contrary to the expressed policies of the Organization.

Section 3 The President or their designee shall be an ex-officio member of all Organization committees and delegations..

Section 4 The Organization will consider the use of the following sub committees and coordinators to oversee and conduct core business of the Organization. Other sub committees and coordinators may be established per direction of the Board.

- Equipment and Grounds Committee
- U5/U6 Program Coordinator
- Equipment Coordinator
- Website Coordinator

- Tournament Coordinator and Subcommittee
- Marketing/Public Relations Coordinator
- Fundraising Chairpersons
- Uniform Coordinator
- Game Scheduler

Article XII: Fees

Section 1 The fees of the Organization shall be established by the Board of Directors after review of the budget. The Organization shall have no obligation to refund dues or any portion of dues to any Member whose membership terminates for any reason.

Article XIII: Meetings

Section 1 The rules contained in Robert's Rules of Order Revised shall govern the Organization in all matters to which they are applicable, and in which they are not inconsistent with any Constitution and Bylaws or special rules of order of the Organization.

Section 2 A quorum of Board members is required at all meetings to conduct business. A quorum is defined as three or more Board members present. Each Board member shall have one vote with the President voting only to break a tie. If less than a quorum of voting Board members is present the meeting may be adjourned at anytime without further action, although unofficial Organization business may be discussed.

Section 3 The Board of Directors shall meet no less than four times a year. In addition, special meetings may be called as required by the President or the majority of the Board of Directors or upon written demand to the President of one third or more of the total membership.

Section 4 An Annual General Meeting will be conducted in March and shall be primarily for the purpose of electing officers, confirming appointments to the board, approving by-law changes, and approving temporary rules and regulations as permanent. Members will be notified of the AGM no later than 30 days prior to the meeting with the names of the nominations and agenda.

Section 5 Meetings will normally be open with a voice given to the public. Should the Board wish to do so it may, by two-thirds vote of a quorum, close the meeting such that only members may speak further.

Article XIV Ethics

Section 1 The Members of the Organization shall subscribe to the following code of ethics:

- Members shall at all times conduct themselves with professionalism.
- Honesty and integrity must be of the highest importance in every arena.
- Coaches and staff shall treat every athlete with respect and assist them in improving as soccer players and as people.
- Members shall not conduct themselves in a way that could cause discredit or disrepute to the Organization.
- Members shall abide by the decisions of the Board in promoting and enforcing this Code of Ethics.

Section 2 The Board shall be responsible for promoting and enforcing the Code of Ethics. All Members of the Organization assume the responsibilities of the Code of Ethics and agree to conduct themselves in a manner consistent with it.

Section 3 Should the Board determine that disciplinary action of a member is required as related to the Code of Ethics, the Board, at its discretion, may:

- Send a letter of warning to the Member.
- Suspend the Member.
- Terminate a Member's affiliation with the Organization.

Section 4 Any Member subjected to disciplinary action has the right to appeal in writing to the Board of Directors within two weeks of the disciplinary action. The Member appealing shall have a right to a hearing and the decision of the Board shall be final.

Article XV: Finance

Section 1 The fiscal year of the Organization shall be the year commencing on the 1st of January and terminating on the 31st of December.

Section 2 There shall be an annual review of the finances of the Organization by an accountant, and this review shall be submitted to the Board.

Section 3 The Board shall establish and adopt a financial policy using General Accepted Accounting Principles (GAAP) guidelines to include a segregation of duties.

Section 4 The Board shall adopt a budget for each fiscal year, and the Organization shall function within the total of such budget. A draft budget shall be developed by the Treasurer for the November Board meeting. A final budget shall be presented by the Treasurer to the Board for approval during the December Board meeting.

Article XVI: Adoptions, Amendments, Restatements, Revisions or Repeals

Section 1 Constitution and Bylaw adoptions, amendments, restatements, or repeals may be initiated by the Board of Directors or any Organization Member. The changes shall be prepared and delivered to the Board of Directors in writing for discussion and approval by majority of the Board. The Board approved changes will be sent out by the Secretary 30 days prior to the AGM for approval by the membership.

Section 2 Permanent changes to the Constitution and Bylaws shall be adopted by a two thirds majority vote of the members present at the AGM.

Article XVII: Dissolution

Section 1 Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which

the principal office of the Organization is then located, exclusively for such purposes or to such Organization or Organizations, as said Court shall determine, which are organized and operated exclusively for such purposes

In witness whereof, we have hereunto subscribed our names this ____ day of _____ 20 ____.
