

# HAMILTON GIRLS SOCCER CLUB

## **Club Bylaws**

*(Updated: June 2020)*

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# HAMILTON GIRLS SOCCER CLUB

## BY-LAWS

### ***Bylaw 101. Name***

**Section 1.** This organization shall be known as the Hamilton Girls Soccer Club, located in Hamilton Township, Mercer County, New Jersey. The Club will maintain status as a nonprofit corporation under the laws of the State of NJ and shall obtain and maintain tax exempt status under the Internal Revenue Code of the United States.

**Section 2.** The Club shall engage in lawful activity, none of which is for profit, pursuant to §501(c)(3) of the Internal Revenue Code. It shall operate exclusively as a non-profit educational organization providing a supervised program of recreation. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

**Section 3.** The Club serves the general area of Hamilton Township, Mercer County but membership is not limited to within those boundaries.

### ***Bylaw 102. Purpose***

**Section 1.** The purpose of the Club shall be to promote the development of youth through soccer. It is dedicated to developing each applicant's soccer skills to her maximum individual capacity. The program is to be conducted in an atmosphere that nurtures a sense of sportsmanship and fair play, encourage teamwork as well as self-satisfaction and enjoyment, and applauds honest, continuous effort. The Club shall do its best to have every child participate equally. It shall attempt to seek the best behavior in children through everyone's positive speech and behavior.

**Section 2.** The Club shall support coaches and their quest for further knowledge of the game as this provides a better teaching experience in soccer for the youth in the township.

**Section 3.** The Board shall publicize to the membership the time and location of regular Board Meetings.

**Section 4.** QUORUM: A quorum (the minimum number of board members required to conduct business) shall consist of 50% + 1 of the total number of eligible votes of all active eligible voting members. At any meeting of the club at which a quorum is present, the vote of a majority of those present shall be sufficient to transact business at any General Meeting. At the June Election meeting and any meeting for ratification of amendments to the Bylaws, 66% of the active eligible voting members must be present to transact business.

### ***Bylaw 103. Fiscal and Seasonal Soccer Year***

**Section 1.** The Club's financial year shall be from January 1st through December 31st.

**Section 2.** The seasonal HGSC soccer year consists of two seasons: Fall and Spring. Player and Coach registration is per season

### ***Bylaw 104. Rules of Order***

**Section 1.** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt.

### ***Bylaw 105. Dissolution of Club***

**Section 1.** Should the Club be dissolved, upon dissolution of the club and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property to the Hamilton Township Department of Recreation.

**Section 2.** Should the Club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

### ***Bylaw 106. Amendments***

**Section 1.** This constitution may be amended at any regular general meeting upon a 2/3 vote of the members present and voting, provided that a written copy of the proposed amendment is given to all members present at the preceding regular general meeting. All references to He/her and Men/Man shall also mean She/Her and Women/Woman throughout the Constitution and its Bylaws. Specific references to "girl(s)" and/or "girl(s)" are intended to be gender specific and shall remain so.

## ***PART II – Membership***

### ***Bylaw 201. Equal Opportunity***

**Section 1.** The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.

### ***Bylaw 202. Voting Membership***

**Section 1.** All voting pertaining to the spending of funds shall be between the executive board officers.

**Section 2.** Voting on all other business matter shall be between the Board as long as a quorum is present.

### ***Bylaw 203. Code of Conduct***

**Section 1.** All members whether they are players, coaches, or parents/guardians/spectators are bound to the rules outlined in the Club's Code of Conduct. The code details the expected behavior at all league events and provides the foundation upon which the league demonstrates the ideals of good sportsmanship, honesty, loyalty, courage and respect for Authority.

**Section 2.** Failure to adhere and respect the Club's Code of Conduct may result in disciplinary action and/or suspension against the offending member(s) along with a lifetime ban.

## ***PART III – Organization and Board***

### ***Bylaw 301. Board of Directors***

**Section 1.** The Board of Directors shall be the representative governing authority of the Club. The Board will conduct the business of the Club and shall be composed of the elected officers and Division directors.

**Section 2.** A director for each division (Division director) shall be elected to represent the division on the Board. This election shall occur at the Monthly meeting in June and the director will assume duties in July.

**Section 3.** The Executive Board shall exercise general administration of the business of the Club and shall ratify the nominations by the President or fill vacancies in the offices of the Club as described.

**Section 4.** Each director shall be entitled to a vote on the Board. In any case, no active Board Member shall be entitled to cast more than one vote through their current roles regardless of the number of positions held, for any Board Meeting vote.

**Section 5.** No person (Active member) being financially compensated by the Club shall be allowed to vote in Club matters.

### ***Bylaw 302. Club Officers and Duties***

#### **Section 1. Officers**

The Club shall have the following elected officers:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Communication

#### **Section 2. Duties**

Duties for each position will be assigned as needed by the club.

### ***Bylaw 303. Election of Officers***

**Section 1.** Officers of the Club shall be elected at the Annual General Membership (AGM) Meeting in November.

**Section 2.** The term of office shall be two years, effective July 1 with the remainder of the month of June being a transition period.

- A. The President and Secretary, and Communications shall be elected in even numbered years.
- B. The Vice-President and Treasurer shall be elected in odd numbered years.

**Section 3.** Only Active board members will be permitted to vote to elect board members.

**Section 4.** A majority of the votes cast in a specific contest shall be required to elect a person to the Board.

- A. If there are more than 2 candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
- B. Voting shall continue until a candidate receives a majority of the votes cast

### ***Bylaw 304. Filling Vacant Offices***

**Section 1.** If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position until the next Annual General Membership Meeting held. If the President of the Club becomes vacant then the Vice President shall become President.

**Section 2.** When a Board position has become vacant between scheduled elections for that position, the members at the next Annual General Meeting after the vacancy occurs shall elect a person to the position to serve until the next election scheduled for that position in accordance with Bylaw 303, Section 2.

### ***Bylaw 305. Trustee Position***

**Section 1.** The Trustee is a position that may or may not be filled, depending on the activity and needs of the Club and must be a past officer of the Club. The purpose of the position is to assist with special projects or any duties designated by the officers of the Club. This position will include full voting rights for the duration of the appointment and will be voted in by the Club Officers and will be for a period no longer than the end of the Club's Fiscal Year. After one year, the officers will review the need for the appointed position and determine whether it should be renewed.

### ***Bylaw 306. Division directors***

**Section 1.** The Club shall have a single director for every recreation division as stated in Bylaw 301, Section 2.

### ***Bylaw 307. Committees***

**Section 1.** The Board may create committees for the purposes established by the Board. The duration of such ad hoc committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.

**Section 2.** The President shall be an ex-officio member of all committees established by the Board, although the Board may appoint another person to chair the committee. Standing committees are important to the makeup of the executive board.

### ***Bylaw 308. Removal of Executive Board Members***

**Section 1.** Any Executive Board member including Division directors may be removed from their office and/or position without assigning any cause, by a majority vote of the Executive Board. If any Executive Board member is removed, the resulting vacancy may be filled by the Executive Board at any regular or special meeting.

## ***PART IV – Administration***

### ***Bylaw 401. Policies***

**Section 1.** The Executive Board may adopt policies to govern the operations of the Club. A majority of vote of those Board members present at any Board meeting at which there is a quorum is sufficient to adopt, repeal, or amend a policy.

**Section 2.** Once adopted, a policy will govern the operations of the Club until amended or repealed.

**Section 3.** The Board shall make appropriate provisions to inform its members of Club Policies.

### ***Bylaw 402. Financial Policies***

**Section 1.** The Board shall adopt financial control policies that provide details for the handling of the Club's financial affairs. Such policies shall be reviewed annually as required by the Executive Board.

**Section 2.** The Board shall establish a budget for each year prior to the beginning of the new fiscal year.

**Section 3.** The Board shall cause an annual review of financial statements by an independent source. This may or may not include a full audit of the books. A review may be done by a responsible individual while preparing the tax statement for filing with the IRS, or it may include an actual audit, which is recommended at least every 3-5 years to ensure current accounting practices are being met.

**Section 4.** The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax exempt organizations.

**Section 5.** The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

### ***Bylaw 403. Referees/Trainers***

**Section 1.** Trainers and Referees selected by the Club shall serve as independent contractors.

**Section 2.** Any individual referee or trainer receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

## ***PART V – Discipline***

The Club shall have full jurisdiction over all teams, members, and matters connected with soccer which it shall conduct. The clubs Board shall have the power to discipline, suspend, or expel any person under its jurisdiction guilty of violation or breach of the Constitution and Bylaws, Codes of Conduct, and the Rules and Regulations

### ***Bylaw 501. Players, coaches and Spectators:***

**A. Ejection from a Game:** first time - out balance of game plus one(1) full game if ejected by the referee prior to, during, or after a game, second time - suspended for two (2) full games, third time-Bylaw 501 B will be invoked and player is suspended from all games until the hearing committee renders its decision. All cases of disqualification must be reported to the Division director by the respective Coach before the next scheduled game.

**B. Misconduct and Rule Violations** - charges of misconduct or rule (code of conduct) violations shall be brought to the attention of the respective Division director by any member of the Club.

## ***PART VI - Rules and Regulations***

**Section 1.** The Rules of the Club shall be adopted in accordance with the same procedures as for these By-Laws and shall have the force and effect of same.

# ***PART VII – Changes to the By-Laws***

## ***Bylaw 701. Adoption and Amendment***

**Section 1.** By-Laws may be adopted or amended by a two-thirds (2/3) majority vote of the eligible voting members present and voting at any regular general meeting provided that the proposed amendment has been presented to all members present at the last preceding regular meeting. All changes to the By-Laws and Rules shall be submitted in writing and presented to the Rules Committee for review and recommended action prior to the vote at the next general meeting. Rules Committee shall be made up of the Vice President, Secretary and 1 other member of the executive board.

## ***Bylaw 702. Provisional Bylaw Changes***

**Section 1.** The Board, by a two-thirds (2/3) majority vote of the eligible voting members, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 701 as a proposed Bylaw amendment at the next General Membership Meeting.

## ***Bylaw 703. Severability and Precedence***

**Section 1.** Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

**Section 2.** The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next General Membership Meeting to eliminate the cause of any conflict.

# ***PART VIII – Matters Not Covered***

**Section 1.** In the event of matters not covered in the rules and regulations of the league, the Constitution or the Bylaws, the Club resident shall have power to provide for it and such rulings shall be standing and binding until approved, rescinded or varied by a vote at the next Executive Board meeting.



## ***PART IX - Risk Management***

### ***Bylaw 901. Risk Management Policy***

**Section 1.** HGSC manages risk to identify and assess potential risks for our soccer community and to then monitor and minimize the probability and/or impact those risks could pose.

**Section 2.** It is the intent of HGSC to provide a healthy, safe and enjoyable soccer environment for all participants. HGSC has adopted the US Youth Soccer Kid Safe Program, which is designed to create a safe environment for all players associated with the Club. HGSC is committed to providing all support necessary for our club to maintain the program.

**Section 3.** Managing risk ranges from making sure all players wear shin guards to providing background checks for all of our volunteers, coaches and staff. Our Risk Management Program includes the US Youth Soccer's Kids Safe Program which provides guidelines for creating the safest possible environment for our players.

**Section 4.** The objectives of the HGSC Risk Management Program are:

1. To review and recommend policies and procedures to ensure the safety of our participants
2. To require coaches and assistant coaches complete concussion awareness training every 2 years
3. To establish secure records and maintain the background check information program for volunteers, employees and others who are entrusted with the supervision and care of players and participants, including financial care
4. To provide secondary medical coverage for injuries incurred during participation in HGSC Youth Soccer activities
5. To provide safety with regard to environmental factors such as field conditions related to weather matters
6. To provide policy recommendations and education for HGSC Youth Soccer Member Club to minimize liabilities and other manageable risks including financial risk.

## ***PART X – Adoption of These By-Laws***

### ***Bylaw 1001. Ratification***

**Section 1.** These By-laws were ratified by a unanimous vote at a monthly meeting of the Executive Board on October 19th, 2019.

**Section 2.** In ratifying these By-laws, the Members of the Club repeal all prior Bylaws of the Club. provided that such repeal does not impair the validity of any action