

**PROSPECTOR SOCCER CLUB**  
**BYLAWS**



**Table of Contents**

<b>ARTICLE I: MEMBERSHIP</b>	<b>1</b>
<b>ARTICLE II: CLUB BOARD</b>	<b>2</b>
<b>ARTICLE III: OFFICERS/DIRECTORS</b>	<b>3</b>
<b>ARTICLE IV: DUTIES OF OFFICERS</b>	<b>4</b>
<b>ARTICLE V: APPOINTED CLUB POSITIONS</b>	<b>6</b>
<b>ARTICLE VI: STANDING COMMITTEES</b>	<b>7</b>
<b>ARTICLE VII: MEETINGS</b>	<b>8</b>
<b>ARTICLE VIII: REQUESTS, COMPLAINTS, PROTESTS AND APPEALS</b>	<b>9</b>
<b>ARTICLE IX: PROHIBITIONS</b>	<b>10</b>
<b>ARTICLE IX: DISSOLUTION</b>	<b>10</b>
<b>APPENDIX 1: REVISION HISTORY</b>	<b>11</b>
<b>APPENDIX 2: CLUB STRUCTURE</b>	<b>11</b>

## **ARTICLE I: MEMBERSHIP**

Players are considered members of the Club upon submittal of the appropriate registration material and fees as specified within the Registration Procedures of the Rules and Regulations.

All bank checks, drafts and/or money orders submitted to the Club shall be made payable to the "Prospector Soccer Club" or "PSC."

Money that is obtained by a Club that is over and above normal fees and dues established at the time of registration as necessary for the normal functioning of the Club will be kept by the Club to be used for any reason deemed necessary by a majority vote of the Club Board.

The Seasonal Year shall be from August 1 through July 31. Insurance coverage shall be for the same period.

## **ARTICLE II: CLUB BOARD**

**Section A: Responsibilities** – The general management of the affairs of the Club shall be under the control, supervision, and direction of the Board of Directors. Email addresses of persons who are to act in the capacity of Directors shall be listed on the Club website. The Club Board shall consist of a minimum of seven (7) Directors. The Club Board shall be responsible for the following:

- A. Enforcing and interpreting the Constitution, Bylaws and Rules and Regulations.
- B. Shall from time to time make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, Bylaws or Rule and Regulations, but which are deemed necessary to carry out the objectives and purpose of the Club.
- C. Setting Club registration fees, which will include the amount required by CYSA and EDYSL.
- D. Registering all players within the Club area.
- E. Formation of all teams to be affiliated with the Club.

- F. Purchasing and distributing equipment to players, coaches and field managers.
- G. Raising funds for the operation of the Club and any special projects such as field development.
- H. Selecting and disciplining coaches and referees needed to service all affiliated teams.
- I. Providing fields properly marked and in safe condition, for all sanctioned games to be held by the Club.
- J. Determine when games are to be scheduled, rescheduled or canceled and notify coaches, players and referees of such decisions.
- K. The taking of team pictures.
- L. Enforcing recommended punishments of the PAD Committee.

Each Club Officer will cast one vote on matters voted by the Club Board, with the exception of the Club President who will only cast a vote in the event of a tie. Any member of the Club Board will disqualify himself or herself from voting on any issue directly affecting a team which he/she coaches or any other situation that he/she has conflict of interest. A Club Officer may only cast one (1) vote regardless of number of positions held.

Falsification of records shall be grounds for disbarment from future participation and/or membership in this Club.

A plea of ignorance to the Constitution, Bylaws and Rules and Regulations of this Club is not sufficient and violators may expect appropriate action by the Club Board.

**Section B: Authorities** – The Club Board shall have the right and authority to suspend, bar completely or otherwise discipline any player, coach, manager, team assistant, Club Officer, Referee or official or any individual from any team.

The Club Board, at its discretion, may waive the registration fees of the children or custodian of any member due to volunteerism and efforts for the club.

**Section C: Compensation** – As a token compensation, any voting member of the Board of Directors shall have the basic registration fee for their children waived. The player/s can be a child of whom they are a parent or legal guardian. Should they wish to donate the right of waiving the fees to another player, they

may do so by naming a specific player or the credit may be donated to the scholarship program. Assignment of the benefit is limited to one player registration fee per board member to go to the scholarship program or other named individual. Board members are not permitted to combine fee waivers for their children, scholarship program, or other named individual.

The appointed Club Registrar(s), Referee Assignor and elected Treasurer may receive monetary compensation with approval of the Club Board.

**Section D: Liability** – This Club shall not assume nor be liable for the debts nor the financial obligations, either implied or incurred, of any of its members.

All officers and appointed positions of this Club, officials of member teams, referees and players shall be covered against liability claims by the California Youth Soccer Association for performing acts and duties directly related to the work of this Club.

### **ARTICLE III: OFFICERS/DIRECTORS**

**Section A: Officers/Directors** –The Board shall be comprised of: President, 1<sup>st</sup> Vice President 2<sup>nd</sup> Vice President, Secretary, Treasurer, Referee Director, Coaches Director, Communications & Outreach Director Fundraising & Sponsorship Director and Equipment Director.

**Section B: Eligibility** – Anyone is eligible for any elected or appointed position. Prior membership in the Club is not a requirement except for the position of President. Candidates for the President position must currently be serving on the Board of Directors prior to their candidacy. In the event that no candidates meeting these qualifications are available, anyone from the general membership may run. The intent of this restriction is to fill this critical position with people who are already experienced with the operations of the Board of Directors. All board members and appointed positions with access to personal information of members will be subject to passing Risk Assessment procedures.

**Section C: Election** – The Club Membership, at the Annual General Meeting (AGM), shall elect from its ranks, directors of the Club Board.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin on January 1 of the following year.

**Section E: Vacancies** – In the event that a Club Board position is not filled at the AGM, or should a position become vacant during the year, the Club Board may fill the position by a simple majority vote.

## **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – The President shall conduct all meetings of the Club Board and shall cast a vote only in the case of ties. The President shall appoint the remaining club positions at the beginning of his/her term of office with the approval of the Club Board, or when deemed necessary by the Club Board. The President shall serve as Club representative to monthly EDYSL meetings and oversee the activities of the TopSoccer Coordinator, Assistant Registrar, and Scholarship Committee. The President shall be responsible for maintaining the 1<sup>st</sup> Vice President's knowledge of events and programs within the Club.

**Section B: 1<sup>st</sup> Vice-President** – The 1<sup>st</sup> Vice President shall succeed to the powers of the President in his/her absence. The 1<sup>st</sup> Vice President shall assume any duties assigned by the President. The 1<sup>st</sup> Vice President shall appoint members and chair the Club Protests, Appeals and Disciplinary (PAD) Committee. The 1<sup>st</sup> Vice President also chairs the Competitive Committee and is in charge of the Competitive Program. The 1<sup>st</sup> Vice President shall be responsible for selecting coaches for each competitive team with Board Approval and maintaining a list of qualified coaches. He/She will schedule competitive coaches meetings and perform all administrative functions associated therewith. Additionally the 1<sup>st</sup> Vice President will oversee the activities of the Competitive Registrar and competitive uniform ordering.

**Section C: 2<sup>nd</sup> Vice-President** – The 2<sup>nd</sup> Vice President shall be responsible for the procurement of fields for Club play. He/She will be responsible for coordination with the various field owners and assuring that there are sufficient and adequate fields for practice and game play. He/She will also be responsible for field construction, improvement, and maintenance activities within the club. Additionally, he/she will be responsible for scheduling all Club teams practice sessions to specific fields. Oversees the activities of the Scheduler.

**Section D: Secretary** – The Secretary shall keep an accurate record of all meetings, handle all correspondence, maintain the club calendar, give notice of meetings, maintain the files of the Club, and oversee activities of the Special Events Committee. The Secretary shall, within seven (7) days following a Club Board meeting, relay via mail to the members of the Club Board, minutes of the meeting. Additionally, after fifteen (15) days following the AGM, the Secretary will forward a copy of the modified Constitution, Bylaws and Rules & Regulations to the Club Board. Chairs the Elections Nominations Committee.

**Section E: Treasurer** – The Treasurer shall deposit all Club monies in a recognized bank account in the name of the Club. All accounts shall be paid by check and shall bear the signatures of any two (2) Club Officers defined and approved by the Club Board as designated signers on the Club bank account. The Treasurer, however, may NOT be a signer on the Club bank account. Nor may two related (by birth or by marriage) Board Officers may be signers on the Club bank account. The Treasurer is responsible for the expedient collection, deposit and recording of all monies of the Club and the forwarding all required fees and dues to the League and other vendors. The Treasurer will submit a monthly financial statement to the League Treasurer. The Treasurer will make the Club books available to the League Treasurer for audit prior to the AGM. The Treasurer shall submit an annual budget to the Club Board in the beginning of the year for review and approval. The Treasurer shall submit monthly financial statements (including a list of monthly expenditures) at every Board Meeting. The Treasurer will be responsible for completing and filing all necessary Club paperwork with the State of California and Federal Government. The Treasurer will be responsible for completing a monthly reconciliation of the Club books/records to the Club bank account. The Treasurer will enlist the support of the assistant treasurer as needed and oversee his/her activities. If the Treasurer receives monetary compensation, he/she shall not have a vote.

**Section F: Scheduler** – Responsible for scheduling all inter-league and intra-league home games working with the Field and Equipment Directors.

**Section G: Coaches Director** – The Coaches Director shall be responsible for recruiting and selecting recreational coaches for each team and maintaining a list of qualified coaches. He/she will schedule training sessions for recreational coaches, and will be available to assist coaches during the season when requested. He/She will schedule all recreational coaches meetings and perform all administrative functions associated therewith. He/She will sit as a member of the Competitive Committee, oversee the Recreational Registrar, recreational uniform ordering, and appoint Age Group Coordinators with Board approval.

**Section H: Communications & Outreach Director** – The Communications & Outreach Director shall be responsible for all club communications to the members. He/she will work with the President and Directors for timely communication of club activities, information, and updates via email, on the Club website and social media. He/she will maintain a mailing list of club members and alumni and answer questions submitted to the club information

email address. The director will be responsible for the club website, social media presence and oversee the Website Coordinator.

**Section I: Fundraising & Sponsorship Director** – The Fundraising & Sponsorship Director shall be responsible for the fundraising activities of the club and coordination of sponsorships. He/she will oversee the Fundraising & Sponsorship Committee to coordinate all fundraising events and solicitations of donations to the club. The Director will establish a fundraising calendar, prepare/maintain collateral to assist teams with soliciting for sponsorships, and oversee the activities of the Picture/Award Coordinator.

**Section J: Equipment Director** – The Equipment Director shall be responsible for all club equipment and preparation of fields for play. He/she will maintain an inventory of club equipment assets, order additional and replacement equipment as necessary within budget, and coordinate distribution and collection of equipment. The Director will also ensure all fields are properly marked for matches and that equipment is in functional and safe condition.

#### **ARTICLE V: APPOINTED CLUB POSITIONS**

The Club President, with the approval of the remainder of the Club Officers/Directors, shall appoint the following Club positions:

1. Recreational Registrar – Responsible for the registration of all recreational players and coaches in compliance with club, league, and CYSA requirements.
2. Competitive Registrar – Responsible for the registration of all competitive players and coaches in compliance with club, league, and CYSA requirements.
3. Assistant Registrar – Responsible for assisting the club registrars, as needed with registration of all players and coaches in compliance with club, league, and CYSA requirements. Responsible for the registration of Top Soccer players.
4. Referee Director – The Referee Director, who must be a licensed referee, shall be responsible for maintaining an adequate list of qualified referees, scheduling annual referee training, and assigning adequate referees for all games at fields under the Club's jurisdiction, in accordance with the policies approved by the League and Affiliated organizations. The director will also be responsible for keeping a record of the pay due each referee in his Club and distributing the paychecks for referees. At the option of the Board, the Referee Coordinator may be divided into two (2) positions.

5. Uniform Coordinator – Responsible for overseeing ordering, tracking, facilitating payment, and distribution of all club uniforms, coaches shirts and goalie jerseys
6. Picture/Awards Coordinator – Responsible for organization and distribution of club pictures and awards.
7. TopSoccer Coordinator – Responsible for all aspects of the administration of the TopSoccer Program.
8. Website Coordinator – Maintaining the club website with current and correct information.
9. Special Events Coordinator – Coordination of all club special events not for fundraising purposes. Examples include events such as Coaches Dinner, Awards Banquet, and Club BBQs.
10. Age Group Coordinators: Appointed by the Coaches Director with Board approval to serve as points of contacts and team formation for assigned age groups.
11. Assistant Treasurer: Assist Club Treasurer as needed.

#### **ARTICLE VI: STANDING COMMITTEES**

The following Standing Committees shall be appointed by their chairperson, subject to the approval of the Club Board. Committee recommendations are subject to Board Approval.

**Rules and Revisions Committee** – Rules and Revisions Committee: To meet at least 30 days prior to the AGM to consider and distribute proposed changes in the Club Constitution, Bylaws and Rules and Regulations. The 1<sup>st</sup> Vice President shall chair the committee.

**Protests, Appeals and Disciplinary (PAD) Committee** – Convened to hear all protests and appeals submitted to the Club and recommend disciplinary action or escalation if warranted. The 1<sup>st</sup> Vice President shall coordinate and report the activities of the committee.

**Competitive Team Committee** – To coordinate the selection of the Club's Competitive teams. This committee shall be chaired by the 1<sup>st</sup> Vice President and shall include the Coaches Director and Competitive Registrar.



**Elections Nominations Committee** – To submit a list of qualified candidates for election to Club Board positions at the AGM. The Club Secretary shall chair this committee.

**Field Development Committee:** To engage in the development of new playing fields within the community, initiate improvements to existing fields, assist field owners in maintaining adequate fields, and coordinate with the Equipment Director for field set-up and maintenance. The 2<sup>nd</sup> Vice President shall chair this committee.

**Marketing & Technology Committee:** To oversee club marketing and branding as well as research and assist implementing technology solutions for the benefit for the club and its members. This committee will be chaired by the Communications & Outreach Director and shall include the Fundraising & Sponsorship Director.

**Fundraising Committee:** Prepare an annual fundraising plan and organize all fundraising activities for the club. Solicit donations and sponsorships for the club. The Fundraising & Sponsorship Director shall chair this committee.

**Scholarship Committee:** To coordinate the collection, review, and recommendations of scholarships to the Club Board for approval. The President shall chair this committee.

## **ARTICLE VII: MEETINGS**

**Section A: Regular Meetings** – The Club Board will meet once a month following the League Board meeting. The agenda for regular meetings shall be as follows:

- A. Call to Order and Roll Call
- B. Introduction of Guests
- C. Acceptance of minutes of previous meeting
- D. Correspondence
- E. Officers' Reports
- F. Registrar's Report
- G. Unfinished business

H. New business

I. Good of the Game

J. Adjournment, time and place of next meeting

**Section B: Special Meetings** – The Club Board shall meet whenever the President deems it necessary. The Club Board shall also meet if the President is instructed to do so by four (4) or more members of the Club Board.

**Section C: Quorum** – At all meetings of the Club Board, greater than fifty percent (50%) of the Board shall constitute a quorum for the transaction of business. In the event a board position is vacant, the position shall not count towards the number needed for a quorum.

**Section D: Rules of Order** – Robert's Rules of Order shall be deemed adopted at all meetings of the Club unless otherwise agreed to by the participants.

### **ARTICLE VIII: REQUESTS, COMPLAINTS, PROTESTS AND APPEALS**

In the matter of requests, complaints, protests and appeals, no individual, player or team shall engage the services of a lawyer or attorney until all avenues of protest and appeals procedures are exhausted through regular channels of the organization.

**Section A: Complaints** – Any and all complaints, which are to be registered with the Club, shall be done so in writing. Complaints should contain an explanation of the complaint and must contain the following information:

- Name, signature, address, and phone number of the person filing the complaint.
- Date and time of occurrence.
- Names of parties involved, if known.

The Club will not, and cannot act upon the verbal or unsigned complaints. All complaints must be mailed to PSC, attention President, or emailed to the Club President. In addition, coach and referee evaluations/complaints must meet the same criteria.

Any person found guilty of violating the Constitution, Bylaws and/or Rules and Regulations of this Club may be asked to appear before the Club Board and/or affiliated Boards to explain their actions.

Requests or complaints by an individual to change an action taken by the Club or a committee must be received in writing by the Club President within one week of the action under review. Requests or complaints will be heard and decided by the Club Board at the next Club meeting.

**Section B: Protests & Appeals:** Protests and appeals are defined as actions taken by an individual regarding a game-related situation. Protests and appeals are heard by the PAD Committee, which shall be appointed by the 1<sup>st</sup> Vice President prior to the beginning of the seasonal year with Board approval.

The PAD Committee shall be composed of impartial members of the Club Community. A working quorum shall consist of three (3) committee members. A certified referee must be present. Representatives from teams involved in a dispute may not serve on any working quorum.

There will be a minimum of three (3) on the PAD Committee.

The 1<sup>st</sup> Vice President shall not serve on the working quorum, but shall submit a report of findings to be published in Club Minutes.

## **ARTICLE IX: PROHIBITIONS**

**Section A: Alcoholic Beverages:** The use and/or consumption of any alcoholic beverages, immediately before, during, or after playing or coaching any youth soccer game is expressly prohibited.

**Section B: Dogs or other animals:** For the safety of players and families, NO DOGS or other animals (other than service animals) are permitted at or near any PSC practice, game or event, even if dogs are permitted at that facility, park or field.

## **ARTICLE X: DISSOLUTION**

Should the Club dissolve; all assets remaining after payment of all debts will be distributed on a prorated basis among the remaining Clubs who will service that area.

**APPENDIX 1: REVISION HISTORY**

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
11/10/2010	1.0	Working copy	PSC Board
10/30/2015	1.1	Reformat document, restructure of board, consistency updates	Sally Miller
12/15/2015	2.0	Approved updates by membership at AGM	Sally Miller
12/12/17	2.1	Approved updates by membership at AGM	Chris Felton
12/2/21	2.2	Approved updates by membership at AGM	Randy Caruthers