

GOVERNOR MIFFLIN SOCCER CLUB CONSTITUTION and BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the GOVERNOR MIFFLIN SOCCER CLUB Inc., hereinafter "GMSC".

ARTICLE II. PURPOSE and OBJECTIVE

The purposes of the GOVERNOR MIFFLIN SOCCER CLUB are:

- a. To promote, foster and perpetuate the game of soccer by providing supervised and organized soccer activities;
- b. To instill a spirit of good sportsmanship, honesty, loyalty, courage, respect for authority and fair play among members, coaches and players and thereby combat juvenile delinquency and foster decent, healthy and trustworthy citizens;
- c. To develop, teach, promote and regulate soccer for individuals under 18 years of age;
- d. To teach soccer skills to children and coaches by holding clinics conducted by qualified instructors;
- e. To promote Governor Mifflin Soccer Club to be a viable part of community and to keep the best interest of the community and the club, as a whole, at heart.

ARTICLE III. AFFILIATION

GMSC is affiliated with all of the leagues within the Eastern Pennsylvania Youth Soccer Affiliation (EPYSA), United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF), and the Federation International de Football Association (FIFA).

ARTICLE IV. MEMBERSHIP

Section 1. Classes of Membership

A. Player Membership

1. Players will become members upon completion of registration and payment of fees. Such fees will be determined annually by the Governor Mifflin Soccer Club Board of Directors, hereinafter the "Board."
2. Membership shall be open to all children in accordance with the programs approved by the Board each year.
3. The sole limitation of GMSC membership shall be the size of the rosters and numbers of teams that the GMSC is able to operate in a given year.
4. All members shall abide by the constitution, by-laws and rules and regulations of the GMSC, as amended by the Board, from time to time.

B. Voting Membership

1. Parent(s) of the player or up to two legal guardians per registered family shall be eligible to be voting members. A registered family is defined as player members living at a single address, or joint legal guardians. Each registered family shall be entitled to vote for the period of July 1 through June 30 of the calendar year for which each family is registered. Coaches and Board members shall be considered voting members only for as long as they actively serve the club. In order to be eligible to cast a vote during the election of officers for the Board, a voting member must attend one general meeting during the calendar year.
2. All voting members shall abide by the by-laws, rules and regulations of GMSC and EPYSA.
3. The Club will host a minimum of 1 general meeting per season.

Section 2. Removal

- A. Memberships to GMSC may be refused or revoked for the season by a 51% majority vote of the Board, provided that fifteen days' notice is given to the applicant/member, in writing, stating the cause for the refusal or revocation.

ARTICLE V. FEES and OTHER FINANCIAL OBLIGATIONS

Section 1. Annual Fees

A. Amount

1. Annual membership fees shall be established by the Board 30 days prior to open registration.
2. Membership fee refunds and reimbursements shall be determined by the Board, in its sole discretion. No refunds will be disbursed however provisions will be put in place to voucher players for a season that they could not play due to injury, illness or other life changing events.

B. Payment

1. Fees shall be paid at time of registration.
2. The board may waive fees in exceptional cases or because of financial hardship, in its sole discretion on a case-by-case basis.

Section 2. Other Financial Obligations

- A. Fees may be assessed for members participating in GMSC programs other than the standard soccer seasons as determined by the Board, from time to time.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Personnel

- A. The Board shall consist of a minimum of 5 members. The Board shall be comprised of the following: President, Vice-President, Secretary, Treasurer, and Registrar.
- B. Other positions, such as Intramural Coordinator, Travel Coordinators, Land Representative, Equipment Manager and more may be added as the Board sees fit should the need arise.
- C. All Board members must be a resident of Governor Mifflin School District or have a player registered with the club.

Section 2. Nominations

A. President

1. Nominations for President, Treasurer shall be limited to those individuals who are currently serving on the Board in good standing for at least two calendar years.

B. Procedures

1. All voting members may nominate any other voting member of GMSC to a position on the Board, except noted in section 2A, hereinabove.
2. Nominations to the Board must be made to the Secretary in writing and voted on at next general meeting.
3. A list of nominations shall be made available to the GMSC general membership on the club website as they are received by the Secretary.

Section 3. Election and Terms

A. Procedures

1. Open positions on the Board shall be filled by secret ballot at the next available board meeting.
2. The Secretary shall generate, distribute and tally the ballots with the assistance and oversight of one at-large GMSC voting member.
3. Nominees receiving a plurality vote shall be declared elected.
4. Nominees will submit a letter of interest to the secretary who will in turn present such request at the next Board meetings.
5. The secretary will communicate with the nominated party to assure they are accepting nomination and explain the process. The nominee shall be present at the voting general meeting to accept appointment to the position.

B. Terms

1. The term of office for each position on the Board shall be for a period of years, and the term shall begin on January 1st of the calendar year following the elections.
2. The positions of President and Treasurer shall be for a 4 year term.
3. All other board positions shall be for a 2 year term.

Section 4. Duties

A. Board of Directors, the "Board."

1. The Board is the administrative body of the GMSC. The Board shall develop policies and rules to govern GMSC. The Board shall have control over GMSC's programs, operations, funds and properties. The Board shall also be responsible for the following:
 - a. Establishment of and amendments to the by-laws, rules and regulations of the GMSC.
 - b. Authorization and approval of all budgets, programs, registration fees and expenditures of GMSC.
 - c. Arbitration of and resolution of grievances and discipline, as well as enforcement of GMSC policies and by-laws.
 - d. Approval of all appointments made by the President.
 - e. Approval and appointment of all coaches, managers and any or all other team or Club officials.
 - f. Scheduling all membership meetings.
 - g. Hiring and appointing persons to aid the board in the administration of the Club.
 - h. Any other purpose which is reasonably related to the administration of its duties to the Club.

B. President

1. The President shall be the chief executive officer and shall be primarily responsible for the operations, achievements and morale of the Club. The duties of the President are:
 - a. To preside at membership and Board meetings
 - b. To be a member, ex-officio, of all committees
 - c. To create all committees that the Board deems necessary and to assign duties related thereto
 - d. To supervise the selection of teams
 - e. To provide the tie-breaking vote when required.
2. Qualifications
 - a. The position shall be filled by an individual who has served on the GMSC board for a minimum of the immediate two years prior and currently in good standing. This individual shall also be able to be bonded if GMSC deems it necessary

C. Vice-President

1. The Vice-President shall assist the President and shall be familiar with the overall operation and programs of the Club. The duties of the Vice-President are:
 - a. To assume the responsibilities of any vacant board position at any time.
 - b. Oversee evaluations.

D. Secretary

1. The Secretary shall keep the minutes of the meetings and conduct the general correspondence of GMSC. The additional duties of the Secretary are:
 - a. To receive and publish the nominations for the election of the Board
 - b. To conduct the elections for the Board at the Fall General meeting
 - c. Assist with the maintenance of the clubs official website and social media.
 - d. Act in the capacity of Risk Manager for the organization working in conjunction with the registrar and leagues.

E. Treasurer (PAID POSITON)

1. The Treasurer shall be the chief financial officer of the Club and the custodian of GMSC funds. The duties of the Treasurer are:
 - a. To keep a full and accurate account of the clubs finances and to have those available for review at any and all times deemed necessary.
 - b. To present financial reports at every board and general meetings.
 - c. Draft budgets and seasonal operations budgets for all operations.
 - d. File taxes appropriately and in a timely manner.
2. Qualifications
 - a. The position shall be filled by an individual who has served on the GMSC board for a minimum of the immediate two years prior and currently in good standing. The position shall be filled by an individual who can demonstrate a working knowledge of accounting and financial management. This individual shall also be able to be bonded if GMSC deems it necessary.

F. Age Group Coordinators

1. The age group coordinators shall be the liaisons between the coaches, parents, players and the board of directors. The duties of the Age Group Coordinators are:
 - a. To recruit coaches for Board approval
 - b. To roster teams in accordance with GMSC policies
To oversee relegation process for individual teams
To provide guidance and assistance to coaches in respective age division
 - c. M&M and U8 coordinators shall be responsible for the overall administration of their respective age groups in accordance with GMSC policies.
 - d. To help the Vice President in the coordinating and execution of yearly evaluations.

G. Land Representative (PAID POSITION)

1. The Land Representative shall be responsible for the management of club laying fields and for the scheduling of games.

H. Registrar (PAID POSITION)

1. The Registrar shall be responsible for the registration of all GMSC players at the club and league levels.

I. Fundraising/Sponsorship Coordinator

1. This person shall be responsible to coordinate and develop the fundraising aspects of the program, oversee the spirit wear program and work in conjunction with the treasurer, vice-president and president to develop revenue opportunities for the program and present fundraising options 60 days prior to start of season to be voted on by the board.

J. Equipment Manager (If Needed)

1. This person shall be responsible for the oversight of maintaining the clubs equipment to include accurate inventory records, maintenance of equipment and logs of loaned equipment. Also, will assume other duties as it pertains to equipment, as needed.

Section 5. Vacancies

- A. All vacancies on the Board shall be filled by the nomination of and approval by the Board until the next election of that Board position.
- B. The Board may choose to remove a member for not performing their duties or conduct unbecoming a member of GMSC in good standing. It is at the discretion of the Board to vote a 51% immediate removal or to proceed with a suspension or other timely reconciliation.

Section 6. Quorum

- A. 51% of active board members shall constitute a quorum. A quorum is needed to conduct any vote.

Section 7. Restrictions

- A. Coaching
 1. Any person within the community that meets all the requirements set forth by risk management may coach.
- B. Writing GMSC Checks/ financials
 1. Checks drawn in any amount over \$1000.00 shall be signed by two board members, one being the treasurer and the other being the Secretary, Registrar, Vice-President or President. In the event of a critical payment processing (time factor) a payment maybe prepared and processed then reported on at the following board meeting. However, this only applies to critical payment processing and all other payment processing will be executed at board meetings.
 2. Seasonal referee fee checks will be issued to the age group coordinator who will be held responsible to issue the appropriate fees to the coaches or the checks maybe issued directly to the coaches. To be decided as the board sees fit.
- C. Budgets
 1. To expedite the processing of materials, equipment and operational aspects of the Organization the treasurer is authorized to make payments on the behalf of the organization at Any given time necessary to perpetuate the business needs following the approved payment processing above.

ARTICLE VII. MEETINGS

Section 1. General Meetings

General meetings of voting members of the membership shall be held at least once per season.

Section 2. Board Meetings

- A. The Board shall meet monthly as established by the Board. A quorum shall be required to conduct a voting meeting which 51% of active board members must be present.
- B. A minimum of 9 board meetings in a calendar year by active board members shall be required to remain in good standing.

Section 3. Special Meetings

- A. Special meetings of the voting membership maybe called by the President, by the Board or upon written request of ten percent of the voting membership of GMSC.

ARTICLE VIII. POLICIES and STANDARDS

Section 1. Policies

- A. The policies of GMSC shall be consistent with the policies of EPYSA.
- B. GMSC's colors shall be representative of the colors of the Governor Mifflin School District.
- C. All coaches and assistant coaches shall be required to submit background clearances in accordance with the clearances required of volunteers for the Governor Mifflin School District. These clearances shall be valid for three years, from the date that the clearances are obtained.

ARTICLE IX. EVALUATIONS

Section 1. Procedures for Evaluations

- A. Evaluations will be organized by appropriate coordinators and Vice President or other board members and must be conducted at minimum once annually during or after Spring Season. The purpose of evaluations is to evaluate the players to determine team alignments for the following soccer seasons. At this time players will also be afforded an opportunity to sign-up to try out for an elite team if one exists. The process of evaluating will follow a policy outlined in the GMSC policies and made available to the general membership for review, however the results remain confidential.

ARTICLE X. PARTICIPATION

Each coach shall play all eligible players for a portion of each game. A coach shall not be required to play an otherwise eligible player who is ill, injured or subject to team, club or league disciplinary action. There is no mandatory time frame a player will play other than a reasonable time will be assigned to each player.

ARTICLE XI. MISCELLANEOUS

1. This organization is organized exclusively for educational 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 of 1954 or corresponding provisions of any future United States Internal Revenue Law.
2. No part of the net earnings of the club shall inure to it members, board members, officers, or other private persons, except that the Club 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 hereof. No part of the activities of the club shall be carrying on of propaganda, or otherwise attempting to influence legislation, nor shall the Club participate in or intervene in any political campaign of behalf of any candidate, issue or public office. Notwithstanding any other provisions of the Articles, the Club shall not carry on any other activities not permitted to be carried on by an Association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 of the corresponding provisions of any future United States Internal Revenue Law.
3. Upon dissolution of the Club, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Club dispose of all assets of the Club exclusively for the purpose of the Club in such manner to such organizations organized exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 of the corresponding provisions of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Berks County, exclusively for such purposes or to such organizations as said court shall determine, which are organized and operated exclusively for such purposes.