

THE VALPARAISO SOCCER CLUB

CONSTITUTION AND BY-LAWS

ARTICLE I NAME

This society shall be known as the Valparaiso Soccer Club, hereinafter called the "Club".

ARTICLE II PURPOSE

The purpose of the club is to develop, promote, and administer the game of soccer, regardless of race, color, and creed among boys and girls from the ages of five (5) to nineteen (19) years of age.

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

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or any other private citizens except that the organization shall be authorized and empowered to pay a reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. 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, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE III CLUB COLORS

The representative colors of the club shall be green, black, and white.

**ARTICLE IV
AFFILIATION**

→ The club shall be an affiliated branch of the Northwest Indiana Soccer Association (hereinafter called the NWISA), the Indiana Youth Soccer Association (hereinafter called the IYSA), the United States Youth Soccer Association (hereinafter called the USYSA), and the United States Soccer Federation (hereinafter called the USSF).

**ARTICLE V
BOUNDARIES AND TERRITORIES**

The club is intended to serve as an organizational body for youth soccer in the Valparaiso area of Porter County. However, it is not necessary that a player be a resident in the specific area in order to play with the club.

**ARTICLE VI
MEMBERSHIP**

Section 1. Membership in the club shall be voluntary.

Section 2. Voting for officers and by-law amendments shall be restricted to current coaches, current officers, current committee members and those members whose children are currently registered. "Current" shall mean anyone who has participated in either the most recent spring or fall season. Voting by proxy shall be entitled to voting privileges.

Section 3. All members, coaches, players and teams shall abide by these by-laws of the club, and all applicable rules and regulations of the associations with which the club is affiliated.

**ARTICLE VII
GENERAL MEETINGS**

Section 1. The seasonal year of the club is September 1st to August 31st. It includes the fall and spring playing seasons.

Section 2. The president of the club shall call two meetings of the general membership each year. These meetings shall be held in the months of April and October.

Section 3. The October meeting shall be designated as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section 4. The order of business at the general meetings shall be as follows:

1. Call to order;
2. reading and acceptance of the minutes of the previous general meeting;
3. reports;
 - a. secretary;
 - b. committees:
 - (1) registration;
 - (2) publicity;
 - (3) property;
 - (4) fields;
 - (5) disciplinary;
 - (6) finance;
 - (7) player development;
 - c. other reports;
 - d. president;
4. unfinished business;
5. proposals of by-law changes;
6. election of officers (October only);
7. new business;
8. adjournment.

Section 5. No quorum shall be required in order to conduct business at the general meetings.

ARTICLE VIII OFFICERS

Section 1. Officers of the club shall consist of a president; vice president/NWISA representative; secretary; treasurer; registrar, NWISA; property manager; player development officer; director of coaching; fields manager; and U-8 officer.

Section 2. The officers shall be elected from the membership of the club and shall constitute the board of directors.

Section 3. The membership of the club shall elect the officers at the annual meeting in October.

Section 4. A nominating committee of not less than three (3) nor more than five (5) shall be appointed by the board at its August meeting. This committee shall nominate persons to fill positions for election. This committee shall report to the board at its September meeting. Additional nominations from the floor shall be permitted at the annual meeting before the elections are held.

Section 5. Officers shall be elected by ballots. The ballot may be dispensed with if a candidate is unopposed. The terms of office shall begin at the close of the annual October meeting at which they are elected. Vote by proxy shall not be allowed.

Section 6. No member shall hold more than one office at a time.

Section 7. Any officer may be removed from office and/or from the board by a concurrence of three-fourths (3/4) of the board of directors. Removal of officers must be at a meeting of the board. On a proposal for removal, the president will vote as any other board member.

ARTICLE IX DUTIES OF THE OFFICERS

Section 1. The officers shall perform the duties prescribed by the club's by-laws.

Section 2. The president shall conduct the general meetings and the meetings of the board. He or she shall vote at board meetings only in the event of a tie except where otherwise provided in the club's by-laws. Following this election, the president shall appoint subject to the approval of the board, the standing committees and/or chairpersons. The president shall be an ex-officio member of all standing committees.

Section 3. The vice-president, NWISA representative, shall preside at the meetings of the board in the absence of the president. He or she shall serve as the club's representative at all NWISA meetings, and he shall coordinate the club's participation in the NWISA program.

Section 4. The secretary shall keep an accurate record of all meetings, handle all correspondence, give notice of meetings, and supervise the maintenance of the files and records of the club. He shall be responsible for arranging meeting time and place for all board meetings and the general meetings.

Section 5. The treasurer or his or her designee shall give a receipt (personal checks shall serve as receipts) for all monies which shall be deposited in a recognized banking institution in the name of the club. All accounts shall be paid by a club check and shall bear the signature of the club treasurer. Any accounts in excess of One Thousand Dollars (\$1,000.00) shall be paid by a club check and shall bear two (2) signatures: the club treasurer and another officer. No signature shall be placed on a club check until after the payee and the amount of the check has been inscribed. The receipt book and vouchers shall be produced when required or requested by the board, properly balanced according to the bank book and statements.

Section 6. The registrar, NWISA, shall chair the registration committee and serve as the alternate representative to the NWISA meetings. He shall coordinate registration of players for club teams participating in NWISA leagues.

Section 7. The property manager shall serve as the chairperson of the property committee and shall coordinate its activities.

Section 8. The player development officer shall serve as the chairperson of the player development committee and shall coordinate its activities.

Section 9. The director of coaching shall evaluate existing coaches, act as coaches liaison to the Valpo Soccer Club, be responsible for recruitment of new coaches, training of coaches, and act as chair of the "coach selection and assignment committee" which shall be comprised of at least the director of coaching, the president and player development officer.

Section 10. The fields manager shall coordinate the painting of lines, placement and storage of nets and flags, and any other activity required to provide for a sufficient number of safe and playable fields for all home games. He or she shall also act as the club's liaison to the Valparaiso Department of Parks and Recreation, to the Valparaiso Schools, and to any other organization or entity which owns the fields upon which the club's home games are conducted.

Section 11. The U-8 officer shall be responsible for creating an acceptable program, as approved by the board, to provide for the registering of all players under the age of eight (8), who are affiliated with this club. Such officer shall be responsible for coordinating all team selection, scheduling, training, coaches, games and other matters associated with this program. Such officer shall be further authorized to participate in any smaller league or organization to facilitate this program, and to further provide for the insurance of all such players and participants in this program.

**ARTICLE X
THE BOARD OF DIRECTORS**

Section 1. The board of directors is that group of persons vested with the management of the business and affairs of the club subject to the law and these by-laws.

Section 2. The board of directors of this club will constitute a single class.

Section 3. Resignations of officers shall become effective immediately unless otherwise specified therein. Any vacancy occurring in the board shall be filled by election by the board. The new officer shall be appointed to serve the unexpired term of the predecessor in office.

Section 4. Regular meetings of the board shall be held during the week following the NWISA meetings each month. Meetings shall not be held on legal business holidays.

Section 5. A special meeting of the board may be called by either:

1. the president;
2. at least one half (1/2) of the officers;
3. at least one half (1/2) of the current club coaches;
4. by no less than fifty (50) voting members. Said members shall petition the board, in writing, for the special meeting.

Section 6. A majority of the whole board shall constitute a quorum. The act of the majority of those board members present, in any meeting at which a quorum is present, will be an act of the whole board, unless a greater number is required under another provision of these by-laws.

**ARTICLE XI
COMMITTEES**

Section 1. The registration committee shall be a permanent standing committee which shall oversee the player registrations during each season. The committee shall be made up of the registrar, NWISA and three (3) voting members appointed by the president. This committee shall designate in each and every seasonal year the date of the fall and spring player registration of the club.

Section 2. The publicity committee shall be responsible for all publicity and public relations for the club and shall coordinate all drives for attracting new members and players to the club. The chairperson and three (3) voting members shall be appointed by the president.

Section 3. The property committee shall be a permanent standing committee consisting of four (4) voting members selected by the president and chaired by the property manager. Its responsibilities shall include the following:

1. purchasing agent for the club;
2. inventory and control of club property.

Section 4. The field committee shall be a permanent standing committee consisting of the fields manager as chairperson and three (3) voting members selected by the president. Its responsibilities shall include the following:

1. preparation of the home field(s) for play;
2. field maintenance;
3. designation of field managers;
4. plan for and recommend future playing sites.

Section 5. The player development committee shall be a permanent standing committee of the board. It shall be chaired by the player development officer and shall consist for four (4) additional members appointed by the president.

Section 6. The disciplinary committee shall be a committee of the whole of the board of directors chaired by the president when it is necessary to consider matters concerning discipline within the club. It shall decide what action, if any, shall be taken. This committee shall also stay informed of discipline matters involving club members and the NWISA. It shall decide if the club should intervene on behalf of its members and implement any such intervention.

Section 7. The finance committee shall be a permanent standing committee of four (4) voting members selected by the president and chaired by the treasurer. Its responsibilities shall include the following:

1. insure that the treasurer is bonded by a reputable bonding agency at the expense of the club;
2. secure and maintain tax exempt status for the club;

3. prepare club tax returns;
4. prepare and submit operating budget and report financial status at the general meetings;
5. present treasurer's report at each board meeting;
6. coordinate all fund-raising activities;
7. secure board approval for all fund-raising activities.

Section 8. Any committee member elected or appointed to said committee may be removed from that position by a concurrence of three-fourths (3/4) of the votes of the board.

ARTICLE XII DISCIPLINARY ACTIONS

If the board is considering the discipline of any person, that person shall be notified in advance, in writing by the secretary, and shall be provided a copy of the written complaint made against them. They shall be invited to be present at the meeting at which their case will be discussed. They shall be allowed to hear charges and present their side of the case; after which they shall leave to allow the board to make its determination. They shall be notified of the board's decision in writing by the secretary. The board's decision will be final.

ARTICLE XIII REGISTRATION

Section 1. The registration committee shall be responsible for setting the dates, times, and places of registration for each season.

Section 2. The registration of the club shall conform to all rules, regulations and requirements of NWISA, IYSA, USYSA, and USSF.

Section 3. The form used for registering players with the club as designated by the board shall be submitted to the registration committee along with a copy of the birth certificate of the individual player and recent pictures of said registered player as needed.

Section 4. All fees or dues are considered non-refundable.

Section 5. All bank checks, drafts, and/or money orders submitted to the club shall be made payable to "Valparaiso Soccer Club."

Section 6. The registration committee shall create and maintain a file of all registered players, past and present. Said file shall be semi-permanent and maintained on each player until said player's nineteenth (19) birthday has occurred or unless the registration committee knows with certainty that the individual concerned shall never play with the club again; their eligibility has expired; or they have moved from the area covered by the by-laws of the club. The file shall be maintained along with the other club records by the club secretary.

Section 7. Those players for which no birth certificate exists or can be found, may at the discretion of the board and in compliance with the requirements of NWISA, the IYSA, the USYSA, and the USSF, submit any documents which support the age or date of birth of said player as permitted by the aforementioned organizations.

Section 8. At the time of registration, all parents or legal guardians must complete medical release forms and travel permits as required. Any player whose parents or guardians refuse to do so, will not be permitted to play.

ARTICLE XIV AUTHORITIES AND RESPONSIBILITIES

Section 1. The rules contained herein shall govern all of the members of this club in every case to which they are applicable; and further, to the extent that they are not deemed to be inconsistent with the by-laws of any of the affiliated associations.

Section 2. All members shall be responsible for their actions within the framework of the club. All members of the club shall abide by all of the by-laws of this club, and the NWISA, IYSA, USYSA, and USSF.

Section 3. Each coach, manager, team assistant and parent shall be responsible for their own conduct and the conduct of their respective teams, and shall insure that the actions of their members on or off the field shall not bring disrespect upon the club.

Section 4. Falsification of any records shall be grounds for expulsion from the club, barring all future participation within the club.

Section 5. A plea of ignorance of the by-laws of the club shall not constitute a sufficient excuse, and violators shall expect appropriate action by the board. Upon request, copies of these by-laws shall be furnished at cost.

Section 6. Any parent or guardian of any registered player with the club who repeatedly fails to comply with or abide by the rulings of the board or the by-laws of the club, NWISA, IYSA, USYSA, and/or USSF shall be deemed to have given the club good cause to disassociate itself with said parent(s) and any children of said parent(s) registered as players with the club. All fees and dues already paid to the club shall be deemed forfeited.

Section 7. The provisions in Section 6 shall also apply to all individuals associated with the club.

ARTICLE XV FINANCIAL RESPONSIBILITIES

Section 1. All debts or financial responsibilities of the club authorized by the club budget may be paid by the club's check at the direction of the treasurer.

Section 2. The club will not be liable for the unbudgeted debts and/or the financial responsibilities, either implied or incurred of any player, coach, manager, team assistant, member, or official of the club amounting to more than twenty-five dollars (\$25.00) without prior written authorization from the board.

ARTICLE XVI LIABILITY PROTECTION

Section 1. All officers, board members and officials of the club shall be insured from personal liability claims against the club or its members, for performing any acts and duties directly related to the work of the club.

Section 2. Liability protection as stated above shall be provided through the club's affiliation with the NWISA, IYSA, USYSA, or USSF or at the expense of the club alone.

ARTICLE XVII DISSOLUTION

Upon dissolution, all of the club's assets remaining after payment of its debts, expenses of such dissolution, and all liabilities of the organization, shall be distributed in a manner provided by a resolution of the majority of the board as provided by law to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954, or corresponding provisions of any future United States Internal Revenue law as the board shall determine.

**ARTICLE XVIII
RULES OF ORDER**

Section 1. "Robert's Rules of Order Newly Revised" shall be deemed to be the parliamentary authority of the club and shall be used at all general meetings and board meetings.

Section 2. A copy of "Robert's Rules of Order Newly Revised" shall be purchased by the club and shall be the property of the vice-president during his tenure of office. The vice-president as parliamentarian shall be the ruling authority on points of order raised during any meeting, and such authority is to be governed by the provisions of "Robert's Rules of Order Newly Revised."

**ARTICLE XIX
CLUB STRUCTURE**

Section 1. The club shall be comprised of teams which play in the NWISA, and otherwise when authorized.

Section 2. All NWISA teams of the club shall abide by the drop and add restrictions on players as specified by NWISA, IYSA, USYSA, and USSF.

Section 3. All NWISA advanced division teams of the club shall be given preference in representing the club in all NWISA, IYSA, USYSA, and USSF events.

Section 4. Selection of coaches shall be approved by a vote of the board based on the recommendations of the Coach Selection and Assignment Committee.

Section 5. All coaches of Under-12 and older are required to have as a minimum an "F" license effective fall 1988 season. Exception to this is subject to board approval.

**ARTICLE XX
EQUIPMENT**

Section 1. The property manager shall be responsible for all property records pertaining to the club and its teams. All such property records shall be maintained with the other records of the club and shall be available for inspection upon the request of the board. The property manager shall keep the board advised as to the equipment needs of the club.

Section 2. The club shall provide each coach and/or team in each age group sufficient equipment with which to permit said team to practice and play, but in no case shall a team in the club be provided with less than one game ball, one practice ball, and a

proper goalie shirt. All equipment or property issued to a coach, assistant coach, or team shall be returned to the club when so directed by the property manager. The property manager shall inventory the equipment and present an updated inventory at the April and October board meetings. Provision shall be made in all instances for normal losses and normal wear and tear and other considerations for all equipment belonging to the club. Should coaches wish to have equipment for practice between the seasons, they should check out equipment to meet their needs from the property manager.

ARTICLE XXI RULES OF PLAY

Section 1. The rules of play of the club shall be the "Laws of the Game" as published by FIFA with those modifications stated herein. All games in which the club's teams shall play shall be sanctioned by the NWISA and played under the "Laws of the Game."

Section 2. All league games shall be played under the rules and regulations of NWISA as amended.

Section 3. Methods of coaching shall be in compliance with the by-laws of the club, NWISA, IYSA, USYSA, and USSF as modified.

Section 4. All coaches, players, assistant coaches, and managers shall abide by all directions of the referee before and during all sanctioned league play.

ARTICLE XXII ADOPTION OF BY-LAWS

Section 1. The by-laws of the club shall become effective upon receiving a two-thirds (2/3) vote by voting members as defined in the 1983 constitution and by-laws of the Valparaiso Soccer Club.

Section 2. Officers elected under the 1983 constitution shall assume their respective offices upon adoption of these by-laws, and shall continue in office until the election of new officers at the 1986 annual meeting.

ARTICLE XXIII AMENDMENTS OF BY-LAWS

Section 1. Any voting member may propose by-law changes. Proposed by-law changes shall be submitted in writing to the board of directors prior to the board meeting immediately preceding the scheduled general membership meeting.

Section 2. By-laws may be amended by a two-thirds (2/3) vote of the voting members present at the club's general membership meeting.

Adopted originally in 1983; thereafter amended on October 6, 1988; October 30, 1996; and October 7, 1997.