



Sandwich Soccer Club Constitution



ORGANIZATION NAME

This organization shall be known as the Sandwich Soccer Club, hereafter referred to as the SSC. The SSC will be an affiliated club and will join the Massachusetts Youth Soccer Association each year to maintain that affiliation.

OBJECTIVE

The objective of SSC is to develop and promote a vital and exciting soccer program within the town of Sandwich. This will be accomplished through programs designed to educate players, parents and coaches about the sport of Soccer. These programs will provide the opportunity for training and play for all interested participants and shall be designed to develop individual skills, fitness, teamwork and sportsmanship.

DESCRIPTION AND GOVERNING BODY

The SSC will be responsible for setting club policy objectives, providing for game and field scheduling, equipment, recruiting and training coaches and club organization.

The governing body of SSC will be the Executive Board, hereafter referred to as the Board, which shall consist of the following:

- President
- Vice President — Tournament Director
- Vice President — Operations
- Vice President — Coach and Player Development
- Vice President — Site Development and Management
- Secretary
- Treasurer
- SCSL Director
- SCSL Alternate Director
- Registrar

OFFICERS – TERMS AND CONDITION OF OFFICE

Officers shall hold office for a one-year term, and are eligible for re-election. The only paid board members shall be the Registrar, SCSL Director and Tournament Director. Applicants for board member positions should be submitted 30 days prior to the Annual General Meeting and be part of the public and published club record.

BOARD DECISIONS

All matters of policy shall be decided by a simple majority vote, except as noted in the FINANCIAL POLICY. A majority of the current active Board members shall constitute a quorum.

NOTICE OF MEETINGS

The General Meeting will be held annually prior to June 30th. Voting members at general meetings shall be parents or legal guardians of any player registered during the current year, coaches, assistant coaches and Board members, whether or not they have children enrolled in SSC.

MEMBERSHIP

Membership in SSC shall be open to all.

CONDUCT

The Board shall have the authority to suspend any member of the SSC whose conduct is considered detrimental to the organization.

This Constitution was approved at a General Meeting in July 2002, and last amended at the June, 2008 Annual General Meeting.



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DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the members of the Board shall be as follows:

President:

The President shall officially preside at all meetings; be the Chairman of the Board; be the official representative of SSC; be authorized to sign checks; vote only to break a tie at any meeting. He/she shall be the chairman of the Protest committee and shall resolve all other grievances as described in the bylaws. The President, with the input from the Vice President of Site Development and Management will make the final determination as to whether a field is to be used for play or practice due to either schedule, weather, wear or other considerations. The board will annually appoint, at the first meeting following the annual general meeting, a board member who will run monthly meetings in the President's absence.

Vice President — Tournament Director:

The Vice President/Tournament Director shall develop, plan, implement, and oversee the Cape Cod Challenge Cup Tournament in accordance with policies set forth by the Board and in conjunction with the Tournament Committee.

Vice President — Operations:

The Vice President Operations shall manage business operations of SSC; be responsible for inventory and equipment purchases and coordination and distribution of uniform orders; be responsible for distributing and collecting equipment to or from coaches. He/she shall have the responsibility of determining and carrying out public awareness programs and fund raising as agreed upon to further the SSC and foster soccer in the town of Sandwich. In addition, the Vice President of Operations shall coordinate volunteers including recruiting and scheduling of volunteers to help with the maintenance of fields and with concessions.

Vice President — Coach and Player development

The Vice President Coach and Player development shall manage board approved coaching and player training programs; oversee all clinics and training programs; develop and manage preseason training facilities and schedule; develop and maintain training materials to be distributed to all coaches; have the responsibility for managing the recruiting, training and developing of quality coaches for the SSC; be responsible for encouraging and keeping records of all coaches participation in the Massachusetts Youth Soccer License Program.

Vice President — Site Development and Management

The Vice President Site Development and Management will help to determine along with the President, whether a field is to be used for play or practice due to either schedule, weather, wear or other considerations. He/she will control the inventory, storage and movement of all field equipment and supplies, including, but not limited to, goals, nets, line painting equipment, signs and supplies. He/she will provide liaison between SSC and the Town of Sandwich Water District Department; be responsible for maintenance of concession facilities at the home fields.

Secretary

The Secretary shall attend to all correspondence for the SSC; keep detailed minutes of all Board and general meetings; keep records as necessary; coordinate and report to board on annual coach evaluations; communicate registration and tryout information to SSC members, Sandwich Youth Soccer Coaches, local newspapers and schools; responsible for public relations and correspondences on behalf of SSC only with the knowledge and permission of the President.



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Treasurer

The Treasurer shall have charge of the finances of SSC. He/she shall report on the finances at all Board and general meetings and submit a full written report of the financial transactions and the status of finances at the Annual General Meeting. He/she shall be authorized to sign checks.

Registrar

The Registrar shall be responsible for establishing and maintaining rosters for all SSC seasons and communicating with MYSA for player cards and registration approval and authorization; provide direction to coaches for annual registration night; ensure that all coaches receive MYSA periodicals (BAYSTATER).

SCSL Director

The SCSL Director shall be responsible for representing SSC at the SCSL general meetings and reporting any relevant information at the SSC general meetings. He/she will also be responsible for scheduling home games for SSC and communicating that schedule to SCSL for inclusion in the SCSL game schedule. The SCSL Director will be responsible for communicating home game postponements to the SSC coaches due to unplayable field conditions.

SCSL Alternate

The SCSL Alternate shall assist the SCSL Director in his/her duties and responsibilities; in the absence of, or in conjunction with the SCSL Director he/she will represent SSC at the SCSL general meetings and report any relevant information at the SSC general meetings.

FINANCIAL POLICY

FISCAL YEAR

The Fiscal year will run from the 1st of October until 30th of September.

BUDGET

A balanced budget for the forthcoming year shall be prepared by the Treasurer and approved by the Board before the fiscal year. A monthly statement will be provided to the Board.

MAJOR EXPENSES

Major non budgeted expenses over \$500 from any individual or corporation shall require approval by a majority of the Board.

BANK ACCOUNT

All monies shall be promptly deposited in either an investment or checking account in the SSC's name.

EXPENSES

Bills shall be paid when due.

EXPENDITURES

Funds shall be spent only in the interest of SSC.

AUDIT & TAXES

The President will designate an auditor to review SSC books annually. Tax reports will be filed on an annual basis.



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DISPOSITION OF FUNDS

Should the SSC be dissolved, all funds currently in the treasury will be donated to a recognized 501 C(3) organization.

OTHER MATTERS

The Board shall have the power to deal with any matters not explicitly covered by the By-laws.

MODIFICATIONS TO THE CONSTITUTION

This Constitution, or any section thereof, may be amended by; a two-thirds vote of the members present at the SSC General Meeting or at a special meeting.

MODIFICATIONS TO THE BY-LAWS AND EXCEPTIONS TO THE RULES OF PLAY

The By-laws and Exceptions to the Rules of Play may, or any section thereof, may be amended by a simple majority vote of the Board members present at a Board meeting. In addition, changes may be proposed by the membership at the SSC general meeting and approved by a simple majority of the voting members present.