

# By-Laws of the Delran Football Club, Inc.

## Article I

The club shall be known as the Delran Soccer Club, Inc also referred to as DFC. Any use of the clubs name (Delran Football Club, Inc. also referred to as the DFC) must be approved by the Executive Board of Directors. The colors of the DFC shall be silver, white and black or any combination thereof.

## Article II

### Purpose

The purpose of this organization is to develop in those associated with the Delran Football Club the ideals of good sportsmanship, honesty, integrity, loyalty through instruction and competition in the game of soccer. The organization is established as a non-profit, educational organization and shall conduct its' business with due respect for the spirit of the game and for the benefit of the players.

The DFC shall be a member of, and shall comply with the authority of the New Jersey State Youth Soccer Association, Inc, also referred to as, NJSYSA, US Club, or any other youth soccer association that the Executive Board of Directors deems in its discretion is appropriate.

## Article III

### Section 1 (General Membership)

The General Membership shall be open to any person 18 years of age and older and/or is either a registered player, parent/legal guardian of such a registered youth player or accepted by the general membership upon petition. If any individual does not conform to the Delran Football Club standards, the Executive Board of Directors shall have the right to reject said individual from participation in the organization.

### Section 2 (Player Membership)

Player membership is open to any and all age appropriate individuals. Membership is not limited to Delran residents only. This notwithstanding, any new team in the club after January 1<sup>st</sup>, 2017, must have a minimum of 50% of their registered players as Delran residents. Players must be in good standing with DFC, its affiliated leagues, state association(s) and all applicable fees past and present must be paid in full. Any exceptions will be voted on by the board.

### Section 3 (Coach Eligibility)

Coaches will be selected by the clubs Director of Coaching/Training and must meet the following requirements:

1. Must complete Kid-Safe disclosure statement
2. Have a minimum state coaching license (Level F)
3. Available to coach children. (2-3 times per week including weekend games)
4. Commit to attend 8 or more club meetings.
5. Willingness to participate in club sponsored functions.
6. Complete certificate on concussions.
7. Complete any training required by NJSYSA, or any other youth soccer association in which the DFC is associated with.

8. CPR certificate
9. Approved by the Board

#### Section 4 (Trainer Eligibility)

Trainers will be the clubs Director of Coaching/Training and must meet the following requirements:

1. Must complete Kid-Safe disclosure statement
2. Have a minimum state coaching license E, National) or college coaching experience.
3. Support club sponsored activity.
4. Have 10+ years playing experience (college level preferred).
5. Complete certificate on concussions.
6. If a non-volunteer coach, must officially register with NJSYSA.
7. Complete any training required by NJSYSA, or any other youth soccer association in which the DFC is associated with.
8. Approved background check.

#### Section 5 (Appeals)

Any requests not covered by this article or appeals of these provisions must be submitted in writing to the Board for determination.

### Article IV

#### Calendar (Fiscal) Year

The calendar year shall cover the period beginning January 1st and ending December 31st.

### Article V

#### Voting Membership

Voting membership shall be limited to one (1) vote per team for each team that has been represented 8 or more times per year. The voting member shall be limited to the head coach or representative appointed by the head coach. No person who is a voting member shall have more than one vote on any voting matter. To be eligible to be a voting member, a representative of a team must have been present for a minimum of 8 meetings in the immediately preceding 12 month period, before the month in which the vote occurs. If the head coach does not attend 8 or more meetings, a vote will not be allowed

### Article VI

#### Section 1

#### Executive Board of Directors

The Executive Board of Directors, also referred to as the Executive Board, shall be comprised of a President, Vice-President, Treasurer, Secretary, Coaching Director, Trustee, Boys and Girls representative and Field Representative. Five (5) Executive Board members shall be considered a quorum. Specific duties shall include, but are not limited to, resolution of grievances. The Executive Board shall authorize all separate and distinct expenditures of the organization, including but not limited to expenditures for emergency purposes, or an amount specified by the Executive Board, and shall not create any indebtedness beyond the assets of the organization. Two or more family members are not to serve at the same time.

## Section 2 – Officers

The officers of the organization shall consist of President, Vice-President, Treasurer, Secretary, Coaching Director, Trustee, Boys league representative and Girls league representative all of whom shall be elected annually from among the voting membership. The elected officers shall take office on July 1st following the annual election, and shall hold office for 1 year from that date.

## Article VII Duties of Officers

### Section 1 – President

The President shall be the chief executive of the organization and shall preside over all activities, including general membership and Executive Board of Directors meetings, thereof. The President may appoint special committees, if necessary. The President shall also be the agent of the club upon whom process against the club may be served, the President's residence serving as the location of the principal office of the organization. Upon the unavailability of the President to perform any duty of the office, that duty shall be performed by the Vice President, Treasurer, and Coaching Director in the order named.

### Section 2 – Vice President

In the absence of the President, the Vice President shall preside at the monthly meetings of the general membership and Executive Board. The Vice President is responsible, in the absence of the President, for performing the duties of the President. The Vice President shall serve as the clubs hearing officer for any grievance presented to the Executive Board and shall submit all findings to the Executive Board for its final action.

### Section 3 – Secretary

The Secretary shall be the recording officer of the organization and custodian of all its non-financial records, including the minutes of all general membership and Executive Board meetings. The Secretary shall also be the corresponding officer of the organization, causing proper notice to issue all of its general membership and Executive Board meetings at least 10 days before the dates thereof. The Secretary may also have other duties as may be designated by the Executive Board.

### Section 4 – Treasurer

The Treasurer shall be the financial officer of the organization of all its financial records. The treasurer shall receive all funds deposited with the organization and shall deposit funds in such bank accounts as directed by the Executive Board. The Treasurer shall prepare a detailed financial report annually for distribution to the Clubs general membership. The Treasurer may also have other duties as may be designated by the Executive Board.

### Section 5 – Coaching Director

The Coaching Director shall have the responsibility for organizing and maintaining the activities of the club relating to the selection and development of coaches and players, including clinics and training programs intended to improve the level of play and skills

of its players and coaches. The Director shall be responsible for disseminating information, whenever appropriate, to the clubs general membership, coaches, players and public as to its try out and selection policies and procedures. The Coaching Director may also have other duties as may be designated by the Executive Board of Directors

#### Section 6 – Boys League Representative

The Boys League Representative shall attend all meetings of the South Jersey Soccer League (SJS�) on behalf of the club. The representative is authorized to vote for the Club on any SJS� matters. Within 30 days of the SJS� meeting the representative shall distribute, preferably in writing, to the Executive Board and all boys teams coaches all information presented at those meetings.

#### Section 7 – Girls League Representative

The Girls League Representative shall attend all meetings of the South Jersey Girls Soccer League (SJGSL) on behalf of the club. The representative is authorized to vote for the Club on any SJGSL matters. Within 30 days of the SJGSL meeting the representative shall distribute, preferably in writing, to the Executive Board and all girls teams coaches all information presented at those meetings.

#### Section 8 – Trustees

Trustees shall have duties as may be designated by the President or Executive Board.

#### Section 9 - Field

The Field committee is responsible for overseeing the maintenance of the fields. The committee shall ensure that the fields are properly lined prior to games as well as goals/nets set up and put away. The committee shall be responsible for disseminating information, whenever appropriate, to the general membership and coaches as to field availability.

### **Article VIII Committees**

#### Section 1 – Fundraising

The Fundraising committee is responsible for overseeing all fundraising activities of the club. The committee shall be appointed by the President and approved by the Executive Board.

#### Section 2 – Grievance

The Grievance committee is responsible for overseeing any grievance issues within the club. The committee will investigate and interview any and all parties involved and report such findings to the Vice President to be presented to the Executive Board. All grievances/results must be submitted in writing to the Board grievance via email.

#### Section 3 – Snack Bar

The Snack Bar committee is responsible for recruiting and assigning staffers, purchasing supplies and overseeing the operations of the snack bar. The committee will submit a budget prior to the beginning of the fiscal year.

The committee chairperson for each of above committees shall be appointed by the President and approved by the Executive Board.

## Article IX

### Meetings Section 1 – General Membership

Monthly meetings of the Clubs general membership are open to all coaches, players and parents and legal guardians of the playing members listed on the official team rosters and members of the Executive Board of Directors. The meeting shall be held on or before the third Wednesday of each month. Each team is required to have at least one voting member attend every meeting of the Clubs general membership. The Executive Board of Directors shall determine the location of the general meeting.

The order of business at the general meeting shall be:

1. Roll Call
2. Approval of prior meeting minutes
3. Reports from Officers and Standing Committees
4. Ratification of Board Action (Board Meeting Only)
5. Unfinished Business
6. Consideration of Proposed Amendments of Bylaws
7. New Business
8. Adjournment

All meetings shall be conducted in accordance with Robert's Rules of Order latest edition. All notices of meetings of the membership shall be sent not less than three (3) days before the date of such meeting to each voting member. The notice shall specify the place, date and hour of the meeting.

For all general membership meetings, Voting Members equal to 51 percent of the Voting Members of the organization shall constitute a quorum; and a majority vote of the Voting Members present shall govern.

As set forth in Article III, Section 3, coaches are expected to attend mandatory club meetings. However, in the event a coach is unable to attend a mandatory meeting, the coach may appoint a representative(s) to attend the meeting in his/her place. In the event, a coach and/or team representative is not signed in present in a minimum of 8 meetings during the fiscal year as set forth above, the team will be assessed a \$50 fine payable to DFC within 30 days of the assessment of the fine. If the fine is not paid in full within the 30 day period an additional fine equal to 10% of the fine may be assessed by the Executive Board of Directors.

### Section 2 – Executive Board of Directors

A meeting of the Executive Board of Directors shall be scheduled monthly. Other meetings of the Executive Board may be held at any other time, at the call of the President or as directed by vote of the Executive Board of Directors. Five (5) members of the Executive Board of Directors shall constitute a quorum and a majority vote of the Executive Board of Directors present shall govern.

## Article X

### Elections of Executive Board

At least 2 months prior to the annual meeting that commences in June of each year, the President shall appoint a nominating committee from among the Executive Board and/or the general membership of the organization. At least one month prior to the annual meeting that commences in June of each year, the nominating committee shall submit a list of candidates for office. The Voting Members will then cast their vote for candidates at the June meeting.

#### Section 1 – Nominations

1. No persons name shall be submitted without first obtaining his/her consent.
2. No candidate may be nominated for President who has not served on the Executive Board of Directors for at least one (1) year and has attended a minimum of 8 Board meetings in the 12 month period prior to his/her nomination for President. If no candidate from the Executive Board of Directors is nominated for President then nominations from the floor from any member are permitted provided the individual consents.
3. At the General meeting for the purpose of filling a Board vacancy, nominations from the floor from any member are permitted provided individual consents.

#### Section 2 – Elections

The Executive Board of Directors shall be elected at the annual general meeting. Elections are subject to the following:

1. Candidates must have attended a minimum of 8 general membership meetings in the preceding 12 months prior to election.
2. No candidate can be elected to office and no proposal can be decided except by a majority vote of the total ballot cast at any general meeting.
3. In the event of a tie, the vote must be retaken until it is resolved by voting.
4. When candidates for more than one office are voted on at the same time a majority of the legal votes cast for each particular office is required to elect a candidate to office.
5. Members may vote for anyone who is eligible and has been nominated, by writing in the name of their choice on the ballot.

#### Section 3 – Vacancies

A vacancy occurring in any office shall be filled by a majority vote of the legal votes cast of the Executive Board of Directors at a meeting called for that purpose or at a regularly scheduled monthly Executive Board of Directors meeting. However, the Executive Board of Directors at its discretion may call for a special general meeting for the purpose of filling that vacancy. In that event, the procedure for general election shall be followed with respect to nomination of candidates.

## Article XI

### Removal of Officer or Director

A meeting of the Executive Board of Directors of this organization shall be held to hear specific charges of misconduct against any given Officer or Director after which the Officer or Director may be removed for cause or disciplined by the Executive Board of Directors upon the affirmative vote of two-thirds or more of the Voting membership. Upon the removal, the corresponding office or position shall become vacant.

### Article XII

#### Amendments to By-Laws

The by-laws of this organization may be amended upon the affirmative vote of three fourths of the members of the Executive Board of Directors

### Article XIII

#### Dissolution Clause

The DFC may be dissolved by the affirmative vote of three-fourths or more of the full membership of its Voting Members. In the event of dissolution, the Executive Board of Directors shall donate its assets to one or all of the following entities, SJSL, SJGSL or New Jersey Youth Soccer.

#### By-Law

#### Jurisdiction

The Executive Board shall have full jurisdiction over all teams, coaches, parents and players therein and over all matters connected with the association or soccer which it conducts. Additionally, the Executive Board shall have the power, but not the obligation, to suspend or expel any player, team, coach and parent under its jurisdiction for a flagrant or despicable violation of the constitution, By-Laws, rules, regulations, club code of conduct and/or other standard of Delran Football Club or any youth soccer association in which the DFC is associated with.

#### Seasonal Year

The seasonal year shall begin on September 1 and end August 31 of the following year.

#### Playing Season

A playing season shall comprise of the historical months that are normally associated with fall, winter and spring soccer.

#### Fees

The Executive Board shall specify prior to the fall season the procedures, rules and fees required during the playing season. Coaches will be responsible to pay all fees and/or fines assessed upon their teams by either DFC, SJSL, JAGS, MAPS, MSSSL, US CLUB SOCCER, NJYSA or any other youth soccer association in which the DFC is associated with and the fees and/or fines shall be payable in full within 30 days of first notice. If the fees and/or fines are not paid in full within 30 days of first notice an additional fee and/or fine equal to 10% of the fee and/or fine may be assessed by the Executive Board of Directors.

### Audit

The books and accounts of the Delran Football Club, Inc shall be available for audit once yearly during the month immediately preceding the annual meeting.

### League Affiliation and Rules/Regulations

The Executive Board shall determine whether to enroll players/teams in any league, field intramural teams or a combination of both. Affiliated league(s) means the SJSL, SJGSL, JAGS, WAGS, MAPS, MSSSL, US Club Soccer or any other league the Executive Board deems appropriate. Once enrolled the team must abide by all the rules of that association.

Approved December 28, 2016