

POINT PLEASANT SOCCER CLUB, INC.

T/A Point Pleasant Soccer

T/A Point Pleasant Travel Soccer Club

Constitution and By-Laws

Adopted August 09, 2023

Article I – Name

Section 1 This organization shall be known as the Point Pleasant Soccer Club, Inc., herein referred to as the Club.

Article II – Purpose

Section 1 To promote greater interest and participation in the game of soccer.

Section 2 To encourage the spirit of fair play and sportsmanship.

Section 3 To provide an organized Player Development Program, Travel Division and TOPS Soccer Program for players of all ages and skill level.

Section 4 To increase the skills and attitude concerning the sport of soccer.

Article III – Affiliation

Section 1 The Club will adhere to the New Jersey State Youth Soccer (NJYS) Constitution and By-Laws. The Club will also adhere to as appropriate the Constitution and By-Laws of United States Youth Soccer (USYS), United States Soccer Federation (USSF), and Federal International Football Association (FIFA).

Section 2 The Club will adhere to the constitution, by-laws, rules and requirements of the Monmouth Ocean Soccer Association (MOSA), Ocean County Recreation League (OCRL), Elite Development Program (EDP) and any other soccer leagues or associations that are supported by the NJYS.

ARTICLE IV – Jurisdiction , Safety and Conduct

Section 1 Codes of Conduct – Each Player Member, Coaching Member, Family Member, Club Representative and Board Officer is required to sign an applicable code of conduct agreement with the Club in order to be in good standing.

Section 2 Volunteers- Every person wishing to apply for a position as a coach or program administrator with New Jersey Youth Soccer (NJYS) must submit NJYS approved compliance documents in their Sports Connect account for verification, including Coaching Education, Concussion Education, and annual SafeSport training. See the compliance requirements below:

- Coaching Education- Minimum NJ State Certificate (No Expiration Date)- Travel Teams Only
 - Concussion Education (No Expiration Date)
 - SafeSport Training (Annual Requirement)
 - Background Check (Every Two Years)
- All adults applying for a coach member pass must also submit and clear a background check every two seasonal years with NJ Youth Soccer.

Coaches include head coaches, assistant coaches, substitute coaches, and team trainers.

Section 3

This Club shall have full jurisdiction over all teams, members, and matters connected with soccer which it shall conduct. The clubs Executive Board shall have the power to discipline, suspend, or expel any person under its jurisdiction guilty of violation or breach of the Constitution and By-Laws, Codes of Conduct, and the Rules and Regulations. Discipline actions made by the Executive Board can be challenged through and appeal process. A written request to appeal the Executive Boards' decision must be made to the Executive Board Secretary no later than 7 days after receipt of disciplinary action correspondence from the Executive Board. Upon receipt of a properly filed appeal request, the Executive Board Secretary will schedule within 15 days of the appeal request a Special Executive Board Meeting to review the appeal.

Article V - Membership

Section 1

Player Member - Any child meeting the requirements of the rules and regulations of the Club, shall be eligible for participation in only one division per season, and shall have no rights, duties or obligations in the management or property of the Club. Any player who is actively NJYS or US Club carded is ineligible to be a Player Member in the Player Development Program or TOPSoccer Program.

Section 2

Coaching Member - Any person of legal age and a coach of an affiliated and active team within the Club, in good standing, is eligible to cast a travel teams vote on all Club matters.

Section 3

Family Member - Any parent or legal guardian of one or more Player Members, in good standing, is eligible to cast a travel teams vote on all Club matters so long as the Family Member is a Teams designated representative.

Section 4

A Regular Member shall be defined for the purposes of this Constitution and By-laws as any Player Members, Coaching Members, Family Members, Club Representative, Committee Member or Executive Board Member.

Section 5 Membership expires July 31st of the calendar year.

Section 6 In order to be classified as “**In Good Standing**”, all Player Members, Coaching Members, Family Members, Club Representatives, Committee Members and Club Officers must abide by and obey all articles of the Constitution, By-Laws, Codes of Conduct, and of the rules and regulations of the Club. In addition, a Coaching Member is also responsible to ensure that the team they are coaching also remains in good standing with the Club and the affiliated League and or Division in which the team plays.

Article VI – Executive Officers and Their Duties

Section 1 **President** - The President shall preside at all meetings of the Club and represent it or cause it to be represented at appropriate meetings or conferences with other organizations and affiliations. Shall appoint the chairperson of all standing Committees and shall appoint any special committees, in accordance with Article X of the Constitution and By- Laws, as may be necessary. The President shall oversee the Fundraising – Sponsor Committee and Constitution and By-Laws Committee. The President shall only have a tie breaking vote on all club matters including the annual election.

Section 2 **1st Vice President** - The 1st Vice President, a voting member of the Executive board, is authorized to act in the absence of the President and will be responsible for coordinating administration of the Player Development Program and TOPSoccer Program. The 1st Vice President shall act as a Liaison to other local Organizations and shall act as the NJYS Club insurance representative. The 1st Vice President shall oversee the following Committee: Maintenance Field Committee.

Section 3 **2nd Vice President** - The 2nd Vice President, a voting member of the Executive board shall be responsible for coordinating the administration of all travel teams in the Travel Division. This shall also include at a minimum the creation of new teams, managing player coach selection, and mentoring new teams in league rules and regulations. The 2nd Vice President shall oversee the following Committee: Tryout Committee.

Section 4 **Secretary** - The Secretary, a voting member of the Executive Board, shall be responsible for recording the activities of the Club and shall maintain appropriate files and necessary records. The Secretary shall maintain a list of Regular as well as Executive Board and Committee Members. The Secretary shall keep minutes of regular, special and Executive Board meetings; cause them to be recorded for that purpose; be responsible for maintaining up to date mailing lists of all members, giving notice of all meetings, and conducting such correspondence of the Club that may be required; maintain a record of attendance of members of all Club meetings; The Secretary shall manage the

NJYS Kid Safe Program in accordance with NJYS. The Secretary shall also be responsible for receiving and sending communications to current and future Club Member. The Secretary shall act as the club registrar and issuance of NJYS rosters and coaches/player passes.

Section 5 **Treasurer** - The Treasurer, a voting member of the Executive Board, shall receive, bank and disburse all funds and maintain an accurate record of the receipts and expenditures of the Club; Shall deposit all monies and securities in a depository approved by the Executive Board; shall be solely responsible to sign all checks for disbursement that are < or = 1000 dollars; shall obtain a cosigning Executive Board Member for all disbursement checks that are > 1000 dollars, prepare such reports as may be directed by the President; shall make an annual report of the financial condition of the Club at the annual meeting; present all records to the Finance Committee at the end of each year to determine the validity of said records; be responsible to ensure records are maintained to ensure non-profit status and to ensure the Club takes appropriate actions to comply with State and Federal Tax requirements. The Treasurer shall oversee the following Committee: Finance Committee.

Section 6 **Board Member at Large** – The Board Member at Large, a voting member of the Executive Board, shall perform special Club related tasks at the request of the President, shall coordinate all Club organized training for all coaches, players, and referees. Shall file permits to obtain approval for field times and indoor facility times. Shall act as a liaison to Township and County entities regarding fields and indoor facilities. The Board Member at Large shall oversee the following Committee: Tournament Committee.

Section 7 Should the Office of President become vacant, the 1st, or 2nd Vice President shall serve as an interim President until the next scheduled General Membership meeting where upon a new President shall be nominated and elected by a simple majority of the attending eligible voters. The newly elected President shall serve to complete the unexpired term of the Board Position.

Section 8 Should the office of any Executive Board Member become vacant, with the exception of President; the President shall appoint a replacement for the remainder of the term.

Section 9 In any event that the Board Treasurer is absent, or the position is vacated, the power of the Board Treasurer is bestowed to the Executive Board; The Executive board shall have the authority to write checks with two (2) Board Member signatures.

Article VII – Nomination and Election of Officers (July 1st – June 30th)

Section 1 Nominations shall be opened and read at two regular meetings prior to the

general election in June.

Section 2 Any prospective nominee shall be present at the meeting during their nomination and election.

Section 3 Any Regular Member in “good standing” for a least one year prior to the election is eligible to run for any board officer with the exception of the position of Club President.

Section 4 Any Regular Member in “good standing” for a least 2 years prior to the election is eligible to run for the position of Club President.

Section 5 The newly elected officers shall assume their duties at the next regular meeting of the Club.

Section 6 Each officer shall be elected for a term of two years. The President, 1st VP, and Secretary shall be elected in even calendar years and the 2nd VP, Board Member at Large, and Treasurer shall be elected in odd calendar years.

Article VIII – Voting

Section 1 Any Team, Executive Board Member, Travel League Club Representative, or Active Committee Member in good standing for at least three months prior to the annual election, shall have the right to cast one vote in the annual election. Any Team, Executive Board Member, Club Representative or Active Committee Member in good standing, shall have the right to cast one vote in all decisions put forth to the general membership by the Executive Board. No member of the club is authorized to cast more than one vote even if they hold multiple positions within the club. The President shall only have a tie breaking vote in the annual election and in all club matters.

Section 2 Majority rule shall govern all elections, Executive Board decisions and general membership decisions with the exception that any decision of the Executive Board can be overturned by a 2/3 majority of the eligible club voters.

Section 3 A Regular Member in good standing and in accordance with Section I of Article VII shall have the right to submit an absentee ballot provided that the ballot is signed and sealed by the voter and presented to the President on the night of the election.

Section 4 In case of a tie in an election, there shall be a total recall for the contested position.

Section 5 In the case of a tie decision, the President shall cast the deciding vote.

Section 6 All votes shall be cast in writing stating the office to be filled and the candidate's name.

Section 7 The President shall appoint three Regular Members to tally all votes and announce each winner.

Article XIX – Executive Board

Section 1 The Executive Board shall consist of the President, 1st, 2nd Vice Presidents, Treasurer, Secretary, and Board Member at Large.

Section 2 Any Regular Member, upon recommendation of the Executive Board, shall attend its meetings in an advisory capacity only.

Section 3 If a vacancy occurs on the Executive Board, the vacancy shall be filled within thirty (30) days and in accordance with Article VI of the Constitution and By-Laws.

Section 4 The Executive Board shall be empowered to disburse funds at any time without additional club approval for any line items listed in the annual budget which has been previously approved by a majority club vote at the annual June general membership meeting. The Executive Board shall be empowered to disburse no more than One Thousand Dollars (\$1,000) per month in total for articles that are deemed beneficial to the Club by the Executive Board, but which were not listed in the approved annual budget. These items must be reported in the Treasurers report at the next general club meeting. Any Check disbursed over \$1,000 needs 2 executive board member signatures.

Section 5 A quorum is necessary to conduct business and shall consist of four (4) Executive Board Members.

Section 6 A regular meeting of the Executive Board shall be held immediately following the election of the board or such days thereafter as determined by the President.

Section 7 The President or a majority of the Executive Board may issue a call for a special meeting of the board. Notice of such meetings shall be given by the Secretary to each member of the board seven days prior to the meeting. The seven-day time frame can be waived if all Board members agree in writing.

Section 8 The newly elected Executive Board shall hold an executive transition meeting with the outgoing Executive Board Member(s) prior to the first regular club meeting in July. The Vacating Executive Board Member(s) shall present a report entitled "Report of the Condition of the Club", at the executive transition meeting.

Section 9 The Executive Board is charged with conducting any and all affairs of the corporation without the need for prior membership approval in order to ensure that all daily operations and programs of the corporation are carried out to the satisfaction of the membership. Business decisions made by the Executive Board shall be in the best interest of the corporation.

Article X - Meetings

Section 1 Regular Club meeting dates shall be determined by the newly elected Executive Board prior to conclusion of the annual June meeting.

Section 2 The June meeting shall be limited to the election of the officers, Treasurers report and any business deemed urgent by the Executive Board.

Section 3 Special meetings of the general membership may be called by the President, a majority of the Executive Board, or a written request by five (5) Regular Members and submitted to the Secretary and shall be limited to the business at hand.

Section 4 A quorum to conduct business shall consist of at least Four (4) Executive Board Members and at least five (5) or more Regular Members.

Section 5 The approved order of business at regular meetings shall be as follows:

- a) Call to order
- b) Secretary's Report -Reading of minutes of previous meeting
- c) Treasurer's Report
- d) MOSA Representative Report:
- e) Communications
- f) 1st Vice President Report
 - i) Player Development Program
- g) 2nd Vice President Report
 - i) Red Bulls Youth Trainers
 - ii) Ocean County Rec League
- h) Board Member at Large Report
- i) Committee Reports
- j) President's Report
- k) Old Business
- l) New Business
- m) Open Forum
- n) Adjournment

Article XI –Club Representative

Section 1 Club Representative (s) shall be a regular member in good standing annually appointed by a vote of the Executive Board at the annual Club meeting.

- Section 2** Club Representative (s) will work directly with the assigned Board member to fulfill their functions.
- Section 3** If a Club Representative (s) position is vacated; the vacancy shall be filled within thirty (30) days through appointment by the President.
- Section 4** Club Representatives are:
- i) MOSA Representative- Acts as liaison to Monmouth Ocean Soccer Association (MOSA), attends monthly meetings and twice-yearly flight nights. Works with the Club President on matters between MOSA and the Club.
 - ii) Club Registrar- will work directly with the Club Secretary on preparation of rosters and player cards for Travel teams.
 - iii) Field Maintenance Coordinator- works with the 2nd Vice President on the general upkeep and maintenance of the game and practice fields.
 - iv) Uniform Coordinator- will work directly with the Board Member at Large on updates to uniforms, uniform suppliers, and Uniform & accessories sales.
 - v) Disciplinarian- will work directly with the Club President on any coach, parent, and player discipline issues.
 - vi) TOPSoccer Coordinator- Works with 1st Vice President on all aspects of the TOPSoccer Recreational Outreach program.

Article XII – Committees

- Section 1** Committees shall consist of two or more Regular Members who report directly to the Executive Board.
- Section 2** Committee Obligations – every Travel Division Team is required to provide at least one Representative each year to serve on any committee which has been established by the Club (if necessary). Family members and Coaching members from the Player Development Program and TOPSoccer Program are eligible to serve on Club committees.
- Section 3** Standing Committees:
- a) **Tournament Committee** – formed only in those years the Club holds a tournament.
 - b) **Constitution and By-Laws Committee** – formed only when amendments to the Constitution and By-Laws are authorized by the Club.
 - c) **Maintenance Field Committee** – Standing committee to secure financial and labor resources needed for general field upkeep, and field development.

- d) **Fund Raising – Sponsorship Committee** – Coordinate all fund-raising activities for the Club, including the Scholarship.
- e) **Finance Committee**-responsible for establishing club budget and compiling Individual team financial reports. Neither the club nor committee has an obligation to audit the team financial reports.

Article XIII – Official Soccer Rules

Section 1 The Club will adhere to as appropriate all soccer rules established by NJYS, USYS, USSF, FIFA, MOSA, Ocean County Recreation Leagues, and any other soccer leagues or associations that are supported by NJYS.

Section 2 All events administered by the club shall be NJYS sanctioned events.

Article XIV - Amendments

Section 1 Amendments to this Constitution and By-Laws shall be proposed by a special committee in accordance with Article X of the Constitution and By-Laws of the Club.

Section 2 Copies of the proposed Constitution amendment shall be distributed and read at two consecutive meetings prior to being put to a vote and shall be in accordance with Article VII of the Constitution and By-Laws of the Club.

Article XV – Authority

Section 1 Robert’s Rule of Order shall be the Parliamentary Authority for the Club.

Article XVI - Ratification

Section 1 This Constitution and By-Laws shall take effect immediately upon majority vote of the Regular Membership.

Article XVII – Coaches and Trainer Requirements – All Divisions

Section 1 All present and future coaches must be a member of the Club and possess a minimum of a NJYS State Certification, CDC Heads-Up Concussion Training certification, completed annual US Center for Safe Sport training, and pass a background check. A copy of the coach’s license and certifications shall be submitted for approval through the NJYS Coaches registration system.

Section 2 All coaches shall have the knowledge and ability to effectively Coach and communicate with players and parents. The Coach shall have a commitment and dedication to the goals of the club.

Section 3 All coaches are required to attend at a minimum one fall and one spring coaches training seminar. The training will be provided by the club at no cost to the coach.

Section 4 Training companies with staff designated to train in the Club not receiving a coaches pass through the Club, must provide a copy of their current coaching pass to the Club Secretary. Teams are not allowed to bring in outside coaches or trainers without the previous authorization of the Executive Board.

Section 5

Article XVIII – Team Rules and Responsibilities

Section1 The Club uniform is not to be altered by adding team names, logos, sponsors names, or player’s names. Club uniform changes may take place based on recommendations from the Uniform Committee and an approval vote from the Executive Board. The official Club colors are GOLD, BLACK, WHITE, and RED. The Player Development Program and TOPSoccer Program uniforms are to be selected based on a recommendation by the Uniform Coordinator, input from the 1st VP and TOPSoccer Coordinator and an approval vote from the Executive Board.

Section2 Travel Division teams will adhere to New Jersey Youth Soccer age requirements for adding players to teams.

Section 4 A newly formed Travel Division team having selected a minimum of twelve (12) players and within the NJYS age requirements wishes to add a younger year player; for the purpose of completing its roster may do so only after:

- a) The Team has exhausted all attempts to attract eligible players in its calendar year.
- b) Players in the calendar year which exhibit attitude or behavior that is detrimental to the Club or Team do not have to be counted as eligible players in an age group.
- c) The Executive Board has given approval.
- d) The younger year player(s) have been advised that they may be released from the team upon the formation of the NJYS calendar year team in the future.

Section 5 a) More than one Travel Division team may co-exist in the same calendar year age group in each sex. The teams must co-exist without poaching players from one another’s team. The exception; if the player or Player’s parents wish to change teams during the season. The player or player’s parents shall discuss with the coach of the team presently registered that they wish to change teams. The player or player’s parent must

submit in writing to the Executive Board a request to move to a new team during the season. The Executive Board will address the request at the Boards earliest convenience. The Executive Board must approve this change in order for the player to move to the other team.

- b) Player(s) carded in the club seeking to move up to an older age team or down to an age-appropriate team during the carded season shall do the following: The player or player's parents shall discuss with the coach of the team presently registered that they wish to change teams. The player or player's parent must submit in writing to the Executive Board a request to move to a new team during the season. The Executive Board will address the request at the Boards earliest convenience. The executive Board must approve this change in order for the player to move to the other team.
- c) State or League rules may dictate the number of players that can be moved during the calendar year Season.

Section 6

Membership on any newly formed Travel Division team will be determined by open tryouts (public notice should be given on two separate dates).

- a) New teams are defined as either:
 - i) A team-U7 age group for the upcoming spring season.
 - ii) Established team, U8 or above, previously NOT carded under the PPSC charter.
- b) Tryouts for new teams will be advertised:
 - i) Email to all Player Development program players when possible
 - ii) Facebook group advertisements
 - iii) Club Website & Facebook pages
- c) Tryouts will be run by the 2nd VP and Club coaches can be asked to volunteer to assist.
- d) Coaches, team management, and referees will be recruited by the club from the group of perspective player's parents. Unless a Coach has already requested to coach, and has been approved by the Executive Board, a prospective new Coach will be required to submit Coaching credentials and three character references.
- e) New Travel Division team management will consist of:
 - i) Head Coach
 - ii) Assistant Coach
 - iii) Manager
 - iv) Treasurer
 - v) One person cannot hold more than 2 positions. Head Coaches and Family Members are not allowed to hold Team Treasurer Position.

- f) New Travel Division teams will inform the Executive Board of the management team
- g) New Travel Division teams age *U-7* will initially join the Ocean County Recreational League and eventually join MOSA when the team reaches the MOSA acceptable age bracket. U-8 teams will join MOSA if U-8 is an acceptable age bracket otherwise the team will join the Ocean County Recreational League until such time that the team reaches the MOSA acceptable age bracket. New teams ***U-9*** and above shall initially join Monmouth Ocean Soccer Association or may file a written petition with the Executive Board to join one of the higher-level leagues.

Section 7 If existing Travel Division teams hold any tryouts for vacant positions; Teams should provide public notice of the tryouts; shall notify the Tryout Committee of the scheduled tryouts and also provide a copy of the notice to the executive board.

Section 8 All Travel Division teams must be self-sufficient and are solely responsible for all incurred financial and contractual obligations. All teams will compile a team financial report (which shows all sources of Income and expenses) encompassing a period of twelve months ending June 30th and submit it to the club Treasurer no less than Sept 1st of that calendar year, a Copy of that report shall stay on file with the club for a period of 5 years.

Section 9 Any Travel Division team which owes outstanding fees, fines or fundraiser monies to the club may not register for the upcoming season. Failure to pay these obligations and the team forfeits club payments of MOSA dues until obligations are met.

Section 10 Disbanded Travel Division teams no longer playing for the club must notify the Executive Board prior to disbandment and provide the Executive Board with proof of disbanded bank accounts, and a final team Treasures report; if a balance is remaining in the team's bank account, all monies are to be remitted into the clubs account.

Section 11 The Executive Board will ensure that all Club players are annually insured for medical coverage and liability coverage in Compliance with the New Jersey Youth Soccer Constitution.

Section 12 All Travel Division teams come under the authority of the New Jersey Youth Soccer (NJYS), United States Youth Soccer Association (USYSA), and United States Soccer Federation (USSF). It is the responsibility of the team coach to be aware of these obligations and responsibilities.

Section 13 Each Travel Division team shall participate in club organized fundraising activities which help defray the cost of maintenance and purchase of new equipment, materials, and training programs that are jointly used by all teams of the Club. Any team who chooses not to participate in this fundraising shall be assessed a fee determined by the executive board prior to the each event.

Section 14 In addition to the club organized fundraising, each Travel Division team is also allowed to perform their own fundraising activities except that the Club reserves the right to terminate team fundraising activities deemed detrimental to the Club.

Section 15 a) Any year the Club hosts a tournament, each Travel Division team shall be required to participate in whatever areas are needed. These duties shall be set forth by the Tournament Director and Tournament Committee. If help is needed to recruit teams to fill a particular age bracket, the club team or teams involved shall assist the tournament director in trying to locate teams to fill said bracket. If the bracket cannot be filled it would be beneficial to the Club if that team would offer volunteers, as not to put undue burden on the rest of the Club.

b) If no Tournament is conducted for the year, the monies should be added to the General Bank Account of the Club.

Section 16 When an existing Travel Division team no longer has any carded New Jersey Youth Soccer (NJYS) coach willing or able to coach; the future of the team shall be decided at an Executive Board meeting; the Head Coach of the team shall notify the Executive Board prior to informing the parents and players of that team.

Section 17 All Travel Division team{s} must have a representative at each club meeting. If a team representative is unable to attend a club meeting, they must notify the Club Secretary prior to the scheduled meeting. Failure to do so will be considered a missed meeting.

- i) 1st missed meeting – Warning sent to coaches.
- ii) 2nd missed meeting –
Warning sent to Coaches and Parents.
- iii) 3rd missed meeting Notification of missed 3rd meeting sent to Coaches, and Parents. Team forfeits club payment of MOSA dues for following season.

Article XVIV - Miscellaneous

Section 1 Player fees: Player fees will be determined each season by the Financial Committee and must be approved by a vote from the board at the June Meeting. Families with more than two children in the PPSC shall be charged a 50% discounted rate for a full year fee and a 50% discounted rate for a half year

fee for the 3rd or more child. A full refund of the player fee will only be made within 10 days of receipt of the fee.

Section 2

Player Fee Deadlines - All player fees are due at the time of registration. No player will be issued a NJYS card until the player fee is paid. No player will be rostered or issued a NJYS recreation insurance card until the player fee is paid. The player fee can be paid individually or paid from a team account.

Section 3

Scholarships – The Fundraising - Scholarship Committee shall on an annual basis recommend to the Executive Board for approval the number and dollar value for Club scholarships. At a minimum there shall be at least one eligible scholarship for a boy and girl candidate at Point Pleasant Borough High School and Point Pleasant Beach High School. The scholarship selection criteria shall be established by the fundraising committee and approved by the Executive Board.