



LOWELL SOCCER CLUB

BY-LAWS

ARTICLE I: NAME and PURPOSE

Section 1.1: Name.

The name of this organization is Lowell Soccer Club (hereinafter referred to as the “Club”)

Section 1.2: Purpose.

The purpose Lowell Soccer Club shall be to develop the sport of the soccer among the coaching staff and players.

ARTICLE II: Lowell Soccer Club CONSTITUTION

The Lowell Soccer Club Constitution adopted on December 19, 2024, together with any subsequent amendments, thereto is hereby incorporated by reference to its entirety in this Article II. In the event that any succeeding provision of these By-Laws conflict with the Lowell Soccer Club Constitution, then the conflicting By-Laws shall be invalid.

ARTICLE III: IDENTIFICATION

Section 3.1: Mailing Office.

The mailing office of this Club shall be PO Box 4 Lowell Indiana 46356. This Club may conduct its business from such address, or addresses, as shall be designated from time to time by the Board of Directors.

Section 3.2: Fiscal Year.

The fiscal year of this Club shall be from July 1st through June 30th.

ARTICLE IV: MEETINGS FOR CLUB

Section 4.1: Elections.

The Annual Meeting shall be held each year in June. Elections are to be held every 4 years by the general membership for the Executive Board positions at the Annual Meeting.

Section 4.2: Notice of Annual Meeting.

Written notice of the time and place of each Annual Meeting shall be given to the membership not less than one week prior to the meeting. This notice may be included in the Minutes of any General Meeting. If one week's notice is not given and any two members object to the transaction of any business because proper notice was not given, then official business cannot continue. Objections must be submitted via email to the President or in person upon arrival at the meeting location.

Section 4.3: Voting.

The Board of Directors of this Club shall have voting rights set out in Article VII, Section 7 through 12 of the Lowell Soccer Club Constitution.

Section 4.4: Failure of Annual Meeting.

Failure to hold the Annual General Meeting at the designated time shall not cause any forfeiture or any dissolution of the Club, and all Board of Directors will maintain their current positions.

Section 4.5: Special Meetings.

Special Meetings of the Board of Directors may be called by the Executive Board or a written petition of one-half of the Board of Directors of this Club, stating thereon the purpose or purposes of the meeting. Such a petition shall be delivered to the Secretary of this Club. Special Meetings shall be held at the time and place designated by the Board of Directors. The intent of the meeting shall be indicated in the notice, and no other Club business other than that specified may be considered.

Special Meetings call for the vote of Membership as outlined in Article VII of the Lowell Soccer Club Constitution. Results of Special Meetings shall call for the record of such meeting to be entered into the minutes of the next General Meeting of the Club. Special Meetings are open to all memberships of the Club.

Section 4.6: General Meetings.

The Board of Directors shall hold a minimum of six (6) General Meetings per year at a date and place designated by the Board of Directors and are open to all memberships. Meetings shall be held after the second Tuesday of each Month and shall be called by the president. Voting on any issues are subject to those rights in Article VII of the Lowell Soccer Club Constitution. General meetings are open to all memberships of the Club.

Section 4.7: Rules.

All meetings of the Board of Directors of this Club shall be conducted in accordance with the most recent version of Robert's Rules of Order.

Section 4.8: Meetings by Conference Call.

Any one or more members of the Board of Directors may participate in a General or Special Meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting by such means shall constitute presence in person at the meeting.

ARTICLE V: NOMINATIONS

Section 5.1: Nominations of Officers.

Any member of the Club may nominate themselves or another person as a candidate for an Executive Board position by a written petition, including the name of the nominee and position seeking, delivered to the Secretary of this Club at least thirty (30) days before the next General Meeting. The list of nominees shall be delivered to all Board of Directors at least thirty (30) days before the Annual Meeting.

ARTICLE VI: ELECTIONS

Section 6.1: Elections of Officers.

Members of the Board of Directors will form a quorum at the Annual Meeting at the date and place determined by the Board of Directors. Ballots will be issued to all qualifying voting members and shall be calculated by the Secretary and President. Officer(s) receiving the majority vote shall hold their elected office starting July 1st or the date of the election if after July 1st.

ARTICLE VII: SIZE and TERM OF OFFICE

Section 7.1: Size of Office.

The number of members of the Board of Directors shall be adjusted by the Board of Directors, but shall not be less than 3 voting members.

Section 7.2: Term of Office.

The length of office for various positions within the Board of Directors shall be 4 years unless duly removed from their positions.

ARTICLE VIII: VACANCIES AND APPOINTMENT

Section 8.1: Vacancies.

In the event of death, resignation, or removal of a Board of Director, other than the President, the following procedure shall be followed by the Board of Directors:

A. At the General Meeting following the vacancy, the Board of Directors may appoint a person to that position. The Board of Directors shall decide to fill that vacancy based on the appointment by a majority vote at the following General Meeting. That newly elected Board Member will take office upon conclusion of that General Meeting, to which the vote took place.

B. Additional nominations may be submitted to the Secretary in the form of a written petition, not less than fifteen (15) days before the General Meeting at which the voting of any appointments will be taking place.

C. If the vacancy cannot be filled, the President shall assume responsibilities of that position. Should any Board of Director choose to nominate someone after the President has assumed responsibilities; it shall be done in accordance with the provisions of Sections 8.1 A and B of these By-Laws.

Section 8.2: Vacancy of the President.

In the event of death, resignation, or removal of the President, the Vice-President will assume responsibilities of the Presidential position. Appointment of the newly vacant Vice-President position shall be done in accordance with the provision of Sections 8.1 in its entirety.

ARTICLE IX: COMMITTEES

Section 9.1: Select Committees.

The Board of Directors may establish special select committees to address specific projects or problems. Such committees will be dissolved upon completion of their assigned tasks. The President shall nominate the Chair of each committee, with the approval of a majority of the Board of Directors currently serving. Each committee will consist of at least three (3) members. The Chair of such committee shall choose the other members of the committee, but any choice must be voted on by a majority of the Board of Directors currently serving.

ARTICLE X: OFFICERS

Section 10.1: Board of Directors.

As prescribed by the Lowell Soccer Club Constitution, the Officers of this Club shall be a President, Vice-President, Secretary, Registrar, NWISL Representative and Treasurer, who shall be nominated by membership of the Club, and voted in by the Board of Directors at the Annual Meeting of the Board of Directors.

Note any two positions can be held by the same person except for the office of the president.

Section 10.2: Participating Members.

As prescribed by the Lowell Soccer Club Constitution, the Participating Members shall be: any coach, assistant coach or volunteer with in the Lowell Soccer Club. Participating Members shall have the right to vote.

Section 10.3: Voting Rights.

Voting Rights for the Board of Directors are established in the Lowell Soccer Club Constitution in Article VII A. Section 7 through 11. Voting rights for Participating members are established in the Lowell Soccer Club Constitution in Article VII B. Section 3.

Section 10.4: Removal or Vacancy of Officer.

Any member of the Executive Board may be removed from office for any reason by the vote of two thirds of all Board of Directors at any General Meeting or at any Special Meeting called for that purpose and in accordance with the provisions contained in the Lowell Soccer Club Constitution.

Any vacancy in any of these offices due to death, resignation, removal, disqualification or other reason shall be filled by the Board of Directors until an election or appointment has taken place.

ARTICLE XII: DUTIES OF OFFICERS

Section 11.1: President.

The President shall be the Chairman of the Board of Directors and shall have the following responsibilities subject, however, to the control of the Board of Directors.

- A. Preside at the Annual Meeting and at all meetings of the Board of Directors.
- B. Oversee the operations and management of this Club
- C. Ensure all orders and resolutions of the Board of Directors are carried into effect.
- D. Execute all contracts on behalf of this Club.
- E. Prepare an agenda for each meeting of the Board of Directors. In preparing the agenda, the President shall solicit items from all other Board of Directors, for inclusion on the agenda. The agenda for each meeting of the Board of Directors shall be delivered by letter or via any verifiable electronic communication to each Director not later than one (1) week prior to the date of the meeting.
- F. Appoint all committees and commissions of this Club, subject to the approval of the Board of Directors.
- G. Serve as an interim replacement or appoint an interim replacement with the approval of the Board of Directors, in the event of a vacancy on the Board of Directors.
- H. Serve as an ex-officio member on all committees.
- I. Perform the general powers and duties usually vested in the office of the President of a non-for-profit organization.
- J. Uphold and enforce the Constitution and By-Laws of the Lowell Soccer Club.
- K. Co-Sign all Club checks prepared by the Treasurer.
- L. Co-Sign all Documents with the Secretary.
- M. The President shall interface with all outside agencies to conduct normal business unless unable to at which time he can appoint the Vice President.

Section 11.2: Vice-President.

The Vice-President of this Club shall have the following responsibilities and duties:

- A. Shall assist the President in their duties and shall perform such other duties as may be assigned from time to time by the President or the Board of Directors.
- B. Shall have the powers and shall exercise the duties of the President whenever the President, by reason of illness or other disability or absence, is unable to act.

C. To maintain an oversight of the committee structure and progress of each committee, and to report regularly on these matters to the President and the Board of Directors.

D. Preside at all Board Meetings.

Section 11.3: Secretary.

The Secretary of the Club shall have the following responsibilities and duties:

A. Shall be the custodian of and shall maintain books and records of this Club and shall be the recorder of this Club's formal actions and transactions.

B. To record or see to the proper recording on the Minutes and transaction of all meetings of the Board of Directors.

C. Maintain a current list of all Memberships of this Club.

D. Maintain for inspection or distribution of the Lowell Soccer Club Constitution and By-Laws, and the Playing Rules of this Club.

E. To serve all notices of this Club, required by law, the Lowell Soccer Club Constitution and/or By-Laws.

F. Maintain a record of all correspondence sent by or received by this Club.

G. To render a report at each Annual General Meeting on the total membership of this Club.

H. To perform such other duties as may be assigned from time to time by the President or the Board of Directors.

Section 11.4: Treasurer.

The Treasurer of this Club shall have the following responsibilities and duties:

A. To keep and maintain open to inspection by any Board of Director at all reasonable times the full, adequate, and correct accounts of receipts and disbursements of this Club.

B. To have the care and custody of the funds of this Club and deposit the same in the name and to the credit of this Club such depositaries as the Board of Directors may designate.

C. To ensure all checks, drafts, notes, and order for payment of money, as required in the business of this Club, are properly drafted.

D. To provide a financial report in writing to the Board of Directors at each of its meetings.

E. To provide a financial report on an annual basis at the end of the fiscal year.

F. To prepare a budget for this Club for each of its fiscal years, subject to approval by the Board of Directors. Budgets shall be presented in May to the Board of Directors at the prior to the General Meeting and voted upon by majority of the Board of Directors at the next General Meeting for the upcoming year.

G. Shall prepare and cooperate in an independent year-end audit, by an outside source approved by the Executive Board, of all financial records and transactions maintained by the Treasurer as related to Club matters.

H. To serve as Chair on any Financial Committee.

I. To have such powers, duties, and authorities as may be set forth and prescribed by the President or Board of Directors from time to time.

Section 11.5: Registrar.

The registrar of the Club shall have the following duties and responsibilities:

A. Registration of the Club's players and the certification thereof.

B. Enforce all rules, By-Laws, and policies of the Club, SAY, and NWISL governing player registration and team assignment.

C. Responsible for the storage and maintenance of records of the Club regarding the registration of teams and players within the Club and ensure the confidentiality of player information.

D. Must submit a membership list to the Secretary at the beginning of each playing season.

E. Promotes and markets registration for each new playing season.

Section 11.6: NWISL REP.

The NWISL REP of the Club shall have the following duties and responsibilities:

A. Represent the club at all NWISL Monthly Meeting.

B. Report to the Board all discussions and votes that happen at the Meetings.

ARTICLE XIII: CODE OF CONDUCT

Section 13.1: Members.

The conduct and demeanor of all players, coaches, assistant coaches, and others involved in any way with the supervision or administration of players always reflects courtesy, good sportsmanship, and professionalism as well as ethical and moral behavior. Violation of any aspect of this code will be subject to the disciplinary procedures established by the Club up to and including the separation of coaching and Club membership.

A. Adherence to all Club rules and policies as well as SAY, and NWISL rules, including those regarding eligibility, team, division formation, and player participation may never be violated. It is the responsibility of every coach to know and understand these rules.

B. Player development and the improvement of the player through coaching and participation are essential to the growth of the sport. The coach must always behave in such a manner that the principles, integrity, and dignity of the sport are maintained.

C. Any problems that cannot be resolved between coaches, assistant coaches, members, and other individuals regarding matters of the Club, must be referred to the Board of Director as soon as possible; and must never interfere with any Club activities, or in any way be conducted in a manner that is not keeping with the express policies and purposes of the Club.

D. Coaches should be knowledgeable with the laws of the game of soccer. Coaches are responsible to ensure their players understand the intent as well as the application of the rules.

E. Coaches are responsible to act on any undesirable actions of their players on the field in accordance with the Code of Conduct and/or policies of this Club.

Section 13.2: Responsibility to Officials.

Officials must always have the support of coaches, players, members, and spectators. Criticism of officials undermines the purpose of the game.

A. Coaches, players, and spectators, must always refrain from criticizing officials.

B. Officials have the authority to remove any coach, player, or spectator from the game in the event of the behavior is in violation of the Code of Conduct and/or the policies of this Club.

ARTICLE XIV: AMENDMENTS OF BY-LAWS

These By-Laws may be amended by a simple majority vote of the members of the Club, and any General Meeting, provided the proposed amendment had been submitted in writing to the President at least seven (7) days prior to the General Meeting. Any proposed amendments must be presented for discussion during a General Meeting at which a quorum of the Board of Directors is present and can be officially included in the minutes of the same meeting. Such amendments shall be presented for a formal vote at the date and time of the next scheduled General Meeting.

ARTICLE XV: DISSOLUTION

Upon dissolution of this Club or the conclusion of its affairs, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Club, dispose of all remaining assets of the Club to charitable, educational, or any other organization(s) that would qualify as an exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue Code, and as determined by the Board of Directors.

ARTICLE XVI: REPEALER

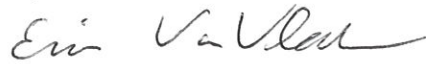
These By-Laws are an amendment in their entirety of all prior enacted By-Laws of this Club and upon adoption; all those prior By-Laws are repealed. These By-Laws shall be effective upon the affirmative vote of a majority of the members of the Board of Directors present and voting at the meeting at which they are presented.

ADOPTED BY THE BOARD OF DIRECTORS OF LOWELL SOCCER CLUB SOCCER CLUB on

6/07/25

By:

Eric VanVleck, President



Michael Colson, Vice President



Michael Colson, NWISL REP



Richard Oman, Treasure



Michael Keilman, Secretary



Michael Keilman, Registrar

