

ST JANE SOCCER ASSOCIATION BYLAWS

Dated: 3 March 1992
Amended 10 November 1997

ARTICLE I - NAME

This Association shall be known as the St. Jane Soccer Association hereinafter to be called the Association. It shall be a nondenominational and nonprofit organization and associated with the St. Jane Frances de Chantel Catholic Church, Riviera Beach, MD, in that respect.

ARTICLE II - PURPOSE

1. The object and purpose of this organization is to promote the sport of soccer to all age groups. In promoting the sport of soccer the following goals should/shall be accomplished:
 - a. Instruct the fundamentals of the game of soccer;
 - b. Promote good sportsmanship from all participants;
 - c. Instill the idea of honesty, loyalty, fair play and teamwork.
2. The Association shall follow the rules of the Federation of International Football Association (FIFA) but when applicable play under the guidelines of the following organizations:
 - a. Maryland State Youth Soccer Association (MSYSA)
 - b. Anne Arundel Youth Soccer League (AAYSL)
 - c. Christian Youth Organization (CYO)
 - d. Baltimore Beltway
 - e. Washington Area Girls Soccer (WAGS)
 - f. Indoor Soccer Facilities

ARTICLE III - MEMBERSHIP

1. Any adult that possesses sincere and genuine interest in the Association's activities and purpose is eligible for full and active membership.
2. Members shall perform any reasonable task required to maintain the operations of the Association.
3. Members are eligible to vote on any motion brought forward at any General meeting, provided that they have attended at least one of the two prior general meetings.
4. Members may submit motions and may hold any office which they may aspire and which they demonstrate interest, fitness and ability.

ARTICLE IV - GOVERNMENT

1. The government of this Association shall be vested in a Board of Directors and Associate Board Members.
2. The Board of Directors shall consist of four officers: President, Vice President, Treasurer, and Secretary, and an Intramural Program Director, Senior Boys' Program Director, and a Senior Girls' Program Director.

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3. All members of the Board of Directors shall be elected in the manner prescribed by the bylaws and shall hold office for a period of one (1) year.

4. The Associate Board Members will be appointed by the elected board and will serve for a period of one (1) year. The Association positions should include the registrar, a member-at-large and other members as determined by the board.

ARTICLE V - MEETINGS

1. General membership meetings shall be held monthly, on the second Monday of every scheduled month. Meetings will be held in the following months; February, March, April, May, August, September, October, November. Notice of any schedule changes shall be provided in the Association's newsletter at least one month prior to the general membership meeting date.

2. The Board of Directors shall meet monthly. Additional meetings can be called by the President or jointly by any other three members of the Board. The date, time, and place of any additional meetings or rescheduled monthly meeting must be conveyed to all Board members at least five (5) days before said meeting.

3. Four-Sevenths (4/7) of the Board of Directors and Associated Members shall constitute a quorum for a Association Board meetings.

4. Twelve (12) head coaches and/or members in good standing of the General Membership shall constitute a quorum at General Membership meetings.

5. Robert's Rules of Order shall govern the rules, and proceedings of all meetings unless conflicting with the bylaws of this Association.

ARTICLE VI - ELECTION OF THE BOARD OF DIRECTORS

1. The Board of Directors, as defined in Article IV Section 2, shall be elected at the General Membership meeting in November.

2. Officers - Elect shall assume the duties of office on 1 January for a term of one (1) year.

3. Elections shall be by a simple majority either by open or secret ballot as determined by the Board of Directors.

4. Anyone in the Association's membership is eligible to run and hold office.

5. There shall be no limit to the number of terms held by a member in office.

6. For the purpose of electing executive officers, the President shall appoint, by June, a nominating committee chairperson from the membership who shall preside over that committee. The duties of the nominating committee shall be to select and present individuals from the membership interested in seeking office on the Board of Directors. An interim report shall be due at the August Board of Directors meeting and published in the Association's September newsletter with nominations presented at the November General Membership. The nominating committee's recommendations shall not preclude nomination from the floor by any member.

7. All members present and in good standing in accordance with Article III Section 3, shall be entitled to one vote for each office position.

8. Nominations and elections of vacated offices shall be held at the next General Membership meeting following acknowledged notice to the Board of Directors. The Board of Directors shall be notified of the vacancy by the most reasonable and timely manner available.

ARTICLE VII - FINANCE

1. The Association will be a nonprofit organization and shall make use of St. Jane Frances de Chantel Church's Tax Exempt Status if so desired by the church. Any funds received over the current operating expenses shall be used to foster and attain the objectives and purposes of the Association.

2. Funds may be secured from registration fees, raffles, subscriptions, sales of merchandise, concession stands and any other legitimate nature that may be devised upon approval of the **Association Board**.

3. Funds of the Association may not be used for the personal benefit of any member or members.

4. A Treasurer's report will be available at all General membership meetings. This report will include, but not limited to the current month's Financial Report and Budget.

5. Checks must be signed by the President or Vice President and Treasurer.

6. The fiscal year of the Association shall be 1 January to 31 December).

7. The President shall arrange for an audit of the Association's financial records annually. The results of this audit shall be presented at the next General meeting.

8. A budget for the following fiscal year shall be prepared by the **Association Board** in September. In November, the general membership shall approve the proposed budget and shall approve the president's definition for a major and minor non-budgeted expense.

9. The Board of Directors may expend funds according to the budgeted funds approved by the general membership. Minor expenses outside of the approved budget must be approved by the Board of Directors majority. Major expenses outside of the approved budget must receive general membership approval. All major expenses, either budgeted or not, must acquire three written bids.

ARTICLE VIII - LIMITATIONS OF POWERS

1. Dissolution. Upon a dissolution of the Association because of a completion of its purposes or for any other reason, all Association assets of any character whatsoever shall be contributed to some charitable or educational enterprise(s) which, in the opinion of the Board of Directors, most nearly approximates the purposes of this Association. These contributions must be deductible from income under provisions of the U.S. Internal Revenue Code. No part whatsoever of such assets shall pass to or inure to the benefit of any person connected with the Association or to other private individual or individuals.

2. Limit on powers to create personal obligations. Neither the Board of Directors, any committee or member, nor any agent or employee of the Association shall have authority to contract any indebtedness or incur any obligation on behalf the Association. No individual shall ever be personally liable for any debt, contract, obligation or tort, of the Association.

3. Only the Board of Directors has the authority and power to enter into or create binding contracts, obligations, indebtedness, or purchase on behalf and in the name of the Association. Members may act as an agent for the

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Association provided the details and limits are specific, approved by the Board of Directors and duly noted in either the minutes of the General or Board of Directors meetings.

4. Members are not empowered to act as an agent for the Association or its respective teams or members, unless the Board of Directors specifically authorize and approve the members intent and well being to the Association.

5. Committees may submit recommendations and findings to the Board of Directors for approval and authority to act.

ARTICLE IX - BOARD OF DIRECTORS

The Board of Directors:

1. Is vested with the day to day management that does not require full general membership action.
2. Will make recommendations and approve committee recommendations on all Association activities to include but not be limited to: fund raising, registration, coach and player selection, etc.
3. Will assist, guide and direct the league programs under the Associations jurisdiction.
4. Will file a written report (minutes) of their Board meetings to be presented at the next general membership meetings.
5. Will be subject to the direction of the general membership majority.
6. Will be responsible for the overall operation of the Associations.
7. Will be responsible for the financial well being of the Association.

A. PRESIDENT

The President shall:

1. Preside at all meetings of the general membership and the Board of Directors at which he/she shall be present.
2. Perform all duties incident to the office of a President of a corporation and such other duties as, from time to time, may be assigned to him/her by the Board of Directors or the general membership.
3. Appoint and directly oversee all commissioners to represent the Association at all meetings for the soccer governing bodies in which the Association is involved to include but not be limited to: Greater Riviera Recreation Council, AAYSL, MSYSA, CYO, etc.
4. Oversee the activities of the Boys', Girls' and Intramural Directors.
5. Appoint and oversee a nominating committee chairperson in compliance with Article VI Section 6.
6. Present the nominees for Associate Board Members.

B. VICE PRESIDENT

The Vice President shall:

1. Perform duties and exercises the functions of the President, when the President is absent or during his/her inability to act.
2. Have duties as may be assigned to him/her by the Board of Directors or the President.
3. Nominate committee chairpersons for the facility committee and the player/coaches development committee and oversee their activities, as necessary.

C. SECRETARY

The Secretary shall:

1. Keep the minutes of the general membership, Board of Directors and of any committees.
2. Ensure that all notices are duly given in accordance with the bylaws or as required by law.
3. Act as the custodian of the records of the Association.
4. Perform all duties incident to the office of a secretary, and such other duties as, from time to time, may be assigned him/her by the Board of Directors or the President.
5. Appoint chairpersons, as necessary, and directly oversee the activities of the communications committee and the sunshine committee.
6. Directly oversee the internal and external written communications of the Association.
7. Act as the Association's primary liaison with the St. Jane Frances Church or appoint an individual to fulfill those responsibilities.

D. TREASURER

The Treasurer shall:

1. Have charge of and be responsible for all funds, securities, receipts and disbursements of the Association.
2. Deposit, or cause to be deposited, in the name of the Association, all receipts of funds into such bank accounts as may be from time to time designated by the Board of Directors.
3. Prepare and submit such reports as required to include but not limited to a financial report each month for the general membership meetings to keep the Board of Directors and the general membership informed of the Associations financial status.
4. Generating and present a yearly budget to the general membership for approval in December.
5. Appoint chairpersons and directly oversee the activities of the equipment committee, uniform committee and fund raising committees, as necessary.

E. INTRAMURAL PROGRAM DIRECTOR
F. SENIOR BOYS' PROGRAM DIRECTOR
G. SENIOR GIRLS' PROGRAM DIRECTOR

Each Director shall:

1. Manage the daily activities of their respective programs which are composed of children in age brackets determined by the Board of Directors.
2. Represent the majority view of the program's members (coaches, parents and players).
3. Act as liaison between the Board and their program members.
4. Maintain teams records and statistics.
5. Provide fiscal, equipment, uniform or facility requirements to the Board of Directors by November for inclusion in the following years' budget.
6. Gather and disseminate information to their program members.
7. Assist in the placement of players on the various teams within their program.
8. Participate in grievance hearings involving the program that they represent.

H. ASSOCIATE BOARD MEMBERS

1. The Registrar shall:

- a. Manage the daily activities related to registering players in all age brackets determined by the Board of Directors.
- b. Maintain a running record of players registered for each season and fiscal year.
- c. Provide the accurate registration information for insurance, player evaluation, financial records, and uniform numbers.

2. The other Associate Board Members shall perform duties as assigned by the Board of Directors

ARTICLE X - COMMITTEES

1. Immediately after the election, the following members of the Board of Directors shall appoint/oversee the following committees with the prescribed responsibilities, as necessary:

PRESIDENT

Nominating Committee

- 1) Acquire and present a slate of candidates for the Board of Directors to the general membership.
- 2) Organize and run the annual Board of Directors Elections.

VICE PRESIDENT

Registrar

- 1) Conduct Spring and Fall Registration drives.
- 2) Maintain a list of Association players.
- 3) Act as the final approval authority for player registration within the Association.

Facility Committee

- 1) Obtain permits and schedule fields for games and practices.
- 2) Obtain qualified officials .
- 3) Arrange for the preparation and maintenance of all Association fields for games and practices.

Player/Coaches Development Committee -

- 1) Oversee the Coach selection process
- 2) Recruit coaches and submit names to Board for approval.
- 3) Establish and oversee procedures for tryouts and player selections.
- 4) Provide instructional material and presentations for both players and coaches.

SECRETARY

Communications Committee

- 1) Responsible for reporting scores to the media.
- 2) Implement all Association publicity (flyers, posters, notices, etc.)
- 3) Maintain and distribute coaches mailing list and phone roster.
- 4) Publish and distribute a monthly newsletter .

Sunshine Committee

- 1) Organize parties and social events for players, coaches and families.
- 2) Send appropriate greeting cards.

TREASURER

Equipment Committee

- 1) Procure equipment and uniforms.
- 2) Maintain, organize, account, and distribute equipment and uniforms.

Fund Raising Committee

- 1) Obtain donations and corporate sponsors.
- 2) Oversee fund raising projects and events to include establishing subcommittees for Dances, Raffles, Yearbooks, etc.
- 3) Responsible for proper acknowledgment of sponsors.

ARTICLE XI - AMENDMENTS

These by-laws may be amended by a vote of two-thirds (2/3) of the Board of Directors and current membership in good standing. The proposed amendment shall first be submitted in writing to the Board of Directors, and if approved by a majority of the Board, it will be read into the minutes of the next general meeting, provided to the membership for review and voted upon at the next regular general membership meeting.

Clerical editing November 13, 1995 - The entire Bylaws were retyped and corrections were made in the form of correcting typographical errors, Article numbering, and grammatical wording for clarity.

Clerical editing October 2000 - The document was converted to latest version of Word and was reformatted to standardize indenting, etc (S.Reiner).