

Clayton Soccer Association By-Laws

Mission Statement

The purpose of the Clayton Soccer Association is to promote the values of teamwork and sportsmanship while teaching the fundamentals of the game of soccer. Our organization promotes physical fitness, a sense of cooperation, and a healthy lifestyle in a positive learning environment. Soccer is an exciting game to play and a great way spend time with friends and family.

Part 1 - Administration

Article 101 - Name

The name of this organization shall be "Clayton Soccer Association." It shall also be referred to as "CSA." Any League names of this association shall be used only under the express authority and consent of this Association. Clayton Soccer was established in 1982 in the Borough of Clayton, NJ.

Article 102 - Membership

Any parent of an active player for the organization that attends 50% of the meetings per calendar year is considered a member.

Article 103 - Voting

Any person is eligible to vote in any meeting provided they meet the eligibility for membership.

Part 2 - Government

This organization shall be governed by the rules of the Borough of Clayton, the league that the organization is currently affiliated with, the NJ Youth Soccer Association (NJYSA), and the International Soccer Federation (FIFA).

Article 201 - Executive Board

The Executive Board of this organization shall consist of the following elected positions: President, Vice-President, Treasurer, and Secretary. The Executive Board also includes the following positions appointed by the elected officers of the board: Micro-Coordinator, Equipment Manager, Field Manager, the Girls League Representative, and the Boys League Representative. Two immediate family members may not serve as an Elected and/or Appointed Office

Article 202 - Terms of Office-Elected

The term of office for each member of the elected Executive Board will be one year commencing with January 1st and ending December 31st of the same calendar year. Nominations will take place during the regularly scheduled meetings of October and November each year. Nominations may be made by any active member in attendance at either of these meetings. The elections will take place during the regularly scheduled meeting in November. Any person who is running unopposed may be elected by a voice vote if so moved and seconded. A secret ballot shall be taken for those offices that are being contested.

Article 203 - Terms of Office-Appointed

Appointed positions will be determined by the Executive Board of officers and announced at the February meeting after a meeting of the Executive Board. Volunteers and recommendations for the appointed positions will be accepted from the eligible members at large in attendance at the regularly scheduled January meeting. Appointed positions shall have a term of office of one year beginning in February and ending in January of the next year.

Part 3 - Duties and Responsibilities of Officers

Article 301 - Executive Board

The Executive Board is empowered to meet at times other than regular meetings to act on pressing matters such as, but not limited to: disciplinary hearings, schedules, organization of teams, serious parental concerns, and emergencies that affect play. Decisions made at these meetings must be put on the agenda for the next regularly scheduled meeting. The Executive Board shall consist of the elected and appointed officers of the CSA.

Article 302 - President

The President is the chief executive officer of the CSA. The President's responsibilities shall include but not be limited to:

Attend and preside over all CSA meetings

- Must make an effort to attend all of the events of CSA
- Preside over all disputes, investigations, and disciplinary actions unless an obvious conflict of interest exists as determined by a majority of the Executive Board.
- Attend each of the monthly meetings of the Borough of Clayton Parks and Recreation Committee and act as a liaison as necessary to the Borough of Clayton Council.
- The President is responsible for all operations and to oversee the League Representatives during all seasons that CSA has teams actively participating.
- Preparing and submitting a budget request to the Borough of Clayton prior to the end of the Borough's fiscal year.
- Be responsible for cancelling games of the Traveling Teams due to weather or emergencies based on the recommendations of the Field Manager of CSA and in accordance with the policies of the league we are currently affiliated with.
- Serve as an authorized signor on all CSA financial accounts during their term of office.

- At the expiration of the term of office, deliver over to the officer-elect all books, records, and property. In the absence of the officer-elect, hand over the above records to the Vice-President.

Article 303 - Vice-President

- Attend all CSA meetings
- In the absence of the President, or the President's inability to fulfill the duties of the President, perform the duties of the President
- Serve as an authorized signor on all CSA financial accounts during their term of office.
- At the expiration of the term of office, deliver over to the officer-elect all books, records, and property. In the absence of the officer-elect, hand over the above records to the President.

Article 304 - Secretary

- Record and Distribute the minutes at each meeting
- Maintain, record, and report on the attendees and proceedings of all Board sponsored meetings. This includes reporting on the minutes of the previous meeting at each Board Meeting
- Be responsible for updating the website at least once per month.
- The Secretary shall preside over meetings in the absence of both the President and Vice-President.
- Attend all CSA meetings
- Maintain, communicate, and keep current the list of the members of the CSA
- Ensure the members of the CSA are informed of all Board sponsored meetings in a timely and efficient manner.
- Ensure all documents (I.e. Association By-Laws, Rules, Board Decisions, etc) are made readily available to all members.
- At the expiration of the term of office, deliver over to the officer-elect all books, records, and property. In the absence of the officer-elect, hand over the above records to the President.

Article 305 - Treasurer

- The Treasurer shall preside over meetings in the absence of the President, Vice-President, and Secretary Attend all CSA meetings
- Maintain the treasury of the CSA including any checking and savings accounts. Must get two signatures on all checks, and be the principal signor when possible. The treasurer must be made aware of all expenditures when they are unable to be a signor. The treasurer must coordinate with the President and Vice-President being the other authorized signatures on the account. The Treasurer must coordinate the transition of the account with the newly elected officers prior to January 1st of the next year.
- Submit a report detailing receipts, expenditures, and balances for the preceding month at the regular meeting of the CSA each month Issue checks and pay bills as directed by the CSA in a timely manner

- Distribute the Referee fees in the form of cash to the Coaches at the September CSA meeting.
- Assist the President with developing the budget for each calendar year.
- At the expiration of the term of office, deliver over to the officer-elect all books, records, and property. In the absence of the officer-elect, hand over the above records to the President.

Article 306 - Field Manager

Appointed by the Board

- The Field Manager shall coordinate the maintenance of the fields used by the CSA.
- Must make an effort to attend all meetings of the CSA.
- Coordinate practice schedules
- Shall be responsible for coordinating the operation of the lights when needed due to the time change.
- Be available for coaches to report any field issues.
- Make recommendations to the President regarding the calling of games with regards to weather or emergencies.

Article 307 - Equipment Manager

Appointed by the Board

- Upon receiving the finalized team rosters, coordinate the distribution of Uniforms and team equipment.
- Order and supply the game equipment (ie:balls, nets, flags, etc.) in a timely manner.

Article 308 - League Representatives

A Boys Representative and a Girls Representative are appointed by the Board.

- The Representatives must attend all of the meetings of the League or send an alternate coach if unable to attend a meeting.
- The Representatives must follow the guidelines of the League that we are currently affiliated.
- The Representatives must work diligently to prevent the CSA from incurring any unnecessary fines and, see that any valid fines are paid in a timely manner. At any point a fine is imposed, investigate the fine and report to the Board prior to the payment of any fine.

Article 309 - Micro Coordinator

Appointed by the Board

- Form the teams for the Munchkin, Mini-Micro, and Micro divisions of players

- Oversee and offer resources to the coaches of the three Micro divisions
- Order the Uniforms for the teams in the Micro divisions
- Make the schedule for the Micro teams and schedule appropriate referees for the games scheduled
- Make determinations on the cancelation of games after consulting the President and Field Manager. They must also contact all coaches and referees affected by the cancellation.

Article 310 - Coaches

- Must maintain membership in the CSA per Article 102
- A coach or a representative from each team must attend 100% of the meetings of the CSA during the season their team is currently playing. If a coach is unable to attend, they must provide at least 24 hours notice to a member of the Board in order for an excused absence to be accepted.
- Must follow the guidelines of the League that we are currently affiliated
- Be responsible for any recurring fines of their team
- Promote parent participation in CSA meetings and events
- Failure to follow the guidelines set forth may result in present and future suspension of Coaching privileges in the CSA upon final Board approval.

Article 311 - Vacating of a Position

Elected Officers

- An officer may be removed for excess absences from his/her office if they have three unexcused absences in a calendar year.
- Consistent dereliction of duties as described in the by-laws
- Any action that brings any discredit upon the CSA
- Formal charges for any removal of an officer must be made in writing and presented to the highest ranking officer that is not being charged with the offense. The matter will then be presented to the officer being charged in a closed board session. The board will then decide on the action that will be taken upon by general consensus of the Board. The decision will be recorded in the minutes of the next meeting of the CSA

Part 4 - Committees

Article 401 - The following Committees are required each year :

- Concession Stand
- Fundraising
- Election
- Public Relations/Registrations
- Any additional Committees may be created by the Board based upon the needs of the organization.

Article 402 - A Committee needs to consist of the following :

- A Board member of the CSA
- At least three members, with a maximum of five members.
- All Committee members must be approved by the Executive Board.

Article 403 - Concession Stand Committee

- Be responsible for the operations of the Concession Stand
- Any major fiscal decision must come before the Board prior purchase
- Order and maintain the stock of food, supplies, and gas, etc.
- Organize the staffing of the Concession Stand two weeks prior to Opening Day each year

Article 404 Fundraising

- Organize the annual fundraisers of the organization
- Be fiscally responsible for all fundraisers prior to their presentation to the Board for final approval

Article 405 - Election

- Appointed during the September meeting
- Work with the Secretary to determine eligibility for offices and posting of the list
- Advertise the elections by posting this on the website and at the Concession Stand
- Advertise the Nominations that occur at the first meeting of nominations on the website and at the Concession Stand
- Responsible for the counting of ballots in a contested race
- Responsible for posting the results of the elections on the website and at the Concession Stand

Article 406 - Public Relations/Registration

- Put up signs and distribute flyers about registrations through the schools. Notify the community of yearly registrations via the CSA website and the Clayton forum
- Set the dates and organize the Registration process
- Coordinate the Community Outreach of the CSA

Part 5 - Meeting Procedures

Article 501 - Regular meetings

- Regular meetings occur on the First Thursday of each month
- The Secretary shall post the notice of the meeting on the website, at the concession stand, and send an email notice to all that we have email addresses for
- All Regular meetings must have an agenda
- All Regular meetings must have a Call to Order, Attendance, Approval of Minutes, Approval of Treasurer's Report, Officer & Committee Reports, Old Business, New Business, and an Adjournment

Article 502 - Special Meetings

- Special meetings are any meetings that are a public issue that has to occur prior to the next Regular Meeting, and must have a specific issue that needs to be resolved.
- Special meetings must have twenty four hours notice prior to the meeting's occurrence.
- Special meetings are to be called by the President or next highest ranking officer that is available.

Article 503 - Board Meetings

- Only elected and appointed Board positions are to be in attendance at Board Meetings
- Board Meetings should occur on the Third Thursday of each month unless a decision is made to postpone the Board meeting at the prior month's meeting
- Board meetings are to occur whenever a disciplinary issue, issue that deals with a sensitive situation occurs, Board specific issue, etc.
- Any unscheduled Board meetings must have twenty four hours notice prior to the meeting's occurrence.

Article 504 - Decision Making

- Meetings must have a quorum of 2/3rds of the Board Officers present in order to conduct any business.
- Any decision made by the CSA must be made through a motion from a member in attendance at the meeting and seconded by a different member in attendance at the meeting with a vote occurring immediately after the motions are made

Part 6 - Amendments to the bylaws

Article 601 - Approval of Amendments

- Must be presented to the organization at two regularly scheduled meetings.
- Must be approved by the general membership through a vote