



JACKSON SOCCER CLUB Inc.

BY-LAWS AND CONSTITUTION

**Revised and Approved by majority vote at the
June 2021 General Membership Meeting**

Article I. NAME

Section 1.01 The name of the corporation shall be “JACKSON SOCCER CLUB Inc.,” a not-for-profit corporation hereinafter referred to as “JSC.” The club shall be commonly known, and may be officially listed for competitive purposes, as the JACKSON SOCCER CLUB.

Section 1.02 The official address of the JSC will be:
JACKSON SOCCER CLUB Inc, PO Box 734, Jackson, New Jersey, 08527

Article II. PURPOSE

- Section 2.01 The purposes for which the corporation is organized are:
- (a) To develop, promote and govern the game of soccer among youth (up to and including the age of 18 years) and adults within Jackson Township.
 - (b) To promote and instill good sportsmanship through the organization,
 - (c) To operate, and maintain both the intramural (recreational) and travel soccer programs within Jackson Township.
 - (d) To facilitate an ongoing education process for the players, coaches, parents, and general public with respect to the game of soccer and the value of the sport to them.
 - (e) To enter JSC teams into other soccer programs and tournaments for the betterment of the players and the JSC.

Article III. AFFILIATION

- Section 3.01 The JSC and its officer and members will be affiliated with and governed by these by-laws and by the rules and regulations of:
- (a) The United States Soccer Federation (USSF),
 - (b) The United States Youth Soccer Association (USYSA)

(c) And the New Jersey State Youth Soccer Association (NJSYSA).

This affiliation may be changed at the discretion of the Board of Directors. In the event of a conflict between these By-Laws and the rules above, the By-Laws shall control, since they are suited to the specific needs of the JSC.

Article IV. Incorporation

- Section 4.01 The JSC is a non-profit corporation and is incorporated under Section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).
- Section 4.02 The JSC is not organized for pecuniary profit or financial gain, and no part of its assets, income or profits shall be distributable to or be used for personal benefit of its members, directors, or officers.
- Section 4.03 The officers and directors of the club shall not be individually liable for the club's debts or other liabilities and the private property of such individuals shall be exempt from any corporate debts or liabilities.

Article V. MEETINGS

- Section 5.01 General Membership Meetings - The regular meetings of the membership of the JSC will be held once a month, usually on one day in the fourth week of each month for at least 7 months each year (schedule to be set at the January Board of Directors (BOD) meeting), unless otherwise ordered by the BOD. Board meetings will be held monthly based on a schedule to be set at the January BOD meeting by the President.
- Section 5.02 Board of Directors Meetings - Special meeting may be called by the President or will be called upon by a request of a majority of the members of the JSC, the purpose of the meeting will be stated in the call, email or posted on the JSC web site. Except in cases of an emergency, at least a 1 week notice will be given.

- Section 5.03 7 Board members of the JSC will constitute a Quorum at a Board of Directors meeting.
- Section 5.04 15 members (including Board members) of the JSC will constitute a Quorum at a General Membership meeting.
- Section 5.05 At all meetings of the general membership, the order of business will be as follow:
- A: The Pledge of Allegiance
 - B: Roll call of BOD
 - C: Reading and approval of last meeting minutes.
 - D: Officers reports
 - E: Reports of Committees
 - F: Unfinished Business
 - G: New Business
 - H: Good of the Order/Welfare of members
 - I: Nominations for candidates for office (when applicable)
 - J: Election and installation of officers (when applicable)
 - K: Adjournment
- This order may be changed by motion, then a majority vote of members present.
- Section 5.06 At all meetings of the JSC a register will be kept by the Secretary of those members who are present. Members will sign a register in ink in their own handwriting. At the close of the meeting, the secretary or (another EB member if Secretary not available) will sign their name on the register and retain it.
- Section 5.07 There shall be a minimum of eight meetings of the Board of Directors per year.
- Section 5.08 There shall be a minimum of seven General Membership meetings per year.
- Section 5.09 General Membership meetings shall be conducted in accordance with the basics of Robert's Rules of Order.

Article VI. AUTHORITY

Section 6.01 The JSC shall exercise through its governing body, the Executive Board, here on known as the Board or EB, all such powers as may be required to accomplish its stated purposes as listed in Article II provided they are not inconsistent with the by-laws, rules and policies and requirements of the NJYSA and or the laws of the relevant jurisdictions stated in Article III.

Article VII. GOVERNMENT

Section 7.01 The Government of the JSC shall be vested in an Executive Board composed of Executive Officers and a Board of Directors. The combination of the Executive Officers and the Board of Directors shall be known as the **Executive Board (EB)**. Each member of the Executive Officers and Board of Directors shall have full voting privileges on the EB, with the exception of the President, or Vice President, if acting in lieu of the President, who shall vote only to break a tie or if the vote will change the outcome.

Section 7.02 Executive Officers shall consist of the following offices:

(a) President,

(b) Vice President

(c) Secretary

(d) Treasurer

(e) Overall Commissioner

(f) In the absence of the Office of the President, or should this position be vacated, the elected Vice President shall assume the responsibilities of the President. Other vacancies on the Executive Officers or the Board of Directors shall be filled by an appointment made by the President, subject to the approval of a majority of the remaining Board members present at the Board Meeting immediately following the

appointment. Such appointees shall serve until the next regularly scheduled election for that vacancy.

Section 7.03 It shall be the duty of the Executive Board to

- (a) Determine, direct and promote the aim, purpose and policies of the club; to exercise control over all matters pertaining to the care and conduct of the club, its properties, its finances and appropriations of funds; and to perform all services necessary thereto.
- (b) to advise the President on matters requiring immediate attention, to aid the President in formulating a program of organization and activity consistent with furthering the aim and purpose of the JSC, and to sponsor and promote such programs.
- (c) To recommend changes to the President related to the structure of the Board of Directors, and its supporting committees, regarding the addition or elimination of positions to best suit the needs of the JSC
- (d) To recommend to the President the creation, modification or cancellation of the policies that support these by-laws
- (e) Attend each Board of Directors meeting, either those regularly scheduled or called on an emergency basis at the discretion of the President or Vice President. No votes by the Executive Board shall be considered official unless a quorum exists at the time of the vote.

Section 7.04 Specific Duties of the members of Executive Officers are as follows:

- (a) The President shall preside at all general membership meetings of the club, Executive Board and of the Executive Board and shall have the duties and power normally appurtenant to the office of the President in addition to those particularly specified by these By-Laws and those normally attributed to the office of President by Roberts Rules of Order. The President shall, with the Secretary, and with the approval of the EB, sign all legal and financial agreements and contracts. He/she shall be an ex-officio member of all committees.
- (b) The Vice President shall have the power and the authority to exercise the duties of the President in the President's absence. The Vice President is responsible for coordinating the programs of the JSC as they relate to the soccer complex, for

obtaining those items necessary to successfully operate the intramural (recreation) and travel programs. The Vice President shall perform such other duties as are usual to the office or as may be requested of him/her by the President and has the authority to countersign all checks. All equipment purchases and the Intramural Program fall under the supervision of the Vice President.

(c) The Secretary shall keep minutes of all meetings, conduct such correspondence as requested by the President, maintain an accurate membership roll, countersign with the President all contracts, countersign all checks, and maintain custody of the minutes and other records of the JSC. The Secretary shall perform such duties as are usual to the office or as may be requested of him/her by the President. The Secretary shall also be responsible for maintaining the documents related to JSC policies and assuring that these documents are kept up to date. Posting meeting notices on the JSC website www.jacksonsoccer.com will suffice as notice for all JSC meetings and announcements, whether those announcements are required by these by-laws or other laws which are applicable to JSC.

(d) The Treasurer shall have custody of all funds, securities, evidence of indebtedness, and other valuable financial documents. The Treasurer shall deposit funds and securities in the name and to credit of the JSC in a bank or depository. The Treasurer shall keep, in appropriate book or backed up computer files, an account of all monies received and paid out. The Treasurer shall render an annual report of the funds and the receipts and disbursements of the club, or at such other times as requested by any member. The Treasurer shall have the authority with the President or Vice President, to countersign all checks and overseeing all financial accounts under the jurisdiction of the JSC.

(e) The Overall Commissioner shall be responsible for the travel program and will supervise the Intramural Referee Assignor and Director of Coaching. The Overall Commissioner shall be responsible for the collection of travel team player registrations/work bonds and distribution of travel team referee fees. The Overall Commissioner shall insure JSC has representation at the meetings for the local leagues in which a JSC team shall wish to participate. Currently, these leagues are MOSA, EDP, and Ocean County Rec. Any Travel team that desires to play in higher level or remote leagues will be responsible for attending any required meetings and reporting to the Overall Commissioner.

Section 7.05 Supporting the Executive Officers shall be a group of individuals known as the Board of Directors. The following positions are designated as a member of the Board of Directors:

- (a) Director of Intramurals (Recreation)
- (b) Deputy Director of Intramurals (Recreation)
- (c) Registrar
- (d) Director for Fields and Grounds
- (e) Referee Assignor
- (f) Technical Director
- (g) Concessions Director
- (h) Director of Fundraising
- (i) Director of Soccer Complex Operations

Section 7.06 The specific duties of the Board of Directors are as follows:

- (a) The Director of Intramurals (DI) shall be responsible for the overall operation of the Intramural Program. This responsibility includes, but is not limited too, creation of teams, selection of coaches, scheduling games and coordinating field availability with the Overall Commissioner and Director of Fields and Grounds. The DI is responsible for selecting the coaches for the Intramural program and maintaining the associated database. The DI shall report to the Club Vice President.
- (b) The Deputy Director of Intramurals (DDI) shall assist the DI in the execution of the Intramural program. The DDI shall also oversee the Peanut Development Committee. The DDI will report to the DI.
- (c) The Registrar shall be responsible for all actions required for the registration of players for the Intramural and Travel Program. This shall include scheduling registration dates, collecting and processing the registration forms and fees,

collecting Work Bond fees. The Registrar shall also be responsible for updating the player databases. The Registrar will report to the Secretary.

(d) The Director for Fields and Grounds (DFG) shall be responsible for preparation of all fields and facilities used by JSC. This includes scheduling for the lining of the fields for all game and practice fields used by the JSC, assuring sufficient supplies for the maintenance and repair of the equipment/facilities and equipment owned and used by the JSC, and coordinating the related work bond efforts. The DFG is also responsible for coordinating related efforts with the appropriate organizations within Jackson Township or Ocean County. The DFG will report to the Director of Complex Operations.

(e) The Referee Assignor (RA) shall be responsible for the oversight of the referees required for the Intramural games as required. This includes the assignment, training and paying of referees for the recreation program. The RA will report to the Overall Commissioner.

(f) The Technical Director (TD) shall act as the liaison between all the coaches and EB/general membership. The TD shall be responsible for the training and certification of all coaches, have input on the selection of travel and intramural coaches and act on all reported instances of improper behavior by any coach, to include recommending disciplinary action to the EB if required. The TD will report to the Overall Commissioner.

(g) The Concessions Director (CD) shall be responsible for any food concessions operated in the name of the JSC. This includes, but is not limited to, the ordering and stocking of supplies, maintenance, setting prices and menus and coordination of the work bond/supervision of persons assigned to operate the concession stand. The Concessions Director will report to the Treasurer.

(h) The Director for Fundraising (DF) shall have oversight for all fund raising activities by organizations sponsored by the JSC, as well as the JSC itself. The DF shall approve all fundraising activities that are team specific (such as those operated by travel teams) and shall be directly responsible for all fund raising activities, the profits of which are for the general treasury. This includes activities related to corporate and individual sponsorship activities. The Director for FundRaising will report to the Treasurer.

(i) Director for Soccer Complex Operations (DSC) shall be responsible for the efforts related to construction, operation and maintenance of Jackson Mills Fields.

Section 7.07 The following standing committees shall report to the Executive Board. Membership to these committees is on a volunteer basis. Chairpersons of the committee shall be with the approval of the EB.

(a) Peanut Development– Organize and run the Peanut Development Program to include the selection of coaches and organization of teams. The chairperson of this committee shall report to the Deputy Recreation Commissioner.

(b) Work Bond - Organize and operate the JSC work bond program. Establish and maintain a list of members who are able and willing to provide help to various JSC activities other than those normally associated with the work bond program.

(c) Publicity - Coordinate all actions to advertise the JSC, to include but not limited to creation and publication of the JSC newsletter and publicity to outside organizations. The chairperson of this committee shall report to the Secretary.

(d) Travel Tryouts – Organize and run the annual travel A team tryouts and selection for new and existing Travel Teams. The chairperson of this committee shall report to the Overall Commissioner. This committee will include the Technical Director. See Travel Policy

(e) Tournament – Organize and run the JSC annual tournament and shall report directly to the President.

Section 7.08 Elections and Appointments

(a) Election for the JSC shall be held at the general membership meeting in December of each year. Nominations for each position up for election shall be open/made no later than the previous general membership meeting. Any regular member in good standing may make a nomination.

(b) The members of the Executive Board shall be elected as provided in these by-laws and shall hold office for a period of two (2) years or until their successors are duly elected or appointed. To assure continuity on the board, the election for members of the Executive Board shall be staggered as follows

(i) Terms beginning in even numbered years –

- President,
- Secretary,
- Vice President,
- Director of Intramurals,
- Referee Assignor,
- Concession Stand Director,
- Director of Soccer Complex Operations

(ii) Terms beginning in odd numbered years –

- Overall Commissioner,
- Treasurer,
- Deputy Director of Intramurals,
- Registrar,
- Technical Director,
- Director of Fundraising,
- Director for Fields and Grounds
-

(c) The members of the Executive Board shall be elected by the regular membership. To be eligible to run for an elected position, an individual must be a regular member in good standing.

(d) Chairpersons of the Standing Committees shall be appointed, or removed, by the President and with a majority approval of the Executive Board. These appointments shall be subject to renewal each year.

(e) Special Committees shall be appointed by the President and approved by a majority of the Executive Board as necessary. To be eligible for appointment an individual must be a regular member in good standing.

Section 7.09 Removal from Office

(a) Any member of the Executive Board shall be considered for removal of office should they fail to meet the commonly accepted standards for the office. Examples of such standards include, but are not limited to:

- (i) Failure to comply with these By-Laws
 - (ii) Be convicted of a crime
 - (iii) Display behavior that contradicts with the acceptable ethics/policies of JSC
 - (iv) Failure to attend regular meetings
 - (v) Be derelict in performance of their assigned duties.
- (b) Removal of a member of the Executive Board shall be with a $\frac{3}{4}$ majority of the Board and a $\frac{1}{2}$ majority of the members in good standing in attendance at the meeting where such a vote is taken.

Section 7.10 Player's Served

- (a) Players in the youth divisions of the intramural and travel programs shall be between the ages of 3 and 18 years. Players 18 years of age must not have graduated from high school to be considered part of the youth league.
- (b) Players in any adult division team that the club shall govern will be of age 19 years or greater. Creation of any adult divisions shall be at the discretion of the EB, with majority approval from the general membership.

Section 7.11 Membership

- (a) Membership in the club shall consist of a regular and an associate membership as follows:
 - (i) Regular Membership
 - 1) Any person eighteen (18) years of age and older, who is actively involved in the JSC as follows: parent of a registered player, coach, assistant coach, affiliated referee shall be eligible for membership.
 - 2) Regular members are granted all the rights delineated by these By-Laws

3) A regular membership may be terminated by a $\frac{3}{4}$ vote of the Executive Board at any regular or special meeting of the EB as provided in the By-laws. Termination may be appealed by motion, on a vote of $\frac{2}{3}$ by the general membership in attendance at the next general membership meeting.

4) There are no dues required for Regular membership

(ii) Associate Membership

1) Associate membership is open to persons between the ages of fourteen and eighteen (18) years.

2) Associated members are granted all the rights delineated by these By-Laws

3) An associated membership may be terminated by a $\frac{3}{4}$ vote of the EB at any regular or special meeting of the EB as provided in the By-laws. Termination may be appealed by motion, on a vote of $\frac{2}{3}$ by the EB.

4) There are no dues required for Associate membership

Section 7.12 Voting

(a) An individual shall be defined as a member in good standing if they have attended at least three (3) or more general membership meetings in the twelve months prior to the election and has not had their membership terminated in that timeframe.

(b) An individual shall be eligible to vote at any general membership meeting provided the individual is a member in good standing.

(c) Regular Members - Any regular member will be permitted voting privileges if they are considered a member in good standing. Associated Members are not granted voting rights

Article VIII. FINANCIAL OWNERSHIP

- Section 8.01 All money raised or assessed by any players, teams or other organization representing itself as part of the JSC, regardless of the method, is the property of JSC and cannot be dispersed in any manner inconsistent with these by-laws.
- Section 8.02 The EB shall decide on any questions regarding ownership or disbursement of JSC funds.
- Section 8.03 The Treasurer shall open and maintain such checking and/or savings and/or investment accounts in the name of JSC at a bank or other accredited financial institution as may be approved by the EB.
- Section 8.04 The Treasurer shall be designated as the primary agent of JSC on all club accounts.
- Section 8.05 The President shall be designated as the secondary agent on all club accounts.
- Section 8.06 The Treasurer shall track all club accounts on a monthly basis and shall report the status of the same at each Executive Board, Board, and General Membership meetings.
- Section 8.07 The Treasurer shall report and make available at a review of receipts and disbursements for a period of 12 months. This shall be done annually.
- Section 8.08 Funds of the JSC, to pay properly documented invoices to support the operation (i.e. debts occurred in support of the operation of the recreation, intramural programs or the JSC Classic), may be disbursed by the Treasurer. Disbursement of JSC funds below \$500.00 for reasons other than to support normal operating expenses can be directed by the President. Disbursement of funds for such reasons between \$501.00 and \$1000.00 must be approved by at least four members of the EB. Disbursement of funds over \$1000.00 for such reasons must be approved by a majority of the Executive Board or have 3 competitive bids by –way-of, mail handed or email etc.
- Section 8.09 All fund raising projects, regardless of type, held or supported by an organization representing itself as part of the JSC must be approved in advance by the Director for Fund Raising Coordinator. This must be done a minimum of seven days prior to

the event, or expenditure of any JSC controlled funds required for the event, whichever comes first.

Section 8.10 Financial documents and records shall be retained for a period of at least 5 years from origination.

Article IX. COACHES

Section 9.01 No individual shall act as a coach or assistant coach for either travel or recreation team without being so designated by EB or its designee.

Section 9.02 All Travel coaches shall complete the “F” license course, or the equivalent as determined by the EB, prior to being designated as a coach, and must get an E license within 1 year from that date. All copies of licenses will be copied and turned over to the Technical Director. The EB may allow exceptions to this requirement.

Section 9.03 All Intramural coaches shall complete some level of youth sports training as designated by the EB prior to or within 3 months of being designated as a coach. All coaches shall complete the “F” license course, or the equivalent as determined by the EB, within one year of being designated as a coach.

Section 9.04 All travel coaches shall attend at least four general membership meetings each year. Each travel team must have representation (coach or assistant coach) at a minimum of 6 general meetings per year. Failure to do so will result in a fining of the travel team.

Section 9.05 All intramural coaches must attend at least 2 general membership meetings per year

Section 9.06 All coaching positions are to be renewed each year (travel coaches at the end of the spring season, recreation at the end of each season) and the privilege to coach in the JSC is at the discretion of the EB. The EB may remove any Travel Coach if it is determined such a move would be a benefit to the team or because of improper conduct.

Section 9.07 Any coach proven to have exhibited improper behavior, as determined by the EB, is subject to sanction and or dismissal by the EB. Should such a determination be

made, the subject individual has the right to protest this determination and convene a special meeting of the EB for a hearing.

Article X. INTRAMURAL PROGRAM

- Section 10.01 The intramural program will begin at the “peanut” level and contain division/age groups thereafter, based on the number of kids registered and determined by their birth year.
- Section 10.02 The exact age break for each division shall be determined based on the number of children registered. If possible – each division shall have two parts, boys and girls. However, coed play shall be allowed if there is insufficient player register to provide a proper boy/girl split within a division.
- Section 10.03 No player shall be eligible for a registration refund once the uniforms are ordered, which is normally a minimum of thirty days before the start of the season. The only exceptions are illness, injury or the relocation of the family outside of Jackson.

Article XI. Travel Program

- Section 11.01 The travel program shall be governed by the appropriate rules for the travel program/league in which the specific team is registered. In addition to those league rules, the EB will produce and maintain a set of **Travel Team Policies** that will govern the JSC Travel Teams. The Travel Team Policies may be changed at any time with a majority vote of the EB. All Travel Coaches will abide by these policies. The EB may determine sanctions for any coach not adhering to these rules. It is the responsibility of each coach to familiarize himself with these policies and will be immediately bound by them upon being granted a Travel Coaching position in the JSC.
- Section 11.02 Selection for travel A teams will be by open tryouts, sanctioned and overseen by the Overall Commissioner.
- Section 11.03 The JSC shall provide funds for each travel team to participate in one tournament per season, subject to an upper limit that shall be established annually. Tournament fees in excess of this cap shall be paid from the team’s fundraising efforts.

Section 11.04 Travel teams determined by the EB to be in violation of these by-laws shall be subject to sanction. Such sanctions shall include, but not be limited to the following: Removal of coach or coaches, loss of tournament fees, fines, loss of use of JSC resources or loss of JSC endorsement.

Article XII. AMENDING BY-LAWS

Section 12.01 Motions to amend these By-Laws must be made in writing and must be signed by at least 3 EB members in good standing

Section 12.02 Any motion to amend these By-Laws must be read at a general meeting, and openly distributed in writing or posted on the web site to the general membership at least 30 days in advance, then voted on at the next regularly scheduled general meeting. Approval of the motion must be with a majority of the members in good standing present at the time of the vote.

Article XIII. PARLIAMENTARY AUTHORITY

Section 12.03 The rules contained in the current edition of Robert's Rules of Order, newly revised will govern the JSC in all cases to which they are applicable and in which they are consistent with these By-laws, and any special rules of the order of the JSC may adopt.