



Folsom Soccer Club

Constitution and Bylaws

1:01 NAME

1:01:01 This organization shall be known as the Folsom Soccer Club, also referred to herein as the Club or “FSC”.

1:02 PURPOSE

1:02:01 The purpose of this Club shall be to develop, promote, and administer recreational and competitive soccer programs, among the youth (boys and girls under nineteen years of age) within the eastern Sacramento County for the benefit and development of all youth as young men and women as the higher and greater purpose of youth soccer and not just as players.

1:02:02 The purpose of this Club is to offer, regardless of race, color, religion, age, sex, national origin and/or ability, soccer programs to youth boys and girls. The programs shall provide an environment based on development of camaraderie, team effort, skills, and for a love for the game of soccer.

1:03 AFFILIATION

1:03:01 This Club is affiliated with Folsom Lake Soccer League (FLSL), and complies with the authority of the Cal North California Youth Soccer Association and other Principal Organizations as deemed appropriate for each soccer year. To the extent permissible, this Constitution and Bylaws shall be consistent with the Constitution and Bylaws of the FLSL and the Constitution and Bylaws of the Principal Organizations. To the extent permissible, this Club and its members shall abide by those Constitution and Bylaws. This Club may additionally affiliate with more than one Principal Organization.

1:03:02 The term, Principal Organization, means an organization that provides affiliation for numerous subsidiary organizations on a State, Regional, National, or International scale, and to which FSC chooses to affiliate. The purpose of the Principal Organization shall be for the coordination and sanctioning of youth sports events.

1:04 BOUNDARIES AND TERRITORIES

1:04:01 The principal office for the transaction of the business of Folsom Soccer Club is located within the City of Folsom, County of Sacramento, State of California.

1:05 MEMBERSHIP

1:05:01 Membership in FSC shall be open to all parents or legal guardians of the properly registered youth as well as coaches, referees, board members and committee members provided such person is not barred from participation by affiliated FLSL, Cal North CYSA or other Principal Organization.

1:05:02 All membership of FSC shall abide by the Constitution and Bylaws of this Club, FLSL, Cal North CYSA, any Principal Organizations policies and procedures as set forth by the Board of Directors and all applicable policies and procedures of any Principal Organizations.

1:05:03 Any applicant for membership in the Club, shall submit yearly:

A) Properly completed Player and Adult forms, prepared in accordance with the current registration instructions and procedures, and any applicable registration fees.

1:05:04 Annual fees for players are due and payable, unless otherwise provided for by the Board of Directors, at the time of registration.

1:05:05 All bank checks, drafts and/or money orders submitted to this Club, shall be payable to Folsom Soccer Club or FSC.

1:05:06 Teams shall abide by the playing league rules under which they are registered and in which they are playing.

1:05:07 Members of the Club may be placed in bad standing when monies are owed to the Club, or to any affiliation, and/or by disciplinary actions imposed by the Board of Directors and/or DAC committee. A member in bad standing may not vote nor participate in any official position of this Club. If a player's fees have not been submitted, the parents/guardians are placed in bad standing.

1:06 AUTHORITIES

1:06:01 This Club shall be governed by its Constitution and Bylaws, any Policy and Procedures adopted by the Board of Directors, and the Constitution and Bylaws specific rules and procedures of Folsom Lake Soccer League and Principal Organizations. Copies of this Club's Constitution, Bylaws and Policy and Procedures shall, upon reasonable request, be made available to members.

1:06:02 The governing authority of the Club, whose powers shall be designated in the Bylaws, shall be vested with the Board of Directors of this Club.

1:06:03 The governing board, hereinafter referred to as the "Board of Directors" shall be comprised of the FSC officers known as President, Vice President, Secretary, Treasurer, Administrator, Coach Manager, Referee Manager, Red Manager (U5-U8 girls), White Manager (U5-U8 boys), Black Manager (U9-U19 boys & girls), Field Manager, Equipment Manager, Marketing & Communications Director, Sponsor & Event Manager, Scheduling Coordinator, Volunteer Coordinator, Director of Coaching, and Tournament Director.

1:07 ANNUAL GENERAL MEETING

1:07:01 The Club President shall call an Annual General Meeting (AGM) of the membership to be held between November 2 and January 15. Notice to members of FSC shall be made not less than twenty-one (21) nor more than forty-five (45) days before the meeting, and shall include the date, time, and place of the meeting. The notice shall be mailed or emailed to the members for which FSC has an address or email address and shall be posted on the FSC website.

1:07:02 The order of business at the AGM shall be as follows:

- A) Call to order
- B) Roll call
- C) Credentials report
- D) Introduction of guests
- E) Acceptance of minutes of previous AGM
- F) Reports:
 - a. President

- b. Treasurer
- c. Committees
- G) Unfinished business
- H) Proposals of changes of Constitution and Bylaws
- I) New Business
- J) Nominating Committee Report & Election of Officers
- K) Good of the Game
- L) Adjournment

- 1:07:03 Each member of the Club Board of Directors and each team coach, adult referee, and parent(s) of players shall be entitled to one (1) vote per family. An adult player may vote in place of his or her parent. Voting shall be restricted to those affiliated with FSC and their registered teams and players which have been registered during the current season. Voting by proxy shall not be allowed, and only those members of record, in good standing, shall be entitled to voting privileges. No person shall cast more than one (1) vote, regardless of his/her affiliation with teams and/or as a member of the Board of Directors. The President of the Club shall cast a vote only in the event of a tie.
- 1:07:04 A quorum shall consist of any number of members present at the Annual General Meeting.
- 1:07:05 In the event there are two or more rule change proposals that are to be voted on at the AGM of the FSC that conflict with each other, the rule change proposal that receives the greatest number of “yes” votes shall prevail providing that it receives a two-thirds majority of those voting; no runoff voting is allowed.
- 1:07:06 At least sixty (60) days prior to the Annual Election, the President of FSC shall appoint, with the Board’s approval, a Nominating Committee consisting of four individuals who do not wish to run for office. The four members shall select a fifth member from the current Board of Directors. The fifth member may run for office but shall not participate in the nominating process or vote in the selection of the nominees for the position he or she is interested in. The five committee members will nominate their own chairperson. Nominations for Board of Directors shall be made twenty-one (21) days prior to the AGM.
- A) The Nominating Committee’s proposed Slate of Officers and the place and time of the general meeting shall be mailed or emailed to the membership and posted on the FSC website at the same time as the notice of the Annual General Meeting.
 - B) Each individual seeking a position on the Board of Directors must announce their candidacy for a specific position on the Board of Directors, either in person or in writing not less than 21 days prior to the AGM. In the event that more than one candidate is seeking a specific Board of Directors position, a good faith effort must be made by the Board of Directors, within five (5) days of the notification, to notify each candidate for that position of the identities of all candidates for that position.
- 1:07:07 At the AGM, the Nominating Committee chairperson shall present for a vote by the membership the slate of officers.
- 1:07:08 Board of Directors positions not filled through the election procedures during the AGM shall become appointed positions appointed by the FSC President until the next AGM.
- 1:07:09 Election of members to the Board of Directors shall be by written ballot at the AGM, and the results shall be tabulated and announced at that same meeting.

1:08 CHANGES

- 1:08:01 The Board of Directors or any member of the FSC may submit proposed changes to the existing Constitution and Bylaws.
- 1:08:02 The President may form a Constitution and Bylaw review committee which may make recommendations for changes to the Board.
- 1:08:03 Amendments to the Constitution and Bylaws shall be made at the AGM of the membership, except in such cases as specified in the Constitution and Bylaws of the Principal Organizations to which FSC may be affiliated. Proposed amendments shall be submitted to the Board at the monthly meeting prior to the AGM. The Board will take an advisory vote on each proposal, the results of which will be available to the members prior to voting at the AGM.
- 1:08:04 An amendment shall be deemed adopted by an affirmative vote of two-thirds of the members attending and voting at the AGM.

1:09 RULE OF ORDER

- 1:09:01 The rules contained in Robert's Rules of Order shall be used as a guideline in all cases in which they do not conflict with the Constitution or Bylaws of this Club or Principal Organizations.

1:10 DISSOLUTION

- 1:10:01 Should this Club be dissolved, all assets remaining after payment of all debts shall be turned over to the United States Youth Soccer Association for the express purpose of the development of youth soccer.

2:01 BOARD OF DIRECTORS

- 2:01:01 Board of Director Officers shall be elected at the AGM.
- 2:01:02 President
- A) The President shall conduct all meetings of the Board of Directors and cast a vote only in the case of a tie.
 - B) Appoint as needed and subject to the approval of the Board of Directors, standing committees and/or the committee chairmen, who do not fall under the jurisdiction of a member of the Board of Directors.
 - C) Nominate person to fill vacant Board of Director positions.
 - D) Attend affiliated league meetings, represent or assign a representative of FSC at all related activities and functions of affiliated league, district and state associations.
 - E) Shall be a resident of the City of Folsom at the time of his/her election to the FSC board.
- 2:01:03 Vice President
- A) Shall succeed to the powers of the President in his/her absence.
 - B) Shall coordinate communication between FSC's recreation and competitive programs.
 - C) Act in the absence of the President for any official club related activities.
 - D) Support committees and perform tasks as requested by the President.
 - E) Represents FSC at the monthly and annual Folsom Athletic Association meetings.
- 2:01:04 Secretary

- A) Shall be responsible for prompt, respectful, and accurate FSC administrative communications.

2:01:05 Treasurer

- A) Shall be responsible for the accuracy and promptness of all FSC financial transactions and record keeping.
- B) Shall give receipt for all monies, which will be deposited in a recognized bank in the name of this Club.
- C) All accounts shall be paid by check and bear two (2) signatures; one of the signatures shall be that of the Treasurer and the other shall be that of the President, Vice President, Referee Coordinator, or Secretary.
- D) No two related parties shall be the two required signatures, regardless of payee.
- E) Perform an annual audit of club financial records.
- F) Initiate an annual audit by a person or party who does not have check signing privileges.
- G) Chair the finance committee and review, updating as necessary, the Financial Policy and Procedures.
- H) Prepare proposed annual budget.

2:01:06 Coach Manager

- A) Working with the Director of Coaching (DOC) shall be responsible for coordinating the training and licensing courses for FSC coaches.
- B) In conjunction with the DOC shall review and recommend to the FSC Board of Directors updates for the FSC Coaching Policy and Procedures.
- C) Maintain data on registered coaches' performance.
- D) Serve as an advisor to the DAC.
- E) Working with the DOC be responsible for communicating consistent and cooperative coach and player training programs for FSC's recreation and competitive programs.
- F) Chairs the operation of the FSC Competitive program.
- G) Schedule and conduct control meetings for the Competitive program.
- H) Keeps President apprised of issues related to the Competitive program.

2:01:07 Referee Manager

- A) Shall be responsible for the adequate quantity, quality, and performance of FSC referees.
- B) Review and update the FSC Referee Policy and Procedures.
- C) Maintain data on certified referees.
- D) Determine sufficient quantity of certification classes.
- E) Oversee club referee coordinators.
- F) Advisor to the DAC.
- G) Assess referees performance and provide guidance and instruction as necessary.
- H) Shall be a certified referee.
- I) May appoint individuals to assist with the referee duties.

2:01:08 Field Manager

- A) Shall oversee all fields within the FSC territory.
- B) Shall maintain a complete inventory of all fields, including location, field dimensions, goal type and dimensions, restroom and parking availability, and the provider.
- C) Work with Equipment Manager to ensure all field equipment is maintained.
- D) Ensure all fields are painted and ready for play during soccer season.
- E) Work with the City to ensure all fields are maintained.
- F) Attend monthly Adopt-a-Facility meetings.

- 2:01:09 Equipment Manager
- A) Authorized to appoint committee members to assist and facilitate equipment distribution and returns.
 - B) Responsible for purchase, proper maintenance, distribution and collection of club equipment.
 - C) Coordinates the purchase and resale of the recreation uniforms.
 - D) Monitors all equipment purchased.
- 2:01:10 Black Manager
- A) Chairs the operation of the FSC recreation U9-U19 boys' and girls' teams and the Black Team Committee.
 - B) Keeps President apprised of issues related to the U9-U19 boys' and girls' program.
- 2:01:11 White Manager
- A) Chairs the operation of the FSC recreation U5-U8 boy' teams and the White Team Committee.
 - B) Keeps President apprised of issues related to the U5-U8 boys' program.
- 2:01:12 Red Manager
- A) Chairs the operation of the FSC recreation U5-U8 girls' teams and the Red Team Committee.
 - B) Keeps President apprised of issues related to the U5-U8 girls' program.
- 2:01:13 Volunteer Coordinator
- A) Recruit volunteers from FSC parents
 - B) Assign volunteers as needed
 - C) Ombudsman
- 2:01:14 Marketing and Communications Director
- A) FSC PR coordinator
 - B) Oversees FSC website
 - C) Create and communicate FSC newsletter
- 2:01:15 Sponsor and Event Manager
- A) Organizes FSC events including Opening Ceremonies and Scholar Athlete
 - B) Manage FSC sponsorship program
 - C) Manage FSC Scholar Athlete program
- 2:01:16 Scheduling Coordinator
- A) Shall schedule or coordinate all FSC home games and practices
 - B) Shall manage FSC team/player pictures including scheduling photographer, teams, and distributing pictures
- 2:01:17 Administrator/Registrar – appointed, non-voting position
- A) Shall be appointed and approved by the Board of Directors.
 - B) Shall be responsible for the accuracy, validity, and timeliness of all FSC registered players and coaches.
 - C) Review and update FSC Registration Policy and Procedures.
 - D) Maintain the Club's registration data utilizing Principal Organization's mandated software.

- E) The Registrar may appoint individuals to assist with the registration duties for FSC soccer programs.
 - F) Shall receive compensation for services provided in accordance with a recommendation and approval by the FSC Board of Directors.
- 2:01:18 Director of Coaching – appointed, non-voting position
- A) Shall be appointed and approved by the Board of Directors.
 - B) Shall implement and evaluate a comprehensive Tactical Plan to further develop all FSC players and coaches.
 - C) Shall develop level-appropriate programs for players and coaches that focuses on technical and tactical skill development.
 - D) Shall monitor the progress of player and coaching development at all levels of play.
 - E) Shall attend team practice sessions, assist with the organization and implementation of player tryouts, conduct soccer camps and clinics, and help promote FSC both inside and outside the district.
 - F) Shall meet and report regularly with the FSC Board of Directors.
 - G) Chairs recreation committee.
 - H) Schedules, conducts, and controls FSC coaches meeting prior to the start of the season.
 - I) Schedules coaching clinics.
 - J) Ensures the Recreational coach evaluation process is completed.
 - K) Develops and maintains the FSC coaching manual.
 - L) Shall receive compensation for services provided in accordance with a recommendation and approval by the FSC Board of Directors.
- 2:01:19 Tournament Director – appointed, non-voting position
- A) Shall be appointed and approved by the Board of Directors.
 - B) Shall chair a committee responsible for the creation, marketing, and management of the Club’s tournaments.
 - C) Shall develop a budget for tournaments and attract sponsors.
 - D) Shall host a minimum of two (2) tournaments each year.
 - E) Shall receive compensation for services provided in accordance with a recommendation and approval by the FSC Board of Directors.
- 2:01:20 The Board of Directors shall:
- A) Transact necessary business during monthly meetings, or supplemental meetings called by the President in order to complete the necessary business of the Club.
 - B) Approve, assign and monitor committees to conduct Club business.
 - C) Interpret and enforce Club Bylaws and develop and implement policies.
 - D) Determine disciplinary actions necessary to enforce Club Bylaws, policies and agreements.
 - E) In conjunction with FLSL, implement and enforce league rules and bylaws.
 - F) Plan, implement and monitor all activities necessary to ensure completion of all FSC soccer activities.
 - G) No “on account” relationship with a vendor shall be made without Board approval.
 - H) Maintain a Club Operations Manual for use by all board members in executing their duties. The manual shall be updated annually as necessary with input from each board member.
 - I) Approve the annual FSC budget.
 - J) Approve all FSC fundraising activities.
 - K) Approve all expenditure of FSC funds.
 - L) Conduct the AGM open to all members.

M) Provide an annual financial statement (Jan – Dec).

2:01:21 Any Board member that misses three (3) regularly scheduled board meetings in a calendar year will be subject to review by the Board of Directors.

2:01:22 In the event any Board of Directors member is accused of not performing in the best interest of the youth or exhibiting behavior or performance detrimental to either individuals or the FSC or in material violation of the Constitution Bylaws or Operating Procedures of the FSC, a hearing process can be instituted by any FSC member.

2:02 GENERAL MEETINGS

2:02:01 General meetings of the Board of Directors will be held monthly. Additional meetings may convene when the President deems it necessary or when instructed to do so by four (4) or more members of the Board of Directors. The agenda for regular meetings should include the following:

- A) Call to order
- B) Roll call
- C) Introduction of guests
- D) Acceptance of meeting minutes
- E) Treasurer reports
- F) President reports
- G) Administrator report
- H) Manager reports
- I) Committee reports
- J) Unfinished business
- K) New business
- L) Announcements and time and place of next meeting
- M) Good of the game
- N) Adjournment

2:02:02 The Board of Directors, at the Presiding Officer's discretion, may close part or all of a Board of Directors meeting to the general public if the topic of conversation will be of a private or highly sensitive nature.

2:02:03 Any member of the Board of Directors will disqualify themselves from voting on any issue directly affecting a team which he/she coaches or any other situation that he/she has a conflict of interest.

2:03 QUORUM

2:03:01 At all meetings of the Board of Directors, fifty-one percent (51%) of the Board of Directors membership shall constitute a quorum for the transaction of business.

2:04 STANDING COMMITTEE AND COUNCILS

2:04:01 Committees are proposed by board members, and approved by the Board of Directors by majority vote as necessary to plan and implement club activities.

2:04:02 The board member whose area of responsibility the committee has been assigned shall appoint a chairperson. The chairperson shall present activity plans to the assigned board member. If they approve, the assigned board member will present to the Club Board of Directors for approval prior to the commencement/implementation of the plan(s).

- 2:04:03 The Chairperson and Committee members shall serve until their assignments have been completed, or until the Board disbands the committee.
- 2:04:04 The Board of Directors may establish temporary committees for a specific function or purpose. Members of a temporary committee will be appointed by a Board of Directors member or members, will be approved by the Board of Directors, and will serve for the length of the Committee. The Board of Directors may cancel the temporary committees at will.
- 2:04:05 Discipline Action Committee (DAC) shall meet each week during the Recreational playing season when necessary to hear disciplinary actions. The DAC shall be chaired by the FSC Coach Manager, who shall keep written records of DAC procedures and correspondence.

2:05 FINANCIAL AND SEASONAL YEAR

- 2:05:01 The financial year shall be the same as the calendar year. The seasonal year shall be from September 1 through August 31 with the insurance coverage for the same period of time.

2:06 RESPONSIBILITIES

- 2:06:01 Members shall abide by all Club governing documents. A plea of ignorance to the Constitution, Bylaws, Policy and Procedures of this Club or Principal Organization is not sufficient defense and violators may expect appropriate action by the Board of Directors of this Club.
- 2:06:02 Any person found guilty of violating the Constitution, Bylaws, Policy and Procedures of this Club, or Principal Organizations may be asked to appear before the Board of Directors in order to explain his/her actions.
- 2:06:03 Policies and Procedures of this Club shall be reviewed at least annually and recommended changes be forwarded in writing to the League Board of Directors. An amendment to the Policies and Procedures shall be deemed adopted by a simple majority vote of the Club Board of Directors.
- 2:06:04 All officers and appointed officials of this Club shall be insured for liability or Director and Officer liability claims by the Cal North CYSA or Principal Organization or by FSC for performing actions and duties directly related to the work of this Club.
- 2:06:05 FSC shall comply with all laws regarding employment and contracting for services. The Board of Directors shall make policies that reflect current local, state and federal laws and decisions to remain in compliance.
- 2:06:06 The Club shall not assume, nor be liable for, the debts nor financial responsibilities, either implied or incurred, of any of its members.
- 2:06:07 All fundraising activities require club endorsement and Club Board of Director's approval. Fundraising proposals shall include specific information on the nature of the fundraising activity and how the proceeds will be used.
- 2:06:08 The Board of Directors shall make policies regarding the use of the Corporation's Tax ID. No one shall use the Tax ID of the FSC for any financial transaction or fundraising effort

without prior approval by the FSC Board. For the purposes of implementing this, the Board may delegate authority to the President to approve specific requests and may grant blanket approval for some types of fundraising activities.

- 2:06:09 The FSC Constitution and Bylaws and Operating Procedures shall govern, except when these are superseded by the Bylaws and Operating Procedures of the FLSL or Principal Organizations that FSC joins. In games or tournaments open to multiple soccer associations, FSC teams shall comply with the rules and authority of the association who sanctions the particular game or tournament.
- 2:06:10 The Rules of Play shall be the “Laws of the Game” as published by FIFA with those modifications stated within the Operating Procedures.