

**Barnegat Soccer Club Constitution and By-laws
Adopted January 31, 1977**

Article 1 (Name)

1. This organization shall be known as Barnegat Soccer Club.
2. It is a non-profit organization.

Article 2 (Objectives)

1. To promote and organize the game of soccer.
2. To encourage the spirit of fair play and sportsmanship.
3. To organize teams for the welfare and physical fitness of children in Barnegat and Waretown Townships.

Article 3 (Membership and Affiliations)

1. Voting Members:
 - a. Shall be 18 years of age or over.
 - b. Shall be a resident of Barnegat or Waretown Townships.
 - c. Each voting member shall have one and only one vote at General Open Meetings.
 - d. The voting member must have a child registered in the Barnegat Soccer Club and meet requirements a. and b.
 - e. Members must attend at least eight (8) general open meetings in the previous fiscal year January-December before voting for election of officers in the yearly election meeting.
 - f. Officers and Committee Members shall each have a vote.
 - g. A sign-in sheet is to be kept at each meeting and submitted to the minutes.

Article 4 (Officers)

1. The Club Board shall consist of both Executive and General Board positions. The chain of command of the club shall be:

Executive Board shall consist of:

- a. President.
- b. Vice-President in charge of Intramurals.
- c. Vice-President in charge of Travel.
- d. Secretary.
- e. Treasurer.

General Board shall consist of:

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- f. Registrar.
 - g. Quartermaster.
 - h. Director of Education.
 - i. Referee and Field Director
 - j. Social Affairs Director
 - k. Website and Social Media Director
 - l. Sponsorship Director
3. Qualifications:
- a. Must be a Voting Member and have attended Sixteen (16) General Board meetings within the last twenty-four (24) months to hold a General Board Position.
 - b. Must be a Committee Member who attended eight (8) General Board Meetings in the last twelve (12) months to hold an Executive Board position except for President
 - c. Must be an Executive Board Member who held their position for one (1) full term to hold the President position.
 - d. Any officer who resigns for any reason cannot hold any Board or Committee position for twelve (12) months from the date of resignation. Exceptions can be made with a two-thirds vote of the membership.
4. Two people from the same family can be on the board only if:
- e. No other nominees.
 - f. Voted in with a majority vote of the membership.

Article 5 (Duties of Officers)

1. President:
- a. Shall preside at all meetings of the Club.
 - b. Shall vote only when necessary to break a voting deadlock.
 - c. Is empowered to co-sign all Club checks.
 - d. Oversee all Committees
 - e. Schedule Board and Committee bond schedule with Secretary
 - f. Chair Annual Awards Ceremonies
 - g. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes

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2. Vice-President in charge of Intramurals:
 - a. Shall perform all duties in the absence of the President.
 - b. Is empowered to co-sign Club checks in the absence of the President.
 - c. Scheduling of intramural games.
 - d. Rosters for team coaches and selection of children.
 - e. Scheduling of roster for recreation tournaments if applicable.
 - f. Final say in all matters at intramural fields. In the absence of Vice-President of Intramural, another present board member can make final decision to resolve any disputes.
 - g. Shall organize team pictures for Fall and Spring seasons
 - h. Shall organize and run Winter and Summer Camps with Director of Education
 - i. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes

3. Vice-President in charge of Travel:
 - a. Scheduling of travel games.
 - b. Rosters for team coaches and selection of children.
 - c. Report Travel team scores to the appropriate League(s)
 - d. Schedule and oversee travel try-outs.
 - e. Final say in all matters at travel fields. In the absence of Vice-President of Travel, another present board member can make final decision to resolve any disputes.
 - f. Attend all Travel League Meetings as required
 - g. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes

4. Secretary:
 - a. Shall keep an accurate account of all Club meetings.
 - b. Shall maintain the attendance roster.
 - c. Shall attend to all correspondence and turn same over to President.
 - d. Shall read all correspondence at regular meetings.
 - e. Shall make a copy of the minutes of all meetings for each Executive Board Member.
 - f. Shall be responsible for insurance matters.

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- g. Shall be responsible for security permission for practice fields.
 - h. Club email correspondences
 - i. Shall be part of all Committees
 - j. Shall distribute closed ballots two (2) months prior to Club Board elections. Candidates for office will be read the following General Meeting and the election meeting.
 - k. Schedule Board and Committee bond schedule with President
 - l. Assist Quartermaster to create and maintain bond schedule for parents. Assist Treasurer with any necessary refunds for completed parent bond time
 - m. Maintain all Club online applications
 - n. Assist Vice-President of Intramurals and Vice-President of Travel with all necessary paperwork, email correspondences, rosters, and schedules as needed.
 - o. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes
5. Treasurer:
- a. Shall collect and deposit monies into an approved bank of this Club.
 - b. Has the authority to co-sign with the President or Vice-President all approved checks for the benefit of the Club.
 - c. Monthly Treasurer's Report to be read at regular monthly meetings.
 - d. Present yearly accountant's report at election meeting.
 - e. The Treasurer's authorized signature shall appear in all Club's checks.
 - f. Shall provide a year to date report monthly.
 - g. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes
6. Registrar:
- a. Shall keep and maintain accurate records of all children registered in the Barnegat Soccer Club.
 - b. Schedule and co-ordinate registration dates.
 - c. Shall set-up online registration links for travel and recreation
 - d. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes
7. Quartermaster:
- a. Be responsible for all Club purchases and properties.

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- b. Will keep an up-to-date inventory of same at all times.
 - c. Will obtain schedule from intramural and traveling teams from Vice-Presidents for parents to work the concession stand.
 - d. Will be at stand when open or have some other qualified Board/Committee member in attendance.
 - e. Organize and run Field Opening Day and Field Closing Day.
 - f. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes
8. Director of Education:
- a. Responsibilities include:
 - a. New coach orientation.
 - b. Develop and implement training courses for all levels of coaches.
 - c. Offer various youth skill development for intramural programs both in season and off season for all age levels.
 - d. Make available to all parents a basic Soccer Education Program – including rules, regulations, and terminology.
 - e. Any of the above mentioned programs in item C can be done either indoors or outdoors.
 - f. All programs must be Board approved.
 - g. Shall be responsible for distribution and recovery of all equipment from coaches and teams.
 - h. Shall organize a summer camp and winter camp when applicable.
 - i. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes
9. Referee and Field Director
- a. Shall obtain seasonal game schedule from Vice-President of Intramurals to schedule Referees for all Intramural games
 - b. Shall work with Vice-President of Travel to schedule field and home game times for all travel games.
 - c. Shall schedule referees with the appropriate club region NJ State Referee Assignor for all home travel games
 - d. Shall provide training to all club Intramural referees
 - e. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes

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10. Social Affairs Director:
 - a. All team fundraisers must be channeled through this director and approved by the Board.
 - b. At the start of each season explain to the team mothers their responsibilities and available opportunities (monthly club meetings, field days, team parties, concession work, 50/50, etc.) to the member representing each team.
 - c. Organizing and running any Club Sponsored Programs including Founders Day activities, Pirate's Day, Back-to-School events, etc.
 - d. Must organize Soccer Club fundraisers per season.
 - e. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes

11. Website and Social Media Director
 - a. Shall maintain and update the Club website
 - b. Shall maintain and update the Club social media sites including but not limited to Facebook, Twitter, Instagram, Youtube, etc.
 - c. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes
 - d. Any content/comments to be added to website and social media sites must be presented to Board for approval. President can override board approval and will have final say on any content/comments to be posted.

12. Sponsorship Director
 - a. Shall organize and maintain all Club Sponsorships per season/annually.
 - b. Provide written reports for all Board Meetings to be turned in to Secretary to be incorporated in Meeting Minutes

Article 6 (Terms of Office)

1. Terms of office for all officers shall be for twenty-four (24) months beginning January 2017.
2. Vacancy for President will automatically be filled by the Vice-President in charge of Intramurals.
3. Nomination of officers shall take place during the regular November general meeting and the election of all officers shall take place at the regular December general meeting by closed ballot and results shall be read by Secretary at December General Meeting.

Article 7 (Meetings)

1. Annual meeting in December for election of officers.
2. Regular meetings to be determined by officers at the beginning of each term.

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3. Special meetings for Executive Board can be called by the President or Vice President of Intramurals.
4. Parliamentary Procedure shall govern the Club in all cases where applicable. (Roberts Rule of Order.
5. A quorum for General Board Meetings shall consist of at least six (6) voting members. A quorum for Executive Board Meetings shall consist of all five (5) Executive voting Board members.
6. Each meeting limited not to exceed 2 hours for general open meetings. There shall be no time limit to Executive Board Meetings.
7. Important issues shall be discussed at one (1) meeting and voted at the next meeting.
 - a. If time is of the essence, a special meeting can be called by the President. The special meeting must be no sooner than twenty four (24) hours after any previous meeting.
 - b. Those on the attendance sheet at prior meeting shall be contacted.
 - c. All board members not on the attendance sheet are also eligible to attend the special meeting and vote.
 - d. President can table any issue to be revisited and voted on at next General Board Meeting
8. All general membership meetings shall follow a formal agenda.

Article 8 (Committees)

1. The President shall appoint all committee Chairpersons.
2. Chairperson shall pick their own committee members and present to Board for approval.
3. The President shall oversee all committees.
4. Chairperson shall give written reports at regularly monthly meetings and turn over to Secretary to be included with Meeting Minutes.

Article 9 (Rules and Regulations)

1. The rules and regulations governing the organization, promotion and management of the Club shall be those prescribed and voted on by voting membership at all meetings. A copy will be available at all meetings.
2. The Club will follow the rules and regulations set forth by New Jersey Youth Soccer Association, U.S. Club Soccer, FIFA and any affiliated Leagues as required to participate in the game of soccer. Any discrepancies or conflict in the rules and regulations, the By-Laws and Constitution set forth by the Club will supersede.

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Article 10 (Order of Business)

1. The order of business for each meeting of this Club shall be as follows:
 - a. Roll Call
 - b. Reading and Approval of Minutes
 - c. Treasurer's Report and Approval of Bills
 - d. Reading of communications
 - e. Committee Reports
 - f. Unfinished Business
 - g. New Business
 - h. Adjournment

Article 11 (Amendments)

1. Amendments to the Constitution and By-Laws may be proposed at a regular meeting and voted on at the next meeting. A two-thirds majority of the voting members present shall be required for the passage of any amendment.
 - a. The President can call an Emergency Meeting to propose amendments to the Constitution and By-laws to be voted on at the next regular meeting.

Article 12 (Resignation and Removal of Officers of the Board)

1. Upon resignation of a board member, the vacancy will be filled at the following open meeting:
 - a. The members of the board have first right for the position by order of Article 4 Section 1.
 - b. If no board members wish to fulfill the vacancy, the vacancy will be offered to all qualified committee members pursuant to Article 4 Section 2. If no committee members wish to fulfill the vacancy, the vacancy will be announced at the next general open meeting. Open floor nominations will be accepted. Nominations accepted and voted on by board officers.
2. Removal of Board Member for nonperformance of Duties
 - a. If a Board Member is accused of not performing their duties as outlined in Article 5; the President shall request that Board Member to appear in front of the General Board at a date, time and location as designated by the remaining members of the Board.
 - b. Board Member accused of noncompliance has the right to resign from position and is subject to rules set forth by Article 4 Section 2b.
 - c. If said Board Member does not wish to resign; The remaining Board Members in attendance of said meeting will discuss and vote on a course of action either immediately after or at another designated meeting.

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- d. If Board Member is found at fault; remaining Board Members may vote by 2/3 majority vote to remove Board Member from their position effective immediately or a date agreed upon by remaining Board Members.
- e. Upon removal of guilty Board Member; Board shall follow rules set forth in Article 12 Section 1.

Article 13 (Tournaments/Trainers)

- 1. The club will pay entrance fees for one tournament per team per roster year or Trainers for a traveling team up to a maximum of \$275.00. Only Tournaments sanctioned by Club's affiliated Association(s) and covered by Club's current Insurance Policy will qualify. The team is responsible to provide their own transportation. The league patches will also be provided by the club. Official notice of upcoming tournaments to be presented to the club prior to check being issued for tournament.

Article 14 (Traveling Teams) Suspended 7/1/98; Reinstated 7/1/13

- 1. Coaches:
 - a. Will be selected by the Vice-President of Travel and approved by the board. See criteria following:
 - b. Selection of coaches – criteria to include but not limited to:
 - I. Coaching experience and licenses.
 - II. Coaches' history with club.
 - III. Availability to attend practices, meetings and games.
 - IV. Attitude and behavior towards children, parents, officials, spectators, competing teams, club officers and voting members. This includes attitude and behavior at home and away games and tournaments.
 - V. If above criteria are met by more than one candidate, preference given to parent of child on team.
 - VI. Coach shall coach only one (1) team except in extreme hardship, subject to two-thirds board approval.
 - VII. All Coaches are required to complete and pass a background check through the Club affiliated service prior to approval of coaching position.
 - c. Assistant coach will be selected by head coach and approved by the board.
 - d. The board reserves the right to remove a coach and/or assistant coach for just and sufficient cause. The removal will only follow an interview between the coach, team parents and the board members and can be made only by two-thirds majority vote of all board members. The coaches' and/or parents' failure to appear at said interview to which they had been sufficiently notified and invited, shall be considered to waive that prerequisite to a removal vote.

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- e. All coaches must attend six (6) General Board Meetings per fiscal year (August-July).
2. Players:
- a. Must be registered prior to tryouts and will be selected at a tryout held on two separate days (candidates must appear on one day) by a panel of three (3) judges chosen by the Vice President in charge of Travel.
 - b. Vice President in charge of Travel selects three-quarters (3/4) of the highest scores from tryouts. The lowest three (3) of the three-quarters (3/4) chosen may be dropped from the team if the coach wishes to use his three (3) discretionary selections.
 - c. The Director of Education and the Vice President in charge of travel shall determine the criteria for tryouts.
 - d. Players must play in their proper age bracket, except:
 - I. If no team exists in that player's bracket, the player is eligible to try out for the next older available bracket.
 - II. Hardship requests submitted in writing to the board may be granted by two-thirds majority vote.
 - III. Any player already playing on an existing traveling team, which continues to exist will be eligible to try out for that team regardless of age bracket. Continuous play on that team allows said player to continue to try out for the same team from year to year. If a traveling team becomes available in that player's appropriate age bracket; that player will be required to attend both the try out for their existing team and their appropriate age bracket. Any season missed by reason of not trying out, failure to make the team or failure to attend both their team and age appropriate try out, will compel said player to lose eligibility to continue to play out of their proper age bracket.
 - e. No carded player shall be eligible to play on a team in our Micro, Lower, Upper, Intermediate or Recreation Travel Programs.
 - f. Barnegat and Waretown resident players must make up 51% of a roster before taking players residing in other towns, unless there is not enough Barnegat and Waretown resident players to roster a full team.
3. Uniforms:
- a. Club colors are orange, black and silver. Only Board approved uniforms may be worn.
 - b. A team's failure to comply with above criteria will result in their suspension from the club and loss of registration fees.
4. Fund Raisers:
- a. All teams' fund raisers require prior board approval with notification back to the team within forty-eight (48) hours.

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- b. Team Fundraiser requests are to be presented to the Board at a General Board Meeting for approval. Fundraiser requested date(s) cannot be forty-eight (48) hours or less from presentation at General Board Meeting.
 - c. Any team that fundraises without prior Board approval will forfeit collected money and money will be deposited in the Club's General Account.
 - d. Monies raised are to be placed in club field account under that team's name.
 - e. Field account money under team's name will be dispersed by Club Treasurer.
 - f. Any team is eligible for can shakes in congruency with the Club with a maximum of two (2) locations per day.
 - g. All monies collected under Club's name remain the property of the Club and shall be reported accordingly under the Club's charity tax number.
 - h. All money collected by a Club team from an approved Fundraiser will remain with that team.
 - i. Players from a team that participate in an approved fundraiser will have an equal portion of money collected based on time of participation. A spreadsheet will be maintained by Club Treasurer.
 - j. Families with multiple players may not transfer fundraiser money between players.
 - k. Should a team dissolve any unused fundraiser money left in that team's account will be transferred to the Club General Account and the club field account under that team will be closed.
 - l. The Social Affairs director will be responsible for collecting fundraiser money from the team with a detailed breakdown of who participated and turn over same to the Treasurer.
5. New Travel Teams:
- a. In the event of two (2) board approved coaches and the ability to form two teams in an age bracket:
 - I. All players will be divided by talent into an "A" team and a "B" team. The Vice President in charge of Travel will have final say on player placement.
 - II. The coach and assistant coach are allowed to pick their own child as first pick.

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Article 15 (Education and Training)

1. The Club will reimburse:
 - a. Any Barnegat Soccer Club coach who attends and passes an F Level Coaches License course. A receipt along with a copy of the license is required for reimbursement.
 - b. Any person who attends and passes a Level 8 Referee License course, and only the course, not the license, the Club will reimburse the class fee only for those who pass. Not subject to annual recertification classes. A receipt is required for reimbursement.

Article 16 (Coaches)

1. Coaches will receive a voucher good for one free registration fee for the upcoming fall or spring season provided they attended four (4) general board meetings during the previous season they were a coach (Fall season is August – November and Spring season is March-June).
2. All recreation coaches must attend three (3) General Board Meetings in the season they volunteer and are chosen to coach (Fall Season: Sept-Nov; Spring Season Apr-Jun).
3. All Coaches are required to complete and pass a background check through the Club affiliated service prior to approval of a coaching position.