

Cincinnati West Soccer Club Constitution and By-Laws (revised 02-06-08)

Article 1: Name

The name of the organization shall be Cincinnati West Soccer Club (CWSC). The club shall be state chartered and non-profit under 501-C3 standards.

Article 2: Membership

A. Any member of an approved team or referees approved by the club. (Coaches, players, parents, team trainers, and club referees).

B. Membership shall remain as long as the team that is represented remains in the Club. Membership may be revoked for conduct that is deemed unacceptable by a 2/3rds vote of the executive committee.

C. New teams requesting membership will be based on whether or not the coach is accepted into the club.

D. To remain a member of CWSC in good standing all debts shall be satisfied by the dates set by the President with approval of the executive committee.

Article 3: Club Structure

A. CWSC shall have Nine (9) elected officials to conduct the business of the association. They shall be a President, Immediate Past President, Vice President, Representative to the League Governing Body, Secretary, Treasurer, Executive Board at Large member, Harrison Liaison Member at Large, and Tournament Director. These members will be the Executive Committee. The Executive committee will be elected by the current coaches or their designee. All elected positions except the Immediate Past President will be for a two-year term. The Immediate Past President will be a one-year term. The President, Executive Board Member at Large, Harrison Liaison Member at Large, and Treasurer will be elected on odd years and the Vice President, Secretary, Representative to the league and Tournament Director on even years. Elections will take place at the Annual Meeting, which will take place in November of each year. A person will be elected by a majority vote of the current coaches or team representatives present. Current is defined as an approved team, having played in the club within the last year. (ex. U15 team that has played in the spring will vote during the fall.) No more than one vote per team. The Director of Coaching shall be present at committee meetings but will not vote. The President and Immediate Past President will be a voting member of the executive committee. The Executive committee will appoint members as necessary, to serve as representatives of CWSC on the league Board of Governors and Board of Trustees. If anyone vacates a position, that position will be filled at the next regular meeting of the members.

B. Nominations for elections will be accepted by notifying the President of the Club up to fourteen days prior to the election of your interest in a position on the executive board. Members may be nominated by their self or others.

C. Amendments may be proposed to the constitution and by-laws with a majority vote of the executive committee. Once passed, it will be taken to the general membership meeting to be voted on by the coaches. A 2/3 majority vote will be required for passage.

D. One (1) vote is all that is allowed per team for any membership voting.

E. All teams shall be affiliated with United States Youth Soccer Association (USYSA), Ohio South Youth Soccer Association (OSYSA) and Cincinnati United Soccer League (CUSL) to be members of CWSC. Teams may also participate in other leagues with approval of the board.

Article 4: Duties of the Executive Committee

Committee members shall approve all applications for coaches.

Committee members shall attend both board and general membership meetings. If meetings are missed without sufficient cause, then a 2/3rds vote of the committee may be taken for removal of the member from office.

Committee members shall have the authority to discipline and or remove any member from the club with a 2/3 majority vote of the committee. An appeal hearing will be set for any member removed under this section. The decision of the appeal committee shall be final. The appeal committee shall consist of one coach and two board members as appointed by the president. A 2/3 vote will be necessary to enforce the recommended disciplinary action.

The committee shall conduct elections of executive committee members at the annual meeting. The committee shall establish the policies for the operation of the club. The committee has the authority to set training requirements for coaches/trainers.

Article 5: Duties of the Officers of the Executive Committee

A. President

- 1) Shall act as the Chairman of the Executive Committee.
- 2) Shall preside over all meetings of the club.
- 3) Shall appoint job coordinators (i.e. referee coordinator, field coordinator, etc.) with concurrence of the majority of the committee.
- 4) Conduct emergency votes by e-mail to assist with expediting urgent decisions.
- 5) Shall have signature power on all club bank accounts.
- 6) Shall prepare agendas for meetings.

B. Vice-President

- 1) Shall act as the assistant to the President.
- 2) Shall act in the position of the president in his/her absence.

C. Treasurer

- 1) Shall be responsible for receiving and disbursing the funds of the club.
- 2) Shall maintain the financial report on behalf of the club.
- 3) Shall provide a financial report at all meetings.
- 4) Shall prepare a budget for the following year at the November meeting.
- 5) Shall be listed as an authorized signing on all club accounts.
- 6) Shall order USYSA player/coaches passes for the club.

D. Secretary

- 1) Shall take complete minutes at all club meetings.
- 2) Shall provide a copy to the president within two weeks following the meeting for approval of the board (by e-mail).

E. League Representative to the league governing body

- 1) Shall vote on behalf of the club's interest at meetings of the league.
- 2) Shall participate and oversee registration for the club.

F. Executive Board Member at Large Position

- 1) Shall be present at Executive Committee meetings and participate as a full voting member of the Committee
- 2) Shall Chair the Disciplinary Board as assigned by the President.
- 3) Shall chair the disciplinary committee to investigate conduct complaints on any bystander, coach or player.

G. Executive Board Harrison Liaison Member at Large Position

- 1) Shall be present at Executive Committee meetings and participate as a full voting member of the Committee
- 2) Shall be primary liaison between HSA and CWSC for all matters related to managing this relationship.

H. Tournament Director

- 1) Shall be present at Executive Committee meetings and participate as a full voting member of the Committee
- 2) Shall lead and coordinate all major aspects of the CWSC Tournament.

I. Immediate Past President

- 1) Shall be present at Executive Committee meetings and participate as a full voting member of the Committee
- 2) Shall assist the President to ensure a smooth transition of all duties.

The following position shall be appointed by the President with a majority vote of the executive committee. It will not be a voting member of the executive committee.

Director of Coaching

- 1) Shall assist with the selection of coaches for the club.
- 2) Shall provide additional training opportunities for coaches within the club
- 3) Shall provide periodic evaluations to the executive committee on coaches.
- 4) Shall participate with the league for placement of teams for the next season.
- 5) Shall mentor new coaches.
- 6) Shall coordinate, schedule, and lead club try-outs.
- 7) Shall help in placing trainers with teams.
- 8) Shall be available to assist coaches with questions.

The following position shall be appointed by the President with a majority vote of the executive committee. It will not be a member of the executive committee.

Referee Coordinator

- 1) Shall assign referees for all home games.
- 2) Shall provide opportunities for current referees and aspiring referees to obtain training.
- 3) Shall communicate with Hamilton County on field usage and report every three weeks to the Club president any outstanding field usage that requires additional fees from a team.
- 4) Shall notify referees/linesman of cancellations.
- 5) Shall give a report on conduct and other referee issues at meetings.

Article 6- Club Meetings

Meetings will be conducted in the months of November, January, March, May, and August at a designated location. The meeting in November will be the Clubs annual meeting. Special meetings may be called at the discretion of two or more executive committee members with at least 5 days notice.

Attendance at meetings will be recorded. The club recommends that there be a representative of each team present at all meetings. If a teams attendance at meetings becomes a problem that may be justification for not renewing a coach's application.

Article 7- Club Fees

Club Fees will be determined by the board prior to each season and are due at the Meeting in March and August. These fees will include Club fees, CUSL dues, and field usage. If these fees are not paid by the date ordered by the Club President, a \$100 late fee will be assessed to the team. Club fees will be waived for all members of the Executive committee for one team for each season.

The Club fee does not include any fees that are due to your team trainer, USYSA player cards, or referee fees. These fees are the burden of each team.

Forfeit fees are the responsibility of each team. If you are the cause of a forfeit, then you will be responsible for paying the charge as set down by the league. If this fee is not paid, the team will not be registered for the following season.

Article 8- Expenditures

The club president and /or the treasurer shall be empowered to spend up to \$150 to cover miscellaneous expenses without the approval of the board. The Club shall maintain a bank account out of which funds can be disbursed for club business.

Any expenditure over \$150 shall be incurred only after a majority vote of the executive committee.

Article 9- Selecting Coaches

It will be the responsibility of the executive committee with the assistance of the Director of Coaching to select coaches to represent the club. All coaches will reapply prior to the Fall Season each year. The due date will be set by the Club President. It is the coach's responsibility to maintain the conduct of his/her team and all spectators. It is the coach's responsibility to make sure all members and spectators adhere to the club by-laws. If there is more than one coach at each age division, they will be ranked according to their team placement by CUSL for the upcoming season. Coaches are encouraged to possess a minimum of an "F" license, which will be paid for by the club. If a head coach is appointed and does not have an F license then he/she must agree to use a trainer that is approved by the club for the conduction of practices. Coaches shall be a minimum of "F" licensed within 1 year of appointment. All teams are encouraged to use trainers. Applicants with a history of using trainers will be reviewed favorably for the following year.

Article 10- Club Tryouts

Tryouts are mandatory for the U11 – U14 age groups only for the team ranked the highest at the conclusion of the spring season based on CUSL's ranking system. CWSC will make every effort to fill roster spots that may open on lower teams. Tryouts for the U10 highest ranked team will be optional for all players. There will be no tryouts for the U08 & U09 age groups. If individual players from outside CWSC want to join a team they may do so at their desire. If the individual player has no team loyalties, the highest ranking team has first choice followed by the 2nd ranked team and so on...

CWSC coaches are to recommend to all players to participate in club try-outs. It is the discretion of the player/parent whether or not they want to play on a team they were selected for or not. All U11 – U14 players are to participate in club tryouts unless approved by the club president. Otherwise, they will not be rostered as a CWSC player for the subsequent season. If a coach is found to be discouraging players from trying out and playing for the level they compete best at, they will not coach for CWSC.

The date for Club Tryouts will be determined by the President of the club in conjunction with the Director of Coaching.

Teams that are approved by the executive committee to enter CWSC after tryouts, may remain together for that season and then must participate in club tryouts after the subsequent Spring Season.

High School teams will be formed at the discretion of the Executive Committee. All teams U15 and above shall encourage players to participate on league teams if warranted.

Article 11-Conduct

It is the responsibility of the coach to maintain conduct at each match (including players, coaches, and spectators). CWSC will not tolerate any act on behalf of anyone associated with CWSC that would be reflected upon as poor sportsmanship or conduct not beneficial to the children involved in our program. CWSC will investigate all formal complaints of poor conduct. The president will appoint a committee to include one board member, one coach (not involved in the matter) and the Director of Coaching to conduct a meeting in reference to these allegations. The committee will make recommendations of their findings after the meeting and the executive committee will render punishment up to and including dismissal if indicated.

All Coaches, Parents, and Players are to have a signed Code of Conduct document on file with the CWSC Administrator. It is the coaches responsibility to ensure these documents are completed.

Article 12- Uniforms

All teams must wear club-approved uniforms. A committee will be appointed by the executive committee to recommend uniforms for approval by the Executive Committee. Teams must adhere to the uniform specifications when replacing current uniforms. All teams must be in club approved uniforms prior to the Fall 2004 season and thereafter.

Article 13- Team/Player Registration

Registration of players and the team are the responsibility of the coach. All players shall have USYSA player passes or will not be permitted to play for CWSC. Coaches shall also have passes issued by USYSA. Coaches shall possess signed and notarized medical authorization forms at practices and games.

All paperwork for registration shall be turned in by the prescribed day or registration will not be completed. Coaches shall comply with the requirements of the league to remain a member of CWSC.

Each team shall pay for USYSA player and coach's passes.

Article 14-Field Usage

CWSC will provide all CWSC teams with a field to play home matches. If you must pre-play a game due to a tournament, the referee coordinator must be contacted a minimum of seven days in advance of the date that is chosen for the game.

Article 15-Internet Access

All CWSC teams shall have internet access. All club news will be distributed by e-mail as a cost saving measure. If the head coach does not have access, then another coach or parent manager must be assigned to be responsible for communicating club news to the head coach. The league we participate in is web based, so it will be imperative that your internet capability remain as a requirement of the being a member in good standing in CWSC.

Article 16- League Teams

At the age of U15 and above, league teams will be formed. Every coach shall encourage players to tryout for these teams. The decision shall be left up to the parents and the player in reference to whether this is best or not. Coaches shall not discourage players from trying out for these teams.

Article 17-Outside Audit

Any two members of the executive committee may request that an outside audit of the clubs books be completed.

Article 18- Dissolution

All coaches will be given fourteen days notice by certified mail of the impending dissolution meeting for the necessary vote upon this action and the disbursement of funds from the treasury. The nature and amount of assets shall be stated in the written notification. For the club to dissolve, it takes a three-fourths (3/4) majority vote of the coaches(only 1 vote per team). The disbursement of the assets of the club may not be made until outstanding liabilities are paid. The manner of disbursing the club's assets will be decided by a three-fourths (3/4) majority vote of the voting members present (Only 1 per team).