



MIDWEST CITY SOCCER CLUB

AMENDED

CONSTITUTION

***Revised/Approved
Nov 19, 2015***

MIDWEST CITY SOCCER CLUB CONSTITUTION

ARTICLE I NAME, PURPOSE AND AFFILIATION

- SECTION 1: The name of this organization is the Midwest City Soccer Club.
- SECTION 2: PURPOSE:
1. To act exclusively for charitable and/or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
 2. To promote and develop the ideals of good sportsmanship, honesty, loyalty and courage, through youth soccer activity. Emphasis is placed on the development of soccer skills and competitive fair play.
- SECTION 3: The Midwest City Soccer Club shall be a division of the Oklahoma Soccer Association (OSA), governed by the rules as adopted by OSA.
- SECTION 4: In the event of the dissolution of OSA, the Board can, with two-thirds majority approval, temporarily amend Article I, Section 3 to reflect a change in affiliation until the next general membership meeting is held to pass a formal amendment. No changes made under this section will be valid beyond the next regularly scheduled general membership meeting.

ARTICLE 2 MEMBERSHIP

- SECTION 1: Club members shall encompass that part of Eastern Oklahoma County not already included in other soccer organizations.
- SECTION 2: Each soccer team sanctioned by the club shall constitute a member and shall be entitled to one vote at all general membership meetings. In addition, each member of the Board of Directors, voting and non-voting, are entitled to one vote at the General Membership meetings. Each member shall be limited to a maximum of two votes at the General Membership meetings including proxys received from other members.
- SECTION 3: This club shall pay biannually all fees prescribed by OSA.

ARTICLE 3 OFFICERS

- SECTION 1: The Board of Directors for the Midwest City Soccer Club shall consist of the following individuals:

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| I. <u>Executive Committee (Voting)</u> | III. <u>Other Club Officials (Voting)</u> |
| A. President | R. Concession Stand Manager |
| B. Vice President | S. Fundraising Director |
| C. First Vice President | T. Public Relations Director |
| D. Second Vice President | U. Risk Management Coordinator |
| E. Third Vice President | V. Assistant Scheduler |
| F. Competitive Commissioner | W. Assistant Registrar |
| G. Secretary | X. Assistant Complex Manager |
| II. <u>Age Group Coordinators (Voting)</u> | Y. Assistant Treasurer |
| H. U5/U6 Boys | Z. Assistant Concession Stand Manager |
| I. U8 Boys | IV. <u>Non-Voting Paid Employees</u> |
| J. U10 Boys | AA. Director of Referee Operations |
| K. U12 and Up Boys | AB. Referee Assignor |
| L. U5/U6 Girls | AC. Director of Coaching |
| M. U7/U8 Girls | AD. Director of Player Development |
| N. U10 Girls | |
| O. U12 and Up Girls | |
| P. Little Legs | |
| Q. Adult | |

- SECTION 2: Immediate family members of current Executive Committee members are not eligible for participation on the Executive Committee to avoid a conflict of interest.
- SECTION 3: The Board of Directors shall serve for a period of one year or until newly elected officers can be installed. Each board member shall receive one free player registration per season.
- SECTION 4: Any member of the Board shall not miss more than two consecutive regular meetings or shall be declared to be inactive through their lack of interest or performance as per their job description, and shall have their office declared vacant upon a majority vote of the entire Board. The President shall then appoint a person to fill this vacancy upon approval by a majority of the Board.
- SECTION 5: Each voting member of the Board of Directors shall have one vote only at all Board Meetings and General Membership meetings as a representative of the Board (which does not include any general membership votes). In cases where a Board Member holds more than one voting position, that member shall receive only one vote.
- SECTION 6: Duties of the President:
- A. Responsible for the overall administrative and executive functions of the Club.
 - B. Appoint committees to carry out these functions.
 - C. Assign duties to all officers as required.
 - D. Take prudent and reasonable action in cases not covered in the By-Laws.
 - E. Appoint an auditing committee to certify the Treasurer's biannual report.
 - F. May co-sign Club checks.
 - G. Call the biannual general meetings of this Club in May and November and provides written notice of these meetings.
 - H. Conducts the election of officers in the May general meeting.
 - I. Calls emergency committee meetings as deemed necessary.
 - J. Calls additional general meetings as necessary upon written request of at least three members of the Board.
 - K. Conducts regular meetings of the Board each month and has the authority to call additional Board meetings as deemed necessary.
 - L. Provides one week written notice of a general meeting that requires resolution of amendments to this constitution.
 - M. Shall represent this Club at all parent organization meetings or designate a party to fill responsibility if unable to attend.
- SECTION 7: Duties of the Vice-President
- A. Shall assist the President and gain necessary experience, training, and knowledge to carry on the duties of the President if needed.
 - B. Shall assume all powers of the President in his/her absence.
 - C. Shall attend all parent organization and Civic/Community meetings with the President.
 - D. Shall serve as recruiting chairman.
 - E. Shall be responsible for Fall and Spring Season registration advertising, including but not limited to; flyers to public schools and daycare centers, posters in Jr. High Schools and retail outlets, advertising on area marquees, advertising for local billboards and community newspapers.
- SECTION 8: Duties of the First Vice President – Treasurer
- A. Assume all powers and responsibilities of the President and Vice President in their absence.
 - B. May co-sign Club checks.
 - C. Collects all money for the Club.
 - D. Keeps a detailed account on income and expenses.
 - E. Is a co-signer of Club checks.
 - F. Collects all mail and pays bills approved by the Board.
 - G. Submits all financial information required by parent organizations in a written report.
 - H. Submits a written report of finances at all general meetings.
 - I. Makes prior approval of all Club expenditures.
 - J. Submits all tax filings required.

- SECTION 9: Duties of the Second Vice President – Registrar
- A. Responsible for all aspects of player and team registration.
 - B. Responsible for reporting registration information to parent organizations.
 - C. Acts as Chairperson of the Registration Committee.
 - D. Assume all powers and responsibilities of the President, Vice President and First Vice President in their absence.
 - E. Accepts player release requests from Age Coordinators and presents the requests to the Board of Directors.
 - F. Receives boundary release request from Age Coordinators, assuring that each has a proper hearing by the Board and keeps a current file of said releases.
- SECTION 10: Duties of the Third Vice President – Complex Manager
- A. Continually update inventory of all equipment - balls, nets, liners and group equipment.
 - B. Oversees complex to the degree that overall maintenance is being done.
 - C. Assures that an ample supply of chalk or paint is on hand for the fields each game day.
 - D. Assures that the condition of all scheduled fields are ready for play each game day.
 - E. Assume all powers and responsibilities of the President, Vice President, First Vice President and Second Vice President in their absence.
- SECTION 11: Duties of the Competitive Commissioner:
- A. Co-ordinates with competitive teams, managers, and coaches on business matters relating to the operations of the competitive program.
 - B. Reports on the status of the competitive program at monthly meetings.
- SECTION 12: Duties of the Secretary:
- A. Records all minutes of the meetings.
 - B. Attends to all correspondence.
 - C. Keeps all current and permanent records.
 - D. Keeps a current list of all Club teams.
 - E. Assumes all powers of the President, Vice President & Vice Presidents in their absence.
 - F. Attends all emergency committee meetings.
 - G. Keeps current coaches registration with team name, coach's name, address and telephone number.
- SECTION 13: Duties of the Age Coordinators:
- A. Recruits and selects coaches and managers where needed.
 - B. Actively recruits players and provide teams where player enrollment permits.
 - C. Works with coaches to provide practice and playing fields for the teams in the area.
 - D. Assures all teams of all age levels are balanced as far as possible.
 - E. Assures that only properly registered coaches shall coach the Club teams, thereby assuring a continuity of standards throughout the Club.
- SECTION 14: Duties of the Concession Stand Manager:
- A. Continually updates inventory of all concession products
 - B. Oversees the concession stand, including any employees that are hired to operate the concession stand
 - C. Reports all concession stand expenses and profits to the Treasurer and turns over all monies as requested by the Treasurer.
 - D. Works with volunteers to maintain the concession stand and clubhouse area including clubhouse restrooms to expected performance and cleanliness standards.
- SECTION 15: Duties of the Fundraising Director
- A. Coordinates club-wide fundraising opportunities to ensure maximum fundraising potential is achieved
 - B. Works with competitive and academy teams to assist with team fundraising opportunities
 - C. Reports all fundraising expenses and profits to the Treasurer and turns over all monies as requested by the Treasurer.
 - D. Reports to the board to receive approval for fundraising opportunities and to report on the performance of approved fundraising activities.

- SECTION 16: Duties of the Public Relations Director
- A. Administrator of all of the Club's public facing media.
 - B. Receives and processes requests for updates to the Club website
 - C. Receives and processes requests for updates to all of the Club's social media accounts (including but not limited to Facebook).
 - D. Helps with design, production, and distribution of Club marketing materials including the seasonal recruiting flyers.
 - E. Responsible for managing the public image of the Club
 - F. Reports to the Board on the status of all Public Relations efforts at the monthly meeting.
- SECTION 17: Duties of Risk Management Coordinator
- A. Ensure that all board members/volunteers/coaches have completed their background checks
 - B. Inspect all goals to insure that:
 - Any open hooks which are to attach nets have been removed;
 - There are no rusted or weak areas on the posts or crossbar;
 - There are no jagged or sharp points or edges on the posts;
 - All soccer goals are properly secured and anchored at all times so they will not fall over when excessive weight is applied to the crossbar (e.g. players hanging on the crossbar); and
 - All goals not presently in use are stored safely in such a manner that they can't be moved or tipped over and pose no immediate danger.
 - C. Inspect all fields and Grounds to ensure that:
 - All goals have goal safety stickers attached to every goal
 - Any sprinkler heads or buried water lines are safely covered;
 - All fixed objects such as bleachers, benches, trash cans, and portable toilets, etc., are a safe distance from the field of play and are properly maintained; and
 - Storage sheds and all equipment, including chemicals, are safely secured and pose no danger to unsupervised children.
- SECTION 18: Assistant Positions
- A. The assistant positions are designed to be learning opportunities for individuals likely to succeed the person currently holding the full role. The assistants should help with distribution of work for their parent position while learning from their mentor to prepare to take on the full position.
- SECTION 19: Duties of the Director of Referee Operations
- A. Non-voting member of the Board of Directors
 - B. Paid Employee of the Club per contract
 - C. Chairperson of the Appeals and Protests Committee
 - D. Chairperson of the Scheduling Committee
 - E. Responsible for verifying team seeding before all league seasons and tournaments
 - F. Generates and schedules all club games, both league and tournament
 - G. Manages the Referee Assignor and all club Referees
 - H. Approves the referee schedule prior to publishing
 - I. Implements and manages the Referee Development Program
 - J. Manages all administrative tasks for the Referee Department
 - K. Reports to the Board on the state of the Referee Development Program, the scheduling status of the club, all protests, and the overall performance of the referee department at the monthly meeting.
- SECTION 20: Duties of the Referee Assignor
- A. Non-voting member of the Board of Directors
 - B. Paid Employee of the Club per contract
 - C. Acts as the assistant Director of Referee Operations as outlined in Sections 17 and 18 of this constitution.
 - D. Responsible for coordinating with the Director of Referee Operations to rank referees each season
 - E. Creates the weekly referee schedule whenever games are scheduled at the club and submits the schedule to the Director of Referee Operations prior to publishing assignments
 - F. Works with the Director of Referee Operations to ensure payroll is handled in a timely fashion and accurately reported to the Treasurer.
 - G. Reports to the Board on the current status of the referee staff, any scheduling issues, and referee costs at the monthly meeting.

- SECTION 21: Duties of the Director of Coaching
- A. Non-voting member of the Board of Directors
 - B. Paid Employee of the Club per contract
 - C. Will communicate with all coaches, recreational and competitive, to address their concerns, and provide assistance and resolution of issues
 - D. Will follow and adhere to the Youth Developmental Curriculum as outlined by USSD and USYSA
 - E. Implements and manages the Coaching Education and Development Program for recreational coaches
 - F. Oversees the organized efforts of the competitive coaches
 - G. Participates in player tryouts and team selections for all competitive teams
 - H. Reports to the Board on the state of the Recreational and Competitive coaching programs at the monthly meeting.

- SECTION 22: Duties of the Director of Player Development
- A. Non-voting member of the Board of Directors
 - B. Paid Employee of the Club per contract
 - C. Will communicate with all players and parents, recreational and competitive, to address their concerns, and provide assistance and resolution of issues
 - D. Implements and manages the Player Development Program while following and adhering to the Youth Development Curriculum as outlined by USSF and USYSA.
 - E. Will assist in determining whether or not to approve a request for a player to “play-up” to a higher age division
 - F. Participates in player tryouts and team selections for all competitive teams
 - G. Reports to the board to receive approval for camps and clinics, to report on the performance of camps and clinics, and to report on the overall status of the Player Development Program

- SECTION 23 All Board positions may be more specifically defined in a Job Description as attached to the By-Laws. All paid employees will also have specific job descriptions attached thereto.

ARTICLE 4 ELECTIONS

- SECTION 1: The following Members of the Board of Directors will be elected at the General Membership Meeting in May: President, Vice President, First Vice President, Second Vice President, Third Vice President, Competitive Commissioner, and Secretary. Coordinators and other club officials will be nominated by the Executive Committee and approved on an individual basis (separate motions) by the MWCSC Board. Only individuals in good standing with MWCSC and all parent organizations may serve on the MWCSC Board of Directors. Further, other individuals ineligible to serve on the Board are persons convicted of a felony, persons who cannot meet bonding requirements and persons who have been expelled from other soccer or other sports organizations for due cause.
- SECTION 2: Each year in March, nominations for the Executive Committee shall be put forth by the full Board, with the exception that no Board member may nominate themselves for any Executive Committee position. A slate of officers shall be presented at the May general meeting. Nominations will be accepted from the floor.
- SECTION 3: Each team must have a representative present in order to have a vote and must register with the credentials committee as specified in the By-laws. A written proxy is acceptable if validated by the Club Secretary PRIOR to the meeting.
- SECTION 4: At the general meeting each team represented will be entitled to one vote.
- SECTION 5: Nominees for President, Vice President, First Vice President, Second Vice President, Third Vice President, Competitive Commissioner, and Secretary must be elected by a majority of the voting members present.
- SECTION 6: In the event that an Executive Committee position is vacated during term, a special nominating committee will nominate an interim representative and the full Board will vote to approve.

**ARTICLE 5
MEETINGS AND QUORUMS**

- SECTION 1: At any general monthly meeting, special meeting of the Board of Directors, or General Membership Meeting, a quorum to conduct business and tally votes is required. The required quorum can be met using any one of the following three methods:
1. A simple majority of voting members in filled positions on the Executive Board present at any meeting format.
 2. A simple majority of voting members in filled positions on the Board of Directors present at any meeting format.
 3. A simple majority of all voting membership present at a General Membership meeting.
- SECTION 2: In the absence of a Board member at a Board meeting or General Membership meeting, a written proxy is acceptable if sent with representation by a non-voting member. A coach's written proxy may be given to the person of his/her choice, preferably an assistant coach or team manager of that respective team.

**ARTICLE 6
DISCIPLINE**

- SECTION 1: The Board shall be responsible for all discipline to all teams, coaches and players under the jurisdiction of the Club. All protests between the teams within this Club shall be ruled upon the Protest Committee of this Club.
- SECTION 2: Outside this jurisdiction, all protests will be ruled upon by the appropriate parent organization.
- SECTION 3: The Protest Committee shall consist of a minimum of three (3) members to hear an appeal or protest. A minimum of two (2) members must be members of the Board of Directors. The Director of Referee Operations shall be the Chairperson of the Appeals and Protests Committee.
- SECTION 4: Any officer may be removed by three-fourths majority vote of the members present at any properly constituted board meeting, providing a quorum to conduct business exists.

**ARTICLE 7
AMENDMENTS**

- SECTION 1: This Constitution may be amended at any general membership meeting by two-thirds majority of the voting members present, providing a quorum to conduct business exists.
- SECTION 2: The By-Laws may be changed with a two-thirds majority of the Board of Directors.

**ARTICLE 8
DISALLOWMENTS AND CONFLICTS**

- SECTION 1: If any of this Constitution or By-Laws are disallowed or is in conflict with any parent organization, they shall be revised or deleted to abide by OSA, USYSA, or USSF regulations.

**ARTICLE 9
FISCAL YEAR**

- SECTION 1: The Club has selected a calendar year for accounting and tax reporting purposes.

**ARTICLE 10
DISSOLUTION**

- SECTION 1: This Club may be dissolved by a two-thirds majority vote of the total voting membership at a special meeting called for that purpose. At that time, the Board will pay or make provisions for paying all liabilities of the Club. After all obligations are met, the remaining assets will be turned over to the City of Midwest City as stipulated in the lease agreement with the City of Midwest City.

ARTICLE 11
PAID POSITIONS

SECTION 1: At no time will any paid employee of the Club hold voting privileges on the Board of Directors, unless in the capacity of referee, in which case they shall maintain the minimum qualifications as that of any other referee performing the same duties and shall not be in receipt of any special preferences. Any voting member who also accepts a paid position with the Club does so with the understanding and agreement that they will, with immediate effect, relinquish their voting privileges associated with the voting position with the Board of Directors.