

THE DEARBORN SOCCER CLUB
CONSTITUTION AND BY-LAWS

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**CONSTITUTION AND BY-LAWS ADOPTED WITH CHANGES
AT BOARD MEETING HELD ON NOVEMBER 13, 1986**

ARTICLE 1 NAME AND EMBLEM

SECTION 1 This Organization shall be known as the Dearborn Soccer Club

SECTION 2 The Official Emblem or symbol for the Dearborn Soccer Club Shall be the same as shown on the cover of this document. It Shall only be used with the approval of the Board of Directors For official functions, endorsed clothing, uniforms, or equipment.

ARTICLE 2 INTENT

SECTION 1 It is the intent of this organization to provide and promote a quality Recreational soccer program for the youth in the Dearborn area.

ARTICLE 3 CONSTITUTION

SECTION 1 This Constitution and By-Laws shall be the law, guidelines, and Rules of the Dearborn Soccer Club.

SECTION 2 It may only be amended by a 2/3 majority vote at a general meeting Of the Board Members and Coaches.

SECTION 3 Any Board member, coach, or team representative may present a Motion calling for an amendment. The motion must be presented In writing and read at any general meeting. It must be seconded By another voting member at the meeting.

SECTION 4 The motion will be referred to the Constitution Committee to check The constitutionality and language of the amendment to assure Its clarity of expression.

SECTION 5 The Constitution Committee shall present it's report at the next General meeting, at which constitutionally appropriate amendments Shall be voted on for adoption.

SECTION 6 Approved amendments shall be published and distributed by the Constitution Committee.

ARTICLE 4 MEMBERSHIP

- SECTION 1 The membership of the Dearborn Soccer Club shall consist of Executive Officers, Board Members, Coaches, Assistants, Managers, Registered Players, and their parents or legal guardians.
- SECTION 2 Executive Officers and Board Members only shall have the right To nominate and vote during elections and vote during Board And general coaches meeting.
- SECTION 3 A coach or his/her representative, such as the assistant coach or Manager, shall have the right to nominate and cast one vote for His/her team during elections and at all general meetings.

ARTICLE 5 POWER OF ADMINISTRATION

- SECTION 1 The Board of Directors, made up of the Executive Officers and Board members, shall manage the business and affairs of the Dearborn Soccer Club.
- SECTION 2 Between general and Board meetings, the Executive Officers shall Serve and be empowered to act on behalf of the Board of Directors Subject to ratification by the Board of Directors.

ARTICLE 6 BOARD OF DIRECTORS

- SECTION 1 The board of Directors of the Dearborn Soccer Club shall consist Of 4 Executive Officers and Board members.
- SECTION 2 The Executive Officers shall be elected for 2 year terms. The 4 Positions are: President, Vice President, Secretary, and Treasurer.
- SECTION 3 The election of all Executive Officers shall be by secret ballot During the election meeting. Newly elected officers will assume Office at the beginning of the year. The term will end at midnight December 31st.

SECTION 4 Appointed members of the Board of Directors shall be appointed by The President for a 1 year term. All appointments and Re-appointments are subject to approval by the Board of Directors. There is no limit to the number of terms served in an appointed Board position.

SECTION 5 Board positions are created as deemed necessary for the efficient Function of the Club. Proposals for a new position or the Elimination of an existing position requires the majority approval Of the Board.

SECTION 6 It shall be the duty of all Board members, elected and appointed, To support, advance, and carry out all provisions of this Constitution, By-laws, and the policies of Dearborn Soccer Club.

ARTICLE 7 NOMINATIONS, ELECTIONS, AND APPOINTMENTS

SECTION 1 The elections will be conducted during the annual general meeting, Which is the 1st meeting following the September meeting. Nominations will be made during the September coaches meeting.

SECTION 2 The Board members will be elected at the 1st meeting following The September meeting to serve as the Election Committee. They shall: Conduct nominations
Prepare the ballots for election
Conduct the elections and tally votes
Announce the results
They shall not be candidates for office, nor a close blood Relative, or spouse of any candidate

SECTION 3 Eligible voters are the Executive Officers, Board Members, and Coaches. Coaches may appoint a team representative to cast the Team's vote. Proxies, Absentee Ballots and Write Ins are permitted For Board Members and Executive Officers.

SECTION 4 Eligible candidates must be a member of the Dearborn Soccer Club A candidate can run for and hold only one office per term. A Candidate must accept or decline nomination at the nominations

Meeting in September. Absent Nominees must provide written Acceptance at the Nominations meeting.

SECTION 5 Candidates will be elected by a majority of votes cast. In the event No candidate receives a majority for office, the two candidates Receiving the most votes will take part in a run off election. In the Event of a tie, nominations will be re-opened and a new election Conducted for that office. If a single candidate for office does not Receive a majority of votes, nominations shall be re-opened for that Office and a new election conducted.

SECTION 6 Appointed Board of Directors positions shall be reviewed and Evaluated at the first Board meeting following the Elections. All prospective appointees must state their acceptance of an Appointment prior to a Vote of Approval.

ARTICLE 8 STANDING COMMITTEES

SECTION 1 The standing or permanent committees of the Dearborn Soccer Club Are: Constitution and By-laws
Finance
Education
Tournament

ARTICLE 9 RESIGNATIONS AND REMOVAL FROM OFFICE

SECTION 1 Resignation for any Board position should be submitted in writing. In the event this formality is not observed, a verbal notification of An Executive Officer is acceptable.

SECTION 2 The Board of Directors has the authority to remove any Executive Officer or appointed Board Member to the Club when it is in the Best interest of the Club.

SECTION 3 Any member may file with the Secretary a complaint in writing Against an Officer, Board Member, Coach, Assistant, or Manager. The complaint shall be reviewed 1st by the Officers other than the Officer(s) charged to determine whether the charges do not merit Further investigation or action. In which case they shall dismiss the

Charges as being without merit. However, if they find the charges Have merit, the Officers shall schedule a Special meeting of the Board To be held within 14 days of the report, but never earlier than 5 days After notice is given to all interested parties.

The accused shall have the right⁵ to answer the charges at the Special meeting either personally or by his Attorney at Law. At this meeting, the accused shall have the right to be represented By Counsel, to cross examine each witness against him under Oath, to present directly his own witnesses under oath, subject To cross examination, to testify or to remain silent personally, To be protected by rules of relevancy, materiality and Non-prejudiciality, on all evidence, and to be entitled to a Presumption that the conduct of the accused was proper until Proven by a preponderance of relevant material evidence To be improper.

An accused shall be removed from membership only by secret Ballot 2/3 of the members present and voting. A copy of the Written report of its findings of fact and action shall be made and Forwarded directly to the accused, and, if requested, to the Attorney of Record, as well. The original report shall be kept by The Board in confidence. An appeal shall be made directly to The courts.

If the Board determines the charges were not only without merit But were made with malice, it shall present charges against the Accuser(s) for removal.

SECTION 4 Vacancies created by resignation or removals shall be filled by Appointment until the next election. The President shall make The appointment with the approval of the Board of Directors.

ARTICLE 1 BY-LAWS

SECTION 1 The by-laws may be amended by a simple majority vote at any Board meeting or general meeting.

SECTION 2 Amendments to these by-laws requires that notification of a pending Vote be made at the meeting prior to the vote, or at least 2 weeks Prior, whichever is the greater.

SECTION 3 An amendment vote may be by secret ballot if considered Necessary by a majority of those present.

**ARTICLE 2 A LISTING OF OFFICERS, BOARD MEMBERS
ASSOC. ORGANIZATIONS, AND
STANDING COMMITTEES**

SECTION 1 The four elected Executive Officers of the Dearborn Soccer Club As established in Article 6 of the Constitution are:

- President
- Vice President
- Secretary
- Treasurer

SECTION 2 The appointed positions and one representative on the Board of Directors of the Dearborn Soccer Club, as controlled by Article 6 Of the Constitution and recorded in this section of the by-laws are”

- Scheduler (1) Teams, fields, and referees
- Equipment Director (1)
- Uniform Director (1)
- State Representative (1)
- League Representative (1)
- Registrar (1)
- Head Coach (1)
- Head Referee (1)
- Community Relations Director (1)
- Booster Club Representative (1)

SECTION 3 The Standing committees are as follows:
 Constitution and By-laws
 Finance
 Education
 Protest
 Special Teams
 Tournament
 Awards

**ARTICLE 3 DUTIES OF OFFICERS, BOARD MEMBERS,
 COACHES, MANAGERS, AND COMMITTEES**

SECTION 1 President
 *Overall operation and well being of the Dearborn Soccer Club.
 *Responsible for all decisions relating to Club business between
 Board meetings. All such decisions are pending until presented and
 Approved by the next regularly scheduled board meeting.
 *Prepare agenda for and preside at all board meetings.
 *Fully briefed on all Club and League operations and activities.
 *Ensures that other officers carry out their assignments and
 Responsibilities.
 *Member of the Finance Committee
 *Votes only as a tiebreaker on Board of Directors. May vote in
 elections.

SECTION 2 Vice President
 *Functions as the President in the absence of the President.
 *Receives the reports of all committees and reports same to
 the board.
 *Chairs Constitution/by-laws, Education, and Tournament
 Committees
 *Handles accident insurance
 *One vote on the Board of Directors
 *Overall responsibility of the Pee Wee Program

SECTION 3

Treasurer

- *Maintains all funds and financial records of the Dearborn Soccer Club.
- *Must be bonded (refer to Article 5).
- *Chairs Financial Committee
- *One vote on the Board of Directors

SECTION 4

Secretary

- *Maintains written minutes of all meeting of the General Board and Special Meetings
- *Notifies the Board of Directors of future Board Meetings
- *Stores all club records
- *Receives all Club correspondence
- *Prepares all correspondence from the Club not delegated or assigned to others by the Board.
- *Schedules meetings, time, location, and meeting place.
- *Establishes registration dates and chairs registration activities.
- *Prepares registration announcement letters
- *Prepares registration form
- *Maintains the mailing list and oversees mailings.
- *one vote on the Board of Directors

SECTION 5

Scheduler

- *Schedules fields for home games.
- *Schedules referees for all Club home games
- *Maintains records for referees requiring payment for services rendered
- *One vote on the Board of Directors

SECTION 6

Equipment and Uniform Director

- *Responsible for the maintenance of all equipment and uniforms.
- *Maintains a written inventory of Club equipment.
- *Member of the Finance Committee
- *One vote on the Board of Directors

SECTION 7

Registrar

- *Responsible for placement of players on team rosters.
- *Maintains rosters
- *Responsible for obtaining coaches for the particular age division
- *Follows Dearborn Soccer Club and Great Lakes Soccer League policies and procedures.
- *Participates in registration activities
- *One vote on the Board of Directors

SECTION 8

MSYSA and GLSL Representative (2)

- *Represents the Dearborn Soccer Club at all League and state meetings.
- *Reports of all meetings to the Dearborn Soccer Club President
- *One vote on the Board of Directors

SECTION 9

Head Coach

- *Monitors coaching activities, games, and practices
- *State coaching license desirable
- *Receives coaching problems and complaints and brings such items to the Board, within 2 weeks, with recommendations for solution.
- *Works with new and established coaches to develop better coaching skills.
- *Assists in the recruitment of new coaches
- *Member of the Education Committee
- *one vote on the Board of Directors.

SECTION 10

Head Referee

- *Must be a licensed referee
- *Monitors refereeing activities (games)
- *Receives complaints and problems and presents them to the Board of Directors, with recommendations for solution.
- *Works with new and established referees to improve quality.
- *Interprets rules and recommends changes to the Board
- *Sets up training program, recruits and trains referees for the Pee Wee program
- *One vote on the Board of Directors

SECTION 11

Tournament Committee

- *Recommends and/or arranges tournaments and teams to play in same.
- *Meets at least quarterly

SECTION 12

Coaches

- *A minimum age of 18 years is desirable
- *Previous soccer experience is desirable: i.e., as coach, assistant coach, or player
- *All coaches must be approved by the Executive Board
- *Coaches are responsible for obtaining and returning all club equipment, balls, shirts, nets, etc..
- *Upon receiving team roster, must contact all players to inform them of practices and games scheduled.
- *Must organize practices so that each player has the opportunity to improve their soccer skills.
- *Must attend all team practices and games, or must assign another adult(assistant coach, manager, or player's parent) to assume the coaching responsibilities.
- *Must display good sportsmanship toward referees and other teams and must encourage his/her team and parents to do the same.
- *The coach or his/her designate must attend the coaches meetings and pass on all pertinent information to the players and parents.
- *Must arrange for each player present to play at least ½ of the game, and may not withhold playing time from any player without prior notice to the Dearborn Soccer Club President.
- *May not add or remove players from team
- *Must report all Red and Yellow cards (players and coaches) within 1 week to the Head Coach, with an explanation
- *May be removed by the Executive Board by a majority vote

SECTION 13

Manager (Optional Position)

- *Assist coach with non-coaching duties: clerical, administrative, such as telephone list
- *Distribution of information and notices
- *Uniform and equipment care
- *Liaison between the coach and the players' parents
- *Should have a good working relationship with the coach and parents

- SECTION 14 Community Relations Director (1)
*Acts as liaison between the Dearborn Soccer Club and the City of Dearborn Recreation Dept., the Dearborn Board of Education and the public in general.
*Handles all publicity
*Coordinates all newspaper reporting
*Member of Education and Finance Committees
*One vote on the Board of Directors
- SECTION 15 Booster Club Representative
*Acts as liaison between the Board of Directors and the Booster Club
*Representative is designated by the Booster Club and may be rotated
*Booster Representative has one vote on the Board of Directors
- SECTION 16 Constitution and By-Laws Committee
*Establish and maintain the Constitution and By-Laws
*Audit proposed amendments for constitutionality, language, etc.
*Interpret the intent of the Constitution and By-Laws
*Recommends and writes detailed policies and procedures required for: Registrar, Scheduler, Equipment Directors
*Meets as required, but at least once each year
- SECTION 17 Finance Committee
*Establish and publish yearly and seasonal budgets
*Recommends fee schedule
*Secures an annual independent audit of financial records
*Submits corporation reports to the State of Michigan and others as required
*Meets as required, but at least once every 6 months
- SECTION 18 Education Committee
*Recommend and establish training sessions, clinics, etc. for further development and/or education regarding soccer for players, coaches, referees, managers, and parents
*Prepares coaches and referees guides, in techniques, policies, etc.
*Assists Head Coach and Head Referee as necessary
*Meets as required, but at least once every 3 months

SECTION 19

The Dearborn Soccer Booster Club

- *The Dearborn Soccer Booster Club is an associate member organization of the Dearborn Soccer Club.
- *The membership is made up of the parents of all players registered with the Dearborn Soccer Club, and other interested parties.
- *The Booster Club functions independently, but in cooperation with the Dearborn Soccer Club
- *The representative position on the Board of Directors offers an opportunity for parental input into Dearborn Soccer Club operations
- *The Booster Club objectives are:
 - Promote the game of soccer at all levels – Club, School, and Professional through general distribution of information
 - Provide social activities for players and parents during and after the season
 - Assist the Dearborn Soccer Club program by providing volunteer help when required.

ARTICLE 4 MEETINGS

SECTION 1

The Dearborn Soccer Club will conduct 4 types of meetings. They are: Coaches, Board of Directors, Special Meetings, and Committee Meetings.

SECTION 2

All Meetings shall be conducted in an orderly manner using Robert's Rules of Order as a guide

SECTION 3

The Coaches meetings, also known as the General Meeting, will be Scheduled during the 3rd week of each month if necessary. They will Start at least 1 month before the season begins and end with the month Following the end of the season
Each Board Member and each team shall have one vote at the Coaches meeting.
The purpose of the meetings are to provide the Club's coaches an Opportunity to offer their views on important issues and access To information.
The September coaches meeting is designated as the Nominations Meeting.
The meeting following the September meeting will be the Annual General and Elections Meeting.

SECTION 4 Board Meetings will be scheduled during the 1st week of each Month, if necessary. Additional meetings may be scheduled as Required. This meeting is limited to the current Board of Directors.

SECTION 5 Special meetings of the Coaches or Board type may be scheduled to deal With any matter deemed urgent to the Club function. It is limited to A single subject for which the meeting is called. Only Executive Officers have the authority to call Special Meetings, with approval of The Executive Board.

SECTION 6 Committee meetings will be scheduled by the Committee Chairperson of said Committee as required.

ARTICLE 5 REGISTRATION PROCEDURES

SECTION 1 All registration activities shall be directed by the Secretary

SECTION 2 Registration shall be conducted twice a year (Fall and Spring) As follows:

*Registration for returning and new players will be held on the Saturday of the 1st game of the Fall and Spring season.

*Registrations received 20 days after the 1st game will be charged a \$10 late fee

*All current players shall be allowed to register 1st

*Player registration may be completed by mail.

*All returning players' registrations received 21 days or later, after the 1st game will be treated as "new registrations."

*New player registrations will be accepted on a first come, first served basis for available openings.

*Wherever possible, children will be placed on teams by using the following criteria in order of priority:

1. Age – birth year

2. Geographical area (School player attends)

3. Exceptions to these policies may be made by the Board: e.g. hardship cases, team placement by age, etc..

Refunds will only be given if a player was not placed on a Dearborn Soccer Club team.

ARTICLE 6 BONDING

- SECTION 1 All officers, Board Members and others who handle Dearborn Soccer Club funds and properties shall be sufficiently bonded. The cost of Bonding shall be paid for by the Dearborn Soccer Club.
- SECTION 2 It shall be the responsibility of the Secretary to secure the bonds, And retain them in the Club files.
- SECTION 3 It should be reviewed annually by the Finance Committee and Adjusted in value as deemed necessary and appropriate.

ARTICLE 7 FINANCES

- SECTION 1 The operations of the Dearborn Soccer Club shall be financed Through receipt of registration fees and gifts.
- SECTION 2 The registration fees of the Club shall be established by the Board Of Directors for each season.
- SECTION 3 A Club budget shall be established for each season.
- SECTION 4 The expenditure of all Dearborn Soccer Club funds shall be approved By the President,. Blanket expenditure approval may be made for Uniforms and equipment.
- SECTION 5 An Executive Officer may receive or disburse funds. This will Normally be done by the Treasurer. Only Executive Officers will Have check signature authority.
- SECTION 6 Donations: Proposals for gifts to the Club will be subject to Board Acceptance. The President is responsible for presenting all proposals At Board Meetings. All donations and gifts should be utilized for the Benefit of the entire program, with the exception of the Select Team Sponsorship program.
- SECTION 7 Tax Exempt Status (Later)
- SECTION 8 Statement regarding incorporation in the State of Michigan. (Later)

SECTION 9 When the Dearborn Soccer Club is dissolved, all outstanding debts Will be paid 1st and the remaining assets will be donated to the Recreation Department of the City of Dearborn.

ARTICLE 8 POLICIES AND PROCEDURES

SECTION 1 The Dearborn Soccer Club policies are established by a majority Vote of Board Members at any Board Meeting.

SECTION 2 Any policy may be changed or rescinded by a majority vote of Board Members at any Board Meeting

SECTION 3 Each policy shall be stated in letter form, with the date and an Explanation of purpose or intent.

SECTION 4 The Constitution Committee shall publish each adopted policy Or change.

ARTICLE 9 AFFILIATIONS

SECTION 1 League affiliations, organizations, and team sponsorship by the Dearborn Soccer Club is subject to approval by the Board of Directors.

SECTION 2 The Dearborn Soccer Club is currently a member of The Great Lakes Soccer League and affiliated with Michigan State Youth Soccer Association (MSYSA), The United States Youth Soccer Federation (USYSF), and The Federation Internationale de Football Association (FIFA).

ARTICLE 10 RULES OF THE GAME

SECTION 1 The Dearborn Soccer Club and its teams will abide by and support The rules, regulations, and policies of the leagues and tournaments In which they are members of.

CORRECTIONS TO BY-LAWS

PP 2 Article 2 section 1. Remove the word recreational because we want to support select teams and this will agree with pp 12 Article 7 section 6 about donations with the exception of the Select Team Sponsorship program and the fact that many of our teams already now have sponsorship for alternate jerseys. We will also have to amend Article 7 section 6 to cover the fact that we are allowing teams to get sponsorship. We will do this when we get to page 12.

PP 4 Article 7 section 2. Changed to read Two Board members will be selected by the President at the first meeting following the September meeting to serve as the Election Committee. THE UNDERLINED PORTION IS INSERTED BECAUSE WE HAVE NEVER HAD AN ELECTION PROCESS TO SELECT TWO INDIVIDUALS TO COUNT VOTES. THIS WAY WE CAN CONTINUE THE WAY WE HAVE BEEN RUNNING THINGS. IT DOESN'T MAKE ANY DIFFERENCE BECAUSE WHAT THE TWO COACHES HAVE TO DO IS OUTLINED IN DETAIL. THIS JUST MAKES IT LEGAL AND A SMOOTHER WAY OF RUNNING THINGS.

Pp 8 Section 10 Head Referee. Insert the following underlined sentence -- Sets up training program, recruits and trains referees for the Pee Wee and Club program. This is something we really need.

PP 8 Section 11 Tournament Committee. This whole section needs to be revamped because we haven't done this. Each team selects and goes to tournaments on their own. We now have a tournament run by the Dearborn Soccer Club so this now can be the Section 11 Dearborn Soccer Club Tournament: Various individuals appointed by the President, and
Approved by the Board, to assist in the operation
Of the Dearborn Soccer Club Tournament.