

# **PISCATAWAY SOCCER CLUB, INC.**

## **CONSTITUTION AND BY-LAWS**

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**ARTICLE I.**

# CONSTITUTION

## 1. ARTICLE I - NAME OF ASSOCIATION

This Association shall be known as the Piscataway Soccer Club, Incorporated, hereinafter referred to as PSC, or Club, or Association, a private, non-profit Organization.

## 2. ARTICLE II - PURPOSE

The purpose of this Association shall be:

- A. To develop and promote the game of Soccer in the Township of Piscataway.
- B. To foster the athletic skills, the discipline of Team Work and the ideals of good sportsmanship necessary for the enjoyment of the game among the Youth of Piscataway.
- C. To design a Club program which best serves the youth Players in placing each at a level of Competition whereby they will compete with comparable levels of their peers and long term improve their level of ability with the hope of placement and enhancement of the various levels of Youth Soccer with the Club Traveling League, Piscataway Board of Education and other forms of higher Educational Soccer Programs.
- D. To teach and instill in the Youth Players of the Club a sense of Fair Play and Sportsmanship and foster an attitude of proper behavior and action despite adverse actions of others, i.e., if there is a problem the proper method to implement steps to change same.
- E. The Piscataway Soccer Club Inc., is organized for the charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501©(3) of the Internal Revenue Service Code, or the corresponding section of any future federal tax code. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its current or past members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on
  - 1. by a corporation exempt from federal income tax under section 501©(3) of the Internal Revenue Service Code or the corresponding section of any future federal tax code, or
  - 2. by a corporation, contributions to which are deductible under section 170©(2) of the Internal Revenue Service Code or the corresponding section of any future federal tax code

Notwithstanding any other provision of these articles, this corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501©(3) of the Internal Revenue Service Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **3. ARTICLE III - AFFILIATION**

This Association shall be an affiliated branch of, and comply with, the authority of the New Jersey State Youth Soccer Association, the United States Soccer Federation, FIFA, and any other such Youth Soccer Association as may be deemed appropriate by the General Membership. This Association will have no political affiliation, nor engage in partisan politics, nor use funds for the political advancement of any individual or organization.

#### **ARTICLE IV - REGISTRATION FEES**

This Association requires the payment of Membership and Registration Fees for individuals who wish to participate in its programs, said fee to be determined by the Board of Directors, who may increase or decrease the amount of such fees as the need arises. Membership or registration fees may be waived upon application by the member or player to the Board of Directors on the basis of financial hardship subject to the Boards' ability to verify such hardship. Such a decision of the Board of Directors shall be final and binding on the member or player applying.

- A. Those person(s) qualifying for waiver of Registration Fees under the "Financial Hardship" provision of this Constitution shall be required to perform additional "Volunteer" or "Fund Raising" duties as determined by the Board of Directors.
- B. Registration Fees are refundable upon notification to the Registrar prior to the start of the season for Recreational players. There are no refunds of Deposits paid to secure a place on a Travel or SYSL team.
- C. For purposes of this Article the "Start of the Season" for Recreational players shall be three weeks before the first game / Saturday or Sunday of the season and that date shall be stated on the Website.
- D. For purposes of this Article "Notification to the Registrar" shall be effective upon the date of e-mailing to the registrar or of hand delivery to any member of the Board of Directors, of a writing signed and dated by the member requesting the refund, and the reason for the refund. In the event the "Notification to the Registrar" is after the "Start of the Season" or after the the Team is formed, as the case may be for Recreational or Traveling players respectively, only the Board of Directors shall be permitted to allow a refund in whole or in part based upon hardship.
- E. The Changing of Coach / Trainer (Paid or Volunteer) is not grounds for a refund. Coaches and Trainers are not guaranteed.

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#### **4. ARTICLE V - FUND RAISING REQUIREMENTS**

This Association requires members or players to assist in fund raising efforts as deemed appropriate by the Board of Directors in order for the member or player to receive all of the benefits of Regular Members as set forth in the By-Laws. At the June General Membership of each year, the General Membership may opt to

Increase Registration Fees for all members in lieu of Fund Raising or set a Fund Raising Waiver Fee for each player-members not meeting the minimum Fund Raising requirements as set by the Fund Raising Committee. However such change shall not become effective until the next season's registration. A bond in the amount of the Fund Raising Waiver fee can be collected at the time of registration. The waiver fee is returned upon completion of the fund raising requirements for that season. "Bond" must be approved Yearly prior to the Fall Season by the Board of Directors, and must re-approved yearly if so deemed necessary by the board of directors.

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## **5. ARTICLE VI - VOLUNTEER REQUIREMENTS**

This Association requires its members to volunteer a certain amount of time per Season, which is necessary for this Club to function. Said time can be in the form of Club Officer, Coach or Assistant Coach, Team Manager, Committee Member, Field Maintenance Worker or any other position deemed necessary to the Club by the Board of Directors. Failure by a Regular Member to volunteer his/her service during the course of one year may jeopardize his/her Players; future playing in the Piscataway Soccer Club. Those persons serving as Members of the Board of Directors of the Club, or who Perform the duties of Coaches, Assistant Coaches, Members of Tournament Committee, Player Evaluation Committee, Chairman of Fund Raising Committee, and the Chairman of any other Standing Committee, or other Persons deemed appropriate by the Board of Directors shall receive dispensation from Fund Raising efforts for One (1) Player Per Position held Per Season. Such dispensation shall be good for only that person(s) family and cannot be transferred to give credit to any other member.

At the June General Membership Meeting, the Board of Directors may determine an amount for the next year that each Player-Member will be assessed as a Volunteer Waiver Fee in lieu of meeting the volunteer requirement. Each Player-member must either volunteer for a number of hours as deemed necessary by the board of directors for that year as required or pay the Volunteer Waiver Fee. A bond in the amount of the Volunteer Waiver Fee is collected at the time of registration. The Volunteer Waiver Fee is returned upon completion of the volunteer requirements for that season.

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## 6. ARTICLE VII - BY-LAWS

### A. MEMBERSHIP

#### 1. ELIGIBILITY

Any youth residing in the Piscataway area and demonstrating an interest in Soccer, and who meets the age requirements of the Piscataway Soccer Club, Inc. shall be eligible for membership as a Player. Preference will be given to Piscataway Township residents whenever possible.

#### 2. AGE REQUIREMENTS

The term "youth" as applied to the Piscataway Soccer Club, Inc. Traveling League, shall mean an amateur player who has not attained his/her 19th birthday before the first day of August of the Seasonal year in which he/she applies for registration. Age groupings shall be the same as those established by U.S.S.F. and N.J.S.Y. The term "youth" as applied to the Piscataway Soccer Club, Inc. Recreational League, shall mean an amateur player who has attained his/her 5th birthday on or before the 1st Day of August of Fall Season in which he/she applies for registration (age deadline will be the same as those established by the Piscataway Township Educational System for admission to Kindergarten), and who has attained his/her 5th birthday before the 1st of April for the Spring Season.

#### 3. CLASSES OF MEMBERSHIP

- a. **REGULAR MEMBERS:** The Parents and/or guardians of a "Qualified Player" whose membership is in "Good Standing" and who have been approved as members by the Board of Directors. Payment of Registration fees and submission of Registration Form doesn't guarantee membership or qualified payer status within the club. Player must be placed on a team, and approved by the BOD first. )
  - i. **Qualified Players** - A youth player who has been properly registered and has paid the registration fees or obtained a fee waiver from the Board of directors for each season of play.
  - ii. **Past Members** - If the qualifying player for the member has not played for 2 consecutive seasons the player is no longer a "qualified Player" and the membership status changes to that of "Past Member".
  - iii. **"Membership in Good Standing"** - A family's membership includes an obligation to comply with certain duties with respect to each Player in the family. For the Membership to be in "Good Standing", each player in the family membership, for each season registered must have:
    - (a). Satisfied the "Fund Raising Requirement" of ARTICLE V of the Constitution or paid the " Fund Raising Waiver Fee";
    - (b). Satisfied the "Volunteer Requirement" of ARTICLE VI of the Constitution or paid the "Volunteer Waiver Fee ";
    - (c). Complied with any terms or conditions of any disciplinary action and whose membership is not currently "suspended";
    - (d). Complied with any other requirements of the Constitution, By-Laws or Club rules that affect membership status.
  - iv. **Qualification for Office** - Regular Members & Active Past Members shall be eligible to hold office.

- v. **Voting** - Regular Members and Active Past Members are entitled to cast one vote for each. Proxy voting is not permitted. Past Members and spouses can vote in GMM and Elections if they are board members or hold an approved / appointed board position. Non Active Past Members (as deemed so by the Board of Directors) cannot Vote in GMM or Elections.)
- b. **HONORARY MEMBERS:** Those members who are approved by the board of Directors. They will have no voting privileges nor be eligible to hold Office.

#### **4. MEMBER INFORMATION**

Upon paying a registration fee or by signing or acknowledging agreement in a membership application, the member grants to the Board of Directors and Officers of this organization, and other authorized persons and entities, the right to review the information about the member and/or player.

- a. **PRIVACY** – All member information shall be kept private and shall not be sold, rented or lent to any other person or entity. The information may be shared with the following authorized persons and entities if they agree to be bound by these privacy standards:
  - i. Information about member/players may be shared with the authorized coach or coaches of member/player's team.
  - ii. Persons or entities that supply training or other services approved by the Board of Directors may be provided with the Adult Member's Name and contact information.
  - iii. In the event the Affiliate Organization has different privacy rules then their privacy rules supersede.
  - iv. Member information may be used for any legitimate Club purpose by the officers or other administrators of the Club.
- b. **SECURITY** – When member information is shared, the board of directors shall take reasonable precautions to assure that the information is secure from unauthorized access. This shall not prohibit electronic sharing of information, but such sharing shall be protected or secured in some way to achieve a reasonable level of security for non-profit organizations of this type.

#### **5. MEMBERSHIP HANDBOOK**

A handbook may be created and posted on the website by the board of directors. Said handbook is subject to approval by the board of directors. Hard copies will not be distributed due to the cost. They should be available electronically, as all PSC Documents are available on the Club Website.)

#### **6. CODE OF CONDUCT FOR MEMBERS**

All members and their guests of this club shall be bound by this Code of Conduct in every encounter with any PSC member and in any meeting, practice, game, tournament or Affiliate Association sanctioned game. In the event this Code of Conduct is contradicted by weaker rules or in the absence of similar rules, this code of conduct shall apply and supersede:

- a. Do not coach, condemn or criticize your child or any player from the sidelines;
- b. Do not argue with, criticize or debate over calls made by any referee regardless of how bad you may think the call is;
- c. Be courteous, positive & supportive of the team and the coach; Call if missing a game or practice;

- d. Do not argue with the coach on the field - call and discuss it in private;
- e. Support the decisions of the coach and referee with calm & good manners;
- f. Refrain from debates and discussions with parents and players of the opposing team;
- g. Participate in the activities of your child – Try to stay & watch as often as possible;
- h. Make sure your child comes to practices & games on time and prepared;
- i. Either drive your own child or make/confirm any other transportation arrangements.
- j. Do not use profanity in the presence of children and be quick to apologize if your language is offensive to another adult.
- k. All members and Players of the PSC are also bound to the Piscataway Township Model Code of Conduct Township Ordinance and NJ Statute.)
- l.

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## B. GOVERNING BODY

### 1. BOARD OF DIRECTORS

- a. **Board Members** - The Governing Body of the Piscataway Soccer Club, Inc. shall be the Board of Directors, which shall consist of the following Officers:
  - i. President
  - ii. Executive Vice President
  - iii. Traveling League Vice President
  - iv. Two (2) Recreational League Vice Presidents:
    - (a). One for U3 - U7
    - (b). Second for U8 & older
  - v. Secretary
  - vi. Treasurer
  - vii. Registrar
  - viii. Public Information Officer
  - ix. Director of Coaching
  - x. Six (6) Members at Large Parliamentarian.
  - xi. Webmaster
- b. **Right To Inspect Records** - Each member of the Board of Directors shall have the right to inspect and obtain copies of any club records, registration records or financial records of the club.
- c. **Appointed and Elected Positions** - All positions are elected offices except for: the Members at Large, Webmaster and Parliamentarian which are appointed by the President, subject to the approval of the Board of Directors.
- d. **Resolutions of the Board of Directors** - All resolutions made by said Board shall be duly recorded by the Secretary, distributed to the Board of Directors within thirty (30) days, any corrections of errors, amendments to include missing agenda items, or questions shall be submitted to the Secretary. Resolutions of the Board of Directors shall be posted to the official Club Web Site within thirty (30) days.-All resolutions of the Board of Directors will additionally be published in the Club Newsletter.
  - i. Resolutions of the Board of Directors are final and binding except if overturned by a 2/3 vote of the Regular Members at a General Membership Meeting, providing a Quorum is present as stated in this Constitution and By-Laws.



- e. **Duties of the Board of Directors** - The Board of Directors shall be responsible for the enforcement of the provisions of the Constitution and By-Laws and to undertake or cause such acts as may be necessary to attain and maintain the non-profit and the corporate status of this organization. This shall include, but is not limited to the maintenance of business and accounting records, receipts for all expenditures, retention of corporate resolutions and minutes, and filing of tax returns or other reports to government entities as may be needed from time to time.
- f. **Powers of the Board of Directors** - The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, team assistant, parent or other member, or Club Officer.
  - i. Except where direct action by the Board of Directors is expressly permitted in these By-Laws, no sanctions shall be imposed by the Club prior to affording the member, player, coach or officer, the right to be heard. At the option of the Board of Directors, the right to be heard is before either the Board of Directors or the Discipline Committee; this provision shall not detract from the right of an Affiliate Association to impose sanctions in accordance with their Constitution and By-Laws
  - ii. In emergency situations whereby the majority of the Board of Directors deems it appropriate to take emergency action they may vote to temporarily suspend any Member, Player, Coach or Officer from participation with the Club until such time as the Grievance Committee may hear the matter.

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## 2. ELECTED OFFICERS

- a. **PRESIDENT**
  - i. Presides at all meetings; serves as Chief Executive Officer of the Association; serves as Ex-Officio member on all committees; in general, ensures the rules, policies, principles and provisions of the By-Laws of this organization, as well as any affiliated association, are adhered to by the members.
  - ii. Carries out such duties as are prescribed by the By-Laws and ensures all Officers of the Association fulfill their prescribed duties and responsibilities.
  - iii. Appoints all chairpersons of standing or temporary committees where necessary and/or prescribed in the By-Laws. Delegates authority to carry out any and all Club functions whenever necessary.
  - iv. Serves as *Secondary* or Backup liaison with any and all affiliated associations and organizations; and Principal Liaison with Township Organizations, Governmental and/or Educational bodies, agencies or representatives. Has the responsibility to report back to the Board of Directors any and all discussions and/or decisions resulting from these meetings, as well as to the membership at the next regularly scheduled General Membership Meeting.
  - v. Subject to the approval of the Board of Directors, appoints the Members at Large, Webmaster and Parliamentarian of the Piscataway Soccer Club.
  - vi. Serves in the capacity of Tie-breaker in all matters which require a majority vote, by abstaining from said vote, unless the same should result in a tie, and then by casting a vote to break such tie.
  - vii. The President may vote on any issue which requires a Two Thirds (2/3) Plurality and in Election of Officers.

**b. EXECUTIVE VICE PRESIDENT**

- i. Functions as replacement for the President in absence of said Officer.
- ii. Carries out such duties as are designated by the By-Laws.
- iii. Administers the Insurance Program, files Accident Reports and submits recommendations for such changes as may be deemed appropriate to the Board of Directors.
- iv. Inspects and evaluates field conditions and makes final decisions on cancellations of games in their respective League due to poor or dangerous field conditions, unless otherwise delegated by the President or the board of directors.
- v. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.
- vi. Shall assist the treasure by submitting a budget for the Exec VP responsibilities yearly
- vii. Serves in the capacity of Club Equipment and Uniform Purchase Chairperson or delegates such authority to another person, responsible for supplying all Uniforms team and player equipment required.

**c. TRAVELING LEAGUE VICE PRESIDENT**

- i. Serves as the duly authorized representative and spokesperson for the members of the Traveling League at all Club Affiliate Association and State functions and Meetings.
- ii. Carries out such duties as are designated by the By-Laws.
- iii. Shall be responsible for ensuring either by direct action or delegation of authority, all duties and responsibilities required to provide for the general maintenance of operations, activities and equipment related to the Traveling Teams are performed and fulfilled.
- iv. Shall be responsible for scheduling of Games and field maintenance for the Traveling League.
- v. Inspects and evaluates field conditions and makes final decisions on cancellations of games in their respective League due to poor or dangerous field conditions, unless otherwise delegated by the President or the board of directors. Makes and submits recommendations to the Board of Directors on the appointment or reappointment of Coaches and Assistant Coaches. Such Appointments subject to Board of Director approval.
- vi. Makes and submits any and all recommendations to the Board with respect to field conditions, equipment or other modifications or improvements, including rules of play, which are deemed appropriate subjects to be addressed either internally or through Affiliate Association in the best interest of the Club.
- vii. Shall have the authority to form a committee to assist him/her in fulfilling these duties.
- viii. Acts as an informal mediator of disputes between coaches and between coaches and other club members.
- ix. Shall carry out directly or by delegation of authority, any and all other duties and responsibilities which may be required in the best interest of the Traveling League.
- x. Ensures proper adherence to the By-Laws by all Coaches, members and players of the Traveling League.
- xi. Serves as member of the Board of Directors with all rights and privileges accorded such membership.
- xii. Shall assist the treasurer by submitting a travel budget yearly.
- xiii. Shall serve as Ex-Officio Member of any/and all Committees related to the Traveling League.

- d. **RECREATIONAL LEAGUE VICE PRESIDENTS** - Each respective Recreational Vice President shall perform the following duties for their respective divisions as outlined in Article VII. B. 1. a. iv. of this Constitution and By-laws:
- i. Serves as the duly authorized representative and spokesperson for the members of the Recreational League at all Club functions and meetings, as well as a participant in any Affiliate Associations whereby the subject matter relates strictly to Recreational Teams and/or Players.
  - ii. Carries out such duties as are designated by the By-Laws.
  - iii. Shall be responsible for ensuring, either by direct action or delegation of authority, all duties and responsibilities required to provide for the general maintenance of operations, activities and equipment related to the Recreational League are performed and fulfilled.
  - iv. Shall be responsible for scheduling of games and field maintenance for the Recreational League.
  - v. Shall carry out directly or by delegation of authority any and all duties and responsibilities required in the best interest of the Recreational League.
  - vi. Ensures proper adherence to the By-Laws by all coaches, members and players of the Recreational League.
  - vii. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.
  - viii. Either by direct action or delegation of authority serves on the Player Evaluation Committee with the right to attend meetings, express views and concerns and assist the Committee in any way possible to accomplish and fulfill its duties and responsibilities and to encourage Recreational Players to seek placement with Traveling Teams.
  - ix. Serves as Ex-Officio member of any and all Committees related to the Recreational League.
  - x. The Recreational VPs shall attempt to balance the teams seasonally, which may require the movement of players and or whole teams as deemed necessary to achieve a fair balance of play as per the purpose of this club. Said Balancing must be submitted to the board of directors for approval. Shall assist Treasurer by developing an Recreational Budget yearly.
- e. **SECRETARY**
- i. Records minutes and attendance at all formal meetings. Distributes copies of said minutes to each member of the Board of Directors and posts them to the official Club Website within thirty (30) days of said meeting. Shall publish an Annual Schedule of all Board of Director and General Membership Meetings on a Seasonal Basis (Fall or Spring) and shall make available to all Club Members). Handles all details for meetings, including arrangements for locations and notice to members.
  - ii. Maintains copies of all correspondence and/or prepares such correspondence with appropriate bodies and agencies.
  - iii. Maintains current and all past copies of all Board of Director's and General Membership Meeting minutes, resolutions and all other corporate documents. Assures that an original and one copy of these records are maintained at two different locations in the event of destruction of the originals in fire or other casualty.
  - iv. Fulfills all such duties as are prescribed in By-Laws, obtaining any and all assistance needed, either by direct action or delegation of authority to ensure the best interest of the Club.

- v. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.
- f. **TREASURER**  
Signs all checks and dispenses all Club funds for approved expenditures and complies with procedures for expenditures in ARTICLE VII. C. 3. The signature of one other officer designated by the Board for checks which exceed \$10,000.00 is necessary.
  - i. Carries out such duties as are designated by the By-Laws.
  - ii. Keeps financial records of the Organization, including receipts and vouchers, which can be reviewed upon request by the Board of Directors and the General Membership.
  - iii. Prepares a financial statement for each meeting of the Board of Directors and/or General Membership.
  - iv. Prepares and submits to the Board a proposed budget, projecting operating expenses for each upcoming season of play, at least six (6) weeks prior to the season start up from individual budgets submitted by the Travel VP, the Recreational VP, Executive VP, and other committee chairs or directors as required.
  - v. Serves as a member of any and all committees that are charged with authorizing expenditures of Club funds or with the raising of Club funds and is accorded all rights and privileges of members of such Committees.
  - vi. Receives and makes appropriate distribution of all financial assets of the Club in accordance with the By-Laws or decisions of the Board of Directors.
  - vii. Shall ensure, either by direct action or delegation of authority, the financial records be audited at the conclusion of each fiscal year, if so required by the Board of Directors, or by a 2/3 quorum request by the membership at a General Membership Meeting.
  - viii. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.
- g. **REGISTRAR-** By direct action or delegation of authority shall:
  - i. Receives all registration applications and registration fees, for the upcoming season; he/she has the authority to appoint a committee to assist with these duties.
  - ii. Sets up Registration Deadline and dates for "Open Registration" for each season in conjunction with the Player Evaluation Committee and the approval of the Board of Directors.
  - iii. Turns over all registration fees, Volunteer Bond, and Fund Raising Bonds to the Treasurer within thirty (30) days of receipt.
  - iv. Maintains all registration forms and applications for membership. Prepares for the Player Evaluation Committee and for each Vice President a list of Registered Players for each division.
  - v. Compiles a listing of parental volunteers for use by the Board of Directors. Maintains the list of members that have received volunteer completion cards from the respective committee chair for satisfactory completion of the volunteer requirement.
  - vi. Fulfill all such duties as are prescribed by the By-Laws, obtaining any and all assistance needed either by direct action or delegation of authority to ensure the best interest of the Club.
  - vii. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.
  - viii. Attend the Traveling League Player Selection Meeting to resolve any and all disputes over Registrations.

- ix. Maintain a list of all Registered Players for a period of One (1) Seasonal Year (Fall/Spring or Spring/Fall) and supply contact information on Request by any member of the Board of Directors of said total list.
  - x. Ensures that no Player, or member, may Play with the Club unless properly registered in advance.
- h. PUBLIC INFORMATION OFFICER**
- i. Establishes contact and rapport with the various forms of News Media covering the Piscataway Area (including but not limited to Newspapers, Radio and Television, and Cable).
  - ii. Disseminates to such News Media items and articles of interest to the Membership.
  - iii. Prepares and distributes Club Newsletters.
  - iv. Assists other members of the Board of Directors in the preparation of material for dissemination.
  - v. Performs any and all other similar duties as requested by any member of the Board of Directors or by the Board majority.
  - vi. Arranges for distribution of information concerning Coach Clinics
  - vii. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.

### **3. APPOINTED OFFICERS**

- a. DIRECTOR OF COACHING -**
- i. Develop, Implement and Manage a training curriculum that will guide player progression from U3 through U18 age groups.
  - ii. Provide direction to Recreational and Travel coaches to ensure they understand and can deliver the training specified in the curriculum to their players.
  - iii. Develop and implement a training program for coaches to enhance their ability to provide appropriate training to their teams.
  - iv. Periodically evaluate coaches and provide feedback and improvement suggestions to them.
  - v. Develop and support minimum license requirements for all coaches.
  - vi. Act as a liaison to NJYS, US Soccer, NSCAA and other national organizations to offer appropriate training programs and courses for coaches.
  - vii. Create a standardized process for coach and player evaluation.
  - viii. Coordinate and support travel team tryouts.
  - ix. Assist in the selection process of travel team coaches.
  - x. Provide monthly reports at PSC Board of Director meetings.
- b. MEMBERS AT LARGE**
- i. Responsible for specific duties as assigned by the President. Members at large have the same authority and similar responsibilities as other board members but may change their roles as the club moves forward.
  - ii. Serve on committees at the request of the President.
  - iii. Be available to perform miscellaneous duties as requested by the President.
  - iv. Attend all board meetings.
  - v. Provide monthly reports at PSC Board of Director meetings, depending upon their current responsibilities.

- vi. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.
- vii.

c. **PARLIAMENTARIAN**

- i. Interprets all Rules of Parliamentary Procedure, including this Constitution and By-Laws, Roberts Rules and any other applicable Affiliate Association Rules governing the same.
- ii. Shall have full and total authority to determine any disputes arising over the interpretation of same.
- iii. Shall have full and total authority to stop any discussion or decision of the Board of Directors or General Membership should he/she determine such discussion or decision is in violation of the Club Constitution and By-Laws, Roberts Rules or any other rules governing the same. Such a decision shall be final and binding on all parties.
- iv. Serves as an advisor to; with right to attend any and all meetings, and Shall ensure that proper Parliamentary Procedure is adhered to at all times at all meetings of; the Club, Board of Directors and the various Committees thereof.
- v. Presides over all Elections of Officers, and Amendments to the Constitution and By-Laws of the Piscataway Soccer Club.
- vi. Presides over Election Procedures and Prepares Ballots both known and blank in event of Contested Positions from Floor of General Membership Meeting.
- vii. The office of Parliamentarian is an advisory position created with the intent of providing guidance to various boards, committees and the membership on the proper methods for effecting changes. Therefore any and all decisions made by the Club Parliamentarian may be overturned as follows:
  - (a). If decision related to committee, by a Two-Thirds (2/3) vote of committee present, to continue on and submit recommendation to Board of Directors for final approval.
  - (b). If decision relates to general membership by a Two Thirds (2/3) vote of the general membership present, in accordance with this Constitution and By-Laws.
  - (c). If decision relates to Board of Directors by a Two Thirds (2/3) vote of the members of the Board of Directors present.
- viii. This position may be held by any Club member deemed appropriate, and nominated by the Club President subject to the approval of the Board of Directors.

*Holds an advisory position on the Board of Directors and thus has no vote.*

d. **WEBMASTER**

- i. Shall design and create the official Club Web Site and shall comply with the security and privacy policies of the Club concerning the information distributed through the web site.
- ii. Shall update the content of the website and/or provide a method to allow authorized members to update the content of the web site.
- iii. Shall not infringe copyrights and shall periodically review member created content for copyright violations.
- iv. Shall provide technical assistance, training and advice to the Board of Directors for the use of the web site.
- v. Shall maintain the web site in proper functioning order, track and submit invoices for Domain Names, Hosting or other expenses and provide assistance to users concerning the use of the web site.

- vi. This position may be held by any Club member deemed appropriate, and nominated by the Club President subject to the approval of the Board of Directors
- vii. Serves as a member of the Board of Directors with all rights and privileges accorded such membership.

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#### 4. TERMS OF OFFICE AND ELECTION PROCEDURE

- a. **ELECTION OF OFFICERS** - Elected Officers shall serve for two years, commencing July 1st and ending June 30<sup>th</sup>. Elections will be held at the conclusion of the Spring Season, at the June General Membership Meeting. Regular Members shall be notified at least ten (10) days prior to the June General Membership Meeting, of said election of Officers, by the Secretary. Candidates seeking Office must be regular Members, or active past members, of this Association for two full seasons prior to nomination and in good standing.
- b. **VOTING PROCEDURES**
  - i. The officers shall be elected by a simple majority of the general membership present at the June General Membership Meeting (a quorum is not required).
  - ii. By the end of March, the President will, with the Board of Directors approval, appoint a Nominating Committee.
  - iii. By April 15, the General Membership will be notified about nomination procedures and all deadlines.
  - iv. On May 15, or such date set by the Nominating Committee, with the Parliamentarian's approval, nominations will be closed.
  - v. The Nominating Committee shall submit names of all prospective candidates for each Office turning same over to Club Parliamentarian, after such approval, the Nominating Committee will publish and/or post the list of candidates for each position by May 15, or such date as approved by the Parliamentarian.
  - vi. Contested Offices shall be voted by Secret Ballot.
  - vii. The Secretary shall cast one vote for each uncontested Office.
  - viii. In the event of a Tie vote, a re-vote will be taken that night by Ballot.
  - ix. Only in the event that there are no candidates for any specific Office, the Secretary will accept nominations from the floor at the General Membership Meeting. If no one is nominated from the floor, the Board of Directors shall seek out a candidate to fill said Office with approval of the BOD at the Next BOD Meeting.
  - x. Members seeking election to Contested Office shall be allowed Five (5) Minutes to state their objectives and goals, and answer questions, and then will leave the Meeting until the Balloting is complete.
  - xi. In any Contested Office, the Secretary will record ONE (1) vote for each candidate as part of the election process, as if the candidate voted for himself or herself.
  - xii. All members of the Board of Directors may vote in Elections.
- c. **VACANCIES IN OFFICE**
  - i. In the event that any Office of the Board of Directors becomes vacant, the President will appoint any Regular member who would be otherwise qualified to seek such office until it can be filled by a pro-temp person appointed by a majority vote of the Board of Directors, such appointment to be made within thirty days of said vacancy. If the Presidency becomes vacant, the Board of Directors will appoint a new President Pro-temp.

- ii. Eligible members for Office are prohibited from holding more than one office at a time.
- iii. Any Officer on the Board of Directors who is absent from three board meetings, and not excused, or who does not fulfill his/her obligations as prescribed in these By-Laws may be removed from the position by a majority vote of the Board of Directors.
- iv. Such interim or temporary appointments shall be effective from the date of said action until the next regular elections held at the June General Membership Meeting.
- v. In the event any officer is excused for a meeting, said Officer may delegate a temporary replacement or may have any other member of the Board of Directors give their respective report and/or perform the duties of said Office. Said BOD member may delegate voting privileges and responsibilities at BOD and GM Meetings.

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## **C. FINANCE**

### **1. FISCAL YEAR**

The fiscal year of this Association shall begin on the first day of July and end on the 30th day of June.

### **2. INCOME**

All monies deposited or received from any source by the Piscataway Soccer Club or any of its members or officers shall be turned over to the Treasurer as quickly as possible. Anyone receiving any monies for Club, unless exempted from doing so by the Treasurer shall turn over such funds within Thirty (30) days of receipt thereof.

### **3. EXPENDITURES**

Expenditures of Club funds shall be limited to uniforms, equipment and supplies for both players and fields, awards or any other expenditures which are deemed appropriate by the board of Directors.

- a. Expenditures of less than One Thousand (\$1,000) Dollars may be authorized by any member of the Board of Directors and approved by the Treasurer.
- b. All expenditures of Club funds in excess of One Hundred (\$100.00) Dollars shall be approved by the Board of Directors.
- c. All expenditures exceeding Ten Thousand Dollars (\$10,000.00) shall require the signature of the Treasurer and one other designated member of the Board of Directors.
- d. Expenditures of Funds by individuals on behalf of the Club shall be reimbursed only upon presentation of appropriate documentation.
- e. Vendor expenses in excess of Ten Thousand Dollars (\$10,000.00) Dollars must be invoiced.
- f. Expenditures of any amount, for any purpose sanctioned by the Board of Directors may be authorized in advance by the utilization of a Line Item Budget approved by the Board of Directors with the Total Expenditure not to exceed the Total Budget Approved but the party or parties responsible for such having the right to adjust individual Line Item Amounts.
- g. Team Coaches shall account to the Treasurer for checks or cash received for referee fees.
- h. No expenditure shall violate rules applicable to non-profit organizations or potentially jeopardize the non-profit status of this organization. All expenditures shall be receipted with reasonable documentation or notations supporting the purpose of the expenditure. Expenditures from any fund raising or donations by either the Recreational or Traveling Leagues or by any



team shall not be treated differently than expenditures from funds generated through registration fees.

- i. Any officer, or member of the board of directors, or member of this organization that retains money belonging to the organization, authorizes, expends, spends, deducts, sets off against or withdraws from the accounts of the organization, or who fails to deposit into the accounts of the organization, or who fails to properly collect a fee for registration or other service or benefit, shall be personally liable to the organization for such amounts, together with statutory interest and reasonable counsel fees and costs that may be incurred by the club in collecting such amounts.

#### **4. FUND RAISING AND AWARD EXPENDITURES**

- a. All Fund Raisers, whether League, Team or Club, must be approved by the Board of Directors prior to the beginning of such event.
- b. All PSC funded Awards must be approved by the Board of Directors prior to the ordering, purchase or distribution of same.

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#### **D. STANDING COMMITTEES**

The chairperson of each committee shall acknowledge as necessary for each committee member when he or she has satisfied the Volunteer Requirement as a result of work performed on that committee.

##### **1. REGISTRATION COMMITTEE**

A Registration Committee may be established by the Registrar to assist him/her in the performance of the duties of said Office, as he/she deems appropriate.

##### **2. FUND RAISING COMMITTEE**

- a. A Fund Raising Committee shall be appointed on a yearly basis by the President as stated in Article V of this Constitution and By-laws.
- b. This Committee shall determine and recommend to the Board of Directors the source of such fundraising, which will be required of the members of the Club.
- c. This Committee shall monitor the fund raiser and obtain any and all material or equipment to implement said fundraiser, including, but not limited to any and all Township, County, State or Federal Licenses or Permits required for such fundraiser.
- d. This Committee shall receive all funds raised as a result of such fund raisers, and shall turn over, within thirty (30) Days to the Treasurer, all funds received, together with a financial report of such efforts indicating which members have satisfied the fund raising requirement.

##### **3. NOMINATING COMMITTEE**

There shall be a Nominating Committee consisting of three Regular Members of the Club appointed by the President, one who shall serve as the Chairperson of the committee. This shall be done by the end of March in years when the June Membership Meeting will have elections as set forth in ARTICLE VII. B. 5.

- a. The Nominating Committee shall receive all applications for prospective Candidates for Office which may be filed either in writing or verbally. The Committee shall review same and determine the applicant's eligibility for Office as outlined in the Constitution and By-Laws. Upon determining eligibility the Nominating Committee shall turn over all approved applications to the Club Parliamentarian who will prepare ballots for election.

- b. Members of the Nominating Committee may not seek Elected Office.
- c. The Nominating Committee shall not endorse any specific Candidate, and will refrain from any public statements.

#### 4. DISCIPLINE/GRIEVANCE COMMITTEE

A committee composed of a Chairman, appointed by the President, and four (4) Members of the Club, chosen by the Board of Directors from a cross Section of Club Membership shall convene to hear such Protests, complaints, grievances, and recommended Disciplinary actions against any member of the Board of Directors or the Club received by the Board of Directors. Said Committee shall be appointed on a yearly basis. In addition to any penalties that may be assessed by any Affiliate Association this Club has the right to hear Grievances, Concerns and convene Disciplinary Action against any Member, Player or Officer. The Grievance and Discipline Committee shall receive any and all such complaints and proceed in accord with the procedure set forth below:

- a. **Grounds for Complaints** - Only violations of the Constitution and By-Laws of the Piscataway Soccer Club, its rules, duties and regulations, misapplication of these laws and the laws of any Affiliate Association if applicable to the case at hand, or any issue or matter of concern which may have a detrimental impact on the potential to fulfill the stated purpose of this Club shall be a proper subject to consider for a complaint.
- b. **Non-Disclosure Pending Final Outcome** - Neither shall the accused nor the complainant publicly disclose the allegations of a pending formal complaint. Parents of players are considered part of the public. This shall not preclude any party to inquire of any person, knowledge of facts being investigated in a grievance. Players and parents shall not be rallied in support or opposition to any pending grievance.
- c. **Publication of Final Formal Grievances** - The results of all "Formal Complaints" shall be published in the Club Newsletter and website. No youth player's name shall be published.
- d. **Informal Dispute Resolution Procedure** – Without limiting any member's right to directly file a formal grievance or to contact police in the event of a criminal act, an aggrieved members shall follow this procedure to standardize and expedite Informal Dispute Resolution:
  - i. **Walk Away** – Avoid becoming involved in a dispute by first removing yourself from the situation and allowing time for everyone to calm down.
  - ii. **Report Conduct to Referee** – All referees have the power to discipline players, coaches or spectators. This power includes, but is not limited to ejecting any disruptive person from the field.
  - iii. **Coaches & Club Officials** - If the referee is not licensed or the conduct is not at a game, then seek a conference with both team's coaches and/or any club officers that may be present. The coaches and club officers shall support the referees and attempt to resolve the dispute under the inherent powers granted to the referee of a game, or shall otherwise seek to restore calm and maintain safety as their primary concern.
  - iv. **Informal Notice to Club Authorities** – Whether or not resolved, any member has the right to notify club authorities in the event of a dispute or other circumstances that they feel should be brought to the club's attention:
    - (a). **Referee Coordinator** – Should be notified about poor calls, lack of training or intimidation of referees or other situations involving referees

- (b). **League Head Coach** – Should be notified about disputes between coaches or the conduct of any coach at any club sanctioned event that violates the “[Coaches Code of Conduct](#)” ([ARTICLE VII. F. 6.](#)).
  - (c). **League Vice President** – May be notified about conduct of any club member, guest or coach at any sanctioned event for that league that violates the applicable Code of Conduct, Constitution, By-law, or other law of the Club.
  - (d). **Discipline/Grievance Committee Chairperson** - May be notified about conduct of any club member, guest or coach that violates the Constitution, By-laws, applicable Code of Conduct or other law of the Club.
- e. **Formal Grievance, and Appeal Procedure**
- i. **Written Complaint** - Formal grievances or protests shall commence by a complaint setting forth grounds in writing or by e-mail, submitted to the Secretary of the Board or any member of the Board of Directors.
  - ii. **Who May File** - Any regular member or active past member of the Club in “Good Standing” shall have the right to lodge a grievance with the Board of Directors by filing a written complaint.
  - iii. **Notification of Complaint** - When the Secretary or any Board member receives said complaint, he/she shall, within seven (7) days notify the President of the Club who will notify the Grievance Committee to hear such complaint. The Grievance Committee shall distribute a copy of the complaint to the entire Board of Directors and to the accused.
  - iv. **Informal Meeting** - The Grievance Committee shall, within ten (10) days of receipt of said complaint, convene an informal meeting with the accused and the Complainant. The Committee shall afford the accused and the complainant the opportunity to discuss the matter informally in an attempt to resolve same. The committee may reject any resolution that is not in the best interests of the Club or sets an undesirable precedent.
  - v. **Hearing** - Failing resolution, the committee shall within 30 days after the informal meeting, hear and weigh all information given to them by any individual having knowledge of same and conduct additional investigations where warranted, and review the Constitution and By-Laws.
    - (a). The Committee may conduct investigations prior to and outside of the Hearing. The results of such investigations shall be disclosed to all parties.
    - (b). Committee shall hear any and all parties having direct knowledge of incident
    - (c). The committee may limit:
      - (1). the subject matter of witnesses that are not relevant, used only as character witnesses or are expected to testify to repetitive subject matter
      - (2). length of time for presentation and
      - (3). quantity of witnesses.
    - (d). Person(s) unable to attend may submit written report of their observations. However the credibility and weight given to same will be determined by the Committee
    - (e). A regular member that is requested by a party or the committee to appear as a witness may be excused upon good cause shown. An excused witness who otherwise cooperates with the committee shall not be subjected to discipline for failing to appear. Willful and unexcused failure to appear at a hearing as a witness and refusal to provide an affidavit may be grounds for discipline against such member.

- (f). Information from Person(s) not appearing at said hearing and received subsequent to the hearing, shall not be considered and not be grounds for reconsideration of the decision .
  - (g). The committee may hold hearings that are closed to non-parties.
  - (h). No player or minor may be called as a witness without the express written consent of the parent or legal guardian.
  - (i). The Committee may issue interim orders concerning procedures, disclosure and scheduling prior to or during any hearing.
- vi. **Decision** - Within ten (10) days of completion of such investigations and hearing, the Committee shall submit a written report to the Secretary of the Board of Directors, with copies to the parties, setting forth any and all justifications for their decisions and recommendations.
  - (a). Committee shall recommend to the Board of Directors any and all actions they deem appropriate.
  - (b). The committee shall consider not only the resolution of the complaint between the parties, but also the effect that any conduct revealed in the investigation may have on the club as a whole.
  - (c). Decisions of the Grievance Committee shall be final and binding on all parties except where same are within the jurisdiction of the appeal process of the Affiliate Association.
  - (d). Any penalties or sanctions recommended by the Grievance Committee shall be implemented immediately and the affected party shall serve such penalty or sanction (including suspensions) during any appeal process.
- vii. **Appeal** - The Board of Directors shall have the right to accept or modify Committee findings and recommendations as same relates to the penalty only; but will not have the authority to reject any finding of innocence or guilt.
  - (a). **Time Period** - Within ten (10) days of the Decision, any penalty or sanction imposed is subject to appeal to the Board of Directors on the limited grounds of being too extreme or excessive.
- viii. **Reconsideration** - Should additional information become available which should cast doubt on Committee findings or recommendations, the Board of Directors shall refer the matter back to the Committee for reconsideration.

## 5. PLAYER EVALUATION COMMITTEE

The Player Evaluation Committee shall be composed of a Chairperson, appointed by the President, and a minimum of five (5) and a maximum of nine (9) members, chosen by the President and the Committee Chairperson, subject to the approval of the Board of Directors. The PE Committee shall administer the Guidelines for Player Evaluations and Team Selections, in addition to any other membership duties required by the Constitution and By-Laws.

- a. **Player Evaluations** - All players aged 7 and above shall be evaluated by the Player Evaluation Committee as a condition of placement on any Recreational or Traveling Team.
  - i. Evaluations shall be conducted as set forward by the PEC.
- b. **Team Creation and Player Assignment** – After the evaluation process is complete, the PE Committee shall create the teams as set forth by the PEC.
- c. **Rights and Duties of the Committee:** –Said Committee shall have the right to:

- i. **Set Scoring and Evaluation Systems.** – The rules, methods and procedures for scoring and evaluation are created by the Player Evaluation Committee and approved by the Board of Directors.
- ii. **Scheduling** - Set the date for evaluations of players by division and make-up dates to be approved by the Board of Directors.
- iii. **Attend Board Meetings** - Attend any and all Board of Director or Membership Meetings and express their point of view on any of the above-specified subjects
- d. Once a player has been assigned to a team after the completion of the evaluation and Traveling League team selection process, that player may not be removed from that team without the consent of the parent or guardian except for serious misconduct. A player may be removed from a team as a result of a formal disciplinary action by the grievance committee for insubordination, fighting, habitual absence or lateness or other serious misdeeds by the player that significantly interfere with the proper administration of the club or a team or otherwise jeopardize the health or safety of any person (Model Code of Conduct applies). A player that is removed from a team by the discipline committee shall not be entitled to a refund. The spot on the team is for one seasonal year until the next tryout process and team selection.

## 6. TOURNAMENT COMMITTEE

- a. The President, subject to the Board of Directors approval shall appoint a Chairman of the Tournament Committee on an annual basis.
  - b. The Chairman of the Tournament Committee shall appoint various Sub Committee Chairperson(s) to coordinate the various functions and duties which must be performed to hold the Tournament.
  - c. The Tournament Committee shall prepare and submit for Board of Director approval an Annual Budget. The Committee shall have the right to transfer funds from individual Line items for purpose of funding other line items but does not have the authority to exceed the Total approved budget.
  - d. The Tournament Committee shall prepare and distribute invitations, Rules of Play Game Schedules etc. to any and all interested parties.
  - e. Subject to Board of Director approval the Tournament Committee shall establish the date of said Tournament.
7. **TEMPORARY COMMITTEES** - The President may appoint any and all Temporary Committees which the Board of Directors deems appropriate to complete and fulfill the expressed purpose of the Club as set forth in the Constitution and By-Laws as such need may arise

## E. COACHES

All persons seeking to coach any PSC team shall agree to a criminal background check. The information obtained in the check shall not be disclosed to third parties or to the membership or public. The information will be held in strict confidence by the Board of Directors and their authorized designees to evaluate, in their sole discretion, whether any convictions for crimes or misdemeanors create an unreasonable risk to the health or safety of youth players.

## 1. COACHING LICENSE

Team Head Coaches and Team Assistant Coaches shall obtain a minimum National or State License prior to the start of their second (2<sup>nd</sup>) season (either Spring or Fall) of coaching, unless the Affiliate Association in which such person coaches, has stricter requirements. The club will

reimburse the cost of any fees incurred by a Team Head Coach or Team Assistant Coach in obtaining any National or State Soccer Coaching License. The license required shall be determined by the age of the youth players being coached:

- a. **Players under 11 years of age** - "F" Level Coaching License
- b. **Players 11 – 19 years of age** - "E" Level Coaching License

## **2. TEAM COACHES**

- a. Team Coaches shall be volunteers appointed by the respective Vice Presidents and approved by the Board of Directors for the seasonal year. Said Coach shall serve in such capacity unless removed as a result of a formal Grievance Procedure or by a two-thirds (2/3) vote of the Board of Directors.
- b. Team Coaches shall select Assistant Coaches, subject to qualification and approval by the respective Vice Presidents;
- c. Team Coaches may also select a Team Manager or Team Contact, and/or any other Team parent or guardian whose assistance might be required to manage the team or whose participation might be required on Committees set forth in this Constitution and By-Laws.
- d. All Team Coaches shall attend, or send a designated representative to all General Membership Meetings and their respective league coach meetings as required and specified in this Constitution and By-Laws. Failure to do so may be justification for removal by direct action of the Board of Directors.

## **3. ASSISTANT COACHES:**

- a. The Assistant Coach shall be a volunteer appointed by the Team Coach, subject to approval by the Board of Directors, and shall perform such duties as may be designated by the Team Coach and to generally assist the Team Coach in performing his/her duties. A minimum of an F License is required, and must be obtained within one year.
- b. The Assistant Coach shall carry out any and all duties of the Team Coach in his/her absence.
- c. Assistant Coaches shall be required to obtain the same minimum National/State License Level and do so within the same time frames as specified and required for the Team Coach.

## **4. CODE OF CONDUCT FOR COACHES**

All persons acting in any capacity as an assistant coach, team manager or team contact shall be bound by this Code of Conduct in every encounter with any PSC member and in any meeting, practice, game, tournament or Affiliate Association sanctioned game. In the event this Code of Conduct is contradicted by weaker rules or in the absence of similar rules, this code of conduct shall apply and supersede.

- a. Play every player at least half the game, look for chances to balance playing times, unless for disciplinary reasons, as circumstances of the game allow. U13 and up may decrease any players playing time to one fourth of the game.
- b. Know the rules of the game, and teach them to your team.
- c. Show courtesy as you expect courtesy.
- d. Treat the players as your own kids.
- e. Play the game competitively, but not abusively! Never degrade a player. Never threaten to cut a player or use other negative forms of motivation.
- f. Do not run up the game scores.

- g. Look out for both the physical and mental well-being of your team.
- h. Be calm & accept the referee's calls.
- i. You are the leader of the team. Set a good example & high standards.
- j. Do not swear or make loud offensive remarks to anyone on the field.
- k. Communicate with team parents often. Do not discuss a problem or concern with a player in front of other players or parents.
- l. Be positive; avoid public confrontations with referees, parents or opponents.
- m. Teach your players good skills, or use someone (trainer) who can.
- n. Be firm & fair with parents, but don't tolerate abusive or bad comments.
- o. Delegate jobs & encourage involvement.
- p. Provide good guidelines for parents.
- q. Settle any disputes off the field and after the game (by telephone).
- r. U12 and under 50% minimum playing time per player per game is required. U13 and up 25% minimum playing time per player per game is required.

## **F. RULES OF PLAY**

The Board of Directors, in conjunction with the recommendations of the Vice Presidents, League Head Coaches and Referee-Coordinator, shall approve and cause the Public Information Officer to publish (or duplicate) Rules of Play as prescribed by FIFA and/or modified by the Affiliate Association or the Recreational League of the Club. Such Rules of Play shall be separate and apart from the Constitution and By-Laws and may be amended, modified or added to by a majority vote of the Board of Directors, except where such change has not been accepted by the Affiliate Associations. No Rule of Play shall be adopted which is contrary to the Constitution and By-Laws which supersede Rules of Play.

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## **G. MEETINGS**

### **1. GENERAL MEMBERSHIP MEETINGS**

- a. There shall be a minimum of Four General Membership Meetings per calendar year, which shall be convened as follows:
  - i. **Pre-Fall Season** - *in proximity to start of Fall Season*
  - ii. **Post-Fall Season** - *in proximity of date of final game of Fall*
  - iii. **Pre-Spring Season** - *in proximity to start of Season*
  - iv. **June Membership and Elections** - *in proximity of Final Game of the Spring Season*
- b. These meetings shall be called by the President and Board of Directors, with notice of such meetings being e-mailed to the Regular Membership by the Secretary at least ten days prior to said meeting.
- c. As part of the General Membership Meeting for the Start of Each Season the Respective League Vice Presidents shall issue a written report and go over same setting forth any changes in past or current rules, etc. and also setting forth specific concerns on Parental/Spectator behavior. Failure to attend said meeting shall not be deemed a defense to violating any of the provisions of the State, League, Club Constitution and By-Laws, Rules of Play or other guidelines established by the State, League or Club.
- d. Each Team whether Traveling or Recreational must be represented either by the Team Coach, Assistant Coach, Team Manager or a Parent or Guardian designated to represent their respective Team at all General Membership Meeting. Failure to have a duly authorized representative by any Team may subject that Team to disciplinary action at the discretion of the Board of Directors.

## **2. BOARD OF DIRECTORS MEETINGS**

- a. The Board of Directors shall meet a minimum of three times per season.
- b. Said meetings shall be called by any member of the Board of Directors. Such call may be based on subject matter brought to the attention of said Board member by a Coach, Regular Member or other person.

## **3. COMMITTEE MEETINGS**

All committees shall meet as required and deemed appropriate by the Committee Chairman to fulfill their specific task and duties.

## **4. RULES OF ORDER**

This Club shall be governed entirely by the Constitution and By-Laws herein enacted or hereafter amended. In any matter not included in this Constitution and By-Laws of the Club, the matter shall be determined by a majority vote of the General membership. Roberts Rules of Parliamentary Procedure shall govern this Association in all cases in which they are applicable and in which they are not in conflict with these Constitutions and By-Laws of Affiliate Associations are expressly limited to rules of play required for such affiliation membership.

## **5. QUORUMS**

A Quorum shall be required to conduct business at any meeting and is satisfied for:

- a. **General Membership Meetings** - where at least Twenty Five (25) Regular Members and/or a Majority of all Club Teams have at least One (1) Member present.
  - i. Each vote that a Regular Member is entitled to cast at a General Membership Meeting, i.e. one for each Qualified Player of that membership, is counted as a distinct "Regular Member" for the purpose of establishing a quorum.
- b. **All Other Meetings** - except where otherwise set by a specific provision of the Constitution or By-Laws of the Club, where a majority of the members of said Board or Committee are present at a regularly scheduled meeting.

## **6. MAJORITY VOTE**

Except as otherwise provided by the Constitution and By-Laws of the Club, all matters or decisions of the Club, Membership, Boards or Committees shall be by majority vote of the members present.

## **7. ORDER OF BUSINESS AT MEETINGS**

The following procedure will be the Order of Business under which meetings will be conducted:

- a. **Board of Directors**
  - i. Attendance
  - ii. Concerns of Teams
  - iii. Concerns of Members
  - iv. Review of disputes over prior Minutes
  - v. Unfinished Business
  - vi. New Business
  - vii. Report of Officers
- b. **General Membership**



- i. Roll Call of Officers
- ii. Roll Call of Teams
- iii. Attendance
- iv. Reading of Minutes Previous General Membership Meeting
- v. Unfinished Business
- vi. New Business
  - (a). Amendments to By-Laws if Applicable
  - (b). Election of Officers if Applicable
  - (c). Report of Officers

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## **H. AMENDMENTS TO CONSTITUTION AND BY-LAWS**

This Constitution and By-Laws, having been duly and properly accepted by the General Membership of the Piscataway Soccer Club, in whole or in part may only be amended by a Two-Thirds (2/3) Vote of the Membership in accordance with the guidelines set forth below:

### **1. AMENDMENTS TO EXISTING CONSTITUTION AND BY-LAWS:**

- a. This Constitution and By-Laws may only be amended at the June General Membership Meeting of each Year
- b. Each Year no later than April 15, the Parliamentarian shall cause a notice to be sent to all Regular Members in Good Standing setting forth the below requirements to amend the Constitution and By-Laws.
- c. Suggested amendments to the Constitution and By-Laws may be submitted by any Regular Member, Board of Coaches, or Committees, which are in Good Standing with the Club.
- d. Suggested amendments shall be submitted in writing to the Club Parliamentarian at least Forty-Five (45) days prior to the June General Membership Meeting.
- e. The Club Parliamentarian or the by-laws committee chair shall take all such suggested Amendments to the Constitution and By-Laws and write same into the format currently used by the Club Constitution and By-Laws.
- f. The Club shall review any and all Suggested Amendments to the Constitution and By-Laws and by majority vote submit a recommendation to the Membership on such amendments.
- g. The Club Parliamentarian or the by-laws committee chair shall prepare such suggestion for distribution to all Regular Members in Good Standing as follows:
  - i. Cite Current Constitution and By-Law Article or Section as same currently appears underlining change
  - ii. Cite proposed Change
  - iii. If new provision cite Article or Section Number to appear and state NEW ARTICLE OR SUBSECTION.
- h. Any and all such recommendations received by the Parliamentarian as above set forth shall be presented to the General Membership at the June General Membership Meeting at which time they will be approved or rejected.

### **2. INTRODUCTION OF NEW ITEMS TO CONSTITUTION AND BY-LAWS:**

- a. The General Membership at any time may make a motion at any General Membership Meeting to amend the current Constitution and By-Laws to add something which is not currently included in the Constitution and By-Laws, provided they:

- i. Cite the New area of concern to be included.
- ii. Make Motion to include approved by majority vote of the members present
- iii. Turn same over to Club Parliamentarian to prepare Amendment to By-Law to include such motion article
- iv. Submit same for approval by a Two-Thirds (2/3) majority approval at next Regular Membership Meeting after Notice of such intended vote as set forth above.

## I. DEFINITIONS

To clarify the meanings of terms used in the Constitution and By-laws, the following are defined:

1. **Good Standing** – The status of “Good Standing” is attained by members who have:
  - a. **Registration Fees** - Paid player registration fees for at least one season in the current seasonal year or who have received a registration fee waiver and complied with its terms (ARTICLE IV A.); and
    - i. **Regular Members** – as defined in ARTICLE VII A. 3. a. must be in “good standing” for two (2) consecutive seasons.
  - b. **Fund Raising** - Fulfilled their obligations for fund raising or have received a waiver (ARTICLE V); and
  - c. **Volunteer** - Fulfilled their obligations for volunteer work or have received a waiver (ARTICLE VI); and
  - d. **Discipline** – Complied with the terms and conditions of any discipline and are not currently “suspended”.
  - e. **Other Requirements** – Have complied with whatever other requirements may be set forth in the Constitution and By-Laws.
2. **League** – Youth players are divided between two large groups called Leagues: one group that plays other teams from PSC called Recreational League; one group that plays other towns in the same Division and Flight called Traveling League.
3. **Season** – There are two seasons of about three months in length in each seasonal year: Fall Season and Spring Season
4. **Seasonal Year or Year**– Typically the Seasonal Year is like a school year that begins with the Fall Season and ends with the Spring Season. However, for purposes of membership qualifications, any 2 consecutive seasons is also considered a Seasonal Year as defined in ARTICLE VII. A. 3. a.

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## ARTICLE VIII (Reserved for Future Use)

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## ARTICLE IX - CERTIFICATION OF REPRINTS OF CONSTITUTION AND BY-LAWS

\_\_\_\_\_, I, the undersigned, being duly elected Secretary of the Piscataway Soccer Club do hereby certify the enclosed reprint of the Constitution and By-Laws of the Piscataway Soccer Club to be a true and accurate account and reprint of the Constitution and By-Laws as voted on and approved by the membership as above set forth, on November 17, 1993, amended June 1994, June 1995, June 2000, June 2002, June 2007, June 2010 and June 2023. In this regard I further certify any changes amendments corrections or deletions approved by the General Membership of the Piscataway Soccer Club are attached hereto. \_\_\_\_\_

Secretary Date

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## 9.

### ARTICLE X - SUMMARY OF AMENDMENTS TO CONSTITUTION AND BY-LAWS

The following is a Summary of the Amendments to the current Constitution and By-Laws which were recommended for adoption by the Board of Directors, and adopted by the General Membership on November 17, 1993 and subsequently amended June 1994, June 1995, June 2000, June 21, 2001, \_\_\_\_\_ 2001, September 9, 2002 and June \_\_\_\_, 2002, June 15, 2007, June 30, 2010.

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#### **Amendments on November 17, 1993**

##### Section I - CONSTITUTION

ARTICLE I. NAME - add references to mean Club

ARTICLE II. PURPOSE - add long-term placement goals and growth of players

ARTICLE III. AFFILIATION - correct State Association name, correct grammar

ARTICLE IV. REGISTRATION - add volunteer duty for Hardship, and Refunds

ARTICLE V. FUND RAISING - add option to increase Registration Fees in lieu of Fund Raising

VI. VOLUNTEERS - correct grammar, add provision for exemption from Fund Raising

##### Section II - BY-LAWS

1.2 AGE REQUIREMENTS - amend to State Maximum, amend to School Year concept

1.3 CLASSES OF MEMBERSHIP B. ATHLETIC MEMBERS - Limit time players who do not fulfill duties and obligations may play

C. REGULAR MEMBERS - Add parents of Past Players

E. ADULT ATHLETIC MEMBERS - Add players over 19

F. PAST MEMBERS - Add definition of Past Members

2.1 GOVERNING BODY A. BOARD OF DIRECTORS - Add Registrar, Public Information Officer and Parliamentarian

B. Include provision to distribute Minutes of Meetings of Board of Directors, to Board, Coaches & Members

##### 2.2 DUTIES OF OFFICERS

###### A. PRESIDENT

1. Change from Principal Liaison with Affiliate Associations to Secondary

7. Define right to vote

###### B. EXECUTIVE VICE PRESIDENT

5. Add duties of Equipment and Uniform Purchase

###### C. COMPETITIVE VICE-PRESIDENT

1. Define Affiliate Associations

6. Number of Coaches Meetings to Seasonal Year

8. Ex-Officio Member of all Competitive Committees

###### D. INSTRUCTIONAL VICE PRESIDENT

1. Define Affiliate Association involvement

6. Number of Coaches meetings to Seasonal Year

8. Authority to Delegate duties & responsibilities

9. Ex-Officio Member all Instructional Committees

###### E. SECRETARY

1. Time Restraints to Issue Minutes of Meetings

###### F. TREASURER

1. Define expenditures to include approved Budgets

4. change Season budget submission from two weeks to six weeks prior to season

G. REGISTRAR Prior By-Laws have as appointed, changed to elected with same duties defined

H. PUBLIC INFORMATION OFFICER Define Duties of New Position

I. HEAD COACH

2. Delete records game results of Competitive

4. Add provision to provide Training and to evaluate Instructional Coaches

5. Add appoints Assistant Coaches

J. PARLIAMENTARIAN Define Duties of New Position

2.3 PERMANENT BOARDS

A. BOARD OF COACHES

4. Sets criteria to disagree with Committees and establish guidelines for their Division

B. COMBINED BOARD OF COACHES

4. Decisions can only be overridden by 2/3 vote of Board of Directors

3.2 VOTING PROCEDURE

G to J - Defines election Process

3.3 VACANCIES IN OFFICE

B. change from four votes to majority

D. add absence from three meeting and not excused

3.4 DELEGATION OF AUTHORITY

B to G. Eliminates Dual Office Holding, defines how temporary vacancies are filled

4.0 FINANCE

4.2 Turn over income within thirty (30) days

4.3 B to E define expenditures

5.2 AWARDS Add requires Board of Director approval

6.2 Currently Registrar Duties Delete and Replace with Fund Raising Committee prior

5.2 change to Chairperson appointed by president, add requirement to obtain any necessary licenses or permits and turn over receipts within thirty (30) days

6.3 NOMINATING COMMITTEE define duties of Nominating Committee, eliminate their making recommendation replace with verifying eligibility for persons seeking Office, allow to seek Office.

6.5 DISCIPLINE/GRIEVANCE COMMITTEE Define authority

6.6 TRYOUT COMMITTEE Define Authority

7.0 TEAMS

A. Coaches, Competitive duties defined, license

B. Coaches, Instructional duties defined, license

C. Assistant Coaches, both Division, Board of Director approval of appointments, license required

9.1 AUTHORITY OF BOARD OF DIRECTORS (Discipline)

A. add parent or other member, or League Officer

H. appeal of Penalties imposed by Discipline Committee

I. Penalties served pending appeal process

10.0 MEMBERSHIP MEETING

A. change dates to in proximity to start/end of Season

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**AMENDED ADDENDUM#A - JUNE 1994 (electronic copy not available)**

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**AMENDED (REORGANIZED) JUNE 1995**

SECTION II - BY-LAWS

ARTICLE VII

2.2 DUTIES OF OFFICERS ELECTED OFFICERS  
D. INSTRUCTIONAL VICE PRESIDENT(S)  
APPOINTED OFFICERS  
II. PARLIAMENTARIAN

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**AMENDED (REORGANIZED) JUNE 2000**

SECTION II - BY-LAWS

ARTICLE VII

2.2 DUTIES OF OFFICERS

APPOINTED OFFICERS

I. HEAD COACHES

3.2 VOTING PROCEDURES

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*Editor's Notes:*

*The text, numbering and labels, have been retained as closely as was possible from the previous version in Word. All of the amendments are reflected in the main text and identified by a key appearing at the top of this page. Some modifications to the text in the SUMMARY of amendments were made to the June 1995 and June 2000 to eliminate confusing descriptions. The exact changes made prior to 1995 are estimated based upon the information contained in the summary.*

*Sal De Lello*

*Webmaster*

*October 22, 2001*

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**AMENDED SEPTEMBER 9, 2002**

**Article II, Section E. ADDED** – language concerning non-profit purpose required for Federal Non-Profit recognition

Amended June 18, 2007

**Changes proposed via the website and the March GMM to the Membership for approval at the GMM in June 2007.**

**Mike Majorczak, By-Laws Committee Chair 2007.**

**Amended 6/10/10**

**Remove one of the Instructional Head Coaches from the Board of Directors**

**Add a Director of Coaching:**

Director of Coaching will Oversee both the Travel Head Coach and the Instructional Head Coach.  
Responsibilities:

- Develop, Implement and Manage a training curriculum that will progressively guide a players progress from U-6 through U-18 age groups

- Provide direction to instructional and travel coaches to ensure they understand and can deliver the training specified in the curriculum to their players
- Develop and implement a training program for coaches to enhance their ability to provide appropriate training to their teams
- Periodically evaluate coaches and provide feedback and improvement suggestions to them
- Develop and support minimum license requirements for all coaches
- Act as a liaison to NJYSA, US Soccer, NSCAA and other national organizations to offer appropriate training programs and courses for coaches
- Create a standardized process for coach and player evaluation
- Coordinate and support travel team tryouts
- Assist in selection process of travel team coaches
- Provide monthly reports at PSC Board of Director meetings

**Mike Majorczak, By-Laws Committee Chair 2010**

### **AMENDED APRIL 15, 2023**

1. Globally replaced all references of “Instructional” with “Recreational”
2. Globally replaced all references of “mail” with “e-mail”
3. Globally removed references to SAGE, which no longer exists
4. VII.B.3.b - Removed references to two (2) “League Head Coach” and replaced it with six (6) “Members at Large”. This will cover the following board positions, but allows their responsibilities to be changed when the President/Board determines a need for something else.
  - Club Administrator
  - Club Historian
  - Head coach - Travel
  - Head coach - Recreational
  - Director of Maintenance
  - Director of Operations
5. Redistributed Head Coach responsibilities
6. NOTE that 2nd Travel VP position was converted to the Director of Coaching position
7. Re-formatted all section titles to be “Headings-1, -2, or -3”
8. Replaced manually typed Table of Contents with a digitally generated one, which link to the different sections
9. Minor grammatical updates.

### **Mike Majorczak, By-Laws Committee Chair 2023**