



Amended and Restated Hollis/Brookline Cavalier Soccer Club Philosophy, Constitution & By-Laws (2015)

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Philosophy of the Hollis/Brookline Cavalier Soccer Club

The Hollis/Brookline Cavalier Soccer Club (HBCSC) was formed to support the expansion of competitive youth soccer in the Hollis/Brookline, New Hampshire area by providing the opportunity for players to work with experienced coaches for the purpose of expanding their knowledge and enjoyment of the game of soccer. The HBCSC provides quality coaching. The commitment to the general philosophy of good sportsmanship is measured by a willingness of coaches, players, and parents to commit to the HBCSC code of conduct which articulates how all members, as defined in the HBCSC bylaws, are to conduct themselves.

The HBCSC is committed to working with the Recreation Committees within the town of Hollis and Brookline to ensure that the function and format of the HBCSC compliments the general sports program in the community.

Constitution of the Hollis/Brookline Cavalier Soccer Club

- Article 1. The name of the not-for-profit corporation shall be: Hollis/Brookline Cavalier Soccer Club, Incorporated (HBCSC).
- Article 2. The object for which this corporation is established is to help athletes develop advanced soccer skills required to play competitive travel soccer. An emphasis shall be placed upon improving soccer skills, game knowledge, and good sportsmanship.
- Article 3. Participation in the HBCSC shall be available to any individual interested in the welfare of youth participation in the sport of soccer in the Hollis/Brookline, NH area. The procedures for admission to and the exercise of privileges for the levels of membership shall be as specified in the HBCSC by-laws.
- Article 4. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes per the meaning of section 501 (c) (3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or shall be distributed to local government, to a state government, or to the federal government for public purposes.
- Article 5. The address of which the business of this corporation is to be carried on is PO Box 901, Hollis, NH 03049.
- Article 6. There shall be no shares or member certificates and no capital stock in the corporation.
- Article 7. The officers, directors and trustees shall not have any personal liability for monetary damages to the corporation or its members for breach of fiduciary duty as an officer, director or trustee, except with respect to:
- 1) Acts or omissions which are not in good faith or which involve intentional misconduct or knowing violation of the law.
 - 2) Any transaction from which the officer, director, or trustee derived an improper personal benefit.
- Article 8. Any changes to this constitution shall require a majority vote by the Executive Board as defined by the By-Laws and shall require submitting the Article of Agreement amendment to the New Hampshire Secretary of State by the presiding officer.

Hollis/Brookline Cavalier Soccer Club By-Laws

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Article I. Membership-general and by type

Section 1. Membership in this club shall be of the following types:

1. Team manager, 2. Officer, 3. Head Coach, 4. Parent or legal guardian, 5. Player and 6. Director of Coaching.

Section 2. All memberships are for one soccer year (August 1 through July 31 of the following calendar year) unless specified otherwise.

Section 3. Team Manager - One parent from each established team shall serve as the team manager and will be selected by the Executive Board.

Section 4. Head Coach - A Head Coach is identified by the Director of Coaching or his designee. Hiring is accomplished by a majority vote of the Executive Board regarding the identified candidate and the signing of a HBCSC Contract for Coaching Services by the Director of Coaching and the Head Coach designee. The Head Coach serves at the discretion of the Director of Coaching. Removal of a coach during the soccer year shall require a majority vote of the Executive Board

Section 5. Officer - The officers shall be President, Vice President, Secretary, and Treasurer. Officers are elected by the general membership of the club at an annual membership meeting. Removal of an officer can be accomplished by a majority vote of the general membership. Should one of the officer positions be vacant (due to removal or resignation), the position may be filled as follows. Candidate(s) for said position must be presented to the Executive Board at its next meeting, and must be voted upon (to select or deny) at the subsequent Executive Board meeting.

Section 6. Director of Coaching - The Director of Coaching is selected by majority vote of the Officers of the Club. Any contract with the Director of Coaching must be ratified by majority vote of the Officers of Club. The Director of Coaching is a member of the Executive Board, and can be removed by a majority vote of the Officers of the Club. If the Director of Coaching position is vacant, then the responsibilities of this position shall be filled by the HBCSC President.

Section 7. EDP Coordinator - The EDP Coordinator is selected by majority vote of the Officers of the Club. The EDP Coordinator is a member of the Executive Board, and can be removed by a majority vote of the Officers of the Club.

Section 8. Registrar - The Registrar is selected by majority vote of the Officers of the Club. The Registrar is a member of the Executive Board, and can be removed by a majority vote of the Officers of the Club. The Registrar shall be responsible for the registrations of all HBCSC teams with NHSA.

Section 9. Player - A player position on a club team is contingent upon fiscal good standing

as determined by the treasurer. Players are selected by a team's Head Coach for one soccer year (August 1- July 31), and can be removed from their team for disciplinary reasons by the Head Coach. A player is a member of the club when he is of legal age as defined by the laws of the State of New Hampshire.

Section 10. Parent or Legal Guardian - A parent or legal guardian of a player with a position on a team is a member of the club, with voting rights, when the player is not of legal age as defined by the laws of the State of New Hampshire, and remains a member only as long as the player is a member in good standing of a HBCSC team.

Section 11. Expulsion from the club - Except as modified below, any member may be expelled by a majority vote of the Executive Board, upon due notice, for conduct inconsistent with the purpose of the club as set forth in Article II of the HBCSC bylaws, but, only after a thorough investigation has been made and an opportunity for defense has been given.

ARTICLE II. Purpose

Section 1. The purpose of this club is to:

- a. provide the opportunity for soccer players to play competitive traveling soccer within the rules of this club.
- b. maximize the development of players in skills and team play.
- c. teach players the fundamentals of sportsmanship, commitment, and team loyalty through coaching and adult leadership in this club.
- d. provide players with quality coaches.

Section 2. The HBCSC shall be operated exclusively for the purpose indicated in Section 1. of this article. In furtherance of such purpose, the club shall recognize athletic achievement and sponsor quality development (educational) programs, provided that no such activity may be undertaken which is not charitable or educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended.

ARTICLE III. Roles and Responsibilities

Section 1. President. The president shall be the chief executive and presiding officer of this organization. The president shall be responsible for the agenda at Executive Board and general membership meetings, the operations of the organization in its day to day activities, and representing HBCSC to outside organizations. The president may, subject to the approval of the Executive Board, sign contracts and make agreements on behalf of the organization. Any commitments above three hundred and fifty dollars (\$350.00) shall require approval by the Executive Board. In his or her managerial role, all HBCSC persons in volunteer or paid positions report to the President either directly or indirectly through another HBCSC officer or director.

Section 2. Vice President. The Vice President shall assume the duties of the President in the President's absence. The vice president may, subject to the approval of the

Executive Board, sign contracts and make agreements on behalf of the organization. Any commitments above three hundred and fifty dollars (\$350.00) shall require approval by the Executive Board. The vice president is responsible for coordinating player try-outs, if any.

- Section 3. **Treasurer.** The treasurer shall collect all the money due the HBCSC and deposit such funds into the HBCSC account. He shall pay, upon approval and in a manner designated by the executive board, all bills owed by HBCSC. He shall submit a report of financial standing at each operating committee meeting and whenever requested by the HBCSC President. The treasurer shall prepare all financial reports of the HBCSC as required by city, state, or federal government and shall submit these reports to the President and executive board prior to submitting them to outside organizations. The treasurer shall be responsible for all fundraising by the organization. The treasurer must prepare a financial analysis to be used in setting the club's fees, and make this analysis available to the general membership. The treasurer shall be able to form committees and/or organizational structure reporting to him to aid in fulfilling these activities.
- Section 4. **Secretary.** The Secretary is responsible to maintain a file of minutes of meetings, committee reports, and records of all correspondence with outside organizations by the club. The Secretary will also be responsible for mailings to the general membership. The secretary shall be able to form committees and/or organizational structure reporting to him to aid in fulfilling these activities. The secretary is responsible for coordinating collection of Kidsafe registration (or similar background checks) for the club's coaches prior to first practice (best efforts).
- Section 5. **Director of Coaching.** The Director of Coaching may be a compensated position, if so decided by the Executive Board (with the exception of the Director of Coaching) by a majority vote, and if paid shall sign a contract with the club that covers specific, agreed-upon roles / responsibilities. Whether compensated or not, the Director of Coaching will be responsible for the selection and removal of HBCSC Head Coaches.
- Section 6. **Executive Board.** The executive board consists of the President, the Vice-President, the Treasurer, the Secretary, and the Director of Coaching (if a filled position), EDP Coordinator and Registrar. The executive board may resolve any matter of urgency within the club.
- Section 7. **Head Coach.** The Head Coach of a HBCSC team is designated as coach for the purposes of these HBCSC bylaws. The coach is responsible for everything concerning the team, including its relations with parents and club, league, and state soccer officials. The coach must promote the ideals of the club and set a good example for the players and parents as stated in the HBCSC Coach Code of Conduct (see addendum).. The coach is responsible for providing healthy and educational soccer experience and to ensure practices are physically demanding, disciplined, interesting and individually rewarding. The coach should create a good learning environment that includes praise, encouragement, and constructive suggestions. The coach is responsible for demonstrating individual soccer skills, teaching tactical concepts, and showing genuine concern for the players. The coach must show

respect to every player. The coach must develop a set of team rules dealing with the basic operation of the team, including discipline matters. The coach is responsible for considering ideas of the director of coaching relative to his coaching or his/her team development. All coaches should submit proof of Kidsafe registration (or other similar background check) prior to first practice.

Section 8. Club Field Coordinator. The club field coordinator works with the town to ensure availability of fields or indoor facilities to support practices and games for HBCSC. The club field coordinator has the responsibility to ensure fields are appropriate for the game of soccer - lines are painted, nets are available and in proper condition (anchored correctly, in good repair, etc.). When appropriate (i.e. the league does not supply referees for certain ages I teams), the Field Coordinator is also responsible for scheduling a referee for games. This person should be the single point of contact between the club and the Hollis recreation committee relative to this topic.

The field coordinator is appointed by the Executive Board, and is not a voting member of the Board of Directors of the club.

Section 9. Club Equipment Manager. The Club Equipment Manager is responsible for keeping all teams appropriately equipped with soccer balls, medical kits, practice jerseys, cone, etc., as designated by the club equipment policy. The Club Equipment Manager shall also be responsible for other club owned equipment such as goals I nets, lining machines, etc. Any commitments above three hundred and fifty dollars (\$350.00) shall require approval by the Executive Board.

The Equipment Manager is appointed by the Executive Board.

Section 10. Club Fund Raising Coordinator. The Club Fund Raising Coordinator is responsible for directing and implementing regular fund raising activities for the club.

The Fund Raising Coordinator is appointed by the Executive Board.

Section 11. Team Manager. The team manager is the team liaison between parents, the coaches and the Executive Board. This person has the responsibility to support the coach in the completion of paperwork for seasonal registration and for tournaments. The team manager is responsible to work with the coach to ensure all player parents have up to date information on schedules and game locations. They support the coach through communicating changes or key pieces of information. The team manager represents the team at the Executive Board meetings and can raise issues to that or other committees on behalf of the parents of their respective team. The team manager may take on other responsibilities as agreed to with the team coaching staff in direct support of the team.

Article IV. MEETINGS

Section 1. Executive board. A quorum of 4 Executive Board members is required for the Executive Board to conduct business. Attendance by phone or electronic device is acceptable for a quorum. Monthly meetings during fall and spring soccer seasons are required.

Section 2. Annual membership meeting. An annual membership meeting shall be held in April of every year. Notice of the membership annual meeting's time and place shall be provided by managers to all club members at least 7 days prior to the meeting. Officers are elected by a majority of the membership in attendance at the annual membership meeting. Changes to the Bylaws and constitution shall only be accomplished by a majority of the membership in attendance at the annual membership meeting.

Section 3. Minutes. The presiding officer or chairperson in charge of any HBCSC meeting is responsible for designation of someone to prepare minutes of the meeting at hand. Minutes are required to be forwarded to the HBCSC Secretary in a timely manner. Copies of all committee final outputs are to be sent to the Secretary. Interim reports requested by the President or any officer shall be provided by the person in charge of the committee in question.

Article V. POLICIES AND PROCEDURES

Section 1. Interim policy and procedure. Interim policy and procedure may be established by the Executive Board.

Section 2. Club policy and procedure. All interim policy and procedures in force at the time of the annual general membership meeting may be either approved or disapproved by the general membership. Once approved, these policy and procedures become part of the club policy and procedures which constitute rules of the HBCSC along with the HBCSC constitution and Bylaws.

Section 3. Payment Policy. Unless so voted by the majority of the Executive Board, no player shall be allowed to play in a league or tournament game unless their financial commitment to the club has been met (as certified by the Treasurer). Under all circumstances, monies paid to the Club shall be considered non-refundable once the Club has committed to a parent or player, for example, by accepting a deposit to hold a roster spot, by ordering uniforms or equipment, or by placing a player on a state (NHSA) insurance roster.

Section 4. Composition of teams. It will be the policy of the club, while providing open and fair opportunities for all players, to strive for the maximum possible participation in club membership from Hollis and Brookline (this is not to be interpreted as excluding players from neighboring towns) and to provide programs / training to the Hollis and Brookline communities aimed at improving the skills and knowledge of the game to the youth of these towns.

Section 5. Disbanding of Hollis/Brookline Cavalier Soccer Club. In the event that Hollis/Brookline Cavalier Soccer Club disbands, the assets of the club should be donated to the Hollis Recreation Department and the Brookline Hollis Youth Soccer League in the following manner. Any funds remaining in the HBCSC bank account after payment of all debt will be donated to the Hollis Recreation Department. Any equipment owned by HBCSC such as goals, soccer balls, etc. will be donated to the Brookline Youth Soccer League.

Section 6. Playing "up". Assignment to a team is based first on age eligibility, with the birthday cut off for each player being July 31st of each year. For age eligibility determination, the HBCSC follows the age guidelines as stipulated by the New Hampshire Soccer League. Secondly, assignment to a team is guided by grade appropriate public school placement cut off dates. Players who are born in August and September of the same year as their grade level peers and attend school with them would be prioritized onto that year's age appropriate team. Finally, each year the Director of Coaching and a team coach may recommend a player to "play up" if

said player would likely be in the top 5 players, skill and/or talent wise, of the team they are being recommended to. Also, said player would need to be able to show an ability to adapt to the social, emotional and physical demands of the older team. Any playing up decision needs to be approved by the Executive Board. Due to the addition of new players each year and overall team performance, the allowance of a player to play up in any given year is evaluated on a year-by-year basis.

Article VI AMENDMENTS

- Section 1. These Bylaws may be amended or repealed by majority vote of the general membership present at a duly constituted annual meeting. Any amendments which relates in any way to voting at the board of trustees meetings shall not take effect until 60 days after the amendment approval.
- Section 2. Copies of proposed amendments, together with sections they are proposed to amend, along with a justification for the change, shall be furnished to each of the club members at least 7 days prior to the general membership meeting.
- Section 3. Although these Bylaws may be amended or repealed as herein set forth, they shall not be suspended or abrogated (abolished) and any business transacted under a purported suspension or abrogation shall be null, void, and of no effect whatever.

