

Kansas City Soccer Club Constitution

Last Revised: December 2006

ARTICLE I - NAME & AFFILIATION

The name of this organization shall be the Kansas City Soccer Club (Hereinafter referred to as the Club). This Club shall be affiliated with the Missouri Youth Soccer Association (MYSA) and the United States Youth Soccer Association (USYSA).

ARTICLE II – PURPOSE

The purpose of this Club shall be to promote, foster, and perpetuate the game of soccer on the youth level in and around the western district of the state of Missouri.

ARTICLE III - JURISDICTION

All clubs, teams and all personnel thereof, including officers, administrators, managers, coaches and players who are affiliated members of this Club shall come under this Club's jurisdiction.

ARTICLE IV - GOVERNANCE

This Club shall be governed by its Constitution, By-laws, and Club policies or as these may from time to time be amended and/or altered, and by rules and regulations which may be from time to time promulgated by the Board of Directors, except when these conflict with or are supplemented by the Constitution, By-laws, and regulations of MYSA and the USYSA to which this Club shall be subordinate.

ARTICLE V - MEMBERSHIP

SECTION 1 – APPLICATION FOR MEMBERSHIP

Application for membership to this Club must be accompanied by:

1. A roster of players from returning coaches and new competitive coaches, which includes the required pertinent data and the name(s) of coach (es) of that team.
2. The appropriate fees as stipulated by the Association must be paid before the person(s) will be allowed to participate in practice or games.
3. The completion of the required registration form, fees, and proof of age (if required). Any person or persons who have not fulfilled all registration requirements will not be allowed membership until all requirements are fulfilled. All of the required items for registering must be in the possession of the KCSC Registrar.
4. Anyone registering as a coach, assistant coach, trainer, or Club official, those who may/will be responsible for and/or left in the presence of the players, must meet the association's registration requirements to include a background check administered through MYSA's Kid Safe program.
5. Membership may be refused to any person not in good standing in the Community as deemed by the Board of Director.

Failure to comply with the membership requirements of this Association shall lead to revocation of that individual or teams membership in the Club.

SECTION 2 – DISCRIMINATION

This Club shall not discriminate against any individual or group on the basis of race, color, religion, sex, or national origin.

SECTION 3 – ACCEPTANCE OF MEMBERSHIP

Every individual or team who accepts membership in this Club thereby agrees for himself/herself, or for itself to accept, support, and adhere to the regulatory authority and governance of Club. Upon meeting all the membership requirements of this Association the team/coach and/or manager shall be presented with one (1) true and correct copy of the Constitution and Bylaws of this Association. Teams/coaches and/or manager shall be presented with one (1) true and correct copy of the Constitution and/or Bylaws when, at such time, said documents are amended.

SECTION 4 – STANDINGS

Any member who has paid all applicable Club dues and/or fees and who abides by the Constitution, Bylaws, policies, and rules of this Club, shall be in good standing with this Club.

Failure to comply with registration requirements and/or adhere to the Constitution, Bylaws, policies, and rules of this Club, may result in bad standing with this Club.

Determination of good or bad standing shall be made by the Board of Directors of this Club.

ARTICLE VI –The Council meeting

The Council meetings shall be held once a year after the Spring Seasons. Meeting agenda status must be presented to the Secretary 30 days prior to the Coaches Council meeting to appear on the agenda and be put to a vote.

Section 1 - Council Members

The Council shall be made up of all Kansas City Soccer Club member teams. Each member team must indicate one person to represent that team at each council meeting. A person representing a member team has one vote per motion to decide the outcome of each motion.

Section 2 - Council Meetings

A Council meeting, called an Annual General Meeting, shall meet yearly between the spring and fall season. The President and Treasurer will give a yearly report.

Section 3 - Council Duties

At each Annual General Meeting the Council shall elect board members and vote on proposals to amend the constitution.

Section 4 - Voting By Proxy

Voting by Proxy is not allowed.

Section 5 – Special General meetings may be called at any time, as deemed necessary, by the President with the approval of one-third of the existing Board of Directors. Special General meetings shall be concerned with only those matters pertaining to the reason the meeting was called.

Section 6 – A Special General meeting shall be called by the President upon written demand by at least 1/3 (33%) of the total teams and shall be held within thirty (30) days of such demand and written notification to all Club members with fourteen (14) days of such written demand.

Section 7 – It shall be the responsibility of each member team to be represented at all Annual General meeting or Special General meeting.

Section 8 – The Constitution can be amended or repealed at any Annual General meeting or Special General meeting of this Club by a 2/3 majority vote, providing each team has received fourteen (14)

days prior written notice of the proposed alterations, amendments or repeals.

Section 9 – In an emergency and for the good of soccer, any rule may be suspended at a Board of Directors meeting by a majority vote. Constitution changes are subject to a two-thirds (2/3) majority vote by club members attending a Special General meeting or Annual General meeting to be held within thirty (30) days of the Board of Directors vote.

ARTICLE VII –BOARD OF DIRECTORS / COMMITTEES POSITIONS

SECTION 1 – BOARD OF DIRECTORS

- President
- Vice President
- Secretary
- U15/HS Director
- U13/U14 Director
- U11/U12 Director
- U9/U10 Director
- U7/U8 Director
- Academy Director
- Treasurer
- Registrar
- Fundraiser Director

SECTION 2 – POSITIONS AND COMMITTEES (Non-voting, appointed by the Board of Directors)

- Advertising Committee
- Appeals and Inquiry Committee
- Board of Director Nomination Committee
- Budget Committee
- Club Administrator
- Club Administrator Search Committee
- Referee Assignor
- Tournament Committee
- Past President

SECTION 3 – BOARD POSITIONS

- All positions except, those appointed by the Board, shall be elected by majority vote of all coaches present at the Spring Council meeting. Terms take effect immediately following approval and will run until the following years Spring Council meeting.
- Should a position be vacated or a nomination is not received or accepted, the Board reserves the right to fill the open position until the next Council meeting.
- In the event that an officer vacates their position during their term, the replacements term shall begin immediately upon approval and run until the end of that vacated position's term.
- The Board of Directors of the Club shall constitute the Executive Board.
- Each member of the Board of Directors shall have one (1) vote at all Club meetings. The exception being the President who may only vote in case of a tie. Two-thirds (2/3) of the members must be present to form a quorum. A simple majority is required to conduct routine operating business; a quorum is necessary for any By-Law changes.

- To be eligible to run for President a person must be a current Board Member and have served at least one year on the Board of Directors.

- Eligibility to serve on the Board of Director is open to members of the Community in good standing.
- A member of the Board of Directors may be removed from office by a two-thirds (2/3) majority of the Board of Directors, after the Board of Directors has held a hearing.

ARTICLE VIII – BOARD OF DIRECTORS

SECTION 1 – RESPONSIBILITIES

- Transact all business of the Club
- Have the power to enforce the “Laws of the Game” (FIFA), the Constitution and By-laws of this Club, or rules of USSF, USYS and MYSA
- Establish registration fees and any other fees found necessary for the operation of the Club
- Pass upon and approve all bills against the Club over \$500
- Impose assessments or penalties upon any member, team, coach or assistant coach for violation or breach of the rules of the Club
- Fill vacancies as may arise on the Board of Directors or other positions as necessary for the continued operation of this Club
- Ratify, alter, or reject decisions and policies of any committee or director
- Do anything and everything which it may deem necessary to promote and enforce the purpose for which this Club was organized
- Be responsible for handling and determining policies to handle anything not heretofore mentioned
- Shall approve the candidate for Club Administrator with a two-thirds (2/3) vote
- Shall approve the contract for the Club Administrator with a two-thirds (2/3) vote
- Perform the annual review of the Club Administrator and determine whether any additional compensation is warranted.
- Shall select and determine Referee Assignor and Referee Assignor fees
- Shall not receive and/or accept gifts for their own personal use except for those from their own team(s) and sponsors
- Provide information to Webmaster for posting on the Cub Website as needed

SECTION 2 – DECISIONS

May suspend or expel any member, team, coach, assistant coach, or player in any of the following events:

- If such a member fails, refuses or neglects to fulfill their obligations as a member or violates any of the provisions of the Constitution, By-laws of this Club or rules of FIFA, USSF, USYS or MYSA
- If such a member fails, refuses, or neglects to fulfill any of the Club's agreements or other obligations
- If such a member shall commit any action which shall contravene or be inconsistent with the principles or standards of good sportsmanship or purpose of this Club

ARTICLE IX – DUTIES OF THE OFFICERS

PRESIDENT

- Elected at the Spring Council meeting
- Preside at all Club meetings
- Be presiding officer of the Board of Directors
- Enforce the Constitution and By-laws of the Club
- Assign duties to all Officers as required
- Lead the Appeals and Inquiry Committee
- Appoint committees, as deemed necessary, to carry out the functions of the Club and be an ex-officio member of these committees
- Counter sign all checks for payment over \$500
- Be the voting delegate at the Annual MYSA AGM or if unable to attend, appoint a representative to attend the AGM
- Cast the deciding vote in the event of a tie or waive the right to do so

- Submit a report of the operation of the Club at the Spring Council meeting. This report shall be made available to all members in good standings with the Club
- Make any emergency monetary decision which shall not exceed five hundred dollars (\$500.00)
- Arrange for the financial Accounting of the Club business and ensure the appropriate filing with State and Federal governments

VICE PRESIDENT

- Elected at the Spring Council meeting
- Act as the President in the absence of the President
- Assist the President in coordinating and implementing the responsibilities of the Officers and members of this Club
- Carry out special duties and assignments requested by the President of this Club
- Succeed the President if the President resigns or vacates office
- If acting as President, not allowed to vote unless to break a tie vote

Secretary

- Record the minutes of all meetings
- Attend to all correspondence with the approval of the Board of Directors
- Schedule and coordinate all coaches and Board of Directors meetings
- Maintain a filing of all legal or administrative documents such as Constitution, By Laws, policies and procedures
- Coordinate with MYSA proof of membership for training and competition facilities

REGISTRAR

- Be paid a fee to be determined by the Board of Directors
- Coordinate all registration sessions, paperwork, registration forms, team rosters, birth certificates, and any other pertinent information and paperwork as needed for registration
- Supervise volunteers at registration
- Provide typed rosters as requested by Division Directors or Board of Directors
- Verify that all participants have met the registration requirements as defined by MYSA and the Board of Directors
- Collect, coordinate and process all paperwork and submit necessary items to MYSA and insure the members of this Club
- Maintain a current computerized list of all coaches, players, administrators and trainers within the jurisdiction of this Club
- Maintain a list of all Kids Safe certifications
- Shall keep the USSF and USYS informed as the Club registration information

Shall regularly confirm that this Club's registration procedures comply with all USSF and USYS By-laws, policies and rules.

TREASURER

- Collect all monies of the Club and keep a detailed account of the income and expenditures thereof
- Submit a written monthly report of finances for approval by the Board of Directors
- Pay bills against the Club that have been properly passed upon and approved by the Board of Directors. Checks must be signed by two (2) signers over \$500. Signers are the President, Vice President and Treasurer
- Deposit all moneys upon receipt in a bank account in the name of the Club at a bank approved by the Board of Directors
- Supervise the collection of all fees
- Automatically pay all bills that are customary and pertaining to the everyday operation of the Club such as: registration fees, refunds, referee fees, rent, utilities, taxes, insurance, etc. not to exceed \$500

Present the annual financial report at the Spring Council meeting

FUNDRAISING DIRECTOR

- Research, develop and propose fundraising activities for approval by the Board of Directors
- Organize and conduct approved fundraising activities
- Insure necessary promotional and informational sheets are developed and distributed
- Ensure fundraising inventory is properly controlled
- Ensure all fundraising funds are properly collected and accounted for and turned over to the Treasurer
- Ensure all awards are presented and suitable awards ceremony conducted

Prepare and present a post-fundraising activity report to the Board of Directors

U15/HS DIRECTOR

- Elected at the Spring Council meeting
- Organize and coordinate the activities of the U15/HS divisions
- Act as liaison between the coaches in their respective divisions and the Club
- Be responsible for enforcing all rules governing this Club and bring before the Club any violations of these rules
- Handle the distribution of pool players and assist competitive players in contacting perspective teams within the U15/HS divisions
- Be responsible for collecting and submitting to the Secretary/Registrar any missing registration items within the U15/HS divisions

U13/U14 DIRECTOR

- Elected at the Spring Council meeting
- Organize and coordinate the activities of the U13/U14 divisions
- Act as liaison between the coaches in their respective divisions and the Club
- Be responsible for enforcing all rules governing this Club and bring before the Club any violations of these rules
- Handle the distribution of pool players and assist competitive players in contacting perspective teams within the U13/U14 divisions
- Be responsible for collecting and submitting to the Secretary/Registrar any missing registration items within the U13/U14 divisions

U11/U12 DIRECTOR

- Elected at the Spring Council meeting
- Organize and coordinate the activities of the U11/U12 divisions
- Act as liaison between the coaches in their respective divisions and the Club
- Be responsible for enforcing all rules governing this Club and bring before the Club any violations of these rules
- Handle the distribution of pool players and assist competitive players in contacting perspective teams within the U11/U12 divisions
- Be responsible for collecting and submitting to the Secretary/Registrar any missing registration items within the U11/U12 divisions

U9/U10 DIRECTOR

- Elected at the Spring Council meeting
- Organize and coordinate the activities of the U9/U10 divisions
- Act as liaison between the coaches in their respective divisions and the Club
- Be responsible for enforcing all rules governing this Club and bring before the Club any violations of these rules
- Handle the distribution of pool players and assist competitive players in contacting perspective teams within the U9/U10 divisions
- Be responsible for collecting and submitting to the Secretary/Registrar any missing registration items within the U9/U10 divisions

U7/U8 DIRECTOR

- Elected at the Spring Council meeting
- Organize and coordinate the activities of the U7/U8 divisions
- Act as liaison between the coaches in their respective divisions and the Club
- Be responsible for enforcing all rules governing this Club and bring before the Club any

violations of these rules

- Handle the distribution of pool players and assist competitive players in contacting perspective teams within the U7/U8 divisions
- Be responsible for collecting and submitting to the Secretary/Registrar any missing registration items within the U7/U8 divisions

ACADEMY DIRECTOR

- Elected at the Spring Council meeting
- Organize and coordinate the activities of the Academy division
- Act as liaison between the parents, of the Academy, and the Club
- Be responsible for coordinating the Trainer, practice and games for the Academy
- Be responsible for distribution of information in preparation for Academy kids to move to next level
- Be responsible for collecting and submitting to the Secretary/Registrar any missing registration items within the Academy division

ARTICLE X – DUTIES OF ASSIGNED POSITIONS AND COMMITTEES

ADVERTISING COMMITTEE

- Assign and coordinate locations to place advertising upon Club grounds
- Solicit Advertising accounts
- Maintain advertising accounts and advertisements
- Establish fees for advertisements

APPEALS AND INQUIRY COMMITTEE

Shall consist of the Vice President, Secretary, respective Division Director

- Establish meeting among interested parties to the appeals and inquiry presented
- Mediate appeals or inquiry of interested parties
- Ensure Club rules and procedures are adhered to regarding appeals and inquiries
- Make final decision on appeals and inquiries regarding Club issues

BOARD OF DIRECTOR NOMINATION COMMITTEE

- The President shall name five Club members to this committee
- Shall meet prior to the Spring Council meeting to solicit and obtain nominees to establish a slate of nominees for Board of Director positions
- Shall present the list of candidates for positions on the Board of Directors to the Secretary

BUDGET COMMITTEE

- Shall consist of the Treasurer and two Board of Directors members
- Shall present a projected fall and spring budget to the Board of Directors after each season's game schedule has been determined

CLUB ADMINISTRATOR

- Performs duties laid out in Club Administrator Contract
- Presents documented activities, performed two weeks prior to the Board of Directors, at the bi-monthly Board of Directors meetings
- Presents upcoming activities, for the two weeks following the Board of Directors meeting, at the bi-monthly Board of Directors meetings

CLUB ADMINISTRATOR SEARCH COMMITTEE

- Responsible for interviewing Club Administrator candidates
- Responsible for presenting interview results to the Board of Directors for consideration

- Responsible for drafting a contract the outlines the responsibilities and payment process

REFEREE ASSIGNOR

- Be paid a fee to be determined by the Board of Directors
- Liaison between referees and Board of Directors
- Responsible for assigning referees appropriately to Club games

SCHEDULER

- Have full authority and final say on scheduling, rescheduling and coordinating any and all Club games
- Ensure this Clubs base information for the online scheduling program are accurate and up to date
- Shall gather and work with any scheduling conflicts, problems or requests

Past President

- Shall serve a term of one year
- Shall assist in the transition to new President
- Shall share their knowledge as requested by the Board

ARTICLE XI – BOARD OF DIRECTOR MEETINGS

- Meets twice a month
- Meetings shall be conducted in accordance with “Robert’s Rule of Order”

ARTICLE XII - AMENDMENTS

SECTION 1- In an emergency and for the good of soccer, any rule may be suspended by the President.

ARTICLE VIII – DISSOLUTION

1. If this Club dissolves for any reason, its property and assets shall be held in abeyance, in the custody of Board of Director for a period not to exceed one (1) year.

If after one (1) year the Club has not been re-established, the property and assets will be sold for fair market value and with the proceeds being donated to a non-profit youth organization with-in the Raytown Missouri. The distribution of funds will be made by the Board determining the final allotments of said funds by majority vote.