Shenango Valley Soccer Club (SVSC)

By-Laws (amended 2012)

TABLE OF CONTENTS

Chapter 1.0      Application for Membership

Chapter 2,0      Membership Voting Rights at Membership Meetings

Chapter 3.0      Fees

Chapter 4.0      The Board of Directors, Authority and Responsibility

Chapter 5.0      Elected Officers, Duties, and Responsibilities

Chapter 6.0      Meetings of the Board of Directors

Chapter 7.0      Disciplinary Actions and Appeals

Chapter 8.0      Amendments

Chapter 9.0      Miscellaneous Provisions

Chapter 10.0    Program Structure

Chapter 11.0    Miscellaneous provisions

**Chapter 1.0     Application for Membership**

1.1       *{member application}*

The male and female guardian of each registered player will be accorded membership, after said application is received.  All applications for membership and renewal of membership shall be submitted in writing to the SVSC Registrar~~Secretary~~, on the form prescribed by the board.

1.2       *{player registration dates}*

Membership and registration forms, as prescribed by the Board, shall be submitted to the SVSC Registrar fifteen (15) days prior to the declaration of teams.

~~by the following dates if the member and their children wish to participate in the SVSC playing program:~~

~~For the Fall season, August 1 of the prior seasonal year~~

~~For the Spring season, February 15 of the seasonal year~~

1.3       *{late registration}*

Late registration will be considered by the Board, only for extenuating circumstances, on a case by case basis.

1.4       *{age groupings}*

Cut off dates for age group classification will be August 1 to July 31 of the following calendar year, or according to Pa West standards.

**Chapter 2,0     Membership Voting Rights at Membership Meetings**

2.1       *{member voting rights}*

Each adult member in good standing shall have voting rights at all Special and General Meetings, including the Annual General Meeting.

**Chapter 3.0     Fees**

3.1       *{Pa West player fees}*

The SVSC is required by Pa West to collect a fee from each and all players registered with SVSC.  This fee, in an amount defined by Pa West, is non-discretionary of the part of the SVSC and is subsequently paid in total by the SVSC to Pa West.  This fee is due and payable upon player registration.

3.2       *{Annual SVSC budget}*

The Board of SVSC shall have discretionary power to set fees for the succeeding seasonal year based upon a budget for the succeeding seasonal year to be approved by the Board prior to May 31st of the current seasonal year.  Notice of the fees (with the exception of tournament fees or performance bonds) which will be levied for the succeeding seasonal year shall be sent to all members at least 30 days prior to the Annual General  Meeting of the membership, together with a copy of the approved budget.  No additional fees may be levied, for fees increased, following the notification to the membership as aforementioned, except by a majority vote at a meeting of the membership.

3.3       *{Member affiliation fee}*

All members shall be assessed an annual affiliation fee as established by the Board.  Such fee is due and payable on application for membership as provided in Chapter 1 of the By-laws, and no membership rights including youth playing privileges will be permitted until such fee is paid.

3.4       *{player fees}*

The board may assess a player registration fee on each player registered by a member with the SVSC for a seasonal year.  The Board may, at its discretion, levy a different fee rate for various programs offered by the SVSC.  All such player fees are due and payable on registration of the player.  The Board may at its discretion assess other fees on members, provided notice of such fees is provided to its members as described in Chapter 3.2.

3.5       *{failure to pay fees}*

Subject to the discretion of the Board, failure to pay due fees at the stipulated time without a waiver in writing from the Board, will result in suspension of all membership rights and privileges for the rest of the seasonal year.

**Chapter 4.0     The Board of Directors, Authority and Responsibility**

The Board of Directors shall be responsible for, and have the final authority for, except as otherwise provided, for:

4.1       *{enforce the governing documents}*

Enforcing and interpreting the Constitution, By-laws, and Rules and Regulations of this Association

4.2       *{establish and interpret rules}*

Defining and establishing all Rules and Regulations for this Association

4.3       *{create committees}*

The creation of standing committees, such as but not restricted to: Membership; Budget and Audit; Rules, Appeals and Discipline Committee

4.4       *{establish budget and fees}*

Establishing and approving a budget for the succeeding seasonal year, and stipulating all fees levied on the membership for the succeeding seasonal year

4.5       *{approve committee actions}*

Review and approve all actions of the standing committees, when a decision of such entities is appealed to the Board as provided in these By-laws

4.6       *{recommend officers}*

Recommendation of potential officers for the Annual General Meeting

4.7       *{special situations}*

Establishing temporary rules and regulations for specific cases not provided for elsewhere, but are deemed necessary by the Board to carry out the objectives of the Association

4.8       *{update the governing documents}*

Review of the Constitution, By-laws, and Rules and Regulations of this Association to ensure consistency with the provisions of affiliate organizations, to remedy inequities or inconsistencies, and to recommend to any General or Special Meeting of the membership desirable changes to the Constitution or By-laws.

**Chapter 5.0     Elected Officers, Duties, and Responsibilities**

5.1       President

The President shall conduct as Chairman all meetings of the Board of Directors, and all General and Special Meetings of the membership.

The President may act on behalf of the board when he/she deems it necessary, subject to later ratification by the board.  The President shall have one vote at all meetings.

5.2              Vice-president

The Vice-president shall assume all duties of the President in the absence of the president.

5.3       Secretary

The Secretary shall be responsible for keeping an accurate record of all meetings of the Board and meetings of the membership, and for distribution of all minutes to members of the board and membership, as shall be required.

The Secretary shall handle all correspondence, give notice of all meetings, and maintain all the files of the association, except those records maintained by the Treasurer or Registrar.

5.4       Treasurer

The Treasurer shall keep detailed accounts of all financial transactions of the Association and such accounts shall be produced by the Treasurer on demand by the Board.  The treasurer shall collect all debts and fees owed to the SVSC, shall give a receipt for all collections, and shall deposit all such collections in a recognized bank account in the name of the SVSC.  The treasurer shall pay by check all bills or obligations of the SVSC as approved by the Board, and such check shall bear two signatures, one being the signature of the Treasurer, and the second may be either the President, the Vice-president, or the Secretary.  The Treasurer shall report on the financial status of the SVSC at all meetings of the Board, and at all meetings of the membership.

5.5       Registrar

The registrar shall keep a complete record of all teams and players for the purpose of player registration, team affiliation, voting and fee assessment, and shall provide such records or summaries thereof to the Treasurer and Board as may be necessary for the performance of their duties.

**Chapter 6.0     Meetings of the Board of Directors**

6.1       *{meeting requests}*

The Board may meet quarterly in each seasonal year, or at other times upon the request of the President, or if requested by one third of the Board.

6.2       *{quorum}*

A majority of the membership of the Board shall constitute a quorum for the conduct of all business.

6.3       *{one vote per member}*

Each member of the Board shall be entitled to cast one vote on any matter of business before the Board.

**Chapter 7.0     Disciplinary Actions and Appeals**

7.1       *{board's right to expel}*

The Board shall have the right and authority to suspend, expel, or otherwise discipline any individuals including players, coaches, managers, assistants, and officials.

7.2       *{reasons for expulsion}*

The right and authority of the Board to take such actions shall apply where any individual or member of the SVSC has violated the Constitution, Bylaws, or Rules and Regulations of SVSC.  Such actions may be based either upon an original complaint or upon the Board’s own action.

7.3       *{committee function}*

Annually, at the beginning of each seasonal year, the Board will appoint at least three SVSC members to a standing Appeals and Discipline Committee.  These persons shall not be Board members.  Each member of this committee upon appointment will be provided with a current copy of the SVSC Constitution, By-laws, and Rules and Regulations so as to become familiar with the content.  The function of the committee will be to rule on matters of discipline or dispute pertaining to SVSC members, players, coaches, or staff.  The committee will use the Constitution, By-laws, and Rules and Regulations as the basis for its decisions.

7.4       *{due process}*

All matters of discipline and dispute regarding SVSC players, members, coaches, or others with supervisory roles, will first be evaluated and ruled upon by the Appeals and Discipline Committee.  The involved party/parties will first submit a written request for a hearing to the chairman of the committee, along with pertinent information.  After this request is submitted, the committee will meet with the involved parties within a period of time not to excede two weeks from the Chairman receiving notice of the hearing request..  At this meeting all parties shall have the right to present information to the committee.  The committee shall then make a ruling on the issue of dispute and make a written recommendation to the Board for action as aforementioned in 7.1 and 7.2.  On the day of the Committee’s decision, the chairman shall be responsible for writing the Committee’s decision, and forwarding it to the Board Secretary, for Board action.  If any action of discipline, expulsion, or suspension is recommended by the Committee, the Board will meet, vote ( as guided by 7.1 and 7.), and issue a written decision within 7 calendar days of the Secretary receiving the Committee’s written recommendation,

7.5       *{appeal process}*

If the decision of the Appeals and Discipline Committee as discussed in 7.5 is not acceptable to an individual or involved party, that person may appeal the decision to the SVSC Board within 15 calendar days of the decision.  The party will submit a written request for an appeal to the President of the Board, along with the reason for not accepting the decision of the Appeals and Discipline Committee.  The President will schedule a hearing whereby the involved party/parties will have the opportunity to submit matters in defense, rebuttal, mitigation, or extenuation to the allegations before the Board.  All decisions of the Board in such an appeal are final and binding.  The involved parties will receive a written notice from the Board Secretary of the decision by the Board within seven calendar days of the appeals hearing

**Chapter 8.0     Amendment, repeal, or suspension of the By-laws**

The By-laws may be amended, repealed, or suspended, in whole or in part, by a two thirds vote of those votes eligible to be cast by members in good standing, attending any duly called meeting of the membership of the SVSC.  Proposals for amendment or repeal of the By-laws must be made in writing and submitted to the SVSC Board Secretary at least 45 days in advance of such meeting, so as to permit all members prior consideration of the proposals thirty (30) days in advance of the meeting.

**Chapter 9.0     Rules Governing SVSC Meetings** *{amended September 20, 2002}*

Robert's Rules of Order shall be deemed to be adopted at all meetings conducted by the SVSC unless otherwise agreed to by the members present, the suspension of which shall be in accordance with Robert’s Rules of Order.

**Chapter 10.0   SVSC Program Structure** *{amended September 20, 2002}*

10.1          *{travel team programs}*

The SVSC travel team division and its teams shall be named Shenango Valley United

The official colors for travel team uniforms will be black and gold.  This is deemed important for developing color schemes and logos recognizable to the community.

The board shall appoint an individual after the annual  general meeting to be the travel team coordinator.  This person shall direct the affairs of the travel teams with responsibilities that include but are not limited to: coach recruitment, team formation, player placement, development of practice schedules, and disbursement and collection of equipment. *(amended June 9, 2007***)**

10.2          *{instructional league}*

The recreational soccer player is the foundation on which the SVSC is built.  The SVSC will develop and promote to the best of its ability, an instructional league for 5 to 14 year old players.  The SVSC recreational division will be named Shenango Valley Soccer.  With Board permission, club members from each municipality may develop semi-autonomous training groups to recruit and train players and coaches. All players must be SVSC members. The Board will have total authority to determine all Shenango Valley Soccer policies and fees as in Chapters 3 and 4.

**Chapter 11.0   Miscellaneous Provisions**

11.1

All Board members, standing committee members, coaches, managers, referees, or any adult having unsupervised contact with youth players, shall prior to engaging in these listed activities, certify in writing that they have not been convicted of any felony, misdemeanor, or child abuse.  The SVSC will use a certification process as required by Pa West.  Such certification shall be kept with official SVSC files and documents.

11.2

The registrar will assign players to the appropriate travel team based on Pa West age groupings for that team. A player may be rostered on an older team with the approval of the coaches, and parental consent as required by PA West. This should not be approved if the move will cause the age appropriate team to have inadequate number of players.

Travel team coordinator may decide to hold player evaluations for travel teams.  He will assign three coaches, one of which would be the coach of that travel team. The evaluations are to be standardized, and the individual player scores will remain confidential, available only to the travel team coordinator.  The travel team coordinator will group the players according to the cumulative results of the individual player's assessment.  All players in question must participate in the evaluation. Those who do not participate in the evaluation will be placed in the youngest age group or the lower Pa West skill division of the teams in question. *(amended June 6, 2012)*

 11.3

11.4

By-laws enacted March 1, 1997

By-laws amended September 20, 2002

by-laws amended June 9, 2007