

# ST. JAMES/ST. ELIZABETH ANN YOUTH SOCCER CLUB

## CONSTITUTION

Last Revised: September 18, 2008

### ARTICLE I: NAME

The name of the organization shall be the St. James/St. Elizabeth Ann Youth Soccer Club, hereafter referred to as SJEAYSC.

### ARTICLE II: PURPOSE

The objectives of SJEAYSC are to foster the sport of soccer among the youth of St. James and St. Elizabeth Ann Seton Parishes, to uphold the highest standards of the game of soccer, and to provide an athletic opportunity whereby youths are taught good sportsmanship while developing a healthy competitive attitude.

### ARTICLE III: POWERS

SJEAYSC is a separate entity under the umbrella of the St. James/Seton Athletic Association. SJEAYSC will have its own constitution, by-laws, finances, and board members. While a separate entity, the SJEAYSC President will also be responsible to the Athletic Association, the Director of Education (Principal of St. James/Seton School), and ultimately to the pastors of St. James and St. Elizabeth Ann Seton parishes.

### ARTICLE IV: MEMBERSHIP

Membership in this organization is defined at several levels.

- A) The SJEAYSC will be affiliated with the Catholic Youth Soccer League of Omaha (CYSL) and be subject to its constitution, rules, and other requirements for membership. CYSL participates in the Eastern Nebraska Soccer Association (ENSA) for scheduling, player authorization & credentials, background checks of coaches, and player/field insurance.
- B) Membership in SJEAYSC shall be limited to the following youth participants meeting one of the two conditions below:
  - a. Registered parishioners of St. James or St. Elizabeth Ann Seton Parishes
  - b. Registered students of St. James/Seton School
  - c. All other members must be approved by the executive board on a case by case basis.
- C) Membership in this organization shall be opened to all people who fall in the age group of Under 6 (U6) and they shall be responsible to all terms of this constitution & by-laws of the SJEAYSC, except those pertaining to the CYSL.
- D) Membership in this organization shall be opened to all youth participants between the ages of 6 to 14 as long as they abide by the SJEAYSC constitution & by-laws AND the CYSL rules and policies.

ARTICLE V: OFFICERS

- A) Governing Body Defined: The Governing Body of the SJEAYSC shall consist of an eight person Executive Board. The Executive Board will have the following officers and are listed in line of succession in the event a position becomes vacant and is need of an immediate replacement.
- a. President
  - b. Vice-President/President-Elect
  - c. Registrar
  - d. Treasurer
  - e. Secretary
  - f. Equipment Coordinator
  - g. Field Coordinator
  - h. Past President
- B) Election of Office: SJEAYSC Executive Board members will be appointed by the SJEAYSC President and must be approved by a majority vote of the SJEAYSC Executive Board.
- C) Term of Office: SJEAYSC Executive Board members will be appointed for a term of two years except for the President and Vice-President/President-Elect. Approved candidates for the Vice-President/President-Elect office will serve a three year term. The first year as the Vice-President/President-Elect, the second year as President, and the third year as the Past President.
- D) Benefits of Office: SJEAYSC Executive Board members shall enjoy the following benefits during their term as a result of their service to the organization: free registration for any immediate dependents, early registration opportunities for any tournaments hosted or sponsored by SJEAYSC, and additional consideration for player placement on a SJEAYSC team.
- E) Oversight: The SJEAYSC Executive Board shall manage all activities of the organization including, but not limited to, the following:
- a. Establishment of SJEAYSC annual registration fees;
  - b. Assigning players and coaches to SJEAYSC's soccer teams;
  - c. Scheduling of a meeting with the SJEAYSC coaches each season;
  - d. Managing the equipment and field of SJEAYSC; and
  - e. Attending to other matters of the SJEAYSC.
- F) Executive Board Members Shall have the following Duties:
- a. PRESIDENT
    - i. Conduct Monthly meetings including agenda items from all SJEAYSC Executive Board members;
    - ii. Assign duties and tasks to board members;
    - iii. Prepare agendas for all SJEAYSC meetings;
    - iv. Serve as the representative to the CYSL;
    - v. Give final approve to equipment and uniform purchases;
    - vi. Coordinate the coach and player selection for the Okoboji tournament in concert with the Registrar and Vice-President; and
    - vii. Complete other duties for the SJEAYSC.
  - b. VICE-PRESIDENT/PRESIDENT-ELECT
    - i. Serve as acting president in the absence of the president;
    - ii. Act as the SJEAYSC representative to CYSL in absence of the president;
    - iii. Coordinate the SJEAYS Coaches Meeting each season;

- iv. Assist the Registrar with player and team assignments;
  - v. Provide a report at the monthly SJEAYSC Executive Board meetings;
  - vi. Supervise any committees established by the Board; and
  - vii. Complete other duties as assigned by the SJEAYSC President.
- c. REGISTRAR
- i. Attend all Registrar meetings required by SJEAYSC, CYSL, or ENSA;
  - ii. Coordinate team and coach assignments each season;
  - iii. Determine Registration fee amounts in concert with the SJEAYSC Executive Board;
  - iv. Coordinate registration for the fall and spring soccer seasons;
  - v. Provide a report at the monthly SJEAYSC Executive Board meetings;
  - vi. Work in concert with the Secretary to provide the secretary with the necessary information to hold the walk-in Registration Sessions for members to sign up their youth participants each season; and
  - vii. Complete other duties as assigned by the SJEAYSC President.
- d. TREASURER
- i. Manage the financial records of the SJEAYSC;
  - ii. Appropriately safeguard all SJEAYSC funds;
  - iii. Ensure the pastors of St. James and St. Elizabeth Ann Seton parishes are current authorized owners of the SJEAYSC checking account;
  - iv. Provide a report at the monthly SJEAYSC Executive Board meetings;
  - v. Shall have the authority to write checks for SJEAYSC debts with a majority approval of the SJEAYSC Executive Board;
  - vi. Provide quarterly updates to the SJEAYSC Executive Board; Director of Education, and St. James & St. Elizabeth Ann Seton pastors; and
  - vii. Complete other duties as assigned by the SJEAYSC President.
- e. SECRETARY
- i. Schedule SJEAYSC Executive Board monthly meetings;
  - ii. Take minutes of all SJEAYSC Executive Board meeting and provide record of those meetings to board members within 7 days of the meeting date;
  - iii. Provide a report at the monthly SJEAYSC Executive Board meetings;
  - iv. Coordinate and manage the walk-in Registration Sessions each season for members to sign up their youth participants; and
  - v. Complete other duties as assigned by the SJEAYSC President.
- f. EQUIPMENT COORDINATOR
- i. Coordinate the securing, storage, and distribution of all equipment needed by the SJEAYSC;
  - ii. Oversee all necessary purchases of supplies to maintain the SJEAYSC teams including nets, balls, gloves, first aid kits, etc.;
  - iii. Provide a report at the monthly SJEAYSC Executive Board meetings;
  - iv. Manage any SJEAYSC apparel for coaches, players, and youth participants; and
  - v. Complete other duties as assigned by the SJEAYSC President.
- g. FIELD COORDINATOR
- i. Coordinate all field maintenance done to the soccer fields that our club is assigned to maintain by the CYSL;

- ii. Oversee all necessary purchases of supplies needed to maintain the SJEAYSC fields;
  - iii. Provide a report at the monthly SJEAYSC Executive Board meetings;
  - iv. Coordinate volunteers/coaches in the striping/markings of the SJEAYSC fields; and
  - v. Complete other duties as assigned by the SJEAYSC President.
- h. PAST PRESIDENT
- i. Attend the monthly SJEAYSC Executive Board meetings;
  - ii. Cannot vote on board matters as their role is one of resource;
  - iii. Act as a resource to the SJEAYSC current President as well as other board members; and
  - iv. Complete all duties as assigned by the SJEAYSC President.

#### ARTICLE VI: MEETINGS

The SJEAYSC Executive Board shall meet monthly for one hour. Meetings will not be held during the months of June, July, and August. Meetings will be held at St. Elizabeth Ann Seton unless otherwise noted.

All SJEAYSC Executive Board members shall attend each meeting. Unavoidable absences should be reported to the SJEAYSC President.

All SJEAYSC Executive Board meetings shall be open to any member of the organization.

The order of business at each meeting shall include, but not be limited to the following items:

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MEETINGS MINUTES (AS SUPPLIED BY SECRETARY.)
3. BOARD REPORTS: (AS FOLLOWS)
  - A. President & CYSL Report
  - B. Vice President Report
  - C. Registrar Report
  - D. Treasurer Report
  - E. Secretary Report
  - F. Equipment Coordinator Report
  - G. Field Coordinator Report
  - H. Committee Reports
4. OLD BUSINESS
5. NEW BUSINESS
6. CLOSE OF MEETING

#### ARTICLE VII: VOTING

The SJEAYSC Executive Board will approve all measures, initiatives, and decisions by a majority vote of the Executive Board when quorum is present. Quorum will be defined as having 5 of the 6 eligible to vote Executive Board members present. The President will only vote in the event of a tie.

ARTICLE VIII: COMMITTEES

The SJEAYSC Executive Board shall form committees as needed to perform various activities to benefit the membership. Committee membership can be made of parents, coaches, players, and SJEAYSC Board members. These committees will be supervised by the Vice President.

ARTICLE IX: AMENDMENTS

The Constitution of the SJEAYSC may be amended by a majority vote of the SJEAYSC Executive Board and by a majority vote of the SJEAYS coaches during their meeting at the start of each soccer season.

ARTICLE X: TEAM SELECTION GUIDELINES

The SJEAYSC Registrar will use the following guidelines in descending order when assigning players to teams:

1. Players who participated in the prior season. Participation is defined by SJEAYSC as coming to practices, games, and finishing out the entire season. If a player quits during the season, this player may not be allowed to participate in the following season.
2. Consideration will first be given to players of a certain age bracket, then to those players looking to “play up” a level.
3. Consideration will be given to players whose families have contributed in a volunteer capacity.
4. Consideration will also be given to those players as approved by the SJEAYSC President.