

## **Harvard Soccer Club Constitution**

1. **NAME** This nonprofit membership organization which is affiliated with the Harvard Athletic Association shall be known as the Harvard Soccer Club, hereinafter referred to as the HSC.
2. **MEMBERSHIP** There shall be two classes of membership in the HSC:
  - a. **Adult voting members** who shall be older residents of the town of Harvard 18 years of age or older, and nonresidents 18 years of age or older that are or have been coaches, assistant coaches, or administrative managers of any soccer team organized or sponsored by the agency during the immediately preceding soccer season; and
  - b. **HSC participating player members**, who shall be the players on any soccer team organized or sponsored by the HSC. Participating player members shall be entitled to attend annual and special meetings of members, but shall not be entitled to vote unless they are also adult voting members.
3. **OBJECTIVE** The objective of the HSC is to promote and enhance the game of soccer for the enjoyment of the youth and residents of the town of Harvard. This will be accomplished by:
  - a. Organizing and sponsoring teams to be entered into soccer leagues and tournaments run by other soccer clubs and organizations;
  - b. Organizing teams and conducting and in town program of soccer play for the residents of Harvard when suitable programs of soccer play are not available through other organizations;
  - c. Conducting programs designed to educate Members about the game of soccer and develop skilled and knowledgeable players; coaches and referees to conduct and support a vital and exciting soccer program within the town of Harvard.
4. **GOVERNING BODY** The governing body of the HSC shall be the Executive Board, herein referred to as the Board which shall consist of persons elected to the positions listed in Articles 5 and 6.
5. **BOARD MEMBERS ELECTED AT THE ANNUAL GENERAL MEETING** The following five positions shall be filled by election of the adult voting members at Annual General Meeting of Members:
  - a. **President**, who shall officially preside at all meetings; be chairman of the board, and be the official representative of the HSC to all leagues into which the HSC shall sponsor Teams. The President shall vote at the Board and Annual General Meeting only to break tie.
  - b. **Vice President**, who shall succeed to the office and powers of the President in his absence, or for the remainder of his/her term is vacated for any reason. In the event of such a vacancy, the board shall elect a successor to the post of vice president. The vice president shall act as the hearing officer at meetings of the board held pursuant to Article 8 below.
  - c. **Secretary**, who shall attend to all correspondence for agency, keep detailed minutes of all board meetings and general and special meetings of members, and keep records as necessary. The Secretary shall correspond on behalf of the agency only with the knowledge and consent of the president
  - d. **Members-at-Large**, there shall be two (2) members who represent the general membership. They shall be equally concerned with making sure HSC meets the needs of both the recreational and competitive players.
6. **Board Members Elected by the Board**. In addition to the members of the Board elected at the Annual General Meeting of Members (AGM Elected Board Members) the following additional positions shall be filled by vote of the AGM elected Board Members, and the persons so elected shall themselves become voting members of the Board:
  - a. **Coach and Player Development Coordinator**, who shall be responsible for, training and developing quality coaches and players for the HSC. The coordinator shall work with the program directors and age group coordinators to identify needs and provide clinics and other training opportunities for coaches and players. .
  - b. **Travel Team Program Director**, who shall be responsible for recruiting and training the U10, U12, U14, U16, and U18 age group coordinators. He/she will monitor the team selection process and verify that all pertinent HSC policies are followed in this process. He/she shall act as a liaison between these age group coordinators and the Board.
  - c. **In Town Program Director**, who shall be responsible for recruiting and training the U6, U7, and U8 age group coordinators. He/she shall coordinate the activities of the In Town Program including the ordering team shirts.

He/she will monitor the team creation process and verify that all pertinent HSC policies are followed in this process. He/she shall act as a liaison between these age group coordinators and the Board.

**7. NON-VOTING BOARD MEMBERS**

- a. **HSC Administrator.** The HSC administrator is a non-voting member of the HSC Board. The administrator is hired by the Board to perform the functions of Registrar, Field Coordinator, and Referee Coordinator. The Administrator also develops a budget for approval by the Board, attends all Board meetings and represents HSC at league meetings.

8. **TERM OF OFFICE.** Board Members shall hold office for a term of one (1) year, and are eligible for re-election. Vacancies that shall occur in the Board between Annual General Meetings shall be filled by the remaining members of the Board.

9. **SPECIFIC RESPONSIBILITIES AND GENERAL POWERS OF THE BOARD.** The Board shall have the following specific responsibilities and general powers:

- a. **Rules of Team Organization and Sponsorship and/or Play.** Rules of Team Organization and Sponsorship for participation in any travel league, and Rules of Team Organization and Play to govern any program of “in-town” soccer play shall be drawn up by the Board and reviewed for appropriateness and applicability prior to each season. At the conclusion of each season, the Board or others as designated by the Board, shall hold a meeting of all coaches, assistant coaches, and administrative managers to review the prior season’s play and formulate recommendations for changes to the rules of Team Organization and Sponsorship and/or Play for the next season.
- b. **Suspensions.** The Board shall have the authority to suspend any player, coach, or other Member for reasonable periods of time from participating in HSC sponsored activities if such person is determined by the Board to have engaged in conduct contrary to generally accepted standards of good sportsmanship or the rules and guidelines established by the Board for participation in HSC activities. Such action shall be taken only after the person(s) involved shall have been given a reasonable opportunity to be heard.
- c. **General Powers.** The Board shall have the power to deal with any matters not explicitly covered by this Constitution.
- d. **Voting.** All matters which shall come before the Board shall be decided by a simple majority vote. No one individual may cast more than one vote on any matter before the Board even though he/she may hold more than one of the positions listed in Articles 5 or 6. Fifty percent (50%), rounded up to the next whole number if a fraction, of the Board Members then in office, but never less than three (3) shall constitute a quorum.

10. **ANNUAL GENERAL MEETING OF MEMBERS.** The Annual General Meeting of Members shall be held within two (2) months prior to or after the conclusion of the regular Spring soccer season, at a specific time and place to be designated by the Board. Notice of the annual General Meeting of Members shall be published in the Harvard Post at least three (3) days prior to the meeting.

11. **FINANCIAL POLICY.** The following financial policies and procedures shall be adhered to by the HSC:

- a. **Budget.** A balanced budget shall be prepared by the HSC Administrator and approved by the Board before the start of the calendar year.
- b. **Expense Reimbursements.** Expenses incurred by the individuals for the benefit of the HSC and/or teams organized or sponsored by the HSC may be reimbursed, but only if (a) the item(s) for which the expenses were incurred were specifically included in the HSC budget approved by the Board, or (b) the reimbursement request is submitted to and specifically approved by the Board.
- c. **HAA to act as depositary of funds.** All monies received by the HSC shall be turned over to the HAA treasurer who shall deposit all funds promptly with the Harvard Athletic Association.
- d. **Annual Report.** The HSC Administrator shall report to the Members at each Annual General Meeting concerning the financial status of the HSC.

12. **AMENDMENT OF CONSTITUTION.** This Constitution or any section thereof may be amended by a two-thirds vote of Adult Resident Members present in person at a General or Special Meeting of Members. Written notice of intent to propose any such changes must be delivered to the Board at least 15 days prior to the General or Special Meeting at which such change is to be proposed. A summary of the proposed changes shall be delivered by the Board to the Harvard Post to be published therein together with a notice of the meeting at least three (3) days prior to the meeting.

13. **ADOPTION OF CONSTITUTION.** This revised Constitution became effective on November 16, 2003 when the changes were adopted by a unanimous vote of Adult Voting Members present at the Annual Meeting of Members, following a notice published the Harvard Post on November 6, 2003.