

CAPE EXPRESS SOCCER CLUB BYLAWS

ARTICLE 1 NAME

The name of this organization shall be the Cape Express Soccer Club (CESC). The location of the CESC shall be Cape May County, New Jersey.

ARTICLE 2 PURPOSE

The purpose of the CESC is to educate youth under 19 years of age in mental and physical fitness, develop self and community pride, teach sportsmanship and teamwork and provide the opportunity for the players to achieve the highest level of soccer success they are willing and/or able to reach.

ARTICLE 3 AFFILIATIONS

CESC is an affiliate of, and will comply with the authority of the following organizations:

1. South Jersey Soccer League (SJS�), boys teams
2. South Jersey Girls Soccer League (SJGSL), girls teams
3. New Jersey State Youth Soccer Association (NJSYSA)
4. United States Youth Soccer Association (USYSA)
5. United States Soccer Federation (USSF)

ARTICLE 4 MEMBERSHIP AND VOTING RIGHTS

1. Members are defined as follows:
 - A. Family or guardian of a player(s) currently on a CESC team, member type 1.
 - B. Volunteer coach, member type 2.
 - C. Any other individual who held a Board position within the last five years, member type 3.
2. Voting Rights - Each Member shall have only one vote, regardless of the number of qualifying definitions in Section 1 of this article.

ARTICLE 5 ORGANIZATION AND AUTHORITY OF THE BOARD

1. The members shall elect a Board of Directors (Board). The Board acting together shall constitute the administrative management of the CESC, insuring that the club operates within the framework and intent of its Bylaws.
2. The Board will consist of the following officers:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Director of Equipment and Purchasing
 - F. Director of Field Operations
 - G. Director of Player and Coach Development – Boys Teams
 - H. Director of Player and Coach Development – Girls Teams
 - I. Director of Public and Club Relations

J. Director of Tournaments

K. Director of Ways and Means

3. The Board shall be charged with raising funds to meet the expenses of the CESC in achieving the Purpose of the Club by implementing registration fees, establishing CESC fund raising activities, hosting invitational tournaments, selling concessions, obtaining sponsors and any other activity or method typically used by similar organizations.
4. The Board shall dispense CESC funds, as it deems fit to achieve the Purpose of the Club.
5. The Board shall create Guidelines to establish the rules and procedures by which the CESC members shall conduct themselves.
6. The Board must approve any procedure, appointments and interpretations of CESC policy made by any committee of this organization not specifically provided for in the Bylaws.

ARTICLE 6 BOARD OF DIRECTORS ELECTION PROCEDURES

1. A Nomination Committee, appointed and chaired by the Vice President, shall provide a slate of candidates for the elective offices to the Board of Directors at the monthly meeting before the occurrence of the Annual General Meeting (AGM).
2. All candidates for office must be a member of the CESC.
3. The AGM shall be held the first Thursday of August. At the AGM, nominations shall also be accepted from the floor.
3. Election of officers will be by secret ballot. The ballot will include a list of the open offices with a space to write the candidate's name.
4. All Directors will be elected by a majority vote of the quorum at the AGM.
5. The Head Coaches of their respective teams shall collect votes for member type 1. The Head Coach shall be responsible to determine the membership status of the voter. If a member has more than one child, the member should vote with the older team, regardless of gender. If a member has both boys and girls on different teams of the same age, the member should vote with the boys team. Members qualifying as type 1 should vote with a Head Coach, regardless of any other qualifications as members.
6. The Vice President shall collect votes for member types 2 and 3. The Vice President shall be responsible to determine the membership status of the voter and to make sure the voter doesn't qualify as type 1.
7. The Head Coaches and Vice President shall turn over the votes to the Nomination Committee, which shall tally the votes.
8. The President shall announce the election results. With the exception of the Director of Tournaments, the new Directors shall take office immediately and the next Board meeting with the newly elected officers will take place the second Thursday of August.
9. Once elected at the AGM, the Director of Tournaments elect shall serve as assistant Tournament Director helping the outgoing Director run his/her last Tournament. The newly elected Director will then take office on November 15 of the year he was elected, after the Tournament and after the outgoing Director has presented his last tournament report to the Board. At the end of his/her term the outgoing Tournament Director will have been involved in 3 Pratt tournaments, once as Assistant and twice as Director.
10. The term of elective office shall be two years. No individual may hold more than one office concurrently.
11. The following Board positions will be elected to serve in odd numbered years:
 - Vice President
 - Treasurer
 - Director of Field Operations
 - Director of Player and Coach Development – Boys Teams

- Director of Public and Club Relations
 - Director of Tournaments
12. The following positions will be elected to serve in even numbered years:
- President
 - Secretary
 - Director of Player and Coach Development – Girls Teams
 - Director of Equipment and Purchasing
 - Director of Ways and Means

ARTICLE 7 VACANCIES ON THE BOARD

1. Vacancies on the Board, other than the President and Vice President, shall be filled by a nomination from the membership or by a member of the Board, and approved by a majority vote of the Board.
2. The Vice President's position shall be filled by a nomination from the existing Board or by a member of the Board, and approved by a majority vote of the Board.
3. The President's position shall be filled by the Vice President.
4. These appointed officers shall serve out the remaining time of the vacant office.
5. If a vacancy occurs less than 2 months from the AGM, the Board may elect to perform the duties of the vacant position themselves and let the position be filled by election at the AGM.
6. No Board position should be vacant for more than 2 months.

ARTICLE 8 RECALL

Any member of the CESC may file charges in writing to the Board requesting the recall of any Board member. A special Board meeting may be held to hear these charges. The Board member shall receive sufficient notice of the charge and the scheduled hearing so that s(he) has an opportunity to defend themselves if they wish. A two-thirds vote of the quorum at the next regularly scheduled Board meeting shall accomplish a recall. A Board member may be recalled for any of the following reasons:

1. Failure to perform the duties of office as outlined in the Bylaws.
2. Not working to satisfy the purpose of the CESC as outlined in the Bylaws.
3. Not working for the betterment of the CESC.
4. Failure to attend meetings.
5. Wrong doing or misconduct in office.

ARTICLE 9 MEETINGS

1. The Board shall meet regularly once each month at a time and place designated by the President and at other times as deemed necessary by the President. The Secretary shall publish an agenda developed by the President of the next meeting one week prior to the meeting. The meetings shall be open to the membership with open discussion. The order of business at a Board meeting shall be as follows:
 - Roll call/Attendance
 - Certification of Voting Credentials
 - Acceptance of last Minutes
 - President's report
 - Treasurer's report
 - Director's report

- Committee's reports
 - Old Business
 - New Business
 - Public Comment
 - Adjournment
2. The membership shall meet once a year at the AGM on the first Thursday of August at a time and place designated by the President and at other times as deemed necessary by the President. The President will preside at the AGM and it shall be considered a Board meeting. The Secretary shall publish an agenda developed by the President. A quorum of the members shall consist of those in attendance. The order of business at the AGM shall be as follows:
- Roll call
 - Certification of Voting Credentials
 - President's annual report
 - Treasurer's annual report
 - Director's annual reports
 - Committee's annual reports
 - Old business
 - Bylaw Change Proposals
 - New Business
 - Public Comment
 - Election of Directors
 - Adjournment
3. Parliamentary law as set forth in Robert's Rules of Order, shall govern all meetings and other procedures not expressly provided.

ARTICLE 10 BOARD OF DIRECTORS AND VOTING RIGHTS

1. All members of the Board shall have one vote except the President, who shall have no vote except when a tiebreaker vote is required.
2. A quorum must be present at any Board meeting for business to be transacted. Six Board members must be present for a quorum. Issues shall be decided by a simple majority of the quorum present at any given meeting, unless specifically stated otherwise. When a two-thirds vote is required, issues shall be decided by a minimum 2/3 majority of the quorum present at any given meeting.
3. Voting by proxy shall not be allowed.

ARTICLE 11 DUTIES OF THE DIRECTORS

1. President

- A. Shall schedule, preside over and establish agendas for all regularly scheduled CESC Board meetings.
- B. Shall schedule Executive Committee and/or special CESC Board meetings as required.
- C. Shall provide leadership and direction for the CESC.
- D. Shall be the only spokesman for the CESC in interactions with outside agencies except as designated by the Board or specifically outlined in the Bylaws.
- E. Shall call a General Meeting at least once per year to fulfill the election procedure of Article 6.

- F. Shall co-sign checks with the Treasurer.
- G. Shall have an audit of the Treasurer's report conducted at least once per year.
- H. Shall appoint members and/or pertinent non-members to various standing committees, unless noted otherwise.
- I. Shall establish and appoint members and/or pertinent non-members to ad hoc committees as the need arises.
- J. Shall serve ex officio as a member on all standing and ad hoc committees, unless noted otherwise.
- K. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

2. Vice President

- A. Shall assist the President in the operation of the CESC, and shall act for the President in his absence.
- B. Shall appoint and chair a Nomination Committee once per year to nominate individuals as candidates for office in CESC.
- C. Shall receive nominations from the floor at the AGM and organize the issuance of the ballots according to election procedures.
- D. Shall prepare and distribute a Membership Directory on an annual basis.
- E. Shall co-sign checks in the absence of the President.
- F. Shall present a report to the Secretary for distribution to all Board members prior to each regular Board meeting.
- G. Shall be a member of the Tournament Committee and be responsible for ad books.
- H. Shall serve ex officio as a member on all standing and ad hoc committees along with the President, unless noted otherwise.
- I. Shall be responsible to fulfill the duties of any vacant or temporarily absent Board position until such time as the position is filled or the Director is no longer absent.
- J. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Vice-President.
- K. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

3. Secretary

- A. Shall keep and maintain minutes of all Board meetings.
- B. Shall distribute copies of prior minutes and agenda to all Board members one week prior to the next Board meeting.
- C. Shall handle all CESC correspondence as directed by the Board.
- D. Shall call roll and tally the votes cast during any Board meeting.
- E. Shall be responsible for meeting notifications to the Board, Executive Committee and/or AGM.
- F. Shall preside over a Board or Executive Committee Meeting in the absence of the President and Vice President.
- G. Shall co-sign checks in the absence of the President, Vice President or Treasurer.
- H. Shall be responsible for obtaining a meeting place for monthly Board meetings.
- I. Shall process insurance claims submitted by CESC members.
- J. Shall be the custodian of the league records.
- K. Shall maintain and have available at all Board meetings the current CESC Bylaws and Guidelines.
- L. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Secretary.

M. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the new Secretary upon expiration of the term of office.

4. Treasurer

- A. Shall maintain accurate CESC financial records, disburse and receive funds.
- B. Shall be responsible to produce the yearly budget and submit it to the Board for ratification. The Vice President will depend upon budget information provided to him by other Directors with budget responsibilities.
- C. Shall ensure that all financial reports are filed with any applicable Local, State and/or Federal Government as directed by law.
- D. Shall maintain the CESC financial records and make them available to authorized parties or the appropriate authorities having jurisdiction.
- E. Shall co-sign checks with the President or Vice President or Secretary.
- F. Shall maintain a CESC checking account at a financial institution within Cape May County and be responsible for two signatures on every check.
- G. Shall present a list of invoices for review and action at the Board meetings.
- H. Shall present a report to the Board at each regular Board meeting.
- I. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Treasurer.
- J. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

5. Director of Equipment and Purchasing

- A. Shall solicit bids and make uniform, ball, patch and training equipment related purchase recommendations to the Board.
- B. Shall maintain a stock of equipment for use during the year as directed by the Board.
- C. Shall arrange for the distribution of equipment to the teams.
- D. Shall arrange for any pick-up of equipment from the teams.
- E. Shall organize club-wide purchases of team bags, clothing and memorabilia and once a year.
- F. Shall provide to the Board a detailed report of inventory of all equipment at the end of each playing season.
- G. Shall maintain the following minimum equipment in the Field shed:
 - First aid kit
 - Scrimmage vests
 - Cones
 - Balls
 - Pump with needles
- H. Shall present a report to the Board at each regular Board meeting.
- I. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Director of Equipment and Purchasing.
- J. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

6. Director of Field Operations

- A. Shall ensure that field related equipment is available for the season and that all fields and related equipment are maintained properly.

- B. Shall provide to the Board a detailed report of inventory of field equipment at the end of each playing season.
- C. Shall organize the Fields Committee to assist in the maintenance of all soccer fields associated with the operation of the CESC.
- D. Shall solicit bids and make field related purchase recommendations to the Board.
- E. Shall issue keys or lock combinations to club members that require them.
- F. Shall be responsible for obtaining permits and insurance for field use and other league events.
- G. Shall be a member of the Tournament Committee and be responsible for the fields.
- H. Shall maintain the following minimum equipment in the Field shed:
 - White marker paint
 - Extra corner flags
 - Spare net(s)
 - Wire ties
 - Net hold downs
- I. Shall present a report to the Board at each regular Board meeting.
- J. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Director of Field Operations.
- K. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

7. Director of Player and Coach Development – Boys Teams

- A. Shall participate in recruiting coaches.
- B. Shall ensure that each boys team coaching applicant receives fair and equal consideration in being presented to the Coaches' Committee.
- C. Shall handle all communications between the Board and the boys team coaches.
- D. Shall coordinate recruitment activities for boys teams.
- E. Shall chair the Coaches' Committee for one year when the AGM occurs in an even year, term starting just after the AGM.
- F. Shall be vice-chair of the Coaches' Committee for one year when the AGM occurs in an odd year, term starting just after the AGM.
- G. Shall maintain club membership in the SJSJL and attend all SJSJL meetings as Club Representative.
- H. Shall establish training/practice schedule for the boys teams.
- I. Shall co-ordinate the efforts and act as lead contact for all boys team's trainers.
- J. Shall be responsible to obtain and distribute boys coaches packets for annual registration of all teams with our affiliate associations as required. Said packets shall include all pertinent information for new or returning coaches including all CESC, SJSJL and NJSYSA forms and a current copy of the CESC Coaches Manual. Shall maintain a supply of NJSYSA Add/Drop forms and cards and distribute as required. Shall co-ordinate the delivery and return of said forms twice annually to the appropriate local affiliation representative.
- K. Shall be responsible for handling any disciplinary issues and actions related to boys team coaches, players or families with direction from the Board.
- L. Shall present a report to the Board at each regular Board meeting.
- M. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Director of Player and Coach Development – Boys Teams.
- N. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

8. Director of Player and Coach Development – Girls Teams

- A. Shall participate in recruiting coaches.
- B. Shall ensure that each girl's team coaching applicant receives fair and equal consideration in being presented to the Coaches Committee.
- C. Shall handle all communications between the Board and the girls team coaches.
- D. Shall coordinate player recruitment activities for girls teams.
- E. Shall chair the Coaches' Committee for one year when the AGM occurs in an odd year, term starting just after the AGM.
- F. Shall be vice-chair of the Coaches' Committee for one year when the AGM occurs in an even year, term starting just after the AGM.
- G. Shall maintain club membership in the SJGSL and attend all SJGSL meetings as Club Representative.
- H. Shall establish training/practice schedule for the girls teams.
- I. Shall co-ordinate the efforts and act as lead contact for all girls team's trainers.
- J. Shall be responsible to obtain and distribute girls coaches packets for annual registration of all teams with our affiliate associations as required. Said packets shall include all pertinent information for new or returning coaches including all CESC, SJGSL and NJSYSA forms and a current copy of the CESC Coaches Manual. Shall maintain a supply of NJSYSA Add/Drop forms and cards and distribute as required. Shall co-ordinate the delivery of said forms twice annually to the appropriate local affiliation representative and their return.
- K. Shall be responsible for handling any disciplinary issues and actions related to girls team coaches and girls team players with direction from the Board.
- L. Shall present a report to the Board at each regular Board meeting.
- M. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Director of Player and Coach Development - Girls.
- N. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

9. Director of Public and Club Relations

- A. Shall oversee all publicity operations for the CESC, including web-based, email, and printed as directed by the Board.
- B. Shall issue press releases to all pertinent news organizations as dictated by the Board.
- C. Shall prepare a newsletter at a frequency determined by the Board.
- D. Shall chair the Events Committee and organize CESC events as directed by the Board.
- E. Shall organize the CESC winter banquet.
- F. Shall present a report to the Board at each regular Board meeting.
- G. Shall prepare a yearly budget outlining the expected costs associated with performing the duties of the Director of Public Relations.
- H. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

10. Director of Tournaments

- A. Shall chair the Tournament Committees set up for each separate CESC tournament.
- B. Shall establish and direct CESC invitational tournaments as directed by the Board.
- C. Shall work with the Director of Equipment and Purchasing to solicit bids and make purchase recommendations for all trophies, medals, awards, gifts, sponsor plaques and any other equipment

specifically pertaining to the invitational tournaments.

- D. Shall work with the Director of Field Operations to procure and set up the necessary fields.
- E. Shall work with the Director of Ways and Means to maximize the funds generated by CESC tournament(s).
- F. Shall file all NJSYSA forms relating to tournaments.
- G. Shall provide a statement of income and expense report and inventory to the Board prior to and upon completion of CESC invitational tournaments.
- H. Shall be responsible for organization, coordination and communication of all CESC invitational tournaments.
- I. Shall present a report to the Board at each regular Board meeting.
- J. Shall prepare a yearly budget outlining the expected revenues and costs associated with performing the duties of the Director of Tournaments.
- K. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

11. Director of Ways and Means

- A. Shall secure sponsors for all CESC teams and the CESC as a whole.
- B. Shall collect sponsor fees as required.
- C. Shall arrange for delivery of sponsor plaques.
- D. Shall be responsible for fund raising functions as directed by the Board.
- E. Shall be responsible for all concessions as directed by the Board.
- F. Shall present a report to the Board at each regular Board meeting.
- G. Shall prepare a yearly budget outlining the expected revenues and costs associated with performing the duties of the Director of Ways and Means.
- H. Shall maintain the appropriate files relative to the duties outlined above and relinquish them to the Secretary upon expiration of the term of office.

ARTICLE 12 DISBURSEMENT OF FUNDS

1. The Board shall approve by a two-thirds majority vote a budget for the year. Any expenditure above those set in the budget or not specifically included in the budget, regardless of the amount, will require a two-thirds vote of the Board.
2. Pre-approval of any expenditure in excess of \$500 must be obtained. Pre-approval is defined as being presented to the Board in writing to be included on the agenda. The Board will review the request and act on it at a subsequent regular meeting or special meeting if time is a factor.
3. All disbursements must have receipts attached for audit purposes.
4. There shall be two signatures on all CESC checks.

ARTICLE 13 PROTESTS AND COMPLAINTS

1. Protests and complaints against CESC procedure and members shall be presented to the Board in writing at least ten days prior to a regular Board meeting.
2. The Board at its discretion may convene a special meeting of the Board to hear the matter. All parties directly effected shall receive sufficient notice of the protest or complaint and the scheduled Board meeting date so that they have an opportunity to address the Board if they wish.
3. The Board shall review the issue and attempt to resolve it, within its authority. Any action taken by the

Board shall be in accordance with Bylaws and Guidelines and it's affiliate association rules. Decisions on all matters shall be in writing and made part of the next Board minutes.

4. Appeals of any decision of the Board may be made in accordance with our affiliate organizations as appropriate.

ARTICLE 14 AMENDMENTS TO THE BYLAWS

1. Proposed amendments to the Bylaws must be presented to the Board in writing.
2. All Board members shall be notified of proposed amendments to the Bylaws at a regular Board meeting prior to the Board meeting at which the proposed amendment(s) will be considered for preliminary approval.
4. The Board shall vote preliminary approval of the amendment by a two-thirds majority of the quorum.
5. If approved, a 2/3's majority of the quorum at the next AGM must ratify the proposed amendment in order to become part of the Bylaws.

ARTICLE 15 EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of six (6) members comprised of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Two members from the rest of the Board who are, in the opinion of the President, related to the issue requiring the calling of the Executive Committee. If any of the aforementioned members are not available, the President shall appoint a replacement.
2. A quorum for the Executive Committee shall be 6.
3. The Executive Committee shall serve between regular Board meetings solely for emergencies or to dispose of normal duties specifically bestowed upon it by the Board. The Executive Committee shall not convene to resolve contentious or divisive issues. The Executive Committee may operate via telephone and the Secretary shall keep tally of the Committee member votes. The Board at the next scheduled meeting must ratify all actions of the Executive Committee.

ARTICLE 16 STANDING COMMITTEES

1. Coaches – Chaired by Director of Player and Coach Development, annually alternating Boys and Girls. Members include all coaches.
2. Concessions Committee – Chaired by Director of Ways and Means. Consists of members willing to organize concessions.
3. Events – Chaired by Director of Public and Club Relations. Consists of members willing to help run CESC events.
4. Fields – Chaired by Director of Field Operations. Consists of members willing to help in the maintenance of the fields.
5. Nomination – Chaired by Vice President. Includes members willing to assist in the annual election.
6. Recruiting, Boys – Chaired by Director of Player and Coach Development, Boys. Includes coaches willing to recruit from the various regions of Cape May County for players, especially ages U-6 and U-7.
7. Recruiting, Girls – Chaired by Director of Player and Coach Development, Girls. Includes coaches willing

to recruit from the various regions of Cape May County for players, especially ages U-6 and U-7.

8. Tournament(s) – Chaired by Director of Tournaments. Includes Vice-President, Director of Fields, Director of Ways and Means, and members willing to assist in all facets of holding invitational tournaments.

ARTICLE 17 DEFINITIONS

1. Assistant Coach – Coach named by the Head Coach of team to assist in performing coaching duties.
2. Youth Team – All CESC teams U-8 through U-14.
3. Director – CESC member elected to perform the duties of Director outlined in the Bylaws.
4. Family – Parents or guardians of a CESC team player.
5. Head Coach – Coach of a CESC team appointed by the Board to perform the duties of Head Coach.
6. Manager/Team Mom – Assistant named by the Head Coach to assist in mainly administrative duties associated with running a team.
7. Player – Carded player currently on a team roster.
8. Trainer – Volunteer or individual(s) hired by the Board to provide soccer training for the players
9. Volunteer – A member that works for the betterment of the CESC by helping out as needed/requested/ required without compensation.
10. Winter Ball Team – All CESC teams U-15 through U-19.

ARTICLE 18 DISSOLUTION

Upon dissolution of the CESC, the Board, after satisfying all commitments and debts shall donate all cash and any remaining assets to a charitable organization(s) of their choice. There shall be no personal gain or profit by any member upon dissolution of the CESC.

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