



# Coal City Soccer Club Constitution

P.O. Box 256 Coal City, IL updated January 2024

## **Organization:**

The name of this Organization shall be Coal City Soccer Club and may be referred to as CCSC in the constitution, by-laws or other official documents. This club shall be a non-profit 501.C.3, educational organization under the United States Internal Revenue Code. Should this organization be dissolved, all assets will be distributed to another eligible non-profit organization(s) agreed upon by a majority vote of the Board of Directors.

## **Purpose:**

The purpose of the CCSC will primarily be to foster the growth of soccer in the Coal City area in such a way as to provide recreational opportunities to as many of the young people of the community as possible who desire to play soccer. In addition, CCSC will endeavor to promote good sportsmanship, the concepts of fair play, improvement of skills, confidence and physical abilities, while maximizing participation for all who wish to play the game of soccer.

## **Membership:**

Membership of this club is open to all parents who have registered children participating in the CCSC program, and any other person volunteering to assist the club by Board participation or other acceptable position per majority vote of the board. Members must abide by the constitution and by-laws of the CCSC, and conduct themselves in alignment to the club's purpose statement.

## Operation:

CCSC shall operate pursuant to the laws of the State of Illinois and the United States of America. In soccer matters CCSC Board of Directors shall determine yearly which soccer organization's guidelines they will follow. CCSC will not discriminate against players, coaches, or administrators, and will prohibit sexual, verbal, and physical abuse of anyone. Coaches, board members, and any individual assisting with coaching will be required to pass background checks. CCSC members will maintain the highest standards of behavior on the fields, sidelines, games, and practices.

## Administration:

- **Board of Directors:** The governing body of the CCSC shall be the Board of Directors. A board member can only hold one executive position at a given time. The Board of Directors shall be made up of the 5 executive committee members (President, Vice-President, Secretary, Treasurer and Scheduler), and the director members. The board shall have no less than three(3) members and no more than fifteen (15). All board members shall have one vote, and be able to give reports, discuss matters, make motions, second motions and vote. The Board of Directors shall have the powers and authority as set forth in the CCSC Constitution, By-laws, and Rules and Policies. They shall transact business as a group in the name of CCSC. The President of the Board will only vote on a motion in the event of a tie vote in order to break the tie. In addition, board members cannot be on the Board of another recreational soccer club so as to avoid any perceived conflict of interest.
- **Board Meetings:** A majority of the voting board members shall constitute a quorum for a meeting of the Board of Directors. Meetings of the Board of Directors shall normally be held on the Monday of the first full week of the month. Any member of CCSC may attend the meetings. Meeting time, date, and place can be changed by a majority vote of the Board of Directors with public notice given prior to the meeting. The Executive Committee will be elected at the annual November meeting. At the annual November meeting, the existing board will report as to the current financial status of the club, review the previous year, and advise as to the overall condition of the CCSC. Suggestions and comments from the membership at large will be taken at this time. The outgoing Executive Committee and the new Committee will meet on such a date agreed upon after/during the annual meeting and before the first meeting of the new Board of Directors. The purpose of said meeting is to conduct a year-end review, take care of any

business necessary for the close of the year, and transfer of club records to new officers. The President, or due to the President's absence the officiating Executive Committee Member, will preside over the meeting, and will conduct the meeting in a manner similar to Robert's Rules of Order (meaning for example an issue voted upon will be presented in a motion, seconding of the motion, opportunity for discussion, and a voting by each Board member). A record of votes will be registered by the Secretary within the meeting minutes. Board members must be physically present to vote on items brought up in a meeting. The meeting agenda will be as follows:

- Roll Call of Board Members and Call to Order
  - Minutes of Last Meeting Presented
  - Recognition of Guest Attendees (5 minutes allotted to each)
  - Reports Presented by the Board Members
  - Old Business
  - New Business
  - Determine Next Meeting Date/Time/Location
  - Adjournment to Executive Committee Meeting
- **Board Elections:** Nominations for a position on the executive board will be accepted by the members of the current executive board from October 1st until a week before the annual November meeting. At which point, nominations will be closed and the ballot set for executive board positions. Each member of the CCSC will be entitled to one vote for each position on the executive board. Executive board positions will always be filled by an existing board member with no less than one year of service, when possible. Executive board position elections shall be conducted with a closed ballot. All director positions will be voted on and selected by the new executive board members. All board members will be required to complete and pass a background check and must be a member within the club, unless voted in by existing board members. If they fail to do so by 12/31 of the given year, their position may be filled by another candidate at the discretion of the Board of Directors.
  - **Board Vacancies and Removal:** Any board member may be removed at any time for actions which are deemed detrimental to this club. Removal shall be by 2/3 affirmative vote of the Board of Directors at a board meeting following a closed session hearing at which all parties involved are allowed to reveal their point of view. Should a board member miss half or more than half of the board meetings in a six (6) month period they can lose their position on the board and the vacancy can be filled by a majority vote of the board. Vacancies in an office position shall be appointed for the unexpired term by

the remaining officers. Each officer shall deliver to the successor immediately after retiring from office all records, books, papers and any other property of the CCSC.

### **Fiscal Management:**

The CCSC will have their financial record evaluated yearly by an independent accountant so as to remain above reproach on the handling of club funds. There will always be a minimum of two signatures required for signing club checks along with two signers for any bank account holding club funds. Any expenditure of club funds must first be approved by a majority vote of the CCSC Board. Legitimate last-minute expenditures not in excess of \$300 may be done by an executive board member where they can then be given retro-approval at the next scheduled board meeting. Misappropriation or mismanagement of CCSC funds is grounds for immediate dismissal from the CCSC with possible legal action.

### **Dissolution:**

Three quarters (3/4) vote of the members of the CCSC, at a special meeting called for this purpose, is required to dissolve and end this Association. The CCSC membership must be given a month's notice of the meeting time, place, and purpose. In the event of the CCSC's dissolution, the assets of this Association shall be distributed to another non-profit organization(s) that will be approved by a majority vote of the Board of Directors.

### **Amendments:**

The Board of Directors may propose amendments to this constitution. Such proposals require a positive vote of two thirds (2/3) majority of the Board of Directors. Notification of any amendments must be publicized to the CCSC a month prior to the meeting when the vote on the amendments will occur. In addition, notification of the meeting date, time, and place when the vote on amendments will occur must be publicized to the CCSC a month prior. Amendments become effective after the adjournment of the meeting upon which it was voted.