

Lansing Soccer Club

BYLAWS

Recent history of this document:

- 2016 December 11 - Approval at Annual Meeting of changes dated 10/28/2016
- 2014 December 7 - Approval at Annual Meeting of changes dated 6/23/2014

Article I - Organization and Purpose

1. **Name.** The name of this organization shall be the **Lansing Soccer Club**, a New York State § 501(c)7 not-for-profit organization.
2. **Purposes.** The purposes of the Lansing Soccer Club (LSC) are:
 - a. To foster, teach and advance the game of soccer within the LSC area and environs by developing, promoting, and administering the game of soccer among youth up to, and including, the age of 19.
 - b. To foster and encourage sportsmanship and leadership by all players and persons involved in soccer.
3. **Definitions.**
 - a. LSC: The Lansing Soccer Club
 - b. Club; Association: The Lansing Soccer Club
 - c. NYSWYSA: New York State West Youth Soccer Association
 - d. USSF: United States Soccer Federation
 - e. Board: Executive Board of LSC
4. **Fiscal Year.** The fiscal year of the club shall begin on the 1st day of September and end on the 31st day of August of each year.
5. **Affiliation.** The LSC shall affiliate with the NYSWYSA in conjunction with US Youth Soccer and the USSF. In consequence of that affiliation, LSC members, players, coaches, and personnel shall adhere to rules, regulations, and bylaws of those associations to the extent applicable to their activities connected with the LSC as follows:
 - a. **Membership:** The membership of the LSC shall be open to any soccer players, parents or guardians of players, as well as coaches, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the USSF Bylaws.
 - b. **Governing Documents:** The USSF articles of incorporation, bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of the LSC to the extent applicable under state law, and the LSC will abide by those articles, bylaws, policies and requirements.
 - c. **Interplay:** The LSC will abide by the USSF's articles, bylaws, policies and requirements on interplay.
 - d. **Hearing and Appeal Procedures:** The LSC will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, NYSWYSA, and the LSC may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA Bylaws and policies. The Federation's Appeals Committee shall have Jurisdiction to approve, modify or reverse a decision. A decision rendered by the LSC or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee

unless the Committee otherwise ordered. The decision made by the LSC or the NYSWYSA may be upheld, revised, or reversed and remanded.

Article II - Membership and Meetings

1. **Nondiscrimination Policy.** This Club shall not discriminate against any individual or group of individuals on the basis of race, color, age, sex, religion, national origin or sexual orientation.
2. **Voting Membership.** A voting member is defined as:
 - a. A parent or guardian of a player currently playing for a LSC team, only one vote per registered player. Currently playing is defined as having a player in good standing with the Club who was registered on an active team within the last 12 months. Parents with two or more active players receive one vote per qualified player.
 - b. An LSC-affiliated coach or manager is a voting member also, if not already qualified as a voting member by nature of being a parent or guardian of a player. LSC-affiliated Coaches and Managers, who are not otherwise Parents or Guardians of active players or Executive Board members, are considered voting members of the LSC if they have been issued a current Risk Management pass.
 - c. All voting members of the LSC must be at least 18 years of age as of the date of registration. A player that “ages out” of the youth player classification and becomes a U20 eligible player (or older) and who has been a past youth member of the LSC will be considered Affiliated with the LSC and is considered as a voting member until such time the individual exercises Termination of Membership as outlined below or until December 31 of the year they turn age 21, unless they subsequently qualify as a voting member based on another category.
 - d. Any Member of the community over the age of 18 who is not otherwise eligible for membership under a previous provision may request to become an affiliated member of the LSC by submitting a request in writing to the Club Secretary. Affiliated Membership will be considered at the next regular meeting of the LSC Board, and unless there are objections by a majority of Board Members present, membership will be granted. Affiliated Membership will continue for a period of 5 years unless terminated in accordance with Termination of Membership as outlined below.
 - e. LSC-registered players under the age of 18 are considered Affiliated with the LSC, but they are not eligible to vote.
3. **Termination of Membership.** The membership of any member shall be terminated upon death, or the member’s written request for termination delivered to the president or secretary of the association, or upon the member’s expulsion by the Board. On termination of membership, any right, title, or interest of the member in or to the property and assets of the association shall cease.
4. **Suspension and Expulsion of Members:**

- a. Grounds for Suspension or Expulsion: Any member may be suspended or expelled from the LSC for willful infractions of the LSC rules or of any bylaw, or for acts of conduct that the Board may deem disorderly, injurious, or hostile to the interests or objectives of the LSC. The Board must give notice to such offending member of the proceedings against him or her and must provide him or her with an opportunity to be heard in his or her own defense. No person who has been expelled from the Club may have a new membership considered within a period of two (2) years. Reinstatement requests must go before the Executive Board.
- b. Initiation of Suspension or Expulsion: Proceedings under this section shall be initiated by resolution of the Board or by complaint against any member signed by ten (10) other members and filed with the Secretary. On adoption of the resolution or receipt of the complaint, as the case may be, the Board shall schedule the matter to be heard at the first regular, or a special, meeting of the Board. The secretary shall deliver to the accused member, at least five (5) days prior to the date of the hearing, a written copy of the time and place of hearing.
- c. Hearing: The President shall preside at such hearing and shall read the charges against the accused member. Such member shall be allowed to make a statement in his or her own behalf, question opposing witnesses, and call witnesses on his or her own behalf.
- d. Determination of Hearing: The Board may, by the affirmative vote of a majority of its members, request the offending member to resign or may suspend or expel the member. Should he or she decline to resign following such request, the Board shall strike the member's name from the rolls. In either case, the offending member is subject to the two year suspension defined in Article II § 4.a
- e. Proceedings: All such proceedings shall be in compliance with the requirements of US Youth Soccer, the USSF and the NYSWYSA.

5. Meetings:

- a. Annual Meeting of the Members: The Annual Meeting of the LSC for the election of the members of the Board and the transaction of the general business of the Club shall be held in the fourth quarter of the calendar year, traditionally in November, at a time and place to be determined by the Executive Board. Written notice stating the date, place and hour of the meeting shall be communicated to the members not less than 10 days and not more than 50 days in advance of the meeting. Notice shall be in at least two of the following:
 - advertised in the newspaper of record,
 - displayed at the LSC Website,
 - by radio
 - given personally
 - by first class mail
 - by email

While the primary means of notification will usually be electronic, if notice is given by first class mail or e-mail, it will be sent to each member at the address or email recorded in the records of LSC, or at such other address that the member may have furnished to the Secretary of LSC or as may be extracted from

RosterPro by the Registrar. Notice shall be deemed to have been given when deposited with postage prepaid in a post office or other official depository under the exclusive jurisdiction of the United States Post Office or, if by email, when the email is sent.

It is the responsibility of the individual members of the LSC to notify the Club Secretary of a change of address or contact information. LSC is under no obligation to track down members whose last known contact information is out-of-date.

- b. Special Meetings of the Members: Special meetings may be called at any time by the President or by the President on written request of a majority of the Board. In the absence of the President, the Vice-President or Secretary may call the meeting. Ten (10) days' notice of any special meeting must be given to the members of the LSC. The notice must state the starting time, location and agenda of the meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
- c. Quorum at Annual and Special Meetings of the Members: Members present will constitute a quorum at Annual and Special Meetings of the LSC as long as proper notice of the meeting has been given. Each member is entitled to one vote and must be present to vote. There shall be no absentee ballots or proxies allowed.
- d. Parliamentary Procedure: Robert's Rules of Order, current edition, shall procedurally govern all meetings and proceedings of the LSC.

Article III - Executive Board

1. **The Executive Board as Governing Body:** An Executive Board shall govern the organization. The Board shall have the power to adopt such policies and authorize such actions as it shall determine to be appropriate for the furtherance of the stated purposes of the association. It shall be subject only to such limitations as may be contained in its Bylaws, the laws of the United States, or the laws of the State of New York.
2. **Composition and Term of Service:** The Executive Board shall consist of all the Club officers plus no more than five (5) Delegates-at-Large. Delegates-at Large shall have full Board voting rights and be responsible for tasks as deemed appropriate by the Officers of the Club. Each fiscal year the Officers of the LSC shall determine the exact number of delegates-at-large positions that will be filled by election at the upcoming Annual Meeting. That number will usually be based on the expiring terms of currently elected delegates-at-large. The term of all Board members shall be two (2) years, with the term commencing on January 1 and ending on December 31 of the subsequent year. The President, Secretary and the appropriate number of delegates-at-large shall be elected in odd-numbered years, and the Vice President, Treasurer, and appropriate number of

delegates-at-large shall be elected in even-numbered years. Regarding delegates-at-large, if a current delegate-at-large vacates his or her position before its term is up, the elected replacement will serve out the remainder of the original delegate's term of service at which point that position will be subject to election once again

- a. The President is prohibited from simultaneously serving as the Vice President and/or the Treasurer.
 - b. Delegates-at-Large are prohibited from simultaneously serving in any other elected office.
3. **Election to the Board:** The Vice-President, or in his/her absence, such person as designated by the President, shall supervise the election of the Board held at the Annual Meeting. All votes are to be cast on an official ballot prepared by the Vice President unless there is unanimous agreement that a verbal vote is sufficient. A plurality of votes cast will be required to elect. If a person who is nominated for office is not present at the Annual Meeting, a letter or email of acceptance must accompany the nomination. A person may be nominated from the floor at the annual Meeting. Vacancies occurring on the Board will be filled until the next annual election by vote of the remaining members of the Board.
4. **Nominating Committee:** A Nominating Committee shall be formed during a summer Board meeting. The committee shall be chaired by the Vice-President and shall consist of two (2) additional members. Selection of the additional members shall be by blind draw from those interested. The Nominating Committee shall present a full slate of nominees for positions up for election no later than the Board meeting prior to the scheduled Annual Meeting, traditionally October. All nominations put forward by the committee will be accepted.
5. **Management of LSC Property:** Property of the association may be used in accordance with the directions of the Board. The Board shall not incur any debt or liability, or any combination of debts or liabilities, exceeding the checking account balance of the association. All disbursements of Club funds shall be by check or corporate credit card that shall be signed by the Treasurer and either the President or the Vice-President for amounts exceeding \$2,000, or by the Treasurer alone for amounts of \$2,000 or less.
6. **Insignia, Colors, Badges and Flags:** The Board may adopt insignia, uniform styles, colors and emblems, and flags for the Club, as it deems suitable.
7. **Signatures on Contracts and Formal Documents:** Contracts and formal documents will be signed by the President and the Treasurer of the Club.
8. **Meetings of the Board of Directors:**
 - a. **Regular Board Meetings:** Regular meetings of the Board shall normally be held monthly on a day deemed most suitable by the Executive Board, at a time and place designated by the Board. The President or his designee shall set the agenda for all regular meetings.

- b. Special Board Meetings: The President or a majority of the Executive Board may call a special meeting of the Board at any time. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
- c. Notice of Meetings of the Board: The Secretary, or the person or persons calling the meeting, shall send notice to all Board members.
 - Regular Board Meetings: notify all Board members of the date, time, and place at least five (5) days in advance of the meeting, and distribute the agenda to all Board members at least two (2) days in advance of the meeting.
 - Special Board Meetings: notify all Board members of the date, time, and place at least ten (10) days in advance of the meeting.
- d. Quorum: A simple majority of the Board members shall constitute a quorum for the transaction of business at all meetings of the Board. A Board member may participate electronically as long as the electronic means permits simultaneous communication among all those present. There are no provisions for proxy voting, and votes by proxy are not allowed.
- e. Transaction of Business Outside of Meetings: Business may be conducted between meetings via email as long as all board members are included in every email. In the absence of an objection by two (2) or more board members, motions may be made, seconded and approved via email. The details of motions and votes shall be recorded in the minutes of the subsequent meeting.
- f. Voting: Motions will be passed if a majority of board members present vote in favor of the motion.
- g. Attendance Policy: Any member of the Board who is absent from three (3) consecutive meetings without justifiable excuse may be removed from the Executive Board and any office held by a two-thirds majority vote of the Board, provided notice of such action was furnished according to Bylaw Article III, Section 8c.

Article IV – Officers and Duties

1. **Designation of Officers**: The Officers of the Club shall be the President, Vice-President, Treasurer, Secretary, Field Coordinator, and Registrar. The President, Vice-President, Secretary and Treasurer are elected positions. The Field Coordinator and Registrar are appointed by majority vote of the LSC Board from any member of the club in good standing.
2. **President**: The President shall be the Chief Executive Officer of the Club, shall preside at all meetings and create all committees, shall appoint chairpersons to all committees within the Club, shall oversee the daily operation and running of the Club. The President may co-sign approved checks with the Treasurer. The President shall also be responsible for ensuring adequate insurance coverage has been obtained as required by NYSWYSA.

3. **Vice-President:** The Vice-President shall perform the duties of the President in his/her absence, and shall also work with the President on such affairs of this organization as Intra-Club tournaments or play, league participation, and public relations. He/she shall perform such other duties as are usual to the office or as requested by the President. He/she may co-sign approved checks with the Treasurer, shall supervise the Board elections at the Annual Meeting and serve as the chair of the Nominating Committee. Unless delegated otherwise, the Vice President will be responsible for the currency and upkeep of the Club's website.
4. **Secretary:** The Secretary shall record the minutes of all meetings, keep records of those present, and supervise correspondence. He or she shall be responsible for past minutes and submit copies of the minutes of all Board meetings to the Board members before the next meeting. All meeting minutes, after being approved, will be available to members of the Club upon request, after being accepted by the Board. All minutes and changes must be dated and housed permanently. The Secretary shall maintain a copy of current Bylaws and Robert's Rules of Order at all meetings.
5. **Treasurer:** The Treasurer shall receive all dues and registration fees from the Registrar, shall be responsible for the deposits of all monies of the Club in a bank account authorized by the Executive Board, shall keep detailed accounts of the income and expenditures of the Club, shall submit monthly reports at each regular meeting as well as a written annual report each December, and shall pay all bills. Invoices received from NYSWYSA are considered approved by the club unless the Registrar or another board member raises a discrepancy. All other disbursements must be approved by a vote of the board.
6. **Field Coordinator:** The Field Coordinator is the Chief Operating Officer of the Club and shall facilitate the use of all fields utilized by the LSC to include the scheduling of practice times, coordinating game schedules, and arranging for field set-up and maintenance, as applicable and needed, for the Fall, Winter and Spring soccer seasons. The Field Coordinator will assist in arranging the use of needed facilities with the owners or operators of those facilities, the Lansing Recreations Department, and others as necessary. The Field Coordinator will work with the Treasurer to ensure all use fees and other expenses associated with each season are known. In addition, the Field Coordinator will coordinate with the LSC Treasurer to ensure the timely receipt and payment of fees associated with the use of fields and associated facilities. In addition, the Field Coordinator will be responsible for overseeing LSC field equipment to include goals and nets, the LSC metal detector, line painting machines, tape measures, line paint, and sandbags. The Field Coordinator shall be responsible to inventory items annually and notify the Board if any requires repair or if consumable supplies run low and shall submit a written annual report each December. The Field Coordinator may form a permanent or ad hoc committee of unpaid volunteers to assist with these duties, especially field set-up and maintenance.
7. **Registrar:** The Registrar shall be responsible for registering all Primary and Associate members of the club, shall verify birth dates, shall register all members with NYSWYSA,

shall issue all player rosters and player passes, shall collect all registration fees, and forward fees paid to the Treasurer. The Registrar will be responsible for providing NYSWYSA required information for coaches, managers, and others in need of Risk Management passes and distribute said passes to the applicant. If the Registrar is compensated for their services, they may not vote on any matter relating to their duties or compensation.

Article V – Amendments

1. The Bylaws shall be reviewed on a regular basis at least every two (2) years. The committee shall be chaired by a person appointed by the President and shall additionally consist of a minimum of two other members, but limited to a total maximum of five (5) members. Proposed changes to the bylaws resulting from the review process, if any, will be drafted, presented at one or more regular board meetings, and voted on at the Annual Meeting later that same year. The date of the last formal review will be recorded by the Secretary in the applicable meeting minutes.
2. These Bylaws may be amended by either of the following procedures:
 - a. By a two-thirds vote at the Annual Meeting of the Membership or at a Special Meeting of the Membership. A notice of the proposed amendment(s) must be included with the notice of the meeting as per Bylaw Article II, Section 5a or Article II Section 5b.
 - b. By a two-thirds majority vote of the entire Executive Board at any two consecutive Regular Board meetings. Such amendments made by the Board must be reported to the membership of the Club at the Annual Meeting of the Membership.

Article VI - Dissolution

This Club may be dissolved by the vote of a simple majority of its members present at a Special Meeting of the Membership called expressly for such a purpose. In the event of dissolution, the property of the association shall be distributed by transfer to the New York State West Youth Soccer Association, or to other such non-profit organizations as the Executive Board shall determine by a majority vote of Board Members present at a Special Board Meeting called for such a purpose. Officers of the Club at the time of a passed vote of dissolution shall continue in their duties to the Club until all required legal and other obligations required by the dissolution have been accomplished. Any funds remaining after the costs associated with dissolution and other Club obligations have been paid will likewise be turned over to NYSWYSA or other non-profit organization as determined by the majority of Board Members present at a Special Board Meeting called for such a purpose.