

# CONSTITUTION AND BYLAWS

OF THE HIGHLAND YOUTH  
SOCCER CLUB, A NEW JERSEY  
NONPROFIT CORPORATION

## ARTICLE I NAME

**Section 1.1. Name.** The name of this organization shall be the Highland Youth Soccer Club Inc. (hereinafter referred to as “HYSC” or “the Club”).

**Section 1.2. Name Change.** The name of the organization may be changed upon petition by a member in good standing in writing to the Executive Board. The Executive Board will present the petition to the general membership at the next scheduled meeting. A 75% majority vote of the general membership is required to effect the change. If the change is approved, the By-Laws and Articles of Incorporation will be amended to reflect the name change.

## ARTICLE II OBJECTIVES

This organization is operated as a non-profit corporation exclusively for the instruction and development of individual and team skills in the sport of soccer. The second objective of the Club is to foster good sportsmanship among players, coaches, officials, parents, and opposing teams.

## ARTICLE III OFFICES

**Section 3.1. Principal Office.** The principal office of this corporation in the State of New Jersey will be located at the residence of the presiding president of the Club.

**Section 3.2. Other Offices.** The corporation may have such other offices, either within or without the County of Camden, State of New Jersey, as the Executive Board may from time to time determine.

## ARTICLE IV MEMBERSHIP

**Section 4.1. Classes of Membership.** The corporation will have one class of members, and no more than one membership may be held by any one person. The rights and privileges of all members will be equal. Each member will be entitled to one vote.

**Section 4.2. Qualifications.** Any individual, family or organization that registers a child to play soccer with the club or pays the dues as provided in Article VI and that agrees to be bound by the certificate of incorporation of this corporation, by these bylaws, and by such rules and regulations as the Club may from time to time adopt, qualifies for membership in this corporation. For voting purposes, each family counts as one member with one vote, regardless of the number of children in the family registered to play in the Club. Either parent may exercise the rights of membership on behalf of the family. Both parents may exercise membership rights in the case of separate household, upon request.

Members must be at least 18 years of age.

**Section 4.3. Admission to Membership.** The Executive Board may from time to time revise the form and manner in which application may be made for membership. Individuals or families without children playing in the Club may remain members or become new members in accordance with any requirements as set by the Executive Board.

**Section 4.4. Property Rights.** No member will have any right, title, or interest in any of the property or assets, including any earnings or investment income of this corporation, nor will any of such property or assets be distributed to any member on its dissolution or winding up.

**Section 4.5. Liability of Members.** No member of this corporation will be personally liable for any of its debts, liabilities, or obligations, nor will any member be subject to any assessment.

**Section 4.6. Transfer, Termination, and Reinstatement.** Membership in this corporation is nontransferable. Membership will terminate on the resignation or death of a member, on the member’s failure to register a child to play in the Club, or on a member’s failure to pay the dues required in these bylaws within 60 days of the due date. A member whose membership has been terminated may apply for reinstatement in the same manner as application is made for initial membership. Violation of these bylaws may result in termination of membership rights at the recommendation of the Conflict Resolution Group and the Executive

Board.

## ARTICLE V CERTIFICATES OF MEMBERSHIP

**Section 5.1. Certificate of Membership.** The Executive Board may provide for the issuance of certificates evidencing membership in the corporation, which will be in a form determined by the board. The certificates will be signed by the president or vice-president or by the secretary or an assistant secretary and will be sealed with the seal of the corporation. All certificates evidencing membership will be consecutively numbered. The name and address of each member and the date of issuance of the certificate will be entered on the records of the corporation. If any certificate becomes lost, mutilated, or destroyed, a new certificate may be issued to replace it on such terms and conditions as the Executive Board may determine.

**Section 5.2. Issuance of Certificates.** If the Executive Board provides for the issuance of certificates of membership under the provisions of Section 3.1 of this Article, then, when a person has been elected to membership and has paid any registration or initiation fee and dues that may then be required, the certificate will be issued in the name of and delivered to the new member by the secretary.

## ARTICLE VI MEMBERSHIP FEES AND DUES

**Section 6.1. Initiation Fee and Annual Dues.** The Executive Board may

determine from time to time the amount of initiation fee, if any, and the amount of annual dues payable to the corporation by members. Each member of the Highland Youth Soccer Club will be required to pay a seasonal registration fee to be determined per player. The fees are subject to change based on inflation, increases in league fees, insurance costs and other Club related expenses. The Executive Board will evaluate any proposed fee changes and present their recommendations to the general membership for approval. Notice and voting requirements will be in accordance with Article VII.

**Section 6.2. *Payment of Fees and Dues.*** Dues will be payable in advance on the 1st day of September in each fiscal year. Dues of new members will be prorated from the first day of the month in which the new member is elected to membership for the remainder of the fiscal year of the corporation, and will be payable, together with any initiation fee at the time the new member is elected to membership. Registration fees are payable in advance at the time and in the amount as determined seasonally by the Executive Board. Registration fees are not prorated.

**Section 6.3. *Default and Termination of Membership.*** When any member is in default in the payment of fees or dues for a period of 2 months from the beginning of the fiscal year or period in which they become payable, the Executive Board may terminate that person's membership.

## **ARTICLE VII**

### **MEETINGS OF MEMBERS**

**Section 7.1. *Annual Meeting.*** An annual meeting of members will be held at 8:00pm, on the fourth Thursday in September in each year, beginning with the year 2001, at the Erial Ambulance Squad on Garwood and Woodshire Roads in Erial, New Jersey, or at such other place or places as the Executive Board may designate from time to time by resolution. Appropriate for consideration at such meetings will be the election of trustees, and such other corporate business as may come before the meeting. If the day fixed for the annual meeting is a legal holiday in the State of New Jersey, the meeting will be held on the next succeeding business day.

**Section 7.2. *Regular Monthly Meetings.*** Regular monthly meetings will be held on the fourth Thursday of every month at 8:00pm, unless otherwise specified, at a location selected by the board and as noticed to all members.

**Section 7.3. *Special Meetings.*** Special meetings of members may be called by the president, the board of trustees, or not less than one-twentieth of those members qualified to vote.

**Section 7.4. *Place of Meeting.*** The Executive Board may designate any place, either within or without the State of New Jersey, as the place of meeting for any annual or special meeting of members. If no designation is made, the place of meeting will be at the Erial Ambulance Squad. However, if all members meet at any time and place, either within or without the

State of New Jersey, and consent to the holding of a meeting, that meeting will be valid without call or notice, and any corporate action may be taken at that meeting.

**Section 7.5. *Notice of Meetings.*** Written or printed notice stating the place, day, and hour of any meeting of members will be delivered personally, by regular mail, or by email to each member entitled to vote at the meeting or as noticed on the Club website at [www.hysc.org](http://www.hysc.org), not less than 5 nor more than 60 days before the date of the meeting, by or at the direction of the president, secretary, or such officers or persons as are calling the meeting. In the case of special meetings, or when required by these bylaws or by law, the purpose or purposes for which the meeting is called must be stated in the notice. If sent by mail, a notice of meeting will be deemed delivered when deposited in the United States mail, postage prepaid, addressed to the member at the member's address as it appears on the records of the corporation at the time of mailing.

**Section 7.6. *Informal Action by Members.*** Any action required or permitted to be taken at any meeting of members may be taken without the meeting if all members entitled to vote with respect thereto sign a written consent setting forth the action to be taken.

**Section 7.7. *Quorum.*** Attendance at any meeting in excess of 40 members will constitute a quorum at the meeting. Actions by the Club may be approved by a majority vote of the general membership if a quorum is present, unless otherwise provided in these ByLaws. If a quorum is not present

at any meeting of members, a majority of those present may adjourn the meeting from time to time without further notice.

**Section 7.8. *Proxies.*** At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by the member's duly authorized attorney in fact. No proxy will be valid after 3 months from its date of execution, unless otherwise provided in the proxy. No member present at a meeting may present more than one proxy.

**Section 7.9. *Voting by Mail.*** Where trustees or officers are to be elected by members, the election may be conducted by mail in a manner determined by the Executive Board.

**Section 7.10. *Voting Rights.*** Each member will be entitled to one vote. If an organization is a member, the organization will designate one person who will have the right to exercise the organization's voting rights. Each family constitutes one member with one vote, regardless of the number of children from that family registered to play in the Club.

**Section 7.11. *Loss of Voting Rights.*** Should a member miss two (2) consecutive meetings, their voting privileges shall be suspended until he/she has attended three (3) consecutive meetings. *[Revised 4/24/03]*

**Section 7.12. *Voting Rights of New Members.*** New members, defined as members who were not members in the last calendar year, will be entitled to exercise their voting privileges after attending three (3) consecutive meetings and satisfying all other requirements in these Bylaws. *[Revised 4/24/03]*

## **ARTICLE VIII**

### **TRUSTEES**

#### **Section 8.1. Number and Identification.**

The authorized number of trustees of this corporation will be 5. The board of trustees will consist of three currently serving officers, specifically the President, the Vice-President, and the General Secretary, and two members or outside parties as elected by the general membership.

**Section 8.2. Qualifications of Trustees.** Trustees must be members and the above identified officers of the corporation and must be at least 21 years of age.

**Section 8.3. Term of Office.** The trustees named in the certificate of incorporation as the first board of trustees will hold office as limited under state law, until an election of trustees is held in conjunction with the election of officers. Thereafter, the maximum term of office of each independent trustee will be 6 years, until the sixth annual meeting of members following the trustee's election and until the qualification of a successor in office. The election of three of the trustee positions will coincide with the election of the respective officer position. The two independent trustee positions will be filled on an annual basis with an election to be held at the same time as the general officer elections. [Revised 4/24/03]

**Section 8.4. Powers.** Except as otherwise provided in the certificate of incorporation or the by laws, or as required under state law, the powers of this corporation will be exercised, its properties controlled, and its affairs conducted by the board of trustees, as delegated to the

Executive Board by formal resolution.

#### **Section 8.5. Replacement of Trustees.**

(a) Whenever a vacancy exists on the board of trustees, whether by death, resignation, or otherwise, the vacancy will be filled by appointment of a new trustee by the president of the corporation, to coincide with the appointment of the relevant new officer for the club as specified above. Any person appointed or elected to fill the vacancy of a trustee will have the same qualifications as were required of the trustee whose office was vacated.

(b) Any trustee may be removed, with or without cause, by the unanimous vote of the remaining members of the board of trustees at a special meeting called for that purpose. At any such meeting, any vacancy caused by the removal may be filled as stated above.

(c) Any person appointed to fill a vacancy in the board of trustees will hold office for the unexpired term of his or her predecessor in office, subject to the power of removal stated above.

**Section 8.6. Compensation.** No member of the board of trustees will receive any compensation from the corporation.

#### **Section 8.7. Meetings.**

(a) Meetings will be held at such place or places as the board of trustees may from time to time by resolution designate; or, in the absence of such designation, at the corporation's principal office.

(b) Regular meetings will be held at the date and time specified for Executive Board meetings. Notice of the meetings will be delivered personally, by regular mail, or by email to each trustee or as noticed on the Club website at

[www.hysc.org](http://www.hysc.org), not less than 5, nor more than 60 days before the date of the meeting. However, the board of trustees may waive this requirement by resolution.

(c) The president may, as the president deems necessary, and the secretary will, if requested in writing by 3 members of the board of trustees, call a special meeting of the board. In such event, 5 days written notice to each trustee will be sufficient.

(d) A majority of the board of trustees will constitute a quorum for the transaction of business at any meeting of the board. However, if less than a majority of the trustees are present at any meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice.

(e) Except as may otherwise be provided in these bylaws, or in this corporation's certificate of incorporation, or by law, the act of a majority of trustees present at any meeting at which a quorum is present will be the act of the board of trustees.

(f) All meetings of the board of trustees will be governed by Robert's Rules of Order, including such revisions of those rules as may from time to time be published, and except as those rules are inconsistent with these bylaws, with the certificate of incorporation of this corporation, or with applicable law.

**Section 8.8. Action Without Meeting.** No meeting need be held by the board to take any action required or permitted to be taken by law, provided all members of the board individually or collectively consent in writing to such action, and the written consent or consents is filed with the minutes

of the proceedings of the board. Action by written consent will have the same force and effect as action by unanimous vote of the trustees. Any certificate or other document filed under any provision of law which relates to action so taken will state that the action was taken by unanimous written consent of the board of trustees without a meeting, and that the bylaws authorize the trustees to so act. The statement will be prima facie evidence of such authority.

**Section 8.9. Liability of Trustees.** The trustees of this corporation will not be personally liable for its debts, liabilities, or other obligations.

**Section 8.10. Audit Responsibilities.** The trustees will be obligated to perform an independent audit of the books and financial records of the Club no later than 60 days after the presentation of each final approved budget of the Club.

## **ARTICLE IX**

### **OFFICERS**

**Section 9.1. Designation of Officers.** The corporation's officers will be a President, one Vice-President, a General Secretary, a General Commissioner, a Boys Travel Commissioner, a Girls Travel Commissioner, an Intramural Commissioner, a Recording/Administrative Secretary, a League Registrar, a Treasurer and such other officers as may be elected in accordance with the provisions of this article. The Executive Board may elect or appoint such other officers, including one or more assistant secretaries, and one or more assistant treasurers, as it deems

desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Executive Board. Any two or more offices may be held by the same person, except the offices of president and secretary. [Revised 4/24/03]

**Section 9.2. Election and Term of Office.** The corporation's officers will be elected on an alternating basis for two year terms by the general membership at its regular November meeting. Nominations for office must be made and seconded by a voting member in good standing, and accepted by the nominee. Nominations are closed after the regular October meeting, except in extraordinary circumstances as approved by the Executive Board. The President, Intramural Commissioner, Boys Travel Commissioner, the Recording/Administrative Secretary and the General Secretary will be elected on odd numbered years. The Vice-President, Registrar, Girls Travel Commissioner, the General Commissioner and the Treasurer will be elected on even numbered years. If the election of officers is not held at that meeting, the election will be held as soon as may be convenient. New offices may be created and filled at any meeting of the board. Each officer will hold office until the officer's successor has been duly elected and has been qualified. Elected officers will take office at the regular January meeting. [Revised 4/24/03]

**Section 9.3. Removal.** The Executive Board may remove any officer elected or appointed by the board whenever in its judgment the corporation's

interests would be best served by majority vote of the entire Executive Board. The removal will be without prejudice to the contract rights, if any, of the officer so removed.

**Section 9.4. Vacancies.** A vacancy in any office, whether due to death, resignation, removal, disqualification, or otherwise, may be filled by the Executive Board for the unexpired portion of the term, not to exceed one year. If the unexpired remaining term exceeds one year, the position will be filled by appointment by the Executive Board until the next scheduled regular election. The newly elected officer will serve the second year of the term, and regular elections will continue as provided in Section 9.2.

**Section 9.5. President.** The president will be the corporation's chief executive officer, and will exercise general supervision and control over all activities of the corporation. The president:  
(a) Will preside at all meetings of members, officers and of trustees;  
(b) May sign, with the secretary or other officer duly authorized by the board, any deeds, mortgages, bonds, contracts, or other instruments the execution of which has been authorized by the board, except in cases where the signing and execution of such instruments has been expressly delegated by the board by these bylaws, or to some other officer or agent of the corporation by law;  
(c) Co-authorizes the payment of funds with the Treasurer,  
(d) Is responsible for calling General Membership meetings;  
(e) Is authorized to appoint alternate representatives to the various

leagues with which HYSC is affiliated, and

(f) Will perform all other duties generally incident to the office of president and such other duties as may be prescribed by the board of trustees.

**Section 9.6. Vice-President.** The Vice-President will:

(a) Coordinate the Kid-Safe Program, and

(b) In the absence of the president or in the event of the president's inability or refusal to act, the vice-president will perform the duties of the president, and when so acting, will have all the powers of, and be subject to all the restrictions on, the president. The vice-president will perform any additional duties as may from time to time be assigned to him or her by the president or by the board of trustees.

**Section 9.7. Treasurer.** If so required by the board, the treasurer will:

(a) Give a bond for the faithful discharge of the treasurer's duties in such sum and with such surety or sureties as the board may deem appropriate;  
(b) Have charge and custody of, and be responsible for, all funds and securities of the corporation;  
(c) Receive and give receipts for moneys due and payable to the corporation from any source and deposit all such moneys in the corporation's name in such banks, trust companies, or other depositories as selected by the board;  
(d) Maintain all financial records and produces and distributes a monthly income statement and forecast;  
(e) Present financial reports to the Officers and the General Membership. These reports shall be signed by Treasurer and be made

available to anyone in the General Membership;

(f) Develop a club budget for the Fall and Spring soccer seasons, within the time frame set by the Executive Board, to be approved by the board, and

(g) Perform all duties generally incidental to the office of treasurer and such other duties as may from time to time be assigned to the treasurer by the president or by the board.

**Section 9.8. General Secretary.** The general secretary will maintain a file of all contracts, resolutions by the board of trustees or the Executive Board and documents pertaining to the Club.

**Section 9.9. Recording/Administrative Secretary.** The recording/administrative secretary will:

(a) Keep the minutes of meetings of members and of the board, in one or more books provided for that purpose;  
(b) See that all notices are duly given in accordance with these bylaws or as required by law;  
(c) Be custodian of the corporate seal;  
(d) Keep a membership book containing the names and addresses of all members and trustees of the corporation, and with respect to any membership which has been terminated, record that fact together with the date of termination; and  
(e) Exhibit to any trustee of the corporation, or to a trustee's agent, or to any person or agency authorized by law to inspect them, at all reasonable times and on demand, these bylaws, the certificate of incorporation, the membership book, the minutes of any meeting, and the other records of the corporation.

**Section 9.10. Assistant Treasurers and Assistant Secretaries.** The assistant treasurers and assistant secretaries, in general, will perform the duties assigned to them by the board, the president, the treasurer, or the secretary of the corporation. If so required by the board of trustees, the assistant treasurers will give bonds for the faithful discharge of their duties in such sums and with such sureties as the board deems appropriate.

**Section 9.11. General Commissioner.** The General Commissioner will:

- (a) Assure compliance with all league rules and regulations as they apply to league play;
- (b) Coordinate general team activities to include field assignment and maintenance, practices, and equipment.;
- (c) Delegate all of the above as appropriate.

**Section 9.12. Boys Travel Commissioner.** The boys travel commissioner:

- (a) Represents or assigns a delegate to represent the HYSC at all boys soccer league meetings and reports back to the Executive Board and the general membership;
- (b) Is responsible for team registrations and identification cards. *[Revised 4/24/03]*

**Section 9.13. Girls Travel Commissioner.** The girls travel commissioner:

- (a) Represents or assigns a delegate to represent the HYSC at all girls' soccer league meetings and reports back to the Executive Board and the general membership;
- (b) Is responsible for team registrations and identification

cards. *[Revised 4/24/03]*

**Section 9.14. Intramural Commissioner.**

The intramural commissioner:

- (a) Assures compliance with all Intramural League rules and regulations as they apply to Intramural League play;
- (b) Coordinates general team activities to include field assignment and maintenance, practices, player registration, and identification cards, and additional duties as assigned by the President or board.

The Intramural Commissioner may delegate any of the above duties as appropriate.

**Section 9.15. Registrar.** The registrar will:

- (a) maintain Team Rosters, Player Rosters, Player Registration and Membership Mailing Lists;
- (b) coordinate Registration Dates for the spring and fall seasons;
- (c) maintain a list of active players and dues paying members;
- (d) provide board approved lists and reports as directed by board, and
- (e) provide backup of player database to General Secretary.

## **ARTICLE X COMMITTEES**

**Section 10.1. Committees.** By majority vote of the trustees in office, the Executive Board may, by resolution duly adopted, establish one or more committees, each consisting of one or more Executive Board members, which committees, to the extent provided by such resolution, will have and exercise the authority of the board in the management of the corporation; provided, however, that the designation of and delegation of

authority to such committees will not relieve the board, or any board member individually, of any responsibility imposed on the board of trustees or any individual trustee by these bylaws, or by law.

**Section 10.2. Executive Board.** By standing resolution, an Executive Board ("the board") is created, consisting of all of the officers above mentioned in Article IX. The Executive Board shall exercise all rights and duties of the board of trustees not specifically reserved.

**Section 10.3. Other Committees.** Other committees not having and exercising the managerial authority of the board of trustees, may be established by resolution duly adopted by majority vote of the Executive Board. Except as may be provided by resolution, members of committees will be members of the corporation, and will be appointed by the president. Any member may be removed by the president, whenever in the president's judgment the corporation's interests would be best served by such removal.

**Section 10.4. Terms of Office.** Each member of a committee will continue as such until the next annual meeting of members of the corporation and until his or her successor is appointed, unless the committee is abolished sooner, or unless such member be removed or cease to qualify as a member of the committee. *[Revised 4/24/03]*

**Section 10.5. Chairperson.** One member of each committee will be appointed chairperson by the person or persons authorized to appoint the members of the committee. *[Revised 4/24/03]*

**Section 10.6. Vacancies.** Vacancies in

the membership of any committee will be filled by appointments made in the same manner as provided in the case of original appointments, and any member so elected is elected for the unexpired term of his or her predecessor. *[Revised 4/24/03]*

**Section 10.7. Quorum.** Unless otherwise provided in a committee's establishing resolution, a majority of the whole committee will constitute a quorum, and the act of a majority of members present at a meeting at which a quorum is present will be an act of the committee. *[Revised 4/24/03]*

**Section 10.8. Rules.** Each committee may adopt such rules and regulations for its meetings and the conduct of its activities as it deems appropriate; provided, however that the rules and regulations will be consistent with these bylaws, and provided further that regular minutes of all proceedings will be kept. *[Revised 4/24/03]*

## **ARTICLE XI CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

**Section 11.1. Contracts.** The board may, by resolution duly adopted, authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general, or confined to specific instances.

**Section 11.2. Gifts and Contributions.** The board may:

- (a) Accept on behalf of the corporation any contribution, gift,

bequest, or devise of any type of property ("donations"), for the general and special charitable purposes of the corporation, on such terms as the board approve;

(b) Hold such funds or property in the name of the corporation or of such nominee or nominees as the board may appoint;

(c) Collect and receive the income from such funds or property;

(d) Devote the principal or income from the donations to whatever benevolent and charitable purposes the board may determine;

(e) Enter into an agreement with any donor to continue to devote the principal or income from the donation to such particular purpose as the donor may designate and after approval of such agreement by the board devote the principal or income from that donation according to the agreement.

**Section 11.3. Deposits.** All funds of the corporation will be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories selected by the board.

**Section 11.4. Checks, Drafts, Orders for Payment.** All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the corporation's name will be signed by such officer or officers, agent or agents of the corporation and in such manner as determined by the board by resolution. Absent this determination, the instruments will be signed by the treasurer or an assistant treasurer, and countersigned by the president or a vice-president of the corporation.

**ARTICLE XII**  
**EQUIPMENT**

**Section 12.1. Club Provides.** The Highland Youth Soccer Club will provide the following equipment for each team:

(a) Team uniforms.(number to equal to number of players on that team);

(b) Appropriate sized soccer balls for use as game balls, and practice balls as required by general Club policy.

[Revised 4/24/03; 4/28/05]

**Section 12.2. Player Provides.** Players are responsible to provide for their own shoes, shin guards, soccer ball (sized based on age division) and supporters other protective gear.

[Revised 4/24/03; 4/28/05]

**Section 12.3 . Responsibility.** All uniforms and equipment are the responsibility of the coach and players. Equipment must be returned after each season, or an inventory must be provided to the General Commissioner. A written request to the General Commissioner must be submitted if additional equipment and/or uniforms are needed. The player is responsible for any damage to his or her uniform other than normal wear and tear or damage during a game. Player will then be responsible for replacing the uniform.

**ARTICLE XIII**  
**PLAYER/MEMBERSHIP**  
**REQUIREMENTS**

**Section 13.1. Registration.** Any person who would like to become a member of the Highland Youth Soccer Club must: (a) Fill out a registration form; (b) Supply proof of age (birth certificate) for the age group in which

he or she would like to play, and (c) Include a check or cash deposit of the seasonal registration fee.

**Section 13.2. Travel Team.** All players who are of age to play on a traveling soccer team, must try out for their age appropriate travel team. Players who are age appropriate for U13 and above teams may try out for any team, as restricted by the age eligibility rules mandated by the New Jersey Youth Soccer Association, and as otherwise modified by this Club. Any player who is not age eligible for travel soccer or fails to make a travel team will be assigned to an intramural team where one is available. Each player on a travel team must submit a notarized medical release form prior to the start of team practices or he or she will not be eligible to play.

[Revised 4/24/03; 4/28/05]

**Section 13.3 . Age Restrictions.** Age eligibility for both travel and intramural players will be determined by age eligibility rules mandated by the New Jersey Youth Soccer Association, and as otherwise modified by this Club. [Revised 4/24/03]

**Section 13.4. Duties.** All players will be required to help with the field maintenance and any other duties assigned by the Club.

**ARTICLE XIV**  
**TRAVEL TEAM GUIDELINES**

**Section 14.1. Tryout Dates.** The Executive Board will schedule the dates and times for the fall travel team tryouts. Follow up tryouts and spring season or other season tryouts will be scheduled and supervised by the respective age level "A" team coach unless otherwise

provided by the Executive Board. Players who miss the main fall tryout dates may attend a follow up tryout with the permission of the respective Travel Commissioner. The following guidelines will be followed:

(1) Tryouts for boys and girls will be held at different times or on different dates to allow the boys' coaches to help rate the girls and vice versa, where necessary.

(2) Executive Board members, coaches and assistance coaches are strongly encouraged to be present at both boys and girls tryouts to help rate players. Evaluators should hand in rating forms to the respective travel commissioner. They should be held for one (1) year. [Revised 4/24/03]

**Section 14.2. Coaches Selection.** The following procedure describes how head coaches will be selected for all travel teams. This process must be completed prior to tryouts. Deadline dates will be defined and enforced. Midseason or other unexpected coaching vacancies will be filled following the same procedure guidelines indicated below, with adjusted deadlines as necessary.

(1) All coaches wishing to coach any travel team must send a resume to their respective Travel Commissioner prior to tryouts.

(2) The Travel Commissioners will forward the resume to the Executive Board.

(3) The Executive Board will schedule and conduct an interview of all interested coaches where the selection involves a new coach, a new team, or where 2 or more applicants have applied for the position, or at any other time at the Executive Board's discretion.

(4) The Executive Board will

determine the head coaches for each of the teams (A, B, C, etc). [Revised 4/24/03]

**Section 14.3. Criteria.** Selection will be based on the following criteria (no specific order):

- (1) Ensure that coach has an F-License. More weight given to those with higher licenses.
- (2) Coaching Experience (both within and outside HYSC)
- (3) Years within HYSC
- (4) Soccer Knowledge
- (5) Recommendations from others
- (6) Interview (if necessary).

**Section 14.4 . Final Selection.** The Executive Board will make the final decisions on coaches. The respective travel commissioners will notify the coaches. The Conflict Resolution Group, as established in Article XIX, will resolve any conflicts. After the teams are chosen, the assistant coaches will then be selected by the head coach. [Revised 4/24/03]

**Section 14.5 . Player Selection.** Player selections will be accordance with the guidelines promulgated by the Executive Board and as approved by the general membership. Appeals will be directed to the Conflict Resolution Group.

**Section 14.6. Age Restrictions.** Age Restrictions. The club will follow all rules regarding "playing up", with respect to players currently registered and playing on Club teams at the time of the original adoption of these By-Laws, July 30, 2001, in compliance with the rules set by any league within which the Club has a team playing, New Jersey Youth Soccer Association, and FIFA regulations, except as otherwise provided herein.

(a) Players not playing up at the time of the adoption of the original By-Laws, will not be eligible to play up on any Club teams, except as otherwise provided herein.

(b) Players who are age appropriate for U13 and above teams are eligible to play up as limited by the appropriate league or state guidelines.

(c) Players playing for a U13 and above team that enters the Club as a team with players playing up may keep those players on their roster until the next scheduled tryouts. New players to that team rostered after joining the Club will be subject to subsection (b).

(d) Players playing for a U12 and below team that enters the Club as a team with players playing up may keep those players on their roster until the next scheduled Club tryouts. New players to that team rostered after joining the Club will be subject to (a).

Exceptions may be made on a case by case basis upon the recommendation of the respective travel commissioner and with the approval of the Executive Board.

[Revised 4/24/03; 4/28/05]

**Section 14.7 . Choice of Team.** All players chosen for a travel team must play for that team unless released by the coach of that team to go to another team within the Club. If the player and the team cannot agree on a placement, the player or the coach may file a grievance in writing to the Conflict Resolution Group. All efforts will be made to place players on appropriate level teams if possible. The Intramural league will generally not be available above U-8. [Revised 4/24/03]

**Section 14.8 . Team Selection.** A mandatory meeting will be held with all coaches present after the tryouts to select teams. Rating forms must be turned in. All rosters are due to the Executive Board fourteen days (14) days after said meeting. The coaches must turn in their completed roster as mandated by league rules, as well as any deadlines set by the respective travel commissioners. [Revised 4/24/03]

**Section 14.9. U-9 and Above.** U-9 and up tryouts will be held with the "A" team coach presiding over the tryout, unless otherwise provided by the Executive Board. All coaches in age group will assist in the rating of each player. [Revised 4/24/03]

**Section 14.10 . U-8 Tryouts and Selections.** An experienced travel coach or other party selected by the Executive Board will run the U-8 tryouts. All coaches coaching at this level will assist in rating the players 1 through the number of players trying out. [Revised 4/24/03]

**Section 14.11. U-8 — Travel/Select Team.** The U-8 Select team(s) will be comprised of children who are age appropriate. Players who are grade appropriate but not age appropriate are not eligible to play up for this team. During the second year, this team or teams will become the U-9 "A" and "B" teams. The returning players from these teams will still have to tryout. The coach of the "A" team will have first selection of any player to complete his/her roster.

Exceptions may be made on a case by case basis upon the recommendation of the respective travel commissioner and with the approval of the Executive Board.

[Revised 4/24/03]

**Section 14.12. Rating System.** Players will be evaluated for the following skills

(1) Field Players: Knowledge of the game and rules; Dribbling; Kicking; Speed; Passing; Attitude; and Teamwork.

(2) Goalkeepers: Reflexes; Kicking and punting; Hand & foot coordination; Knowledge of game and rules; Attitude, and Teamwork.

**Section 14.13. Playing Time.** Playing time will be at the discretion of the coach. An effort will be made to ensure that each child plays at least some part of each game.

**Section 14.14. Discipline.** The Executive Board shall have the right and the authority to suspend, bar completely or otherwise discipline any player, coach, manager, team assistant, parent or other member associated with the Club for (1) violating these By-Laws; (2) violating the Codes of Conduct as adopted by the Club; or (3) for due cause, adversely effecting the game of soccer or the operations of the Club. A coach retains the right to bench a player for a disciplinary action, who constantly fights; disrupts practices or games; misses more practices than he/she makes; disrespects other players, teams, coaches or officials, or uses foul or abusive language.

**Section 14.15. Fines.** Fines levied against a coach or a player are the responsibility of the fined individual.

## ARTICLE XV

### INTRAMURAL TEAM GUIDELINES

**Section 15.1. Coaches Selection.** All coaches wishing to coach any new

intramural team must contact the Intramural Commissioner prior to the start of the season. Current serving intramural team coaches shall inform of the Intramural Commissioner of their intention to continue coaching for each new season prior to the start of the season.

**Section 15.2 . Final Selection.** The Executive Board will make the final decisions on coaches. The Intramural Commissioner will notify the coaches. The Conflict Resolution Group, as established in Article XIX, will resolve any conflicts. After the teams are chosen, the assistant coaches will then be selected from the pool of parents of the children who make up each team.

**Section 15.3 . Player Selection.** All players will be placed on a team as chosen by the Intramural Commissioner, with the advice and assistance of the Registrar and the General Commissioner. Team preferences will be accommodated where possible.

**Section 15.4. Intramural Game Rules.** Intramural rules will be established by the Intramural Commissioner and disseminated to all coaches prior to the start of each season. All rule changes will be within the discretion of the Intramural Commissioner.

**Section 15.5. Discipline.** The Executive Board shall have the right and the authority to suspend, bar completely or otherwise discipline any player, coach, manager, team assistant, parent or other member associated with the Club for (1) violating these By-Laws; (2) violating the Codes of Conduct as adopted by the Club; or (3) for due cause, adversely effecting

the game of soccer or the operations of the Club. A coach retains the right to bench a player for a disciplinary action, who constantly fights; disrupts practices or games; misses more practices than he/she makes; disrespects other players, teams, coaches or officials, or uses foul or abusive language.

**Section 15.6. Fines.** Fines levied against a coach or a player are the responsibility of the fined individual.

#### **ARTICLE XVI** **COACHING REQUIREMENTS**

**Section 16.1. License.** Travel team coaches must obtain or have in their possession a minimum of an F Class license, which is required by the New Jersey Youth Soccer Association.

**Section 16.2. Age.** Coaches must be eighteen (18) years of age or older.

**Section 16.3. Training.** Coaches must show a willingness to increase their soccer education so they can better educate the members of their team. (e.g. attend a clinic at least once a year)

**Section 16.4. Intramural Coaches.** Intramural Coaches are encouraged to acquire an F Class license.

**Section 16.5 . Membership Meetings.** Coaches, or an alternate for the coach, are required to attend General Membership meetings.

**Section 16.6 . Kid Safe.** Coaches, assistant coaches and team parents are required to register annually with the Kid-Safe Program.

**Section 16.7. Equipment.** Coaches are responsible for providing an inventory to the General Commissioner, or for returning any and all equipment, books, banners,

player passes, team rosters, and videos that have been assigned to them.

#### **ARTICLE XVII** **NEW TEAMS**

Any person or persons who would like to bring a rostered team into the Highland Youth Soccer Club must apply in writing providing the following: Name of Team; Name of coaches; Age division, and a brief summary of why they want to become a member of the HYSC.

The Executive Board will review this application. If approved by the Executive Board, it will be presented to the General Membership. If the General Membership is favorable, a meeting will be scheduled between the new applicant and members of the Executive board to discuss: Entrance Fee; By-Laws of the Highland Youth Soccer Club, and Expectations of the team and family members.

Final approval is contingent upon their acceptance of the By-Laws and general rules of the Club.

#### **ARTICLE XVIII** **MEMBER LEAVING THE TEAM OR CLUB**

**Section 18.1. Procedure.** Any player or member leaving the team must state in writing to the coach of the team his or her intentions,

**Section 18.2. Forfeiture of Fees.** Any member leaving the Club forfeits all fees paid for registration.

**Section 18.3. Equipment.** Any member

leaving the Club must return to the team, Coach, or Club all uniforms and equipment issued to them by the club in accordance with the Article XII, where applicable.

#### **ARTICLE XIX** **CONFLICT RESOLUTION GROUP**

**Section 19.1. Creation.** The club will form a "Conflict Resolution Group" to allow parents and coaches an avenue to formally appeal a decision that is not agreeable to them, and to resolve any conflicts or grievances.

**Section 19.2 . Composition.** The committee will be consist of the following Executive Board members: (1) Boys/Girls Travel Commissioner - unassociated commissioner based on effected player (Chairperson of committee)

(2) Intramural Commissioner  
(3) Associated Boys/Girls Travel Commissioner  
(4) General Secretary  
(5) A HYSC club member appointed by the President of HYSC.

Where there is a conflict of interest between a committee member and a party to the complaint or issue before the committee, the President will select an alternate committee member.

**Section 19.3. Procedure.** The procedure to file a grievance is stated below:

(1) Interested parties must submit a written letter fully explaining the reason for filing a grievance to the President of HYSC.

(2) The President will forward the letter to the Chairperson of the Grievance Committee.

(3) The Chairperson will call a meeting of the Grievance Committee

within 14 days to review and to make a decision on the pending grievance issue.

(4) The Grievance Committee will report its findings to the Executive Board.

(5) The Executive Board will vote whether or not to accept the Grievance Committee's findings.

(6) The President of HYSC will notify all interested parties of the decision reached by both the Grievance Committee and the Executive Board.

## **ARTICLE XX** **FUND RAISING**

**Section 20.1. Participation.** It is the responsibility of all teams and members to actively participate in Club fund raisers. Their active participation is subject to reviews by the Executive Board. If their participation is deemed inappropriate by the Executive Board, they will be asked to resign from the Club. All moneys generated by Club activities shall go into the General Treasury of the Club to be used for Club activities to include such things as: Field maintenance; Balls; Extraordinary equipment, and Uniforms and field equipment.

**Section 20.2 . Supplemental Fund Raising.** Any team within the Club may conduct supplemental fund raising activities under the following guidelines:

(1) Fund raising activities need Executive Board approval.

(2) Teams must supply appropriate documentation.

(3) 10% of all funds raised by supplemental fund raisers shall be paid to the Club Treasury.

(4) All remaining funds from the

supplemental fund raisers shall be authorized for use by the appropriate team.

(5) Documentation must be returned to the Executive Board.

(6) Executive Board reserves the right to question all documentation for expenses. [Revised 4/24/03]

## **ARTICLE XXI** **CHARTER TEAM RECOGNITION**

HYSC recognizes that The Charter Team consisted of the following players: Nick Bacon, Eddie Bonnette, Andrew Cabella, Chris King, Michael Donzuso, Adam Fulginiti, Adam Haberle, Mark Lovett, Jim Mayfield, Scott Misiaszek, Calvin Mofte, John Paul Player, Jonathan Seibert, and Ivan Vimbish.

## **ARTICLE XXII** **DISSOLUTION**

**Section 22.1. Method.** The corporation may be dissolved by filing a certificate of dissolution with the Secretary of State upon the recommendation of the board of trustees and with a two-thirds vote of the members of the Club.

**Section 22.2. Plan.** The existing executive board will designate three members and one officer to prepare and present a Plan of Dissolution and to coordinate the dissolution of the Club in accordance with New Jersey state law, N.J.S.A. 15A:12-1 et seq.

**Section 22.3. Debts and Liabilities.** All debts and liabilities shall be paid as a priority upon dissolution. No funds shall inure to the benefit of the

members.

## **ARTICLE XXIII** **MISCELLANEOUS**

**Section 23.1. Books and Records.** The corporation will prepare and maintain correct and complete books and records of account and will also keep minutes of the meetings of its members, board of trustees, and committees, and will keep at the registered or principal office a membership book giving the names and addresses of members entitled to vote. All books and records of the corporation may be inspected by any trustee, or member, or the agent or attorney of either, or any proper person, at any reasonable time.

**Section 23.2. Fiscal Year.** The fiscal year of the corporation will begin on the first day of January and end on the last day of December in each year.

**Section 23.3. Corporate Seal.** The Executive Board will have the authority to adopt a corporate seal.

**Section 23.4. Waiver of Notice.** Whenever any notice is required to be given under the provisions of the Nonprofit Corporation Act of New Jersey or under the provisions of the certificate of incorporation or the bylaws of this corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, will be deemed equivalent to the giving of such notice.

## **ARTICLE XXIV** **AMENDMENTS**

**Section 24.1. Power of Members To Amend Bylaws.** The bylaws of this

corporation may be amended, repealed, or added to, or new bylaws may be adopted by the vote or written assent of a majority of the members in attendance at any meeting in excess of 50 members, at a meeting duly called for the purpose of amending, repealing, or adding, or adopting new bylaws, according to the certificate of incorporation or bylaws.

**Section 24.2. Power of Trustees To Amend Bylaws.** Subject to the limitations of the certificate of incorporation, these bylaws, and the Nonprofit Corporation Act of New Jersey, concerning corporate action that must be authorized or approved by the members of the corporation, the bylaws of this corporation may be amended, repealed, or added to, or new bylaws may be adopted, by a resolution of the board of trustees.