



NORTH MUSKEGON SOCCER CLUB BYLAWS, POLICIES, AND PROCEDURES

Effective 13 December 2017

Article I Membership

Section 1. Name

This body shall be known as the NORTH MUSKEGON SOCCER CLUB, hereinafter referred to as NMSC.

Section 2. Mission Statement

It is the mission of NMSC to foster the physical, mental, and emotional growth and development of area youth through the sport of soccer at the recreational level. This club is established as a non-profit and educational organization. This club shall provide a means to communicate information to players, coaches, referees, and any other interested parties in our membership area.

It is the vision of this club to develop a relationship between players and the game of soccer in order to foster a life-long love of the game.

Section 3. Membership

General membership in this club shall be restricted to families submitting registration forms along with fees during the time of season registration. Honorary membership shall be awarded to a person interested in the aims and purposes of the NMSC and may be elected as an honorary member by a majority vote of the board.

Article II Board Members

This board is intended to promote and continually improve the quality of the NMSC and facilitate the ongoing success of its mission.

Section 1. Election of Board Members

1. The members shall elect officers shall be determined at the January's monthly meeting by a majority vote for two-year terms. These officers shall be known as the board and shall be President, Vice-President, Registrar, Treasurer, Secretary, and Directors. Officers elected or appointed to fill vacancies shall hold office, unless sooner displaced, until the annual meeting where the voting in of the new officers takes place.

2. The board shall have the power to fill any vacancy in any office for any reason with a roll call vote. Any board member may only be removed from office by a majority vote of the members. An officer may resign by written notice to the board, at a time specified in the resignation.
3. Election of President, Secretary, and Registrar shall be held in odd number years and election of Vice President, Treasurer, and Directors shall be held in even number years.
4. In the occurrence of a vacancy, that position's duties are to be shared among the rest of the board at the discretion of the President.

Section 2. General Duties of the Board

The Board Shall:

1. Supervise the operation of the NMSC. All officers, coaches, team managers, directors, committee chairman, and committee members, unless expressly stated otherwise in the bylaws, shall be elected or appointed.

Section 3. Board Authority

1. The board shall have full discretion in the selection of coaches for individual teams. The board may replace a coach or assistant coach at any time.
2. The board has the authority to bar completely, suspend, or otherwise discipline any player, coach, manager, or team assistant that violates NMSC bylaws and/or the GLCSL Coaches or Player Respect Campaign, following a majority vote.

Section 4. Executive Officers And Duties

Subsection A. President

The President shall:

1. Preside over all NMSC meetings.
2. Be the Chief Executive Officer of the club.
3. Have general and active management of the activities of the club, as authorized by the board.
4. See that all orders and resolutions of the board are carried into effect.
5. Reconcile bank statements with the Treasurer following each season and complete an annual audit alongside a neutral third-party representative by January 15.
6. Be the primary contact with the school soccer teams and City of North Muskegon.

Subsection B. Vice President

The Vice President shall:

1. In the absence of the President, the Vice President shall preside as the chairperson of meetings and have the management of the club.
2. Be responsible for coach recruitments for U9 and above.
3. Be responsible for coordinating and directing NMSC coaching and player clinics and/or camps as determined by the board.
4. Reserve field space with the City for practice, games, tournaments, distribute pictures for U9 and above.
5. Work alongside Secretary to organize annual spring banquet.

Subsection C. Registrar

The Registrar shall:

1. Keep record of all club rosters, registrations, and team information.

2. Be responsible for, but not limited to, collecting of all monies at the the time of registration and the assignment of players to teams U9 and up.
3. Maintain a roster of all current and past (within the last three years) members.
4. Order jerseys and distribute to teams U9 and above. Jerseys for teams below U9 are given to Youth Director.

Subsection D. Treasurer

The Treasurer shall:

1. Have custody of the funds and securities of the club, managing all financial accounts.
2. Shall keep full and accurate accounts of receipts and disbursements in the books belonging to the club.
3. Deposit all moneys and other valuable effects in the name and the credit of the club.
4. Shall disburse the funds of the club as may be ordered by the board, taking proper vouchers.
5. Provide a financial statement at each board meeting, showing the financial condition of the club, which is to go on the permanent record with the Secretary.
6. Reconcile bank statements with the President following each season and complete an annual audit alongside a neutral third-party representative by January 15.
7. Provide, in conjunction with the President and Registrar, a budget prior to the annual meeting.
8. Alert board members if account balance dips below \$2000.

NOTE: This position may only be filled by someone who has been on the Board for a year. Someone who is voted on by the board must complete a probationary period of 4 months. During this period, the President and Vice President will have full access to all accounts and will oversee all activity.

Subsection E. Secretary

The Secretary shall:

1. Take meeting notes, document votes, issue board meeting minutes, and board correspondence as necessary.
2. Relay meeting minutes to the board within one week after the meetings either via e-mail or postal mail.
3. Retain original copies of these documents on file.
4. Issue all notices, registrations, rosters, policies, registration newsletters, and any other pertinent registration information to members, school, or city.
5. Keep on file copies of risk management cards for all coaches, board members, and team managers.
6. Schedule seasonal photo sessions for all ages and distribute photos to coaches.
7. Work alongside Vice President to organize annual spring banquet.
8. Order participation medals for youth players and give to Youth Director.
9. Be the primary contact for NMSC on social media.

Section 5. Directors

Subsection A. Field Manager:

The Field Manager shall:

1. Be responsible for the condition of the playing fields .
2. Secure any additional items needed for field preparation including, but not limited to: paint lining equipment and necessary paint, corner flags, checking and securing nets, painting lines, preparing the field for games on Saturdays (setting flags and benches), and laying Diamond Dry for wet fields, removing standing water from the field when necessary.
3. Be responsible for storing game-day equipment (flags and benches).
4. Ensure restrooms are made available through the City for both NM Soccer fields, including ordering extra facilities during tournaments.
5. Order, check, and secure nets, and remove at the end of the season. Nets should be put in place by March 20 and taken down by November 15, weather permitting.

Subsection B. Website Director (Webmaster)

The Website Director shall:

1. Be responsible for keeping the NMSC webpage current with needed NMSC Club information for all members.

Subsection C. Equipment Manager

The Equipment Manager shall:

1. Order and distribute season equipment, including, but not limited to: correct-sized soccer balls for each age group, goalie jerseys, first aid kits, pumps, and gloves.
2. Stock coaching bags for each team. Bags must be complete before distributing to coaches and replenish when necessary.
3. Maintain storage for equipment.

Subsection D. Great Lakes Coed Soccer League (GLCSL) Representative

The GLCSL Representative shall:

1. Attend all monthly meetings of the governing league, submit notes and information to the club in a timely fashion after the meetings.
2. Deliver rosters, checks, tournament results, and any other relevant paperwork to the League.

Subsection E. Youth Director

The Youth Director shall:

1. Group teams below U9 and schedule practices and games.
2. Keep record of all club rosters, registrations, and team information.
3. Be responsible for tasks including, but not limited to, collecting of all monies at the the time of registration and the assignment of players to recreational teams below U9.
4. Maintain a roster of all current and past (within the last three years) members.
5. Be main contact for this age group.
6. Distribute jerseys, medals, and pictures.

Section 6. Board Member Conduct

All NMSC Board members shall:

1. Perform all duties as described. If personal circumstances prevent a board member from completing a task, it is their responsibility to arrange for another board member to assist.
2. Conduct themselves in a way that reflects well upon NMSC at all club-related activities.

Article III Meetings

Section 1. Conduct of Meetings

1. Meetings shall be presided over by the President. If the President is not present, the next highest-ranking officer shall preside, respectively.
2. A quorum shall consist of two-thirds of the board members in order to vote on a motion. All elections and all questions will be decided by a majority vote of the members present at that meeting.

Section 2. Voting

1. Each board member is entitled to one vote. Motions are only voted on during meetings. Decisions on non-policy matters (design of jerseys, medals, banners, etc.) may be voted on informally outside of the meeting.

Article IV Policies and Procedures

Section 1. Registration Procedures

1. Registration for the recreational soccer shall be held twice a year, commencing in the fall and the following spring.
2. Notice of registration will be made in the district school newsletters and/or local newspapers to direct players to registration form on website.
3. There will be a posted deadline date for registrations. No late registrations will be accepted.
4. Fees will be required as published by the Club.
5. Players may be moved up to the next level per family request. All other circumstances of moving a player up will happen at the discretion of the Board. Players may also be moved up to the next level if the club needs to fill team rosters. Then the oldest player at the lower age bracket will move up. Or if it is best for the family situation, the decision is made on a case-by-case basis.

Section 2. Refund Policy

Partial refund of registration fee (less \$15 for GLCSL costs) may be made up to one week before start of the fall or spring season. No refund shall be given less than one week before start of season or thereafter.

Section 3. Scholarship Policy

Scholarships are available upon written request at the discretion of the board. Secretary will provide necessary forms.

Section 4. Club Subcommittees

Club subcommittees shall be formed as needed and deemed necessary by the board for specific purposes, such as a tournament committee.

Article V Seasonal Years and Fiscal Year

Section 1. Seasonal Year

The seasonal year of this club shall begin August 1 and end on July 31 of the following calendar year.

Section 2. Fiscal Year

The fiscal year of the club shall be January 1 through December 31.

Article VI Rules and Regulations

Section 1. League Authority

1. This club shall follow the rules and regulations made and established by the GLCSL. See bylaws for specific rules and regulations.

2. In the occurrence of a discrepancy between bylaws of NMSC and GLCSL, the rules of the league supersede those of the club.

Section 2. Amendments

1. These bylaws may be altered, repealed or new bylaws may be written in lieu thereof by a majority vote of the members present at any regularly scheduled or special meeting of the board.
2. Any amendments to the bylaws must be presented in written form 30 days prior to the scheduled vote.

Section 3. Coaches and Assistant Coaches

1. Coaches and assistant coaches shall instruct their teams in accordance with GLCSL Game Rules while using Michigan State Youth Soccer Association (MSYSA) Coaching Best Practices.
2. Coaches and assistant coaches shall abide by the Respect Campaign.
3. Paperwork including, but not limited to, the Respect Campaign, medical waivers, and concussion information, must be distributed and recollected prior to the Friday before the first game. Players without proper paperwork on file will be ineligible to play.
4. Coaches shall attend all team practices, games, and tournaments. If personal circumstances prevent a coach from attending, it is their responsibility to contact the other coaches on the team to cover those duties.