

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED April 3, 2018

ARTICLE I – NAME AND COLORS

1.1 The name of this organization shall be Pennsville Soccer Association, Inc. Within this document it shall also be referred to as “PSA.”

1.2 The colors of the club will be Blue and Gold which will be phased in starting at the U-9 age group in the fall of 2018. Other teams will have the option to change to blue and gold with approval of the head coach and the Board.

ARTICLE II – OBJECTIVES

2.1 The objective of the Pennsville Soccer Association, Inc. shall be to promote, foster, and perpetuate the game of soccer on all levels, to provide competition for all its members to play the game in accordance with the high standards of good sportsmanship and fair play, and to guard the interests of its members.

2.2 Pennsville Soccer Association, Inc (PSA). is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE III – GOVERNMENT AND AFFILIATION

3.1 PSA shall be governed by the Executive Board in accordance with the by-laws of the association except only where these conflict with, and/or supplemented by its’ affiliated organizations

3.2 PSA shall be an affiliate of and shall comply with the constitution and bylaws of the New Jersey Youth Soccer Association, South Jersey Soccer League and/or South Jersey Girls Soccer League or equivalent leagues in the Mid-Atlantic States area as approved by the Board

3.3 League affiliation is to be determined by the membership of the association at the recommendation of the Board on an as needed basis

ARTICLE IV – MEETINGS

4.1 The annual general meeting of PSA shall be held during January for the purpose of: A.
Receiving the annual report from the outgoing board of directors.
B. Election of a new executive board.
C. Conduct of such business as may properly come before the meeting.

4.2 All Meetings will be conducting with the following agenda
Call to Order
Roll Call
Reading and approval of previous minutes
Reading and approval of Report

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED JUNE 8, 2010

Old and Unfinished Business
New Business to include additional Reports
Adjournment

- 4.3 Regular meetings other than the annual general meeting shall be held as deemed necessary by the Board. The secretary shall be responsible for notifying all adult members verbally, in writing, or by public notice of all general membership meetings.
- 4.4 Special Meetings may be called at the discretion of the Board. The Secretary shall be responsible for notification of all members in writing or verbally at least one (1) week prior to any special meetings or as time allows.
- 4.5 The presence of a majority of the board of directors and general members equaling one half of that number shall be necessary to constitute a quorum at regular meetings. This must include either the President, or Vice President or their designate.
- 4.6 Each member and the Board shall be entitled to vote at any general membership meeting. A simple majority vote of those present and eligible to vote will rule on all matters except amendments to the by-laws.
- 4.7 The by-laws may be amended in part or in whole by a two-thirds vote of the eligible voting members present at the meeting. Members must be notified of the proposed amendment at least two weeks before the vote. The proposed amendment must be read at a general membership meeting prior to the voting meeting.
- 4.8 Unless otherwise specified in the by-laws decisions shall be made by a majority vote
- 4.9 Meetings will be conducted in an organized manner, applying the general guidelines of Robert's Rules of Order, Revised.

ARTICLE V – EXECUTIVE BOARD

5.1 The Executive Board also referred to herein as the Board, will consist of the officers of the association, namely President, Vice President, Secretary, Treasurer, Club/League Representatives (one boys and one girls), Equipment and Field Manager, Concession Stand Manager, and Recreation League Commissioner (In-Town Programs)

5.2 Election.

- A. The Board shall be elected at the annual general meeting.
- B. Nominations for the Executive Board will be made in the December meeting.
- C. A nominee for the Executive Board must be a member in good standing in accordance with ARTICLE VIII - MEMBERSHIP

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC

ADOPTED JANUARY 1, 2006

AMENDED April 3, 2018

- D. If after the elections are held, there are open positions on the Board, they shall be appointed by the President with the approval of a simple majority of the newly elected board. The appointee, if approved, shall serve the unexpired term of his/her predecessor. In the event that a position is vacant, the president has the authority to re-assign the tasks of the vacant position to other members until said position is filled.

5.3 Term of office of each officer shall be for one year and may be reelected.

5.4 Duties and Powers

- A. The Board shall have the power to appoint such standing committees, as it shall determine necessary.
- B. The Board shall delegate investigative responsibility, with all findings and conclusions to be reported at a board meeting for final action.
- C. The Board may adopt such rules and regulations for the management of the association and conduct its meetings as necessary for efficient operations, providing they do not conflict with the by-laws of the Association.
- D. The Board has the responsibility of approving and appointing coaches to specific teams.
- E. The Board has the power to set and enforce guidelines governing the conduct of adults, coaches, members and players. These guidelines will be consistent with the goals of ARTICLES II and may be amended by a majority vote of the Board as needed.
- F. The outgoing Board shall, at the annual general meeting, provide a summary of the year's operation including a complete financial statement covering all monies and properties. The summary shall be sufficiently comprehensive as to be meaningful to the general membership.
- G. At the Executive Board meetings each board member shall have one (1) vote.

ARTICLE VI – DUTIES OF THE OFFICERS

6.1 President

- A. The President shall be responsible for conducting the affairs of the association and executing all policies established by the association. The President or the President's alternate shall preside at the association meetings. The President or the President's alternate shall present the association's summary report at the annual general meeting.
- B. The President shall be a member of all committees.

6.2 Vice President.

- A. In the absence of the President, the Vice President shall assume the duties and responsibilities of the President.
- B. The Vice President shall be responsible for all Association fund-raising activities.
- C. The Vice President may also perform any other duties the President requires.

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED JUNE 8, 2010

6.3 Secretary.

- A. The Secretary shall be responsible for seeing that minutes are kept of all association meetings and dispatching all association correspondence.
- B. The Secretary shall be responsible for notifying all members verbally, in writing, or by public notice of all meetings.
- C. The Secretary may also perform any other duties the President requires.

6.4 Treasurer

- A. The Treasurer shall be responsible for all association monies and securities.
- B. The Treasurer shall keep records of all receipts and disbursements and report them at the general membership meetings.
- C. The Treasurer shall make a complete financial report at the annual general meeting.
- D. The Treasurer is responsible for the operation of the concession stand in the absence of a Stand Manager.
- E. The Treasurer may also perform any other duties the President requires.

6.5 Field and Equipment Manager

- A. The Field and Equipment Manager shall be responsible for all association property and maintenance of all playing fields.
- B. The Field and Equipment Manager shall be responsible for all association equipment and uniforms.
- C. The Field and Equipment Manager may also perform any other duties the President requires.

6.6 Club/League Representatives.

- A. The Club/League Representatives shall attend all general meetings of our affiliated leagues as the representative of the opinions and desires of PSA.
- B. The Club/League Representatives will communicate all information from the affiliated leagues to PSA.
- C. The Club/League Representatives shall act as representatives for the best interest of the players.
- D. The Club/League Representatives shall represent each team as designated by the President.
- E. The Club/League Representatives may also perform any other duties the President requires.

6.7 Concession Stand Manager

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED April 3, 2018

- A. The Concession Stand Manager will be responsible for the operation, stocking, and cleaning of the concession stand.
- B. The Concession Stand Manager will be responsible for delivering the cash receipts to the treasurer in a timely fashion.
- C. The Concession Stand Manager may also perform any other duties the President requires.

6.8 Recreation League Commissioner (In-Town Programs)

- A. The Recreation League Commissioner will be responsible for the operation of all in-town recreation programs for PSA
- B. The Recreation League Commissioner will be responsible for assignment of Teams, Coaches, Game Schedules and Uniforms for the Recreation Program
- C. The Recreation League Commissioner will be responsible for recruiting, instructing and assisting the Recreation League coaches. .

- D. The Recreation League Commissioner shall conduct meeting(s) with all Recreation League coaches as may be necessary.
- E. The Recreation League Commissioner may also perform any other duties the President requires.

ARTICLE VII – COACHES

Coaches must abide by all rules of PSA, the affiliate Leagues, and Governing State and National associations.

7.1 Any individual who wishes to be a Head Coach or Assistant Coach of a Travel Team must submit their request in writing to the Club/League Representative and Board prior to the general membership meeting before tryouts.

7.1.1 Coaches must meet the certification requirements set by PSA and the governing bylaws of the affiliated organizations.

7.1.2 The Board will review and approve/deny the requests. Considerations will be given to; the experience of the coach with soccer, the experience of the coach with the requested team, the experience of the coach within PSA, certifications and recommendations, but these considerations do not automatically determine the selection.

7.1.3 A secret ballot will be taken if more than one person qualifies for and wishes to be a Head Coach of the same team and will be approved by a majority vote.

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC

ADOPTED JANUARY 1, 2006

AMENDED JUNE 8, 2010

7.2 The Head Coach may select up to three (3) Assistant Coaches who must be approved by the Board prior to working with a team. Trainers for a team must be Board approved, paid for by the team and meet all requirements of sections 7.5, 7.6 and 7.9 below.

7.2.1 The Head and Assistant Coaches will be responsible for conducting practices, distribution and collection of equipment and all other PSA property assigned to his/her teams as well as all other duties associated with coaching the team including field setup and breakdown.

7.3 All Travel Coaches must have a NJYSA "F" License or higher.

7.4 Any individual who wishes to be a Head Coach or Assistant Coach of a Recreation (InTown) Team must submit their request in writing to the Recreation League Commissioner prior to the selection of teams for that soccer season. Coaches must meet the minimum requirements of the NJ Youth Soccer Association and adhere to the by-laws set forth by PSA.

7.5 Any person who is under suspension by any affiliated organization or another Pennsville Township authorized activity is not eligible to serve as a coach with any team in PSA until their suspension and any fines are cleared. The person is in good standing with the organization in question and has received Board approval.

7.6 All coaches, Executive Board members and any other person who has direct contact with children must sign and have on file a "Kid Safe" background check form. Without a signed form the person is not allowed on the field in either practice or games.

7.7 All head/assistant coaches must attend all Mandatory Coaches Meetings. Failure to do so will result in fines and/or loss of coaching privileges and/or loss of playing privileges on the game fields as determined by the Board

7.8 All teams must have a representative (preferably the head/assistant coach) attend all General Meetings. Failure to attend General Meetings may result in a loss of coaching privileges or playing privileges at the game fields as determined by the Board.

7.9 All coaches must communicate through the Club/League Representatives and not directly to SJSL and SJGSL.

ARTICLE VIII – MEMBERSHIP

8.1 All members in good standing shall have the right when present to vote. Good standing is defined as having attended six (6) meetings, mandatory association coaches meetings and/or work parties in the past twelve (12) months. Recognition at the next club meeting following a work party will be used to grant meeting credit.

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED April 3, 2018

8.2 All eligible members can vote in the elections of officers to the board of directors of the club and for by-laws.

8.3 Any board member directly involved with a coaching position being selected or personal or monetary gain regarding the vote, shall abstain from voting.

ARTICLE IX – DUES & FEES

9.1 Members will not be required to pay Association dues.

9.2 Players will be required to pay fees as determined by the Board.

9.3 Any fines assigned to PSA by affiliated organizations for misconduct, inappropriate behavior or other violations by any coach, player, trainer, or spectator associated with PSA will be reviewed by the Board and may be requested to be reimbursed by the individual or players parent to PSA. If reimbursement is requested by the Board and not received in a timely fashion as deemed reasonable by the Board, the individual or player will lose all privileges within PSA until the reimbursement is received.

ARTICLE X – REGISTRATION

10.1 The Board will set registration dates. These dates will normally be in the spring; however, the Board may establish a policy for registration after these dates with any late fees as they see fit and as long as this policy is not otherwise in violation of this by-law.

10.2 The Board is responsible for setting dates by which all applicants must properly register in order to be eligible to play on or try out for a traveling team.

10.3 If there are fewer than (15) players or (12 players for an 8v8 team) already properly registered for a particular travel team age group by the final registration date, then no tryout will be required and the team could be set as the discretion of the Head Coach with approval by the Board.

10.4 The Head Coach will not have to carry more than the (15) players or (12 players for an 8v8 team). There will be no guaranteed participation of any player beyond this minimum player roster.

10.5 Any player who registers after the final registration date set by the Board and wishes to play for a travel team will be placed on a waiting list. As openings occur for a team, players from that waiting list will be considered by the Head Coach, the Club/League Representative and the Board. Players on the waiting list are not considered in the order of signup.

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED JUNE 8, 2010

ARTICLE XI – PLAYERS

11.1 Any resident of Pennsville Township who otherwise qualifies (i.e., meets age requirement and any other requirement as established by the Board), may register to play for a PSA team and is eligible to participate.

11.2 Anyone not a resident of Pennsville Township who otherwise qualifies may register to play for a PSA team but will not be eligible to participate on any team or program until approved by the Board.

11.3 Anyone not a resident of Pennsville Township may receive resident status upon completion of two seasonal years consistent with ARTICLE XII section 12.1 with a PSA team and approval from the Board

11.4 Coaches will not permit any player to act in a manner resulting in poor sportsmanship of any kind.

11.5 Any problems and or injuries must be brought to the attention of the appropriate Club/League Representative who will notify the Board

ARTICLE XII – TRYOUTS

12.1 All travel teams are open to tryouts and no player who played on the team the previous seasonal year is guaranteed a roster spot. The seasonal year will be August 1st through July 31st.

12.2 There will be a tryout when there exists more than (15) players or (12 players for an 8v8 team) who register and desire to play for a particular travel team. A minimum of (2) to a maximum of (3) tryout dates will be set by the Board between May 1st and June 15th.

12.3 Players who cannot attend at least one (1) of these tryouts must provide the Board a valid written reason.

12.4 After the final tryout date, the team roster selections will be decided by the team coaching staff. The Head Coach will not have to carry more than the (15) players or (12 players for an 8v8 team). Positions past 15 or 12 respectively do not need to be filled. These remaining open spots are at the discretion of the Head Coach, Club/League Representative and the Board as to whether they are to be filled.

12.5 Any player not selected to a travel team will be contacted verbally by the head coach within one week of the last tryout date set by PSA and offered a chance to participate in the Recreational Program if the age appropriate bracket is offered.

12.6 If roster openings still exist after July 1st, or if a Head Coach wants to add to their roster, than the Board and the Head Coach may elect to hold additional tryouts to fill vacancies. Any

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC
ADOPTED JANUARY 1, 2006
AMENDED April 3, 2018

and all roster spots filled after July 1st will be at the discretion of the Head Coach and authorized and approved by the Board. Pennsville residents, if equal in skills and willing to participate for entire seasonal year will be given first priority for roster spots.

ARTICLE XIII – FINANCIAL POLICY

13.1 General Policy

- A. The Board shall be responsible for all matters pertaining to the business of the association.
- B. The Board shall be responsible for keeping the association in sound financial condition.

13.2 Treasury

- A. All association monies shall be maintained in common treasury. This shall include all dues, fees, sponsorships, contributions, sales, and monies for the fundraising activities.
- B. All disbursements must be endorsed by the Treasurer and the President or the President's alternate. Any accounts for Pennsville Soccer Association, Inc. must have three (3) names on the signature card on file at the bank. These must include the President, and any two (2) other directors approved by the board vote.
- C. The common treasury provision shall not apply where fund-raising programs are governed by the laws of a higher Local, State or Federal authority.
- D. The Board has the power to call for the opening of an account to cover a specific need.
- E. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- F. Should this organization ever dissolve, all remaining assets, after all Contracts and Bills have been paid, will be distributed for one or more exempt purposes within

BY-LAWS OF THE PENNSVILLE SOCCER ASSOCIATION, INC

ADOPTED JANUARY 1, 2006

AMENDED JUNE 8, 2010

the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Salem County, New Jersey, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV: TROPHIES AND AWARDS

14.1 It is the purpose of PSA to use the funds collected through registration, fundraisers, or other means to be used for the maximum benefit of all the participants in the program.

14.2 For a member or members of a traveling team or traveling teams as recognition for their achievements on the field; that is; winning championships or any similar achievement, it is the position of the association that participation in the program and the trophies awarded to a team by the South Jersey Soccer League and the South Jersey Girls Soccer League are reward enough. Therefore, no such purchases including jackets or other items may be made using club funds unless the board of directors, by a two thirds (2/3) vote of the full board determine that the circumstances are unusual enough to warrant such use of funds.