

# EAST LANSING SOCCER CLUB BY-LAWS

AS AMENDED 6/1/2009

## A. ORGANIZATION OF THE BOARD

- Section 1 Unless otherwise ordered by the Board of Directors, regular meetings thereof shall be held the first Monday of each month at such place as it shall determine, or, if it makes no determination, at a place designated by the President.
- Section 2 Special meetings of the Board of Directors may be called by the President, Vice-President, or any four (4) Board members. Such meetings may be held upon four (4) hour notice of the time, place and purpose of the meeting given in writing, by telephone, or by fax to each director's place of business or residence.

## B. OFFICERS

- Section 1 The Board of Directors shall annually elect from its members at its June meeting a President and on Vice-President, one Secretary, and a Treasurer, who shall be elected from the Board. The Board of Directors may appoint such other officers and agents as it shall deem advisable who shall perform such duties as may be designated by the Board.
- Section 2 The Board shall annually nominate persons for the officer positions. In the absence of contrary Board action, the Vice-President shall be the nominee for President and the Secretary shall be the nominee for Vice-President for the ensuing year.
- Section 3 The officers shall be elected at the June meeting and take their respective offices at that time.
- Section 4 Elected officers' duties and responsibilities.
- a. The President shall conduct the meetings, call special meetings, appoint standing committees and other committees, and shall be responsible for coordinating all activities.
  - b. The Vice-President shall act in the absence of the President, and shall serve as a liaison between standing and other committees and the Board.
  - c. The Secretary shall be responsible for recording the minutes of all meetings of the Board of Directors, shall notify members of regular meetings, shall notify members of special meetings as called, shall serve as a liaison between the Board and such committees as are designated by the Executive Committee.
  - d. The Treasurer shall keep accurate records of all income and expenditures, and pay the bills as directed by the Board of Directors. The Treasurer will shall prepare an annual report listing all income and disbursements. This report will cover the business of the Club from August 1 - July 31. This financial report

should be in the hands of the Board prior to the January board meeting. A tentative budget will be due by March 1 for the proceeding year. The Treasurer shall serve as a liaison between the Board and such committees as are designated by the Executive Committee.

## C. COMMITTEES

- Section 1 The President shall appoint all special committees with the input of the Board of Directors.
- Section 2 The President shall appoint all standing committees at the June meeting and shall appoint and re-appoint committee members on an ad-hoc basis.
- Section 3 There shall be an Executive Committee comprised of the President, Vice-President, Secretary and Treasurer. This committee shall have the responsibility of coordinating all activities of the Club.
- Section 4 Each committee shall be chaired and coordinated by a member of the Board of Directors or an appointed Coordinator. The membership of each committee may include both member and non-members of the Board of Directors. Non-director members of any committee may consist of Club coaches, parents, player-family-members and present and former players who, in the discretion of the Executive Committee, may productively contribute to the work of the committee. Participation by a non-director member shall not confer upon the committee member directorship status.
- Section 5 The Standing Committees are as follows:
- a. The Finance Committee shall be responsible for the administration of all fund-raising events and preparation of the budget.
  - b. The Field Committee shall provide for all fields, playing areas and field equipment. This committee is also responsible for scheduling practice fields and game field use to the extent such matters are not scheduled by a third party.
  - c. The Equipment Committee shall be responsible for the purchase, storage, and administration of all equipment used in the soccer programs operated by the East Lansing Soccer Club.
  - d. The Personnel Committee shall be responsible for the material and organization of the registration day, assigning coaches to teams, and distributing schedules and rosters.
  - e. The Public Relations Committee shall be responsible for advertising all pertinent activities of the East Lansing Soccer Club, including registration day, announcements for various programs, announcements for fund-raising events, and the distribution of promotional materials.

## D. CONDUCT OF MEETINGS

A Board member or committee member may participate in a meeting by means of conference telephone or similar communications equipment. Participating in a meeting pursuant to this method constitutes presence in person at the meeting. Business of the Board shall be conducted by majority vote of the Board members participating.

## E. COORDINATORS

- Section 1      The President shall appoint all special coordinators on an ad-hoc basis, with the input of the Board of Directors.
- Section 2      The Standing Coordinators are as follows:
- a. A Referee Coordinator shall be responsible for hiring and scheduling referees for each game, distribution of equipment for referees' use, keeping track of time sheets, paying and assisting in training of referees, to the extent these tasks are not performed by third parties.
  - b. The Instructional League Coordinator shall be responsible for allocating members to teams, assigning coaches to teams, communication between coaches and the Board, and meeting with coaches.
  - c. The Registrar shall be responsible for keeping the data entries updated, keeping track of all registrants, and producing team rosters for distribution.
  - d. The CASL Representative shall serve as the liaison between the Capital Area Soccer League and the Board, shall attend regular meetings of the CASL board of directors and represent the East Lansing Soccer Club's interest therewith, and shall facilitate communication between the Club and League.
  - e. The East Side Representative shall serve as the liaison between the East Side Soccer Club and the Board, shall attend regular meeting of the East Side Soccer Club leadership and represent the East Lansing Soccer Club's interests therewith, and shall coordinate the scheduling of the games, rosters and referees for the East Lansing Soccer Club's recreational soccer program(s).
  - f. The Kindergarten Program Coordinator shall be responsible for allocating members to teams, assigning coaches to teams, communication between coaches and the Board, and meeting with coaches.

Adopted 6/1/2009 and enacted and immediately put into effect thereupon by the Board of Directors of the East Lansing Soccer Club.

/s/ Geoffrey Ehnis-Clark  
Geoffrey Ehnis-Clark  
President, East Lansing Soccer Club