

**CINNAMINSON SOCCER CLUB  
CONSTITUTION AND BY-LAWS  
(Adopted Aril 1, 2012)  
(Revised May 4, 2012)**

**SECTION I – CONSTITUTION  
ARTICLE I**

**NAME**

The name of this organization shall be the Cinnaminson Soccer Club, Inc. (hereinafter “CSC”).

**ARTICLE II  
PURPOSE**

To organize and operate leagues which will provide an athletic outlet to the children of Cinnaminson Township in the form of youthsoccer. To instill the concept of sportsmanship, fair play, and honesty in all participants. To educate all participants in the Laws of the Game and it’s associated skills.

**ARTICLE III  
MEMBERSHIP**

**Section 1: Eligibility**

Unless approved by the CSC Soccer Committee (hereinafter “Committee”), only Cinnaminson residents are eligible for participation in the CSC. Travel teams that play in the eleven verses eleven format may add up to two non resident players as long as Cinnaminson resident players are not displaced from the program. No parent living outside of Cinnaminson will be eligible to become a head coach or member of the CSC Committee unless their child resides in Cinnaminson. Any change to Article III regarding opening the CSC to non-Cinnaminson residents may only be discussed and/or motioned at the annual February board meeting. If motioned, voting will take place at the annual March board meeting, and must be passed by three-quarters of the Board Members (in good standing) present at that meeting. Those residents who fall within the age groups set forth herein are eligible for membership upon payment of the appropriate registration fees as well as others approved by the Committee. No resident shall be denied membership due to financial hardship.

**Section 2: Responsibility**

All members shall abide by the Constitution and By-Laws of CSC. The Committee shall have the power to reject or dismiss any member who fails to conform to the aforementioned regulations.

# ARTICLE IV

## ADMINISTRATION

### Section 1: Organization

The CSC will be administered by a Committee which is comprised of the following members; **Officers** - Commissioner, Secretary, Treasurer, **Board Members** - South Jersey Soccer League (hereinafter "SJSLS") Representative, South Jersey Girls Soccer League (hereinafter "SJGSL") Representative, Referee Director, Equipment Director, Clinic Director, Tournament Chair, Fields Director, Sponsorship Director, Friendship Director, and Micro-Mini League Directors. Each member of the Committee must actively fulfill their position and attend two thirds (2/3) of Committee meetings, beginning January 1st of the current year, to remain a member in good standing. Only a member in good standing may cast a vote on any issue before the Committee.

### Section 2: Authority/Responsibility

The Committee shall have the authority for and is responsible for:

- A. Enforcing the Constitution and By-Laws of the CSC within the Club's membership.
- B. Establishing, amending, and enforcing the CSC's Constitution and By-Laws.
- C. Establishing, amending, and enforcing Playing Rules for all In-town Divisions.
- D. Preparation of an annual operating budget for the CSC.
- E. Setting the fees for registration, including late registration fees. No person may be denied membership due to inability to pay registration fees.
- F. Setting dates, times, and location for membership registration.
- G. Directing the In-town and Travel Team play in accordance with the provisions of this document.
- H. CSC is exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Should CSC disband, the assets shall be distributed for one or more exempt purposes within the meaning of section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

- I. Conduct all raffles as they apply to the CSC. Raffles to be licensed by State of NJ and Cinnaminson Township.
- J. No member of Committee shall have the right to enter into any agreement or contract with any party /vendor unless approved by a simple majority of members in good standing.

### Section 3: Committee Membership Eligibility

To be eligible for Committee Membership, an individual must be:

- A. At least eighteen (18) years of age at the time of election; and
- B. A resident of Cinnaminson at the time of election; and
- C. Approved by the Committee.

### Section 4: Election of Officers/Coaches

- A. The Officers of the Committee, as defined in Article IV, Section 1, shall be elected at the January monthly Committee meeting and shall serve for a term of one year. All officers must receive a simple majority to be elected and may succeed themselves.
- B. All travel team coaches, except for new teams, shall be selected at the May Committee meeting. Any individuals wishing to coach a travel team shall submit the "CSC Application for Travel Team Head Coach" to Committee by the April meeting. Returning Coaches are not automatically approved! If a coach has not been approved, then the team must submit another qualified individual to coach the team. A "qualified individual" is a candidate whose credentials have been presented to, and voted on by the Committee. Any individual wishing to be an assistant coach for a travel team shall submit the "CSC Application for Travel Team Assistant Coach" to the head coach who will in turn submit it to the CSC Committee prior to any practices and/or games with the team.
- C. If more than one eligible coaching candidate has asked to coach this team, then a vote of the Committee will be taken and a simple majority is needed to be elected.
- D. If a secondary travel team for any level has been created in accordance with these By-Laws, the Committee will approve the selection of this travel team coach. All secondary head coaches shall submit the "CSC Application for Travel Team Head Coach" to the CSC Committee prior to selection. If more than one eligible coaching candidate has asked to coach this team,

then a vote of the Committee will be taken and a simple majority is needed to be elected. Any individual wishing to be an assistant coach for a secondary travel team shall submit the "CSC Application for Travel Team Assistant Coach" to the head coach who will in turn submit it to the CSC Committee prior to any practices and/or games with the team.

#### **Section 5: Vacancies**

In the event of a vacancy on the Committee, the Commissioner is empowered to appoint an individual to that position, pending approval by a majority vote of the Committee.

## **ARTICLE V DUTIES OF COMMITTEE MEMBERS**

#### **Section 1: Commissioner**

- A. Serve as Chief Executive Officer of the Committee with full responsibility for the overall operation of the CSC.
- B. Conduct all meetings of the Committee pursuant to Robert's Rules of Order, voting only in the case of a deadlock.
- C. Assign duties to Committee members as required.
- D. Review and approve all bills for payment.
- E. Provide each Committee member or attendee an opportunity to be heard on all matters before the Committee.
- F. Coordinate scheduling with the Friendship League and/or In-town leagues.

#### **Section 2: Secretary**

- A. Record and publish minutes of all Committee meetings.
- B. Publish listing of all Committee members and their positions.
- C. Conduct the general correspondence of the Committee.
- D. In the Commissioner's absence shall assume the Commissioner's full responsibility and authority.
- E. Arrange meeting place for all Committee meetings.
- F. Arrange all publicity and advertising of the committee.

#### **Section 3: Treasurer**

- A. Prepare the annual budget.
- B. Track the income and expenses of the CSC during the year.
- C. Insure all moneys collected are deposited in timely manner.
- D. Conduct the annual registration.

#### **Section 4: League Representatives**

##### **A. SJSL Representative**

- 1. Represent the CSC at meetings of South Jersey Soccer League and report to the Committee all pertinent information.
- 2. Coordinate all activities of the Boys Travel Team programs.
- 3. Administer "Travel Coaches Evaluation" forms to parents of all boys travel teams at the end of each season.

##### **B. SJGSL Representative**

- 1. Represent the CSC at meetings of South Jersey Girls Soccer League and report to the Committee all pertinent information.
- 2. Coordinate all activities of the Girls Travel Team programs.
- 3. Administer "Travel Coaches Evaluation" forms to parents of all girls travel teams at the end of each season.

#### **Section 5: Referee Director**

- A. Schedule and pay referees for all games in the In-town Divisions including Micro Mini league.
- B. Evaluate the performance of all assigned referees.

### **Section 6: Equipment Director**

- A. Provide, select, and procure equipment required for each season as directed by the Committee.
- B. Obtain three (3) competitive bids, selecting the most favorable, for all purchases exceeding \$2,500.00.
- C. Receive equipment at the end of each season and store and secure said equipment.

### **Section 7: Clinic Director**

- A. Develop training programs for U-6 players and volunteer coaches.
- B. Coordinate summer/spring Soccer Camp at the direction of the Committee.

### **Section 8: Tournament Chair**

- A. Chair all activities associated with the annual Cinnaminson Thanksgiving Tournament.
- B. Assign coaches and board members to committee positions and detail their Tournament responsibilities.
- C. Preside over all meetings of tournament volunteers and direct their activities to include necessary tournament approvals, duties, invitations, rules, schedules, and tournament fund raising activities.
- D. Manage and provide an accounting for the Tournament checking account, in concert with the Commissioner.

### **Section 9: Field Director**

- A. Coordinate the procurement and special preparation of fields as required.
- B. Manage all fields used by the CSC.
- C. Coordinate field/light schedule with Cinnaminson Township.
- D. Responsible for Practice/Game cancellation due to weather and other field conditions.

### **Section 10: Sponsorship Director**

- A. Coordinate with Tournament Director any sponsorship/advertising programs as deemed necessary.
- B. Seek long term Corporate/backing for the CSC.
- C. Coordinate the annual picture day.
- D. Coordinate the annual Soccer Social.
- E. Coordinate registration raffle.

### **Section 11: Friendship Director**

- A. Act as Liaison between CSC and Friendship League Coordinator.
- B. Represent CSC and take an active part at all Friendship League meetings and activities.
- C. Host CSC annual Friendship meeting (August).
- D. Select coaches for all teams within their league.
  - 1. Coaches should be either a parent, or
  - 2. A relative, such as Aunt or Uncle, or
  - 3. Any other interested qualified individual
- E. Assign CSC players within their appropriate age group.
- F. Distribute game schedules to CSC Friendship Coaches.
- G. Work with CSC Referee Coordinator to ensure all home games are assigned an official.
- H. Assist in distributing and collecting all equipment and uniforms to and from teams.

### **Section 12: Micro Mini League Directors**

- A. Select coaches for all teams within their league
  - 1. Coaches should be either a parent, or
  - 2. A relative, such as Aunt or Uncle, or

3. Any other interested qualified individual
- B. Assign players within their league.
- C. Assign practice and game schedules.
- D. Distribute and collect all equipment and uniforms to and from teams.

## **ARTICLE VI MEETINGS**

### **Section 1: Regular Meetings**

Regular monthly meetings of the Committee shall be on the first Sunday of each month at 7:00 pm at the Cinnaminson Community Center, or at another time or location agreed to by a simple majority of the Committee. All regular meetings are open to the public.

### **Section 2: Order of Business**

The Order of Business at all regular meetings shall be as follows:

1. Roll Call.
2. Reading and approval of minutes of previous meeting.
3. Communications.
4. Commissioner's Report.
5. Unfinished Business.
6. New Business.

### **Section 3: Special Meetings**

Special meetings may be called at any time by the Commissioner upon 48 hours notice to all concerned.

## **ARTICLE VII QUORUM**

A quorum for the Committee meeting is a two-thirds (2/3) majority of the members of the Committee (including the presiding officer). A quorum of the committee is required to have a vote.

## **ARTICLE VIII AMENDMENTS**

In order to amend the Constitution and By-Laws of the Committee, the article in question must be identified and read aloud at one meeting and voted on at the next scheduled meeting. Approval by three-quarters (3/4) of the members present is required for passage of an amendment.

## **ARTICLE IX VOTING**

All members of the Committee who are in good standing have the right, when present, to cast one vote on all matters before the Committee with the exception of the Commissioner, who shall have the privilege of casting the deciding vote only in the case of deadlock. Any board member that post for a coaching position, or stands a personal or monetary gain regarding any vote, shall abstain from voting. The granting of a proxy by one member of the Committee who will not be present for a vote to another member of the Committee is expressly prohibited.

## **SECTION II – BY-LAWS**

### **JURISDICTION**

The Committee shall have full jurisdiction over all members, teams, coaches, and players within the Program; over all matters connected with the conduct of the Soccer Program; and shall have the power in the manner herein provided, after a hearing, to suspend or expel any member, player, coach and/or person under its jurisdiction guilty of violations of this document

### **1.1 HEARING ON A GRIEVANCE**

Any grievance, other than a game protest, shall be submitted, in writing, to the Commissioner within 72 hours of the incident in question. After the Committee hears the grievance, a decision will be made by the next scheduled meeting which is final and binding on all parties.

### **1.2 DUE PROCESS**

If a player or a coach receives a red card, said player/coach **must** appear before the Committee at the next scheduled meeting for a hearing. Said player/coach may, at this time, receive sanctions from the Committee. Such sanctions may include suspension and/or removal from the CSC, or any other remedy as seen appropriate by the Committee.

### **2.0 AGE GROUPINGS**

The Cinnaminson Soccer Club shall function in accordance with the age groupings of the United States Youth Soccer Association (hereinafter "USYS"). The minimum age allowed to participate is age (7) for the travel program and age four (4) for the In-town program. The minimum age for each program shall be measured by the child's age as of August 1 of the prior calendar year.

### **2.1 IN-TOWN PROGRAM**

All participants in the CSC In-town Program are required to play in age appropriate groups as established by the Committee prior to registration. Any player wishing to deviate from the established age guidelines must contact the In-town League Director, in writing, setting forth the basis for the request. The league directors will decide if the request is in the best interest of the program.

### **2.2 TRAVEL PROGRAM**

The CSC Travel Program shall function in accordance with the age groupings of the USYSA. A player may try-out for any age bracket team as long as it complies with the respective league guidelines. A player may try-out for only one travel team per season. A player not chosen for a travel team may then play in the In-town Program.

### 3.0 SEASONS OF PLAY

The Soccer Program shall consist of two seasons. Additional events to be supported at the Committee's discretion providing there are no conflict with other sports/clubs.

#### FALL

Cinni Mini	Under 6	Division 7
Micro Mini	Under 8	Division 6
Mini Novice	Under 10	Division 5
Novice	Under 12	Division 4
Juvenile	Under 14	Division 3
Intermediate	Under 16	Division 2 *As Needed
Senior	Under 19	Division 1 *As Needed

#### SPRING

Clinic program for Cinni-Mini, Micro-Mini, U-10, U-12, and U-14 In-town divisions. The number of teams depends on available players and coaches. Travel teams may elect to play in the SJSL or SJGSL spring season as defined by the league.

### 4.0 TRAVEL TEAMS

The SJSL & SJGSL travel teams shall be chosen from the children desiring to try out for the team. All selections are at the discretion of the head coach of the travel team and are final. Once a player has been chosen for a travel team, they may not participate as a member of an In-town team. Equal playing time is not guaranteed, although coaches are encouraged to provide ample playing time to all team members. All eleven versus eleven teams must have a minimum of fourteen resident players if fourteen residents try out.

#### 4.1 ALL NEW TRAVEL TEAMS

All new travel teams shall be selected by a committee of at least 3 Committee members and/or existing Travel Team Coaches. The Commissioner shall select the Committee. No members of the selection committee shall have children or relatives trying out for the new team.

#### 4.2 SECONDARY TRAVEL TEAMS

Secondary travel teams may be formed at any age bracket provided there are enough players who try-out for a travel team. At least 22 players must try-out for a small-sided travel team in order to have 2 teams. At least 28 players must try-out for a full-sided travel team in order to have 2 teams. Secondary Teams are not automatically created.

All players must try out for the First Team at each age group. If a player requests not to play for the First Team, then that player must contact the First Team coach and inform him/her of their decision. If the First Team coach will not honor the player's request, then the player may contact the Commissioner who will bring the issue before the Committee.

On occasion, the First Team at an age group may need additional players during a soccer year. All Secondary Travel Team players are available to be selected to the First Team, and First Team Coaches may add players to their team. The First Team Coach must notify the Secondary Team Coach and the Commissioner of their decision, prior to speaking to members of the secondary team.

### 5.0 IN-TOWN PLAYER PLACEMENT

The method of distributing the eligible players to the teams within each division is to be determined by the Committee to insure parity. The Friendship Director shall be responsible for administering placement of all players.

### 6.0 RULES

The rules for all games shall be in agreement with FIFA, USYSA, and NJSYSA rules except as modified by the Committee and published in its playing rules.

## **7.0 UNIFORMITY**

All leagues are operated the same way and have the same activities and equipment unless approved by the Committee. Both the Boys and Girls Travel Programs shall be operated in the same way and have the same equipment unless approved by the Committee.

## **8.0 EQUIPMENT AND FIELDS**

Each League Director shall have equipment assigned to them and shall be responsible for its return at the end of the playing season. The Committee shall assign Fields to each League by time and location.

## **9.0 MINIMUM AMOUNT OF PLAY**

All In-town players must play a minimum of one-half, unless a player is subject to disciplinary action. Because of their highly competitive nature, travel team's players playing time is solely at the discretion of the head coach.

## **10.0 CINNAMINSON THANKSGIVING TOURNAMENT**

The CSC shall organize, sponsor, and operate the Cinnaminson Thanksgiving Tournament annually. The proceeds of which shall offset operating costs of this organization.

## **11.0 AWARDS**

- A. There shall be one award granted to each Cinnaminson player should his/her team win their respective Friendship Division. The Committee funds said awards.
- B. Participation awards shall be given to each Cinnaminson player in the Cinni-Mini and Micro Mini age groups. The Committee funds said awards.
- C. The CSC shall award scholarships each year to Cinnaminson High School Graduating Seniors who played a minimum of four years in the Cinnaminson Soccer Program. The amount of the scholarships will be determined annually by the members of Committee. These scholarships will be funded as an administrative expense of the annual Cinnaminson Thanksgiving Tournament. Selection of the awardees is to be decided by the CSC Scholarship Selection Committee.

## **12.0 EQUIPMENT OWNERSHIP**

All equipment used by the CSC is the property of the CSC and its use shall be controlled solely by the Committee.

## **13.0 PENALTIES**

All members of the Cinnaminson Soccer Club are individually responsible for any penalties imposed while participating in sponsored activities.

## **14.0 PLEA OF IGNORANCE**

A plea of ignorance of the terms of the Constitution and By-Laws of the CSC is not sufficient, and violators may expect appropriate action by the committee.



# Addendum to the Cinnaminson Soccer Club By-Laws

## Conflict of Interest Policy

### Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization, Cinnaminson Soccer Club, interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Article II - Definitions

#### 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Article III - Procedures

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### Article V - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### Article VII - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

### Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.