

# **Constitution/By-Laws For Monona Grove Soccer Club**

## **Article I**

### **Section 1: Name**

The organization will be known as the Monona Grove Soccer Club (MGSC).

### **Section 2: Purpose**

- a. MGSC is organized to promote youth soccer, as a youth recreational and competitive activity.
- b. MGSC is dedicated to encourage participation and education in all aspects of soccer, including sportsmanship and teamwork.

### **Section 3: Geographic Area of Focus**

MGSC will encourage and serve the interests of youth soccer in the city of Monona, the Village and Township of Cottage Grove, and surrounding areas.

### **Section 4: Youth Soccer Playing Opportunity**

- a. MGSC is non-profit, non-partisan, and non-sectarian.
- b. MGSC will make every reasonable effort to find a team for all registered youth soccer players; MGSC encourages the playing opportunity for all registered youths.
- c. MGSC will attempt to find a place on a MGSC team for every youth living inside or outside of Monona and Cottage Grove who wants to play for a MGSC team, provided the youth and the youth's parents have been informed of the existence of any other soccer club whose territory includes the youth's residence. MGSC extends reciprocal rights in this regard to other soccer clubs.
- d. Priority for purpose of team formation shall be: registered youth who played the previous season, youth who are residents the City of Monona, and the Village and Township of Cottage Grove and surrounding communities provided player registration are submitted by the registration deadline.

## **Article II**

### **Section 1: Definition of Member**

The term "member" can include any player, team, coach, Board of Directors member, or individual within the Monona and Cottage Grove communities or surrounding area according to Article I, Section 3.

**Section 2: Acceptance of Members**

The MGSC Board of Directors (BOD or Board) may approve or reject the membership application of any individual or group.

**Section 3: Definition of Team**

The term “team” refers to the coach(es), the manager, and the players on an official roster who meet the requirements set forth by the MGSC Board and/or by the affiliated organization(s) that schedule league games.

**Section 4: Player Fees**

- a. The MGSC BOD will set the rate, schedule and/or formula of player registration fees.
- b. A coach, parent, or guardian may petition the Treasurer for a waiver of player fees for a youth whose family cannot afford player fees. The Treasurer will consult with the Board for consideration and determination of this request. The Treasurer will report the number of waiver requests and their disposition at the next Board meeting.

**Section 5: Selection of Coaches**

- a. Any team holding membership in MGSC has the privilege of electing a volunteer approved by the Board. This election is accomplished by majority vote. Each player on the team is entitled to one (1) vote, that vote to be cast by that player’s parent(s) or legal guardian(s) or, in case of a player of legal age, by that player.
- b. The MGSC BOD may elect or assign a coach to a new MGSC team or elect or assign a coach to an established MGSC team if there is a vacancy for coach and the affected team has not voted to fill the vacancy in a timely manner.
- c. If more than one Board-approved volunteer desires to be coach, the selection of coach shall be by team vote, with a single vote majority necessary to elect the coach. Each player(s) parent(s) or legal guardian(s) shall have one (1) vote for each player under the age 18.
- d. By a petition signed by two-thirds (2/3) team vote, a team holding membership in MGSC has the right to change its coach, assistant coach, and/or manager by written notice to the BOD. A review by the Board will take place, which may include a response by the person or persons against whom the petition was filed. The Board will then arrive at a determination of the settlement of the petition.
- e. The MGSC BOD has the authority to approve or reject an individual as coach of an MGSC team.

**Section 6: Coaches’ Duties and Responsibilities**

- a. MGSC coaches have the responsibility to conduct themselves on and off the field in a manner that is consistent with the policies and principles of MGSC, to include good sportsmanship to players,

parents, and referees, and that their conduct shall reflect well on MGSC and the sport of soccer.

- b. MGSC coaches have the responsibility to develop their knowledge of soccer skills and soccer rules and their ability to teach them to players.
- c. MGSC coaches have the responsibility to control the behavior of team players, parents, and spectators at games and practices.
- d. MGSC coaches have the responsibility to cooperate with referees and preserve the dignity and authority of referees.
- e. MGSC coaches must obtain and keep current the age appropriate coaches license per Wisconsin Youth Soccer Association (WYSA) requirements.

**Section 7: Coaches' Privileges**

- a. Each MGSC coach, limited to one coach per team, is entitled to one (1) player scholarship.
- b. Each MGSC assistant coach and/or manager at the U8 level and up, limited to one of each per team, is entitled to one half (1/2) player scholarship.
- c. Each MGSC coach, limited to one coach per team, is entitled to 100% reimbursement, for the expense of obtaining any Wisconsin Youth Soccer Association (WYSA) coaching license or its equivalent, subject to the pre-approval of the MGSC BOD. MGSC will have an expectation of a one (1) year commitment from coaches following completion of the WYSA "E" Certificate, and a two (2) year commitment from coaches following completion of the WYSA "D" Certificate.

**Section 8: Coaches' Termination**

- a. A coach may resign from MGSC by written notification to the Director of Coaching and/or BOD.
- b. The MGSC Director of Coaching will bring any coach issues to the Board. The BOD, by a two-thirds (2/3) vote, may expel a coach for conduct unbecoming a member or conduct detrimental to the policies and principles of MGSC. The coach will receive reasonable notice of the complaint and has the opportunity for a hearing before the Board prior to determination.

**Section 9: Team Voting Privileges**

Each MGSC team is entitled to one (1) vote at the annual meeting. A team may be represented by its coach or by an adult designated by the coach.

**Section 10: By-Law Amendment Procedure**

By-laws may be amended at the annual meeting only.

### **Article III**

#### **Section 1: Government and Policy**

The government and policy-making responsibilities of MGSC are vested in the BOD, which controls MGSC'S property and finances, and directs MGSC'S activities.

#### **Section 2: Board of Directors**

- a. MGSC is directed by a seven (7) member Board of Directors. The BOD is comprised of an Executive Board and Age Director Board, whom are elected by a majority vote of parents or guardians of players, players age 19 and over, or any other person holding a position within the club at an annual meeting. Each person will be entitled to one (1) vote.
- b. The titles of the seven (7) voting Board members are the Executive Board, consisting of:
  - President
  - Vice-President
  - Secretary
  - Treasurer

and the Age Director Board, consisting of:

- One U6 to U10 Age Director for Monona
- One U6 to U10 Age Director for Cottage Grove
- One U11 to U19 Age Director from either community

The term for each of these four (4) Executive Board members is two (2) years, and the term for each of these three (3) Age Director Board members is one (1) year.

- c. The MGSC membership will elect a President and Secretary in even numbered years.
- d. The MGSC membership will elect a Vice-President and Treasurer in odd numbered years. The first election following the institution of these by-laws will be an exception, with elections being held for all seven (7) positions. Thereafter, the alternating year cycle of election for the Executive Board shall prevail.

#### **Section 3: Executive Board Member's Duties and Responsibilities**

- a. The **President** will schedule and preside over all MGSC meetings. The President will represent MGSC at all meetings of affiliated organizations, and will report on their decisions and activities. The President may appoint ad hoc committee chair assignments (such as a Nominating Committee), and will monitor to conclusion such assignments in a timely manner. The President will maintain a working relationship with officials and staff of local government

bodies and agencies, such as parks and recreation boards, which may have authority over activities and matters affecting MGSC. The President will attend government and agency meetings to speak on behalf of MGSC, and will monitor and report on their activities and decisions as may be necessary. The President will maintain a working relationship with media reporters and business people to encourage team sponsorship support for MGSC members and activities. The President, in cooperation with the Treasurer, will prepare an annual budget for submission to the BOD for consideration and approval. The DOC, the Volunteer Coordinator and the Picnic Coordinator report to the President. In the absence of one of these roles the President is responsible for these tasks. The President will serve a two-year term and will be elected on an even year (See Article III, Section 2c).

- b. The **Vice-President** will preside over MGSC meetings and will attend meetings of affiliated organizations in the President's absence. The Equipment Coordinator, the Referee Coordinator, the Open Gym Coordinator, and the Field Coordinators for Monona and Cottage Grove report to the Vice-President. In the absence of one of these roles, the Vice-President is responsible for these tasks. The Vice-President will work with the field coordinator from both Monona and Cottage Grove to have a club field use plan in place. The Vice-President along with the Director of Coaching will approve coaches' reimbursement for successful completion of qualified licensing programs. The Vice-President will serve a 2 year-term and will be elected on an odd year (See Article III, Section 2d).
- c. The **Secretary** will record and distribute the minutes of all MGSC meetings and other communications to executive board, and all board members and team representatives. The Secretary will maintain a working relationship with individuals in local government and the school system to facilitate making contact for MGSC to be recognized for agenda items at board meetings. The Secretary will assist the President in scheduling of meetings, setting agendas and booking meeting rooms. The secretary will monitor coaches' licenses within MGSC, insure timely updates and distribution of renewals. The Registrar, the Picture Coordinator and the Website Coordinator report to the Secretary. In the absence of one of these roles, the Secretary will be responsible for these tasks. The secretary will serve a 2- year term and will be elected on an even year (See Article III, Section 2c).
- d. The **Treasurer** will maintain MGSC financial records and accounts, report to the Board and membership as required, recommend the annual player fees, receive requests for player fees waivers, and authorize disbursements for MGSC expenses. With the assistance of the Registrar, the Treasurer will collect player and team fees, pay required dues and fees to affiliated organizations, and disburse funds to the Equipment Coordinator and coaches for such expenses as may be necessary (to include referees' fees). The Treasurer, with the

assistance of the President, will prepare an annual budget for Board consideration and approval. The Fundraising Coordinator reports to the Treasurer. In the absence of this role, the Treasurer is responsible for this task. The Treasurer will serve a 2-year term and will be elected on an odd year (See Article III, Section 2d).

Section 4: **Age Director Board Member's Duties and Responsibilities**

- a. The **U11 to U19 Age Director** will be responsible for organizing all aspects of the soccer experience for the youth in their age groups. The Age Director will work with necessary members of the MGSC to provide coach recruitment and development, player recruitment and roster formation, equipment, and field maintenance. The U11-U19 Age Director works with the Director of Coaching, Age Commissioners and coaches to assess the players through commitment questionnaires and team formation clinics to form teams of appropriate skill and commitment level. The Age Director will provide information on opportunities for skill development through summer camps, etc. outside of the normal soccer season. The Age Director will assist coaches interested in forming indoor teams by facilitating communication between teams. The Age Director is responsible for communicating coach issues to the Board, as reported by the Age Commissioners, parents or other sources. Age Commissioners (U11-U14, U15-U19) report to the Age Director and these positions will be filled as needed. In absence of this role the Age Director is responsible for these tasks.
- b. The **U6 to U10 Age Director for Monona** will be responsible for organizing all aspects of the soccer experience for the youth in their age groups. The Age Director will work with necessary members of the MGSC to provide coach recruitment and development, player recruitment and roster formation, schedule development, equipment, and field maintenance. The Age Director will assist coaches interested in forming indoor teams by facilitating communication between teams. The Age Director is responsible for communicating coach issues to the board, as reported by the Age Commissioners, parents or other sources. Age Commissioners for Monona (U6–U8, U9-U10) report to the Age Director and these positions will be filled as needed. In absence of this role the Age Director is responsible for these tasks.
- c. The **U6 to U10 Age Director for Cottage Grove** will be responsible for organizing all aspects of the soccer experience for the youth in their age groups. The Age Director will work with necessary members of the MGSC to provide coach recruitment and development, player recruitment and roster formation, schedule development, equipment, and field maintenance. The Age Director will assist coaches interested in forming indoor teams by facilitating communication between teams. The Age Director is responsible for communicating coach issues to the board, as reported by the Age Commissioners, parents or other

sources. Age Commissioner for Cottage Grove (U6–U8, U9-U10) report to the Age Director and these positions will be filled as needed. In absence of this role the Age Director is responsible for these tasks.

**Section 5: Nomination of Directors**

- a. All nominations will be presented at the annual meeting either by person, by letter, or by representative.
- b. The President has the authority to appoint a Nominating Committee from the membership for the purpose of recruiting members for vacant Board positions.
- c. Each nominated candidate must be an adult MGSC member in good standing, and must have agreed to accept the responsibility of a directorship, if elected.
- d. The procedure for nominations follows Robert's Rules of Order.

**Section 6: Election of Directors**

- a. Votes taken at the annual meeting for the selection of Board members will be decided by a simple majority of the voters present. Votes will be cast by paper ballot; Eligible voters are parents or legal guardians of players, players age 18 and older, and any member of MGSC. Each eligible voter will be entitled to one (1) vote.
- b. All elected MGSC Board members will be seated at the annual meeting at which they are elected, and they will immediately assume full duties and responsibilities as defined in the by-laws.
- c. Each MGSC Board member is entitled to 1 scholarship (i.e., 100% reimbursement of their child's registration fee).

**Section 7: Board Vacancies**

- a. A MGSC Board member who is absent from three (3) consecutive Board meetings will be automatically removed from the Board unless excused due to illness or otherwise excused by majority vote of the attending Board members.
- b. The MGSC Board will fill any Board member vacancy by a simple majority vote. An interim Board member so chosen will serve out the remainder of that position's term.

**Section 8: Other Positions – Non-Board Positions**

- a. The **Registrar** will organize and conduct player registration activities. The Registrar will maintain a working relationship with individuals in local government and the school system that may assist with these activities. The Registrar will work with the Age Directors, Age Commissioners and coaches to assign new players to teams and make necessary roster changes and realignments. The Registrar will also file team registration paperwork and fees with MAYSA.

- b. The **Director of Coaching (DOC)** will be selected by the MGSC BOD. The DOC will oversee coach and player development for MGSC, and is a part-time, compensated position (as an Independent Contractor) based on a percentage basis from MGSC fees/dues, commensurate with experience.

The DOC shall:

- have a USSF “D” License or higher,
- improve the quality of coaching at all levels,
- assist in the recruitment and selection of coaches,
- organize coaches meetings,
- train coaches by providing feedback at practices and organizing monthly training opportunities,
- develop educational resources for coaches and players,
- communicate with coaches on training hints, ideas, and information,
- oversee team formation,
- organize team tryouts,
- distribute information to coaches on summer soccer camps,
- organize summer soccer camps, and soccer skills training clinics,

The DOC will report to the Board at each regular/special meeting as to the activities of the DOC and other matters affecting coaches.

- c. Refer to Appendix 1 for a complete list of Non-Board Positions to be filled on an “as needed” basis.

#### Section 9: **General Policy Consideration**

- a. The MGSC BOD will be responsible for the formulation of association policies and procedures.
- b. A Board member may form a committee as necessary to assist with the completion of the Board member’s duties and responsibilities, provided that the Board member reports on the committee’s formation, membership, and changes in membership at the next Board meeting.
- c. The MGSC will discharge committees when their work has been completed or when the majority of the Board deems it appropriate to discontinue the committee.
- d. No action by a MGSC Board member, committee, or association member will be binding upon the membership or constitute an expression of MGSC policy until the MGSC BOD has approved such action.

#### Section 10: **Scholarships**

- a. Individuals who volunteer to hold a position within MGSC will qualify for player scholarships for their children playing on a MGSC team.



- b. Player scholarships will be given in the amount of one (1) player fee for each position held within the Club except for Open Gym Coordinator, Picture Day Coordinator, Website Coordinator, assistant coaches, and team managers, which will be granted one-half (½) player fee.
- c. Coaches will be granted one (1) Spirit Wear item on a one-time basis, and all other volunteers will be granted one (1) Spirit Wear item at half price on a one-time basis.
- d. In the event that a volunteer is not fulfilling their responsibilities or disciplinary action is brought against a volunteer, the Board may require a reimbursement of the scholarship from the individual.

## **Article IV**

### **Section 1: Annual Meeting**

MGSC'S annual meeting will be held preceding the start of each fall season of soccer play. The President will fix the time and place of the annual meeting. The annual meeting is open to all interested parties.

### **Section 2: General Meetings**

The President has the authority to call additional general meetings upon the petition of any Board Member, coach, or any six (6) or more parents or guardians or players of legal age. General meetings are open to all interested parties.

### **Section 3: Board Meetings**

- a. The MGSC BOD will have at least three (3) meetings each year. The meetings will be scheduled before the fall soccer season, before the spring soccer season, and after the spring soccer season. The Board meeting held prior to the beginning of the fall soccer season may be scheduled for the same time as the annual meeting. Board meetings are open to all interested parties.
- b. The MGSC President or any two (2) MGSC Board members have the authority to call a Board meeting, provided Board members receive at least five (5) days notice of the time, place, and purpose of the meeting.
- c. Four (4) Board members shall constitute a quorum for a MGSC meeting.

## **Article V**

### **Section 1: Finances**

- a. The MGSC Treasurer will place all monies paid to MGSC in such approved financial institutions as may be designated by the BOD.

- b. Funds not used from the current year's budget will be advanced to successive years' operations.

**Section 2: Disbursements**

The President, Vice-President, Treasurer, and Equipment Coordinator are authorized to make disbursements on accounts and expenses provided for in the budget without additional Board approval. Disbursements of expenses will be made by check or credit account.

**Section 3: Fiscal Year**

The MGSC fiscal year will run from July 1 through June 30.

**Section 4: Budget**

The President and Treasurer will prepare a budget for the fiscal year, and they shall deliver it to Board members at least ten (10) days before the fall Board meeting. The Board will consider the budget as part of its regular business at the fall meeting.

**Section 5: Annual Audit**

MGSC accounts will be audited annually at the close of the fiscal year. The report of audit will be provided to team representatives upon request.

**Section 6: Dissolution of Funds**

MGSC will use its funds only to accomplish the objectives and activities of the association. No part of these funds may be distributed to the members of MGSC except as the by-laws may provide. Upon the dissolution of MGSC, any such funds as may remain unused shall be distributed to one or more regularly organized and qualified non-profit organization as may be selected by the Board.

## **Article VI**

**Section 1: Parliamentary Authority**

The current edition of Robert's Rules of Order is the final source of authority in all questions of parliamentary procedure.

**Section 2: By Law Revisions**

- a. The MGSC membership, by a two-thirds (2/3) vote of the voting members (as described in Article III, Section 2b), at an annual meeting or a general meeting, may amend or alter MGSC by-laws, provided that the notice for the meeting included definitional proposals for the amendments or alterations.
- b. The MGSC BOD, by a two-thirds (2/3) vote, may amend or otherwise alter MGSC by-laws at the annual meeting only.

- c. A proposed amendment or otherwise alteration to MGSC by-laws shall be submitted in writing to the BOD at least fourteen (14) days before the meeting at which their consideration is to be scheduled.

## **Article VII**

### **Section 1: Affiliation**

- a. MGSC U-6 through U8 teams in Monona & Cottage Grove will abide by MGSC rules and adaptations.
- b. MGSC U-9 and older teams will abide by MAYSA/WYSA rules of play.
- c. These rules will apply and shall be binding until a majority of MGSC Board members or a majority of MGSC team representatives vote otherwise at the annual meeting.

## APPENDICES

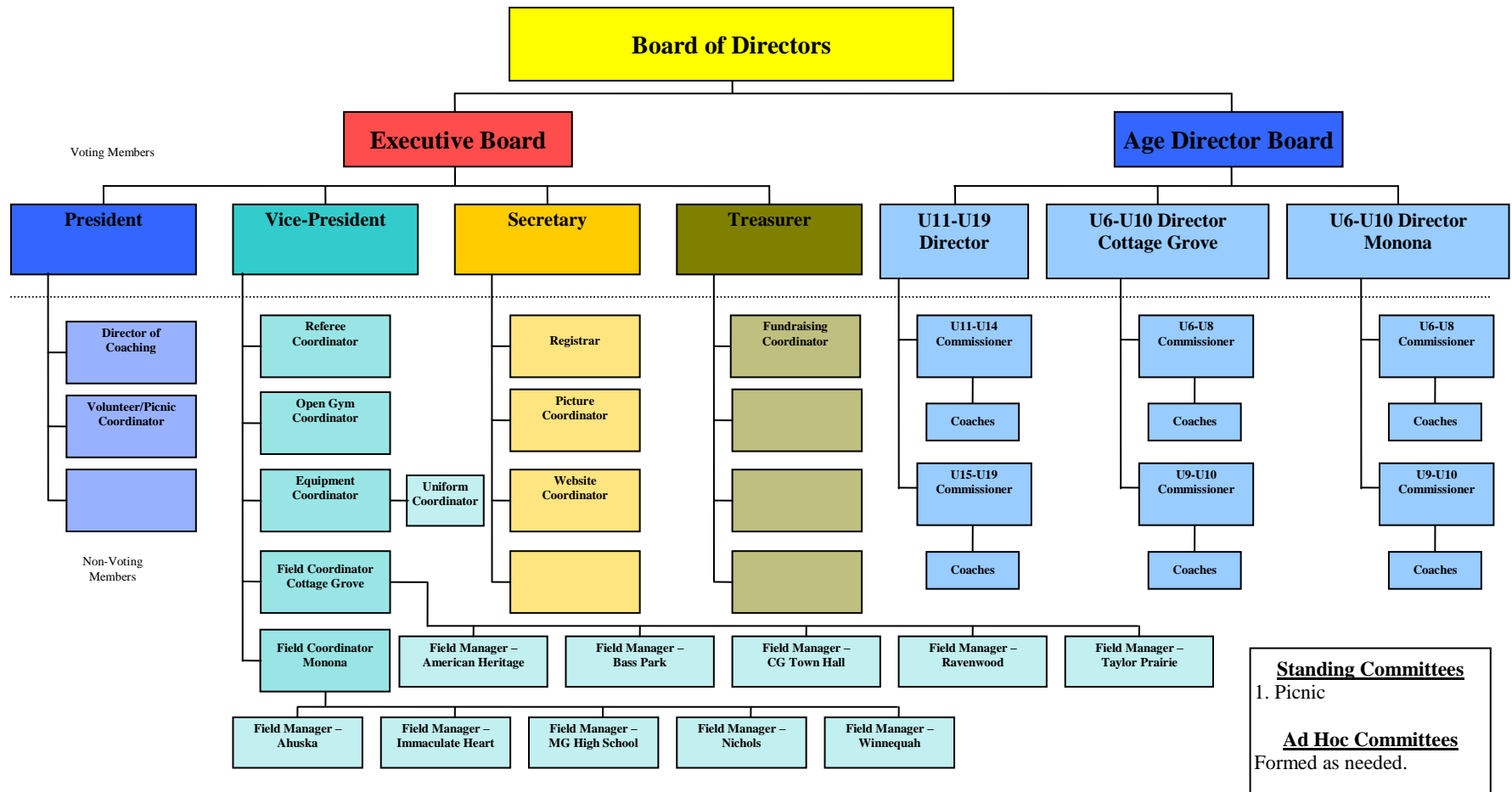
### APPENDIX 1: NON-BOARD POSITIONS

1. The **Age Commissioners** will assist the Age Directors with any delegated duties as assigned by the Age Director. There may be one (1) U6-U8 Age Commissioner and one (1) U9-U10 Age Commissioner for Monona and one (1) U6-U8 Age Commissioner and one (1) U9-U10 Age Commissioner for Cottage Grove. There may be one (1) U11-U14 Age Commissioner and one (1) U15-U19 Age Commissioner for all of MGSC. Age Commissioner's names and contact information should be provided to all players' families on their respective aged teams for reporting of any team related grievances to the club. Age Commissioner positions will be filled as needed.
2. The **Field Coordinator** will maintain a working relationship with officials from the city of Monona, the Village and Town of Cottage Grove, and other sports organizations whose needs for playing space and time may overlap **MGSC** needs. The Field Coordinator will work with municipality's Parks Department to ensure fields are mowed on a suitable schedule. The Field Coordinator will maintain a master game schedule for all fields and will schedule coaches' requests to reschedule games and practice times. The Field Coordinator will procure materials necessary for field maintenance and may assist the Field Managers in preparing fields each season. The Field Managers report to the Field Coordinator. In the absence of a Field Manager, the Field Coordinator will be responsible for this role. There will be one Field Coordinator for Monona and one Field Coordinator for Cottage Grove.
3. A **Field Manager** will be assigned to each **MGSC** soccer field, and will be directly responsible for monitoring the condition of that field and field equipment. Field Managers, working with the Field Coordinator, will schedule and supervisor work parties to mark, line, and repair fields, and will maintain temporary and permanent soccer field goals. Field Managers will ensure the fields are maintained and set up for soccer play each week.
4. The **Equipment Coordinator** will determine MGSC team and field equipment needs to include team uniform needs. The Equipment Coordinator will confirm with the Treasurer that funds are available, as approved in the budget by the Board, for the purchase of equipment and supplies. Purchases other than balls, goalie gloves and pads, nets, cones, flags, and first aid kits will require Board approval. The Equipment Coordinator will distribute equipment and supplies as needed. The Equipment Coordinator will maintain inventory records of the Club's equipment.
5. The **Uniform Coordinator** will be responsible for ordering uniforms for all MGSC teams. Prior to each season, the Uniform Coordinator will order, acquire and distribute uniforms as is appropriate for each team. The Uniform Coordinator will provide uniform numbers assigned to each player to the Registrar to be included in team roster information.

6. The **Referee Coordinator** will recruit new referees and provide them with, or direct, them to qualified training and monitor referee performance through periodic observation. The Referee Coordinator will investigate complaints from referees and coaches, and make written reports as may be required. The Referee Coordinator will maintain a working relationship with counterparts at affiliated organizations to ensure accurate reporting of referee status, to encourage referee development (in cooperation with MAYSA whenever possible), and to maintain referee performance at appropriate standards.
7. The **Open Gym Coordinator** will maintain a working relationship with officials from the city of Monona, Village and Town of Cottage Grove, and the MG School District and schedule gym practice times for MGSC teams during the off-season.
8. The **Marketing/Fundraising Coordinator** will coordinate and conduct fundraising efforts for the MGSC and will be responsible for recruiting team sponsors for the U6-U8 teams. The Fundraising Coordinator will maintain a working relationship with other organizations (i.e., MG Soccer Booster Clubs) within the community who may assist with MGSC fundraising activities. The Fundraising Coordinator will prepare press releases and notify members and the public of MGSC fundraising activities as needed.
9. The **Volunteer/Picnic Coordinator** will recruit volunteers to assist with MGSC activities and positions and will match willing volunteers with MGSC needs. The Volunteer/Picnic Coordinator will maintain a list of prospective volunteers and maintain a log that explains the various volunteer functions and helps new incoming volunteers. Volunteer/Picnic Coordinator will coordinate the annual End of the Season Picnic(s). The Volunteer/Picnic Coordinator will coordinate obtaining food, raffle items, and guests for the picnic. The Volunteer/Picnic Coordinator will organize games and other activities that are part of the picnic. The Volunteer/Picnic Coordinator will obtain attendance estimates from coaches for the year end picnic.
10. The **Picture Day Coordinator** will work with photographer to schedule picture dates and send dates to coaches, coordinate each team's designated picture time, distribute pictures to teams.
11. The **Website Coordinator** will maintain the MGSC website. The Website Coordinator will update the website as MGSC events, news, schedules warrant and will ensure timely and effective MGSC internal and external communication. The Website Coordinator will establish and maintain a working, interactive web page that maintains standings, schedules, news, links, manager information, and other pertinent information that facilitates communication within the MGSC and the greater soccer community.

## APPENDIX 2: MGSC ORGANIZATIONAL STRUCTURE

# Monona Grove Soccer Club



## REVISION HISTORY

Revision Date	Version	Section	Description	Made By
May 8, 2008	Final Date May 8 2008		'Final' version accepted	
October 25, 2008	Oct 2008	1. Article III, Sec 8.b  2. Appendix 2	1. Director of Coaching position description revised to state that DOC position is that of an Independent Contractor 2. Organizational chart changed to include Director of Coaching with dotted line reporting relationship to MGSC President 3. Various formatting changes	Steve Winistorfer