

**West Clermont Soccer Club**

**CONSTITUTION AND BYLAWS**



**Update: October 23, 2026**

**Version: 3.0**

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**Revision History**

| Version | Date       | Author/Reviewer | Changes/Comments              |
|---------|------------|-----------------|-------------------------------|
| 1.0     |            | WCSC Board      | Original                      |
| 2.0     | 7/13/2023  | WCSC Board      | Amendments                    |
| 3.0     | 10/23/2026 | WCSC Board      | Amendment to Governing Bodies |

**CONSTITUTION**

**ARTICLE I  
NAME**

The name of the Corporation shall be the West Clermont Soccer Club.  
Tax EIN - EIN Assigned: **82-4662425**

**ARTICLE II  
PURPOSE**

The West Clermont Soccer Club is a non-profit organization dedicated to the operation of a recreational soccer program designed to positively influence as many of the members of the community as possible. Through our program we teach the youth of the community the concepts of good sportsmanship, fair play, and honesty for the betterment of their physical and social well-being. These skills will benefit the youth throughout their lives.

**ARTICLE III  
AFFILIATION**

The Club, where and when feasible and appropriate, shall be affiliated with recreation commissions, boards, leagues, county, state and/or national Clubs within the normal operational boundaries.

**ARTICLE IV  
SITES OF OPERATION / PARTICIPATION**

The principal operation of this Club shall be within the West Clermont School District, allow participation by any resident thereof. General participation by the Club shall be in Southwest Ohio. Participation by non-residents of West Clermont School District may be allowed if approved by the Executive Council of this Club, any similar Club where the participant lives, and any governing organization in which the Club is affiliated. Permission to participate as a non-resident will be considered on an individual case basis every year.

**ARTICLE V  
POWERS**

The Club shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.

1. To make and enforce rules and regulations to govern itself on a local basis.
2. To set team fees, solicit sponsors and contributions, receive gifts, bequests and devices from any person, firm or corporation, and administer such fees, gifts and devices on behalf of this Club.
3. To enter into contracts, and to buy, sell, lease, rent, and hold property.

**ARTICLE VI  
MEMBERSHIP & VOTING RIGHTS**

Any parent or legal guardian, who has a child registered in a soccer program sponsored by the Club, and any coach, assistant coach, or administrative official, regardless of whether he or she has a child in the program, constitutes membership.

Membership entitles an individual to attend and speak at Executive Council meetings and one vote on general issues, but no vote in the election of officers. Members on the board will have equal

nomination rights and voting rights during the November general election of officers. In the event of Executive Council position becoming vacant an interim replacement will be appointed by the President. This appointment can be overturned by a majority Executive Council vote. Anyone considered in membership will have the opportunity to be nominated and elected as an officer, provided all obligations have been met. A person who has multiple Executive Council positions will only maintain the right to one vote and will be considered based on their highest held position.

Issues concerning player rules and/or expenses associated with players, teams, and league operation shall be voted on by the Club's governing body. Such voting requires a quorum of said body to be present.

## **ARTICLE VII GOVERNING BODIES**

The governing body of this Club shall be an executive council.

The Executive Council shall provide overall guidance and coordination of programs. The Executive Council may adopt such rules and regulations for the conduct of its meetings and the management of the Club as it may deem necessary. Final authority rests with the executive council.

The Executive Council shall consist of a President, a Vice President, a Secretary, a Treasurer, and a District Representative. The President, Vice President, Secretary, Treasurer, referee coordinator and District Representative; and shall be nominated and voted on by any sitting member of the board in a Executive Council or member at large, during the November meeting each year or as needed when a vacancy develops. They shall be considered elected upon winning an election as set forth in the by-laws. Installation of these persons into office shall take place after that meeting by transfer of duties. No person may hold one of these positions for more than two consecutive terms, except if there are no other willing candidates and  $\frac{2}{3}$  of the membership agrees, or if a person has been appointed to fill an unexpired term and serves less than six months, he or she may be elected to two full terms. No person can hold an Executive Council position if they hold another board or director position with another soccer organization other than the CCSA or OSA. A prerequisite to holding a Presidential seat is to have served on the Executive Council for at least 1 term or receive a  $\frac{2}{3}$  vote from the Executive Council prior to the election.

An Executive Council member absent from three consecutive meetings (regular or special) may be subject to dismissal from office. A new member is appointed by the Executive Council to fill the remaining term of office.

## **ARTICLE VIII COMMITTEES & OFFICIALS**

Committees may be founded and/or officials appointed by the Executive Council as deemed necessary.

## **ARTICLE IX MEETINGS & QUORUMS**

Meetings of the Executive Council will be held on a regularly scheduled basis and as needed. A quorum shall be a majority of the Executive Council members.

Committee chairpersons and appointed officials should attend these meetings.

Meetings of the Executive Council are open to the general membership of the Clubs.

A 3/5 majority vote by the general membership may overrule Executive Council actions, with the exceptions of discipline and grievance committee sanctions, which would require a 3/4 majority vote.

## **ARTICLE X DISCIPLINE & GRIEVANCES**

A discipline and grievance committee will be formed. The discipline and grievance committee will have authority to suspend and/or ban players, coaches, and members of the Club.

Executive committee members may be removed at any time for actions, which are deemed detrimental to this Club. Removal shall be a 2/3 affirmative vote of the executive council.

The Executive Council will be the final review board for all appeals.

## **ARTICLE XI AMENDMENTS**

Amendments (additions, subtractions, revisions) to this constitution and/or bylaws must be presented to the executive council. The Executive Council will review the proposal; if a majority of the Executive Council votes affirmatively, they will present the proposal in an Executive Council meeting to be reported to the general membership. Open discussion will be held at the next regular Executive Council meeting. A vote of the general membership may take place at that same meeting or at the next regular Executive Council meeting if there is any desire to wait (this would be shown by a motion, second and majority affirmative vote to wait). An amendment will be adopted by a 2/3 majority vote of the members present at the appropriate Executive Council meeting.

If an amendment is not recommended by the executive council, it may be brought to the membership for an opportunity to be considered. To bypass the Executive Council in this fashion, the amendment must be a 3/4 majority affirmative vote of the membership at a regular Executive Council meeting. It would then be sent to the general membership and discussed and voted for final adoption as described in the previous paragraph.

## **ARTICLE XII BY-LAWS**

A set of bylaws shall exist along with this constitution. Their purpose is to implement into everyday practice the provisions of this constitution.

Additions and/or amendments to the by-laws shall be reviewed by the by-laws committee and shall be adopted by the method set forth in Article XI of this constitution.

### **ARTICLE XIII GENERAL PROVISIONS**

Upon adoption of this constitution and bylaws, an election for the Executive Council positions of President, Vice President, Secretary, Treasurer, Referee Coordinator and District Representative shall take place at a meeting, which has been scheduled and announced to what would become the general membership of this organization. The term of office for those elected officers shall be from that point until January of the following calendar year. This period (January to January) will constitute one term of office unless the time from election to January is less than a six-month period, which will result in it not counting as one term.

Upon adoption of this constitution and bylaws and upon being elected, as described in the preceding paragraph, the Executive Council President shall call a meeting of the new Executive Council members and the persons who had been performing those duties prior to the adoption of this constitution and election. This meeting shall be to facilitate and transfer of materials and information for the new officers to assume their duties. This meeting should occur no later than December of the year the office is to take place.

The Club as set up under this constitution and bylaws, recognizes and accepts responsibility for all obligations and debts incurred by the Club as it existed before under adoption of this constitution and bylaws.

### **ARTICLE XIV RATIFICATION**

The vote to ratify this constitution and bylaws shall be held at a meeting, which has been scheduled and announced to what would be the general membership of this organization. A 2/3 majority vote of those present (person who would ratify as a member under Article VI of this constitution) shall be necessary for ratification. The provisions of this constitution and bylaws shall become effective immediately after receiving the required vote to be ratified.

# **BY-LAWS**

## **EXECUTIVE COUNCIL**

The Executive Council will conduct regular meetings on dates to be determined by the council. The Executive Council must not meet less than 6 times throughout the year but may meet more if deemed necessary.

Members of the Executive Council have equal voting rights.

A quorum for meetings will be three members. (Or over fifty percent, if any positions are vacant)

The Executive Council will review yearly financial records and reports. With additional input from the general membership, a yearly and seasonal budget will be set.

The Executive Council will conduct organization business with political entities.

The Executive Council must approve and submit recommendations for non-resident participants. The District Representative will then submit those recommendations

The Executive Council may appoint committees to carry out functions for the executive council.

Duties of the Executive Council members shall include, but are not limited to:

### **President -**

- Shall assume full responsibility for the operation of the Club
- Shall make non-elected office and committee appointments, with the approval of the executive council
- Shall be the assistant District Representative and attend all CCSA meetings with the District Representative and relay all pertinent information to the Clubs such as the rule changes and date of league activities
- Coordinate with Spirit Wear/Uniform provider for uniforms and other items needed. Inform of dates and deadlines to rest of board
- Shall have the power to cancel meetings and will contact each member of the executive council
- Shall assign and be responsible for all keys

### **Vice President**

- Shall preside in the absence of the President
- Shall carry out such duties as may be delegated by the President and/or executive committee
- Shall oversee the Discipline and Grievance Committee and shall send out discipline to affected members of the club.

- Shall serve on the by-laws committee
- Shall assist the District Representative in team formation

### **Secretary**

- Shall keep accurate records (minutes) of regular and special meeting attendance, by-laws, constitution, terms of office, committee assignments, etc
- Shall assist in answering emails sent to the league email address and be responsible for the storage of emails sent to the club
- Shall serve on the by-laws committee
- Shall ensure communication is sent to coaches when appropriate
- Shall be the chairperson of the Social Media committee and oversee access and content on all Social Media and websites
- Shall oversee concessions in conjunction with the Treasurer. Will ensure items are stocked and will inform Treasurer if more items need purchased
- Shall serve as Coach Coordinator

### **Treasurer**

- Shall prepare a financial statement for all regular meetings and special meetings as directed by the executive council
- Shall keep a suitable set of books
- Shall submit a year-end statement covering all expenditures and receipts
- Shall, upon direction of the executive council, pay fees to CCSA and pay all bills due during regular club activities, etc.
- Shall sign all checks
- Shall prepare a budget with the help and approval of the executive council
- Shall be a member of the planning committee
- Shall be responsible for the lease and renewal of any leases
- Shall be responsible for payment made to referees and concession workers on match days
- Shall assist Secretary in ensuring concession stand works as planned and remains well-stocked

### **District Representative**

- Shall attend all CCSA (Clermont Central Soccer Club) meetings and relay all pertinent information to the Clubs such as rule changes and date of league activities
- Shall cast a vote on behalf of the Club in the CCSA meetings
- Shall sign rosters and relay them to the league Vice President.
- Shall oversee team formation with assistance from the Vice President
- Shall be in charge of setting up registration information on Club website
- Shall be chairperson of the registration committee

### **Referee Coordinator:**

- ✧ Shall assign referees for the games
- ✧ Shall, with the District Representative, schedule make up games
- ✧ Shall attend county referee meetings
- ✧ Shall evaluate referees; shall recruit referees and provide information concerning clinics

- € Shall be responsible for referee records and coordinate with the Treasurer for payment of the referees.

The Executive Council will serve as the final appeal board for discipline and grievance of committee actions. Any Executive Council member involved in the situation from the disciplinary committee being brought before the council will not participate as a member of the appeal board. All members must be present to conduct appeal hearings. If all members are not available due to being involved in the appeal, the council will appoint a person(s) from the general membership, who is not involved in the appeal, to serve on the appeal board for that hearing only. A 2/3 majority vote shall be necessary to overturn a discipline and grievance committee decision.

The Executive Council must approve of fundraising endeavors.

The President, Vice President, Secretary, Treasurer, Referee Coordinator, and District Representative shall be chosen from the membership at large in a meeting held 4 months prior to the end of the calendar year. They shall be considered elected upon winning an election as set forth in the by-laws. Installation of these persons into office shall take place after the transfer of duties, effective January 1 of the following year. A majority of the votes cast for those nominated shall be needed for election, if there are two candidates. If there are more than two candidates, a plurality of votes shall be necessary for election. The term of office shall be for one calendar year. A person will be eligible for election to office if they have been out of said office for at least one term. Vacancies in these positions in mid-term will be filled by appointment and majority vote of the remaining Executive Council members.

## **COMMITTEES & APPOINTMENTS**

Committees shall have a minimum of three and no more than five members. They shall be appointed by the President with the approval of the executive council. This number shall include the chairperson if mandated by the by-laws. If no chairperson is mandated or appointed specifically by the President, the committee may choose their own leader.

**Special Event Committee:** Shall be responsible for the planning of and carrying out special events. Some of these are Youth Soccer Night, Homecoming Parade participation, and Team Pictures. Other special events may be added as deemed appropriate.

**Registration Committee:** Chairperson of the Registration Committee shall be the District Representative. Shall be responsible for making or obtaining from CCSA and distributing registration forms. Shall conduct any sign-up times deemed necessary. Shall work with the Executive Council or its designee to have all information prepared for team formation (the draw). Shall coordinate coaches training and checks per CCSA and OSA guidelines.

**Planning Committee:** Shall set goals for the Club.

**Bylaws Committee:** Shall keep and update Club bylaws as needed on an annual basis; shall review any proposed changes in the by-laws.

**Field Committee:** Shall have fields ready for practice and games; shall coordinate necessary maintenance on the soccer complex; shall call workdays as needed; shall oversee mowing; shall be responsible for ensuring trash is picked up in the park; shall oversee and control parking.

**Coaches Review Committee:** This committee shall consist of all members of the board of directors to evaluate coaches. This is not to be a judgment of winning or losing games, but an assessment of teaching the rules and fundamentals of soccer, being a positive role model, etc. These reviews shall be as constructive as possible and utilize reviews from in-season, post-season and survey results. If it is deemed a coach cannot return, the District Representative along with the Coach Coordinator will be responsible for advising the coach of the decision.

**Discipline and Grievance Committee:**

1. Shall be responsible for investigating reported acts of misconduct by players, coaches, or spectators. Such acts may include but are not limited to violent conduct, abusive language, or repeated acts of unsporting conduct. These acts may or may not have resulted in ejection from or abandonment of a game by a referee.
2. Shall be responsible for setting forth minimum penalties and, if necessary, conduct informal hearing with the individual(s) involved.
3. Shall receive, investigate and react to complaints, protests and/or appeals in accordance with the prescribed league guidelines and regulations.
4. Shall be chaired by the Vice President of the club.

**Discipline and Grievance Procedure:**

1. Disciplinary issues and grievances will be reported to the Discipline and Grievance Committee. The committee will review and investigate the issues and will decide and inform the recipient of the official penalty and/or sanction. Upon receipt of the committee's decision, the recipient will be allowed an opportunity to appeal against the penalty decision. If an appeal is made, a hearing will be set.
2. If a hearing is to be held, it should be held as soon as possible, within five days of the filing. The complainant and other parties of the complainant's choosing will be allowed to present evidence or argument. The person(s) whose decisions or actions are being complained of or appealed will also be heard. The committee will render a decision within three days and notify the parties concerned, in writing.
3. If the parties are dissatisfied with the decision, they may appeal to the Executive Council. The appeal must be filed within seven days of notification of the discipline and grievance committee's decision. The Executive Council will meet as an appeal board within seven days of the filing. The decisions of the Executive Council will be final. The executive decision will be rendered within three days of the hearing, in writing.

It is the right of all Club participants / members to access this procedure in a correct and timely fashion. Failure to observe these procedures is unfair and unjust. Safeguarding of the rights and procedures must be paramount to all Club administrators.

Parties not receiving proper notification or given full access to the procedures MUST be given additional time before the hearing may proceed. Failure to obtain due to satisfaction with these requirements is grounds for an automatic appeal. It is suggested that all paperwork be sent by certified or registered mail to ensure compliance and proof of delivery.

All executive committee members and disciplinary and grievance committee chairpersons should have copies of the discipline and grievance committee procedures to pass along to any complainant at any given time.

**NOTE:** The due process procedures afforded here do not affect existing protest procedures involving game situations as set up by the league(s) being played in.

### **APPOINTED OFFICIALS**

**Concessions Coordinator:** Shall manage the purchasing and selling of goods; shall handle all monies dealing with concessions and coordinate with the Treasurer procedures to be followed; shall prepare an annual financial report to be submitted to the Treasurer; shall keep inventory of all concession equipment and supplies; shall oversee the care, repair, and replacement of equipment with the approval of the executive council; shall keep equipment and the concession stand clean and in sanitary condition; shall coordinate with the teams the schedule for working in the concession stand.

**Coach Coordinator:** Shall manage the coaches, send communications and keep track of training items required. Shall prepare and result end of season coach survey to use in coach evaluations. Shall ensure that each team has the minimum and does not exceed the maximum number of coaches.

**Coaches:** Any person who is of good moral character may be considered qualified to coach. All coaches must be at least eighteen years old, must attend required coaching clinics and related training, must be approved by the Executive Council and must pass all required classes/background checks per OSA; shall abide by all governing rules; shall display good sportsmanship at all times; shall make sure field is ready for play; must have a roster, game ball, first aid kit, medical release forms for each player at each game. Coaches shall receive approval from the Executive Council for any fund raising activities. Coaches may be removed from their duties at any given time by the board.

Each team shall have no less than two and no more than three rostered coaches. Any team may have four coaches; however, the fourth coach will not be placed on any roster and shall remain a practice only coach. This coach cannot coach in games. No team shall exceed a total of four total coaches.

### **FEES**

The Executive Council shall, after hearing recommendations from the Treasurer, set the registration fee amounts for the season.

Hardship cases that cannot pay the registration fee will be considered by the Executive Council in a nonpublic meeting. Hardship cases should be brought to the Executive Council by the Treasurer and/or the coach. The person(s) involved may meet with the council if they desire but would not be required to do so. A Hardship application must be completed prior to Hardship approval.

Coaches will receive a \$25 discount for all children who play for the West Clermont Soccer Club, payable as a discount code credit entered at the time of registration for the following season. All children of board members of the West Clermont Soccer Club will play free of charge.

Refunds will be issued at 100% up to 60 days after the date of player registration. After day 60, the refund must be voted on by the entirety of the board by unanimous decision. Any player injured prior to the first practice will receive 100% refund so long as league fees have not been paid. If a child is registered to a Waitlist and is not placed on a team, a 100% refund will be provided no matter the time since registration. At the time league fees are paid, any refund will be reduced by the league fee amount.

All tournament fees will be paid by the Club. Each team has the right to choose whether they will participate in the league tournament. If they choose not to participate, they must notify the District Representative, who would forward that information to the league, before the league deadline for notification.