

# THE BY-LAWS OF THE EAST HANOVER SOCCER CLUB

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1 **Articles**

2 **1. Article I – Name**

3 The association shall be known as the East Hanover Soccer Club, Inc. (hereinafter called "EHSC").

4 **2. Article II – Purpose**

5 The purpose of this association shall be to develop, promote and govern the game of soccer among  
6 the youth in the Township of East Hanover. Youth shall refer to the following two distinct groups of  
7 children and young adults:

- 8 • Recreation players participating from Kindergarten through Grade 8, and
- 9 • Travel players of U-08 through U-19 eligibility participating either in Morris County Youth  
10 Soccer Association (MCYSA ) or other leagues affiliated with the New Jersey Youth Soccer  
11 Association (NJYSA)

12 **3. Article III – Affiliation**

13 The association shall be an affiliated branch and comply with the authority of the New Jersey State  
14 Youth Soccer Association.

15 **4. Article IV – Membership**

16 Section 1: Eligibility for Membership

17 Both residents and non-residents of East Hanover shall be eligible to be members.

18 Section 2: Requirements for Membership:

- 19
- 20 1) In order to be a bone fide member of the EHSC, a parent or legal guardian must have a  
21 child registered annually in the program. In addition, adults without children in the  
22 program must complete the volunteer on line registration form, attend at least 4 meetings  
23 within the current fiscal year and have board approval of their volunteer time. or be a  
24 member of the current Board of Directors serving during the current fiscal year.
- 25 2) Members whose children drop out of the program shall forfeit their membership if a  
26 registration refund is granted unless they complete the on line volunteer registration and  
27 steps to become a volunteer without children in the program.

28 Section 3: Voting Rights

29 Each household in which a registered member of the Club resides one parent or guardian  
30 shall have one (1) vote at general meetings of the Club. Only a member of the Club who is  
31 eighteen (18) years of age or older shall be allowed to cast a ballot for the household. The  
32 voting member for each household shall be certified by the Board prior to voting at general  
33 meetings.

34 Section 4: Duration of Membership

35 Membership is valid for one year. The membership annual period does not run concurrent with  
36 the fiscal year, rather it runs from the opening day of registration through the day before  
37 registration commences the following fiscal year.  
38

39 **5. Article V - Notices**

40 Notices of official business of the EHSC shall be distributed by one or more of the following:  
41 • Posting of Board information on the EHSC website, <http://www.easthanoversoccer.org>  
42 • An e-mail distribution to all active members listed in the website database, recreation and  
43 travel teams  
44 • Posting at a public location such as the Tom Rinaldi recreation center

45 **6. Article VI - Amendment to By-laws**

46 Amendments to the by-laws may be approved at any General Meeting. The Secretary must receive  
47 any proposed amendment no later than 30 days prior to the General Meeting. The approval of any  
48 amendment to the by-laws shall require an affirmative vote of 2/3 (two thirds) of the membership  
49 present and voting at the General Meeting. Any member of the EHSC may propose an amendment to  
50 the by-laws. In addition, at General Meetings, they may publicly comment on any proposed  
51 amendment.

52 **7. Article VII - Governing Authority**

53 The Governing Authority of this Association shall be the Board of Directors (BOD)

54 **7.1. Section 1 – Composition**

55 President  
56 Vice President  
57 Secretary (recording)  
58 Treasurer  
59 Director of Recreational Soccer  
60 Director of Uniforms  
61 Director of Equipment  
62 Director of Travel Soccer  
63 Director of Referees/field scheduler  
64 Chief Technology Officer

65 **7.2. Section 2 - Responsibility and Authority**

66 The Board of Directors shall be responsible for and have sole authority for:

- 67 A. Enforcing by-laws and rules and regulations of the EHSC  
68 B. Supervising the formation and operation of all Club teams.  
69 C. General management of EHSC organization and finances.  
70 D. Training and supervision of all coached and referees.  
71 E. Approving all Club sanctioned games.

- 72 F. Coordinating EHSC effort with the Township of East Hanover, the Recreation  
73 Department, the appropriate Board of Education and other municipal or governmental  
74 agencies.  
75 G. Adopting temporary rules and regulations for specific cases or occasions not  
76 provided for in the by-laws, or regular rules and regulations, but which are  
77 deemed necessary to carry out the objectives of the association  
78 H. General oversight of all Board of Director responsibilities and positions.  
79 I. Attending 75% of the general meetings during the time in which they are a board member  
80 during the fiscal year.

81 **7.3. Section 3 - Election of Members of the Board of Directors**

82 Members of the Board of Directors shall be elected annually at the AGM (Annual General  
83 Meeting) by a majority vote of those members present and voting. The term of office shall be one  
84 fiscal year. Officers may stand for re-election.

85 **7.4. Nominating Committee**

86 The slate of candidates for the BOD shall be submitted at the November meeting by a nominating  
87 committee appointed for that purpose by the president. The nominating committee shall consist of  
88 3-5 people from the BOD and/or the general membership of the association. The president may  
89 not serve on the committee.

90 **7.5. Section 4 — Nomination Process**

91 A slate of candidates for the Board of Directors shall be submitted at the November meeting by a  
92 nominating committee appointed by the president. The nominating committee shall consist of 3-5  
93 people from the BOD and/or the general membership of the EHSC. The president may not serve  
94 on the committee. In addition to the Nominating Committee any member of the EHSC in good  
95 standing shall be able to nominate any other member of the membership who is in good standing  
96 at the November General Meeting. Any such nomination must be "seconded" by another member  
97 of the EHSC. Any person being nominated must accept the nomination at the November Interim  
98 Meeting or submit it in writing by the November meeting. In the event there are open seats by the  
99 conclusion of the November Interim Meeting, the BOD and membership will have until 7 days  
100 prior to the Annual General Meeting to find candidates. If candidates are not found and added to  
101 the ballot within that time frame, the new President will then appoint any empty BOD seats with  
102 board approval. If for some unforeseen reason the AGM must be cancelled or changed,  
103 notification of cancellation and rescheduling will be done immediately to all members via email.  
104 The 7-day rule applies only to the originally scheduled meeting. The meeting will get scheduled  
105 as soon as possible and must be completed before the end of the fiscal year.

106 **8. Article VIII - Duties of the Elected Officers and Directors**

107 **8.1. Section 1 – President**

108 The duties of the President shall be to:

- 109 A. Serve as Chief Executive Officer of the association, with responsibility for overall  
110 organization of the association.  
111 B. Conduct all meetings of the Board of Directors and membership.

- 112 C. Make permanent appointments to standing committees with the approval of the Board of
- 113 Directors and interim appointments as may be required.
- 114 D. Authorize expenditures not in excess of two hundred dollars (\$200.00) without action of
- 115 the Board of Directors.
- 116 E. Represent the association in State, Regional and National matters.
- 117 F. Respond to any correspondence directed to and from the soccer club or solicit the proper
- 118 member of the BOD to do so.

119  
120 **8.2. Section 2 – Vice President**

121 The duties of the Vice President shall be to:

- 122 A. Assume the duties of the President in the absence of the President.
- 123 B. Be Responsible for all fund raising activities. The Vice President shall also establish and
- 124 oversee a Standing Committee for Fund Raising: This committee shall:
  - 125 • Renew and recruit commercial sponsors, and
  - 126 • Oversee and organize fund raising via concessions or other means.

127 **8.3. Section 3 – Secretary (Recording and Corresponding)**

128 The duties of the secretary shall be to:

- 129 A. Maintain an accurate and detailed record of all BOD's meetings and send Minutes of
- 130 these meetings to all members of the body prior to the next meeting.
- 131 B. Handle all correspondence and give notice of meetings of the BOD or general
- 132 Membership. In concert with the Director EHSC Website, post notices on the EHSC
- 133 Website.
- 134 C. Prepare and distribute to all members of the BOD an annual directory of names,
- 135 Addresses, telephone numbers and email addresses of the BOD.
- 136 D. Maintain files of all internal and external correspondence.
- 137 E. Proactively solicit agenda items from other BOD members. In addition, create and solicit
- 138 a BOD agenda including time allowances for meeting items.
- 139

140 **8.4. Section 4 – Treasurer/Registrar**

141 The duties of the Treasurer/Registrar shall be to:

- 142 A. Deposit all monies in a recognized bank in the name of the association and provide
- 143 receipts for all monies received.
- 144 B. Pay all accounts by check, which shall bear the signature of the Treasurer.
- 145 C. Provide a monthly balance sheet available for any General Meeting.
- 146
- 147 D. Prepare an Annual Report of the financial activities of the association to be included in
- 148 the Annual Report of the President at the Annual General Meeting in line with the EHSC
- 149 Fiscal Year (1/1 to 12/31).
- 150 E. Record and allocate deposits and expenses to all Travel Teams or to the General
- 151 Budget.

- 152 F. Obtain a surety bond from an authorized institution or insurance company to insure the
- 153 association against loss due to malfeasance of the Treasurer.
  
- 154 H. Prepare and distribute an annual budget for specific items listed on the balance sheet.
- 155 I. Pay all bone fide request for reimbursement within 30 days receipt of request.
- 156 J. Make timely deposits of all checks or cash received no later than 14 days after receipt of
- 157 funds.
- 158 K. In connection with any request for audit, prepare and make available all financial
- 159 statements to satisfy any reasonable audit requirements.
- 160 L. Maintain any expense receipts for a period of up to two years from the date of invoice.
- 161

162 **8.5. Section 5 – Director of Recreational Soccer**

163 The duties of the Director of Recreational Soccer shall be to:

- 164 A. Supervise the formation and operation of all EHSC recreation teams.
- 165 B. Maintain a complete and accurate record of all teams.
- 166 C. To be the liaison for the division heads.
- 167 F. To ensure that all coaches have contacted their teams.
- 168 G. To ensure that all teams have coaches and all coaches are properly credentialed.
- 169 H. To deal with the day to day situations of the recreation program.
- 170

171 **8.6. Section 6 – Director of Uniforms**

172 The duties of the Director of Uniforms shall be to:

- 173 A. Order and distribute all uniforms required by the club with the approval of the BOD.

174 **8.7. Section 7 – Director of Equipment**

175 The duties of the Director of Equipment shall be to:

- 176 A. Order and distribute all equipment required by the Club with the approval of the BOD.
- 177 B. Maintain inventory of all equipment owned by the Club.
- 178 C. Coordinate collection and storage of equipment owned by the Club.

179 **8.8. Section 8 – Director of Referees/field scheduler**

180 The Director of Referees/field schedulers shall be to:

- 181 A. Plan and implement a program for the training and continuing education of all club
- 182 referees.
- 183 B. To schedule referees for all games
- 184 C. To handle the schedule of all recreational games and training sessions for the EHSC.

185 **8.9. Section 9 - Director of Travel Teams**

186 The duties or the Director of Travel Teams shall be to:

- 187 A. Act as liaison between the Morris County Youth Soccer Association (MCTBA) and the
- 188 BOD.
- 189 B. Attend meetings of the MCYSA.



- 190 C. Arrange for registration of all travel team players as required.
- 191 D. Schedule times for all travel team games when scheduled by the MCYSA.
- 192 E. Represent the Club at meetings regarding the activities of the Hanover United Soccer
- 193 teams

194 **8.10. Section 10 - Chief Technology Officer (CTO)**

195 The duties of the CTO shall be to:

- 196 A. Maintain a complete and accurate of teams and players for the purpose of player registration,
- 197 team affiliation and insurance records.
- 198 B. Maintain and update easthanoversoccer.com
- 199 C. Delegate admin rights for easthanoversoccer.com to appropriate members of EHSC,
- 200 D. Ensure proper governance of the website including periodically reviewing delegated areas to
- 201 ensure appropriate content.
- 202 E. Arrange with the Treasurer for renewal of the Website
- 203 F. Perform any necessary due diligence on the current website vendor or any potential future
- 204 website vendor.

205 **9. Article IX – Meetings-of the Board of Directors**

206 The Board of Directors shall meet at least quarterly (preferably monthly) and/or whenever the  
 207 President deems a meeting necessary. All BOD members shall be voting members but no BOD  
 208 member shall have more than one (1) vote which the member must be present in order to exercise.  
 209 The President shall cast a vote only in the event of a tie. All meetings of the association will be  
 210 conducted according to the form prescribed in Roberts' Rules of Order.

211 **10. Article X – Quorum**

212 At all meetings of the BOD, a simple majority of the current BOD shall constitute a quorum for  
 213 transaction of business.

214 **Section 1. – Voting by Proxy Modes**

215 The President and/or Vice President of the EHSC may propose that voting on a given issue be done  
 216 via e-mail in the interest of expediting certain issues that need to be resolved prior to the next  
 217 scheduled general meeting. The Secretary of the EHSC shall inform the BOD via an e-mail and a  
 218 phone call that such a vote by proxy is taking place. Votes by proxy via e-mail must have a 5 day  
 219 voting window before final votes are counted, unless all board members have voted at which time the  
 220 voting window will expire. Voting by proxy modes shall only be for “Board Only” votes.

222 **11. Article XI - Spirit of the Game**

223 The association shall conduct business with due respect to the spirit of the game and for the  
 224 benefit of the players. In accordance with the intent of this article, the BOD will establish a BOD  
 225 Code of Conduct. All elected Board of Directors shall be required to sign the Code of Conduct  
 226 upon assuming office. Additionally, all Board of Directors shall only receive financial  
 227 compensation from the EHSC for bone fide out of pocket expenses as determined by the  
 228 Treasurer of the EHSC. Under no circumstance shall this include being reimbursed monetarily for  
 229 volunteer hours or, profiting directly or indirectly from the EHSC. Notwithstanding the above, the  
 230 President of the EHSC may at his/her discretion allow for a modest stipend of no more than one

231 hundred dollars for miscellaneous compensation for expense where a receipt is not necessary  
232 generated.

233 **12. Article XII - Disciplinary Authority**

234 The BOD shall have the right and authority to suspend, bar completely, or otherwise discipline any  
235 player, coach, manager, team assistant, team or Officer of any affiliated team for due cause.

236 Section 1. – Removal of Board Members

237  
238 In the event of any alleged act of malfeasance by a BOD member, that member may be removed  
239 from the Board provided that no less than 75% of the entire BOD votes for such removal. The  
240 BOD member accused of malfeasance shall not be eligible to vote in any such proceeding.

241 **13. Article XIII – Appeals**

242 **13.1. Section 1 - Written Appeal**

243 Should any person wish to appeal an adverse decision by the EHSC, that person shall appeal in  
244 writing to the BOD. At least 5 of the 10 Board members must be present at a scheduled appeal  
245 meeting. Decisions are to be made by a simple majority vote and shall be final. The president will  
246 only vote in the event of a tie breaker.

247 **13.2. Section 2 - Conflict of interest**

248 In the event that any member of the Board has a direct interest or involvement in the decision  
249 being appealed, such member shall disqualify himself/herself and the President will appoint an  
250 alternate member to serve in his or her place. In the event that a Board member does not remove  
251 themselves, the Board through a simple majority of those present, shall have the authority to  
252 remove the conflicted member from the decision.

253 **14. Article XIV – Audit**

254 The books and accounts of the EHSC shall be submitted at the February General Meeting after  
255 the close of the Fiscal year.  
256

257 **15. Article XV - Rules of Play**

258 The Rules of Play shall be the "Laws of the Game" as published by the Fédération Internationale de  
259 Football Association( commonly known by its acronym, FIFA) and the United States Soccer  
260 Federation (also referred to as the USSF or, more commonly, U.S. Soccer).\_Special modifications  
261 may be permitted for local conditions subject to BOD approval. All contests sanctioned by this  
262 association shall abide by the "Laws of the Game" and the EHSC modifications.

263 **16. Article XVI - Player Registration**

264 Players, coaches and referees will be registered annually, or as needed, in accord with procedures to  
265 be established by the Board of Directors. The Board of Directors shall fix a registration fee for the  
266 registration of players. Registration shall be without regard to sex.

267 **17. Article XVII - Playing Season**

268 The Board of Directors shall fix the playing season annually, or as needed, as well as schedule  
269 games for the association season. The Recreation season shall commence in September and  
270 conclude in November of each year.  
271

272 **18. Article XVIII - Club Teams**

273 The Board of Directors shall decide the Recreation Division structure each year. The Director  
274 Recreation Soccer in conjunction with the Board shall decide on the appropriate number of teams and  
275 the number of players within each Division. The Director of Recreation with Board approval shall  
276 approve the appointment of coaches to the various teams.

277 **19. Article XIX - Annual General Meeting**

278 An annual nominating meeting for Board of Director positions shall be held at the November General  
279 Meeting for each Fiscal Year. An Annual General Meeting of the association membership shall be  
280 held in the first week of December. Any nominations from the general membership shall be voted  
281 upon for election to the Board of Directors which members will be elected by a simple majority of  
282 those present and voting. Notice of the Annual General Meeting shall be distributed by the Secretary  
283 and/or Chief Technology Officer via email and on the website. The BOD may also publish notification  
284 in a newspaper of general circulation within the Township of East Hanover no later than seven (7)  
285 days prior to such meeting.

286 **20. Article XX - Interim General Meetings**

287 Additional General Meetings of the membership may be scheduled by the Board of Directors as  
288 necessary or proper. Notice of such meetings shall be posted on the EHSC website and distributed  
289 via email by the Secretary and /or the Chief Technology Officer no later than seven (7) days prior to  
290 said meetings, except that the Board of Directors may schedule an emergency meeting where  
291 necessary. Notice of such emergency meetings shall be such as is reasonable designed to notify the  
292 membership of the time and place of said meeting.

293 **21. Article XXI – Corporation**

294 The term "the association" or "EHSC" or "Club" used herein shall be interchangeable and shall at all  
295 times refer to the East Hanover Soccer Club, Inc., a corporation of the State of New Jersey,  
296 incorporated on April 30,1979 by filing its Certificate of Incorporation with the Secretary of the State of  
297 New Jersey. In compliance with the law of the State of New Jersey, the secretary shall annually file a  
298 list of the current Board of Directors with the Morris County Clerk.

299 **22. Article XXII Termination of Club**

300 Upon a unanimous vote of the BOD, the EHSC may elect to disband. In the event of such a vote, any  
301 funds held by the EHSC shall come under the stewardship of the East Hanover Recreation  
302 Department and will be held in trust. If the EHSC is not reestablished within a period of 3 years, any

303 funds remaining shall be used by the Recreation Department for the benefit of the youth of East  
304 Hanover.