

# THE BY-LAWS OF THE EAST HANOVER SOCCER CLUB

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# Articles

## 1. Article I – Name

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

## 2. Article II – Purpose

The purpose of this association shall be to develop, promote and govern the game of soccer among the youth in the Township of East Hanover.

## 3. Article III – Affiliation

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

## 4. Article IV – Membership

Membership in this association shall be open to any person interested in implementing the purpose of this association, including, but not limited to any citizen of the Township of East Hanover. The parents or guardian of any youth who registers in the association's league registration shall be a member of this association without separate registration. All members shall abide by the by-laws of the association, and all applicable rules and regulations of any associations with which this club is affiliated.

## 5. Article V - Amendment to By-laws

Amendments to the By-laws may be approved at any General Meeting. The Secretary must receive any proposed amendment no later than 30 days prior to the General Meeting. The approval of any amendment to the by-laws shall require an affirmative vote of 2/3 (two thirds) of the membership present and voting at the General Meeting.

## 6. Article VI - Governing Authority

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

### 6.1. Section 1 – Composition

President  
Vice President  
Secretary (recording and correspondent)  
Treasurer  
Director of Recreational Soccer  
Director of Uniforms  
Director of Equipment  
Director of Travel Soccer  
Director of Referees/field scheduler



34 Computer Technology Officer

35 **6.2. Section 2 - Responsibility and Authority**

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

- 37 A. Enforcing By-Laws and rules and regulations of the Club.
- 38 B. Supervising the formation and operation of all Club teams.
- 39 C. General management of Club organization and finances.
- 40 D. Training and supervision of all coached and referees.
- 41 E. Approving all Club sanctioned games.
- 42 F. Coordinating Club effort with the Township of East Hanover, the Recreation
- 43 Department, the appropriate Board of Education and other municipal or governmental
- 44 agencies.
- 45 G. Adopting temporary rules and regulations for specific cases or occasions not
- 46 provided for in the By-Laws, or regular rules and regulations, but which are
- 47 deemed necessary to carry out the objectives of the association

48 **6.3. Section 3 - Election of Members of the Board of Directors**

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

52 **6.4. Section 4 — Nominating Committee**

53 The slate of candidates for the BOD shall be submitted at the AGM by a nominating committee  
54 appointed for that purpose by the president. The nominating committee shall consist of 3-5  
55 people from the BOD and/or the general membership of the association. The president may not  
56 serve on the committee.

57 **7. Article VII - Duties of the Elected Officers and Directors**

58 **7.1. Section 1 – President**

59 The duties of the President shall be to:

- 60 A. Serve as Chief Executive Officer of the association, with responsibility for overall
- 61 organization of the association.
- 62 B. Conduct all meetings of the Board of Directors and membership.
- 63 C. Make permanent appointments to standing committees with the approval of the Board of
- 64 Directors and interim appointments as may be required.
- 65 D. Authorize expenditures not in excess of two hundred dollars (\$200.00) without action of
- 66 the Board of Directors.
- 67 E. Represent the association in State, Regional and National matters.

68 **7.2. Section 2 – Vice President**



69 The duties of the Vice President shall be to:

- 70 A. Assume the duties of the President in the absence of the President.
- 71 B. Shall be responsible for the sponsors that are needed.

72 **7.3. Section 3 – Secretary (recording and Corresponding)**

73 The duties of the secretary shall be to:

- 74 A. Maintain an accurate and detailed record of all BOD's meetings and send Minutes of
- 75 these meetings to all members of the body prior to the next meeting.
- 76 B. Handle all correspondence and give notice of meetings of the BOD or general
- 77 Membership.
- 78 C. Prepare and distribute to all members of the BOD an annual directory of names,
- 79 Addresses, telephone numbers and email addresses of the BOD.
- 80 D. Maintain files of all internal and external correspondence.
- 81 E. To interact with the media in order to promote the mission of the EHSC.
- 82 F. Respond to any correspondence directed to and from the soccer club.

83 **7.4. Section 4 – Treasurer/Registrar**

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

- 85 A. Deposit all monies in a recognized bank in the name of the association and provide
- 86 receipts for all monies received.
- 87 B. Pay all accounts by check, which shall bear the signature of the Treasurer.
- 88 C. Produce when required by the BOD, properly balanced books, the receipt book,
- 89 vouchers, bank statements and other appropriate financial data.
- 90 D. Prepare an Annual Report of the financial activities of the association to be included in
- 91 the Annual Report of the President at the Annual General Meeting
- 92 E. Obtain a surety bond from an authorized institution or insurance company to insure the
- 93 association against loss due to malfeasance or non-feasance of the Treasurer.
- 94 F. Maintain a complete and accurate record of all teams and players for the purpose of
- 95 player registration, team affiliation and insurance records.
- 96 G. Ensure that coaches comply with all necessary credentials needed.

97 **7.5. Section 5 – Director of Recreational Soccer**

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

- 99 A. Maintain a complete and accurate record of all teams.
- 100 B. To be the liaison for the division heads.
- 101 C. To ensure that all coaches have contacted their teams.
- 102 D. To ensure that all teams have coaches.
- 103 E. To deal with the day to day situations of the recreation program.

104 **7.6. Section 6 – Director of Uniforms**



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

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

108 **7.7. Section 7 – Director of Equipment**

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

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

113 **7.8. Section 8 – Director of Referees/field scheduler**

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

- 115 A. Plan and implement a program for the training and continuing education of all club  
116 referees.  
117 B. To schedule referees for all games  
118 C. To handle the schedule of all recreational games and training sessions for the EHSC.

119 **7.9. Section 9 - Director of Travel Teams**

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

- 121 A. Act as liaison between the Morris County Youth Soccer Association (MCTBA) and the  
122 BOD.  
123 B. Attend meetings of the MCYSA.  
124 C. Arrange for registration of all travel team players as required.  
125 D. Schedule times for all travel team games when scheduled by the MCYSA.  
126 E. Represent the Club at meetings regarding the activities of the Hanover United Soccer  
127 teams

128 **7.10. Section 10 - Director of Computer Technology Officer (CTO)**

129 The duties of the CTO shall be to:

- 130 A. To update the web site when needed  
131 B. To place any information needed for soccer on the web site.

132 **8. Article VIII - Office of the Board of Directors**

133 The Board of Directors shall meet at least semi-annually and/or whenever the President deems a  
134 meeting necessary. All BOD members shall be voting members but no BOD member shall have more  
135 than one (1) vote which the member must be present in order to exercise. The President shall cast a  
136 vote only in the event of a tie. All meetings of the association will be conducted according to the form  
137 prescribed in Roberts' Rules of Order.

138 **9. Article IX – Quorum**



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

141 **10. Article X - Spirit of the Game**

142 The association shall conduct business with due respect to the spirit of the game and for the benefit  
143 of the players.

144 **11. Article XI - Disciplinary Authority**

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

147 **12. Article XII – Appeals**

148 **12.1. Section 1 - Written Appeal**

149 Should any person wish to appeal an adverse decision by the BOD, that person shall appeal in  
150 writing to the appeals committee which shall be comprised of the President, Director of Referees,  
151 Director of Travel, Director of Recreational Soccer, and Vice president. Decisions are to be made  
152 by a simple majority vote and shall be final.

153 **12.2. Section 2 - Conflict of interest**

154 In the event that any member of the Appeals Committee has a direct interest or involvement in  
155 the decision being appealed, such member shall disqualify himself/herself and the President will  
156 appoint an alternate member to serve in his or her place.

157 **13. Article XIII - Fiscal Year**

158 The Fiscal Year of the association ends on December 31

159 **14. Article XIV – Audit**

160 The books and accounts of the association shall be available for audit once yearly, no later than  
161 seven (7) days prior to the AGM. Seven (7) days prior to the AGM a balance sheet, certified by the  
162 Treasurer shall be issued to the association and shall be submitted at the AGM.

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

164 The Rules of Play shall be the "Laws of the Game" as published by FIFA and the USSF. Special  
165 modifications may be permitted for local conditions. All contests sanctioned by this association shall  
166 abide by the "Laws of the Game" and the Club modifications.

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

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



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

172 The Board of Directors shall fix the playing season annually, or as needed, as well as schedule games  
173 for the association season.

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

175 The Board of Directors shall decide the number and the composition of teams within the established  
176 age divisions. The Board of Directors shall approve the appointment of coaches to the various teams.

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

178 An Annual General Meeting of the association membership shall be held at the discretion of the  
179 Board of Directors but no later than the end of the Fiscal Year. At this time, the slate of candidates for  
180 the Board of Directors as presented by the nominating committee and including any nominations from  
181 the general membership shall be voted upon for election to the Board of Directors which members will  
182 be elected by a simple majority of those present and voting. Notice of the Annual General Meeting  
183 shall be published by the Secretary in a newspaper of general circulation within the Township of East  
184 Hanover no later than fourteen (14) days prior to such meeting.

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

186 Additional General Meetings of the membership may be scheduled by the Board of Directors as  
187 necessary or proper. Notice of such meetings shall be published by the Secretary no later than  
188 fourteen (14) days prior to said meetings, except that the Board of Directors may schedule an  
189 emergency meeting where necessary. Notice of such emergency meetings shall be such as is  
190 reasonable designed to notify the membership of the time and place of said meeting.

191 **21. Article XXI – Corporation**

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

