

Portsmouth Pirates Soccer Club
By-Laws
June 1998

Article I - Name

- ✓ 1. This organization shall be known as the Portsmouth Pirates Soccer Club and shall be a non-profit organization.
- X 2. The mailing address of the Club shall be designated by the Club officers after each election.

Article II - Organization

1. The Portsmouth Pirates Soccer Club is a sub-organization of the Portsmouth Youth Soccer Association, Inc. The finances and activities of each are separate.

Article III - Aims and Purposes

1. To instill in all participants the ideals of good sportsmanship, honesty, loyalty, courage and safety.
2. To provide an opportunity for youngsters to participate in the organized, supervised team play of competitive soccer and to improve their skills in the game.

Article IV - Membership and Privileges

1. The membership shall include Playing Members, Regular Members, Coaches/Assistant Coaches and Honorary Members.
2. Playing Members - Any youngster selected to a Portsmouth Pirates Soccer team may become a Playing Member in good standing for a period of one year upon; signing of liability release forms by a parent or guardian; and having paid an assessment. Only Playing Members in good standing are eligible to participate in association sponsored programs. Playing Members are not eligible to become Board Members. If a playing member withdraws from a team without the head coaches approval, the regular member/playing member must petition the board orally or in writing, to explain the circumstances of the withdrawal and seek approval for reinstatement as a playing member.
3. Regular Members - Any parent or guardian of a Playing member in good standing is a regular member. Regular Members are eligible to be appointed/selected as Board members. Regular Members may, by request to the Secretary, appear before the Board to present matters they deem important.
4. Coaches - One head coach per team to be appointed by the Board. Each coach will enjoy the same privileges as a Regular Member; however, he may not be elected to the Board. Coaches may, also participate in Board meetings as a non-voting guest. The invitation to attend Board meetings recognizes the special role the Coach plays and solicits his opinions and insights.
5. Assistant Coaches - Are appointed by the Head Coach and enjoy the same status as a Regular member and in the absence of the Coach may act in his behalf.
6. Honorary Members - The status of Honorary Members may be awarded to persons who have made an unusual and outstanding contribution to the club. Honorary members are entitled to the same rights and privileges as Regular Members.
7. Any member of the Portsmouth Pirates Soccer Club may have his/her membership revoked at a special or regular meeting of the Board by a two-thirds (2/3) vote of the board present. The reason such action is taken is because of refusal to accept and adhere to the By-Laws of the Portsmouth Youth Soccer Association or its general playing rules. This may only be done after Board members have been given advance notification that consideration of revocation of a membership is to be one of the matters on the agenda for the meeting.
8. Board members will be entitled to one vote, which may be cast only if the member is present at a board meeting.
9. Registration/Assesment fees of Playing Members shall be determined by the Board.

Article V - Selection of Coaches

One head coach per team will be appointed by the Board.

A. Qualifications

Considerations shall include, but not be limited to:

1. Having coached the previous season with the same age group.
2. Having coached the previous season with a different age group.
3. Moving up with the team to a new age group.

4. Coached previously for the Portsmouth Pirates Soccer Club.
5. Holders of certificates, licenses of coaching experience other than recreational.
6. A demonstrated ability to develop positive player attitude and team spirit in a competitive environment.

B. Procedure

1. Interested parties should complete a board supplied application.
2. In April the President shall appoint an *Ad Hoc* committee for the purpose of seeking out applicants for the following season. This committee shall present all known applications at the May Board meeting. The Board will fill any known coaching positions for the Fall season at the June meeting.
3. Applications can be submitted at anytime during the year. As additional teams are formed throughout the year the Board will review and select coaches, as needed.

Article VI - Team selection and tryouts

Tryouts

1. Invitations - Recommendations will be made by the Portsmouth Pirates Soccer Club and Portsmouth Youth Soccer Association coaches.
2. At the end of the Portsmouth Youth Soccer Association season in August, Pirates will announce tryouts in local newspapers.
3. Tryouts will begin by the first week of September and team selections will be finalized by at least one week prior to the deadline set by RIYSA for registration of team rosters. Total members per team will be in accordance with maximum allowed according to RIYSA regulations for each age division.

Selection

1. Selection of team members is the sole prerogative of the Coach. There will be a limit of two non-Portsmouth residents allowed per team, exceptions will be decided by the Board on a case by case basis.
2. Coaches notify all children of their selection/nonselection.
3. Teams formed after September 30th will go through the fairest and most complete selection process possible with the time frame available. Club guidelines relating to player eligibility should be followed. A general announcement of tryouts should be made if applicable.
4. Requests for players to play above their age group:

The decision for a player to play above his/her age group shall be left to the discretion of the coach of the team which desires said player to play up; and must be approved by the parents of said child, and the coach of the team the child would have played on in his/her age group. The Board of Directors will not be involved in such a decision, except as to acknowledge or deny said transfer based on the agreement or disagreement of the parties noted herein.

ARTICLE VII - BOARD POSITIONS

The Portsmouth Pirates Soccer Club will have the following Board Positions: President Vice President, Director of Coaches, Secretary, Treasurer, Fields Manager, Equipment Coordinator, RIYSA Representative, Competitive Soccer Coordinator, Registrar, PYSA Representative, Uniform Coordinator, Publicity Coordinator, and Fund Raising Coordinator.

To qualify as an officer all individuals must be regular members.

A. Officers

1. President - 2 year term, elected on an even year.

The President shall preside at all meeting of the board. He/She shall appoint all committees, subject to approval by the Board. He/she shall be an ex-officio member of all committees.

The immediate Past President will continue as a member of the Portsmouth Pirates Board of Directors. The Past President will be a non-voting member of the Board but will enjoy all other rights, privileges and responsibilities.

2. Vice President - 2 year term, elected on an odd year.

The Vice President, in the absence of the President, or when requested to do so by the President, shall assume the duties of the President. He/she shall also ensure that all business transactions of the Club are in full compliance with these By-Laws and with the aims and purpose of the Portsmouth Pirates Soccer club. The Vice President will also conduct, with a committee, an annual review of the By-Laws.

3. Director of Coaches - appointed

The Director of Coaches will act as a coordinator of Coaches to help facilitate the transition of new coaches into the Pirate Organization and to provide an efficient line of communication from the Board to Coaches. Duties will include:

- a. coordinate and assist in tryouts and selection of teams as specified in try out guidelines adopted by the Board.
- b. disseminate to Coaches all pertinent information from RIYSA, Board, and general competitive information as tournament dates, applications, league rules, clinics, practice materials etc.
- c. oversee coach and player training initiatives approved by the Board, hiring outside professionals to conduct clinics and training as needed with funds allocated by the Board.
- d. assist as requested in organizing practices
- e. provide general administrative guidance to coaches

4. Secretary - 2 year term, elected on an odd year

It shall be the duty of the Secretary to:

- a. Keep a current list of the names and addresses of all Board members of the Portsmouth Pirates Soccer Club.
- b. Inform Board members and interested parties of all regularly scheduled and special meetings.
- c. Distribute a copy of previous meetings to all Board members.
- d. The Secretary will prepare, maintain and update a yearly planning calendar of significant events for the organization (i.e., Tournaments, elections, tryouts, registration, etc.)
- e. After the board has voted on a Coach, pursuant to Article V hereof, the Secretary will prepare and send, within ten (10) days, a written notice to each applicant notifying him/her of the Board's decision relative to that application. Said notice shall be signed by the President on behalf of the Board.

5. Treasurer - 2 year term, elected on an odd year

It shall be the duty of the Treasurer to:

- a. To collect all the money due to the Portsmouth Pirates Soccer club and to deposit such funds in the name of and to the credit of the Club in such bank or banks as, in his/her judgment, is proper or as directed by the Portsmouth Pirates Soccer Club.
- b. To pay, upon approval of and in the manner designated by the Board, all bills owed by the Portsmouth Pirates Soccer Club.
- c. To maintain current records of all financial transactions of the Club.
- d. To submit a treasurers' report to the Club at scheduled meetings.
- e. To present a proposed budget and final statement at the August meeting each year.
- f. Submit the books for audit, at a time to be selected by the President, at least yearly.
- g. In the absence of the treasurer, the President is authorized to act for the Treasurer.
- h. All checks, drafts, or other orders for payment of money, issued in the name of, or payable to, the Club, shall be signed or endorsed by the Treasurer or the President.

6. Rhode Island Youth Soccer Association Representative - 1 year term, elected.

This individual serves as a liaison between the Portsmouth Pirates Soccer Club and Rhode Island Youth Soccer Association. He/she will attend all required Rhode Island Youth Soccer Association meetings and report back to the Portsmouth Pirates Soccer Club.

7. Portsmouth Youth Soccer Association Representative - 1 year term, elected.

This individual serves as a liaison between the Portsmouth Pirates Soccer Club and Portsmouth Youth Soccer Association. He/she will attend all the required Portsmouth Youth Soccer Association meetings and report back to the Portsmouth Pirates Soccer Club Board.

8. Spring Coordinator - 1 year term, elected.

This individual serves as the liaison and the coordinator for the Portsmouth Pirates Soccer Club with the Rhode Island Youth Soccer Association Spring Competitive League. In addition to attending Rhode Island Youth Soccer Association Spring League meetings he/she will maintain contact with the Pirates Soccer Club Coaches and Board regarding scheduling of games, locations of and directions to games and will be responsible for reporting all team scores.

9. Fields Manager - 2 year term , appointed

The Fields Manager will oversee the use and maintenance of playing fields utilized by the Club, co-ordinating both use and maintenance with the Town of Portsmouth and PYSA. He/She will be responsible for contracting with outside services regarding maintenance as authorized by the Board, for requesting maintenance funds from the Board and for ordering and maintaining paint and lining equipment.

10. Equipment Co-ordinator - 1 year term, appointed

The Equipment Co-ordinator , upon Board approval, will be responsible for ordering and distributing balls, flags and other equipment needed for each team. He/She will also be responsible for maintaining goals, nets, and storage boxes at each field. He/She will co-ordinate the storage of equipment between seasons and the use of equipment shared with PYSA.

11. Registrar - 2 year term, elected on an odd year.

This individual is responsible for distributing the Portsmouth Pirates Soccer Club Guidelines and anticipated expenses to all parents and guardians at the Fall tryouts. He/she will see that a general announcement is made during the Portsmouth Youth Soccer Association season inviting everyone to participate in the tryouts. He/she will see that an announcement is made in the local media.

It will also be the responsibility of the registrar to plan, coordinate and conduct registration of the players in compliance with Portsmouth Pirates Soccer Club and Rhode Island Youth Soccer Association regulations.

The registrar will keep a current list of names and addresses of all members of the Portsmouth Pirates Soccer Club.

12. Uniform Coordinator - 2 year term, appointed on an even year.

This individual will work with Coaches in fitting and ordering uniforms for team members where needed.

13. Publicity Coordinator - 1 year term, appointed.

This person shall be charged with writing newspaper reports pertaining to the Spring Competitive League. This individual will also be asked to write newspaper stories as the Board deems necessary and to provide the Spring Coordinator with scores.

14. Linemen Coordinator - 1 year term, appointed.

The Linesmen Coordinator will arrange for the training and subsequent scheduling of linesmen for the Portsmouth Pirates Soccer Club games.

15. Fundraising Coordinator - 2 year term, appointed on an even year.

The fundraising coordinator will supervise all fundraising activity authorized by the board and search out and bring before the Board new ideas for fundraising.

ARTICLE VIII GOVERNMENT

1. The Portsmouth Pirates Soccer Club Board of Directors, hereafter called the Board, shall be the governing body of the Club. It shall have full power to transact all business for the Club that falls within the scope and purpose of the Club.
2. All communications to the Club shall be presented in writing to the Secretary who, in turn, shall present them to the Board.
3. Board membership - Each Head Coach will appoint two (2) Board members from his teams regular members. The coach shall notify the Secretary of the appointments.
4. Term of Office - All Board members serve a one (1) year term, except as specified under Article VII. Officers of the Board will serve until the next Board has selected its Officers, except as specified in Article VII.
5. The Board will elect, from its members, the Officers specified in Article VII. The election will be by majority vote of the members in attendance.
6. A Board member who resigns will be replaced by the Coach who made the original appointment. If an officer resigns, the Board will elect someone to complete the remaining portion of the term. That person is selected from from the current Board.
7. Neither the Board, nor any Officer or member, shall have the power to incur any obligation on behalf of the Club which is in excess of the total assets held by the Treasurer and not otherwise pledged or required to meet other fixed or current obligations. Expenditures may be made by members, Officers, Coaches or others as designated by the Board. They will be limited by approved budget line item amounts or amounts as determined by a majority vote of the Board.
8. The Board shall adopt, from time to time, playing and general rules or guidelines which shall be binding on all members, players and coaches.

Article IX - Board Meetings

1. Meetings will be held as needed to conduct the business of the Club. Meetings are open, except during executive sessions.
 - a. Coaches will be required to attend Board meetings as specified by Tryout Guidelines adopted by the Board.
2. The initial meeting will be held within three (3) weeks of team selection (late September). All outgoing officers and new Board members shall attend. The President shall preside.
3. The President may call additional meetings as the need arises.
4. Meeting notification:
 - a. Regular Meeting - Written or verbal notification by the President or Secretary with a minimum of one (1) week notice.
 - b. Special Meeting - The President may call a special meeting when requested by three (3) Board members. Notice of such meeting shall be written or verbal, stating purpose, with a minimum of one (1) week notice.
5. During all meetings the Roberts Rule of Order shall resolve all controversies over proper parliamentary procedure.
6. The initial meeting of the new Board will be used to nominate officers.
7. Elections will be held at the second Board meeting. The President, Secretary and all returning/new Board members shall attend. The Secretary shall prepare a ballot containing the names of those nominated, plus sufficient space for write-in candidates. Nominations from the floor shall be submitted to the Board at this meeting.
8. Quorum
 - a. For all meetings, except as noted below, a quorum will consist of 40% of the Board members.
 - b. When the Board is dealing with the following subjects a quorum will consist of 75% of the Board members. Meetings on these subjects require prior notification of the Board.
 - (1) Election or removal of Officers
 - (2) Selection or removal of Coaches.
 - (3) Revoking Membership.
 - (4) Residency exceptions.
 - (5) By-Law changes.
 - (6) Honorary members.
9. Voting
 - a. Each Officer and member of the Board of Directors shall have one (1) vote, and one (1) vote only, no matter how many positions any one individual may hold, except:
 - b. The President shall have only one (1) vote, which may be cast only in the case of a tie.
 10. If a Board member misses three (3) or more meetings of the Board of Directors in the course of his/her term, the Secretary shall send that Board member a notice to attend the next scheduled meeting to show cause why that member should not be removed from the Board. After giving the member the opportunity to be heard, the Board shall vote on whether or not said member shall remain on the Board. Said vote shall be by a majority of those attending the meeting. If the Board so removes a member, the Coach of that team shall appoint a different regular member from that team to serve the remainder of the term so vacated.
 11. A motion to reconsider a prior vote of the Board may be made only by three (3) members of the side which prevailed on the prior vote at issue. For a motion to reconsider to prevail it must receive two-thirds (2/3) of the votes of the members attending that meeting.

Article X - Amendments

1. Any proposed amendments to the By-Laws must be reduced to writing and distributed to the members of the Board at least two (2) weeks prior to the time they are first up for consideration. Upon receiving notice of proposed By-Law changes the President shall cause a written notice to be sent to all members of the Board notifying them of the fact that these Amendments will be considered at the next two (2) Board meetings.
2. These By-Laws may be amended by the Board by means of a two-thirds (2/3) majority vote of the ballots cast during two (2) consecutive meetings.
3. Proposed amendments to these By-Laws will be presented to an *Ad Hoc* committee chaired by the Vice President who will report their recommendations to the Board.