

Bylaws of the
TOLLAND SOCCER CLUB, INC.

PREPARED: NOVEMBER 1986
INCORPORATION DATE: AUGUST 4, 1992
LAST AMENDED: May, 2021

ARTICLE I NAME

The official name of this organization shall be: **TOLLAND SOCCER CLUB, INC.** References to “TSC” or “the Club” elsewhere in this document shall be the name above name. The official club colors shall be gold, white and black.

ARTICLE II PURPOSE

The purpose of the Tolland Soccer Club is to promote and develop the sport of soccer at the youth level, by providing avenues of participation at various skill levels in order to meet the needs of the players within the Club.

The Club will maintain recreational leagues which will provide the opportunity for players to participate and have fun while they learn the game and sharpen their skills. Recreation league directors and coaches will be committed to the principle that all participants should play at least 50% of each game, given that acceptable discipline by the individuals players is maintained.

The Club will also maintain travel competition/tournament teams for the more advanced players who seek a higher level of competition. Individual minimum playing time at this level is not guaranteed, but is determined by the coach based on performance, attitude and game situations.

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501 (c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501 (c)(3) or corresponding provisions of any subsequent tax laws.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by IRC 501(h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates for public office.

ARTICLE III AFFILIATION

The Tolland Soccer Club shall be affiliated with the Connecticut Junior Soccer Association, Inc. (CJSA) and shall at all times abide by the rules and regulations of the CJSA.

ARTICLE IV MEMBERSHIP

Section I – Categories of Membership

There shall be four categories of membership: youth members, directors, supporting members and members emeritus.

Youth Members

Youth members shall consist of all players in good standing and properly registered for one or more of the two official seasons: Fall and Spring. Registration for either of these seasons shall provide membership until the end of the fiscal year, which shall run from August 1 through July 31.

Directors

The Club Board of Directors shall be comprised of the President, Vice-President, Treasurer, Communications Director, Referee Coordinator, U5-U8 Recreation Director, U9-U19 Recreation Director, TOPS Director, Safety Officer, Fields Director, Equipment Director, Uniform Coordinator, Travel Competition Team Director, Sponsorship Director, Tournament Director, Training and Development Director, and up to four (4) At Large Directors.

Supporting Members

Supporting members shall consist of all parents and legal guardians of youth members; coaches and assistant coaches; and any other supporting individuals as approved by the TSC Board of Directors.

Members Emeritus

Members emeritus shall be anyone approved by the TSC Board of Directors as a result of outstanding service to the club. Members Emeritus shall have all rights and privileges of supporting members, including the right to vote at the Tolland Soccer Club annual general meeting. All past Club Presidents in good standing are considered Members Emerita.

Section II – Voting Privileges

Voting members consist of two categories of membership defined above as Directors and Supporting Members. Each Director is entitled to one vote on each matter submitted to the Board of Directors. Supporting members are entitled to one vote each at the Annual Meeting to elect Directors and to vote on any revisions or amendments to the bylaws, as outlined in

ARTICLE X, at the Annual Meeting or any Special Meeting for the purposes of amending the bylaws.

ARTICLE V BOARD OF DIRECTORS

Section I - Duties of the Board of Directors

The Board of Directors shall have the power to make and enforce any rules and regulations necessary for the Club. All members of the Board of Directors shall:

- Bring to the attention of the Board any questions of conduct concerning a coach, Board member or player which has not been in the best interest of the goals of the club. Such questions shall be referred to the club disciplinary committee for action.
- Promote and represent the Club in the community.

Section II – Duties of the President

The President shall:

- Direct all on-going activities of the club.
- Preside at all Club Board of Director meetings.
- Serve as the official spokesperson for the club and represent club at official events.
- Appoint, with the approval of the Board, a Registrar from the General Membership.
- Execute agreements on behalf of the club, with the Board's approval.
- Appoint any non-elected committee chairpersons.
- Be informed of all CJSA activities by monitoring the CJSA newsletter and the CJSA Guide to Junior Soccer in Connecticut.
- Attend any CJSA Northeast District and Central/North Central District meetings.

Section III – Duties of the Vice-President

The Vice-President shall:

- In the absence of the President assume all duties of the President.
- Serve as the chair of the club disciplinary committee.
- Maintain and update all official Club policies.
- Perform other functions as dictated by the Board of Directors.

Section IV – Duties of the Treasurer

The Treasurer shall:

- Provide the Board with a copy of the annual budget at the Annual meeting each year.
- Maintain an accurate record of budgeted versus actual expenditures.

- Report a summary of receipts and expenditures at Board meetings on a quarterly basis.
- Maintain a checking account.
- Pay all approved obligations of the Club.
- Collect all receipts and deposit them on a timely basis.
- Annually, obtain forms from the bank to update the authorized signatures on file with the bank.
- Complete and File all Federal and State tax returns.
- Coordinate delivery of seasonal referee fees to travel & recreation coaches, as applicable.

Section V – Duties of the Communications Director

The Communications Director shall:

- Keep the minutes of all Board meetings and distribute copies to all Board of Director members prior to the monthly meeting.
- Arrange monthly Board of Directors meetings.
- Handle all correspondence of the Club.
- Maintain copies of all bylaws and distribute them to all Board members.
- Maintain historical records.
- Publish notice of the Annual Meeting, in accordance with ARTICLE VII, Section V below.
- Secure an annual liability insurance certificate from CJSA.
- Maintain club website in order to meet the needs of present and future players, as well as parents, coaches, referees, etc. including, but not limited to, listings of directors, teams, coaches, schedules (travel & rec).
- Submit budget to club Board of Directors for web hosting and maintenance
- Make recommendation to club Board of Directors for necessary improvements to the site requiring additional expenditures.

Section VI – Duties of the Referee Coordinator

The Referee Coordinator shall:

- Schedule referees for all home games for recreational and travel competition team(s).
- Schedule referees for Cup Games, as requested by the District Referee Assignor.

Section VII – Duties of Recreation Director(s)

The U5-U8 Recreation Director shall:

- Coordinate all season schedules and practices for each of the U5-U8 age groups.
- Coordinate the field setup and breakdown of equipment for each training session.
- Be responsible for the deployment and implementation of playing policies, subject to Board of Directors approval.

- Organize, in coordination with the program instructors, practice plans for each session.
- Distribute all communications and announcements to coaches, players and families.
- Coordinate the U5-U8 Recreation's participation in fundraising and special events.

The U9-U19 Recreation Director shall:

- Organize, in coordination with each team coach, all season schedules and practices for each of the U9-U19 age groups.
- Assist with the composition of each competition of team(s) at each age level.
- Distribute all communications and announcements to coaches, players and families.
- Coordinate with the Referee Assignor for the scheduling of referees for all recreational league games.
- Be responsible for the deployment and implementation of playing policies subject to Board of Directors approval.
- Coordinate the Recreational Division's participation in fundraising and special events.

Section VIII – Duties of the TOPS Director

The TOPS Director Shall:

- Recruit TOPS Buddies for Program.
- Communicate playing information to all participants in a timely manner.
- Organize training sessions.

Section IX – Duties of the Safety Officer

The Safety Officer shall:

- Maintain all First Aid and safety related equipment for the club.
- Schedule and deliver, if appropriate, safety, first aid or injury prevention programs, as approved by the Tolland Soccer Club Board of Directors.
- Make recommendations to the Board of Directors for TSC First Aid/Safety policies.
- Act as the SafeSport Coordinator for the Club.

Section X - Duties of the Fields Director

The Fields Director shall:

- Be responsible for the readiness of all fields used for recreational and travel games.
- Be responsible for the procurement of fields through the Boards of Education and Recreation of the Town of Tolland.
- Attend Town of Tolland field use meetings to represent the Club.
- Coordinate and execute the setup and breakdown of fields for special events, such as the annual 3v3 tournament.

Section XI - Duties of the Equipment Director

The Equipment Director shall:

- Coordinate the procurement, maintenance and storage of equipment needed for the fields (e.g., nets, corner flags, paint, liner, etc.)
- Coordinate the procurement, maintenance, distribution, and storage of equipment needed for programs and teams (e.g. cones, pinnies, game balls, etc.)
- Oversee the organization of all club storage facilities, including the TSC soccer shed and trailer.
- Recommend to the Board of Directors the disposition and replacement of any worn or aged equipment.

Section XII - Duties of the Uniform Coordinator

The Uniform Coordinator shall:

- Identify and order uniform requirements for all programs, including travel, recreation, and TOPS.
- Act as a Club liaison to resolve any uniform issues with suppliers.
- Along with the President, manage and negotiate relationships with uniform suppliers.

Section XIII – Duties of the Travel Director

The Travel Director Shall:

- Recommend coaches for travel competition teams for approval of Board of Directors.
- Oversee and coordinate travel competition team selection.
- Coordinate with Referee Coordinator for scheduling of referees for all travel competition games.
- Be responsible for overseeing all travel competition teams sponsored by the Tolland Soccer Club and sanctioned by the Connecticut Junior Soccer Association.
- Attend all monthly Northeast District and Central/North Central District meetings.

Section XIV – Duties of the Sponsorship Director

The Sponsorship Director shall:

- Direct and coordinate all fund-raising activities of the Club subject to the approval of the Board Directors.
- Be responsible for securing contributions from sponsors and supporters of the Tolland Soccer Club.
- Present a final report of the monies collected from contributors to the Board of Directors.

Section XV – Duties of the Tournament Director

The Tournament Director Shall:

- Investigate options for TSC to establish travel and/or recreation tournaments, including non-club members for the purposes of competition and/or fundraising.
- Recommend events to TSC Board of Directors for approval.
- Coordinate all tournament planning & execution, or delegate such responsibilities to committee with the approval of the TSC Board.

Section XVI – Duties of the Training and Development Director

The Training and Development Director Shall:

- Generate a skills and development training program outline that is age group and skill level appropriate.
- Coordinate with the Equipment Director the purchase the appropriate training materials and aids required in the implementation of a training and development program
- Instruct the team coaches and their assistant, in the various age and level groups, on how to implement the guidelines and programs.
- Hold periodic training sessions and clinics for the players of the various age groups and levels.
- Periodically, monitor progress of the implementation of these programs by the coaches, assistant coaches and the players.
- Report back to the age group directors on the status of the training.
- Report back to the Board of Directors on the status of the training and any further development needs

Section XVII - Duties of the At Large Directors

At Large Directors shall:

- Perform various duties, as assigned by the President and Board of Directors.

ARTICLE VI COMMITTEES

Section I - Establishment of Committees

The President, with the approval of the Board of Directors, has the authority to appoint special committees to carry out specific duties necessary to the club's purpose.

ARTICLE VII MEETINGS

Section I – Annual Meeting

The Annual Meeting of the membership shall be held in Tolland typically in the month of April or May for the purpose of electing Directors, approving the Annual Budget, and for the purpose of transacting such other business as may come before the meeting.

Section II – Board of Directors Meetings

The Board of Directors shall meet regularly to conduct the affairs of the Club. The meetings shall be open to the general membership.

Section III – Special Meetings

Special Board meetings may be called by the President or at the request of at least four (4) members of the Board of Directors.

Special meetings of the membership for the purpose of amending the bylaws shall be called by the President upon approval of any bylaws revision proposal by the Board of Directors, when waiting for the Annual Meeting is not desired by the Board.

Section IV – Place for meetings

The Board of Directors will designate the place for the meetings.

Section V – Notice of Meetings

Written notice to the membership, stating the date, place and time of the Annual Meeting or any Special Meeting called for the purpose of amending the bylaws shall be published not less than ten (10) days prior to the meeting.

Section VI – Quorum

A quorum, which is necessary for voting on any matter, shall be a majority of the Board of Directors.

Section VII – Casting of Votes

All votes must be cast in person and may not be voted in absentee, by proxy or otherwise assigned.

Section VIII – Electronic Meetings

If a member of the Board of Directors cannot attend a meeting in person, he or she may participate in the meeting by telephone or video as long as: (1) the member requested that

telephonic participation of the chair in advance of the meeting and (2) everyone at the meeting can hear every other person participating at the meeting. A director who participates by telephone as described in this paragraph shall be treated as attending the meeting for all purposes.

Pursuant to Section 33-1097 of the CT General Statutes, any action required or permitted under the Act to be taken by the Board of Directors may be taken without a meeting if each director signs a consent describing the action taken or to be taken and delivers it to the Corporation. Action taken under this section is the act of the Board of Directors when one or more consents signed by all the directors are delivered to the Corporation. The consent may specify the time at which the action taken pursuant to the consent is to be effective. A consent signed under this section has the effect of an action taken at a meeting of the board of directors and may be described as such in any document. The Secretary shall file these consents with the minutes of the meetings of the Board.

As permitted by Section 1-260 et seq. of the CT General Statutes (known as the Connecticut Uniform Electronic Transactions Act" or "Cueta"), the Directors agree, by acceptance of their Directorships in the Corporation that the signatures of the Directors required either for unanimous consent of the Directors under Section 33-1097 of the Act or for any other purposes relating in any way to the Corporation, may be accomplished by an "electronic signature" as that term is defined in Section 1-267(7) of CUETA. The Board of Directors may from time to time adopt procedures for the use of electronic signatures in these circumstances.

Section IX - Manner of Acting

Except as otherwise provided in these bylaws, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section X – Rules of Order

All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VIII NOMINATIONS AND ELECTIONS OF BOARD DIRECTORS

Section I – Nominating Committee

The President shall appoint a Nominating Committee each year to nominate members of the Club to serve on the Board of Directors. The Committee shall be composed of not less than three (3) but no more than five (5) Directors and/or supporting members. This Committee shall choose candidates and ascertain the willingness of the candidates to serve the Club in those positions. The Committee shall present the slate of nominees at the Annual Meeting.

Section II - Election of President

To be eligible to serve as President, the nominee must have served on the Board of Directors for at least one full year immediately preceding election. Any member elected as the Club President shall be limited to three years in this capacity. Three years consists of three consecutive elected one-year terms.

If the Nominating Committee cannot find a current Board of Director member to assume the role of President after the current president has served three consecutive terms, they have the option to nominate the current president provided there is unanimous approval from the Board of Directors.

Section III – Election of Directors

The Directors of the Club shall be elected at the Annual Meeting following the presentation of the proposed slate of Directors by the Nominating Committee. Nominations may be accepted from those attending the Annual Meeting. The directors shall be elected by the voting membership of the Club, as defined in Article IV, Section 2, with the election being determined by majority of votes cast.

Section IV – Term of Office

The term of office shall be one year, effective on June 1 following the Annual Meeting through May 31 of the following year or until a successor is seated.

Section V – Removal of a member of the Board of Directors

Any Director may be removed by a two-thirds vote of the voting members present at a special meeting, called under provision ARTICLE VII, Section III, above.

A Director may be removed for any reason, including, but not limited to, failure to fulfill the responsibilities articulated under Article V for their respective position, failing to attend 60% of TSC Board Meetings, or as the result of an action under Article X of these bylaws.

Section VI – Vacancies

A vacancy in any office may be filled by action of the Board of Directors for the unexpired portion of the term.

ARTICLE IX FINANCIAL PROCEDURES

Section I – Budget

The budget shall be presented and approved by the attending membership at the Annual Meeting. The budget will serve as the authorization for expenditures by the Club throughout the

year. Any additional expenditures may be authorized by a vote of a majority of the Board of Directors present at the regular monthly meetings.

The fiscal year shall begin on August 1st of each year through July 31st of the following year.

Section II – Disbursement Procedures

Any Club member requesting a disbursement from the Club's account must present a properly completed check request form or receipt indicating payee, amount and purpose of the disbursement, in order to obtain a check from the Treasurer.

The following individuals are designated as authorized signatories on the Club's checking account: President, Vice-President and Treasurer. Any check, in a specified amount, shall require two signatures; said amount will be determined by the newly elected Officer at the first board meeting of each fiscal year. Any check for a lesser amount shall require only one signature. Any withdrawal from the Club's saving account shall require two of the above signatures.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation/reimbursement for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

ARTICLE X DISCIPLINE

Section I – Disciplinary Committee

The Vice-President shall chair the club disciplinary committee. The committee shall consist of the Vice-President, the Referee Coordinator, the Safety Officer, the Recreation Director and the Travel Competition Director. This committee shall review all complaints lodged against any Tolland Soccer Club, player, coach, club official, member or team. In situations where a conflict of interest may exist, another Board member will be substituted for the committee member in conflict.

Section II - Permissible Sanctions

The Disciplinary Committee shall have the authority by affirmative vote of at least three (3) members of the Committee to impose any, or all, of the following sanctions in matters where it deems appropriate. (If the full five (5) member board is not present at the initial hearing and the matter ends in a tie vote the hearing must be re-held within seven (7) days of the initial hearing with the full board of five (5) members present).

The board may:

1. Issue a letter of reprimand to any player, coach, manager, club official, member or team.
2. Place on probation with such special conditions as are deemed appropriate any player, coach, manager, club official, member or team.
3. Suspend for a definite period of time from the date of the offense any player, coach, manager, club official, member or team.

ARTICLE XI REGISTRATIONS

Section I - Registration Scholarship

At the recommendation and discretion of either the recreation director, travel competition team director or TOPS director respectively, a waiver of all or a portion of the registration fee may be granted to a player or players because of parental/guardian financial hardship.

Section II - Late Fee

A late fee may be applied to late registrations. The registration closing date and late fee shall be established by the Registrar and approved by the Board of Directors. The late date must be noted on the registration form.

ARTICLE XII HONORS AND AWARDS

The Tolland Soccer Club reserves the right to recognize the efforts of any member or volunteer whose actions further the mission of the club. Including, but not limited to the Tom Gray award, the Ray Markunas Award and the TSC Volunteer of the Year Award.

ARTICLE XIII CLUB DISSOLUTION

In the event of dissolution, all remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Connecticut.

In the event that the Tolland Soccer Club, Inc. dissolves, it is our intention to distribute all club funds, assets and equipment (excluding funds from Tommy Leahy Fund—see below) to the Town of Tolland Recreational Department. Should the Town of Tolland decline to accept said funds, assets will be offered to the Connecticut Junior Soccer Association, Northeast District. Should the CJSA Northeast District decline to accept them they will be offered to the State level of the CJSA.

In the event that the Tolland Soccer Club, Inc. dissolves, remaining funds from the Tommy Leahy Fund will be distributed to a participating TOPS program. This can be distributed to a local program or at the CJSA or National level.

ARTICLE XIV QUINQUENNIAL REVIEW OF THE BYLAWS

Every five (5) years the Club Board of Directors shall appoint a committee to examine the continuing applicability of these bylaws. That committee will examine the bylaws with the purpose of proposing any amendments to the Club's membership at the Annual Meeting.

ARTICLE XV BYLAW REVISIONS & INCORPORATION AMENDMENTS

Any proposed revision or amendment shall be Approved by two-thirds of the members of the Board of the Tolland Soccer Club and then sent to the membership at least thirty (30) days prior to the Annual Meeting or Special Meeting called for such purpose.

All proposed revisions or amendments to the bylaws and articles of incorporation shall be reviewed and approved during the Annual Meeting or at a Special Meeting called for the purpose of amending the bylaws. Any revisions or amendments must be approved by a vote of two-thirds of the voting membership present at the Annual Meeting or Special Meeting called for such purpose.

ARTICLE XVI EFFECTIVE DATE

These Bylaws/Articles of incorporation became effective as of the regular monthly Board of Directors meeting held on May 22, 1995, upon unanimous approval of the Board of Directors present at that meeting.