



## PALATINE CELTIC SOCCER CLUB BY-LAWS

ARTICLE I. NAME. This Club shall be known as the Palatine Celtic Soccer Club, a general not-for-profit corporation

ARTICLE II. PURPOSE. The purposes of this Club shall be:

SECTION 1. To develop, promote and govern the game of soccer for boys, girls, men and women in the Palatine area; and

SECTION 2. To educate, train and promote the education of coaches, referees and administrators in the sport of soccer.

ARTICLE III. MEMBERSHIP.

SECTION 1. GENERAL MEMBERSHIP. Any active participant in, or contributor to the Club's soccer program shall be a general member of the Club. All general members eighteen (18) years of age and older are voting members of the Club

SECTION 2. FEES. Fees shall be set by the Board of Directors at any special or regular meeting.

ARTICLE IV. BOARD OF DIRECTORS.

SECTION 1. OFFICERS AND DIRECTORS.

A. The officers of the Club shall be the

1. President,
2. First Vice-President,
3. Second Vice-President,
4. Third Vice-President,
5. Secretary, and
6. Treasurer.

B. The Directors shall be:

1. Directors of House Divisions (one Director for each Division)
2. Director of Entertainment
3. Director of Equipment
4. Director of Playing Fields
5. Director of Publicity



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6. Director of Referees
7. Boys Travel Director
8. Girls Travel Director
9. Travel Coordinator
10. Director of Player Development
11. Director of Volunteers
12. Match Secretary
13. Boys Registrar
14. Girls Registrar
15. Immediate Past President
16. A non-voting representative of the Palatine Park District.

C. Officers and Directors shall be elected by the general membership at the Club's annual meeting in March, and shall serve for a period of one year beginning at the June meeting following their election and ending the following June.

D. Officers and Directors may be selected to the same position in consecutive years.

E. Any Officer or Director may be removed from office by unanimous vote of the Board of Directors at a special meeting of the Board, or by a 2/3 vote of the general membership at a special meeting.

### **SECTION 2. DUTIES AND RESPONSIBILITIES**

A. In addition to attending general and monthly Board of Director's meetings, the Officers and Directors shall have the following duties and any other duties as assigned by the Board of Directors.

B. The President shall:

1. Preside over all Club meetings;
2. Oversee the orderly handling of business of the Club;
3. Be responsible for carrying out the decisions of the Board of Directors;



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4. Coordinate all Club activities through the appropriate Office, Director or Committee approved by the Board of Directors; and

5. Report to, and coordinate with, the Palatine Park District on any activities involving the Club.

C. The First Vice-President shall:

1. Assume the duties of the President in the absence of the President;

2. Be responsible for overall governance of the Club House Program.

D. The Second Vice-President shall:

1. Assume the duties of the President in the absence of the President and the First Vice-President; and

2. In conjunction with the Director of Player Development, be responsible for overall governance of the Club Travel Program, including but not limited to:

(a) Recruiting, interviewing, and evaluating new coaches;

(b) Evaluating head coaches, reviewing parent evaluations, and making all coaching assignments; and

(c) Assigning independent evaluators for all tryouts.

E. The Third Vice-President shall:

1. Assume the duties of the President in the absence of the President, the First Vice-President, and the Second Vice-President; and

2. Be responsible for oversight of all Director positions not under the purview of either the First Vice-President or the Second Vice-President.

F. The Treasurer shall:

1. Be responsible for the protection of Club assets through proper receipt, care and distribution of our funds;

2. Receive and disburse funds as authorized by the Board of Directors;

3. Oversee the annual budget process;



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4. Be responsible for filing of all appropriate Tax forms;
  5. Report to the Board on a monthly basis the financial status of the Club;
  6. Be responsible (as directed by the Board) for investment of Club Funds; and
  7. Be the Treasurer for the Palatine Celtic Cup Tournament.
- G. The Secretary shall:
1. Record and prepare minutes of all Club meetings; and
  2. Handle all correspondence and related affairs of the Club.
- H. The eight Division Directors shall:
1. Serve as a liaison between one age division of boys or girls teams and the Board of Directors;
  2. Assist the Registrars in the player draft in their respective divisions;
  3. Maintain a player waiting list for their division; and
  4. Investigate and report to the First Vice-President any alleged misconduct within their respective divisions.
- I. The Entertainment Director shall:
1. Plan and arrange all Club social functions; and
  2. Shall coordinate player and team photographs every Fall season.
- J. The Director of Equipment shall:
1. Handle all equipment purchases for the Club; and
  2. Provide the Club with soccer balls, team shirts, goal posts, corner flags, first aid equipment, trophies and other required equipment.
- K. The Director of Playing Fields shall:
1. Have oversight responsibility for delivery, set up, and taking down of the goal posts and corner flags for each Club game; and
  2. Ensure that all fields are lined and prepared for play.



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L. The Director of Publicity shall:

1. Arrange for the recording of all games and compilation of these results in a format suitable for submission to local newspapers;
2. Publish other newsworthy items about the Club; and
3. Supervise the publication and delivery of the Footnotes or other publications produced by the Club.

M. The Director of Referees shall:

1. Establish and run teaching clinics and testing programs for referees; and
2. Be responsible for having qualified referees at all scheduled Club games.

N. The Boys Travel Director and the Girls Travel Director shall:

1. Be responsible for the organization of and game scheduling for all Travel teams;
2. Act as liaison between the Club and governing Travel soccer organizations;
3. Assist with the administrative functions of the annual tryouts; and
4. Investigate and report to the Second Vice-President any alleged misconduct within their respective division.

O. The Travel Coordinator shall:

1. Serve as Registrar for the Travel program; and
2. Assist the Travel Directors in the distribution and gathering of Travel coaches' evaluations every Spring and Fall; and
3. Organize a roster book containing basic information for all Travel teams.

P. The Director of Player Development shall:

1. In conjunction with the Second Vice-President,
  - (a) Recruit, interview, and evaluate new coaches;
  - (b) Evaluate head coaches, review parent petitions, and make all coaching assignments; and



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- (c) Assign independent evaluators for all tryouts; and
  - 2. Provide coaching education opportunities for House and Travel coaches to improve the Club's overall training.
- Q. The Match Secretary shall:
- 1. Set up playing schedules for all regular teams; and
  - 2. Shall also maintain the official standing of the Club teams.
- R. The Boys Registrar and the Girls Registrar shall:
- 1. Set up and supervise the initial registration and sign-up for Club teams; and
  - 2. Handle House player drafts.
- S. The Director of Volunteers shall:
- 1. Determine the Club's volunteer needs; and
  - 2. Oversee the filling of those needs.
- T. The Immediate Past President shall:
- 1. Serve as advisor to the President;
  - 2. Chair the Planning Committee;
  - 3. Chair the Nominating Committee; and
  - 4. Be a liaison with the Palatine Park District and other affiliate heads.

### SECTION 3. BUSINESS MANAGER

- A. The Board will appoint a Business Manager to oversee the business affairs of the Club. While not a Board member, the Business Manager has the power to engage the Club in business agreements to satisfy the Club's business needs, as identified by the Board.
- B. Along with any other requirements as determined by the President, this position will be responsible for vendor arrangements in coordination with:
- 1. The Club President for general Club business;
  - 2. The Third Vice-President for the House Tournament;
  - 3. The Second Vice-President for Travel uniforms;



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4. The Entertainment Director for a photographer for team pictures;
5. The Equipment Director for equipment purchases; and
6. The Celtic Cup Committee for Celtic Cup business.

### SECTION 4. RULES OF SUCCESSION

- A. If the office of President becomes vacant for any reason, the vacancy shall be filled in the following order: First Vice-President, Second Vice-President, and Third Vice-President. If no Vice-President will serve as President, for any reason, the vacancy in the Presidency shall be filled by appointment of the Executive Board within 45 days.
- B. If any other office becomes vacant for any reason, the vacancy shall be filled by appointment of the Board of Directors.

### SECTION 5. ELECTION PROCEDURE

- A. A Nominating Committee shall be selected by the Board of Directors at the January meeting. The committee shall:
  1. Be chaired by the Immediate Past President or by a Board member appointed by the President;
  2. Include at least two other members of the Board of Directors;
  3. Prepare a slate of candidates willing to serve as Officers or Directors of the Club; and
  4. Distribute the slate to the general members of the Club at least fourteen (14) days prior to the annual meeting in March.
- B. A nominee shall be elected if he receives a simple majority of the votes cast at the annual meeting.

## ARTICLE V. GOVERNANCE

### SECTION 1. GOVERNMENT

- A. The Board of Directors will be the governing body of the organization. The Board of Directors shall consist of the Officers and Directors of the Club including the Immediate Past President.
- B. The Board of Directors shall have control and management of the Club's activities, determine all policies, elect or discipline members, and generally supervise the affairs of the Club.
- C. Club finances shall be conducted on a calendar year basis.



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D. The Board of Directors shall meet at least monthly or at the call of the President or any three members of the Board of Directors. A majority of the Board of Directors shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to give effect to any action of the Board.

E. Robert's Rules of Order shall govern all deliberations of this Club and its Board of Directors except as otherwise provided in these By-Laws.

### SECTION 2. MEETINGS

A. Regular monthly meetings of the Club shall be held on the 1st Monday of each month at such time and place as may be determined by the Board of Directors. However, the day of any regular monthly meeting may be changed by the Board of Directors or by the President upon 14 days' written notice to the members of the Board of Directors.

B. Special meetings may be called either by the President with the approval of at least three other members of the Board of Directors or by fifteen (15) or more general members.

C. An annual meeting of the general membership shall be held in March of each year. The primary purpose of this meeting shall be to elect Officers and Directors for the coming year and to advise the general membership of the state of the Club.

### SECTION 3. COMMITTEES

A. The Planning Committee shall:

1. Be chaired by the Immediate Past President;
2. Submit updates to the Club every three months on standing projects;
3. Submit recommendations, including funding proposals, to the Club for new projects;
4. Have the Treasurer as a member; and
5. Prepare a written report for the Board in November of each year detailing the status of all pending projects and any standing recommendations on proposed projects.

B. The Rules Committee shall:

1. Be chaired by the First Vice-President;
2. Include the Second Vice-President as a member;



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3. Annually review the Club Constitution, By-Laws, House Rules, and Travel Rules;

4. Propose any changes to any of those documents based on any action taken by the Board; and

5. Determine whether Board actions are consistent with any of those documents.

C. The Palatine Celtic Cup Committee shall:

1. Be overseen by the First Vice-President;

2. Conduct the annual Labor Day Tournament; and

3. Shall report the Club in November of each year on the previous Tournament.

D. For the makeup and duties of the Nominating Committee, see Article IV, Section 5. Election Procedure.

E. The Board of Directors shall determine the number and purpose of all special and standing committees necessary to achieve the goals and objectives of the Club.

F. The President shall appoint the Chairman and members of all committees except where otherwise stated in these By-Laws.

### ARTICLE VI. RULES AND GUIDELINES

SECTION 1. HOUSE LEAGUE. The Board of Directors shall adopt and maintain Rules of Play and use of equipment for House matches.

SECTION 2. TRAVEL TEAMS. The Board of Directors shall adopt and maintain Rules related to the formation and maintenance of Travel Teams.

### ARTICLE VII. DISPUTE RESOLUTION

SECTION 1. CLUB RESPONSIBILITY. The Club will be responsible for resolving any issue or controversy that arises from Club activities, rules, or procedures. Any documents used by the Club to resolve any matter under this Article are confidential.

SECTION 2. BOARD MEMBER RESPONSIBILITY. Any Board member who becomes aware of any dispute among Club members involving Club matters will report the matter to the President, along with sufficient detail for the President to determine whether to seek either an informal or a formal resolution.

SECTION 3. INFORMAL RESOLUTION



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A. Matters for informal resolution are those that arise in Club soccer settings that probably will not require assessment of penalties. Examples include matters that:

1. Are personal in nature;
2. Do not involve a large number of Club members;
3. Do not involve rules infractions (e.g., playing time, coaching philosophy); or
4. Involve only isolated instances of minor rules infractions.

B. Upon receipt of a complaint from a Board member or Club member, the President will assign the matter to an appropriate Board member, most often a Division or Travel Director. The President will not order an investigation for any trivial matter.

C. The appointed Board member will contact the complainant and other persons involved and attempt to mediate the matter. If successful, the Board member will submit a written report to the President and the Secretary, and the matter will be closed.

D. If unsuccessful, the Board member will report back and make a recommendation that the matter either

1. Not be addressed further or
2. Be submitted to the Grievance and Disciplinary Committee for resolution.

### **SECTION 4. FORMAL RESOLUTION**

A. Matters for formal resolution are those that relate to serious or repeated rules infractions or matters that in the opinion of the President present issues that threaten the orderly conduct of Club affairs. Examples include:

1. Any matter that could arise to a law violation (e.g., abusive treatment of children or any violence);
2. Cheating; or
3. Incompetence.

B. Any issues of a criminal nature will be immediately reported to the police. Any Club proceedings on such matters will be conducted in coordination with the police.

C. To resolve non-criminal complaints, the President will appoint a Club representative to conduct an investigation and to speak on behalf of the Club at any hearings.



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D. After investigation, the Club representative will submit a written report in the form of a complaint to the President detailing:

1. Club rules or procedures involved;
2. Facts relating to violation of those rules or procedures;
3. Names and positions of parties who could be subject to penalties (respondents); and
4. Recommended penalties (which penalties against which respondents).

E. If the President approves of the complaint, the Club representative may negotiate with the respondents for an agreed settlement. If they agree and the President approves of the written agreement, the matter will be settled and the agreement will be filed with the Secretary.

F. If the Club representative and the respondents are unable to reach agreement, the matter will be referred to the President for resolution by a Grievance and Disciplinary Committee. The President will appoint a Committee, which will consist of:

1. Two Board members from among the Executive group and the Officers, and
2. One at-large Board member.

G. The respondents will be given written notice of a hearing on the matter. The notice will include:

1. The time and the place of the hearing;
2. The Club representative's complaint;
3. Details of the Club representative's findings; and
4. Possible penalties if a violation is confirmed.

H. One Committee member will be appointed to preside over the hearing.

I. The Club representative must prove the allegations in the complaint by a preponderance of the evidence.

J. If the complaint is proved, the Committee will assess an appropriate penalty. If the complaint is not proved, the Committee will declare the matter settled.



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K. In any event, the Committee will prepare a written summary of its findings, including its reasoning. A copy of the summary will be given to the Secretary for filing.

### **ARTICLE VIII. NOT-FOR-PROFIT ORGANIZATION**

SECTION 1. This Club is organized and shall operate as a not-for-profit organization.

SECTION 2. Any income received from public fund raising shall be applied only to the nonprofit purposes and objectives of the organization, except for reasonable costs incurred, and no part of the income shall inure to the benefit of any officer or member.

### **ARTICLE IX. AMENDMENTS**

SECTION 1. CLUB BY-LAWS CHANGES. Proposed changes of the Club By Laws shall be the primary responsibility of the Rules Committee, except that any Club Member may submit a written proposal for a by-law change to the President. The President shall submit the proposed changes to the Board of Directors for review and consideration at any Board meeting. Changes of the Club By-Laws can be made only by the Board of Directors and only by a two-thirds majority of a quorum of the Board of Directors present at such meeting. The President shall send written notice of any proposed change of the Club By-Laws to the Board of Directors at least two weeks prior to the meeting at which the change will be considered.

SECTION 2. COMPLIANCE. Failure of any Club member to comply with Club By-Laws is grounds for the Board of Directors to revoke the membership privileges of that member.

ARTICLE X. OFFICE. The office of the Club shall be at: 250 E. Wood Street, Palatine, Illinois, or as otherwise located by the Board of Directors.

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