

LANGHORNE NESHAMINY UNITED
SOCCER CLUB

BYLAWS



Rev 2016-10

LANGHORNE NESHAMINY UNITED SOCCER CLUB BYLAWS

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1 GENERAL

1.1 Name

- 1.1.1 The name of this organization shall be the Langhorne Neshaminy United Soccer Club, Inc. is a subdivision of Langhorne Athletic Association, a nonprofit corporation incorporated in the state of Pennsylvania.
- 1.1.2 The organization shall have trademark(s) which shall be in the following form:



- 1.1.3 The organization may, at its pleasure, by a majority vote of the Board of Directors, change its name or trademarks.
- 1.1.4 The base of operations of this organization shall be the areas generally known as the Township of Middletown and the surrounding locations communities in Lower Bucks County Pennsylvania, regardless of race, color, or national origin.
- 1.1.5 The Club shall engage in lawful activity, none of which is for profit, pursuant to Chapter 65 of the Pennsylvania Revised Statutes and §501(c)(3) of the Internal Revenue Code.

1.2 Mission

The mission of Langhorne Neshaminy United Soccer Club (LNUSC) is to promote the game of soccer and ensure that it is a fun and positive experience for all participants. LNUSC offers a variety of opportunities for youth to participate in soccer be it at the recreational, developmental or competitive levels. We truly believe that there is a place, level, and team for every player.

LNUSC commits to being positive role models who value honesty, integrity, and fair play. Partnering the ideals of sportsmanship, competition without conflict and teamwork, we strive to provide a safe environment to foster a passion for the game.

To accomplish this, we further commit to:

- Developing player character, self-confidence, discipline, dedication and respect of team mates, officials, and opponents through quality coaching.
- Providing the opportunity for all players, regardless of ability, to attain their highest potential.
- Providing education and training for players, parents and coaches to ensure a healthy, safe and enjoyable soccer experience.
- Encourage and promote ethical and moral behavior, good sportsmanship, community involvement and good citizenship.

1.3 Authority

The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall exercise the right of decision on all matters pertaining to Club affairs.

1.4 Laws of the Game

FIFA¹ Laws of the Game as modified for youth and small sided games shall apply and be administered by the club and league rules.

1.5 Fiscal and Seasonal Soccer Year

1.5.1 The Club's financial year shall be from August 1st through July 31st the following year.

1.5.2 The seasonal soccer year shall extend from August 1st through July 31st of the following year.

1.6 Dissolution of Club

1.6.1 Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to another IRS tax-exempt charitable organization for programs promoting youth soccer within Bucks County, Pennsylvania.

1.6.2 Should the club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

¹ Fédération Internationale de Football Association <http://www.fifa.com/index.html>

2 MEMBERSHIP

2.1 Equal Opportunity

The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.

2.2 Participation

- 2.2.1 Participation is open to any soccer players ages 3 through 19 (youth), Adult players, and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by LNUSC or any organization of which it is a member, any of its member clubs, or by any amateur soccer organization in its territory.
- 2.2.2 Every player, coach, assistant coach, team manager, programs administrator, Executive Director, board member, club employee, and volunteer who acts as an official representative of the Club must be registered with the Club and LNUSC, and the appropriate fees paid.
- 2.2.3 Participants are registered players, youth or adult. They shall submit an application to the Registrar in the format prescribed by the Club. A seasonal fee established by, and payable to, the Club shall accompany all applications, with the exception of players on scholarships who must still submit an application. Acceptance by the Club shall constitute approval of the application provided space is available on a team for the player.
- 2.2.4 Adult Volunteers are registered adults who are executives, directors, employees, coaches, trainers, managers, and other elected or appointed administrators who work on behalf of the Club. Acceptance of Adult Volunteers by the Club shall be subject to approval of the application and verification by LNUSC that the person's risk status is "Approved". The Club may not accept an individual who is restricted or suspended from participation by any sports organization.
- 2.2.5 All Adult Volunteers must submit to annual background checks in accordance with LNUSC policies.
- 2.2.6 Both Participants and Adult Volunteers shall be subject to LNUSC's bylaws and policies as well as the Club's bylaws and policies.

3 CLUB GOVERNANCE AND RESPONSIBILITIES

3.1 General Duties of the Board

- 3.1.1 The governance of the Club shall be vested in a Board of Directors, which shall consist of Executive Directors, and not more than ten other supporting Directors (also referred to as Assistant Directors or Committee Chairs). Each member of the Board is granted voting rights. Decisions of the Board will be determined through Board member votes.
- 3.1.2 Board members with children participating in programs competing with LNUSC may fill a position subject to Board approval and full disclosure of such a conflict. If a child of a Board member plays for another soccer program because LNUSC is unable to provide an

age appropriate team, the Board member will not be subject to any conflict of interest review and will retain their voting rights.

- 3.1.3 The Board of Directors maintains responsibility for the overall management of the Club and shall control and manage the Club's property.
- 3.1.4 The Board of Directors maintains responsibility for the Club's operational activities in accordance with these Bylaws.
- 3.1.5 The Board of Directors will work to ensure the governance of the Club includes fair representation from the Langhorne, Neshaminy, and surrounding communities.
- 3.1.6 The Board of Directors will ensure that the Club Bylaws and other policies support the mission of the Club and are current.

3.2 Specific Duties of the Board of Directors

- 3.2.1 Approve all rules governing the Club.
- 3.2.2 Approve all training and competitive programs.
- 3.2.3 Control disbursement of Club funds.
- 3.2.4 Affiliate with other organizations that will support the goals and objectives of the Club.
- 3.2.5 Approve Club programs, policies, and activities.
- 3.2.6 Approve coaching and trainer selections
- 3.2.7 Perform strategic planning for the Club.
- 3.2.8 Oversee the activities of other organizational committees.
- 3.2.9 Hear and address grievances from Club members.

3.3 Board of Directors

- 3.3.1 The Board of Directors (Board) shall be the representative governing authority of the Club. The Board will conduct the business of the Club and shall be composed of the elected Executive Directors, and other elected Supporting Directors. The number of Directors may be modified but shall never be fewer than eight (8).
- 3.3.2 Executive Directors and Supporting Directors are required to make decisions based on the needs and requirements of the entire soccer organization. Decisions will not be made to accommodate a team, coach, group, parent, or player. Policy making decisions must be consistent and become a requirement for all membership. No special accommodations should be given as the organizations mission is more important than any one coach, player, parent or team. Primary focus for policy decisions are for the club as a whole.
- 3.3.3 The Executive Directors shall attend regular Board meetings, advise the Board on all matters pertaining to the programs under their jurisdiction, and participate in Board discussions.
- 3.3.4 The Directors are entitled to vote on issues before the Board and are considered in determining whether a quorum is present for conducting business at a Board meeting.
- 3.3.5 Directors are required to make every attempt to attend all monthly meetings. Any absenteeism of 3 or more may result in the Board of Directors voting that the absent

Director being removed from the Board. Special Circumstances may be considered only if the Director notifies the Board in writing prior to excessive absenteeism has occurred.

- 3.3.6 All Directors must have an active role and job description in order to participate in voting on the Executive Board or General Board. Holding an elected or appointed position does not grant voting privileges – only Directors who maintain their positions and meet the job responsibilities will maintain voting privileges. Failure to maintain job responsibilities may result in a vote of no confidence and removal from the board.
- 3.3.7 The Executive Board will meet quarterly to review and discuss policy changes and financials of the organization. This information will be reviewed with the General Board at the next meeting as well as general membership. However, these meetings are closed meetings and at times information may be sensitive and confidential. Any information which is deemed confidential and sensitive in nature must not be discussed outside the Executive Board until it is identified as appropriate to do so.
- 3.3.8 Signatures are required on all club checks. Check signing authority shall not include two members of the same family signing on the same check, although two members of the same family may have check signing authority. The Treasurer shall maintain checking account(s) with signature authority vested in no fewer than three (3) Club Executives with dual signatures required for amounts in excess of \$1500.
- 3.3.9 All elected Executive Directors and elected Directors are eligible to vote on any matter before the Board.
- 3.3.10 Directors representing specific constituencies, such as a representative of coaches and/or a representative of parents, may be appropriate to ensure balanced representation of all points of view of the Club's constituents.
- 3.3.11 A quorum for conducting business at any Board meeting shall consist of a minimum of 8 of the voting members of the Board. The affirmative vote of a majority of the eligible voting members of the Board shall be required to adopt or amend Club policies.

3.4 Executive Directors and Duties

- 3.4.1 Executive Board Members are responsible for club related financial and strategic decisions, bylaw and policy changes, resolving escalated risks management and other club related issues, and overseeing club related operations and events.
- 3.4.2 The duties and expectations of Elected Executive Directors can be changed as warranted for the needs of the clubs programs. Changes will be recorded in meeting minutes and, as needed, updated in By-Laws.

3.4.3 President

The President shall supervise all activities of the Club and Board. The President shall be the presiding Executive Officer at all Club meetings. The President shall appoint committees as needed or when charged to do so by a majority of the elected Executive Directors and shall be an ex officio member of all committees. The President shall be the official representative of the Club in all interactions with the public, except when another person has been given that authority with the approval of the Board. The President shall Chair monthly Club board meetings, and attend LAA monthly meetings. The President shall be aware and address all issues and needs of/between club members, the Board, Partners and

Vendors, and is permitted delegate management thereof to other directors as needed and appoint committees as appropriate.

3.4.4 Vice-president / VP

The Vice President shall assume the duties of the President in the President's absence and otherwise assist the President as required. The VP shall serve as Club Parliamentarian and be a voting member of the Board. The Vice President oversees and assists with operational soccer related activities, facilities and equipment, club administration and marketing, and recruitment. The VP interacts with the Township regarding club related: field scheduling; tournament play; conflicts and issues; facility usage; lighting; and capital improvements. As needed and available, the VP shall assist and support all Board members with any additional needs or special attention as it pertains to managing club activities.

3.4.5 Director of Marketing

The Marketing Director manages all marketing and sponsorship activities for the Club, and is responsible for parent and sponsor communications for both intramural and travel soccer communities and related organizations. The Marketing Director acquires approvals and distributes school flyers with local institutions, markets activities and coordinates advertising of the club through local and online media. The Director will plan special events, fundraising programs, and entertaining activities including but not limited to: 4th of July and Memorial Day parades; Opening Day; Dine-outs; End of year events; and assist with Tournament and seasonal intramural promotion and vendor management. The Director is responsible identifying and coordinating new revenue making opportunities and sponsors.

3.4.6 Director of Administration / Secretary

The Secretary shall govern and record the minutes of all Board meetings as well as the minutes of any committees to which the Secretary is assigned, making sure that all actions are duly noted and maintaining and monitoring a calendar of important dates, including board member position inductions.

The Secretary will assist with registrations, preparation of the reports from other Directors, gathering information for other board members, coordinating the club calendar, and is considered the owner of club data management and respective databases/data sources. The minutes of any meeting should be used for²: recording decisions/changes; giving insight into why decisions were made; and letting those who were not present familiarize themselves with what went on

3.4.7 Director of Finance / Treasurer

The Treasurer shall be in charge of the financial affairs and activities of the Club, shall keep an accurate, informative, timely and verifiable record of all moneys received and disbursed by the Club, all assets owned or controlled by the Club, and all debts owed by the Club. The Treasurer shall maintain checking account(s) with signature authority and disburse funds for authorized purposes in accordance with authorized procedures. Treasurer shall prepare and make available financial information to the general membership and provide financial statements acceptable to the board at designated meetings or as otherwise directed. The Treasurer shall prepare, or cause to be prepared, all documents required to allow the Club to maintain its tax exempt status under the Internal Revenue Code and the laws of the

² http://dawn.thot.net/board_secretary.html

State of Pennsylvania. Treasurer is also responsible for: budgets/budgeting; filing taxes; recommending fee structures, changes to fees, and pricing as needed; processing payments and refunds.

3.4.8 Travel Director

The Travel Director will handle all Club affairs related to the travel division. The Travel Director will attend LNUSC and LAA Board meetings, coordinate with other Directors and Coaches on developing new travel teams from the intramural soccer program, act as liaison between coaches, EPYSA³, and league communicating all relevant information and send out flyers to all coaches, board members, and players. Coordinates with Facilities Manager, and Coaches for game schedules, changes and field usage; communicates and posts (to website) travel team information. Further duties include, but are not limited to: assist in recruitment and development of intramural players; ensure coaches and trainers are authorized, properly licensed and following club by-laws and travel coaching policies and guidelines; be responsible for league registrations and player cards; assist with travel and select team tryouts and registrations for competitions (i.e. tournaments).

3.4.9 Referee Coordinator / Officiating Director

The Referee Coordinator is responsible for ensuring proper officials are available for all club related competitions. Considered the '4th Official' for the club, the Officiating Director is a liaison for all club competitions/events and responsible for assignment, fee schedule, and payment of referees for all Travel and Intramural Tournaments and matches. The Referee Coordinator assist in addressing any/all disputes with referees, parents, and on field game related issues with the Risk Management Director and Vice-president. As needed, the Director will coordinate training and recruit referees, and communicate changes to the Laws of the Game and alerts from EPSARC⁴ and USSF⁵ to the club and coaches.

3.4.10 Intramural Director

The Intramural Director oversees and manages all operational and training aspects for the intramural program. This includes, but is not limited to fall, winter, and spring programs for ages 3 to 19. Responsibilities for the Intramural Director include, but are not limited to: select and manage coaches for each division; serve as communication link to all coaches and intramural parents; handle conflict resolution on coach, parent and player issues; coordinates with Facilities Manager, Trainers, and Coaches for program schedules, changes and field usage; communicates and posts (to website) teams and pertinent information at beginning of season; collaborates with Referee Coordinator, Registrar, Marketing Director, Vendors and Partners for officials, uniforms, and registration. The Director is responsible for designing and communicating the playing format for the intramural recreational programs, specifying the number of players on the field, the duration of games, the number of games, the size of fields, and exceptions to the laws of the game.

³ Eastern Pennsylvania Youth Soccer Association (www.epysa.org)

⁴ Eastern Pennsylvania Soccer Association Referee Committee (www.epsarc.org)

⁵ United States Soccer Federation (www.ussoccer.com)

3.4.11 Food Services Director / Snack Stand Manager

The Food Services Director is responsible ensuring a profitable and successful Snack/Concessions Stand⁶ during spring and fall seasons, and special events (i.e. Tournaments).

The “Snack Stand” is run mostly by paid and ‘unpaid’ volunteers who are managed by the Food Services Director. A “Snack Stand Fee” is collected with registration, managed by the Intramural and Finance Directors. This fee acts as a deposit, with refunds given to ‘unpaid’ volunteers who elect to sign up to work a shift and receive a refund of their snack stand deposit. The Food Services Director manages the schedule and list of volunteer refunds.

In addition to managing the snack stand during the season and events, the Food Services Director is responsible for: maintaining permits and upkeep of food service facilities and equipment; cleaning and operation of food services facilities and equipment; inventory, purchase, expense of perishable (food) and non-perishable (plates, cups, etc.) items; ensuring volunteers are aware of how to operate and manage equipment, facilities, and finances; managing the menu and ensuring proper inventory and stock of both perishable and non-perishable items; ensuring there is adequate monies/change for operations; depositing profits, submitting expenses, and managing finances with Director of Finance.

3.4.12 Tournament Director

The Tournament Director is responsible for coordination, registration, sanction and operation of all club tournaments. Typically run by committee, the Director leads the committee in all aspects of tournament management including, but not limited to: recruitment of teams; payments; scheduling; staffing; tracking scores and calculating points; and dispersing awards. Director is also responsible for tournament related applications, notifications, communications and scheduling with EPYSA, Township, Partners and Vendors. Board members are required to assist the Tournament Director who delegates needs to the committee and/or Board members.

3.4.13 Director of Supply and Equipment

The Director of Supply and Equipment ensures fields have proper equipment for competitions (goals, nets, corner flags) and there is adequate supply for field operations and maintenance throughout the season and events (i.e. paint, sprayers, etc.). The Director of supply and equipment is responsible for: ordering supplies, tools, and necessities for the club; keeping an organized inventory within club owned facilities and job boxes at field locations; organizing and managing seasonal and event setup, breakdown, and upkeep of fields and respective equipment.

3.4.14 E-Commerce / Website Director

The E-Commerce Director is responsible for maintaining the communication and information to parents and players through the Club websites as approved by the Board. Communications and information on the website includes, but is not limited to: seasonal registration and team rosters; field schedules; Travel team information; News and Events; email communications; photos; and Club specific information. The Director is also responsible for delegating and managing access to websites by club members, managing

⁶ http://www.usyouthsoccer.org/assets/1/1/07_Concession_Stand_Guide.pdf

the club database, privacy and terms of use, and partner/vendor management of hosting, services, and domains.

3.5 Supporting Directors

- 3.5.1 The Board may elect additional supporting Directors to assist and/or manage the programs that the Club provides. Elected Directors (also known as Assistant Directors and Committee Chairs) shall serve for the seasonal year, up to a two year term, unless another term is set by the Board upon appointment.
- 3.5.2 Elected Supporting Directors serve at the pleasure of the Board in support of the Executive Directors, and may be removed, or position retired, by a majority vote of the Board at any Board meeting. Supporting Directors shall attend regular Board meetings, shall advise the Board on all matters pertaining to the programs under their jurisdiction, and may participate in Board discussions.
- 3.5.3 The duties and expectations of elected Supporting Directors can be change as needed or when warranted for the needs of the club and respective programs.
- 3.5.4 Supporting Directors shall not, however, be entitled to vote on issues before the Board and shall not be considered in determining whether a quorum is present for conducting business at a Board meeting.

3.6 Election of Executive and Supporting Directors

- 3.6.1 Executive positions are 2 year terms starting at the date of inception by Executive Board vote noted in meeting minutes. Terms can be reset due to resignation or Executive Board vote.
- 3.6.2 Elected Executive Directors shall serve for the seasonal year, up to a two year term, unless another term is set by the Board upon appointment and approved vote.
- 3.6.3 Elected Executive Directors serve at the pleasure of the Board and may be removed by a majority vote of the Executive Board at any Board meeting.
- 3.6.4 No person may serve more than 5 consecutive terms in a single office without special Vote.
- 3.6.5 A majority of the votes cast in a specific contest shall be required to elect a person to the Board.
- 3.6.6 If there are more than 2 candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
- 3.6.7 Voting shall continue until a candidate receives a majority of the votes cast.

3.7 Director Suspension and Removal

- 3.7.1 A Board member may be suspended or removed from office for failure to meet responsibilities or for otherwise acting in a manner detrimental to the interests of the Club.
- 3.7.2 Suspension or removal of a Board member shall require a two-thirds affirmative vote of the eligible voting Board members, not including the person whose removal is in

question. A vote to remove a Board member shall only be taken following a fact-finding hearing before the Board.

- 3.7.3 If the Board receives a complaint regarding the conduct of a Board member or otherwise becomes aware of allegations of misconduct regarding a Board member, the President or Vice President shall appoint an impartial committee of fact-finders to review allegations within 15 days. The committee shall present a report to the Board within 30 days of being appointed.
- 3.7.4 The person whose removal is in question may attend the meeting at which removal is on the agenda and may offer information and discussion regarding the allegations. The person whose removal is in question shall not participate in any vote regarding the removal and shall leave the room in which the meeting is being held if so requested by any voting member of the Board.

3.8 Committees

- 3.8.1 The Board may create committees for the purposes established by the Board. The duration of such *ad hoc* committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.
- 3.8.2 The President shall be an *ex-officio* member of all committees established by the Board, although the Board may appoint another person to chair the committee.

4 CLUB OPERATIONS

4.1 Meetings

- 4.1.1 Regular Board Meetings shall be held monthly at the time and place designated by the Board. The Board shall publicize to the membership the time and location of regular Board meetings.
- 4.1.2 Executive Committee or Special Board Meetings shall be held at a time and place specified by the President, or by a majority vote of the Board or Executive Committee. Special meetings may be called upon 3 days' notice and all members of the Executive Board must be notified.
- 4.1.3 The Board shall set the order of business for all meetings (agenda).
- 4.1.4 A quorum for the board meeting shall consist of a minimum of 8 of the voting members of the board.
- 4.1.5 The Board must provide not less than 7 days' notice to eligible voting members prior to any membership meeting.
- 4.1.6 Bylaw revisions shall be made publicly available to the membership as per Bylaws.
- 4.1.7 A quorum for action at meetings shall consist of the eligible voting members present at the meeting. A majority vote of those eligible members present at any membership meeting shall be required for approval of any issue brought to a vote at such meeting

4.2 Policies

- 4.2.1 The Board may adopt policies to govern the operations of the Club. A majority vote of those Board members present at any Board meeting at which there is a quorum is sufficient to adopt, repeal, or amend a policy.
- 4.2.2 Once adopted, a policy will govern the operations of the Club until amended or repealed.
- 4.2.3 The Board shall make appropriate provisions to inform its members of Club policies.
- 4.2.4 The Board shall adopt financial control policies that provide details for the handling of the club's financial affairs. Such policies shall be reviewed annually and modified as required by the club's auditors.
- 4.2.5 The Board shall establish a budget for each year within the first 2 months of the new fiscal year.
- 4.2.6 The Board shall prepare annual tax reports and submit to the IRS in accordance with IRS rules for non-profit and tax exempt organizations.
- 4.2.7 As requested, the Treasurer shall make available financial statements acceptable to the board, and provide a summary of finances at each regular meeting of the Board or as otherwise directed.
- 4.2.8 Travel teams are responsible for their own finances within separate accounts from LNUSC. Travel teams are subject to fees agreed to by the Board as part of registration or other Board approved events. Refer to the Travel Division section for more information.

4.3 Referees / Officials

- 4.3.1 Referees selected by the Club shall serve as independent contractors.
- 4.3.2 It is the responsibility of any individual referee receiving more than \$600 in a calendar year to file with the IRS or abide by any other IRS related rules/policies.
- 4.3.3 All referees will have been EPYSA or PIA trained and/or certified.
- 4.3.4 The Referee Coordinator shall be responsible for assigning referees for intramural activities and tournaments, and handle all issues involving said referees.
- 4.3.5 The Referee Coordinator, in conjunction with the President and Supporting Directors for Risk Management, will handle any issues or concerns, on or off the field of play, regarding Officials with their respective Assignors and League Management.

4.4 Risk Management

- 4.4.1 The Club will comply with the provisions of the Langhorne Athletic Association (LAA) Risk Management Policy.
- 4.4.2 The President and Vice President may act as the Risk Management Directors (RM Director) for the club if the position is not covered as a Supporting Director.
- 4.4.3 The RM Director shall have authority to enter into a Conditional Approval Agreement with the LAA Safety Director only upon approval of Board.
- 4.4.4 The RM Director will consult with the LAA Safety Director regarding any concerns about the criminal history of any person who is, or has applied to become, a registered Adult

Participant and/or Volunteer in the Club. This includes being consulted on Background check alerts by the Travel Director.

- 4.4.5 The Travel Director and/or RM Director shall promptly notify the LAA Safety Director upon learning that any Adult Participant and/or Volunteer in the club has been formally charged with, or has been convicted of, a crime.
- 4.4.6 The Board may adopt a risk management policy that provides guidance to the club regarding the suitability of accepting a person to be a club Administrator. Any such policy shall not allow acceptance of a person who is disqualified by LNUSC and/or LAA, but it may provide for the disqualification of a person who has been approved by LAA.
- 4.4.7 Director of Risk Management (RM Director) – The Director of Risk Management is a Supporting Director responsible for maintaining the following Club documents: Codes of Conduct; Lightning Safety Policy; Inclement Weather Policy; Concussion and Head Injury Policy; Risk Management reporting; Director and Officer Insurance; Field and Facility Insurance; and By-Laws. The Director is responsible for handling all escalated disputes to the Board pertaining to any/all members. The Director is responsible for ensuring education and safety programs and information are available for First Aid, CPR, and Concussion Awareness. The Director is also responsible for coordinating with the Travel Director on all background checks of coaches and trainers.

5 AMMENDMENTS

5.1 Bylaw Changes and Amendments

Changes or amendments to these bylaws may be adopted at any General Membership Meeting upon two-thirds (2/3) majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.

A proposed change or amendment must be submitted in writing to the President and/or Director of Administration of the Club not later than thirty (30) days before a General Membership Meeting. Such changes shall be transmitted to Board Members and eligible voting members of the Club not later than fifteen (15) days prior to said meeting.

5.2 Provisional Bylaw Changes

The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership as a proposed Bylaw amendment at the next Meeting.

5.3 Severability and Precedence

Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next General Membership Meeting to eliminate the cause of any conflict.

6 Travel Division

6.1 Registration

The registration process for LNUSC begins in May. The timing gives each team adequate time to organize try-outs and identify the need for additional teams. Each team will arrange for the acquisition of the necessary player pictures, cards, completed rosters, and any other paperwork as required by the respective leagues or tournaments and LNUSC. Registrations received after the closing date of registration may be charged a late fee. Players whose registrations are received after the registration closing date are not guaranteed an opportunity to play soccer for a LNUSC team if all suitable teams are full. In that case the registration and any other fees shall be refunded less any applicable administrative fees. LNUSC will register all players, coaches, and teams who participate within LNUSC with EPYSA and pay the appropriate registration fees. Registration fees are determined by LNUSC and all teams must pay the minimum fee per player no later than September 1st of the annual travel team fiscal cycle of July 1st through June 30th.

6.2 Teams

6.2.1 Composition

LNUSC will place children on teams according to age requirements and level of play. The age group for each team is based on calendar year birth dates from January 1st to December 31st. These age ranges comply with EPYSA and USYSA guidelines and may be amended as these associations amend their birth date ranges. It is the intent of LNUSC to maximize the development of every player within their appropriate age division. If a team intentionally fields players older than their designated age group or fraudulently enters any tournament or league, the Executive Board will impose sanctions or dismiss the coach from LNUSC.

6.2.2 Tryouts

LNUSC Travel team tryouts are conducted each April/May of the calendar year and are open to all appropriate age players. Tryouts are coordinated by the Travel Director, Director of Coaching, and approved trainers, with support of selected coaches and club staff. The Head Coach has the responsibility of insuring that all players attending tryouts are informed of their placement in a timely manner.

6.2.3 Playing for Multiple Teams within LNUSC

With the consent of both coaches, a player who meets the necessary age requirements may play as a secondary or guest player for another LNUSC team in league allowed match, or tournament play. The player may only do so when no conflicts are created with the player's primary registered team. LNUSC players are not permitted to be registered as secondary players at other area soccer clubs.

6.2.4 Team Selection

The head coach will make the final selection of players based on open tryouts. Open is defined as all players are given the same opportunity to make the team. All coaches must make their best effort to select the best possible players within their age group. LNUSC makes available resources (other coaches within the program and third party coaches) to assist in the evaluation process, but as noted, the final decision is that of the head coach.

6.2.5 Playing Up

The term "playing up" is defined as a player who would like the opportunity to play for a team that is older than the age group they are assigned based on birth date.

6.2.5.1 The player indicates their desire to play up on the registration form.

6.2.5.2 The player must participate in an equal number of tryouts at each age division (not less than one at each age division).

6.2.5.3 The selection of the player to a particular team must be made jointly by the head coaches for each of the respective teams. The overriding factor must be what is best for the player, not necessarily what is best for a particular team. The rule of thumb is that a player who "plays up" must be a major contributor to the older team, that is, a starter. The coaches involved must do what is best for the player and the organization as a whole.

6.2.6 Recruitment

LNUSC does not condone recruiting. Any team participating in LNUSC which attempts to induce any player listed on a valid team roster of another EPYSA affiliated team to leave his/her team shall be deemed to have recruited that player. It is acceptable to announce LNUSC travel team tryouts to other clubs and to players of other clubs along with an associated invitation to attend such try-outs. Players are not permitted to transfer to another LNUSC team 2 weeks prior to or during the season. It is the sole discretion of the Executive Board whether or not any behavior constitutes recruiting and to take any action against such behavior. Furthermore, it is not permitted to entice players with any special offer or promise. This includes, but not limited to, offering free or discounted fees, not requiring a tryout, or financial incentive. LNUSC strictly prohibits any coach, player, parent, or other member from initiating contact with another LNUSC player or their parent/guardian strictly for the purpose of transferring to another LNUSC team. Those who violate these player recruitment policies will be subject to the violations outlined in section 7.12.

6.2.7 Invitations for Guest Playing

Invitations to play as a guest player for another team must be handled through the relevant coaches and abide by league rules and processes.

6.2.8 Dissolution

An LNUSC team may be dissolved only a vote from the Executive Board; no coach has the authority to dissolve a team. The coach will present a formal communication in the event dissolution may be necessary for the following reasons:

- Team has decided to move to another club
- Not enough players to field a competitive team based on the appropriate EPYSA and USSF guidelines.
- Repetitive violations from parents and coaches which affect the image of LNUSC
- Not submitting the required paperwork to LNUSC and EPYSA
- Not maintaining the appropriate funds in the team account to pay for fees identified through the registration process

The Executive Board is required to make every attempt to avoid dissolution of a team and this option must only be considered as a final option.

6.3 Finances

6.3.1 Accounts

The Club will maintain one main account separate from Travel teams. Travel teams are responsible for their own finances within separate accounts from LNUSC. The Team's Treasurer will be the primary signer on the account.

Travel teams are subject to fees agreed to by the Board as part of registration or other Board approved event. All travel team accounts and finances are subject to audit at any time and each team must provide annual reports and financial statements by December 31st of the seasonal year.

6.3.2 Fundraising

All Travel teams are required to volunteer time at all club sponsored events, including spring and fall tournaments, and Board approved club sponsored fundraisers. The Executive Board will determine what each year's Club fundraiser will be.

All teams must obtain permission from the Executive Board to conduct any *individual* team fundraisers in which the Club's name and/or tax identification number will be used. Teams are permitted to conduct as many fundraisers as they see fit.

6.4 Coaches

6.4.1 Eligibility

All members of LNUSC ages eighteen and older are eligible to coach a team. The coach must uphold the LNUSC code of conduct as well as any code of conduct imposed by the league or organizations where that coach's team plays. Violators of any agreed upon code of conduct may be removed and banned from any further coaching for LNUSC.

6.4.2 Selection

Head coaches are appointed by the Executive Board through a voting process and are based on the coach's qualifications, experience, and past performance. Candidates interested in a coaching position will either note their interest on the registration form or contact the executive board. In certain situations, a qualified candidate will be approached by a member of the executive board to fill a vacancy.

6.4.3 Training

A qualified coach shall have a USSF, EPYSA, or FIFA license or two years of coaching experience. Coaches will be expected to further their licensing and training to the level and skill of the age/gender group they are coaching.

6.4.4 General Club Meetings

A Coach or team representative (Coach or Assistant Coach) of each team must attend all required general club meetings, as well as coaches meetings. General club meetings are held monthly at a predetermined date, time, and location. Coaches meetings will be held prior to the Fall and Spring seasons managed by the Travel Director. A team that fails to send a representative to required meetings may be fined \$20 for non-compliance per instance.

6.5 Leagues

Every team shall play in at least one outdoor league. Teams are encouraged to participate in the highest capable level of EPYSA affiliated leagues. It is the belief of the LNUSC executive board that teams develop best when playing in a challenging environment. The executive board must be notified of the league in which the team intends to play. This is to ensure proper coordination of field availability.

6.6 Tournaments

Every team is encouraged play in a minimum of two outdoor tournaments per year. Each team is encouraged to compete in the highest level of USSF/ USYSA/ EPYSA affiliated tournaments. Tournament participation will be coordinated by the head coach or team manager for each team. The executive board must be made aware of all tournaments to be participated in by any team under LNUSC. Travel permits, fees, liability/medical release statements, and other functions will be handled by the individual team.

Each travel team is required to support club tournaments by having at least 2 representatives assist the Tournament Director/Committee with running tournament. This includes assisting with setup, day-of operations, and/or post tournament activities, regardless if that team is registered and playing in said tourney. The Travel Director in partnership with the Tournament Director is responsible for ensuring each team has at least 2 representatives from each team participate in Tournament activities. Fines for non-participation of no less than \$200 per participant, per activity, may be imposed.

6.7 Facilities

Facilities include all equipment and field space utilized by LNUSC. As noted, a portion of registration fees is applied for the maintenance and upkeep of the playing fields including, but not limited to field paint, upkeep or replacement of nets and goals, light usage, seeding, fertilization and other expenses.

6.8 Uniforms

The primary colors of LNUSC are red, white, and navy. The design and style of uniforms will be consistent for each team within LNUSC and approved by the Executive Board. Warm-ups and other accessories are typically ordered by each individual team and must be consistent, aside from gender specific differences, throughout the Club. Teams must wear LNUSC uniforms for all league and tournament competitions.

6.9 Sportsmanship

Good sportsmanship is one of the primary lessons being taught to the players and is important to the image of LNUSC. Teams and individuals can be penalized for the failure of players, coaches, and parents to maintain the proper demeanor before, during, and after games and practices.

6.10 Field Maintenance

Each travel team is required to participate in field maintenance activities for Spring and Fall, Setup and Breakdown. The Travel Director is responsible for ensuring each team has at least 2 representatives from each team participate in seasonal Setup and Breakdown activities. Fines for non-participation of no less than \$200 per participant, per activity may be imposed.

Teams may also be responsible for assigned Field "Line Painting" which is part of seasonal weekly field maintenance to ensure lines are visible throughout the season for games. Failure to 'line' fields for games result in fines up to \$100 per instance.

All teams are responsible for policing trash and reporting field issues (divots, nets, etc.) at all times and may be subject to fines if not adhered to or found to be responsible for trash and/or misuse fields or equipment.

6.11 Player Development

6.11.1 Trainer Expectations

The LNUSC Board of Directors will identify multiple club approved training organizations and individual certified soccer trainers for travel team training and development. It is mandatory that all travel team's ages U8 through U12 are to utilize the approved club trainers at a minimum of 8 weeks in fall season⁷. This is optional for teams U13 and above but highly recommended. All trainer payments are the responsibility of the travel team and all payments are to be made directly to the trainer by the travel team.

6.11.2 Teams Camps

The club approved trainers may conduct week long travel team camps which are not mandatory but highly recommended. The team should utilize this camp to a precursor for the fall season 8 week training.

⁷ The teams who already have a trainer prior to this amendment (*dated 9/1/2010*) are exempt if they have their own team trainer.

7 VIOLATIONS, GRIEVANCE, PROTESTS, and APPEALS

7.1 Violations

7.1.1 General

Situations in which parents or relatives, players, and coaches fail to comply with the by-laws of LNUSC or whose behavior discredits LNUSC will be investigated by the Executive Board.

After collecting all of the pertinent facts it is the Executive Board's responsibility to act in the appropriate manner. That may include one of the following:

- Suspension of voting rights.
- Suspension from coaching or playing in LNUSC.
- Removal of member from the Board.
- Dismissal of a player or coach from LNUSC.
- Fines to the team to rectify actions or efforts as a result of respective violation.

Any member, player, or coach receiving disciplinary action may petition the Board of Directors to appeal his/her case. In all cases, including those related to appeals, the decision of the Executive Board is considered final.

7.1.2 Grounds for Suspension or Expulsion

Any member may be suspended or expelled from LNUSC for willful infractions of LNUSC rules or of any bylaw, or for acts of conduct that the Board may deem disorderly, injurious, or hostile to the interests or objectives of LNUSC. The Board must give notice to such offending member of the proceedings against them and are provided an opportunity to be heard in their own defense. No person who has been expelled from the Club may have a new membership considered for a period of two (2) years.

Consideration for reinstatement must be submitted to the Executive Board.

7.1.3 Initiation of Suspension or Expulsion

Proceedings under this section shall be initiated by resolution of the Board or on complaint against any member signed by five (5) other members and filed with the Secretary. On adoption of the resolution or receipt of the complaint, as the case may be, the Board shall schedule the matter to be heard at the first regular, or a special meeting of the Board. The secretary shall deliver to the accused member, at least five (5) days prior to the date of the hearing, a copy of the time and place of hearing.

- 7.1.3.1 *Hearing: The President shall preside at such hearing and shall read the charges against the accused member. Such member shall be allowed to make a statement in his or her own behalf, question opposing witnesses, and call witnesses on his or her own behalf.*
- 7.1.3.2 *Determination of Hearing: The Board may, by the affirmative vote of a majority of its members, request the offending member to resign or may suspend or expel the member. Should he or she decline to resign following such request, the Board shall strike the member's name from the rolls.*
- 7.1.3.3 *Proceedings: All such proceedings shall be in compliance with the requirements of US Youth Soccer, the USSF and the EPYSA.*

7.2 Grievance and Protests

- 7.2.1 The Club and its Board of Directors shall follow procedures for handling protests and appeals in accordance with the principles of due process.
- 7.2.2 Submission of a Grievance, Protest or Appeal shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.
- 7.2.3 All club procedures shall comply with LNUSC Bylaws.
- 7.2.4 The Board shall adopt policies that specify any additional procedures not provided in the policies and bylaws set forth, including any fees that will apply to initiating claims with the Club.

7.3 Hearing Procedures

- 7.3.1 Grievances may be heard by the Board as scheduled by the President if necessary. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance.
- 7.3.2 All parties involved in the grievance from which the Board will make a decision which best follow the policies and bylaws of the Club.
- 7.3.3 The Board shall approve Rules of Competition for any tournaments or leagues sponsored by the Club.
- 7.3.4 Copies of the Rules will be distributed to participating teams when they register for the event.
- 7.3.5 Any protests or complaints arising from the sponsored event will be heard by the event director (or designee) in accordance with the Rules. The Rules will provide for a final decision on any complaint or protest before the next scheduled match of the affected parties.
- 7.3.6 The decision of the event director shall be final and shall be verified in writing and retained in the club records.
- 7.3.7 Complaints of referee abuse or assault will be promptly forwarded to the Officiating Director and President.
- 7.3.8 The Director shall submit a complaint to the Club regarding the conduct of any Club member participating in the event if the Director believes that the conduct that is the basis of the complaint merits disciplinary action greater than a ban from participation in

the current event session. Referrals from the Director will be handled as a misconduct complaint in the manner specified as per Club policies.

7.4 Appeals Process

Appeals of the results from any hearing conducted by the Club must be submitted to the Executive Board in writing within ten (10) days of the ruling. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal. The Executive Board may call a 'Special' meeting to review and discuss the written appeal. The President, Secretary, or designated Board Member or Supporting Director may communicate results of the appeal or date of an appeal hearing.

Tournaments and Leagues may have their own rules limiting protests or appeals provided that such limitations are clearly listed in the permission to host and in the tournament invitation. Such limitation can apply only to game results for LNUSC Tournaments.

LNUSC Bylaw Revision History

Date	Summary	Author(s) / Editor(s)	Content/Notes
11/2009	New Positions	Secretary - Leslie Wilson	
4/2010	Various as per Board Meeting Minutes throughout the year	President – Steve Schrack	Updates to multiple sections for edits approved by the Board over the year. New Logo.
9/1/2010	Bylaws Part 9 – Travel Division	President – Steve Schrack; Travel Director – Chris Paladino	Amendment to add new sections for Travel Division
2/2012	<i>Bylaw review by committee from Neshaminy merger with Langhorne</i>	<i>Appointed Bylaw committee: Jessica Lippy; Vince McGlynn; Steve Schrack; Dan Giacomelli; Chris Paladino</i>	<i>Langhorne Neshaminy United Soccer Club (LNUSC)</i>
7/2012	Logo and Merger Review	Co-President – Steve Schrack; Bylaw review committee	New LNUSC Logo as a result of merger.
11/2013	Complete revision using new format, styles, and numbered sections. Revisions to all sections	Vice President – Dan Giacomelli Using notes from previous bylaw committee	New numbered sections; consolidated sections; complete revision of roles and duties corresponding with current board positions
1/2014	Edits from 11/2013 revisions	Vice President – Dan Giacomelli	Board edits and feedback incorporated. Minor edits to most sections; added content to travel section; removed all highlighted edits for review and approval
2/2014	Edits from Final review with Board	Vice President – Dan Giacomelli; Travel Director – John Steeple	Edits to Travel section; Re-arranged sections, moved violations with grievances at end.
10/2016	Bylaw Revision: Travel Section	Travel Director - Jonn Rogers ; Website – Fran Lieb	Revisions to Travel Section: Updates to Recruitment section and birthdates to align with new USYSA guidelines.