

Harvard Soccer Club Constitution

1. **NAME** This nonprofit membership organization which is affiliated with the Harvard Athletic Association shall be known as the Harvard Soccer Club, hereinafter referred to as the HSC.
2. **MEMBERSHIP** There shall be two classes of membership in the HSC
 - a) Adult voting members who shall be older residents of the town of Harvard 18 years of age or older, and nonresidents 18 years of age or older that are or have been coaches, assistant coaches, or administrative managers of any soccer team organized or sponsored by the agency during the immediately preceding soccer season
 - b) HSC participating player members, who shall be the players on any soccer team organized or sponsored by the HSC.
3. **OBJECTIVE** The objective of the HSC is to promote and enhance the game of soccer for the enjoyment of the youth and residents of the town of Harvard and Devens. This will be accomplished by:
 - a) Organizing and sponsoring teams to be entered into travel soccer leagues, such as NVYSL.
 - b) Organizing teams and conducting an in town program of soccer play for the residents of Harvard and Devens. When suitable programs of soccer play are not available in town, HSC will help residents find opportunities through other organizations
 - c) Conducting programs designed to educate members about the game of soccer and to develop skilled and knowledgeable players, coaches, and referees.
4. **GOVERNING BODY** The governing body of the HSC shall be the Executive Board, herein referred to as the Board which shall consist of persons elected to the positions listed in Articles 5 and 6.
5. **BOARD MEMBERS ELECTED AT THE ANNUAL GENERAL MEETING (AGM)**

The following five positions shall be filled by election of the adult voting members at the AGM.

 - a) President, who shall officially preside at all meetings and be chairman of the board.
 - b) Vice President, who shall succeed to the office and powers of the President in his absence, or for the remainder of their term if vacated for any reason. In the event of such a vacancy, the board shall elect a successor to the post of vice president. The Vice-President will also serve as the NVYSL representative, attending league meetings voting on behalf of the club.
 - c) Secretary, who shall keep detailed minutes of all board meetings and general and special meetings of members, and keep records as necessary. The Secretary shall correspond on behalf of the club only with the knowledge and consent of the president.
 - d) Members-at-Large, there shall be two (2) members who represent the general membership. They shall be equally concerned with making sure HSC meets the needs of both the recreational and competitive players.

- 6. BOARD MEMBERS APPOINTED BY THE BOARD.** In addition to the members of the Board elected at the Annual General Meeting of Members (AGM Elected Board Members) the following positions shall be filled by vote of the AGM elected Board Members in the meeting subsequent to the AGM. The persons so appointed shall themselves become voting members of the Board:
- a) Treasurer, shall be responsible for the collection of funds, paying of bills, and tracking of money for HSC
 - b) Coach and Player Development Director, who shall be responsible for training and developing quality coaches and players for the HSC. The director shall work with the professional coaches and program and age group coordinators to identify needs and provide clinics and other training opportunities for coaches and players.
 - c) Travel Team Program Coordinator, who shall be responsible for recruiting and training the U10, U12, U14, U16, and U18 age group coordinators. The coordinator will monitor the team selection process and verify that all pertinent HSC policies are followed in this process. The coordinator shall act as a liaison between these age group coordinators and the Board.
 - d) In Town Program Coordinator, who shall be responsible for recruiting and training the U6 and U8 age group coordinators. The coordinator shall manage the activities of the In Town Program including ordering team shirts and medals. The coordinator will monitor the team creation process and verify that all pertinent HSC policies are followed in this process. The coordinator shall act as a liaison between these age group coordinators and the Board.
 - e) Registrar, shall be the point person for maintaining accurate club registration processes with NVYSL, managing coach credentials with MYSA, completing in-person CORI verifications, and other necessary documents needed for the start of each season and changes throughout the season.
 - f) Field Director, shall be responsible for coordinating HSC's field use with Harvard Schools and the Harvard Park and Rec Director. Other responsibilities may include other seasonal and in-season field tasks such as lining of in-town fields, maintaining sandbags, and removing/replacing nets.
 - g) Referee Director, shall be responsible for recruiting, developing and coordinating the referees for all games starting at U8.
- 7. MEMBERS NOT ON THE BOARD**
- a) Web Site Manager, responsible for maintenance and development of HSC website
- 8. TERM OF OFFICE.** Appointed Board Members shall hold office for a term of one (1) year, and are eligible for re-election. Elected Board members consisting of: President, VP, Secretary and 2 at large members shall hold staggered 3-year terms. President and 1 at large member in year A, VP and 1 at large member in year B, Secretary in year C. The initial terms voted for under this Constitution amendment will be 3 years for President and 1 at large member, 1 year for VP and the second at large member, and 2 years for the Secretary. Those interested should submit their name and desired position no later than 72 hours in advance of the Annual Meeting.

9. SPECIFIC RESPONSIBILITIES AND GENERAL POWERS OF THE BOARD. The

Board shall have the following specific responsibilities and general powers:

- a) Rules of Team Organization and Sponsorship and/or Play. Rules of Team Organization and Sponsorship for participation in any travel league, and Rules of Team Organization and Play to govern any program of “in-town” soccer play shall be drawn up by the Board and reviewed for appropriateness and applicability prior to each season. At the conclusion of each spring season, the Board or others as designated by the Board, shall hold a meeting of all coaches, assistant coaches, and administrative managers to review the prior season’s play and formulate recommendations for changes to the rules of Team Organization and Sponsorship and/or Play for the next season.
- b) Suspensions. The Board shall have the authority to suspend any player, coach, or other Member for reasonable periods of time from participating in HSC sponsored activities if such person is determined by the Board to have engaged in conduct contrary to generally accepted standards of good sportsmanship or the rules and guidelines established by the Board for participation in HSC activities. Such action shall be taken only after the person(s) involved shall have been given a reasonable opportunity to be heard. The Vice President shall serve as the hearing officer.
- c) General Powers. The Board shall have the power to deal with any matters not explicitly covered by this Constitution.
- d) Voting. All matters which shall come before the Board shall be decided by a simple majority vote. Voting should be live by roll-call. No one individual may cast more than one vote on any matter before the Board even though he/she may hold more than one of the positions listed in Articles 5 or 6. Fifty percent (50%), rounded up to the next whole number if a fraction, of the Board Members then in office, but never less than three (3) shall constitute a quorum.

10. ANNUAL GENERAL MEETING OF MEMBERS. The Annual General Meeting of

Members shall be held at the conclusion of the regular Fall soccer season, at a specific time and place to be designated by the Board. Quorum requires a minimum of 5 parent members in addition to quorum of current Board members.

11. FINANCIAL POLICY. The following financial policies and procedures shall be adhered to by the HSC:

- a) Budget and Annual Report. The Treasurer shall report to the Members at the AGM concerning the financial status of the HSC and prepare a balanced budget to be presented and approved at the AGM by vote by the members present.
- b) HAA to act as depository of funds. All monies received by the HSC shall be turned over to the HAA treasurer who shall deposit all funds promptly with the Harvard Athletic Association.

12. AMENDMENT OF CONSTITUTION. Any revisions to the adopted constitution shall require $\frac{2}{3}$ vote of the members present at the AGM.

13. ADOPTION OF CONSTITUTION.

This revised Constitution...

- a) This revised Constitution became effective on November 16, 2003 when the changes were adopted by a unanimous vote of Adult Voting Members present at the Annual Meeting of Members, following a notice published the Harvard Post on November 6, 2003.
- b) This revised Constitution became effective on January 5, 2014 when the changes were adopted by a unanimous vote of Adult Voting Members present at the Annual Meeting of Members, following a notice published the Harvard Papers.

Ratified by vote at AGM June 2024