

8FREEDOM AREA SOCCER TEAMS

BY-LAWS

1. APPLICATION FOR MEMBERSHIP

- 1.1. All applications for membership and renewal of membership shall be submitted online.
- 1.2. Membership and registration, as prescribed by the Board of Directors, herein referred to as Board, shall be submitted online by the published deadline dates if the member and their children wish to participate in the FAST playing program.
- 1.3. Late registration will be considered only for extenuating situations, by the Board, on a case-by-case basis.

2. MEMBERSHIP VOTING RIGHTS AT MEMBERSHIP MEETINGS

- 2.1. Each adult member (18 years or older) in good standing (financial and disciplinary) shall have voting rights at all membership meetings, excluding the Annual/Election Meeting, and accepting on any motion to repeal or amend the Constitution.
- 2.2. In order to be eligible for a board position and to vote in the annual election, each adult member must attend (signature required) at least half of the monthly meetings.
 - 2.2.1. If there are no eligible members who accept nomination, then an adult member who has not attended the required monthly meetings can be nominated and voted in by 2/3 or greater vote of the sitting board.

3. MEMBERSHIP REGISTRATIONS FEES

- 3.1. FAST is required by PA West to collect a fee from each child and all players registered with FAST. This fee, in the amount defined by PA West is non-discretionary on the part of FAST and subsequently paid in total by FAST to PA West. This fee is due and payable on player registration.
- 3.2. The Board of FAST shall have discretionary power to set fees for the succeeding Fiscal Year to base upon a budget for the succeeding Fiscal Year to be approved by the Board prior to January 1, of the current Fiscal Year. The fees (with the exception of tournament fees), that will be levied for the succeeding Fiscal Year, shall be notified to all members at least 30 days prior to the Annual/Election Meeting of the membership, together with the copy of the approved budget. No additional fees may be levied, nor fees increased, following the notification to memberships aforementioned, accepting the approval of a majority vote at a special meeting of FAST.
- 3.3. All members shall be assessed an annual affiliation fee as established by the Board for the succeeding Fiscal Year. Such fee is due and payable on application for memberships provided in Section 1.2 of the By-Laws, and no membership rights including playing privileges will be permitted until such fee is paid.
- 3.4. The Board may assess a player registration fee on each player registered by a member with FAST for a Fiscal Year. The Board may, at its discretion, accommodate registration fees for hardship cases in compliance with section 2.1 of the Constitution. The Board may, at its discretion, levy a different fee rate for those players being registered for PA West sponsored competitions (and

requiring full formal registrations) than for those players not registering for PA West sponsored competition. All such player registration fees are due and payable on registrations of the player.

- 3.5. The Board may at its discretion assess other fees on members provided such fees are prior notified to members as provided in Sections 3.2.
- 3.6. Subject to the discretion of the Board, a failure to pay due fees at the stipulated time without a waiver in writing will result in:
 - A: A suspension of all membership rights and privileges for the rest of the Fiscal Year.
 - B: Suspension of all rights to play soccer under FAST auspices for a period of twelve (12) months, such period to commence with the next playing season (Fall or Spring) of FAST

4. BOARD OF DIRECTORS – AUTHORITY AND RESPONSIBILITY

The Board of Directors shall be responsible for, and have the final authority except as otherwise provided, for:

- 4.1. Enforcing and interpreting the Constitution and By-Laws of FAST
- 4.2. Defining and establishing all Rules and Regulations for the Association.
- 4.3. The creation of standing committees such as Membership, Budget, Rules, Appeals, and Discipline.
- 4.4. Establishing an approved Budget for the succeeding Fiscal Year, and stipulating all fees levied on the membership for the succeeding Fiscal Year.
- 4.5. Review and approval of all actions of the standing committees, when the decisions of such entities is appealed to the Board as provided in these By-Laws.
- 4.6. Establishing temporary rules and regulations for specific cases not provided for elsewhere, but which are deemed necessary by the Board to carry out the objectives of this association.
- 4.7. Review of the Constitution and By-Laws of this association to ensure consistency with the provisions of affiliate organizations, to remedy inequities or inconsistencies, and to recommend to any special or general meeting of the membership desirable changes to the Constitution and By-Laws.
- 4.8. The Board of Directors will consist of the President, Vice President – Travel, Vice President – In House, Secretary, Treasurer, Registrar and Referee Assignor.
- 4.9. All members to the Executive Committee shall have clearances on file with PA West prior to starting their term. Should they fail to do so, their position will be considered vacated until all required clearances are approved or the board appoints a new individual to fill the position.

5. ELECTED/ APPOINTED OFFICERS, DUTIES AND RESPONSIBILITIES

BOARD OF DIRECTORS (ELECTED)

5.1. PRESIDENT

- Will be the chief executive officer and be responsible for overseeing the operations of FAST.
- Preside at all meetings of the club and of the Board of Directors.
- Ensure the integrity and the future of FAST by administering the organization within the guidelines of the FAST constitution and by-laws.
- Oversee all organizational activities that allow FAST to achieve its goal

- Ensure that all members of the Board of Directors and all other volunteers are aware of their duties and responsibilities. Continue to encourage other individuals to become involved in the operation of FAST.
- Act as and/or appoint liaison between Township(s), Recreational Board and school district(s).
- Set the agenda for and conduct all meetings.
- Represent FAST at PA West board meetings and report the proceedings to the Board of Directors.
- Serve as an ex-officio member and abstain from voting on issues put forth by the Board or at the General meeting unless such votes have resulted in a tie. The President shall then cast the deciding vote.

5.2. VICE PRESIDENT - Travel

- Shall perform all the duties of the President in any temporary absence or disability of the President.
- May represent FAST at the PA West Board meetings in the event that the President cannot make the meeting.
- Shall oversee all travel teams
- Recruit coaches to accommodate teams as required for registration
- Ensure said coaches are registered with PA West and are in compliance with all requirements levied by PA West
- Partners with Registrar to roster teams, build team descriptions, and advocate for those teams appropriate age and skill level assignments
- Partners with Referee assignor to schedule all travel game times.
- Provide resources to continually improve the quality of soccer skills to all travel players.
- Be the direct contact between PA West and FAST for any issues regarding the travel program.
- Disseminate relevant travel information to coaches.
- Collect player passes and rosters at the end of each season from the travel coaches to be returned to the registrar.
- Assist in the development and implementation of a plan to instill good sportsmanship among players and coaches.

5.3. VICE PRESIDENT – In house

- Shall perform all the duties of the Vice President - Travel in any temporary absence or disability of the Vice President - Travel.
- May represent FAST at the PA West Board meetings in the event that the President and Vice President - Travel cannot make the meeting.
- Shall oversee all in-house teams.
- Recruit coaches to accommodate teams as required for registration
- Ensure said coaches are registered with PA West and are in compliance with all requirements levied by PA West

- Partners with Registrar to roster teams at appropriate age and skill level assignments
- Develops In House schedule
- Coordinates with Referee assignor for Referees to be present for games
- Disseminate relevant in-house information to coaches.
- Provide resources to continually improve the quality of soccer skills to all in-house players.
- Ensure that coaching methods follow the guidelines and philosophies of FAST.
- Assist in the development and implementation of a plan to instill good sportsmanship among players and coaches.
- Be the direct contact between PA West and FAST for any issues regarding the in-house program.

5.4. Secretary

- Shall perform all the duties of the President in any temporary absence or disability of the President and Vice Presidents.
- Keeps minutes of all Board of Directors and annual general meetings of FAST and issues copies to all Board Members.
- Record signatures of attendance at monthly meetings.
- Conduct correspondence of the Club: including requesting the use of various facilities for such things as practice sites, training, or special events.
- Keep accurate records of all activities within the club.
- Provide minutes of meetings to general membership upon request.
- Keep website current.

TREASURER

- Shall perform all the duties of the President in any temporary absence or disability of the President, Vice Presidents, and Secretary.
- Maintain all financial records of FAST.
- Collect dues, registration fees and all other monies.
- Present a concise, written treasurer report at the regular monthly board meetings and the annual general meeting.
- Is responsible for all funds and the payment of all bills approved by the Board of Directors.
- Prepared budget for each fiscal year, to be submitted in October for review.
- Distributes payment to referee.

5.5. REGISTRAR

- Ensure registration dates are publicized in a timely manner.
- Compile all team and player registrations.

- Keep accurate records of the clubs registered coaches and players including all Pennsylvania required clearances and/or Volunteer Disclosure Statements.
- Complete all player rosters for PA West registration as determined by PA West deadlines.
- Register all players with PA West through the District Registrar.
- Distribute player information to coordinators/commissioners.
- Prepare PA West Player passes and rosters for all travel teams.
- Maintain accurate and up to date mailing lists for the club website.

5.6. REFEREE ASSIGNOR

- Should be compensated for assigning regular league games based on a standard schedule established by the State or Local association. The schedule may be multi-tiered to account for such factors as the geographical areas being serviced. Payments should be made at the level and the number of game assignments completed. Provisions should be made for additional payment(s) for any game cancellations by a team or club. Payment for assignment of tournament play should be made by the respective tournament at a rate and schedule to be established by the tournament officials.
- Must be a registered USSF referee assignor.
- Must be certified yearly.
- Select and assign referees and linesmen to matches under his jurisdiction.
- Maintain a list of eligible referees within assignor's area/
- Recruit new referees.
- Promptly notify all parties of any changes or cancellation of game assignments
- Compile referee assignment list to the treasurer for payment purposes.
- Keeps an accurate and current record of all referees and licenses.
- Assist in the development and implementation of a plan to instill good sportsmanship among players, coaches and referees.
- Continually evaluates the clubs referee program/
- Schedule and organize referee training throughout the year, which may consist of PA West or club training. Request education assessments and evaluations of referees.
- Work with SDA in assigning referees for upgrade assessments.
- Be the direct contact between PA West and FAST for any issues regarding referees.
- Assist state game assignor and tournament assignors with information on local referee ratings/qualifications.
- Assignor is not restricted to the FAST organization. He works as his own separate entity with respect to FAST constitution and by-laws.

APPOINTED OFFICERS:

All appointed officers receive a vote with exception to assistants.

5.7. FIELD EQUIPMENT MANAGER

- Give a list of equipment and supplies needed to be ordered to the Treasurer.

- Ensure all fields, both in-house and travel, are game ready before each game day. (Goals in place, filed painted, flags in place, etc.)
- Ensure all game fields are safe for playing soccer.
- Distributes and collects equipment and keys to the equipment room each season

5.8. CONCESSION MANAGER

- Maintain accurate records of all inventory and profits
- Purchase all supplies and product with board approval.
- Organizes parent participation in concession stand for all games days.
- Opens and closes concession stand for each game day.
- Provides case box to the Treasurer at the end of each game weekend.
- Money is counted and witnessed in the presence of two people.

5.9. PUBLIC RELATIONS MANAGER

- Reports directly to the Secretary.
- Ensures that all registration dates are printed in local area newspapers.
- Ensures that registration flyers are handed out at all local schools and pre-school organizations.

5.10. FUNDRAISING MANAGER

- Duties to be set up by the Executive Board of Directors if fund raising is deemed necessary.

6. MEETINGS OF THE BOARD OF DIRECTORS

- 6.1. The Board will meet monthly, excluding December, in each Fiscal Year or at other times upon the request of the President or if requested by one-third of the Board.
- 6.2. At least half the existing Board shall constitute a quorum for the conduct of all business. Excepting for the President acting as Chairman of the meeting each member of the Board shall be entitled to cast one (1) vote on any matter of business before the Board. The President acting as Chairman may cast one (1) vote in the event of a tie vote.

7. DISCIPLINARY ACTIONS AND APPEALS

- 7.1. The Board shall have the right and authority to suspend, expel, or otherwise discipline any individuals (players, coaches, managers, assistants or officials).
- 7.2. The right and authority of the Board to take such actions shall apply where any individual or member of FAST has violated the Constitution and By-Laws of FAST. Such action may be based either upon an original complaint or upon the Board's own action.
- 7.3. At any meeting or at the Board meeting, the accused party shall be given a full opportunity to submit matters in rebuttal, mitigation or extenuation of the allegations.

8. AMENDMENTS, REPEAL, OR SUSPENSION OF BY-LAWS

- 8.1. The By-Laws may be amended, repealed or suspend, in whole or part, in the following manner:
 - A. By a two-thirds vote of the votes eligible to be cast by members in good standing at any duly called meetings of the membership of FAST. Proposals for amendment or repeal of the By-Laws must be made in writing and submitted to the Secretary of FAST.

9. RISK MANAGEMENT

- 9.1 All Pennsylvania clearances are required for every coach
- 9.2 If there is any pertinent information regarding a volunteer that causes the Board concern, the Board shall be Executive Committee, meet with the volunteer and other individuals as deemed necessary to discuss same; and with the well-being of the children in mind, reach an appropriate decision.
- 9.3 It is not the goal of the organization to violate the privacy of its volunteers, but the need to protect the children of FAST is the Club's ultimate responsibility. In the final analysis, it is the Board who shall determine who the volunteers are who work with the children, subject to the Constitution and By-Laws.
- 9.5 Any volunteer who has criminal history and/or pending charges may have all privileges revoked by PA West.

10. MISCELLANEOUS

- 10.1. Robert's Rules of Order shall be deemed to be adopted at all meetings conducted by the association unless otherwise agreed to be the members present. Anything not covered in the By-Laws will be covered in Robert's Rules of Order.