

ALGONQUIN – LAKE IN THE HILLS SOCCER ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE I

NAME

SECTION 1

The name of this not-for-profit organization shall be the Algonquin-Lake in the Hills Soccer Association.

SECTION 2

The registered office of the Algonquin-Lake in the Hills Soccer Association is as designated by the president for the given year.

SECTION 3

The initials ALITHSA as used in the constitution and by-laws and in any other official document shall be equivalent to and mean the Algonquin-Lake in the Hills Soccer Association.

ARTICLE II

PURPOSE

The welfare of the youth participants is of prime importance. The purpose of ALITHSA is to develop skills and to promote good character and sportsmanship in the youth of our communities through a supervised soccer program

SECTION 1

The mission of ALITHSA is to provide a vehicle which enables the members to promote and support a wide variety of soccer programs that individual players cannot provide for themselves.

SECTION 2

The ALITHSA Board shall work with the members to make available the highest level of soccer within adherence to the limitations of the facilities, staff and financing.

SECTION 3

ALITHSA shall support the highest level of sportsmanship and fair play and shall support and encourage the participation of all without regard to race, religion, creed, national origin, or physical ability, except those limits imposed by medical counsel.

SECTION 4

ALITHSA shall endeavor to provide a forum that will challenge each individual participant to the highest level possible within the constraints of the by-laws, facilities, staff and financing.

ARTICLE III

MEMBERSHIP

SECTION 1

The membership of ALITHSA shall consist of the following:

Elected Officers
Appointed Positions
All Head Coaches, Assistant Coaches, and Referees

A Parent(s) or Legal Guardian(s) of a Player(s) in Good Standing with the Club

SECTION 2

The ALITHSA Board shall consist of the elected officers and all appointed positions. The Board shall direct and maintain the operation of this association.

SECTION 3

Each member, as outlined in Article III, Section 1, shall have one (1) vote in any course of business where voting is appropriate. Only an attending member can vote. Further, to be eligible to vote, a member must have attended a minimum of three (3) Board Meetings within the last twelve (12) months or is either currently holding an appointed position or is a registered ALITHSA coach and/or assistant coach.

SECTION 4

The ALITHSA Board shall serve as the sole interface with other organizations.

ARTICLE IV

OFFICERS

SECTION 1

President – The President shall supervise all activities of ALITHSA and will serve as chairperson of all regularly scheduled ALITHSA meetings. The President shall appoint all Directors and Coordinators, except where specified differently by these by-laws. Further, the President shall monitor the performance of all appointed positions ensuring the Directors and Coordinators successfully fulfill their position's requirements. The President shall be responsible for recreation and travel player registration. The President shall designate the date and the time for all regularly scheduled meetings, and any special meetings as required. The President shall be required to vote if the standing motion is at a tie. The President shall be ex-officio member of all committees. The President shall be the final determinant for problem resolution except where outlined in these by-laws.

SECTION 2

Vice-President – The Vice-President shall succeed to the powers of the President in his absence, default, sickness or recall. The Vice-President shall assist the President in all assigned and designated tasks. The Vice President shall be ex-officio member of all committees.

SECTION 3

Secretary – The Secretary shall notify members of association meetings. The Secretary shall attend to all correspondence and communications. The Secretary shall record the minutes of all general meetings and shall require the submission of minutes from any other official meeting of committees of ALITHSA. The Secretary shall make available copies of all minutes to the representatives to ALITHSA. The Secretary shall maintain an up-to-date list of all representatives to ALITHSA. The Secretary shall be responsible for distributing ALITHSA information to the club membership.

SECTION 4 (AMENDED JANUARY 10, 2006)

Treasurer – The Treasurer shall be responsible for all monies and financial transactions of ALITHSA. The Treasurer shall, by the end of each fiscal year (July 31st), present a final review of expenses for the year and shall close the books for that year. At this time, he shall also present an estimate of the following year expenses and shall provide a recommendation to the Board of the registration fee for the upcoming year. This assessment shall be voted upon by the full board of ALITHSA and shall pass upon a 2/3 vote of eligible members present. The Treasurer shall receive all monies deposit same in a bank approved by the Board of Directors. The Treasurer shall preserve and maintain records and vouchers for the purpose of audit and preparation of financial reports. The Treasurer shall report ALITHSA's financial status at all meetings and shall ensure that all insurance premiums are paid and up to date. The Treasurer shall report on and monitor the financial activities of the recreation program and travel teams separately at all meetings.

ARTICLE V APPOINTED POSITIONS

The following shall be permanent, appointed positions, with a one (1) year term. Additional positions may be temporarily established by the President with the agreement of 2/3 of eligible voting representatives present.

SECTION 1

The Recreation Program Director

The Recreation Program Director shall be responsible for assuring a balanced program of soccer for all participants as defined and limited by these by-laws, facilities, staff and finances. He shall develop and provide age level-appropriate developmental objectives and general policies. This position shall define and publish specifications, rules, and conditions of participation for all types and levels of competition that are defined for a given season. The Recreation Program Director shall be responsible for providing educational opportunities to all recreation throughout ALITHSA. The main vehicle for this educational development shall be a coaches' clinic conducted at least once per year. Additionally, this position can develop newsletters and any other communication vehicle deemed appropriate to assist individual coaches. This position is the second level for problem resolution within the recreation program before going to the President.

SECTION 2

Referee Coordinator – The Referee Coordinator will be responsible for fair, impartial, consistent, and qualified refereeing throughout all recreational games officially scheduled and sanctioned by ALITHSA. Additionally, this position shall be responsible for administering a referees' clinic and it shall see that any deviations from the Illinois Youth Soccer Association- (IYSA) rules are minimized. It is further the responsibility of this position to effectively and efficiently communicate the rules to all referees in ALITHSA. The Head Referee is responsible for scheduling referees. The Referee Coordinator will also provide the treasurer a monthly schedule, identifying all of the referees who officiated at ALITHSA recreational games that month to facilitate payment by the Club. (Determination of the payment protocol will be left to the board and treasurer).

SECTION 3

Age Group Coordinators - Coordinators are responsible for the two-way flow of communication between the Board and the coaches in their respective age groups. The duties of the age group coordinators include: securing coaches for the teams within their age groups, creating and finalizing rosters, creating game schedules, communicating game schedules to the Referee Coordinator, distribution of equipment to coaches, and ensuring that the game fields are ready for play. They are the primary source of information for the coaches and are the first level for resolution of any disputes.

SECTION 4

Travel Program Director– The Travel Program Director will function as ALITHSA’s administrator to the individual travel league(s). The Travel Program Director is responsible for two-way flow of communication between the Board and the coaches. The duties of the Travel Program Director include: securing qualified coaches, as defined by the individual travel leagues, facilitating teams’ financial transactions with the Treasurer, coordinating the annual travel team tryouts, identifying qualified trainers for travel teams to utilize, distribution of equipment to coaches and ensuring that the game and practice fields are safe and ready for play per IYSA guidelines. Additionally, he is the primary source of information for the coaches and is the first level for resolution of any disputes.

SECTION 5

The Field Coordinator – The Field Coordinator is responsible for the identification, preparation, maintenance and development of ALITHSA’s recreational and travel game fields. The Field Coordinator is also responsible for ensuring all goals and nets are to be safe, secure and functional per IYSA guidelines. The Field Coordinator will also schedule the regular striping of all ALITHSA maintained fields.

SECTION 6

Uniform Coordinator – The Uniform Coordinator will purchase, inventory, store and distribute all ALITHSA recreational and travel player uniforms. Non-budgeted purchases are subject to Board approval.

SECTION 7

Marketing Coordinator – The Marketing Coordinator is responsible for the creation of club-level marketing sponsorship and fundraising opportunities. Additionally, this position is responsible for publicizing fall and spring recreational season registration, as well as travel team tryouts to ensure the continued growth of the club. Further, the Marketing Coordinator will strive to generate goodwill for the club with positive publicity of ALITHSA activities.

SECTION 8 ADDED AS AMENDMENT ON JANUARY 10, 2006

ARTICLE VI

ELECTIONS

SECTION 1 (AMENDMENT AT END OF DOCUMENT)

All officers, President, Vice President, Secretary and Treasurer, shall be elected at the annual meeting of ALITHSA. The annual meeting shall be held in May and term of office shall run from June 1 through May 31st of the succeeding year. The nominees shall be nominated and seconded from the floor and then shall assume office based on a majority vote of the eligible membership present. To be eligible to vote in the election of officers, members must be at least 18 years of age at the time of the election and must meet the following participation milestones:

Referees: Must have refereed a minimum of 3 official ALITHSA games since the last election.

Coaches & Assistants: Must be a rostered coach during the latest session and have actively coached at a minimum of 3 games since the last annual election.

Appointed Positions: Must have attended three board meetings in the last twelve months.

Parent or Legal Guardian of a Player: Must be in Good Standing with the Club and have attended three board meetings in the last twelve months.

SECTION 2

Officers shall be eligible for re-election. No officer may serve more than 3 successive terms in the same office. Officers shall be elected for a one (1) year term.

SECTION 3

The President, with majority approval of the elected officers shall appoint individuals for the Director and Coordinator positions.

SECTION 4

The President, with majority approval of the elected officers, shall have the authority to nominate anyone to complete an unexpired term of an officer.

SECTION 5

In the event the President does not, or cannot, fulfill his term and the Vice President does not want to assume the President's position for the remainder of his term, the Vice President must assume the role of Acting President until a Presidential nominee is designated.

ARTICLE VII

MEETINGS

SECTION 1

Regular business meetings of ALITHSA shall be held monthly or as designated by the President. These regular business meetings shall be open to all.

SECTION 2

A simple majority of the eligible membership present is necessary to decide a motion except where otherwise provided in this constitution.

SECTION 3

The President or Vice President shall chair the meetings, which shall be conducted according to Robert's Rules of Order. The Secretary shall keep minutes. Minutes from the previous meeting will be distributed at the start of each monthly meeting. Minutes of regular business meetings shall be available to non- members of ALITHSA upon request.

SECTION 4

Committee meetings shall be held as required to conduct business and execute specific duties as designated by the full ALITHSA board or this constitution.

ARTICLE VIII

CHANGES TO THE CONSTITUTION

SECTION 1

No article or section of the constitution may be altered, amended or repealed until a motion in writing, reviewed by the President, is presented and read at a regular meeting of ALITHSA.

SECTION 2

A copy of the proposed change(s) shall be made public and available for review until a final vote is taken.

SECTION 3

The proposed change(s) shall be read and discussed at the first meeting. The proposed change(s) shall be read, may be discussed, and will be voted upon at the next regular meeting.

SECTION 4

A two-thirds majority of the qualified membership present is required for passage (See Article III Section 3).

SECTION 5

A proposed change that has failed to receive the required two-thirds majority of the membership present cannot be voted upon until the following year and then only after sections one, two, and three of this article are repeated.

BY-LAWS

The following By-Laws are rules of importance that may only be changed through a two-thirds majority vote by eligible ALITHSA membership. Proposed changes to these By-Laws must be presented at a regularly scheduled board meeting. There are no timeframe restrictions for re-presenting changes for a vote.

AUTHORITY OF THE REFEREE

- All games under the jurisdiction of ALITHSA shall be officiated by referees approved by ALITHSA. In case an official referee fails to appear, a referee shall be appointed by mutual agreement of both teams.
- The official referee(s) shall be the sole judge on the field of play and his/her decision shall be final. Any complaints about any referee shall be directed in writing to the Referee Coordinator of ALITHSA.
- Any case of misconduct on the field of play by players, coaches, or spectators shall be reported in writing to the President, Vice President, respective age group coordinator and program director of ALITHSA.

TEAMS

- The Recreation Program of ALITHSA will adhere to the Illinois Youth Soccer Association (IYSA) age group eligibility guidelines.
- A child may play down (that is below his appropriate recreation program age group) or a child may play up (that is in an age group older than his appropriate age group) only with special permission of the respective age group coordinator.
- The teams of the Travel Program of ALITHSA will adhere to their respective leagues' age group eligibility guidelines.
- The Recreation Program Director can recommend any combination of age groups as deemed appropriate for the Club. The ALITHSA Board can adopt or reject the recommendation with a two-thirds majority vote.

- Developmental guidelines and general policies for each recreation program age group will be established and distributed to all coaches, assistant coaches and parent/legal guardian of players. The Recreation Program Director will develop these guidelines and policies. They are to be approved by a two-thirds majority of the ALITHSA Board.

CONDUCT

- No alcoholic beverages are permitted at games played under the jurisdiction of ALITHSA.
- Smoking or drinking alcoholic beverages by coaches, assistants or other adult volunteers during a practice or game is prohibited.
- ALITHSA has a Zero-Tolerance policy for abusive language by parents, fans or coaches on the sidelines of games. Any form of abusive language or behavior directed towards any player, parent, coach, coordinator or referee is UNACCEPTABLE BEHAVIOR, and will be dealt with accordingly. ALITHSA reserves the right to suspend and/or expel any player, parent, coach or coordinator found to be in violation of this Zero Tolerance Policy.
- ALITHSA Board members, age group coordinators, coaches and referees have the authority to ask an individual exhibiting unacceptable behavior to leave the game area. If individual refuses to leave, the referee has the authority to end play immediately and the team with the offending individual will forfeit the game.
- If a parent/legal guardian of a player incurs a league fine, their child cannot participate in any ALITHSA sponsored activity until the fine is paid in full to the club. ALITHSA will pay fines immediately to the respective league to maintain good standing for the club. It is the responsibility of the coach to notify within twenty-four hours all elected officers, in writing, of any fine imposed on individuals associated with their team.

DISCIPLINARY ACTION

- Individuals who exhibit behavior that is detrimental to the club or who are in violation of ALITHSA's Constitution and/or By-Laws may be designated by the President to come before a Disciplinary Committee.
- The Disciplinary Committee, chaired by the President, will be comprised of the Travel Program Director plus one Travel Coach in good standing and the Recreation Program Director plus one Recreation Coach in good standing. The President appoints the two coaches. This Committee is responsible for enforcing the rules and guidelines of the IYSA and/or the respective governing league of the associated team. The Committee may take any action including but not limited to sanctions, suspensions and expulsions that it deems necessary. All decisions of the Committee are final. Any actions that are taken are to be reported at the next monthly board meeting.

AMENDMENTS TO CONSTITUTION

FORMALLY APPROVED JULY 12, 2005

Article 6, Section 1 to be amended to read as follows:

SECTION 1

All officers, President, Vice President, Secretary and Treasurer, shall be elected at the annual meeting of ALITHSA. The annual meeting shall be held in May and term of office shall run from June 1 through May 31st of the succeeding year.

All nominees must be age 21 or older, a coach, coordinator, referee, current board member or other club member in good standing during the current season. All nominees must have attended a minimum of three ALITHSA Board Meetings since the previous Annual Meeting. Annual Board Meetings may not be counted towards the three meetings required for nomination.

The nominees shall be nominated and seconded from the floor and then shall assume office based on a majority vote of the eligible membership present. To be eligible to vote in the election of officers, members must be at least 18 years of age at the time of the election and must meet the following participation milestones:

Referees: Must have refereed a minimum of 3 official ALITHSA games since the last election and be a registered referee in good standing for the current season.

Coaches & Assistants: Must be a rostered coach during the current season and have actively coached a minimum of 3 games since the last annual election.

Appointed Positions: Must have attended three or more board meetings in the last twelve months exclusive of the annual meeting.

Interested Parties: Must be in Good Standing with the Club and have attended three or more board meetings in the last twelve exclusive of the annual meeting.

Formally Approved January 10, 2006:

Article IV, Section 4 to read as follows:

SECTION 8

Treasurer – The Treasurer shall be responsible for all monies and financial transactions of ALITHSA. The Treasurer shall, by the end of each fiscal year **CHANGE FOLLOWING** (May 31st) **END CHANGE**, present a final review of expenses for the year and shall close the books for that year. At this time, the Treasurer shall also present an estimate of the following year expenses and shall provide a recommendation to the Board of the registration fee for the upcoming year. This assessment shall be voted upon by the full board of ALITHSA and shall pass upon a 2/3 vote of eligible members present. The Treasurer shall receive all monies deposit same in a bank approved by the Board of Directors. The Treasurer shall preserve and maintain records and vouchers for the purpose of audit and preparation of financial reports. The Treasurer shall report ALITHSA's financial status at all meetings and shall ensure that all insurance premiums are paid and up to date. The Treasurer shall report on and monitor the financial activities of the recreation program and travel teams separately at all meetings.

Formally Approved January 10, 2006:

Article V, Section 8 to be added as follows:

SECTION 8

Director of Coaching – The Director of Coaching (DOC) is responsible for establishing developmental guidelines and training priorities for each age level. The DOC will provide all coaches with drills and practice plan recommendations consistent with these guidelines. He/she will also organize supplementary clinics for both players and coaches throughout the year. The DOC will be an accessible reference for all coaches as needed. He/she will design the playing format for the Recreation program, specifying players on the field, duration of games, etc. In addition, the DOC will design and administer the Travel program tryouts. He will also be responsible for the hiring of trainers for the Travel teams. The DOC will also work to provide a funnel of Recreation players to the Travel program. Further, the DOC will act as a technical liaison between school district athletic personnel and the club.

Additional By-Law to the ALITHSA Constitution:

Formally Adopted July 11, 2006

VOLUNTEER AND EMPLOYEE REQUIREMENTS

- 1) All ALITHSA Volunteers and Employees are required to follow the ALITHSA Constitution, By-Laws and all policies and procedures as determined by the Board of Directors.
- 2) No person may volunteer, be retained as a volunteer, or be employed by ALITHSA if they have ever been found guilty in a court of law or plead no-contest to any drug-related charges, assault, battery, crimes against a child, or sexual misconduct.
- 3) No person may hold an elected office within ALITHSA or manage an ALITHSA Travel Team if they have ever been found guilty in a court of law or plead no-contest to any charges of financial fraud, financial misdeeds or financial misappropriations.
 - Outside of a court of law, if the ALITHSA Disciplinary Committee finds that enough evidence exists to support any of the allegations in Section 2 and/or Section 3, the volunteer or employee must be removed from his/her position immediately and will not be allowed to hold or be elected to any ALITHSA position for a period of 2 years.
 - After the 2 year time period has elapsed, the individual may re-apply to the ALITHSA Disciplinary Committee for permission to be reinstated as a volunteer or employee or to run for office. The decision of the ALITHSA Disciplinary Committee is final and may not be appealed.

Additional By-Laws to the ALITHSA Constitution:

Formally Approved 8/8/06

TRAVEL TEAM ACCOUNTS

- 1) All Travel Team member fees, payments, sponsorship, donation and fundraising monies are to be remitted to ALITHSA. ALITHSA will maintain individual accounting for each Travel Team and will disburse funds as needed. Travel Teams are not allowed to have individual Checking or Savings Accounts.
- 2) A Travel Team may spend whatever funds are available in their accounts after the appropriate amount for anticipated fixed costs such as Club and League Fees, Trainer and Coaching expenses, uniforms, required equipment, etc. have been set aside for that period, and as long as all requirements of this by-law have been satisfied.
- 3) Travel Teams may not spend more money than is available in their account at any given time.
- 4) The following conditions for expenditure shall apply:
 - The Team Manager/Administrator must submit in writing via email or postal mail a complete description of the desired expenditure, the purpose of the expenditure and final cost to the President, the Travel Director and the Recreational Director.
 - The President, the Travel Director, and the Recreational Director must approve all submitted expenditure requests. The decision must be unanimous, and written authorization (or declination) for expenditures will be issued within 72 hours of submission. Written approval must be secured before the purchase is made.
 - ALITHSA may not pay or reimburse for any expenditure that was not approved in advance.
- 5) In order to expedite the process and provide the Travel Teams with additional guidance, the Travel Director shall maintain a list of items and or services that have been previously approved.

TRAVEL PLAYERS AND RECREATIONAL TEAMS

Registered Travel Players are not allowed to play on any Recreational Team.

Formally Approved on 2/12/08

Part Time Bookkeeper/Administrative Assistant Position

This position will be under the direct supervision of the Treasurer. The position's compensation will be tied to fall registration, \$12.00 per player per fiscal year.

The ideal candidate must possess excellent bookkeeping, organizational skills, outstanding communication skills coupled with experience in bookkeeping and accounting.

DESCRIPTION/REQUIREMENTS

- Process accounts payable and receivables
- Bank/account reconciliations
- Process payroll, (Intuit)
- Assist with pricing
- Strong overall bookkeeping skills
- Ability to multi task and work independently
- Proficient with QuickBooks and Excel
- Additional administration duties
- Non profit experience a plus