

The Lehigh Valley Magic Soccer Club Bylaws

ARTICLE 1: NAME AND ADDRESS

SECTION 1: NAME

The legal name of the organization governed by these bylaws shall be the Lehigh Valley Magic Soccer Club, or hereinafter by the designation LVMSC. The organization may also be referred to as “LV Magic” and/or “LV Magic Soccer”.

SECTION 2: ADDRESS

The address shall be:

LV Magic Soccer Club, P.O. Box 114, Tatamy, PA 18085

ARTICLE 2: MISSION AND PHILOSOPHY

SECTION 1: MISSION

The purpose of the LVMSC is to promote youth soccer player development in the Lehigh Valley through the offering of an advanced, competitive soccer program, to promote the sport of soccer in the community, and to develop sound bodies, keen minds, positive competitive attitudes and the spirit of teamwork and good sportsmanship. It is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

SECTION 2: PHILOSOPHY

It is the philosophy of the LVMSC to:

1. Promote teamwork, skills, sportsmanship, instruction, and the ability to attain individual goals.
2. Focus is primarily on the development of players both as individuals and as members of a team through the use of both professional and volunteer coaches

3. To give each player the tools needed to reach his/her goals and objectives as he/she continues to grow within the sport as well as develop into a well-rounded individual.
4. Success is defined by the continued improvement of our players and teams.
5. Every player, regardless of age or sex receives the same number of hours of professional training and is afforded equal opportunities.
6. Accept youth without regard to race, religion, nationality, or financial status.

ARTICLE 3: POLICY STATEMENTS

SECTION 1: SPORTSMANSHIP

Emphasis shall be placed upon good sportsmanship, soccer skill development, club and team spirit. Sportsmanship and spirit apply not only to the players, but to coaches and parents.

SECTION 2: PLAYING TIME

While playing time is important to the development of soccer skills, it is partially determined by a player's ability, and game situations, and remains the final determination of the team coach.

SECTION 3: ATTENDANCE

Players are expected to be present for all practices and all games. Players who miss practices or games due to conflicts with other activities should not be penalized. Practice sessions are a vital part of the team effort and should be treated as such. In the event of an absence, either from a practice, or a game, the team manager or coach should be notified in advance if possible.

SECTION 4: DISCIPLINE / BEHAVIOR

1. Soccer is a tough but clean sport. Fighting and other dangerous behavior will not be tolerated. Any player, or coach, may be suspended, or any parent barred from attending a game, for actions, either physical or verbal, deemed detrimental to the club. The coach of each team is responsible for the actions of its spectators.
2. Spectators, managers, coaches, parents, and players must demonstrate respect for the referees, at all times. Abuse of any referee, either physical or verbal, will not be tolerated by the LVMSC, and can result in disciplinary action to be decided by the Executive Board of Directors of the LVMSC.

SECTION 5: COACHING PHILOSOPHY

1. It is the philosophy of the LVMSM to utilize professional trainers primarily to develop player's technical skills, while the individual Team Coaches focus on team and player development.
2. Coaches are encouraged to instill a love for soccer along with providing guidance in the technical and mechanical aspects of soccer.
3. Coaches have a great latitude in decisions regarding playing time, position assignment, frequency of practices and other areas of team management.
4. The Team coaches will do their utmost to ensure that all eligible players present at a game participate in the game, and receive quality playing experience.
5. Coaches are expected at all times to treat players, parents, referees, and opposing coaches, teams, and parents with respect.

SECTION 6: SELECTION OF PLAYERS

1. Only children under the age of 19 may actively participate as players. A child may be regarded as being under the age of 19 if he or she will not attain the age of 19 by August 1st. The LVMSM is not affiliated with any municipality. Therefore we accept players from whatever town or state they come from. The LVMSM accepts youths without regard to race, religion, gender, nationality, or financial status.
2. Residence, age (date of birth), and the number of players per team must conform to the rules of the league or tournament which the LVMSM sponsored team has entered.
3. Except in the instance of the formation of a new team and prior to the U-13 fall season, tryouts are held only to select players to fill any open spots on a team roster for the upcoming season. Spots on a team roster for future seasons will not be guaranteed for those who choose not to commit for the upcoming season.
4. The final decision on individual player selection, and notification to all players who attended a tryout is the responsibility of either the team coach or manager of the sponsoring team, or in the event of a new team formation, the responsibility of the Vice President of Administration for the LVMSM.
5. Players are evaluated by an independent professional trainer, and selected on the basis of athletic ability, attitude, and the desire to

learn, and have parents who are supportive of the LVMSC program and philosophies. Only players who have a positive evaluation by the independent professional trainer are eligible to be offered a roster spot.

6. Prior to registering for the fall soccer season, the club will hold “Open Tryouts” for all U-13 and higher age teams to determine each team’s roster spot. “Open Tryouts” is defined as a tryout session whereby any age appropriate individual is eligible to participate in. Current LV Magic players will not be guaranteed a roster spot and must participate in the tryout process in order to be considered for a roster spot. The number of tryout sessions will be determined by the board of directors on a season by season basis. The evaluation of players will be determined by a paid independent qualified trainer and the LV Magic Director of Coaching, their decision will be final.

U-12 and younger ages – The club retains the right to reassign any player registered with a U-12 or younger team to play with an “age appropriate” team. This decision will be based on the advise of the trainer assigned the player’s team. This decision will be final and no protests will be allowed.

SECTION 7: PARENTAL PARTICIPATION

Parental participation is vital for the ongoing successful operation of the LVMSC, therefore parents are requested to support club activities and their children by participating in four areas.

1. Volunteer service is a necessary part of club membership. Each year the board will set a requested number of volunteer service hours per family. A list of board approved opportunities will be provided.
2. Fund raising is an integral part of club membership. The player fees do not cover all of the clubs expenses. Each year the board will determine a requested amount of fund raising per family. Club sponsored fund raising activities will be offered or a family may directly contribute the requested amount.
 - a. It is the policy of the organization to help all team members, even if the team member’s parents are not active members in our organization, or do not take part in any of our fund-raising activities. The support of a team member will not depend on the fund-raising effort of the team member’s parents.

- b. The organization will not participate in any fund-raising program where there is any direct benefit to the member who raises the funds. For example, we will adopt no system where a parent receives a point or other credit for their fund-raising participation which can then be used to offset a team member's expense.
 - c. It is the policy of the organization for every fund-raising event to publicize, in advance of the event, the fair market value of the benefit received in such a way that our contributors can clearly determine what portion is deductible, and what portion is not.
3. Semi-annually a "State of the State" meeting will be held. Each family must send at least one representative to the meeting. If attendance is impossible, the family may elect to send another club parent as their representative for registration purposes. If a family member is unable to attend, the parent / guardian must read the minutes placed on the website, and download and sign the standardized form which states that the minutes have been read. It will be the responsibility of the parents / guardians to return this standardized form to the secretary within 2 weeks from the date of the meeting. A penalty set and published by the Executive Board will be imposed and added to the fees for the next season if this form is not returned to the secretary within the stated time frame.
4. Parents must return commitment forms for the next season of play by the date determined and published by the Executive Board , even if their child does not plan to play with the club the following season.

SECTION 8: CLUB FEES

1. As a self funded non-profit organization, the LVMSC primarily funds itself through the collection of registration fees charged for each child participating in the club, on a per playing season basis, there being two (2) playing seasons per calendar year, fall and spring. The fees charged per player must cover a wide variety of items, including, but not limited to the following.
 - a. Payments to trainers
 - b. Insurance
 - c. League fees
 - d. Game balls
 - e. Nets, goals, and other equipment.

- f. Field maintenance and development
 - g. Scrimmage vests
 - h. First aid kits
 - i. Referee fees.
2. The club fees do not cover individual team expenses such as tournaments fees and patches.
 3. The amount of the fee for each season shall be set by the Board of Directors of the LVMSC, as will the due dates. The Board shall publish this information a minimum of one (1) month before the first due date. A deposit is due typically one month prior to the end of the ongoing season, with full payment typically due before the last game of the season. This is required to give coaches time to recruit new players to fill any vacated roster spots.
 4. Payment of the registration fee is due in full by the published due date. Modifications to the terms of payment may be made only with the prior approval of the LVMSC Treasurer and President.
 5. The LVMSC does make scholarships available on a case by case basis in order that no player be turned away due to financial circumstances. Awarding of scholarships is determined by the Executive Board of Directors of the LVMSC. It is the responsibility of the Executive Board to keep all scholarship considerations confidential. Applications for a scholarship must be made a minimum of 1 month before the last game of the season in order to give the Executive Board time to review all applications.
 6. Failure to make payments in full and on time, or to make alternate arrangements for payments in advance of the published due dates, will result in a player not being registered for the upcoming season, and possibly losing their spot on the team roster.
 7. For more information on fees, see Article 9, Funding.

ARTICLE 4: LEAGUE AFFILIATION

SECTION 1: LEAGUE MEMBERSHIP

League Membership shall be with the Lehigh Valley Youth Soccer League, LVYSL. Rules of play are determined by the LVYSL and it shall be the responsibility of the LVMSC to maintain the integrity of the league rules.

SECTION 2: PROCEDURE TO CHANGE

1. A motion to change or drop from any league affiliation can be made only by an executive board member or members by petition explaining the reason, to be submitted to the Executive Board a minimum of ten (10) days prior to a Board meeting.
2. A motion to change or drop league affiliation requires a (2/3) majority of the Executive Board to pass.

ARTICLE 5: MERGERS ACQUISITIONS AS WELL AS ANY WORKING AGREEMENTS AND PARTNERSHIPS

SECTION 1: CLUB AFFILIATION(S)

The Lehigh Valley Magic Soccer Club is an independent soccer club which sponsors youth (under age 19) soccer teams to compete on a competitive basis.

SECTION 2: PROCEEDURE TO CHANGE

1. A motion to change the independent status of the LVMSC, either by dissolving, acquiring, or by merging with another organization, can be made only by an executive board member, or members, by petition explaining the reason, to be submitted to the Board a minimum of thirty (30) days prior to a general board meeting.
2. A motion to change the independent status of the LVMSC, requires a (2/3) majority of the Executive Board after which it will be submitted to the general membership at a general membership meeting.
3. A vote on the motion by the general membership will occur no sooner than 30 days after it was initially presented at a general membership meeting. The vote by the general membership may only be taken if a quorum, defined as 2/3 of the general membership representing a player participant(s), is present. If a quorum is not present, then the vote will be rescheduled. If after 3 attempts, a quorum can not be assembled, the motion to change will be dropped.

4. The general membership vote will be conducted by polling those members present representing a player participant(s), for the vote. Secret ballots shall not be used.
5. A (2/3) majority of all possible eligible votes in the LVMSA in favor of the motion is required for passage of the motion. (For example, if only a quorum voted, it would take a unanimous vote to pass the motion.)

ARTICLE 6: MEMBERSHIP

SECTION 1:

1. There shall be two classes of membership in the LVMSA. The first shall be the "general membership", and the second shall be called the "player participant membership".
2. General members of the club shall include all persons who are elected or appointed to its board of directors, all persons selected as managers or coaches, parents, step parents, or legal guardians of player participants in good standing, and other officials appointed by the board of directors. A player participant shall be deemed to be in "good standing" if...
 - a. All fees have been paid, or a payment plan been agreed to.
 - b. All paper work required for registration has been submitted.
 - c. Are actively participating with an LVMSA team.
3. Player participant members shall consist of all candidates selected to play, are registered for the season, and active. Each selected candidate shall be known as a "player member". This category of membership is non-voting.
4. Except for members of the board of directors, the term of membership shall be for the duration of the playing season.
5. The playing year of the club shall be divided into two (2) seasons, Fall and Spring.
6. On all matters requiring a vote by the general membership, votes shall be allotted on the basis of 1 vote per player participant in good standing at the time of the vote. Each vote may only be cast by the general member representing that player participant(s); parent, step parent, or legal guardian. Votes may not be transferred to another general member. Prior to any voting taking place, the club secretary

will circulate a form identifying player participants by name, and the general member voting on their behalf, as well as the relationship between the general member and player participant.

7. A general member must be present to vote.

SECTION 2: RESPONSIBILITIES AND DUTIES OF MEMBERS

All members agree, as a condition of membership, to abide by the club by-laws.

SECTION 3: GENERAL MEMBERSHIP MEETINGS

1. General membership meetings shall be held a minimum of once a calendar year, or as required for other club business as determined by the bylaws, or the Executive Board.
2. All general membership meetings shall be governed by the rules of parliamentary procedures "Roberts Rules of Order".
3. The order of business for all meetings shall be:
 - a. Call to order
 - b. Minutes of previous meeting
 - c. Treasurer's report
 - d. Old business
 - e. New business
 - f. Adjournment

ARTICLE 7: ORGANIZATIONAL STRUCTURE

SECTION 1: THE EXECUTIVE BOARD

The general membership shall elect an Executive Board of directors which shall consist of the following 6 members:

1. President
2. Executive Vice President
3. Vice President of Administration
4. Vice President of Operations
5. Treasurer

6. Secretary
- ❖ References in these by-laws to the “Board” or “Board of Directors shall mean the Executive Board, unless the Administrative Board is otherwise specified.

SECTION 2: THE ADMINISTRATIVE BOARD

The Administrative Board of the LVMSC shall consist of the Executive Board of Directors, and the following non voting members, who shall be selected by the President, and approved by a simple majority of the Executive Board of Directors.

1. Registrar
2. Director of Coaching
3. Equipment Manager
4. Field Director
5. Communications Director
6. Fund Raising Director
7. Volunteer Coordinator
8. All Team Managers
9. Member at Large

SECTION 3: TERMS OF OFFICE

1. The term of office for all members of the Administrative Board of directors shall be two (2) years from the date of installation on the board, or for the balance of their term of office if replacing a member of the board
2. The offices of President, Vice President of Administration, and Secretary shall be elected during odd number calendar years.
3. The offices of Executive Vice President, Vice President of Operations, Treasurer, and shall be elected during even number calendar years.

SECTION 4: ELECTION OF THE EXECUTIVE BOARD

1. The Secretary shall administer the election and notify the general membership thirty (30) days prior to the date of the election.

2. The President shall appoint a nominating committee, with Board approval, two (2) months prior to the annual spring meeting. Any other candidate may be nominated and seconded from the floor. The nominee's name will be placed on the slate providing said nominee agrees to perform their duties and is eligible to hold the office. Nominations are then closed.
3. The election of officers will be held at the annual spring meeting in May. Newly elected officers shall take office on July 1st.
4. The office of President shall be restricted to Executive Board members currently holding the offices of Executive Vice President, Vice President of Operations, Vice President of Administration, or Treasurer, and who have been club members for a minimum of two (2) years.
5. The offices of Executive Vice President, Vice President of Operations, Vice President of Administration, and Treasurer shall be restricted to current, or past Administrative Board members. In addition, the office of Treasurer requires a minimum of two (2) years of club membership.
6. Votes shall be cast by secret ballot or by show of hands and the election decided by a simple majority of the qualified general membership present and voting. In the event of a tie, those nominees who are tied shall be voted on again. If this subsequent ballot does not break the tie, then the outgoing president shall declare the winner. If it is the President who is involved in the tie, for re-election, the highest-ranking outgoing officer, (Executive Vice President, followed by the Vice President of Administration, followed by the Vice President of Operations) not involved in the tie election shall declare the winner.
7. If not otherwise restricted by the by-laws, any general member may run for an office. No one can hold, or run for, more than one office at a time. Each player participant, or participants in the case of siblings, may have only one (1) general member holding an elective office at a given time.
8. If a vacancy occurs on the Executive Board, an election shall be held at the next general membership meeting to fill the open office. In the interim, the President may appoint someone to fill the vacancy. This appointment must be ratified by the board at their next monthly meeting by a simple majority.
9. No votes will be allowed by proxy.

SECTION 5: RESPONSIBILITIES AND DUTIES OF OFFICE

1. PRESIDENT

- a. Shall preside at all meetings.
- b. Oversee all organizational activities.
- c. Be responsible for the overall operation of the club.
- d. Countersign with the Treasurer all checks in excess of \$200.
- e. Select, with the approval of the board, a committee, or an independent outside agency if required, to audit the books and accounts of the Treasurer, and to provide a written report annually at the fall general membership meeting.
- f. Appoint all committees necessary to carry out the approved activities of the LVMSC.
- g. Attend to the arbitration of all conflicts that may affect the club.
- h. Be bonded with the cost covered by the LVMSC.

2. EXECUTIVE VICE PRESIDENT

- a. Represent the LVMSC at all league meetings.
 - i. Report to the Director of Coaching any rule changes, or restrictions.
 - ii. Report on league meetings at LVMSC Board meeting.
- b. Perform the duties of the President in his/her absence.
- c. Succeed the President, pro tem, if the President resigns.
- d. Participate as ex-officio member of all committees.
- e. In the absence of the President, countersign with the treasurer all checks in excess of \$200.
- f. Assist the President in the oversight of all organizational activities.

3. VICE PRESIDENT OF ADMINISTRATION

- a. Oversee all special program activities.
- b. Oversee the recruiting efforts and new team formations.
- c. Responsible for scheduling and arranging two general membership meetings per year, known as State of the State meetings.

- d. Help with the general administrative duties of the club.
- e. In the absence of the president and executive vice president, countersign with the treasurer all checks in excess of \$200.

4. VICE PRESIDENT OF OPERATIONS

- a. Be responsible for the coordination of professional training.
- b. Through the use of team coaches and managers, ensure the adherence of the individual teams to the club bylaws.
- c. With the help of the equipment manager oversee the provisioning of each team with uniforms, and equipment required for practice and games.
- d. Secure price quotations from suppliers for subject materials.
- e. Present an annual materials budget, as determined with the equipment manager, to the Board for approval.
- f. Subsequent to approval, prepare and submit orders for materials to appropriate vendors.
- g. With the help of the equipment manager, monitor the quality and quantity of all club equipment.
- h. Help with the general operational duties of the club.

5. TREASURER

- a. Maintain the financial records of the LVMSC.
- b. Present a report on the club finances at each Board meeting.
- c. Present a written income and expense statement, and a balance statement at the annual fall general membership meeting.
- d. Present a report outlining the use of player registration fees at both general membership meetings.
- e. Accept and deposit all organizational funds in a financial institution approved by the LVMSC Board of Directors.
- f. Prepare, sign and submit all checks in the amount of \$200 or more, to the president, executive vice president, or vice-president of administration for counter signature.
- g. Oversee the annual tax preparation.
- h. Prepare and present to the Board, an annual budget for each fiscal year.

- i. Be responsible for the complete confidentiality and allocation of player scholarships.
- j. Be bonded with the cost covered by the LVMSA.

6. SECRETARY

- a. Shall be the repository of all official LVMSA documentation.
- b. Prepare a permanent set of minutes of the proceedings of each meeting, and present the minutes for approval at the following meeting.
- c. Be responsible for all club legal and insurance documentation, and other club correspondence.
- d. Maintain and update the club bylaws, by annotation additions, deletions, and changes duly ratified.
- e. Notify all members of scheduled meetings.
- f. Maintain a permanent record of all injuries suffered at LVMSA sponsored activities as reported by either team managers or coaches.
- g. On an annual basis, gather and maintain information regarding parent areas of interest and volunteer preferences. Gather and maintain the same from new parents at time of registration.
- h. Gather and maintain player and parent contracts, and any parent commitment letters or forms from registration or semi-annual meetings.
- i. Maintain and update a list of the current general membership.

7. DIRECTOR OF COACHING

- a. Reports to the Vice President of Operations.
- b. Nominate all coaches within the program.
- c. See that the coaching philosophy as outlined in the LVMSA bylaws is followed by the team coaches.
- d. Responsible, along with appropriate team coaches for running tryouts.
- e. Coordinate coaching clinics and courses for LVMSA team coaches.

- f. Arbitrate coaching related conflicts (i.e. coach/player, coach/parent, coach/referee)
- g. With the help of the league representative, notify team coaches of any league rule changes, or restrictions.

8. REGISTRAR

- a. Reports to the Secretary.
- b. Be responsible for registering all players and coaches with the appropriate league(s), and organizations.
- c. Provide each Team Manager with team roster and player and coaches cards.
- d. Maintain on file player insurance records, and medical releases.
- e. Maintain ongoing records for liability purposes.
- f. Responsible for acquiring and maintaining registration materials.
- g. Maintain a player and coach data base for historical purposes.

9. EQUIPMENT MANAGER

- a. Reports to the Vice President of Operations.
- b. Issue and collect from each team all club supplied equipment required for the season. (i.e. game balls, first aid kits, cones, etc.)
- c. Secure from each team coach or manager, any requests for equipment replacement or first aid kit replenishment. Submit to the vice-president of operations any requests for material purchases.
- d. Monitor and maintain the quality and quantity of all club equipment.
- e. Maintain an inventory of club equipment.

10. FIELD DIRECTOR

- a. Reports to the Vice President of Operations.
- b. Responsible for scheduling all field assignments for practices.
- c. Responsible with help from the field committee for the preparation and maintenance of home fields for game play, or

practice. This covers the lining of the fields. The installation of nets and corner flags is the responsibility of the individual LVMYS teams.

11. COMMUNICATIONS DIRECTOR

- a. Reports to the Secretary.
- b. Responsible for providing communication of the activities of the club, including the web site, and other club activities outside of games.
- c. Responsible for press releases and advertising.

12. FUND RAISING DIRECTOR

- a. Reports to the Treasurer.
- b. Responsible for all fund raising activities.
- c. Responsible for submission of grants with Board approval.

13. VOLUNTEER COORDINATOR

- a. Work with the Vice President of Administration to coordinate volunteers and club volunteer needs.
- b. Keep an annual record of the number of volunteer hours put in by each family.
- c. Maintain a data base of parent interests and volunteer preferences.

14. MEMBER AT LARGE

- a. Be assigned duties as deemed necessary by the President of the Board of Directors.

SECTION 6: VOTING RIGHTS OF THE BOARD OF DIRECTORS

All Executive Board members shall have one vote on all matters requiring a vote by the board of directors except where a conflict of interest exists. Votes shall be decided by a simple majority of those in attendance, unless otherwise specified in the bylaws. A quorum of the Executive Board, four (4) Executive Board members, must be present for the vote to be valid.

SECTION 7: AUTHORITY OF THE BOARD OF DIRECTORS

The Board shall operate only within the framework of the by-laws. The Board shall have the power to:

1. Approve the annual budget.

2. Authorize and implement all operational functions.
3. Authorize the expenditures of money as approved in the annual budget, or approved in special meetings.
4. Set all fees and dues as required to fund the LVMSC.

SECTION 8: SELECTION OF MANAGERS AND COACHES

Managers and coaches are selected, suspended, or dismissed by a simple majority vote of the board of directors.

SECTION 9: BOARD OF DIRECTORS MEETINGS

1. Board of directors meetings shall be scheduled and held a minimum of six (6) times per year on a regular basis as required by the President or a majority of the board.
2. The order of business for all meetings shall be:
 - a. Call to order
 - b. Minutes of previous meeting
 - c. Treasurer's report
 - d. Old business
 - e. New business
 - f. Adjournment

ARTICLE 8: TEAM COACH AND MANAGER

SECTION 1: POLICY STATEMENTS

1. The position of Team Coach is a critical responsibility within the organization. He/she has the responsibility to see that the LVMSC philosophy is carried out within his/her activity; to ensure that it is the good of the players that takes priority; to mediate disputes; to maintain an open and unbiased posture on every issue; to ensure to the best of his/her ability, that player selection, and any other activity bearing on the sport, be performed with fairness to all.
2. The Team Coach must understand and be prepared to follow the coaching concepts and overall player development goals endorsed by the LVMSC.
3. It is the philosophy of the LVMSC that its coaches, assistant coaches, and team managers, refrain from engaging in confrontations with other league teams or league officials, members or game officials. Any such incidents that require active resolution shall be accomplished through appropriate Board actions.
4. The position of Team Manager is also critical to the smooth functioning of the team. The team manager is the primary source of communication between the

Team Coach and parents, and between the team and the Board. Together with the Team Coach, he/she has the overall responsibility for the day to day running of the team.

SECTION 2: RESPONSIBILITIES AND DUTIES

1. TEAM COACH

- a. Organize and lead all Team Coach led practices, and game situations. It is also the responsibility of the team coach to arrange for a suitable substitute in the event of his/her absence. Team Coaches are strongly encouraged to lead a practice at a minimum of once per week.
- b. Ensure that all players on his team receive equal treatment.
- c. Work closely with the Team Manager to schedule Team Coach led practices.
- d. Bring to the attention of the Vice President of Operations
 - i. any conflicts with parents and or players.
 - ii. any conflicts with the coaching staff.
 - iii. any conflict arising over league rules or play.
 - iv. any conflict arising with referees, or with other league teams during the course of a league game.
 - v. any conduct or behavior detrimental to the LVMS.

2. TEAM MANAGER

- a. Work with Team Coach and the Director of Fields to arrange all necessary use of home fields for Team Coach led practices.
- b. Promptly, within league time limits, report all scores and results from league games.
- c. Ensure all coaches, players, and parents, are provided with accurate game and practice schedules.
- d. Promptly post on the team telephone message center any changes in practice or game times or locations. This should be done a minimum of one half hour before the scheduled event if possible.
- e. Report all injuries occurring at club sanctioned activities to the club Secretary.

- f. Collect all information and forms required for player registration and forward to the club registrar.
- g. Provide a team line up for the referee at all games.
- h. Be responsible for the receiving, and disbursement of referee fees.
- i. Carry all league, or tournament required documentation, to league or tournament games. (i.e. player and coach cards, official league roster, etc.)
- j. Bring to the attention of either the Team Coach, or the Vice President of Operations
 - i. any conflicts with parents and or players.
 - ii. any conflicts within the coaching staff.
 - iii. any activity or behavior detrimental to the LVMSC.

ARTICLE 9: FUNDING

POLICY STATEMENTS

1. The club shall be a non-profit organization.
2. The fiscal year of the club shall start on July 1, and end on June 30.
3. The club shall fund itself through revenue raised through registration fees, solicitations, and any other approved fund raising activities. The registration fee for children participating on club teams shall be determined from time to time by the Board of directors, and shall be collected in full on a bi-annual basis, corresponding with the Fall and Spring playing seasons. Payment terms of registration fees may be modified only with prior approval from the LVMSC Treasurer and President.
4. Any and all revenues collected shall be used only to accomplish club objectives sanctioned by the board of directors.
5. All contributions received shall be deposited in the Lehigh Valley Magic Soccer Club checking account, and managed by the club Treasurer. Excess amounts in checking may be transferred to a LVMSC savings account or other interest bearing certificate or account held by the LVMSC.
6. In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax-exempt under Section 501(3) of the Internal Revenue Code of 1954, as amended or the corresponding provisions of a future United States revenue law.

7. All disbursements shall be made through the Lehigh Valley Magic Soccer Club checking account.
8. All disbursements, and drafts shall be signed by the Treasurer and co-signed by the President, the Executive Vice President, or the Vice President of Administration, as defined in Art 5, Section 4.
9. The club shall establish a savings/checking account at a Lehigh Valley, PA. area bank.
10. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by the organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
11. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 10: AMENDENDING THE BYLAWS

POLICY STATEMENTS

1. Procedure For Amending The Bylaws, With The Exception Of Article 5 (Mergers Acquisitions As Well As Any Working Agreements and Partnerships).

- a. A motion to amend the bylaws of the LVMSA, can be made by any general member, by petition explaining the reason, to be submitted to the Board a minimum of thirty (30) days prior to a general board meeting.
 - b. A motion to amend the bylaws of the LVMSA, requires a (2/3) majority of the Executive Board after which it will be submitted to the general membership at a general membership meeting.
 - c. A vote on the motion to amend the bylaws will occur at a general membership meeting.
 - d. A (2/3) majority vote in favor of the motion, by those present and eligible to vote, is required for ratification.
2. Procedure for Amending Article 5 (Mergers Acquisitions As Well As Any Working Agreements and Partnerships)
- a. A motion to amend Article 5 of the bylaws of the LVMSA, can be made by any general member, by petition explaining the reason, to be submitted to the Board a minimum of thirty (30) days prior to a general board meeting.
 - b. A motion to amend Article 5 of the bylaws of the LVMSA, requires a (2/3) majority of the Executive Board after which it will be submitted to the general membership at a general membership meeting.
 - c. A vote on the motion by the general membership will occur at a general membership meeting. The vote by the general membership may only be taken if a quorum, defined as 2/3 of the general membership representing a player participant(s), is present. If a quorum is not present, then the vote will be rescheduled. If after 3 attempts, a quorum can not be assembled, the motion to amend will be dropped.
 - d. The general membership vote will be conducted by polling those members present representing a player participant(s), for the vote. Secret ballots shall not be used.
 - e. A (2/3) majority of all possible eligible votes in the LVMSA in favor of the motion is required for passage of the motion. (For example, if only a quorum voted, it would take a unanimous vote to pass the motion.)
3. These by-laws shall be kept up-to-date and in compliance with changes required due to the growth of the club.

ARTICLE 11: COMMITTEES

1. Various standing committees required for the smooth running of the LVMSC may be established, and or disbanded, by the Executive Board, and chaired by the appropriate board member. Examples of such standing committees are;
 - a. Fund raising
 - b. Public relations
 - c. Field maintenance
 - d. Registration
 - e. Equipment
 - f. Volunteers
2. Ad hoc committees can be formed at the discretion of the President, with the approval of the board.

ARTICLE 12: CLUB PLAYING RULES

1. All LVMSC games shall be played by the rules of the United States Youth Soccer Federation, except as hereinafter modified.
2. All games played under the jurisdiction of another soccer club or league shall be governed by the rules of said club or league.

SECTION 1: TEAM FORMATION POLICES

1. The LVMSC will generally form new teams starting play in the spring season.
2. Players may play up only two (2) birth years. This request may only be done at registration, and must be approved by the Director of Coaching.

SECTION 2: SELECTING MANAGERS AND COACHES

1. Coaches are selected for a team at the time of the team's formation, or in the event of a coaching vacancy, by nomination by the director of coaching, and the approval of the board.
2. Responsibility for approval, suspension or dismissal of a coach, assistant coach, or team manager rests solely with the board of directors. The individual being suspended or dismissed is entitled to reinstatement or exoneration through a special hearing by the board of directors. It is the prerogative of the

board to determine whether this special hearing will be prior or subsequent to the suspension or dismissal.

3. All team head coaches, and assistant coaches must have a coach's license or certificate, of the required level, recognized by the LVMSA board of directors, and be carded by the league.
4. All team coaches must have a current child abuse clearance from the State of PA, or equivalent State approved background check. The application fee will be paid for by the LVMSA.

SECTION 3: PLAYER REGISTRATION

1. All registration materials shall be submitted to, verified and maintained by the Club Registrar. The team manager will be responsible for collecting and submitting registration materials for the team.
2. The Registrar is responsible for registering teams and players in the league selected by the Board of Directors of the LVMSA.
3. Registration fees will be determined by the board of directors prior to start of each playing season.
4. Registration fees are required for commitment, both by the player to the team, and the club to the player.
5. Once registered, there are no pro-rates, refunds, or discounts should the player leave the program, miss training sessions, or be unable to play due to injury or moving out of the area, except for the following exceptions, in which case a refund will be issued minus an administrative fee to be determined by the executive board.
 - a. If a player/family moves out of the area BEFORE the 1st practice, team coach, or Lafayette.
 - b. If a child registers but then develops a life-threatening, or terminal illness, with an accompanying doctors note.
 - c. In the event of the death of the child.
6. Each player will be required to submit the following:
 - a. Completed registration form
 - b. One (1) school or passport type picture, 1 x 1 inch.
 - c. Copy of birth certificate or passport.
 - d. Proof of medical insurance.

- e. Release of liability - signed by parent/guardian.
 - f. Copy of Social Security card, or suitable ID number issued by league.
 - g. Signed player pass
7. Willfully falsifying a player's date of birth on registration information shall result in the player's suspension for the remainder of the current season. The same shall apply to any player who signs their parent's or guardian's name to the registration form or the release of liability form.

SECTION 4: EQUIPMENT

1. It is mandatory that all equipment be returned by the coach to the Equipment Director at the time agreed upon by the board. Some equipment is subject to normal wear and tear, and the occasional ball is lost. In these instances, it is the coach's responsibility to report this to the Equipment Director as soon as possible. It is expected that the coach is responsible for the equipment issued to him or her.
2. The Equipment Director shall refurbish all equipment, make all necessary repairs, and petition the board for any new equipment requirements.
3. Shin guards and appropriate shoes must be worn by all players at all games and practices, indoor or outdoor. The referee remains the ultimate authority with regard to appropriate attire and equipment for a game.

SECTION 5: SUSPENSION

1. Any player member or general member may be suspended and/or barred from further participation in the club for words or actions deemed detrimental to the club or its activities.
2. Any member of the Executive Board may be suspended or removed from office before the expiration of their term of office for failure to follow the bylaws of the LVMSC, or for actions, words, or behavior deemed detrimental to the club.
 - a. Removal or suspension of an Executive Board member shall require unanimous vote of the Executive Board, with all members present and voting, with the exception of the Board member being voted on. It is the option of the Board member being voted on to be present at the vote.
 - b. If an Executive Board member is removed in accordance with this section, his/her office shall be declared vacant, and shall be filled in accordance with the methods prescribed in these bylaws.

- c. Removal or suspension shall be for cause after an appropriate hearing before the Board of Directors.
3. If during the course of a game or tournament a player or coach is given a red card or ejected from the contest, the coach or a team manager must fill out a game report and file it with the club Secretary within 72 hours of the end of the game or tournament. Failure to do so may result in suspension from participation in club sponsored events.
4. Any coach or player receiving a red card, or being ejected from a contest shall be suspended from the next contest, or the next tournament game. These rules will defer to tournament rules that may define the limits on participation. If suspension is enforced by the tournament, no further action will be taken by the club on a first offense.
5. If a coach receives a game ejection and is the only licensed approved coach available for continuation of the tournament, the suspension may be delayed. If local rules preclude the coaches continuation, the coach should not continue.
6. Any player or coach receiving more than one red card or game ejection in a season, fall or spring, shall be indefinitely suspended until the board of directors can meet to review the incidents and reach a decision concerning the length of the suspension.
7. Only the board of directors may suspend a player, coach or member.
8. A coach may remove a player from the game or from a practice for misconduct. For more severe disciplinary action the coach must submit to the board of directors, in writing, a request for further disciplinary action.

ARTICLE 13: MISCELLANEOUS

If a situation arises which is not adequately covered by the by-laws of the Lehigh Valley Magic Soccer Club, the board of directors has absolute authority over such matters.

ARTICLE 14: ADOPTION OF BYLAWS

SECTION 1: METHOD OF ADOPTION

1. The Secretary shall notify each team manager of the time, date, and place of the vote on these bylaws. A copy of the bylaws will be posted on the LVMSC website (www.lvmagicsoccer.com) for review by all parents / guardians. The team managers will be responsible for notifying their respective general members, and will refer all parents / guardians to the website and provide copies of the bylaws to those without internet access if asked for.

2. It shall take the affirmative vote of a (2/3) majority of the club members at the General Membership Meeting. All teams must be represented at this meeting by either the team manager, team coach, or duly appointed alternate.

SECTION 2: EFFECTIVE DATE:

These bylaws shall become effective immediately upon their adoption, with the first Executive Board election occurring no sooner than six (6) months after the adoption.

SECTION 3: FILING OF THE BYLAWS

The President and the Secretary must sign and date the official copy of these bylaws.

These amended by-laws of the Lehigh Valley Magic Soccer Club passed by a 2/3 majority at the General Membership in 2004.

Signed: Date: mm/dd/yy

Roy Budsock President