

BYLAWS
of the
SCARLET KNIGHTS SOCCER CLUB



May 29, 2018

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SCARLET KNIGHTS SOCCER CLUB – STATEMENT OF FAITH AND BYLAWS

ARTICLE I STATEMENT OF FAITH

We believe there is one GOD, eternally existing in three persons: Father, Son and Holy Spirit. *Genesis 1.1, Matthew 28.19*

We believe in the Deity of Jesus Christ. *John 10.30, Revelation 1.8*

We believe in the present ministry of the person of the Holy Spirit. *John 14.15, 16*

We believe a follower of Christ has had a conversion of the heart. *Jeremiah 31.33*

We believe the Bible to be the inerrant GOD breathed Word of God. *2 Timothy 3.15-17*

We believe in the resurrection of the saved and the lost; those who are saved by faith in the finished work of Christ to the resurrection of life, and those who are not unto the resurrection of damnation. *John 5.28, 29*

We believe that the church's primary mission is to display the glory of God. *Ephesians 3.21*

ARTICLE II PURPOSE OF THE SCARLET KNIGHTS SOCCER CLUB

The purpose of the Scarlet Knights Soccer Club is to:

1. Develop Christian character among its participants through the game of soccer and the relationships that are developed in the program.
2. Be an example of Christian love and character to the world around us, including opposing teams and their parents, referees, and anyone else we may interact with.
3. Develop a child's individual, team, and tactical soccer skills.
4. Provide a competitive soccer experience for home school students.

ARTICLE III
ELIGIBILITY OF COACHES AND PLAYERS

1. Coach Eligibility

- a. All coaches must be Christians and agree to the statement of faith and code of conduct as described in the Bylaws of the Scarlet Knights Soccer Club.
- b. Head coaches should have a good knowledge of the game of soccer.
- c. Coach candidates shall agree to an in-person interview with the club President and an additional member of the Board of Directors to discuss his or her faith, background, and soccer coaching qualifications.
- d. Resolving an issue with a coach.

If it becomes necessary to investigate an issue that could lead to the removal of a coach from his or her position in the Scarlet Knights Soccer Club, the following procedure shall be adhered to in a timely fashion:

- i. The President or Administrator and another Board member shall meet with the coach in question to attempt to resolve the issue in a manner acceptable to all parties involved.
- ii. If this meeting does not resolve the issue, the Board of Directors shall request a meeting with the coach in question to attempt to resolve the issue in a manner acceptable to all parties involved.
- iii. If no resolution is achieved after following items (i.) and (ii.) above, the Board of Directors shall vote on the removal of the coach in question. A quorum, as defined in Article VII, must be present. A two-thirds (2/3) majority of the voting Board members present must vote in favor of removal in order for the coach in question to be removed from his or her duties, effective immediately. Otherwise, the coach in question shall retain his or her position. The coach in question shall not be present for the vote.

2. Player Eligibility

- a. All players shall be homeschooled and not be enrolled as a full time student in a school (except a correspondence school) and must be taking at least one class at home in the fall semester of the season's calendar year.
- b. All players shall agree to the code of conduct.

- c. All players shall follow the registration requirements of the club and abide by any tryout requirements.
- d. Modified Players:
 - i. Youngest: Turn 10 years old in the season's calendar year
 - ii. Oldest: Turn 14 years old on or after September 1 of the season's calendar year
 - iii. Players turning 14 years old on or before August 31 of the season's calendar year must try out for the varsity team
- e. Varsity Players:
 - i. Youngest: Turn 13 years old before September 1 of the season's calendar year
 - ii. Oldest: Turn 19 years old on or after July 1 of the season's calendar year
 - iii. Players turning 19 years old before July 1 of the season's calendar year are not eligible to participate
 - iv. Players who have graduated from high school (public, private, or homeschool) are not eligible to participate
- f. Player eligibility may be adjusted in order to comply with league rules.
- g. Occasionally, non-league opportunities arise in the form of practices, scrimmages, friendly matches, tournaments and the like. For these non-league events, the eligibility rules will be used as guidelines which may be adapted as needed to fit the event.

**ARTICLE IV
CODE OF CONDUCT**

The purpose of the Scarlet Knights Soccer Club is to develop Christ-like character among our participants both on and off the field through the game of soccer. Therefore, this Code of Conduct encompasses conduct both on and off the soccer field, through face-to-face interactions as well as social media, online postings, and email.

- 1. Players shall:
 - a. Show respect for teammates, opponents, coaches, referees, and parents
 - b. Refrain from foul language or swearing
 - c. Refrain from arguing with referees, even when they are wrong
 - d. Refrain from displaying dirty or unsportsmanlike conduct on the field
 - e. Be a gracious winner and a gracious loser

- f. Follow coaches instructions without resistance
 - g. Refrain from damaging or destroying public or team equipment or property
2. Coaches shall:
- a. Set the example of Christian behavior, keeping discipline on the team as well as patiently teaching players in order to develop their character
 - b. Refrain from proselytizing or presenting controversial points of view since there is a diverse set of beliefs among our members
 - c. Work with parents to solve discipline problems with players
 - d. Work in coordination with the referees to ensure that fans and parents behave in a sportsmanlike manner during and after games
3. Parent(s) shall:
- a. Set the example of Christian character, showing respect to players, coaches, referees, and spectators
 - b. Support the coaches. If a problem arises with a coach, the parent(s) shall first handle the issue in private with the coach. If the problem is not resolved to the satisfaction of the parent(s) he, she or they may submit a written statement via email to the Board at boardmembers@sksoccerclub.org.
4. Discipline

Failure to abide by the above rules can result in disciplinary action, up to and including expulsion from the Scarlet Knights Soccer Club at the discretion of the Board of Directors.

**ARTICLE V
CLUB MEMBERSHIP**

1. Membership in the Scarlet Knights Soccer Club is extended to the parents of players and to the coaches of each team. At the discretion of the Board of Directors, the Board may extend membership to those who devote time, effort, resources, etc. for the benefit of the Club.

**ARTICLE VI
THE EXECUTIVE BOARD**

1. The affairs of the Scarlet Knights Soccer Club shall be directed by a “Board of Directors” consisting of the offices of President, Administrator/Registrar, Secretary, Treasurer, Varsity Coach Representative, and Modified Coach Representative.
2. Election of the Board of Directors
 - a. On the second Monday in October, the secretary shall distribute a letter in e-mail form to all club members (as defined above) announcing the open Board positions, explaining the election process, and soliciting nominations from the members. The nomination process shall conclude at midnight on the third Monday in October, 7 days later.
 - b. Each member shall nominate no more than one person per open Board position.
 - c. Acceptance of the nomination by the nominees shall be confirmed by the Board of Directors.
 - d. The Board of Directors shall elect new Board members from the pool of nominees.
 - e. To be elected, nominees shall receive at least sixty percent of the sitting Board votes. Example: three out of five, five out of seven, etc.
3. The term length for all Board positions shall be one year, beginning on the first of January and ending on the thirty-first of December. The President shall have served on the Board for a minimum of one year prior to assuming the position of President.
4. Board of Director Vacancies
 - a. In the event that the President is not able to complete his or her elected term, the Administrator shall take on the additional role of President, through the end of the President’s elected term.
 - b. In the event that any other Board member is not able to complete his or her elected term, that member’s Board responsibilities shall be absorbed by the other Board members, until the next election.
5. Description of Duties by Office
 - a. President: The President provides leadership and vision for the club, keeping it focused on the overall mission. The President chairs the meetings, coordinates the various tasks of running the club, and ensures all is going smoothly. The President is

generally, the “face” of the club. The President also is listed as a check signer, and receives bank account statements from the Club’s financial institution.

- b. Administrator/Registrar: The Administrator/Registrar is the liaison with Bullis Park and Town officials. He or she handles scheduling and reviews team schedules with Coaches. They will support and assist coordinators of various club tasks, including: Field Maintenance, Media Coordinator, Special Events Coordinator, Public Relations Coordinator, and Web Master. They chair Board meetings in the event that the President is not available, and accept the role of President if the President's seat becomes vacant, as described in Article VI section 4.a. above. The Registrar is responsible for the registration process and the maintaining of team rosters. The Registrar supports and assists coordinators of various club tasks, including: Team Managers, Uniform Coordinator, Merchandise Coordinator, Banquet Coordinator, and Alumni Coordinator.
 - c. Secretary: The Secretary records and distributes meeting minutes. The Secretary maintains, distributes, and retains the “official” copy of all important club documents.
 - d. Treasurer: The Treasurer develops and maintains the club budget (which is to be approved by the Board of Directors.) The Treasurer writes checks, maintains the Club’s financial records, and collects registration fees.
 - e. Varsity Coaches Representative: The Varsity Coaches Representative represents the Varsity teams on the Board. He or she identifies team needs, reviews schedules with the Administrator for schedule conflicts and resolutions, and advises the Board regarding any other Varsity team issues. The Varsity Coaches Representative attends WNYCAA league meetings and advises the Scarlet Knights Board in league matters.
 - f. Modified Coaches Representative: The Modified Coaches Representative represents the Modified teams on the Board. He or she identifies team needs, reviews schedules with the Administrator for schedule conflicts and resolutions, and advises the Board regarding any other Modified team or league issues. The Modified Coaches Representative attends league meetings and advises the Board in league matters.
 - g. The current Board of Directors may, at its discretion, redefine the above office or job descriptions as deemed appropriate by the Board.
6. Required Meetings of the Scarlet Knights Board of Directors
- a. Each year a late-winter meeting shall be held for the purpose of planning for the upcoming season.

- b. A spring Field Meeting shall be held for the purpose of welcoming Scarlet Knights players and parents, giving important announcements, holding team try-outs, and any other business deemed appropriate by the Board of Directors.
- c. A pre-season meeting shall be held in August for the purpose of final pre-season planning and organization.
- d. A fall meeting shall be held for the purpose of post- season wrap-up and Board of Directors elections.

7. Financial Accountability of the Board of Directors

- a. In the interest of maintaining financial accountability, all Club financial accounts, such as checking accounts, savings accounts, etc., shall have two Board members listed on the accounts as check signers, typically the President and Treasurer.
- b. Bank statements for the Club's financial accounts shall be sent by the financial institution to the Club President. The President shall be responsible for forwarding said statement to the Treasurer at the earliest reasonable opportunity.
- c. Financial records shall be made available to Club Members (as defined in Article V above) for review upon reasonable request.

8. Resolving an Issue with a Board Member

If it becomes necessary to investigate an issue that could lead to the removal of a Board member from the Scarlet Knights Soccer Club Board of Directors, the following procedure shall be adhered to in a timely fashion:

- a. The President or Administrator and another Board member shall meet with the Board member in question to attempt to resolve the issue in a manner acceptable to all parties involved.
- b. If this meeting does not resolve the issue, the Board of Directors shall request a meeting with the Board member in question to attempt to resolve the issue in a manner acceptable to all parties involved.
- c. If the issue remains unresolved after following items a. and b. above, the Board of Directors shall vote on the removal of the Board member in question. Two-thirds of the remaining members of the Board of Directors, in a physical meeting of the Board, must vote in favor of removal in order for the Board member in question to be removed from his or her duties, effective immediately. Otherwise, the Board member in question shall retain his or her position. The Board member in question shall not be present for the vote.

ARTICLE VII
QUORUMS and VOTING

1. Definition of a Voting Quorum

- a. If the Board of Directors consists of seven active members, a quorum of five Board members shall be required to hold any vote.
- b. If the Board of Directors consists of either five or six active members, a quorum of four Board members shall be required to hold any vote.
- c. If the Board of Directors consists of four active members, a quorum of all four Board members shall be required to hold any vote.

2. Voting Procedures

- a. Either the President or the Administrator shall be included in every vote.
- b. Voting may take place either via a physical meeting or via email.
- c. In order for a matter to be brought to a vote, a motion shall be made that clearly describes the matter to be voted on, and the motion shall be seconded.
- d. Each Board member, including the President and Administrator, shall receive a single vote.
- e. For all votes regarding matters not otherwise specified in these Bylaws, a simple majority shall constitute a passing vote.
- f. The Secretary shall accurately record in the official minutes the motion being voted upon, the tally of votes (“for” and “against”), and whether the motion was voted up or down.
- g. Email voting procedures shall be as follows:
 - i. A Board member shall submit a motion to the secretary or his or her designee, in order to review, discuss, and edit the exact wording of the motion for clarity and accuracy.
 - ii. The secretary or his or her designee shall submit the motion to the entire Board to be seconded.

- iii. Once the motion has been seconded, the secretary or his or her designee shall call for discussion, setting a time limit of not less than 72 hours and not more than one week.
- iv. At the end of the discussion time, the secretary or his or her designee shall call for a vote, setting a time limit of not less than 48 hours and not more than 96 hours. Each Board member's vote shall be copied to all members of the Board to ensure the integrity of the vote.
- v. Within 24 hours of the expiration of the voting time limit, the secretary or his or her designee shall send the final vote tally to the entire Board and record it in the minutes.

**ARTICLE VIII
OTHER CLUB POLICIES**

1. All "official" Scarlet Knights Soccer Club email accounts shall be used for the purpose of sending club-related emails only. This may include: Scarlet Knight information, issues, club events, club and league notices, and other club business.
2. Club email distribution lists shall not be provided to anyone for any purpose other than those listed above.
3. Scarlet Knights Soccer Club email accounts shall not be used for purposes related to non-club events, church or personal announcements, non-club related fund-raising, and the like.

**ARTICLE IX
AMENDMENTS TO THE BYLAWS of the SCARLET KNIGHTS SOCCER CLUB**

1. Proposed amendments or changes to the Bylaws shall be made to all members of the Scarlet Knights Board of Directors in writing, either printed or via email. Such notification shall include the text of the amendment or change, and the time, date and place of the meeting at which the proposal shall be acted upon.
2. A minimum waiting period of one week shall take place between the time that written notification of the proposed amendment or change to the Bylaws is provided to the Board, and the meeting at which such proposal is voted or acted upon.
3. Amendments or changes shall be voted upon at a physical meeting of the Board.
4. A quorum, as defined in Article VII, shall be present in order for a vote upon any proposed amendment or change to the official Club Bylaws.

5. Any proposed amendment or change to these Bylaws must be approved by a two-thirds (2/3) majority of the voting Board members present in order to become part of the Bylaws of the Scarlet Knights Soccer Club.
6. Approved amendments or changes to the Bylaws shall become effective immediately upon passage of such amendment or change by the Board.

These Bylaws of the Scarlet Knights Soccer Club were adopted by the Scarlet Knights Board of Directors on November 14, 2017.

APPENDIX A: HISTORY OF AMENDMENTS TO THE BYLAWS

1. **1/13/2010 - Article VII amended to add section 8, Removal of a board member or officer.**
2. **Extensive revisions to the Bylaws were made from April 2010 until November 2013. Those changes are detailed in an accompanying document entitled " Bylaw Revisions 2010-2013."**
3. **11/14/2017 - Updated Statement of Faith**
4. **7/29/218 Modified players age was update to go along with WNYCMSL guidelines. Administrator roles updated.**