

By-laws of The Twin Boros Soccer Club

1. Appointment of Executive Board Officers

The Twin Boros Soccer Club (or "the Club") shall bi-annually appoint seven officers to serve on the Executive Board. The appointed positions of President, Vice President, Secretary, Treasurer, Registrar and two at-large members shall serve two-year terms. A meeting of five shall constitute a quorum. Appointment of new Executive Board shall be by the unanimous vote of previous Executive Board, to be held every two years at the Annual General Meeting (AGM). Officers may serve in any position for a term of two to five successive years.

2. Appointment of Operating Committee Members

The Executive Board shall appoint the following positions annually: Director of Coaching, Referee Administrator, Field Manager, Purchasing Officer, Webmaster and Micro Coordinator. The appointments shall be made by the first regular meeting of the Board of Directors following the AGM.

3. Board of Directors Duties

President: The President shall be responsible for the operation of The Twin Boros Soccer Club. The President shall preside over all meetings of the membership and Board of Directors. The president shall direct the activities of the club, and enforce the by-laws and other rules and regulations promulgated by the Board of Directors. The President shall execute all written contracts, obligations or instruments of the club. The president shall also serve as the public relations officer for the Club regarding the clubs events and activities through radio, newspaper, internet and TV. The President shall also either attend all PA West required meetings, or appoint a representative to attend same.

Vice-President: The Vice-President shall assume the responsibilities of the President in the absence of the President. The Vice-President shall preside over all meetings in the President's absence. If the office of the President shall become vacant, the Vice-President shall hold the office of President until the position can be appointed by the Executive Committee.

Secretary: The Secretary shall countersign all documents or instruments required to be executed by the club, be responsible for all correspondence for the club, and shall keep or direct the keeping of the minutes of all meetings. The Secretary shall preserve and keep records of club meetings, activities and correspondence.

Treasurer: The Treasurer shall keep or direct the keeping of all financial records for the club. The Treasurer shall be responsible for the proper and legal reporting of The Twin Boros Soccer Club annual fiscal activities in accordance with local, state and Federal tax codes. The Treasurer shall be the custodian of all the club's funds, shall deposit such funds in a depository designated by the Executive Board, shall issue all checks for signature by the proper officers, and shall submit a complete accounting of the source and application of the clubs funds at the annual meeting.

Director of Coaching: The Director of Coaching shall be responsible for Coaching and Player Development programs. This includes recruitment of coaches, distribution of coaching equipment, establishing coaching protocols, and promulgating player and coaching education programs.

Micro Coordinator: The Micro Coordinator shall oversee The Twin Boros Soccer Club Micro program. This includes recruitment of coaches, distribution of coaching equipment, and onsite management of Micro program.

Registrar: The Registrar shall coordinate the registration of all players. This includes the completion of proper paperwork and payment of fees. The Registrar shall coordinate with the Treasurer the accurate

recording of the payment of fees by the members and by The Twin Boros Soccer Club for registration of players with PA West Soccer.

Referee Administrator: The Referee Administrator shall oversee The Twin Boros Soccer Club referee program. This includes recruitment of referees, coordinating certifications, education programs, and game assignments. The Referee Administrator shall also assemble and coordinate the field game schedule.

Field Manager: The field manager shall oversee the maintenance of all playing and practice facilities. The field manager will coordinate with the Purchasing Officer the purchase of all supplies needed for the maintenance of facilities.

Webmaster: The Webmaster shall coordinate all communications for the purpose of advertising and promoting The Twin Boros Soccer Club on the club's website. The Webmaster shall also edit and publish the club's quarterly newsletter.

Purchasing Officer: The Purchasing Officer shall be responsible for the purchase of all supplies, uniforms and equipment for The Twin Boros Soccer Club. The Purchasing Officer shall coordinate with vendors to identify the most economical purchasing opportunities for the club, and when possible support local businesses.

4. Hearing and Appeals

The Twin Boros Soccer Club recognizes the rights of its members to have a fair hearing regarding any matter of discipline; the club also recognizes the right of its members to appeal any decision made by the Club pertaining to them directly.

All disciplinary hearings shall be held using the following procedures: All hearings shall be heard by a three-member-hearing panel comprised of Board of Directors members, appointed by the President, with the unanimous approval of the Executive Board. The accused shall be notified in writing as to the date, time, location and reason for the hearing, as well as all evidence to be presented against them in accordance with USSF Bylaw 701. Notice shall be provided by certified mail no less than 14 days prior to the scheduled date. The accused shall have the right to present evidence in defense, use the help of counsel, and confront their accuser. The decision of the hearing panel shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision.

Appeal of disciplinary hearings shall be held using the following procedures: Appeals of disciplinary matters shall be made in writing by certified mail to the Executive Board within 10 days upon receipt of the findings of the hearing panel. The Executive Board must schedule the appeal hearing within 30 days of receipt of the appeal. The appeal hearing must afford all parties involved the same privileges as outlines in the disciplinary hearings section of this item. The findings of the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Executive Board will be final.

Appeals of non-disciplinary decisions shall be heard by the Executive Board. The appeal must be made in writing by certified mail to the Executive Board. The letter should include the reason for the appeal and any evidence believed to be relevant to issue at hand. A hearing shall be scheduled within 30 days of receipt of the appeal; issues that are subject to a deadline must be dealt with prior to that deadline. The appeal hearing must allow all parties to present evidence on their behalf. The finding of the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Executive Board will be final.

5. Risk Management

The Twin Boros Soccer Club recognizes the need for a comprehensive risk management program to protect the club and its members and employees.

- a) *All Board of Director Members and Coaches must either submit an application to Kidsafe or supply the club with current Act 34 and 35 documents from the Commonwealth of PA.*

- b) *All Board of Director Members and Coaches agree to always have another adult with them when working with children.*
- c) *The Twin Boros Soccer Club will use the following safety standards for all games and practices:*
 - a. *All goals shall be anchored at all times.*
 - b. *The field shall be checked for debris and uneven playing surface. Debris shall be cleared before use; playing surface issues shall be given to the Field Manager and activity moved away from the dangerous area.*
 - c. *All Twin Boros Soccer Club teams shall have a med kit with them at all practices and games.*

6. Fees

The Executive Board of The Twin Boros Soccer Club shall determine the fees for the membership upon recommendation of the Treasurer. The fees shall be approved by unanimous vote of the Executive Board at the last regular Board of Directors meeting prior to the AGM.

The fee shall be determined based on the operating costs of The Twin Boros Soccer Club (including PA West fees) and projected membership totals.

7. Code of Conduct

The Executive Board of The Twin Boros Soccer Club shall adopt a Code of Conduct applicable to all members' referees, and match attendees. The Code of Conduct and any proposed changes shall be approved by unanimous vote of the Executive Board at the AGM.

The Code of Conduct shall be enforced by the disciplinary hearing and appeal process mentioned above in Article 4.

8. Website

The Twin Boros Soccer Club shall maintain a website for the purposes of advertisement of programs, managing registration, scheduling, and general information about the Club.

9. Miscellaneous

The annual report submitted by the Treasurer at the AGM, shall set forth clearly and with sufficient detail the assets and liabilities of the club, as well as, a summary of receipts and expenses or disbursements, setting forth clearly and in proper detail with explanations and notations as to purposes of all transactions during the year.

Any check or draft disbursing funds of the Club must be signed by the President and Treasurer.

At no time shall any illicit items be purchased by Club funds.

10. Privacy and confidentiality

All information retained by the Club pursuant to the registration of players, and their parents, shall be kept in the strictest confidence, and shall not be sold, or transferred in any way to any other entity, except PA West .