



# **NORTH CARROLL TRAVEL SOCCER CLUB**

## **CONSTITUTION AND BYLAWS**

## **Article I. DEFINITIONS**

- 1) Executive Board – Five members of the NCSC ‘Travel’ (Club Director, Assistant Club Director, Fields Coordinator, Treasurer, Secretary)*
- 2) Governing Body – The Executive Board of the NCSC ‘Travel’ AND one representative from each team (in good standing with the Club)*
- 3) Member - Any representative of the Governing Body*
- 4) Proxy - A team representative approved by the Head Coach of that team (ex: Assistant Coach, Team Manager or Adult Team Member)*
- 5) Quorum – More than 50% of the Governing Body that are present at a meeting.*
- 6) Premier Team – The highest level Team at an age group.*
- 7) Good Standing - Members are considered in Good Standing if their dues (fees due to the Club including registration, league and tournament play) are paid in full for the fiscal year starting on June 1 and ending on May 31 and if attendance is met according to Section 8.06.)*

## **Article II. NAME**

**Section 2.01** Name: The name of this organization shall be North Carroll Travel Soccer Club, commonly known as NCSC, North Carroll Soccer Club, or the Club.

The club’s website can found at:

<https://northcarrollsoccerclub.com/>

## **Article III. PURPOSE**

**Section 3.01** General Purpose: The purpose of the NCSC shall be to develop soccer players via competitive youth teams and programs, within northern Carroll County, MD and surrounding communities. It shall do so in a manner that is without bias toward religion, race, color, creed, or national origin.

## **Article IV. AFFILIATION**

**Section 4.01** Organization Affiliation: The NCSC shall be a North Carroll Recreation Council (NCRC) Sponsored Program, in accordance with NCRC Bylaws (which falls under the authority of Carroll County Department of Recreation and Parks) and shall abide by the policies and regulations of this organization.

**Section 4.02** Competition Affiliations: NCSC shall be and hereby is affiliated with the Maryland State Youth Soccer Association (MSYSA), United States Youth Soccer (USYS), US Club Soccer, and the leagues in which NCSC teams play, and shall abide by the policies and regulations of these organizations. NCSC is therefore subject to the laws and agreements of these organizations in so far as they are related to the activities and functions of the NCSC.

## **Article V. EXECUTIVE BOARD**

**Section 5.01** The Executive Board of NCSC shall consist of five members (Club Director, Assistant Club Director, Fields Coordinator, Treasurer, Secretary). Any change in the number of the Executive Board members must be decided by a majority vote of the Governing Body.

**Section 5.02** Seasonal Year: The seasonal year (or herein referred to as 'year') for the NCSC shall commence on August 1 and conclude on July 31 of the following calendar year.

**Section 5.03** Term: Each member of the Executive Board shall be elected for a term of two years. (Commencing on the date voted in at the April general election meeting)

**Section 5.04** Nominations: Nominations to the Executive Board may be made by any member of the Governing Body or by a self nomination (who are in good standing) minimally one week prior to the March meeting in an election year. Nominees must indicate their willingness to accept the position, if elected; either in person at a meeting or via email, addressed to the current executive board and governing body. Time will be provided in the agenda at the March meeting prior to the April election meeting for nominees to present their platform and presentations.

**Section 5.05** Vacancies: Any vacancy in the Executive Board may be filled for the remaining term by a majority approval of the remaining Executive Board.

**Section 5.06** General Election: The five elected members of the Executive Board shall be elected at the April meeting by a majority vote of the Governing Body. Each elected Executive Board member shall hold office from the date of the general election when voted in until his/her term expires and until his/her successor has been duly chosen and qualified, until he/she has resigned, or has been removed in the manner provided in Section 5.09.

**Section 5.07** Powers: The business of the NCSC shall be conducted by and managed by its Executive Board which may exercise all the powers of the NCSC except as are by statute, by the charter, or by the Constitution and Bylaws, conferred upon or reserved to the members. The Executive Board shall keep full and fair accounts of its transactions.

**Section 5.08** Representation: Members of the Executive Board are representatives of the NCSC, and can only act as a uniform body. No single member has the authority to commit the NCSC to any action except where expressly granted through NCSC policy or Executive Board vote.

**Section 5.09** Removal: Any member of the Executive Board not performing his/her duties or whose conduct is prejudicial or detrimental to the best interests of the NCSC may be removed from office by a two third vote of the Governing Body.

## **Article VI. MEMBERSHIP**

**Section 6.01** Voting: Voting on all aspects of the NCSC including but not limited to: the functions, operations, decision making, bylaws and membership, are carried out by the Governing Body Membership of the NCSC (who are in Good Standing). Other interested persons 18 years of age or older may become members, and must be approved by majority vote of the Governing Body. A person must be a member of the NCSC in order to serve on the Executive Board. Proxies will be accepted for voting purposes. A new team (A new Head Coach or new team representative who has not been part of the Club) must have attended a minimum of four meetings within a 12 month period in order to vote on any aspects of the NCSC. (The new team is eligible to vote at the sixth meeting).

**Section 6.02** Revocation: Any member of the NCSC, coach, team or player may be expelled and have their membership either cancelled, forfeited, or suspended by a majority vote of the NCSC's Governing Body without return of membership dues or other fees for violating NCSC rules or standards.

**Section 6.03** Governing Body: The Governing Body of the NCSC shall consist of the following: The five members of the Executive Board and one recognized member from each team. The team representative may either be the Head Coach, Assistant Coach, Team Manager or Team Member. The team representative must be in Good Standing per definition. (If an Executive Board member has a team within the Club, he/she can represent his/her team in addition to his/her board position - but not for voting purposes). Only the Executive Board and recognized team representative will have the right to speak at the meeting. Any recognized team representative or member of the Executive Board may introduce anyone to speak provided he/she has the permission of the chair.

**Section 6.04** Membership Dues: Membership dues, called Club Commitment Fee, shall be collected annually, by the NCSC for operational and administrative services. The amount of the dues will be decided by the Governing Body prior to the start of the fall season registration. The dues will be collected in conjunction with the other registration fees. Membership dues are collected from each NCSC player. Those that do not have a child in the NCSC are not required to pay membership dues to remain in good standing and to be able to participate in the club voting process. Coach, Manager and Parent dues are considered satisfied with the paid dues of the participating child.

## **Article VII. DUTIES OF OFFICERS**

**Section 7.01** Club Director: The Club Director must be formally nominated by the current Club Director and confirmed by the NCRC Executive Board in accordance with the NCRC Bylaws. The Club Director of the NCSC shall preside at all NCSC and Executive Board meetings. He/She shall have general charge and supervision of the business of the NCSC. The Club Director is authorized to sign and enter into, on behalf of the NCSC, all agreements and instruments necessary for the functional operation of the club soccer program, including but not limited to facility rentals, league and tournament registrations, partnerships with individuals or companies for training services, uniforms, equipment, and related services. This authority

applies except where such signing authority has been expressly delegated to another Officer or agent of the NCSC, or where approval is required under the policies, procedures, or bylaws of the North Carroll Recreation Council or Carroll County Recreation and Parks.

He/She shall perform all duties incident to the office of Club Director of the NCSC, and such other duties as from time to time may be assigned to him/her by the Executive Board. The Club Director must supply a proposed budget yearly to be approved by the Governing Body. The proposed budget will be presented and voted upon for adoption at the June NCSC meeting. Registration, membership dues, Club operating and administration fees, and other applicable fee structures will be presented in the budget.

The Club Director shall fulfill or assign the following roles as a representative of the NCSC:

- (a) NCSC representative(s) to the North Carroll Recreation Council (NCRC)
- (b) NCSC representative(s) to the Central Maryland Soccer Association (CMSA)
- (c) NCSC representative(s) to the Elite Development Program (EDP)
- (d) NCSC representative(s) to the Maryland State Youth Soccer Association (MSYSA)

The Club Director (or designated replacement) shall attend all meetings and perform all duties required of these roles.

**Section 7.02** Assistant Club Director: The Assistant Club Director supports the Club Director in overseeing soccer operations and development across all levels of play. This includes assisting with teams, coaches, players, and club programs. The Assistant Club Director may act on behalf of the Club Director when requested or in their absence and will help coordinate the club's website and social media presence. Duties may be delegated to approved volunteers with Executive Board approval, and additional responsibilities may be assigned by the Club Director or Executive Board as needed. The Assistant Club Director shall have such other powers and perform such other duties from time to time as may be assigned to him/her by the Executive Board or the Club Director.

The Assistant Club Director (or designated replacement) shall attend all meetings and perform all duties required of these roles.

**Section 7.03** Fields Coordinator: The Fields Coordinator shall serve as the field and schedule coordinator for the NCSC. The Fields Coordinator shall be responsible for all duties related to the fields used by the NCSC. Such duties include, but are not limited to: submitting field request forms (Use of Facility, i.e. UOF); organizing and directing field maintenance and lining; organizing and directing field acquisition and new field utilization and all equipment needs and relatable items as it pertains to the operation of Club fields. The Fields Coordinator, at the request of the Club Director or in his/her inability to act, shall perform the duties and exercise the functions of the Club Director, and when so acting, shall have the powers of the Club Director. The Fields Coordinator shall have such other powers and perform such other duties from time to time as may be assigned to him/her by the Executive Board or the Club Director.

The Fields Coordinator (or designated replacement) shall attend all meetings and perform all duties required of these roles.

**Section 7.04** Secretary: The Secretary shall keep minutes of all meetings and post to the Club website (or designated avenue) for review. The Governing Body will accept these minutes at the next scheduled meeting. The Secretary will keep all of the accepted minutes in an electronic file and/or book and have this data available for review by all NCSC members. The Secretary will record voting on amendments and bylaws. The Secretary is also responsible for receiving proposed amendments to these bylaws, and the subsequent processing of such requests. The Secretary will oversee the operations of the NCSC player membership registration process as decided upon by the Executive Board. All player registration, roster creation and communication through said registration process falls under the Secretary duties. The Secretary will be responsible for collecting and recording the licenses of coaches in NCSC. The Secretary will oversee the operations of the Executive Board appointed Club Registrar - who handles player carding and roster approval through the governing bodies of youth soccer of whom the NCSC plays under their governance.

The Secretary (or designated replacement) shall attend all meetings and perform all duties required of these roles.

**Section 7.05** Treasurer: The Treasurer shall, in the absence of the DOC and Fields Coordinator, succeed to the office of Club Director in his/her absence. He/she shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the NCSC, and shall deposit or cause to be deposited in the name of the NCSC all monies or other valuable effects in accordance with NCRC Bylaws. The Treasurer shall serve as the financial officer of the NCSC and shall be responsible for coordinating before the start of each season, complete financial reconciliation and reporting in writing a balance sheet and income statement both of the Club and all its Teams in good standing. The reporting will be itemized by category presented at monthly meetings.

The Treasurer (or designated replacement) shall attend all meetings and perform all duties required of these roles.

## **Article VIII. MEETINGS**

**Section 8.01** Regular Meetings: NCSC meetings shall be held as needed. A minimum of six meetings will take place throughout the calendar year. All meetings of the NCSC shall be held at such times and at such places as determined by the Club Director. Meetings are open to the Governing Body, invited guests approved by the Executive Board, and parents of NCSC players.

**Section 8.02** Annual Meeting: An annual meeting of the NCSC shall be held each year on a day during the month of April, to be selected by the Club Director, at which time the Governing Body shall select officers in accordance with Article V hereof, and transact such other business as may properly be brought before the meeting.

**Section 8.03** Special Meetings: Special meetings of the NCSC or the Executive Board for any purpose or purposes may be called by the Club Director or by petition of twenty percent (20%) of the Governing Body. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting.

**Section 8.04 Quorum:** When a quorum is present at any meeting, the vote of the majority of voting members of the Governing Body present at such meeting shall decide any question brought before such meeting; in which case, such express provision shall govern and control the decision of such question unless otherwise specified in these bylaws. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

**Section 8.05 Voting:** Each voting member of the Governing Body is limited to only one vote regardless of whether or not he/she fulfills multiple voting membership roles. For example, a member of the Executive Board who is also designated as a team's delegate is only entitled to a single vote on any question to be decided. (An Executive Board member may not vote if his/her team representative places a vote or vice-versa). Voting can only take place in person at a meeting (not by electronic means, hand delivered envelope or mail). In addition, any NCSC member cannot vote in another member's stead. A Head Coach that coaches/manages more than one team (regardless of different age groups) will get one vote unless he/she has a proxy for the other team(s).

**Section 8.06 Attendance at Meetings:** Any Executive Board member not attending three consecutive meetings, including regular meetings of this NCSC or Executive Board meetings, will have this office declared vacant unless such absences are excused by the Executive Board. His/her office shall then be filled in accordance with Article V. It is encouraged that all teams be represented at monthly meetings of the NCSC, either by the Head Coach or proxy. A Head Coach responsible for more than one team in the club, the Head Coach or approved proxy can represent both NCSC teams at a single meeting. If the Head Coach coaches more than two teams within the club, he/she or the approved proxy can only represent two of the coached teams. (However, the representation of two teams is only for information gathering or sharing, NOT for voting). Representation (from each team) is required for 80% of the annual meetings held in a 12 month period or the team and or Head Coach and their team will no longer be held in good standing with NCSC. Any NCSC team or Head Coach found not in good standing will not be eligible to vote on any aspects of the club and will be brought before the Executive Board and may be subject to dismissal from NCSC.

**Section 8.07** Notification: The notification of a meeting will be electronic and posted on the NCSC's website at least seven days prior to the next scheduled meeting date. The Governing Body will be informed of any such meeting at least 14 days prior to the scheduled meeting date.

## **Article IX. REGISTRATION**

**Section 9.01** Registration: Prior to each season, a registration period will be held. All players who wish to play for the NCSC in the upcoming season must have their NCSC registration form, medical liability waiver, and any other necessary documentation and/or commitment/ registration payments received by the team Head Coach or Team Manager prior to a set closing date. The Executive Board will determine this closing date prior to the start of such registration period. Those players whose registrations have been received by that closing date will be given an opportunity to commit to the offered spot to play soccer for a NCSC team.

**Section 9.02** State Association Registration: The NCSC shall register all players, coaches, and teams, who participate in the NCSC programs, with the Maryland State Youth Soccer Association (MSYSA). The MSYSA registration will be, at a minimum, annually and the appropriate registration fees will be paid.

**Section 9.03** Fees: The NCSC commitment/ registration fees for operational and administrative expenses to include; field paint, upkeep or replacement of nets and goals, light usage, advertising, and other expenses.

**Section 9.04** Recreation Council Fees: Fees shall be collected as part of the commitment/ registration fee to be paid to the North Carroll Recreation Council (NCRC). The NCRC requires each player in the NCSC to contribute a seasonal fee for field maintenance and general revenue. This fee is to be collected from each player at the annual club commitment offer.

**Section 9.05** Refunds: Requests for refunds of registration fees will be determined by the Head Coach of that player's team. Any challenges or disagreements on the request for refunds shall be submitted and received by the NCSC Club Director in writing no later than 10 days after the registration deadline date. Special exceptions will be decided by majority

vote of the Executive Board on a case-by-case basis. Uniform fees (if applicable), any late fees, and any other fees incurred by the NCSC on behalf of the player (insurance, league registration, etc.) will be deducted from the amount to be refunded.

**Section 9.06** Returned Check Policy: If a bank does not honor a check, the writer of the check will be notified by mail. Subsequently, the original fee(s) and any fees incurred by the NCSC because of the returned check must be paid in cash or certified funds.

**9.07** Scholarships: Scholarships for registration fees or other fees may be provided by the NCSC, on an as needed basis. These scholarship candidates will be reviewed by the Executive Board, and will require a majority vote of the governing body for approval. Scholarships are dependent on available funds specifically budgeted for this purpose.

## **Article X. TEAMS**

**Section 10.01** Team Selection: Any new team to the NCSC or the creation of a new team within NCSC will be a single age-designation team (ex: 12U) but may be included in the “playing up” rule. A combined year team is a team that has players from two age-designations (ex: 11U/12U, plays as 12U).

(a) Fall Season: To play on a fall season team, a player must attend at least one of that Team's preseason tryouts and complete the registration and medical release forms and satisfy all Club financial commitments as outlined in a team offer. Exceptions shall be granted by an agreement with the team's Head Coach and the Executive Board.

(b) Spring Season: Returning players who are on the fall roster may play on the spring team. Any open spots on the team shall be filled, at the discretion of the coaching staff.

**Section 10.02** Playing "Up": A player is allowed to play in an older age level team provided they meet any of the following conditions:

1. There is not an age appropriate team available to play on; or
2. The older age group would not have a sufficient amount of players to field a team without the participation of the younger player(s); or

3. The player(s) skills and maturity justify placement on an older premier team. The player must tryout in the age appropriate team and be evaluated to be in the top five players at that age group; or
4. The player is in high school

If any of the above conditions are met, then the player is allowed to play “up” pending approval by the player's parent(s)/guardian(s) and the Executive Board of NCSC. In the event the age appropriate team would be short players (less than 11 players for 8U through 11U and less than 14 players for 12U and up teams), the player cannot play up. In the event the age appropriate team and team the player is interested in playing up on are both short players, the player may not play up. If a player is to be dual rostered with the intent of playing up on one of the teams, the players’ primary team shall be the age appropriate team for that player, unless otherwise agreed upon by the Executive Board.

(a) Playing “up” is defined as any player who is playing on a team that is above their age level. For example: A nine year old who is in the 5<sup>th</sup> grade may play on either an 10U or 11U team. By age requirement the player is eligible for the 10U team, but by grade requirement he/she may be eligible for the 11U team. This player must meet the playing “up” conditions to play on a 11U team.

**Section 10.03** Playing “up” more than one age group is not permitted on any NCSC teams. (With the exception of high school players/teams)

**Section 10.04** Playing on more than one NCSC Team: A player is allowed to play on more than one NCSC team provided such an arrangement is within the bylaws of the appropriate league(s) in which the teams participate.

**Section 10.05** Tryouts: All NCSC teams (with the exception of high school teams) shall have a minimum of at least one tryout. (It is custom for teams to have two to three tryout opportunities). The tryouts are open to all age/grade appropriate players. All players must have a completed registration form and medical release form signed by his/her parent(s)/guardian(s) prior to participating in a tryout session. High School teams are not required to hold tryouts.

**Section 10.06** Team Selection: The head coach/coaching staff, in collaboration with the Executive Board of NCSC, will select players for each team based on open tryout performance. The head coach will notify selected players within one week of the last tryout date. Players may be added to the team after the selection process. Players added after the

selection process will be evaluated by the coaching staff. Any individual new player looking to join NCSC or an existing player looking to move from an existing NCSC team must register and try out for a team(s) within their age-designation.

## **Article XI. COACHES**

**Section 11.01** Coaching: Any NCSC member who is at least eighteen (18) years of age is eligible to become a NCSC soccer coach. All coaches must uphold the NCSC Code of Conduct (see Article 12) as well as any Code of Conduct imposed by the league or organizations where that coach's team plays. Violators of any agreed upon Code of Conduct may be removed and banned from any further coaching for the NCSC (see Article 12). All coaches must notify the Club Director of NCSC of their intention to coach a NCSC team by April 1<sup>st</sup> of each year for the upcoming season.

**Section 11.02** Training: The NCSC may pay for training/license course fees of approved training classes for all coaches (head coaches and assistant coaches) of NCSC teams. An application for reimbursement must be submitted in advance of the class and payment for any courses must be approved by a majority vote of the Governing Body. The reimbursement is dependent on available funds budgeted specifically for training.

**Section 11.03** ALL Coaches (Head or Assistant) and Team Officials over the age of 18 MUST complete SafeSport training or the annual refresher course (completed within the coach profile/dashboard in GotSport). ALL Coaches and Team Officials must complete the CDC Concussion Training course (completed within the coach profile/dashboard in GotSport). ALL Coaches and Team Officials MUST have a completed background check with the State Soccer Governing Body. ALL Coaches and Team Officials MUST complete the Disqualification-Suspension Review Self-Certification for Staff. All Coaches and Team Officials must upload an acceptable photo.

**Head Coach ONLY:** Any Head Coach registering MUST meet ONE of these minimum license requirements:

- EITHER – USSF ‘E’ or higher (D, C, B, A, Pro) License
- OR – Grassroots Licensing (all three needed):
  - Introduction to Grassroots Module +
  - Two in-person Grassroots courses (any combination of the 11v11, 9v9, 7v7 or 4v4 courses) +

- One online Grassroots Module across any of the four game models (11v11, 9v9, 7v7, 4v4)

**Section 11.04 Selection:** Head coaches are appointed by a majority vote of the Governing Body based on the coach's qualifications, experience, and past performance. Candidates for open coaching positions must complete and submit an application to the Executive Board for review. Selected candidates shall be brought before the Governing Body, at a monthly meeting, and may be interviewed by the Governing Body.

**Section 11.05 Volunteer Registration:** The NCSC shall require all team volunteers, to include head coaches, assistant coaches, team manager or helping parents, to complete and submit a Carroll County Department of Recreation and Parks volunteer registration form, on an annual basis. These forms will be submitted to the Carroll County Department of Recreation and Parks.

## **Article XII. UNIFORMS**

**Section 12.01 Uniforms:** The NCSC uniforms shall be consistent throughout the Club, with exception of gender specific differences. The Governing Body shall select a brand and style of uniform at the March meeting. NCSC teams will have consistent size, type, and placement of Club logos, numbers, names, and any other printing or patches either applied or attached to the uniform. The uniform cycle coincides with "odd" numbered years (ex: 2027, 2029).

**Section 12.02 Colors:** The NCSC primary uniform colors are navy blue and gray with red and white accents for the boy's and girl's teams. An alternate uniform may be worn which would be open for design and approval as referenced in Section 12.01.

**Section 12.03 Accessories:** Other team items such as bags, warm-ups, sweatshirts, t-shirts, and performance ware shall be consistent color and style throughout the NCSC.

**Section 12.04 Sponsors:** Sponsor's patches and logo shall not be permitted on uniforms without the approval of the Governing Body. If approved, the sponsor's patch or logo shall be in a consistent location on the uniforms.

## **Article XIII. CODE OF CONDUCT**

**Section 13.01** Code of Conduct: The NCSC Code of Conduct can be found on the NCSC's web site.

**Section 13.02** Players and Coaches: All players and coaches will abide by the NCSC Code of Conduct at all times. Any member of the NCSC Executive Board has the right to ban any player or coach from the field of play and its surrounding area for violating the Code of Conduct. Such violators may also be banned from any further participation in the NCSC by a majority vote of the Executive Board.

**Section 13.03** Misconduct of Spectators: Each team in the NCSC is responsible for the conduct of its spectators. Any observing member of the Executive Board shall have the authority to caution and/or send off the coach or acting coach from the field for the misconduct of the spectators associated with the team. Therefore, the coach/assistant coach is expected to control his spectators at all times. If they are unable to do so, the NCSC is directed to take appropriate actions toward the identifiable, unruly spectator, or if unidentifiable, towards the team itself. Such violators may also be banned from any further participation in the NCSC. Any member of the Executive Board may ban a spectator from the field of play and surrounding area provided that spectator has violated the NCSC Code of Conduct.

**Section 13.04** Refusal to Leave: If a player, coach, or spectator refuses to leave the field or surrounding area when directed to do so by a member of the Executive Board, the observing member of the The Executive Board has the right to end the game, practice, or activity at that time.

**Section 13.05** Suspension/Removal: A coach, player, or member spectator can be removed from the NCSC by a majority vote of the Governing Body, and subsequently barred from attending or participating in all future NCSC activities. Other, less severe disciplinary actions, such as forfeiture of games, suspension from one or more games, can be imposed by a majority vote of the Governing Body in lieu of a complete removal from the NCSC.

**Section 13.06** Appeal: Any member, player or coach receiving disciplinary action may petition the Executive Board to appeal his/her case. Such appeal will be in writing to the President of NCSC within 10 days of the alleged infraction and disciplinary action. In this event, any disciplinary action imposed shall be postponed until the Executive Board hears the appeal. The Club Director of NCSC shall call a special meeting of the Executive Board in accordance with Article VIII, Section 8.03 of these By-laws. All evidence

regarding the infraction will be heard at this meeting. After completion of this hearing, the decision of the Executive Board is final and any imposed disciplinary actions will take immediate effect, subject to review, if requested, by the Grievance Committee of NCRC.

**Section 13.07** Recruitment of Players: Any team participating in NCSC, or being formed for NCSC play, acting through its coaches, parents/guardians, or players, which attempts to induce any player listed on a valid team roster of another MSYSA affiliated team to leave his/her team shall be deemed to have recruited that player. MSYSA Recruitment violation language can be found on the MSYSA website.

**Section 13.08** No coach, player, or parents/guardians of players within NCSC, regardless of any other team affiliation/association, shall initiate any form of contact with a prospective player who is listed on the roster of another NCSC team with the intent of recruiting that player.

**Section 13.09** Invitations to players listed on a valid roster for play out-of-league, such as indoor, guest players for tournaments, etc., must be initiated through that player's coach.

**Section 13.10** Complaints about recruiting shall be submitted in writing to the NCSC Club Director within (30) thirty days of the alleged recruiting. The Club Director will convene a special meeting in accordance with Article 6 if required.

## **Article XIV. LEAGUES**

**Section 14.01** NCSC teams shall play in at least one outdoor league per calendar year unless otherwise excused and approved by the Executive Board. Teams are encouraged to participate in the highest capable level of MSYSA affiliated leagues. High school age teams are not required to play in an outdoor league and may be formed for the purpose of promoting the Club.

**Section 14.02** All NCSC Teams may participate in more than one league.

## **Article XV. TOURNAMENTS**

**Section 15.01** All NCSC teams are encouraged to participate in a minimum of one outdoor tournament per year. Tournament participation will be coordinated by the team's head coach or manager.

**Section 15.02** Travel permits, fees, liability/medical release statements,

transportation, lodging, and other functions of tournaments will be the responsibility of each participating team coach.

## **Article XVI. PUBLICITY**

**Section 16.01** NCSC shall publish promotional items and information related to the Club in various media sources. Each team is encouraged to develop promotional items and submit them to the Club's media outlets. If an expense is incurred, the submitter of the item is responsible to pay.

**Section 16.02** NCSC will publish information on the Club's website and social media outlets. Teams are encouraged to provide content for publication on the applicable page(s) of the club website and social media. Content shall be published in a timely manner.

**Section 16.03** All printed material shall include the following statements: North Carroll Soccer Club is an organization of volunteers who work with the North Carroll Recreation Council and the Carroll County Department of Recreation and Parks to provide recreation opportunities in the Hampstead and Manchester area, as well as surrounding areas.

Accessibility Notice: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 or email [ada@carrollcountymd.gov](mailto:ada@carrollcountymd.gov) as soon as possible but no later than 72 hours before the scheduled event.

## **Article XVII. FUNDRAISING**

**Section 17.01** The NCSC is an approved and sponsored member of the North Carroll Recreation Council (NCRC). The NCRC is a 501(c) organization in accordance with the Internal Revenue Service. The NCRC acts as a nonprofit organization and is exempt from federal income tax as its activities are considered charitable and is deemed a 501(c)(3), in support of and sponsoring the NCSC.

**Section 17.02** The NCSC shall seek sponsorship fundraising activities to benefit the Club.

**Section 17.03** Teams shall seek sponsorship or conduct fundraising activities to benefit the individual team as long as it does not conflict with Club efforts and is not deemed illegal or unsupported by the Carroll County Department of Recreation & Parks, North Carroll Recreation Council and/or the NCSC. Team sponsorship and fundraising activities shall have approval from the Executive Board.

## **Article XVIII. FINANCES**

**Section 18.01** Fiscal Year: The NCSC fiscal year will run from July 1 through June 30. The NCSC is a non-profit organization.

**Section 18.02** Fund usage: Funds are maintained in accounts established by NCRC in accordance with its Bylaws. All funds raised by the NCSC shall be used to further the goals and objectives of the NCSC.

**Section 18.03** Audits: The Executive Board is required to audit the financial records on a biannual basis as well as when records are transferred to a new Treasurer. Financial records of the NCSC are subject to review and/or audit by the Executive Board of North Carroll Recreation Council at any time.

**Section 18.04** Receipts/Invoices: All monies disbursed must have an itemized receipt or invoice.

**Section 18.05** Budget Modifications: Once a budget is approved, additions to the budget, deletions from the budget, and any changes of more than 20 percent of any line item in the budget must be approved by a majority of the governing body.

## **Article XIX. AMENDMENTS TO BYLAWS**

**Section 19.01** Amendments: These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted at any meeting of the NCSC at which a quorum is present by a two-third vote of the Governing Body present provided, however, that all members of the Governing Body have

been given seven days notice, including a written or electronic copy of the proposed changes.

**Section 19.02** Proposals: Any proposal to amend the Bylaws or add new Bylaws may be made by any NCSC voting member in good standing. Any proposed changes must be submitted to the Secretary, in writing, seven days prior to the next meeting.

## **Article XX. PARLIAMENTARY AUTHORITY**

**Section 20.01** Rules of Order: Robert's Rules of Order, Newly Revised, shall govern all meetings of the NCSC to the extent they do not conflict with these Bylaws.

**Section 20.02** The agenda for meetings will be as follows:

- (a) Call to Order
- (b) Roll Call
- (c) Acceptance of the minutes
- (d) Reports of committees
- (e) Old business
- (f) New business
- (g) Election of members (April meeting only)
- (h) Adjournment

