

January 14, 1994

Amended - March 2003

Article I Membership and Voting

The voting membership of SSC shall consist of:

- a) The parent(s) or guardian(s) of registered minor players
- b) Registered adult players
- c) SSC coaches

The membership of SSC shall vote to elect the SSC Executive Committee officers. The membership will also vote on changes to the Constitution, Bylaws and Policies and Procedures manual at special meetings as defined in Article VII of the Bylaws.

Article II Officers

The officers of SSC shall be President, Vice President, Secretary, Treasurer, Publicity Director, Registrar, Facilities Coordinator, Fund Raising Coordinator, Classic Coordinator, Recreation Coordinator, Micro Coordinator, Concessions Coordinator, and Volunteer Coordinator.

These officers who comprise the Executive Committee shall be elected by the membership and serve for two (2) years from August 1 to July 31.

Elected members are to serve as follows:

- a) President – position filled by Vice President from previous election
- b) Vice President (President Elect) - elected each year to assume the President position the following year
- c) Registrar, Publicity Director, Concessions Coordinator, Volunteer Coordinator, Classic Coordinator, and Fund Raising Coordinator will be elected on “odd” years
- d) Treasurer, Facilities Coordinator, Recreation Coordinator, Micro Coordinator, and Secretary will be elected on “even” years

Officers may hold only one (1) position at a time, and not serve more than two (2) consecutive terms in the same office, unless unopposed in the election.

Article III Elections

Elections shall be held at the May annual meeting of SSC. Elections shall be by a simple majority of votes cast by members in good standing present at the meeting. A Nominating Committee shall present a slate of candidates in writing to the club membership at least 30 days before the election. Nominations from the floor shall be solicited and accepted.

Article IV Duties of Officers

1) PRESIDENT

- a) Provide leadership to the Club and be the primary representative of SSC in its dealings with the media, community and other organizations.
- b) Preside at all meetings of SSC
- c) Make all appointments to Club positions for which appointment is necessary
- d) Appoint such committees as are deemed necessary for the proper and efficient functioning of SSC
- e) To present to the members of SSC an annual report, including a financial report, at the annual meeting
- f) Have joint power of signature (with the Treasurer) for disbursement of funds from the account of SSC
- g) Coordinate the activities of amending the Constitution and Bylaws, as necessary

2) VICE PRESIDENT (as President Elect work closely with the President in preparation to assume this office the following year)

- a) Preside at all meetings in the absence of the President
- b) Oversee Club general insurance requirements and documentation

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- c) Serve as the Club's Risk Management Coordinator with SCYSA
- d) Maintain Policies and Procedures manual of SSC

3) CLASSIC COORDINATOR

- a) Responsible for representing all challenge/classic teams on the Executive Committee
- b) Schedule and coordinate practice and field requests for challenge/classic teams
- c) Represent SSC challenge/classic teams in all leagues in which they participate
- d) Attend to all administrative duties of the challenge/classic teams

4) FACILITIES COORDINATOR

- a) Coordinate with the Director of Coaching all field maintenance and activities for field improvements
- b) Purchase and maintain necessary Club equipment for playing soccer
- c) Coordinate the use of fields for practice and play
- d) Maintain clubhouse facilities
- e) Maintain an up to date list of the physical assets of SSC (with Treasurer)

5) SECRETARY

- a) Record minutes at all Club meetings, or designate another Executive Committee member to fulfill this function
- b) Retain records of minutes and all SSC correspondence and documents (except those held by the Treasurer)
- c) See that all notices are duly given in accordance with provisions of these Bylaws or as required by law
- d) Maintain a list of all members in good standing, as provided by the Registrar
- e) Undertake official correspondence for SSC as required

6) TREASURER

- a) Collect all fees, dues, assessments and other income of SSC
- b) Hold general funds of SSC in a designated bank checking account, and maintain complete documentation of all credits and debits, and their associated bills, receipts and canceled checks
- c) Have joint power of signature (with the President) for disbursement of funds from the account of SSC
- d) Submit financial reports at each Club meeting, and an annual balance sheet at the May annual meeting of SSC
- e) Maintain a current inventory of the physical assets of SSC (with the Facilities Coordinator)

7) REGISTRAR

- a) Coordinate all registration activities of SSC
- b) Maintain registration records as submitted to SCYSA or other affiliated organizations
- c) Coordinate the issuing of player identification cards
- d) Submit records to organizations with which SSC is affiliated, so that accreditation/affiliation is maintained
- e) Coordinate tournament registration documentation

8) PUBLICITY DIRECTOR

- a) Coordinate the promotion of SSC through local television, radio, newspapers and other publications
- b) Publish a periodic newsletter (print or electronic) for the members of SSC, but no fewer than six issues a year
- c) Manage the Club's website and telephone message center
- d) Develop and maintain key events calendar to assure timely action on routine events or actions needed for SSC functions (example: elections, tryouts, etc.)

9) VOLUNTEER COORDINATOR

Coordinate all SSC member volunteer opportunities by assisting other SSC officers in scheduling volunteers for field prep, concessions, tournaments, committees, etc.

10) CONCESSIONS COORDINATOR

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Oversee and coordinate the concession operations of SSC during league play, tournaments, and other approved functions of SSC.

11) FUNDRAISING COORDINATOR

Coordinate the planning and execution of all fundraising activities.

Activities to include: 1) Tournament activities, 2) Corporate Sponsors, 3) Grants, and 4) other miscellaneous activities.

12) RECREATION COORDINATOR

- a) Responsible for representing all recreation teams on the Executive Committee
- b) Schedule and coordinate practice and field requests for recreation teams
- c) Represent SSC recreation teams in all leagues in which they participate
- d) Attend to all administrative duties of the recreation teams
- e) Hold a general organizational meeting with the recreation coaches/team managers each season

13) MICRO COORDINATOR

- a) Responsible for representing all Micro teams on the Executive Committee
- b) Schedule and coordinate practice and field requests for Micro teams
- c) Attend to all administrative duties of the Micro teams
- d) Hold a general organizational meeting with the Micro coaches/team managers each season

Article V Duties Of The Executive Committee

- 1) To provide open and effective leadership and administration of the Club.
- 2) To oversee the well-being of the Club and its physical assets, and to take such actions, within its authority, as are necessary to safeguard the interests of its members.
- 3) To coordinate and conduct such routine business of SSC as is set out in the Constitution, Bylaws, and Policies and Procedures manual of the Club.
- 4) To have final approval of all fund-raising, promotional, educational and training programs under the auspices of SSC.
- 5) To present to the members of SSC, at the monthly meeting for May, a projected annual budget to be approved by the membership.
- 6) The Executive Committee will contract with a Director of Coaching whose responsibilities will be delineated in a Contractual Agreement. The Director of Coaching shall attend all Executive Committee meetings and serve in an advisory ex-officio capacity, without voting rights.

Article VI Vacancies

Any vacancy occurring in an Executive Committee position may be filled by the affirmative vote of a majority of the remaining Officers. An Officer elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Article VII Meetings

Section 1. Meetings. Meetings of the SSC Executive Committee shall be held the first Wednesday of each month for the purpose of conducting the business of the Club. All meetings shall be open to all current members, who are encouraged to comment, question, make suggestions, and vote on the issues outlined in Article I of the Bylaws. The meeting held in May shall be known as the Annual Meeting and shall be for the primary purpose of electing the officers of SSC.

All meetings of SSC shall be chaired by the President, or in his absence, the Vice President.

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Section 2. Quorum. A quorum shall be six (6) members of the Executive Committee to enable the Executive Committee to conduct its business. Six (6) members of the Executive Committee plus twenty (20) Non Executive Committee voting members of SSC shall constitute a quorum for the conduct of elections, amending the Constitution, Bylaws or Policies and Procedures Manual of the Club, special meetings, and for the expulsion of members.

All meetings shall be conducted in accordance with Robert's Rules of Order, except where specifically modified or superseded by the written Constitution, Bylaws or Policies and Procedures of SSC.

The presiding officer (President or Vice President) at meetings of SSC shall have the option of declining to accept any motions that, in his best judgment, are frivolous, absurd, or have the clear intent or possibility of damaging the reputation or interests of SSC.

Special meetings of SSC may be called by the President, Executive Committee, or by written request bearing the signatures of members representing twenty (20) votes. The purpose of such a meeting shall be stated, and except in emergency circumstances at least seven (but not more than twenty) days written notice shall be given to the membership. Business other than that stated in the written notice shall not be addressed at a special meeting. The Executive Committee of SSC may, at the President's discretion, meet in closed session.

Article VIII Nominating Committee

A nominating committee shall be appointed by the President at the January Executive Committee meeting for the purpose of recommending a slate of Officers at the annual meeting for consideration by the members of the Club in attendance. The nominating committee shall consist of three members of the Club (non-Executive Committee members). Their duties shall be to prepare and present in writing to the Club membership a full slate of nominees, for all elected positions, at least 30 days before the next Annual Meeting.

In addition, the President may appoint such ad-hoc committees as are deemed necessary to facilitate the administration of the Club.

Article IX Indemnity

The Club indemnifies the individual officers to the fullest extent possible under the laws of the state of South Carolina for and against any proceedings brought against that officer for liability incurred in that officer's role as long as he or she conducted himself or herself in good faith and reasonably believed that, in the case of conduct in his or her official capacity with the Club, that his or her conduct was in the best interest of the Club and in all other cases, that his or her conduct was at least not opposed to the best interests of the Club.

Article X Policies And Procedures Manual

The Constitution and Bylaws of SSC may be amended at a regular meeting of the Executive Committee or at a special meeting of the Club, by a 2/3 majority of votes cast by members in good standing present at the meeting. Full written notice of the meeting and proposed amendments shall be given to all Club members at least 30 days before the meeting.

The Policies and Procedures manual of SSC may be amended by a simple majority vote of members in good standing present at a regular or special meeting of the Club. Such amendments shall be introduced for discussion and comment at the Club meeting preceding the one at which a vote shall be taken. Notice of special meetings at which a vote will be taken on amendments to the Policies and Procedures manual shall be given at least ten (10) days before the meeting.

Article XI Seasonal Year

The seasonal year of SSC shall run from August 1 to July 31.