

**KING OF PRUSSIA SOCCER CLUB
CONSTITUTION**



Constitution
of the
King of Prussia Soccer Club

**KING OF PRUSSIA SOCCER CLUB
CONSTITUTION**

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**REVISIONS
HISTORY**

| REV. | CHANGES | RELEASE |
|-----------------|---|----------------|
| Original (2002) | New release | March, 2002 |
| December 2002 | Added section 1.05, 1.06, and 1.07 Changed section 2.03 Added section 2.04 Added Paragraph D to section 6.01 Added the second paragraph to section 10.01 | December 2002 |
| April 2004 | Changed table of Contents Revised title of Article VI Added sections 6.15, 6.16, 6.17 Revised sections 8.01 & 8.04 Inserted "Conduct" article as article XI Added article XII-Ethics Changed organizational chart to article XIII | June 2004 |
| March 2007 | Switched First & Second VP duties Added Player Placement Article XIII Changed organizational chart to article XIV | June 2007 |
| January 2008 | Changed table of Contents Revised Article III, IV, V, VII, VIII & XIII | June 2008 |
| March 2009 | Changed table of Contents Added "Playing Time & Substitution" article Revised Article VI, | April 2009 |

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Mission Statement

The King of Prussia Soccer Club will promote community vitality, through recreation and education by providing services that are responsive to the health, safety, and general welfare of the community.

We are dedicated to providing these services through the efficient and effective use of the community's available resources in an honest, open and caring manner.

Goals:

To provide a recreational soccer programs for community members.

To provide educational development In team play and fair play for community members.

To provide travel soccer as an option at a competitive level.

To provide a framework in all programs for individual growth and responsibility.

To provide facilities to meet the needs of our participants.

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Article I - Name and Purpose

- Section 1.01 The name of this organization shall be King of Prussia Soccer Club (**KOPSC**).
- Section 1.02 The purpose of this organization shall be to promote, foster, and perpetuate the game of soccer on an amateur level for boys and girls, and to provide competition for its members and teams in accordance with the high standards of good sportsmanship and fair play.
- Section 1.03 The representative colors of the Club shall be white, blue, and gold.
- Section 1.04 The official nickname of the club shall be Prussians.
- Section 1.05 The purpose for which the club is organized is exclusively charitable and educational within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.
- Section 1.06 Notwithstanding any other provision of these articles, the KOPSC shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue code of 1986 or the corresponding provision of any future United States Internal Revenue law.
- Section 1.07 Upon the dissolution of the KOPSC, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c) (3) of the internal Revenue code of 1986, or corresponding section of any future federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the corporation is then located, exclusively for such purposes.

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Article II - Territory and Headquarters

- Section 2.01 The territory shall consist primarily of all of the Upper Merion Township.
- Section 2.02 The headquarters of this organization shall be within the James Baxter Soccer Park.
- Section 2.03 The official address of the club shall be 650 South Henderson Road, King of Prussia, PA, 19406.
- Section 2.04 The KOPSC uses the Baxter Park soccer fields and the Baxter Clubhouse. The Upper Merion Area School District owns these facilities.

Article III - Membership

- Section 3.01 Membership: This organization shall consist of any number of amateur players, who are assembled to form teams, parents of said players, club officers, and anyone who volunteers his or her services as a coach, assistant, or any other club function, may be considered a club member.
- Section 3.02 Application: Application for membership shall be made each year at a time and form as determined by the Executive Committee.
- Section 3.03 Qualification and Acceptance: The Executive Committee shall have sole and final authority to determine the qualifications of, and to accept or reject, any applicant for membership in this organization.
- Section 3.04 Annual Dues: Each player shall pay a yearly membership fee at the time of team registration. The Executive Committee shall determine the amount of the dues annually.

Article IV - Government

- Section 4.01 This organization shall be governed by its Constitution as presently constituted or as these may, from time to time, be amended, and by such rules and regulations which may be promulgated by its Executive Committee.

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Article V - Legislative and Judicial Powers

Section 5.01 The legislative and judicial powers of this organization, except those that are herein otherwise delegated shall be vested in an Executive Committee appointed by the Membership.

Section 5.02 Voting Rights:

- A. Each member of KOPSC shall have the right to cast one vote at the yearly election.
- B. Each Officer in the Executive Committee shall have the right to cast one vote only after a motion is called for twice by two separate Officers and a vote is called for by the President. The President of this organization shall have no vote except in the case of a deadlock, in which case it shall be his/her privilege to cast a deciding vote. In the absence of the President, whoever is acting in his/her behalf shall be limited to the President's voting rights.

Section 5.03 Duties and Powers:

- A. Members, except in matters otherwise delegated, shall enforce the laws of the game and elect the Executive Committee of this organization.
- B. The Executive Committee shall govern all aspects of the operations of the KOPSC and shall transact all business on its behalf. The Executive Committee may take whatever action it deems necessary and appropriate to further the best interests of the Club, as long as these actions are not inconsistent with the Constitution of the Club. The Executive Committee may, from time to time, create and appoint such Sub-Committees, Directors, or other persons, to have charge and responsibility for the various activities of this organization. The Executive Committee may delegate this responsibility to the President, if it is deemed appropriate and desirable. Activities and duties performed by the Sub-Committees, Directors, and others shall not be contrary to the policies of this organization and said Sub-Committees, Directors and others shall report to and be subject to the approval of the Executive Committee, or if so designated by the Executive Committee, the President.

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Article VI – Executive Committee Positions & Duties

Section 6.01 The Executive Committee shall consist of the Officers of the organization.

Officers:

- A. Officers of this organization shall be a Chairman Ad Emeritus, President, Vice President--Registration, Vice President--Building & Concessions, Vice President—Player & Coach Development, Vice President—Fields, Vice President—Uniforms, Apparel & Equipment, Vice President—Media & Public Relations, Vice President—Marketing, Vice President—Tournament.
- B. All officers shall be elected at the KOPSC Annual Meeting to serve a term of one (1) year.
- C. Election of officers need not be made by ballot, except upon demand by a member at the election and before the voting begins. All Officers of this organization shall be elected by majority vote of the members present.
- D. No members of this organization are compensated for their volunteer efforts.

Section 6.02

Chairman Ad Emeritus' duties:

Mr. James Baxter as the founder of the Club in 1962 is appointed as the Chairman Ad Emeritus of the Club and Field Coordinator Director. He will maintain both positions for as long as he desires. If and when he would relinquish the duty of Chairman Ad Emeritus, this position will not be replaced. If and when he would relinquish the position of Field Coordinator Director, this position would be replaced by open election. The Chairman oversees all the Club functions. The Field Coordinator controls the fields' availability and the athletic equipment.

Section 6.03

President's Duties: The President shall preside at all meetings of this organization, act as a Chairperson of the Board; enforce the Constitution, and such rules and regulations, call such meetings as are herein provided to be called, cast a deciding vote on all issues at any meeting of this organization and sign all contracts and documents of this organization. The President shall have the right to appoint any one board member to act on the President's behalf, in the President's absence, to perform the duties of the President as described here in. In the event of the Death of the President, the Executive Board will hold an emergency meeting and will vote to appoint one Board member to act as the President for the remainder of that term year, and the board seat of the President will be

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filled in accordance with article VIII—Meetings and Annual Elections for the following term year.

- Section 6.04 Vice President--Registration Duties: The Vice President---Registration shall serve as the Club Registrar and will keep the maintain the Club's player data base, and will represent the Club as the League Delegate.
- Section 6.05 Vice President—Building & Concessions Duties: The Vice President—Building & Concessions shall serve as the Building Director and manage the concession area.
- Section 6.06 Vice President—Player & Club Development Duties: The Vice President—Player & Club Development shall serve as Club Development Director and will be responsible for the technical development of coaches and players, and will oversee the Park & Recreation soccer program.
- Section 6.07 Vice President—Media & Public Relations Duties: The Vice President—Media & Public Relations shall keep a record of all proceedings of this organization which are authorized by the Council, keep like records of all proceedings of the Executive Committee, conduct all correspondence of this organization, and perform such other duties as the Council or President may, from time to time, direct.
- Section 6.08 Vice President—Marketing Duties: The Vice President—Marketing shall manage all Club fundraising activities as well as work with the Vice President—Media & Public Relations as it relates to issues that effect the Club's standing in the community and internal dispute resolution.
- Section 6.09 Vice President—Fields Duties: The Vice President—Fields maintains the quality of the fields, directs all maintenance efforts for the fields, manages the schedule for field utilization for both games and practices and assures that the fields meet playing requirements. Examples of such duties are the proper alignment of the fields, equipment availability, and proper field conditions.
- Section 6.10 Vice President—Tournament Duties: The Vice President—Tournament shall manage the annual Club tournament, direct all coaches and volunteers on tournament related activities, retain referees, obtain permits, work with the Vice President—Building & Concessions as it relates to coordination of tournament and concession scheduling, work with the Vice President—Media & Public Relations as it relates to tournament communication and TV coverage, work with the Vice President—

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Marketing as it relates to marketing the tournament and to coordinate and communicate to all visiting teams.

- Section 6.11 Vice President—Uniforms, Apparel & Equipment Duties: The Vice President—Uniforms, Apparel & Equipment shall manage and maintain all soccer equipment (goals, nets, corner flags, line machine, paint, sand bags, defibrillator, etc.), all uniforms, including purchase coordination and distribution to coaches, and oversee the purchase and sale of apparel and will ensure all apparel has been approved for purchase by the board.
- Section 6.13 Removal From Office: Any Officer or member of the Executive Committee shall be removed from office by a two-thirds (2/3)-majority vote of the whole Council.
- Section 6.14 Vacancies: In the event a vacancy occurs in any office the Council shall fill the vacancy in the same manner as herein prescribed for the election of officers at the annual meeting.

Article VII – Additional KOPSC Positions and Duties

- Section 6.15 Head Coach: The Head Coach of a given KOPSC team will be fully responsible for all aspects managing and development of that team. The KOPSC Executive Committee will approve all Head Coach positions for all registered Travel Teams. The Head Coach must designate at least one Assistant Coach, and one Team Administrator to assist in managing the responsibilities of the Head Coach.
- Section 6.16 Assistant Coach: The Assistant Coach is to be appointed by the Head Coach. Said appointment must be communicated to the Executive Committee no later than June 15th of each year for the coming fall season. The KOPSC Executive Committee reserves the right to reject the Head Coach's appointment of the Assistant Coach. Said rejection does not relieve the Head Coach of appointment responsibility as stated in section 6.15. The Assistant Coach will be responsible for those duties and tasks delegated by the Head Coach. Said delegation does not relieve the Head Coach of overall responsibility for the team.
- Section 6.17 Team Administrator: The Team Administrator is to be appointed by the Head Coach. Said appointment must be communicated to the Executive Committee no later than June 15th of each year for the coming fall season. The KOPSC Executive Committee reserves the right to reject the Head

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Coach's appointment of the Team Administrator. Said rejection does not relieve the Head Coach of appointment responsibility as stated in section 6.15. The Team Administrator will be responsible for those duties and tasks delegated by the Head Coach. Said delegation does not relieve the Head Coach of overall responsibility for the team.

Article VIII – Meetings & Annual Elections

Section 8.01

Annual Meeting: The Annual Meeting of this organization shall be held sometime during the month of March. The Secretary shall notify all members of the Council of the place and time of the Annual Meeting no later than the first week of March. All officers shall be elected at the KOPSC Annual Meeting. Motions for nominations for Officer positions will be received by the Executive Committee during the January & February Regular Meetings. Only KOPSC members can be nominated. Only nominated members can be placed on the ballot. Only Members on the ballot can be elected. Elections for the officer positions will be held during the annual meeting. All officers shall serve a term of one (1) year, which will begin immediately after elected and will end at the start of the following year's Annual Meeting. Election of officers need not be made by written ballot, except upon demand by a member at the election and before the voting begins. All Officers of this organization shall be elected by majority vote of the members present.

Section 8.02

Regular Meetings: Regular monthly meetings of this organization shall be held once a month beginning no later than 8:00 p.m. The Secretary shall notify all members of the time of the meeting no later than one week prior to the meeting.

Section 8.03

Special Meetings:

- A. Special meetings of this organization may be called at any time by the President or upon written demand of three (3) or more members upon the Secretary, at which the President shall call a meeting within fourteen (14) days of receipt of such demand or sooner if deemed necessary by the President.
- B. The membership must be notified in writing three (3) days before a special meeting.
- C. Special meetings shall not be held the same day as regular or Annual Meetings.

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Section 8.04

Attendance at Meetings:

- A. Members: Each member is highly encouraged to attend the KOPSC meetings.
- B. Officers: Each member of the Executive Committee must attend 2/3 of the Board Meetings held in a calendar year. Failure to do so may result in an Executive Committee review in accordance with Article XI.
- C. Registered Team: It is mandatory that each registered team be represented at every regular meeting. It is expected that Head Coaches of registered teams attend a majority of all regular meetings. In the case that a Head Coach is not able to attend a Regular meeting, they must send a representative. Each team shall have at least one representative in attendance at all regular and special meetings. A representative can be an Assistant Coach, the Team Administrator, or in the case where neither are available, a designated parent/guardian of a player on that particular team. More than two (2) unexcused absences, as determined by the Executive Committee, by any team from any regular or special meeting, for any reason, in one calendar year will result in punitive actions as set forth by the Board as outlined in section 11.01
- D. Any representative attending a meeting on behalf of the Head Coach shall have the responsibility of representing their team at these meetings and to transmit information from the Club to their team in a timely fashion, to advise their team of special events and Club matters which are of particular concern, and to distribute materials pertinent to team and player registration.
- E. League Delegates shall use club meeting to relay important information from the leagues to the club membership.

Article IX - Quorum

Section 9.01

The presence of the representatives of at least four (4) members shall constitute a quorum to transact business at any meeting of this organization.

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Article X - Amendments

Section 10.01 The Constitution may be altered, amended, supplemented, or replaced by a majority vote of the members of the Board present at meeting, provided the proposed change(s) has been read at the previous meeting.

This Constitution is put into effect in March 2002, and is revised, reviewed, and approved by the Board as necessary.

All previous editions of the Constitution of KOPSC are hereby repealed and declared null and void, whether or not the included provisions conflict with this edition. This edition shall be known as the March 2002 **(Original)** Revision.

ARTICLE XI-Conduct

Section 11.01 A KOPSC member maintains good standing by abiding by the rules and regulations of this constitution and the USYSA, and by exhibiting good sportsmanship. Misconduct includes, but is not limited to, the following behaviors: actions which are contrary to maintaining good standing, verbal or physical abuse, or threat of abuse, of referees, coaches, parents, players, spectators, or Executive Committee members, substance abuse, performance of club related functions while intoxicated, permitting or failure to correct a clearly unsafe condition that may jeopardize a player's health, or any action deemed inappropriate by the Executive Committee.

Section 11.02 Misconduct by any KOPSC member will result in the following actions by the Executive Committee:

- A. The first incident of misconduct by any member will result in a conduct review meeting with the Executive Committee. Minutes of said meeting will not be kept, however the occurrence of the incident will be recorded.
- B. A second incident, or any incident there after, regarding the same member, would result in a conduct review meeting with the Executive Committee. A written record of the conduct review will be filed, which will outline the incident, and assign corrective action. The Executive Committee will review the actions and behavior of the member to ensure compliance with the corrective action.

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If, in the consensus opinion of the Executive Committee, any incident is of direct and flagrant noncompliance to Club Conduct, The Executive Committee can apply more severe sanctions and any other civil remedies to ensure that those alleged acts of noncompliance are investigated and adjudicated appropriately. The purpose of enforcement here is not solely to punish noncompliance, but to facilitate corrective actions, and to allow the Club to continue to provide a safe, enjoyable, and rewarding soccer experience for all members.

Article XII - Ethics

Section 12.01

All members of the King Of Prussia Soccer Club including board members, coaches, assistant coaches, volunteers, parents, family members and players will conduct themselves, at all club functions, in accordance with the following Ethical Guidelines:

- A. Strive to maintain integrity within our sport.
- B. Know and follow all rules and policies set forth by clubs, leagues, state and national associations.
- C. Work in the spirit of cooperation with officials, administrators, coaches and spectators to provide the participants with the maximum opportunity to develop.
- D. Be a positive role model.
- E. Set the standard for sportsmanship with opponents, referees, administrators and spectators.
- F. Keep sport in proper perspective with education.
- G. Encourage moral and social responsibility.
- H. Just say no to drugs and alcohol.

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Article XIII – Player Placement

Section 13.01 Placement of players on KOPSC teams will be done so in accordance with the following guidelines:

A. Rules and regulations of the league and sanctioning body that the team is registered with.

B. As decided by the Executive Committee.

Section 13.02 Each year, every KOPSC team’s roster size will be reviewed. If, in the case where initial placement is completed in accordance with Section 13.01 and the number of players assigned to a team exceeds the league maximum roster size, and the number of players is of sufficient quantity, as deemed by the Executive Committee, to form two individual teams, following steps will be followed:

A. Executive Committee will establish *Player Placement Sub-Committee* made up of the President and a combination of the First, Second & Third Vice Presidents. In the case where any of the aforementioned Board Members can not fill this role, Executive Committee will have the option to select suitable replacement(s).

B. Player Placement Sub-Committee will coordinate with the Head Coach to arrange for placement practice sessions at a mutually agreeable date and time. Quantity of sessions will be determined by the Sub-Committee.

C. Player Placement Sub-Committee will take recommendations from Head Coach and will make final determination as to roster placement for each player. Majority vote will be used by Sub-Committee in making roster determinations.

D. Player Placement Sub-Committee will place players according to ability. In the case of special circumstances, The Executive Committee may require other criteria to be used to determine placement. In this case, the Executive Committee must agree by majority vote on how the placement will be handled and will inform the Placement Sub-Committee prior to the start of the placement practice sessions.

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Article XIV – Playing Time & Substitutions

Section 14.01

It is the KOPSC philosophy to distribute playing time to team members at levels commensurate with the team age (U9, U10, etc.) and in consideration with contributing factors. Contributing factors include, but are not limited to, number of rostered players, length of game, player's attendance at training sessions, player's attitude and behavior, game conditions, etc. It is the KOPSC's philosophy that playing time can be distributed in such a manner that player's will continue to develop while simultaneously keeping the team competitive.

With the KOPSC playing time philosophy in mind, it is the responsibility of the Head Coach to determine playing time allotment for each rostered player, using the following guidelines:

- A. Each rostered player will play in each half of each game, regardless of regular season, tournament, scrimmage or playoff game.
- B. Substitutions for younger age teams should be structured more toward the development of every player (i.e. equal playing time) than competitive team results. As teams grow in age, substitutions gradually switch to be structured more for competitive results. Item 'B' does not override item 'A' (above).
- C. Recognizing that travel teams in the KOPSC enter into competitive leagues, the concept of item 'B' (above) may be altered when the team plays in a fall season playoff match. In no case should item 'A' (above) be altered.

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Article XV – Organizational Chart

Section 15.01

King of Prussia Soccer Club Organizational Chart

