

Constitution
of the
Arlington Travel Soccer Club

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Article I. Arlington Travel Soccer Club

A. Purpose. The purpose of the Arlington Travel Soccer Club (ATSC) is to promote, develop and administer a program for providing Arlington and Falls Church youths with the opportunity to play soccer at the highest level commensurate with their individual ability, potential, and interest and to acquire and develop superior soccer skills through a higher level of competition and from higher levels of coaching expertise. ATSC is based on the belief that excellent coaches attract and retain excellent players, with the Club management assuming a supportive role in the pursuit of this goal.

B. Membership. Membership in ATSC shall be granted to those traveling teams in good standing which (1) agree to be affiliated with the Arlington Travel Soccer Club and the Arlington Soccer Association, Inc. (ASA), by subscribing to the provisions of this Constitution and the rules and policies adopted by the ATSC and the ASA; (2) agree that ATSC shall remain a member of ASA and accept thereby all obligations and all rights of such membership; and (3) agree to join and abide by the rules and policies of the National Capital Soccer League (NCSL), the Washington Area Girls Soccer League (WAGSL), the Old Dominion Soccer League (ODSL) and other leagues approved by the Board of Directors.

Article II. Board of Directors (BOD)

A. Role. A Board of Directors elected by the Club Council shall direct ATSC. The role of the Board of Directors is to:

1. conduct ATSC operations according to established policy as outlined in the ATSC Policy Document and Operations Manual, which are evolving documents,
2. develop proposals to change club policies for the approval of the Club Council,
3. respond to recommendations of the Club Council within a mutually-agreed upon time frame.

B. Membership. The following ATSC officers shall be elected by the Club Council in accordance with Article IV and, with two Player Representatives, shall constitute the Board of Directors:

1. President
2. Girls Commissioner
3. Boys Commissioner
4. Secretary
5. Treasurer
6. Tryout Chair
7. Boys Coach Representative
8. Girls Coach Representative
9. Member at Large

A Boys Player Representative and Girls Player Representative will apply for their positions and will be selected by the BOD as the 10th and 11th members of the BOD.

C. Responsibilities. The members of the Board of Directors shall have the following duties, responsibilities, and authorities. In addition to their individual duties and responsibilities, individual members of the Board of Directors shall recommend policies and actions to the full Board of Directors.

1. President

- a. Preside over all meetings of the Board of Directors, and the Club Council, to call such regular or special meetings as necessary, and to be responsible for establishing the agendas for such meetings.
- b. Organize and develop proposals for rules and policies to govern the activities of member teams; and to enforce such rules and policies.
- c. Appoint, with the approval of a majority of the BOD, and direct persons to fill staff positions established as necessary to carry out the operations of ATSC.
- d. Provide the Secretary with a written record of the proceedings of any meeting of the Board of Directors and the Club Council from which the Secretary shall have been absent.
- e. Provide for representation by ATSC at all meetings of ASA and maintain liaison with ASA.

2. Commissioners

- a. Preside at Club Council and Board of Director meetings in the absence of the President.
- b. Assist the President in developing proposals for rules and policies to govern the member teams.
- c. Ensure that all teams under their jurisdiction are aware of and in compliance with all applicable ATSC and league policies.
- d. Represent, or arrange for representation of, ATSC at functions of leagues wherein member teams under their jurisdiction participate, and for attendance at other appropriate bodies.
- e. Make reports to the President, Board of Directors, and the Club Council as necessary concerning relevant actions and activities of leagues and other bodies in which they represent ATSC.
- f. Assist with the coordination of tryouts and with the development of age-group interaction and coordination.

3. Secretary

- a. Keep the minutes of all Board of Directors and Club Council meetings and make changes to those minutes as directed by the BOD.
- b. Publish approved minutes for distribution to ATSC teams.
- c. Distribute to the BOD and ATSC teams the agendas for Board of Director and Club Council meetings at least seven (7) days in advance of such meetings.
- d. Maintain a permanent master record of this Constitution, and of all policies and procedures adopted by the Board of Directors and/or Club Council.

- e. Provide copies of all applicable documents to newly elected or appointed members of the Board of Directors, and to the newly appointed coaches and managers of member teams, and to others upon reasonable request.
- f. Maintain a listing of member teams in good standing, and to administer and provide for the tabulation of all balloting and recorded voting at meetings of the Club Council.

4. Treasurer –

- a. Prepare a proposed annual budget for ATSC, in accordance with the priorities of the Board. This budget shall include a determination of player fees. The treasurer shall present the proposed budget to the Board of Directors for review and prior to approval at the Spring Club Council meeting.
- b. Make monthly reports on ATSC finances to the Board of Directors, and at the Fall and Spring Club Council meetings.
- c. Establish an accounting procedure for controlling and reporting finances for any activities sponsored by ATSC.
- d. Establish and maintain all financial accounts for ATSC and pay for approved expenditures.
- e. Arrange for an audit of ATSC finances at the end of the fiscal year at least every two years.

5. Tryout Chair –

- a. Coordinate, in cooperation with the Boys and Girls Commissioners and appropriate club staff, annual open tryouts for ATSC teams in accordance with Club policies.

6. Boys and Girls Coach Representatives –

- a. Advise the Board of Directors.
- b. Communicate with Club coaches about potential policy issues
- c. Report back to Club coaches about actions taken by the board which affect coaches

7. Member-at-Large -- Member-at-Large shall perform such duties and functions as shall be assigned by the President or the BOD.

8. Boys and Girls Player Representatives

- a. Advise the Board of Directors.
- b. Communicate with players about potential policy issues.
- c. Report back to players about actions taken by the board.
- d. Player representatives shall participate and vote on all issues except those discussions regarding personnel (paid or volunteer) or coaches held Executive Sessions of the BOD.

D. Committees and Appointed Positions

- 1. The Board of Directors shall establish standing and ad hoc committees and appointed positions, and define their scope and responsibility.
- 2. The President shall appoint persons to chair committees and serve in specified positions.

E. Board Meetings

1. The Board of Directors shall hold regularly scheduled meetings no less than bi-monthly.
2. Special BOD meetings may be convened at the call of the President, or by both Commissioners, or at the request of at least three Board members.
3. Such meetings shall be announced in advance to and open to the membership and the general public.
4. Upon the vote of a majority of those board members in attendance, meetings may be conducted in executive session for the purpose of considering matters of a sensitive or confidential nature. Attendance at executive sessions shall be limited to board members.
5. No votes may be taken by the Board of Directors unless a quorum is present. A quorum consists of a majority of all BOD members. For executive sessions regarding personnel or coaches, a quorum shall not include the Player Representatives.
6. The Secretary shall compile a written record of the proceedings of all meetings, which shall be published for distribution to all teams. Minutes of executive sessions shall not be published.
7. Meetings shall be conducted under Robert's Rules of Order.

Article III. Club Council

A. Role. The Club Council shall serve as the ATSC legislative body. The role of the Club Council is to:

- a. Consider Club policies and other issues proposed by the BOD or raised from the floor.
- b. Veto any other action of the President or Board of Directors by a two-thirds (2/3) majority vote.
- c. Make recommendations to the Board of Directors.
- d. Ratify or amend this Constitution in accordance with Article VII.
- e. Approve an annual budget.

B. Membership. Each ATSC team is a member of the Club Council.

C. Club Council Meetings

1. The Club Council shall hold two regular meetings each year. One regular meeting shall be held just prior to the start of the Spring season. The other regular meeting shall be held just prior to the start of the Fall season.
2. Special Club Council meetings may be convened at the call of the President, by both Commissioners, at the request of at least three Board members, or as petitioned by a representative of at least fifty percent (50%) of the member teams.
3. All member teams' managers and coaches shall be given at least three weeks (21 days) notice of each meeting. Managers or their designated team representative, and coaches, are expected to attend Club Council meetings. Club Council meetings shall be open to all interested persons.
4. No votes may be taken by the Club Council unless a quorum is present. A quorum consists of at least one representative from a majority of all member teams.

5. All meetings shall be conducted under Robert's Rules of Order.

D. Voting

1. Each team shall have two votes on the Club Council: one vote by the coach or assistant coach, and one vote by the manager or his/her designated voting representative.
2. Coaches may cast written proxy votes on any published agenda item. A proxy consists of a written, signed, and dated statement by the coach.
3. All votes win by simple majority unless stated otherwise in this constitution.
4. All ballots among two or more qualified candidates shall be supervised by the Secretary and conducted by secret ballot.
5. In the event that no candidate, among three or more nominated, receives the required number of votes to be elected on the first ballot taken, the candidate receiving the fewest number of votes shall be disqualified and a second ballot shall be taken forthwith. This procedure shall be repeated until only two qualified candidates remain. In the event that a ballot between two qualified nominees shall result in a tie vote, a subsequent ballot shall be taken forthwith.

Article IV. Election and Removal of Officers

A. Nominations

1. At least sixty (60) days prior to the end of the term of any elected official, the President will designate a nominating committee consisting of representatives from five member teams. No more than three members shall be from either boys' teams or girls' teams.
2. The nominating committee shall advise all prospective candidates of the duties and obligations of the applicable position, and shall ascertain the candidates' willingness to serve before submitting their names to the Club Council.
3. The nominating committee shall report its nominations to the Board of Directors and the member teams at least three weeks (21 days) before the end of the applicable term.
4. Additional nominations may be made from the floor of the Club Council immediately preceding the elections, provided said additional nominees are present at the meeting.
5. In the event of a vacancy in the office of President, an Interim President shall assume the duties of the President. If the vacancy occurs in an odd-numbered year, the Boys Commissioner shall become the Interim President. If the vacancy occurs in an even-numbered year, the Girls Commissioner shall become the Interim President. This interim officer shall serve until the next Club Council meeting, when an election shall be held to complete the remainder of the term.
6. In the event of a vacancy in the offices of Boys or Girls Commissioner, Secretary, Treasurer, Tryout Chair, or Member at Large, the President shall designate an Interim board member, subject to the approval of the BOD. This interim officer shall serve until the next Club Council meeting, when an election shall be held to complete the remainder of the term.
7. In the event of a vacancy in the office of Girls or Boys Coach Representative, the remaining Coach Representative and the appropriate Commissioner shall recruit and appoint an interim replacement, subject to approval of the BOD. This interim Coach Representative shall serve

until the next Club Council meeting, when an election shall be held to complete the remainder of the term.

B. Election of Officers

1. Terms of BOD members shall commence immediately upon election.
2. Election of the President to a term of two years will take place at the Spring Club Council meeting in odd-numbered years.
3. Election of the Boys and Girls Commissioners to terms of two years each will take place at the Spring Club Council meeting in even-numbered years.
4. Election of the Secretary and Tryout Chair to terms of two years each will take place at the Fall Club Council meeting in odd-numbered years.
5. Election of the Treasurer to a term of two years will take place at the Fall Club Council meeting in even-numbered years.
6. Election of the Member at Large to a term of one year will take place at the Spring Club Council meeting every year.
7. Election of the Boys and Girls Coach Representatives to terms of one year each will take place at the Fall Club Council meeting every year. Only coaches will vote for the Coach Representatives.

C. Appointment of Player Representatives One male and one female player on U16 and older teams shall be appointed to serve one-year terms as Boys and Girls Player Representatives. Player Representatives shall be appointed at the Spring Club Council meeting.

D. Removal of Officers. Any member of the Board of Directors may be removed by a vote of two-thirds (2/3) of total number of Club Council members certified by the Secretary as eligible to vote at a meeting of the Club Council held in accordance with Article III. Such votes shall be conducted by secret ballot.

Article V. Liaison with ASA

A. Compliance. ATSC shall comply with the rules and policies of ASA and shall defer to the authority of the ASA Board of Directors.

B. Liaison. The ATSC Board of Directors shall maintain liaison with the ASA Board of Directors and provide notification of any actions it carries out on behalf of ATSC.

Article VI. Rules and Discipline

A. Good Standing. Arlington Travel Soccer Club expects member teams to be in good standing by making timely payment of seasonal and special financial assessments, by supporting and adhering to the policies adopted by the club, and by conducting themselves in an appropriate sportsmanlike manner.

B. Rules and Discipline Committee. The President shall appoint a five-member Rules and Discipline (R&D) Committee to review complaints made against teams believed to be in non-compliance with ATSC policy(ies) and the requirements of Article VI A above.

C. Discipline. A manager, coach, assistant coach or other team official may be disciplined or removed for just cause by a majority vote of the R&D Committee, in accordance with procedures established in the ATSC Policy Document, Rules and Discipline Committee. The affected person may appeal the R&D Committee's decision at the next scheduled meeting of the Board of Directors. For a sanction of removal from the Club, the Club Council may override the BOD appeals decision in accordance with Article III. A penalty is suspended pending an appeal.

D. Revocation. A team's membership may be revoked for just cause by action of the Board of Directors, following such recommendation by a majority of the R&D Committee, at any time, provided that the coach and manager of the affected team have been notified in advance of the charges and proposed revocation, and have been given an opportunity to appear before the R&D Committee and the Board of Directors. The Club Council may override the revocation of membership in accordance with Article III. A penalty is suspended pending an appeal.

E. Voting

1. All Club Council votes to override a BOD decision to the discipline or remove a manager, coach, assistant coach, or other team official or a revocation of a team's membership must win by a two-thirds (2/3) majority vote.
2. All Club Council votes to override the discipline or removal of a manager, coach, assistant coach, or other team official or a revocation of a team's membership must be by secret ballot.

Article VII. Amendments

A. Notification. Amendments to this Constitution may be made after a proposed amendment has been provided to the managers and coaches of every member team and to the Board of Directors, at least ten (10) days prior to the Club Council meeting at which it is to be voted on.

B. Vote. A two-thirds (2/3) vote in accordance with Article III (D) is necessary to effect approval.

C. Effective Date. Unless a different effective date shall be specified in any proposed amendment, all amendments shall become effective immediately upon their approval by the Club Council.