

Bennington Soccer Club



Bylaws

Adopted: 1/18/15
Amended: 04/17/2020

Table of Contents

Part I General.....	3
1. Name and Location	3
2. Mission and Purpose	3
3. Levels of Play	3
4. Governance.....	4
5. Affiliation and Subordination.....	5
6. Dissolution & Merger.....	5
PART II MEMBERSHIP	6
1. Criteria	6
PART III Election, roles, and terms of board members and officers.....	6
1. Board of Directors	6
2. Executive Board	7
3. Nominations and Elections	7
4. Terms of Office.....	8
5. Director Responsibilities	10
6. Removal of Office	14
7. Committees.....	15
Part IV Meetings.....	15
1. Meetings	15

PART I GENERAL

1. Name and Location

1. *Name*

The name of this organization shall be BENNINGTON SOCCER CLUB, hereafter shown as BENSC and referred to as the Club herein.

2. *Area of Operation*

BENSC's primary area of operation shall be the community of Bennington, Nebraska. Membership shall not be limited to geographic boundaries.

3. *Tax Exempt Status*

BENSC shall maintain a status as a nonprofit organization under the laws of the United States of America and the State of Nebraska. BENSC shall operate under received notification (Letter of Determination) from the Internal Revenue Service (dated August 3, 2017) announcing the Club as being exempt from federal income tax under Internal Revenue Code (IRC) Section 501 (c) (3).

2. Mission and Purpose

1. *Mission*

The mission of BENSC is to provide the youth of the Bennington, Nebraska and surrounding communities the opportunity to participate at Recreational, Competitive, and Premier soccer levels by teaching and demonstrating soccer skills, sportsmanship, honesty, respect, and fair play. To provide a safe environment where our youth not only can excel in their soccer skills but also learn the importance of physical fitness in their lives. To provide an atmosphere where the players' emotional well-being will be nurtured as they learn the importance of teamwork, determination, persistence, and hard work. All members will work towards instilling in our youth the enjoyment and fun aspects of the game of soccer.

2. *Purpose*

The purpose of BENSC shall be to promote, develop and administer the game of soccer for all age groups, with emphasis in younger age divisions (boys and girls under 19 years of age), residing within Bennington, NE and surrounding communities.

3. Levels of Play

1. *Summary*

The BENSC will operate three levels of play as defined by the Nebraska State Soccer Association and BENSC. Each level is based on both age and level of skill. Each level of play will operate with varying expectations and requirements.

2. *Developmental Level*

- a) Will apply to players from 4U to 7U
- b) Teams are formed at random
- c) No one is cut
- d) Coaches are not required to have a coaching license
- e) Focus is on fun and not results
- f) An emphasis will be placed on equal playing time for each player on the team
- g) Travel is limited to occasional local tournament play

3. *Recreational/Competitive Level*

- a) Will apply to players from 8U to 19U
- b) Teams are formed by annual player assessments
- c) Every attempt shall be made to avoid cutting players
- d) Focus is on competitive play and development
- e) There will shall be no expectation regarding equal playing time for each player
 - a. Coaches are expected to use good judgement regarding reasonable playing time for each player
 - b. Playing time will be determined by skill, attendance, effort or other objective criteria
- f) Player commitment expectations are seasonal in nature
- g) State and minimal regional travel may be possible

4. *Premier Level*

- a) Will apply to players from 11U to 19U
- b) Teams are formed by invitation based on annual player assessment
- c) Coaches are required to have a coaching license equal to the type of play they are coaching.
- d) Focus is on competitive play and development
- e) There will shall be no expectation regarding equal playing time for any player
 - a. Coaches are expected to use good judgement regarding reasonable playing time for each player
 - b. Playing time will be determined by skill, attendance, effort or other objective criteria
- f) Player commitment expectations are year around
- g) Extensive travel is expected

4. Governance

1. *Governing Body*

The governing authority of BENSC shall be vested in an elected body known as the Board of Directors, herein known as The Board, which shall exercise the right of decision on all matters pertaining to BENSC affairs.

2. *BENSC Bylaws*

The Board of Directors shall adopt bylaws which shall serve as the organizational structure establishing and protecting the rights, and specifying the duties and responsibilities of BENSC members, Board of Directors, and volunteers.

3. *BENSC Policies*

The Board of Directors shall adopt policies which shall serve to govern the day-to-day operations of BENSC. The Board of Directors shall make appropriate provisions to inform its members of BENSC policies.

4. *Bylaw and Policy Proposals*

A proposed change or amendment to either the BENSC bylaws or policies must be submitted in writing to the President and Secretary at which time the item will be added to the next regular Board Meeting for discussion and vote.

5. *Bylaw Change Requirement*

Changes or amendments to these bylaws may be adopted at any monthly Board of Directors meeting upon three-fourth (3/4) majority vote of voting Board of Directors.

Each eligible person may only cast one vote.

6. *Policy Change Requirements*

The affirmative vote of two-thirds (2/3) of the Board of Directors shall be required to adopt or amend BENSC Policies.

5. Affiliation and Subordination

1. *Affiliation*

Membership in this organization will be affiliated with the Nebraska State Soccer Association; herein known as NSSA, the Nebraska Youth Soccer League; herein known as NYSL and US Youth Soccer; herein known as USYS, and will be subjected to its constitution, rules, and other requirements for membership. BENSC shall maintain its bylaws and policies in compliance with the bylaws and policies of NSSA, NYSL, and USYS.

2. *Subordination*

In the event of any conflict between the bylaws and policies of BENSC and the bylaws and policies of the organization of which it is a member, the provisions of the organizations of which BENSC is a member shall take priority.

3. *Severability and Precedence*

Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

6. Dissolution & Merger

1. *Dissolution*

BENSC shall only be dissolved upon the adoption of a resolution by the Board of Directors. Such a resolution shall be preceded by a preamble setting forth the reasons for the dissolution. The resolution shall be an item of consideration at a Board Meeting, or at a special meeting called for the purpose of dissolution. The BENSC shall be considered dissolved by a three-fourth (3/4) affirmative majority of all BENSC members, provided the resolution and preamble have been communicated to all BENSC members at least 30 days prior to the meeting.

Upon the dissolution of BENSC, the Board of Directors shall, after paying or making provisions for the payment of all BENSC liabilities, dispose of all assets of BENSC. The assets shall be distributed to organizations operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, as from time to time amended.

2. *Merger*

BENSC shall only merge with another club, upon the adoption of a resolution by the Board of Directors. Such a resolution shall be preceded by a preamble setting forth the reasons for the merger. The resolution shall be an item of consideration at a Board Meeting, or at a special meeting called for the purpose of a merger. The BENSC shall be considered merged with another club by a three-fourths (3/4) affirmative majority of all BENSC members, provided the resolution and preamble have been communicated to all BENSC members at least 30 days prior to the meeting.

Upon the merger of BENSC, the Board of Directors shall, after paying or making provisions for the payment of all BENSC liabilities, transfer all remaining assets to the surviving entity.

PART II MEMBERSHIP

1. Criteria

1. *Youth Membership*

Youth Membership in this organization shall be all actively registered individuals in good financial standing with BENSC that agree to uphold the constitution, bylaws, and rules of BENSC in compliance with NSSA guidelines for the age groups of three (3) through eighteen (18). The Board of Directors shall establish and assess fees needed to meet costs of conducting our program annually. Any changes to registration/membership fees shall be posted on the BENSC website for all members and potential members to review.

2. *Volunteer Membership*

Volunteer membership is open to coaches, trainers, managers, administrators, and any other volunteer who are not serving a suspension from participation by NSSA or any organization of which it is a member and whom have agreed to and met all requirements as prescribed in the Bennington Soccer Club Policies.

3. *Equal Opportunity*

BENSC will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, sexual orientation, or veteran status. Any members who have special requests are encouraged to contact the Board of Directors for consideration.

PART III ELECTION, ROLES, AND TERMS OF BOARD MEMBERS AND OFFICERS

1. Board of Directors

1. *Minimum Number*

The Board may be modified from time to time, but the number of Board of Directors shall include at least five members.

2. *Structure*

The following positions make up the Board of Directors. At least five of these positions will be occupied by an elected individual.

- | | |
|-----------------------------------|-----------------------------------|
| 1) President | 7) Assistant Director of Coaching |
| 2) Vice President | 8) Assistant Director of Coaching |
| 3) Secretary/Treasurer | 9) Director of Competition |
| 4) Director of Coaching | 10) Director of Facilities |
| 5) Assistant Director of Coaching | 11) Director of Apparel |
| 6) Assistant Director of Coaching | |

3. *Board of Director Exclusivity*

Any individual who holds a position within the Board of Directors is restricted from holding similar board position roles, duties or responsibilities for other clubs.

4. Voting

All elected Board of Directors are eligible to vote on any matter before the Board.

5. Quorum

A quorum for conducting business at any BENSCL meeting shall consist of at least 75% of the Board of Directors. If 75% of the Board of Directors are not in attendance, voting will be postponed until a time when at least 75% of the Board of Directors are in attendance, or the vote will be held electronically where all Board of Directors have the opportunity to review the item(s) and cast their vote.

2. Executive Board

1. Administration

The Executive Board shall administer the day-to-day operations of BENSCL. No action of the Executive Board shall modify any decisions/actions taken by the Board of Directors. All decisions made by the Executive Board shall be affirmed by the Board of Directors at the next regular meeting.

2. Structure

The Executive Board shall consist of the following members of the Board.

- | | |
|-------------------------|-------------------------------------|
| 1) President | 4) Director of Coaching Development |
| 2) Vice President | 5) Director of Competition |
| 3) Secretary/ Treasurer | |

3. Nominations and Elections

1. Election Schedule

The following election schedule shall be administered by the Board:

Even Year Elections

President

Secretary/Treasurer

Assistant Directors of Coaching

Odd Year Elections

Vice President

Director of Coaching Development

Director of Competition

All other Board of Director positions shall be elected every year.

2. Public Notice

The Board shall provide public notice of all positions eligible for election no less than 90 days prior to each election.

3. Voluntary Declaration

All Eligible individuals expressing interest in serving shall be considered for an elected position. Notification of willingness to serve, and position(s) of interest shall be communicated in writing to the Board.

4. Eligibility

Each candidate must complete all training and background check provisions as outlined in the BENSJ Policies prior to the election.

5. Board Voting

Election for the Board shall take place at the November Board Meeting. The Board shall be elected by three-fourth (3/4) vote of all current Board of Directors.

6. Conflict of Interest

Board members applying/re-applying for a position will not be allowed to vote for the position for which they are applying.

7. Absentee Board Voting

Board members may choose to vote electronically via email or in person at the November Board Meeting. For an electronic vote to be valid, the voting member shall submit an electronic vote 48 hours prior to the scheduled election. The vote shall only be valid if submitted directly to the Secretary and President.

8. Election Procedure

If there are more than two candidates for a seat on the Board of Directors, and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of voting shall be cast. Voting shall continue until a candidate receives a majority of the votes cast.

9. Temporary Appointments

From time to time a Board position may be vacated. The President shall appoint a temporary Board member to fill the position until the next election date. At the next general election, the vacated-position shall be filled by election.

10. Independent Contractor

Board of Director positions are volunteer, unless otherwise approved by the Board as independent contractor (1099 vendor). Individuals who are independent contractors shall be required to sign an independent contractor agreement and disclaimer of liability for injury incurred while serving as an independent contractor.

4. Terms of Office

1. Executive Board Terms

President, Vice President, Secretary/Treasurer, Director of Coaching Development, and Director of Competition positions shall be elected to serve for a term of two years. No one person may hold more than one of these positions at the same time.

2. Non-Executive Board Terms

Director of Facilities and Director of Apparel positions shall be elected to serve for a term of one year.

3. Term Dates

Terms shall commence December 1st and end on November 30th of the following year.

4. Transitional Positions

At the end of the President's and Secretary/Treasurer's terms, the individuals may remain on the Board for an additional year as the Past President and Past Secretary/Treasurer. These positions shall be prohibited from making motions, seconding motions, and casting a vote.

5. Term Limits

No Board member shall be limited to a single term.

5. Director Responsibilities

1. *President*

- a) Responsible for the overall operation of BENSC.
- b) Responsible for the execution of the Club's Emergency Preparedness and Response Plan
- c) Facilitate all meetings.
- d) Prepare the agenda for all meetings.
- e) Delegate authority, assign specific functions, and recommend the creation of special committees.
- f) Act as Risk Management Coordinator for BENSC.
- g) Represent BENSC in matters involving affiliated organizations and other social, recreational, and sports organizations.
- h) Authorize expenditures not in excess of two hundred and fifty dollars (\$250.00) without action by the Board of Directors.
- i) Prepare an Annual Report for and preside at the Annual General Meeting.
- j) Perform other duties as may be delegated by the Board of Directors.

2. *Vice President*

- a) Responsible for performing duties of the President in the President's absence.
- b) Make Committee Chair appointments with the approval of the three-fourths (3/4) of the Board of Director.
- c) Provide training and guidance to all Committee Chairs.
- d) Assist Committee Chairs in recruiting and training committee members.
- e) Serve as an ex officio member of all committees.
- f) Perform other duties as may be delegated by the Board of Directors.

3. *Secretary/Treasurer*

- a) Responsible for maintaining and publishing accurate record of all meetings.
- b) Maintain all official BENSC files.
- c) Responsible for updating and maintaining BENSC's bylaws.
- d) Prepare Annual Report.
- e) Maintains Board members' meeting attendance.
- f) Perform other duties as may be delegated by the Board of Directors.
- g) Responsible for all financial affairs and activities of BENSC.
- h) Oversee efforts to collect accounts receivables owed to BENSC.
- i) Create and execute the BENSC financial strategic plan as outlined in the BENSC Policies.
- j) Maintain accurate, timely, and verifiable records of all moneys received and disbursed, assets owned or controlled, and all debts owed by BENSC.
- k) Maintain checking account(s) with signature authority.
- l) Disburse funds for authorized purposes in accordance with authorized procedures outlined in the BENSC Policies.
- m) Prepare and submit annual financial information for BENSC Annual Report.
- n) Prepare any necessary documents to allow BENSC to maintain its tax-exempt status under the Internal Revenue Code and the laws of the State of Nebraska.
- o) Prepare directly, and/or through assistance of CPA, and distribute in the timelines required by law any contractor tax forms.
- p) Proactively research and present financial management/investment options to the Board.
- q) Perform other duties as may be delegated by the Board of Directors.

4. Director of Coaching Development

- a) Actively promote, and act as a spokesperson, on the technical vision and developmental matters of BENSC.
- b) Facilitate the recruitment of coaches for all Levels of Play.
- c) Target and develop a pool of potential coaches for competitive programs.
- d) Provide initial education and on-going training clinics for all BENSC coaches.
- e) Design, administer, and present internal clinics to aid in the development of the coaching staff.
- f) Utilize experts such as state, regional, and national staff coaches to conduct coaching clinics.
- g) Coordinate the developmental guidelines and training priorities for each Level of Play.
- h) Coordinate the development of training strategies and curriculum for each Levels of Play.
- i) Distribute player development policies and guidelines to all coaches.
- j) Develop and maintain relationships with NSSA, NYSL, Bennington High School soccer programs/coaches, and other area clubs for the benefit of BENSC.
- k) Design coaching assessment program, including committee, documented reporting tool, and delivery methods.
- l) Attend games and practices to observe performance of BENSC coaches.
- m) Provide timely assessment/feedback to coaches based on observations in conjunction with coach assessment committee.
- n) Perform other duties as may be delegated by the Board of Directors.

5. Assistant Director(s) of Coaching Development (1-4 people)

Assistant Director of Coaching1 (ADOC1) - Developmental and U8 Age Groups

The BENSC Administrator, ADOC1 and ADOC2 will create team rosters for all Developmental Fall and Spring teams and identify/recruit coaches for each team.

The BENSC Administrator, ADOC1 and ADOC2 will be responsible for communicating all coaching requirements, timelines and completion dates to all BENSC coaches for all BENSC age groups.

Assistant DOC1 will be responsible for the following:

Administrative duties: (in cooperation with the Club Administrator)

1. Work with Club Administrator and ADOC2 to form teams based on a list of registered players.
2. Responsible for recruiting and identifying coaches for each Developmental (U4- U7) and U8 teams (new teams in the fall and updated each spring).
3. Create a field map assigning developmental teams practice and festival field locations.
4. Communicate with all coaches a list of team players, contact information, shed door code, coaches meeting dates/time and any other pertinent information.
5. Communicate with all parents the team coach and player roster.
6. Communicate with all coaches and parents weekly practice dates/times, festival dates/times, and field map.
7. Main email/communication liaison for the Developmental (U4- U7) and U8 age groups.
8. Perform other duties as may be delegated by the Director of Coaching.

Coaching Duties:

1. Actively promote and act as a spokesperson for all of the BENSC Developmental (U4- U7) and U8 age groups.
2. Identify and recruit individuals who have interest or the potential to coach at the Recreational/Competitive and Premier Level.
3. With cooperation with the Director of Coaching, provide initial education and on-going training for all BENSC coaches.
4. In cooperation with the Director of Coaching; plan, develop and participate in Winter/Summer training academy clinics.
5. Establish guidelines and training priorities for Developmental (U4- U7) and U8 age groups.
6. Participate in training sessions with the Developmental (U4- U7) and U8 level.
7. In cooperation with the Director of Coaching- assist in the development of viable training plans which promote age appropriate development.
8. Promote and educate players and parents in the technical, tactical, physical and psychological aspects of the game.
9. In cooperation with the Director of Coaching and the assessment committee, develop and conduct player assessments in the Spring moving from Developmental Level to Recreational/Competitive and Premier Levels of Play.
10. Be on site and act as a representative of the BENSC during developmental training sessions.
11. Be on site and act as a representative of BENSC during Festivals and U8 home/away games.
12. Attend board meetings and other club sponsored activities. Provide appropriate updates regarding the Developmental (U4- U7) and U8 age groups.
13. Perform other duties as may be delegated by the Director of Coaching and/or Board of Directors.

Assistant DOC2 - Developmental and U8 Age Groups

Administrative duties:

1. Work with Club Administrator and ADOC 1 to form teams based on a list of registered players.
2. Responsible for recruiting and identifying coaches for each Developmental (U4- U7) and U8 teams (new teams in the fall and updated each spring).
3. Create a field map assigning developmental teams practice and festival field locations.
4. Communicate with all coaches a list of team players, contact information, shed door code, coaches meeting dates/time and any other pertinent information.
5. Communicate with all parents the team coach and player roster.
6. Communicate with all coaches and parents weekly practice dates/times, festival dates/times, and field map.
7. Main email/communication liaison for the Developmental (U4- U7) and U8 age groups.
8. Perform other duties as may be delegated by the Director of Coaching.

Coaching Duties:

1. Actively promote and act as a spokesperson for all of the BENSC developmental and U8 age groups.
2. Identify and recruit individuals who have interest or the potential to coach at the Recreational/ Competitive and Premier Level.
3. With cooperation with the Director of Coaching, provide initial education and on-going training for all BENSC coaches.
4. In cooperation with the Director of Coaching; plan, develop and participate in Winter/Summer training academy clinics.
5. Establish guidelines and training priorities for Developmental (U4- U7) and U8 age groups.
6. Participate in training sessions with the Developmental (U4- U7) and U8 level.
7. In cooperation with the Director of Coaching- assist in the development of viable training plans which promote age appropriate development.
8. Promote and educate players and parents in the technical, tactical, physical and psychological aspects of the game.
9. In cooperation with the Director of Coaching and the assessment committee, develop and conduct player assessments in the Spring moving from Developmental Level to Recreational/ Competitive and Premier Levels of Play.
10. Be on site and act as a representative of the BENSC during developmental training sessions.
11. Be on site and act as a representative of BENSC during Festivals and U8 home/away games.
12. Attend board meetings and other club sponsored activities. Provide appropriate updates regarding the Developmental (U4- U7) and U8 age groups.
13. Perform other duties as may be delegated by the Director of Coaching and/or Board of Directors.

Assistant DOC3 - U9 - U12 Age Groups

Administrative duties: (in cooperation with the Club Administrator)

1. Work with Club Administrator and all ADOC to form teams based on a list of registered players.
2. Responsible for recruiting and identifying coaches for each U9-U12 team (new teams in the fall and updated each spring).
3. Create a field map assigning developmental teams practice and festival field locations.
4. Communicate with all coaches a list of team players, contact information, shed door code, coaches meeting dates/time and any other pertinent information.
5. Communicate with all parents the team coach and player roster.
6. Communicate with all coaches and parents weekly practice dates/times, festival dates/times, and field map.
7. Main email/communication liaison for the U9 - U12 age groups.
8. Perform other duties as may be delegated by the Director of Coaching.

Coaching Duties:

1. Actively promote and act as a spokesperson for all of the BENSC U9 - U12 age groups.
2. Identify and recruit individuals who have interest or the potential to coach at the Recreational/Competitive and Premier Level.
3. In cooperation with the Director of Coaching, provide initial education and on-going training for all BENSC coaches.
4. In cooperation with the Director of Coaching; plan, develop and participate in Winter/Summer training academy clinics.
5. Establish guidelines and training priorities for U9 - U12 age groups.
6. Participate in training sessions with the U9 - U12 age groups.
7. In cooperation with the Director of Coaching- assist in the development of viable training plans which promote age appropriate development.
8. Promote and educate players and parents in the technical, tactical, physical and psychological aspects of the game.
9. In cooperation with the Director of Coaching and the assessment committee, develop and conduct player assessments in the Spring moving from Developmental Level to Recreational/Competitive and Premier Levels of Play.
10. Be on site and act as a representative of the BENSC during U9 - U12 training sessions.
11. Be on site and act as a representative of BENSC during BENSC U9 - U12 home/away games.
12. Attend board meetings and other club sponsored activities. Provide appropriate updates regarding the U9 - U12 age groups.
13. Perform other duties as may be delegated by the Director of Coaching and/or Board of Directors.

Assistant DOC4 - U13-U19 Age Groups

Administrative duties: (in cooperation with the Club Administrator)

- 1. Work with Club Administrator and all ADOC to form teams based on a list of registered players.**
- 2. Responsible for recruiting and identifying coaches for each U13-U19 team (new teams in the fall and updated each spring).**
- 3. Create a field map assigning developmental teams practice and festival field locations.**
- 4. Communicate with all coaches a list of team players, contact information, shed door code, coaches meeting dates/time and any other pertinent information.**
- 5. Communicate with all parents the team coach and player roster.**
- 6. Communicate with all coaches and parents weekly practice dates/times, festival dates/times, and field map.**
- 7. Main email/communication liaison for the U13-U19 age groups.**
- 8. Perform other duties as may be delegated by the Director of Coaching.**

Coaching Duties:

- 1. Actively promote and act as a spokesperson for all of the BENSC U13 - U19 age groups.**
- 2. Identify and recruit individuals who have interest or the potential to coach at the Recreational/Competitive and Premier Level.**
- 3. In cooperation with the Director of Coaching, provide initial education and on-going training for all BENSC coaches.**
- 4. In cooperation with the Director of Coaching; plan, develop and participate in Winter/ Summer training academy clinics.**
- 5. Establish guidelines and training priorities for U13 - U19 age groups.**
- 6. Participate in training sessions with the U13 - U19 age groups.**
- 7. In cooperation with the Director of Coaching- assist in the development of viable training plans which promote age appropriate development.**
- 8. Promote and educate players and parents in the technical, tactical, physical and psychological aspects of the game.**
- 9. In cooperation with the Director of Coaching and the assessment committee, develop and conduct player assessments in the Spring moving from Developmental Level to Recreational/ Competitive and Premier Levels of Play.**
- 10. Be on site and act as a representative of the BENSC during U13 - U19 training sessions.**
- 11. Be on site and act as a representative of BENSC during BENSC U13 - U19 home/away games.**
- 12. Attend board meetings and other club sponsored activities. Provide appropriate updates regarding the U13 - U19 age groups.**
- 13. Perform other duties as may be delegated by the Director of Coaching and/or Board of Directors.**

6. Director of Competition

- a) Main point of contact for players, parents, and coaches in the Recreational/ Competitive and Premier Levels of Play.
- b) Recruit players and coaches, roster teams, create player passes, issue uniforms and coach equipment, and communicate league rules/regulations to players, parents, and coaches.
- c) Collaborate with Director of Coaching Development, Assistant Directors of Coaching Development, and coaches to determine team placement and meet league registration deadlines.
- d) Act as BENSC representative for NYSL, and attends scheduled league meetings.
- e) Maintain Grassroots Coaching License and responsible for staying up to date on age appropriate training, development topics, and game rules.
- f) Perform other duties as may be delegated by the Board of Directors.

7. Director of Facilities

- a) Coordinate all field maintenance including mowing, weeding, seeding, aerating, portable restrooms, parking lots, maintaining nets, and field painting.
- b) Responsible for maintaining BENSC equipment inventory, presenting and purchasing inventory and proposing equipment needs to Board.
- c) Liaison to the City of Bennington and BPS; provides both parties updates on program dates, usage, and issues as they arise.
- d) Coordinate facility usage agreements to be approved by the Board of Directors
- e) Appoint and oversee sub-committee of member volunteers to help with field maintenance needs.
- f) Perform other duties as may be delegated by the Board of Directors.

8. Director of Apparel

- a) Manage relationships with all Apparel and Awards vendors
- b) Order team medals for all developmental level players, coordinate pick up and deliver to each team.
- c) Responsible for ordering and recording shirt size for Winter Academy and Summer Academy and working with print vendor in ordering of shirts, picking up and distributing to camp directors.
- d) Create a shirt order list based on team assignments (Developmental Level) and work with print vendor in ordering shirts, picking up and distributing to Developmental Level coaches.
- e) Responsible for organizing uniform sizing, ordering, and distribution
- f) Perform other duties as may be delegated by the Board of Directors

6. Removal of Office

1. *Authority*

A Board member may be suspended or removed from their position for failure to meet responsibilities, or for otherwise acting in a manner detrimental to the interests and image of BENSC.

2. *Vote Requirements*

Suspension or removal of a Board of Director shall require a three-fourths (3/4) affirmative vote of the Board of Directors, not including the person whose removal is in question. A vote to remove a Board member shall only be taken following a fact-finding hearing before the Board.

3. *Conduct Committee*

If the Board receives a complaint regarding the conduct of a Board member or otherwise becomes aware of allegations of misconduct regarding a Board member, the Vice President shall appoint an impartial committee of factfinders to review allegations within 15 days. The committee shall present a report to the Board within 30 days of being appointed.

4. *Right to Rebuttal*

The Board member whose removal is in question may attend the meeting at which removal is on the agenda and may offer information and discussion regarding the allegations. The Board member whose removal is in question shall not participate in any vote regarding the removal and shall leave the room in which the meeting is being held if requested by any voting member of the Board.

5. *Notice of Action*

The Board member in question will be notified of the Board of Director's decision, in writing, through certified mail.

7. Committees

1. *Ad Hoc Committees*

The Board may create committees for the purposes established by the Board. The duration of such *ad hoc* committees shall be established by the Board. The Board shall adopt policies that specify details of committee formation, staffing, and reporting.

2. *Ex-Officio Membership*

The Vice-President shall be an *ex-officio* member of all committees, although the Board may appoint another person to chair the committee.

3. *Player Assessment Committee*

The Player Assessment Committee shall be Chaired by the Director of Coaching. The Vice-President shall be an *ex-officio* member of the Player Assessment Committee.

PART IV MEETINGS

1. Meetings

1. *Regular Meetings*

A regular meeting of the of Directors shall be held each month.

2. *Special Meetings*

Special Meetings may be called by the President.

3. *Meeting Locations*

The meeting site shall be selected by the President.

4. *Meeting Notices*

Notice of all Board of Directors meetings shall be posted on the BENSC website at least 10 days prior to each meeting.

5. *Open Meetings*

Appointed consultants, ex-officio members of BENSC, and the public may attend Board Meetings, participate in discussions, and provide advice to the Board. Attendees must notify the President and/or Secretary of their attendance 48 hours prior to the Board Meeting, affording the Board adequate time to arrange appropriate seating and room availability. These individuals do not have voting privileges at Board Meetings.

6. *Board Attendance*

All Board members shall attend each meeting. Absences shall be reported in advance to the Secretary or Administrator.

7. *Right to Speak*

Any Board member, present at the meeting, shall be allowed to address the Board on any matter identified on the agenda. The President shall be allowed to limit the length of time allotted for discussion on topic.

8. *Motions*

The privilege of making motions and voting shall be limited to Board of Directors who are present.

9. *Electronic Voting*

For situations requiring Board action which occurs where there is not time to hold a special meeting, the President may call for an electronic vote.