

# **Absecon Social and Athletic Club**

## **Constitution and By-Laws**

### **I. Name**

This association shall be called the Absecon Social and Athletic Club (ASAC).

### **II. Affiliations**

The ASAC shall be affiliated with the City of Absecon Parks and Recreation and the Absecon Community School for the purpose of utilizing playing fields and gymnasiums.

### **III. Purpose**

The purpose for which ASAC is formed is to foster, encourage, and promote the playing of athletics for the children and families of the residents of Absecon through the maintenance and operation of instructional, intramural, and travel team programs; to develop and promote the qualities of physical fitness, competitive spirit, team play, loyalty, and good sportsmanship in those who participate in the program; to provide opportunities to adults interested in participating in the program as coaches or, in other capacities, to work with children in a sports setting; and to foster and promote understanding in the fundamentals and the finer points of athletics.

### **IV. Membership**

#### ***Residence Requirements***

Membership in this association shall be limited to residents of Absecon, New Jersey or those administrators, players or coaches as specifically approved for membership by the Executive Board.

#### ***Voting Members***

Members of the Executive Board and Active Members who have attended a minimum of four (4) of the previous twelve (12) regular meetings shall have voting rights during the term of their service. Attendance to be determined by a roll call performed at each regular meeting.

#### ***Non-Voting Members***

All parents and sponsors of players' teams playing in any of the programs of ASAC shall be non-voting members.

### **V. Governing Body**

The Executive Board shall govern and administer the day-to-day operation of the association within the scope of the by-laws and the policy guidelines set by the active membership.

The Active Membership shall set voting approval, set policy guidelines and make amendments to the Constitution and By-Laws.

***Indemnification***

ASAC agrees to indemnify, save and hold harmless the members of the Executive Board for any actions brought against them while acting in their capacity as an active Board Member of ASAC.

**VI. Amendments to the Constitution**

Once adopted, this Constitution shall be amended only by a  $\frac{3}{4}$  vote of those present and voting at the annual meeting of the club.

**By-Laws**

**Purpose**

1. The purpose for which ASAC is formed is to foster, encourage, and promote the playing of athletics for the children and families of the residents of Absecon through the maintenance and operation of instructional, intramural, and travel team programs; to develop and promote the qualities of physical fitness, competitive spirit, team play, loyalty, and good sportsmanship in those who participate in the program; to provide opportunities to adults interested in participating in the program as coaches or, in other capacities, to work with children in a sports setting; and to foster and promote understanding in the fundamentals and the finer points of athletics.
2. Registered ASAC players shall be limited to only Absecon residents. Exceptions shall be permitted only upon a vote of the Executive Board. It is the policy of ASAC to ensure that the players are rostered in their designated age groups according to the boundaries specified.
3. Membership in ASAC shall be on a year-to-year basis. Members are required to pay dues.

**Executive Board**

1. The Executive Board shall consist of the following elected persons:
  - President
  - Vice President
  - Treasurer
  - Secretary
2. The day-to-day business of ASAC shall be managed by the Executive Board.
3. Meetings of the Executive Board may be called at any time by the President.
4. The act of the majority, of those present and voting, shall be the act of the Executive Board.
5. Where there are insufficient items to hold a meeting, the President may poll by telephone, all the members of the Executive Board to obtain their vote and send by mail a copy of the vote to each member of the Board within three days of the date of the vote.
6. In the event of a vacancy in any of the elected offices through resignation or other causes, the Executive Board, by a majority vote, may fill such a vacancy for the unexpired portion of the term.

### **Membership**

1. The membership shall be composed of the Executive Board and paid members of ASAC, eighteen years of age or older, and Absecon residents. Exceptions shall be permitted only upon vote of the Executive Board.
2. Each member shall be entitled to only (1) vote on each matter submitted to a vote of the members regardless of multiple offices or positions.
3. Membership in the club shall be on a year-to-year basis from January 1 until December 31.
4. The act of the majority shall be the act of the Membership.
5. A majority of the Membership may reverse any decision of the Executive Board.
6. Members will pay annual dues of \$15.00.

### **Elections**

1. The offices of President, Vice President, Treasurer and Secretary shall be elected from the General Membership to serve one (1) year. This election shall be held in March in the General Meeting of the Club.
2. Nominations will be taken from the General Membership at the January General Membership meeting and again at the February General Membership meeting, for the purpose of selecting a slate of candidates for election by the General Membership.
3. Those nominated shall be included in the call of the club Meeting in January and February and advised in writing to the General Membership in the monthly February and March Newsletters.
4. Nominations from the floor may be made at the March meeting prior to the vote.
5. The candidate receiving the greatest number of votes of the General Membership shall be deemed the elected.
6. The newly elected officers shall take office on April 1.
7. The fiscal year of the club shall begin on January 1 and end on December 31.

### **Meetings**

1. The Executive Board shall hold, as a minimum, a regular meeting each month.
2. Any member of the Executive Board may call for an Executive Board meeting.
3. Meetings will be held the first Sunday of every month unless it needs to be rescheduled as deemed by the Executive Board. Notice must be given to the General Membership in writing.

### **Amendments**

The ASAC By-Laws may be amended by a  $\frac{3}{4}$  affirmative vote by the General Membership.

The proposed amendment shall be posted for the Membership at least fourteen (14) days prior to the meeting.

## **Committees**

Committees may be formed for any specific purpose not contrary to the purpose of the club. All committees shall be appointed by the Executive Board.

### **General**

1. No officer or other voting member of this club shall receive any fee for activities concerned with his or her official office in ASAC.
2. Payment for any personal expenses other than mail or telephone costs must be approved by a majority of the Executive Board.
3. Any event which may be contrary to the spirit of the purpose of the club may be investigated by a Disciplinary Committee consisting of three (3) members appointed by the Executive Board. The Disciplinary Committee will be chaired by the President of ASAC unless that individual is a party to the investigation. Then the role of Chairman will be assumed by the Vice President or other Executive Board Member.

The Disciplinary Committee shall have the power to recommend disciplinary action to the Executive Board by filing a written report. Where disciplinary action is recommended against a person, the person shall be furnished with a copy of the report and shall have the opportunity to appear before the Executive Board and be heard or file a written opposition to the report. The Executive Board shall either.

- Take such action as recommended by the Disciplinary Committee
- Vote to dismiss the report
- Recommit it for further report

No disciplinary action may be taken by the Executive Board except within twenty-one (21) days of the formation of the Disciplinary Committee.

4. Coaching assignments must be approved by the Executive Board.
5. The Executive Board shall review and adopt or revise the rules and policies of the club on or before July 1 of each year.

## **Elected Officers Duties**

### **President**

1. Calls to order business meetings of the Executive Board and the meetings of the General Membership.
2. Serves as ex-officio member of all committees.
3. In instances where disciplinary measures appear appropriate or are recommended, the President will convene a special meeting of the Executive Board.
4. Shall be responsible for communication with school and city authorities required in use of baseball and soccer fields, and basketball courts.
5. Chairs the Disciplinary Committee.

### **Vice President**

1. In the absence of the President, shall be acting President.
2. Works with player registration.

3. Shall perform other such duties, as from time to time, assigned by the President or the Executive Board.
4. Acts as Commissioner for the club and
  - Makes final decision on all matters relating to player and team eligibility.
  - Adjudicates team protests through impartial fact finding and arbitration.
  - Receives and records player and coach ejections.
  - Chairs the Disciplinary Committee in the absence of the President.
  - Shall make decision on field playing conditions.
  - Chairs sponsorship solicitation and activity.
5. Shall be responsible to secure and maintain all club-owned equipment and player uniforms and to recommend to the Executive Board all equipment requirements.

### **Secretary**

1. Notifies the Executive Board of Board meetings and General Membership meetings both as determined by the President.
2. Coordinates and maintains all club correspondence within and outside of the association.
3. Records minutes of all meetings.
4. Issues press releases and other club news as required.
5. Assists the President in his duties.
6. Edits and distributes the ASAC monthly newsletter.
7. Shall be responsible for maintaining player records.
8. Determines age groups in which players participate.
9. Coordinates player registration for all programs and delivers all registration fees to the Treasurer.
10. Ensures that all players are legal and of proper age before players or teams are allowed to participate in any league or game.
11. Keeps membership database.

### **Treasurer**

1. Receives commitment checks from players.
2. Collects and disburses funds as operational necessity dictates.
3. Manages bank accounts as necessary.
4. Keeps records of receipts and expenditures of the club.
5. Renders statement of financial condition on a monthly basis.
6. Assists any approved fundraising committee.
7. Assists the President in his duties.
8. Responsible for the organization and operation of the club's concession stand.
9. Shall secure and maintain all necessary equipment and materials for the operation of the club's concession stand and shall set pricing of all salable items in conjunction with a Board appointed member volunteer.
10. The appointed volunteer shall provide to the Treasurer a statement of all earnings and expenditures and shall turn over to the Treasurer all profits generated by the club's concession stand.

### **Coaches and Managers**

1. Selected and approved by the Executive Board on a year-to-year basis.
2. Coaches and manages their team in compliance with ASAC, Bambino and/or NSA rules.
3. Responsible that all players on the team play a minimum amount of time equivalent to half of the game.
4. Responsible for the conduct and sportsmanship of his or her players and players' parents during the scheduled games.
5. Coaches and managers, including assistants, must be active members of ASAC and must be certified.
6. Coaches are required to attend all monthly ASAC meetings during the season they are coaching. If head coaches cannot attend, an assistant or representative must attend on their behalf.
7. Coaches and managers are responsible for the distribution and return of all equipment and uniforms and any keys at the conclusion of each program.

### **Committees and Commissioners**

1. The Executive Board will appoint committees for each respective sport: soccer, softball, baseball, and basketball.
2. A Commissioner will be chosen by the respective committee.
3. The Executive Board will also appoint additional committees as necessary to assure that the objectives stated in the purpose of ASAC are achieved.