

St. Mary's Soccer Constitution

Operating Structure and Guidelines

ST. MARY'S SOCCER | P.O. Box 802California, MD 20619 |
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ARTICLE I – NAME

The name of this organization shall be St. Mary's Soccer, Inc. (SMS).

ARTICLE II – PURPOSE

St. Mary's Soccer is a 501(c)(3) non-profit organization affiliated with the Maryland State Youth Soccer Association (MSYSA) and the St. Mary's County Department of Recreation and Parks. The purpose of SMS is to provide a safe, positive, and developmentally appropriate soccer experience that fosters player growth, sportsmanship, and a lifelong love of the game.

ARTICLE III – PROGRAMS

SMS shall administer soccer programs that emphasize fun, skill development, and sportsmanship. These may include recreational, academy, travel, and special programs (e.g., futsal, street soccer), as determined by the Board. All programs shall align with US Youth Soccer and MSYSA guidelines and the seasonal year shall conform to the MSYSA calendar.

ARTICLE IV – MEMBERSHIP

Membership in SMS shall consist of all elected and appointed officers, coaches, assistant coaches, and the parents or guardians of registered players. Payment of registration fees constitutes membership for that seasonal year. Members are invited to attend general meetings as defined in Article IX.

ARTICLE V – GOVERNANCE

SMS shall be governed by an Executive Board and two Program Boards: the Recreation Program Board and the Competitive Program Board. This structure is designed to enable program autonomy while also providing economies of scale.

Executive Board

The Executive Board shall be responsible for ensuring the financial health, operational oversight, and strategic direction of the organization. The executive board shall have oversight of shared staff and resources such as club-wide policy, processes and tools. The Executive Board, with support from the Program Boards shall also be responsible for executing community tournaments, and auxiliary programming such as street soccer, summer camps, and clinics. The Executive Board shall consist of the following voting members:

- **President**
- **Treasurer**
- VP of Recreation Programs, designated by Recreation Program Board
- VP of Competitive Programs, designated by Competitive Program Board

Executive board members shall be elected during the annual general meeting to be held after the Spring season. Executive board members will serve a term of three years. For continuity the President and Treasurer will be elected in year one, VP of Recreation in year two, and VP of Competitive Programs in year three.

The President shall serve as chairperson of the Executive Board and shall make final decisions when the vote of the board results in a tie.

Program Boards

There shall be two separate Program Boards to manage the programs within their respective purviews: the Recreation Program Board and the Competitive Program Board. Each Program Board may appoint one additional member to sit on the Executive Board as non-voting representatives. The Program Boards will govern programs within their purview. Program boards shall establish their own bylaws and procedures to manage their governance.

Recreation Program Board

The Recreation Program Board shall be responsible for managing and executing all recreational program activities including, but not limited to Kiddie Kick, Academy, and Recreation Programs.

Competitive Program Board

The Competitive Program Board shall be responsible for all competitive programs including but not limited to Travel, Rec Plus and Competitive tournaments.

ARTICLE VI – BUDGET MANAGEMENT AND EXECUTION

This article outlines the financial roles and responsibilities to ensure a discernible amount of program autonomy while maintaining overall club financial solvency.

1. **Program Budgets:** Each Program Board shall develop and maintain a budget for its specific program needs, which must include a modest strategic reserve.
2. **Annual Review:** Program budgets shall be submitted to the Executive Board annually for review to ensure the financial solvency of the programs and SMS as a whole.

3. **Unplanned Expenses:** Any unplanned expenses that exceed the program's strategic reserve must be submitted as a budget addendum and approved by the Executive Board.

4. **Shared Resources:** Shared resources and expenses, including any major investments, will be managed at the club/Executive Board level and will be integrated into the program budgets.

ARTICLE VII – STAFF, APPOINTED POSITIONS AND VOLUNTEERS

The executive board and program boards may establish paid staff positions to support operations consistent with the approved annual budgets for the club and each program. Such positions shall be created only by majority vote of the requisite board and filled through a competitive process in compliance with applicable employment laws. All paid staff are employees of SMS and report to the President or their designee.

Key volunteer roles shall be filled through an appointment process, whereby members shall nominate an individual for the designated role and be approved through a board confirmation vote.

Other volunteer positions may be established as needed without Board approval but require mandatory compliance checks including background screening in accordance with county and state guidelines.

Paid staff positions and key volunteer roles are listed in Addendum A.

ARTICLE VIII – VACANCIES AND REMOVAL

In the event that any elected or appointed member is unable to complete the full term of office, replacements may be made as follows. An elected member may be replaced, via a special election, held at the first Board meeting following the resignation of the officer, by a simple majority of the Board members present. The newly elected member will serve the remaining term of the departing member. For an appointed member, the President may make the new appointment and advise the Board at the next scheduled Board meeting.

In addition, the President may request the resignation of any officer for failure to perform duties, failure to attend at least five Executive Board meetings per year, or if that officer is involved in what is considered inappropriate conduct, either within the organization or outside the organization, or if any subsequent investigation reveals that the officer has acted in a manner inappropriate to SMS, illegal in any way, or detrimental to the youth in the program. In the event the President wishes to dismiss an officer from the Board, he or she shall notify all members of the Board in writing, at least seven days in advance of the scheduled Board meeting. The individual in question shall be given the opportunity to speak

to the Board in his or her defense. The Board may dismiss the individual by a 3/4 vote of the Executive Board as defined in Article V.

The President, at his/her discretion, may suspend an Executive Board or Governing Board member pending the results of an investigation. The President may, at his/her discretion, appoint an interim officer at any time a position is vacant, to perform the duties of the office until the next scheduled Board meeting.

A three-member majority of the Executive board may suspend the President pending the results of an investigation and subsequently request the resignation of the President for failure to perform duties or if the President is involved in what is considered inappropriate conduct, either within the organization or outside the organization, or if any subsequent investigation reveals that the President has acted in a manner inappropriate to SMS, illegal in any way, or detrimental to the youth in the program. Should the removal of a President be necessary, the Executive board will appoint a new President who will serve the remaining term of the departing President.

ARTICLE IX – MEETINGS

- **Meeting Minutes:** It is the responsibility of board members (executive and/or program boards) to ensure minutes are captured for all meetings and stored for historical purposes. The board shall maintain a repository of these records in a shared location.

- **General Meeting:** Held at least once annually and open to all members. Elections will occur during this meeting. The general meeting shall be called by the President, and the time and place of the meeting shall be posted on the SMS website at least fourteen days in advance of the scheduled meeting date. The agenda for the meeting will be established by the President and the President shall preside over the meeting. Any individual or organization desiring to introduce new business shall notify the Secretary or President at least seven days in advance of the scheduled meeting. Officers will be elected at the General Meeting. Only members, as defined in Article IV, may vote for officers, and each family shall have only one vote. The Executive Board will make nominations for officers; no additional nominations may come from the floor. Election of officers shall be by simple majority vote.

- **Executive Board Meetings:** Held at least quarterly or as needed. Board members will focus on schedules, finances, relations with MSYSA and St. Mary's County Department of Recreation and Parks, and other business which may need to be brought before a general meeting. It shall be the responsibility of the Board to maintain the financial solvency of SMS and focus on the primary purpose of SMS as defined in Article II.

- **Program Board Meetings:** Recreation and Competitive Board Meetings shall be held monthly to discuss items pertaining to their programs. These meetings will be presided over by the appropriate Program Board leadership (as designated in bylaws) who will set the agenda. Executive Board members can attend the meetings at their discretion or at the request of the relevant Program Board.
- **Special Meetings:** May be called by the President or by majority of the Board.

ARTICLE X – INVESTIGATIONS AND CONDUCT

The Board may conduct investigations to ensure compliance with financial, ethical, and operational standards. The President or Board may take disciplinary or corrective actions as necessary to maintain the integrity of the organization. The President has authority to take any of the following action(s) for any violation of the SMS Constitution/By-Laws or in response to a red carded player, coach or member as deemed appropriate:

- Initiate an investigation by one or more members of the Executive Board (excluding the President).
- Convene a three-member or more Review Board using Executive Board members (excluding the President) to review the incident or review the findings and recommendations of other investigative individuals or committees initiated by the President as stated above.
- Convene the Executive Board at a special meeting to review, investigate, or impose such penalties, sanctions, and/or training requirements necessary to make the parent, player or coach aware of the fundamental responsibilities they must adhere to as a member of SMS.

ARTICLE XI – DISSOLUTION

Upon dissolution of SMS, all residual assets shall be transferred to the St. Mary's County Department of Recreation and Parks, or another successor organization with similar purpose approved by the Board.

ARTICLE XII – AMENDMENTS

Amendments to this Constitution must be submitted in writing to an executive member of the board or Director of Operations at least 30 days prior to a General Meeting and posted publicly at least seven days prior to the vote. Amendments require a three-fourths (3/4) vote of members present.

ADDENDUM A – STAFF AND APPOINTED ROLES

Paid Staff Positions

Director of Operations: Oversees the day-to-day operations of SMS, including scheduling, registration logistics, field assignments, and coordination of major events, including tournaments. Leads club-wide communications, marketing, and branding efforts. Responsible for managing email communications, social media channels, and other outreach platforms, as well as the sustainment, enhancement, and modernization of the SMS website and related digital tools to ensure clear, consistent, and timely communication with members and the broader community. Works closely with the President and Vice Presidents to ensure smooth execution of seasonal operations.

Director of Coaching: Leads coaching development and education across all programs. Responsible for ensuring alignment with US Soccer coaching standards, implementing coach education initiatives, and supporting overall player development strategies.

Director of Goalkeeping: Provides technical goalkeeping instruction in support of club programs.

Registrar: Manages player registration processes, ensures data integrity in registration systems, and supports team formation and roster management in compliance with league and MSYSA requirements.

Governance and Compliance Officer: Supports governance and policy development, aides in the organization and sustainment of club policies, strengthens compliance systems, assists with financial control process documentation, supports data privacy and employment practice documentation, and helps the Board identify and mitigate areas of organizational risk.

Appointed Volunteer Roles

Secretary: Provides administrative support to the Executive Board, including capturing records including but not limited to meeting minutes and actions, and aides in scheduling of board meetings as necessary.

Head Referee: Recruits, trains, and mentors referees for club matches.

Rules and Discipline Chair: Leads the review of disciplinary matters and ensures fair enforcement of club policies and league rules. Chairs any disciplinary hearings and maintains records of decisions and outcomes.