

Kings Park Soccer Club By-Laws Committee Guidelines

February 2004

The Kings Park Soccer Club By-Laws Committee, hereafter referred to as “the Committee”, will be responsible for maintaining and interpreting the official By-Laws as they relate to the Kings Park Soccer Club.

The By-Laws

The By-Laws of the Kings Park Soccer Club serve as the official working document governing the operating procedure of the Kings Park Soccer Club.

The By-Laws Committee

The By-Laws Committee shall keep current the By-Laws of the Kings Park Soccer Club. The Committee will publish and distribute the By-Laws as needed. The Committee will recommend changes, additions and deletions to the By-Laws as necessary. Such modifications to the By-Laws will be based on current club circumstances and practices.

As directed by the current By-Laws, the Committee will submit any proposed changes to the By-Laws to the Kings Park Soccer Club Board of Directors no later than the May Board of Directors’ Meeting. Proposed changes, approved by the Board of Directors will be made available to the general membership no later than 14 days prior to the Annual General Membership meeting, at which time the membership may vote to adopt the proposed changes.

The Committee will be responsible for interpretation of the By-Laws in cases where club members are unable to reach agreement on the meaning or intent of the By-Laws, in whole or in part.

The Committee will submit a budget request to the Club Treasurer and the Club's Budget & Finance Committee prior to May 1st of each year to cover the estimated expenses related to Committee activities.

- 1. Composition** - There will be no less than three (3) and no more than five (5) members, including a Committee Chair (“Chair”) on the By-Laws Committee. The Club President, with the approval of the Board of Directors, for a one-year term, shall select Committee members. The Club President shall appoint the Chair of the Committee. A simple majority of Committee members will constitute a quorum.
- 2. Voting** - Voting of this Committee shall be one (1) vote per member of the Committee including the Chair. A simple majority of votes will be required to pass recommendations on to the Board of Directors.
- 3. Participants at a By-Laws Committee Meeting** - The Committee reserves the right to determine the participants and number of participants that may attend a Committee meeting.
- 4. By-Laws Committee Meetings** - The Committee will hold no less than one (1) meeting annually and will convene additional Meetings at the discretion of the Chair.
- 5. Records of the By-Laws Committee** - The Committee will keep notes and minutes of their meetings, which will be forwarded onto the Club's Board of Directors.
- 6. Matters Not Provided** - The Board of Directors of the Club shall determine any matters not provided for in these guidelines and decisions so made shall be final and binding.