

GARDEN SPOT YOUTH SOCCER CLUB
BY-LAWS

ARTICLE I – GSYSC

The Corporation’s name is “Garden Spot Youth Soccer GSYSC.” herein to be referred to as the “GSYSC.”

The GSYSC shall have an office at such place as the Board of Directors may from time to time appoint, or the activities of the GSYSC may require.

ARTICLE II – SEAL

Seal – The corporate seal shall have inscribed thereon the name of the corporation as set forth above, the year of its organization and the words “Corporate Seal, Pennsylvania.”

ARTICLE III – GENERAL MEMBERSHIP

The following persons shall be members of the GSYSC:

Any adult participant who pays his/her annual fee to the GSYSC to participate on a team fielded by the GSYSC.

Any adult parent(s) or guardian(s) who pay(s) an annual fee to the GSYSC for participation by his/her child(ren)/ward(s) in the GSYSC’s programs.

Any approved coach or adult participant for the GSYSC who has no child participating in the GSYSC.

Any member of the Board of Directors for the GSYSC.

Membership shall automatically expire if a person no longer qualifies according to the above criteria.

Members shall have the right to attend all meetings of the General Membership and to enjoy the privileges of membership set forth herein.

ARTICLE IV – MEMBERSHIP MEETINGS

Monthly Meetings – A monthly meeting of the General Membership will be held at the Garden Spot High School on the fourth Monday of the month. All meetings will start at

7:00 p.m. Mandatory coaches meetings would take place in March and August. Committee chairpersons should attend these meetings to update the board and general membership on issues and plans.

Special Meetings – Special meetings of the General Membership may be called at any time by the Board of Directors or members entitled to cast at least ten percent (10%) of the votes. At any time, upon written request of any such persons, it shall be the duty of the Secretary to fix the time and place of the meeting which shall be held not more than thirty days after the receipt of the request. The Secretary shall provide all members with ten days written notice of the time and place and purpose of such special meeting. Business transacted at all special meetings shall be confined to the purpose stated in the notice.

Quorum – A quorum for a General Membership Meeting shall consist of five (5) members.

Rules of Order – Roberts Rules of Order shall govern the proceedings of all General Membership Meetings except where such Rules conflict with the bylaws of the GSYSC, in which case the bylaws shall prevail.

Voting of Membership –

All members shall have the right to vote at General Membership Meetings on the subject matters of election or impeachment of Officers/Board of Directors, approving the Annual Budget and changes thereto, changes to bylaws, any matter which the Board of Directors wishes to bring before the General Membership, and any other matter specifically called for by the Board of Directors in a monthly meeting or as set forth in the notice in a special meeting; provided that voting privileges shall be limited to one vote per immediate family (defined as spouses, guardians, parents, children, and wards residing in the same dwelling). Member must attend a minimum of three meetings during the course of a year to be able to be considered an active member to be able to place a vote.

Except as otherwise provided for in these bylaws, all votes shall be decided by a majority of Members present at the General Membership Meeting.

The Secretary shall be in charge of counting all votes of the General Membership.

The right of a member to vote shall cease upon termination of his or her Membership.

ARTICLE V - BOARD OF DIRECTORS/OFFICERS

Board and Numbers – The GSYSC shall be governed by a Board of Directors consisting of adult individuals elected by the General Membership at the Annual Meeting (the 1st meeting in January) and consisting of at least the President, Vice-President, Secretary, Treasurer, Boys Recreational Coordinator, Girls Recreational Coordinator and LANCO league Coordinator of the GSYSC. The number of Directors shall not be less than five or

more than nine. All business and affairs of this GSYSC shall be managed by the Board of Directors which may exercise all legal powers of the GSYSC and do all such lawful acts and things as are not by statute or by the Articles of Incorporation or by these bylaws directed or required to be exercised or done by the GSYSC.

Term of Office – The term of office will be two years. Directors shall assume their duties commencing on January 1 of each year, and their term shall expire on February 1 two years after being elected. All elections of Directors/Officers shall be by a majority vote of the Membership of the GSYSC present.

Attendance at Monthly Membership Meeting – If a Member of the Board of Directors is unable to attend any monthly meeting, he or she must notify the President or Secretary prior to such meeting. Any Board Member with three absences during one calendar year will be reviewed for possible dismissal by the Board of Directors.

General Duties and Powers –

The Board of Directors shall have the power to appoint such Standing Committees as it shall determine and to delegate such powers to them as the Board shall deem advisable, and to appoint Chairpersons and Assistant Chairpersons of such Standing Committees. The Board of Directors shall develop guidelines for specific tasks and duties to be implemented by each of the Chairpersons. The Board of Directors shall divide between themselves responsibility for specific Standing Committees in order that Chairpersons shall be directly responsible to a specific Director.

The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the GSYSC as it may deem proper.

The Board of Directors shall have the power by three-fifths vote of those Directors present at any meeting to discipline or suspend any Director/Officer or Committee Member of the GSYSC.

The Board of Directors shall prepare proposed changes to the registration fees changes must be voted on in a General Membership Meeting.

Meetings – The Board of Directors shall have meetings separate from the General membership Meetings at least once before each General Membership Meeting and at such other times as the majority of the Board of Directors shall decide. All members of the Board of Directors shall be given sufficient notice of the time, place, and purpose of each meeting of the Board of Directors. A quorum shall consist of three Directors.

Specific Duties of Officers:

Duties of the President:

- a. Shall preside at all meetings of the General Membership and Directors.

- b. Shall sign all legal documents and papers.
- c. Shall have the power to sign all disbursements of the GSYSC.
- d. Shall perform all other duties as are usually attached to the Office of the President under the law.

Duties of the Vice President:

- a. Shall assist the President and shall assume all duties of the President in his or her absence.
- b. Coordinate GSYSC registrations.

Duties of the Secretary

- a. Shall keep an attendance record of each meeting.
- b. Shall keep a record and minutes of all meetings.
- c. Shall give notice of all special meetings to those entitled thereto.
- d. Shall read the minutes of the previous meeting.
- e. Shall keep a copy of all membership lists.
- f. Shall receive copies of all correspondence of the GSYSC.
- g. Shall count and record all votes at all meetings.
- h. Shall keep the corporate seal and affix it to such legal documents authorized to be executed by the Board of Directors.
- i. Shall keep an original record of all minutes of the General Membership and Board of Directors, Articles of Incorporation, bylaws, Rules and Regulations, Policies, Standing Committees Guidelines, and any other written records of the GSYSC.

Duties of the Treasurer:

- a. Shall present to the Board of Directors at each meeting a Bill List containing all bills to be paid.
- b. Shall pay, as directed by the Board of Directors, from the Operating Fund, all Liabilities of the GSYSC. Disbursements of funds shall be directed by the Board of Directors.

- c. Shall have the power to sign all disbursements of the GSYSC.
- d. Shall keep records of all disbursements in the form of check stubs and a disbursement journal.
- e. Shall present an annual operating budget for approval at the January meeting.
- f. Shall present a Financial Statement (Profit/Loss, Balance Sheet) at each meeting.
- g. Shall keep records of all receipts in the form of a cash receipts journal.
- h. Shall present a Treasurer's Report showing all receipts, transfers from and to savings, disbursements, and outstanding bills at each Monthly Meeting.
- i. Shall make all deposits of receipts.
- j. Shall be audited on a yearly basis by an audit committee.

Duties of the Girls and Boys Coordinator:

- a. Shall act as liaison between the Board of Directors and the Coaching Staff/Panel.
- b. Shall be responsible for the competitive and instructional activities of the GSYSC.
- c. Create the teams for the on coming season in compliance with Lancaster Area Girls Soccer / Lancaster County Intramural Boys rules for recreational teams ("B") with coaches. Assist in the tryouts and coordination of the Lancaster County Soccer League.
- d. Assigning and Recruiting Coaches
- e. Attending league meetings as the GSYSC representative
- f. Provide schedules to Referee Coordinator
- g. Provide Lancaster Area Girls Soccer (Girl's Coordinator) Coordinator with copy of "B" Recreational Teams.
- h. Provide Lancaster County Intramural Boys (Boy's Coordinator) Coordinator with copy of "B" Recreational Teams.
- h. Conduit for complaints and concerns forwards information to board members.
- j. Distribute league game schedule to coaches, and referee coordinator.

Saturday Morning Coordinator:

- a. To organize and run the Saturday Morning Intramural program comprised of Under 6 co-ed teams, and separate Under 8 boys' and girls' teams. A season is comprised of eight weeks; there are two seasons per calendar year: spring and fall. *Approximate* dates: spring – early April – Memorial Day; fall – Labor Day – end of October.
- b. Develop information handout sheet for registration, which includes information like start date, Coaches' meeting dates, etc.
- c. Determine number of teams needed (based on both number of kids *and* coaches)
- d. Split players up into teams/prepare roster sheets for each team (working in conjunction with registrar)
- e. Sign-up late registrations at first 2-3 Saturdays (2-3 people should be assigned to be present)
- f. Determine needed equipment per team for each level (i.e., U6 Coed, U8 Girls' and U8 Boys' teams)
- g. Based on number of teams, create/place order for new shirts, working with T-shirt Coordinator
- h. Make any announcements, be present to respond/resolve to questions/problems (i.e., not enough players present on a team – where to place them to ensure everyone plays).
- i. Ensure coaches are present for all teams; reassign teams/coaches where necessary to ensure no interruptions in play.

Lancaster County Soccer League (LANCO LEAGUE) Coordinator

The Representative for the Garden Spot Soccer Club will be the primary contact between the GSYSC and the Lancaster County Soccer League. (here after referred to as LANCO.)

- a. Will attend monthly Lanco League meeting at the Fulton Operations Building the third Wednesday of each month.
- b. If the representative is unable to attend he/she needs to have a replacement.
- c. All coaches of LANCO travel teams will work with the representative to resolve any issues that may come up during the season.
- d. The coaches will e-mail or call the representative with all questions and will only contact the league as a last resort.

- e. The representative will declare the teams that will be playing in the league that season, fall season July 1st and spring season February 1st.
- f. All LANCO team packets will need to be completed and returned to the LANCO Coordinator at the GSYSC meeting after the team is declared, (Fall season at the July GSYSC meeting and spring season at the February GSYSC meeting.) The LANCO representative will then be responsible to provide the information the LANCO League representative.
- g. The LANCO representative will provide assistance to coaches registering their prospective LANCO team.

ARTICLE VI – ELECTION OF BOARD OF DIRECTORS/OFFICERS.

Any current member of the GSYSC, a may be nominated for an office or position on the Board of Directors during the election year. Elections will take place at the first meeting in January Nominations shall be presented in writing by the end of the November Meeting.

Elections shall be held at the January General Membership Meeting on every odd number year. (Example: 2007, 2009,) . Elections are to be by secret ballot of the current membership as defined in Article III, “GENERAL MEMBERSHIP.” Voting privileges shall be limited to one vote per immediate family, and all positions shall be elected by majority vote of members present and eligible to vote. MEMBER must have attended a minimum of two GSYSC meetings during the year to be able to place a vote.

Newly elected Directors/Officers will be announced at the end of such election.

ARTICLE VII – VACANCIES

If a vacancy occurs in any office of the Board of Directors, the Board of Directors shall appoint a person otherwise eligible to be a member of a Standing Committee to fill the vacancy until such term expires.

If a vacancy occurs in a Standing Committee, the Board of Directors shall appoint a person otherwise eligible to be a Member of a Standing Committee to fill the vacancy until such term expires.

ARTICLE VIII – IMPEACHMENT

Any member of the Board of Directors may be impeached if he or she:

Fails to fulfill their obligations to the GSYSC.

Acts in any manner detrimental to the GSYSC or is in violation of its Rules, Regulations, and bylaws.

A Committee Chairperson or Assistant Chairperson can be impeached if he or she:

Fails to fulfill their obligations to the GSYSC.

Acts in any manner detrimental to the GSYSC or is in violation of its Rules, Regulations, and bylaws.

A majority vote of the General Membership present is necessary for any impeachment.

Voting privileges shall be limited to one vote per immediate family.

ARTICLE IX – STANDING COMMITTEES

The following are Standing Committees of the GSYSC:

Risk Management Coordinator – Makes sure all RG-6 forms are completed for every adult volunteer involved in coaching each soccer year. EPYSA's requires of having an Risk management forms (know as RG-6 forms) completed on all coaching staff members. (which asks for background information) Forms are completed at registration or prior to the first practice, and are submitted to the EPYSA (Eastern PA Youth Soccer GSYSC).

Equipment Co-Chairperson – In charge of the GSYSC equipment. Maintain an inventory and organizing the equipment storage facility, to keep track of equipment and ordering new equipment when necessary. Ensure a checklist is provided to each coach at the beginning of each season detailing the assigned equipment. The equipment chairperson will collect all equipment disbursed at the end of each season.

Referees Coordinator – In charge of maintaining a pool of referees and assigning/scheduling referees for all of the GSYSC home games for "B" travel teams.

Registrar/Tee –shirt Coordinator - Maintains the GSYSC registration records and files. Register all the GSYSC's teams/players with EPYSA using the EPYSA software. Orders all GSYSC tee-shirts needed for each season.

Field Maintenance Coordinator – Coordinating the set up, maintenance and teardown of the A, B, and C fields at CNH. The coordinator will advise coaches of the date's set-up and tear down dates so they will solicit player parents to assist in the maintenance. Obtain volunteers to line the fields several times a season.

COACHES -The coach(s) have control of the activities, conduct and welfare of their team while on the practice and playing field.

A coach will conduct themselves at all times as an adult and in a dignified manner.

The coach is the GSYSC's representative to the players and their families. Good sportsmanship, fairness, obedience to rules and a positive attitude at all times must be evident in a coach.

The player's well being, training, and soccer experience must be the top priority in all efforts by the coach.

It is the coach's responsibility to follow and support all programs developed and adopted by the GSYSC Board of Directors.

The coach of a player involved in a disciplinary action shall be present at the designated League Meeting where the action will be reviewed.

Coaches will be responsible for all uniforms and equipment issued to them by either the GSYSC or the League.

All GSYSC-owned equipment and uniform items must be returned to the Assistant Manager no later than two weeks after the final league game of the season. If the equipment and uniform items are needed longer than this designated time, permission must first be received from the Assistant Manager.

Reimbursement to the GSYSC for equipment not returned to the GSYSC shall be the responsibility of the assigned coach.

The coach must review a GSYSC Coach Agreement Form before they will be given a team roster or coach pass.

Coaches are to provide the Board with a final team roster.

Coaches are to report and explain any cards issued during an event/game by any official issued to any player or coach with 48 hours to all GSYSC board members in writing.

Coaches are expected to attend all GSYSC meetings, if they are not able to attend a representative from their team should attend the GSYSC meeting. All Coaches are expected to attend 4 GSYSC meetings in addition to the mandatory coaches meeting during the year.

Committee(s) – Committees may be created by the board for the benefit of the GSYSC. The powers and duties of each Standing Committee shall be set by the Board of Directors.

Each Standing Committee shall have a Chairperson and an Assistant Chairperson appointed each year by the Board of Directors.

The Board of Directors shall have the right to add additional Standing Committees as the need arises.

Each Chairperson shall annually provide the Board of Directors with his or her proposed budgetary needs by October 31 of each year in order to assist in establishing a budget for the following year.

Each Committee Chairperson (or in his or her absence, the Assistant Chairperson) shall present a Committee report to the GSYSC in the monthly General Membership Meeting indicating anything he or she determines to be of importance to the GSYSC.

ARTICLE X – FINANCE AND ACCOUNTING

The Board of Directors shall decide all matters pertaining to finance and shall place all revenues into the treasury to be used for the benefit of the GSYSC.

No member of the GSYSC shall receive, directly or indirectly, any salary or monetary compensation from the GSYSC with out approval of the GSYSC membership.

An Operating/General Fund shall be established for payments of liabilities, refunds, depositing of receipts, and the acquisitions of fixed assets. The Operating/General Fund shall consist of at least one interest bearing account.

Only upon approval of the Board of Directors shall transfers of funds be made between the Operating/General Fund and any other Fund.

All expenses above \$500.00 are to be approved in advance by the Board of Directors.

All expenses over \$1,500 will need membership approval at a GSYSC meeting.

All expenditures under Five hundred dollars (\$500.00) can only be made by a member of the Board of Directors or Standing Committee Chairperson and must be accompanied with an appropriate invoice or sales slip. An appropriate invoice or sales slip is defined as one clearly marked with the purchaser's signature, a description of the goods purchased, reason for purchase, dollar amount of purchase, purchase date, and from whom purchased. Before an individual can receive payment for goods purchased on behalf of the GSYSC, that individual must submit to the Treasurer or President an appropriate invoice or sales slip.

No purchases may be made on an open account without prior approval of the Board of Directors. If such purchase is approved, then an appropriate invoice or sales slip, for that purchase, must be forwarded to the Treasurer by the next General Membership Meeting of such purchase. If an appropriate invoice or sales slip is not submitted within the required time, then payment to the supplier for that purchase may become the responsibility of the person doing the buying and not that of the GSYSC.

No disbursements can be made without the authorized signatures of the members of the Board of Directors.

At the end of each December, and in conjunction with the close of the fiscal year, an independent auditor will conduct a minimum of a compilation of the GSYSC's financial statements.

The Treasurer shall present the results of the independent auditor.

ARTICLE XI: TRAVEL TEAM REGULATIONS - REGISTRATION REQUIREMENTS and ASSEMBLY of TEAMS

The GSYSC's travel teams are divided into age divisions to facilitate competition among its participating teams. The number of age divisions and the number of teams to participate in each age division will be determined by the registration for that season. Typical age divisions and corresponding player ages are determined by EPYSA guide lines.

Any Coach/Parent wanting to create or maintain a LANCO Team or Coach a Recreational Team for a season must advise the membership at the club meeting prior to registration. At the club meeting following registration it will be decided what LANCO teams will be fielded. No LANCO teams will be fielded without presentation at a GSYSC meeting. Tryouts will be conducted for "A" travel teams when not all registrants will be accepted on to the team. All tryout results will be give to the GSYSC secretary following try outs.

Note: Just because a parent or coach request to volunteer for coaching position on the registration form does not guarantee that parent or coach, a coaching position.

ARTICLE XII: PENALTIES AND FINES FOR MISCONDUCT AT A GAME

E.P.Y.S.A. GUIDELINES

The penalties specified by these Bylaws are administered in accordance with guidelines provided by Eastern Pennsylvania Youth Soccer GSYSC.

The penalties specified in these Bylaws are minimum penalties, and may be increased at the discretion of the Executive Committee for infractions considered very serious. Additional penalties may be instituted at the discretion of the Executive Committee.

GSYSC will institute the following action for a Red Card – a two game suspension if a player was given a red card due to one or more of the following:

- fighting and/or spitting
- physical contact deemed aggressive
- foul and abusive language

(Current League rules require that player sits out next game-2006)

In addition to GSYSC by-law and policies, GSYSC will also adhere to all polices and by-laws administered by EPYSA, and any other organization in which the GSYSC is participating in.

ARTICLE XIII - DISSOLUTION

Dissolution - The GSYSC may be dissolved after Motion by a Board member seconded by two (2) other Board members, raised at four (4) consecutive meetings, including at least two (2) General Public Meetings and at least two (2) Board meetings. The Motion for Dissolution may or may not include a Motion for Special Meeting, but must be raised specifically and placed on the agenda as a separate Motion for Dissolution. A Motion for Dissolution may carry only with a vote of 2/3 majority of members and Board members in attendance of the meeting.

In the event this organization shall dissolve, for whatever reason, Authorization will be given, and demonstrated by minute evidence of the carrying of a proper Motion for dissolution, for Board members (through an Attorney of Law) to make the necessary arrangements for disbursement of the funds or other property of the Corporation to a charitable organization of the Board's discretion.

ARTICLE XIV – BYLAWS

These bylaws shall be in effect immediately after the approval of a majority of the General Membership present. All Rules and Regulations by the GSYSC, Lancaster County Soccer League (LANCO), Lancaster County Intramural Boys (LCIB) and Lancaster Area Girls Soccer (LAGS)will be followed and made apart to the current bylaws.

Deleted-Lancaster County Soccer League (LANCO), and LAGS will be followed and made apart to the current bylaws.

Amendments to the Bylaws:

Any member in good standing can propose amendments, in writing, to the Board of Directors.

The Board of Directors will then determine if said proposed amendment is consistent with the GSYSC's philosophy.

If the amendment is approved by the Board of Directors, it shall be advertised on the "Web Site" and in a letter e-mailed/sent to all members, or other written notice to all members, and presented for discussion at the next General Membership Meeting. A vote on the proposed amendment shall be held in the second General Membership Meeting after advertising in the "Newsletter" or such written choice.

A majority vote of the entire Membership present at the meeting is needed for approval of the amendments to the Bylaws.

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