

(Club name)

BYLAWS

Adopted August 2020

Part I – General

Bylaw 101. Name

Section 1. This organization shall be known as the _____ hereinafter referred to as the Club. The Club will maintain status as a nonprofit corporation under the laws of the State of Florida, and shall obtain and maintain tax-exempt status under the Internal Revenue Code of the United States.

Section 2. The Club shall engage in lawful activity, none of which is for profit, pursuant to Statutes of the State of Florida and §501(c)(3) of the Internal Revenue Code.

Bylaw 102. Purpose

Section 1. The Club provides opportunities to its youth players, coaches, and officials to learn and experience the game of soccer. This is accomplished through soccer programs as defined by Florida Youth Soccer Association, U.S. Youth Soccer Association and the United States Soccer Federation.

Bylaw 103. Memberships in Other Organizations

Section 1. The Club shall be a member of, and comply with the Bylaws and Policies of, Florida Youth Soccer Association (FYSA). The Club shall also be an affiliate of the United States Youth Soccer Association (USYSA), and the United States Soccer Federation (USSF).

Section 2. The Club shall maintain its bylaws and policies in compliance with the bylaws and policies of FYSA, USYSA, and the USSF. In the event of any conflict between the bylaws and policies of the Club and the bylaws and policies of the organizations of which it is a member, the provisions the Club shall take priority.

Bylaw 104. Authority

The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall manage all Club affairs.

Bylaw 105. Laws of the Game

FIFA Laws of the Game as modified for youth and small sided games shall apply and be administered by the club and league rules.

Bylaw 106. Fiscal and Seasonal Soccer Year

Section 1. The Club's financial year shall be from _____ through _____.

Section 2. The seasonal year will begin in accordance with game schedules as set forth by FYSA, US Club Soccer and any other local league the Club deems appropriate for its teams to participate within.

Bylaw 107. Colors

The colors of the Club shall be _____ and will be used in all official emblems or other insignias used to promote or identify the Club.

Bylaw 108. Rules of Order

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt.

Bylaw 109. Dissolution of Club

Section 1. Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to _____.

Section 2. Should the club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

Part II – Membership

Bylaw 201. Equal Opportunity

The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression, disability, or national origin.

Bylaw 202. Participation

Section 1. Participation is open to any youth soccer players ages 3-19, and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by FYSA or any organization of which it is a member, any of its member clubs, or by any amateur soccer organization in its territory.

Section 2. **Youth Participants** - Are registered players under the age of 20. They shall submit an application to the Club in the format prescribed by the Club. An annual fee established by, and payable to, the Club shall accompany all applications, with the exception of players requesting financial assistance who must submit a separate application. Acceptance of the request for financial assistance by the Club shall not constitute approval of the application for financial assistance.

Section 3. **Adult Participants**- Are registered adults who are officers, directors, coaches, trainers, managers, and other elected or appointed administrators who work on behalf of the Club. Acceptance of Adult Participants by the Club shall be subject to approval of the application and verification by FYSA that the person's risk status is "Approved". The Club may not accept an individual who is restricted or suspended from participation by any sports organization.

Section 4. Every player, coach, assistant coach, team manager, programs administrator, club officer, board member and volunteer who acts as an official representative of the Club must be registered with the Club and FYSA.

Section 5. Both Youth Participants and Adult Participants shall be subject to FYSA's bylaws and policies as well as the Club's bylaws and policies.

Section 6. All Adult Participants must submit to annual background checks in accordance with FYSA policies.

Bylaw 203. Membership

The members of the club are the persons who are permitted to vote in elections for club officers and other members of the Board of Directors.

Section 1. **Adult Members** - Are the registered Adult Participants of the Club.

Section 2. **Parent Members** - Are the parents or legal guardians of the Youth Participants.

Section 3. **Voting by Members** - At the Annual General Membership Meeting and any Special General Membership Meetings, all Adult Members and Parent Members shall be eligible to vote on matters that are brought before the meeting, subject to the following limitations:

- A. The President shall chair the meeting and may not vote on any issue before the meeting other than election of officers and directors or in order to break a tie.

- B. Parent Members are limited to not more than ____ voting persons per family; regardless of the number of youth participants in the household.
- C. Each voting person is limited to one vote; regardless of the number of offices that person may hold.

Part III – Organization and Board

Bylaw 301. Board of Directors

Section 1. The Board of Directors (Board) shall be the representative governing authority of the Club. The Board will conduct the business of the Club and shall be composed of the elected officers, and other elected directors. The number of directors may be modified from time to time, but the number shall never be fewer than 5.

Section 2. The Board shall be comprised of the officers specified in Bylaw 302. All elected officers and elected directors are eligible to vote on any matter before the Board.

Section 3. A quorum for conducting business at any Board meeting shall consist of 60% of the voting members of the Board, but in no case shall a quorum be fewer than 3 board members. The affirmative vote of a majority of all eligible voting members of the Board shall be required to adopt or amend Club policies.

Section 4. Appointed administrators and other *ex officio* members of the Board may attend meetings, participate in discussions, make motions and provide advice to the Board but shall not have voting privileges at Board meetings.

Section 5. All Board Members are required to pay, in full, any required player registration fees for their eligible participating children during and following the normal registration processes. Board Members in good standing will be compensated up to \$500 in the form of a refund credit at the conclusion of the Competitive Try Out process at the end of the season for which they served. The Board member will only receive the value of the actual registration fees they paid at the time of registration up to a maximum of \$500 in refund credits. There is no carryover value for any refund credits not used in a seasonal year regardless of whether or not the Board Member remains on the Board of Directors for the following seasonal year.

Eligible players are defined as legally recognized dependents and / or those children that the Board Member is considered the legal guardian thereof.

Section 6. Interpret and enforce the (Club Name) Zero Tolerance Policy

Section 7. Ensure the employment and supervision of a General Manager (GM) and/or Director of Coaches (DOC). Also ensure that all positions are supervised by either the board or its designee.

Section 8. All officers and directors are required to attend Regular Board Meetings. Each

officer and director is required to attend 75% of the scheduled monthly meetings. Violation of this bylaw may result in the members' disbarment from the board.

Section 9. Officers and directors are required to attend and actively assist at Club related activities to include but not limited to scheduled games and events at the Oldsmar Sports Complex and off-site locations.

Bylaw 302. Club Officers and Directors Duties (Sample positions and duties)

Section 1. Officers and Directors

The club shall have the following elected officers and Directors:

- A. President / Officer
- B. Commissioner of Recreational Programs / Officer
- C. Commissioner of Competitive Programs / Officer
- D. Chief Financial Officer / Officer
- E. Secretary / Officer
- F. Director of Sponsorships and Fundraising / Officer
- G. Director At Large

A. President

The President shall supervise all activities of the Club and Board. The President shall be the presiding Officer at all Club meetings. The President shall appoint committees as needed or when charged to do so by a majority of the elected officers and shall be an *ex officio* member of all committees. The President shall be the official representative of the Club in all interactions with the public, except when another person has been given that authority by the President with the approval of the Board. The President shall act as the Risk Management Coordinator for the Club.

B. Commissioner of Recreational Programs

The Commissioner of Recreational Programs shall assume the duties of the President in the President's absence and otherwise assist the President as required.

They shall also;

1. Develop and carry out the Club's Recreational Soccer Program in compliance with the rules and team formation policies for recreational teams.
2. Communicate information on programs, Club policies, and general information relating to Club activities and team organization to recreational team coaches.
3. Coordinate the recruitment and selection of coaches with the appointed administrators
4. Coordinate with appointed administrators regarding assignment of coaches to teams.
5. Report to the Board on all matters relating to recreational soccer.
6. Serves as the Club liaison with determined league for recreational play, maintaining mutual goals relative to both organizations
7. Represents the Club at all recreational league meetings as required
8. Coordinates practice and game schedules with the appointed administrators

C. Director of Competitive Programs

The Director of Competitive Programs shall;

1. Develop and carry out a Competitive Soccer Program in compliance with FYSA rules and team formation policies for competitive teams.
2. Establish the dates and times for tryouts for competitive players
3. Identify and assist the appropriate appointed administrator(s), coaches and trainers with the evaluation of players during the season and prior to tryouts.
4. Assist the Clubs appropriate appointed administrator(s) with communicating information on programs, Club policies, and general information relating to Club activities and team organization to team coaches.
5. Assist with the recruitment and selection of coaches with the appropriate appointed administrator(s) and identify Team Managers within each team, subject to Board approval.
6. Ensure that all players and teams are timely registered with the Club and that all teams are properly entered into appropriate leagues and tournaments prior to registration deadlines.
7. Report to the Board on all matters relating to the Competitive Program.

D. Chief Financial Officer

The CFO shall be in charge of the financial affairs and activities of the Club, shall keep an accurate, informative, timely and verifiable record of all moneys received and disbursed by the Club, all assets owned or controlled by the Club and all debts owed by the Club. The CFO shall maintain checking account(s). The CFO shall disburse funds for authorized purposes in accordance with authorized procedures, prepare and submit annual financial information to the general membership at the AGM, and shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed. The CFO shall prepare, or cause to be prepared, all documents required to allow the Club to maintain its tax exempt status under the Internal Revenue Code and the laws of the State of Florida.

E. Secretary

The Secretary shall keep and publish an accurate record of all meetings, maintain the files of the Club and be responsible for the preparation of the annual report, and be a voting member of the Board.

They shall also;

1. Create and maintain the agenda and minutes for all BOD meetings.
2. Assist the CFO as requested
3. Obtain meeting space required for monthly meetings and Annual General Meeting.
4. Notify all appropriate attendees of all Club scheduled meetings.
5. Prepare and distribute minutes for such meetings by the next scheduled meeting.
6. Keep a record of all policy decisions of the Board and make such decisions readily available at all meetings.
7. Maintain the Clubs Bylaws, Policy and Procedures in a master document.
8. Compile all required documents needed to facilitate the Annual General Meeting.

F. Director of Sponsorships and Fundraising

The Director of Sponsorships and Fundraising shall reach out to local, regional and national businesses to obtain funds to be deposited into the Clubs general fund or a specific fund as agreed to by both the Sponsor/Donor and the Club. The DSF will work closely with officers, directors, coaches, trainers, managers, and other elected or appointed administrators and committees to create a sponsorship/fundraising plan for each fiscal year. The DSF shall be responsible for carrying out any and all fund-raising activities approved by the Board.

G. Director At Large

The Director At Large shall actively participate in all events held on behalf of the Club by assisting other officers, directors, coaches, trainers, managers, and other elected or appointed administrators and committees in the implementation of Board approved initiatives.

Bylaw 303. Executive Committee

Section 1. The Executive Committee shall consist of the President, Commissioner of Recreational Programs, CFO and Secretary. The Executive Committee may conduct business on behalf of the Board between meetings of the full Board. Such actions shall be subject to ratification by the full Board at the next regular business meeting.

Section 2. The Executive Committee shall:

- A. Consider such matters of management or operational interest to the Club or Board as are brought before it.
- B. Appoint the members of any required hearing committee(s) for protests or complaints regarding the conduct of any Youth or Adult Participant of the Club.
- C. Report all of the Committee’s actions to the full Board for ratification at the Board’s next regular meeting.

Section 3. A quorum of the Executive Committee shall consist of 3 members.

Bylaw 304. Ex-officio Members of the Board

Section 1. Registrar

The Registrar shall be responsible for registering all accepted applicants within the Club, and registering those individuals with the Club. The Registrar shall certify birth dates as necessary and accept required forms and fees from Club participants. All fees shall be given to the Chief Financial Officer for deposit. The Board may appoint assistant registrars to help the in performing the Registrar’s duties.

Section 2. Referee Liaison

The Referee Liaison shall establish acceptable qualifications for game officials hired by the Club. The Referee Liaison shall arrange training to develop referees for the club. The Referee Liaison shall be responsible for scheduling referees for Club games and maintaining records for payroll as needed. The Referee Liaison must complete the Assignor Training Course and

be certified by USSF. The Referee Coordinator Liaison will report to the Board on all matters and activities concerning referees.

Bylaw 305. Election of Officers and Directors. (consider 2 year rotating terms)

Section 1. All members of the Board shall be elected at the AGM.

Section 2. The terms of office for members of the BOD expire at the clubs' Annual General Meeting with the exception of the Chief Financial Officer which will have a 2 year term that will expire 30 days from the AGM on even numbered calendar years for transitional purposes.

Section 3. No person may serve more than 4 consecutive terms in a single office.

Section 4. A majority of the votes cast in a specific contest shall be required to elect a person to the Board.

- A. If there are more than 2 candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
- B. Voting shall continue until a candidate receives a majority of the votes cast

Bylaw 306. Removal of Officers or Directors

Section 1. A Board member may be suspended or removed from office for failure to meet responsibilities or for otherwise acting in a manner detrimental to the interests of the Club.

- A. Ex officio members of the Board and Appointed Administrators may be removed from office by a majority vote of the eligible voting members of the Board at any Board meeting unless the terms of an applicable contractor agreement provides for a different method of terminating the services of these positions.
- B. Elected members of the Board may only be removed from office under this section following a disciplinary hearing held in accordance with the procedures of Bylaw 306 Section 2.

Section 2. If the Board receives a complaint regarding the conduct of an elected Officer or other Board member or otherwise becomes aware of allegations of misconduct regarding a Board member,

- A. The President shall appoint an impartial committee of fact-finders to review allegations within 15 days.
- B. The committee shall conduct a hearing.
- C. The committee will present a report on the findings of the hearing to the Board within 30 days following their appointment.
- D. If the committee's report recommends removal from office, the Board shall vote whether to call a special membership meeting to consider removal of the elected officer / director.

- E. If the Board votes to call for a special meeting of the members, the Board shall set the time and place for the meeting and shall direct the Secretary to send notice of the meeting to all eligible members of the club.
 - a. The notice shall be sent at least 7 days prior to the date of the scheduled meeting.
 - b. The notice shall state the date, time, and place of the meeting and shall also state that the purpose of the meeting is to consider the removal of the named officer or director from the Board.
- F. The vote of a majority of the eligible voting members present at the special membership meeting shall be sufficient to remove a person from office.

Section 3. If an elected office is made vacant by the removal of a person from the Board in accordance with either Section 1 or Section 2, above, the vacant office shall be filled as described in Bylaw 307.

Section 4. Any Board member who is barred from participation in FYSA or its member clubs as a result of a risk management decision of the FYSA Risk Management Coordinator shall not participate in any activity on the Board during the period of ineligibility. If the banned individual does not resign, the Board shall either remove the non-elected Board member or shall call for a special meeting of the members to remove the person from office in accordance with Section 2 E and F, above.

Bylaw 307. Filling Vacant Offices

Section 1. If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position at the next Regular Board Meeting until the next Annual General Membership Meeting held as provided in Bylaw 402.

Bylaw 308. Committees

Section 1. 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 may adopt policies that specify details of committee formation, staffing, and reporting to the Board.

Section 2. The President shall be an *ex-officio* member of all committees established by the Board, although the Board may appoint another person to chair the committee.

Part IV – Meetings

Bylaw 401. Board of Directors Meetings

Section 1. Regular Board Meetings shall be held monthly at the time and place designated by the Board. The Board shall publicize to the all club members the time and location of regular Board meetings.

Section 2. Executive Committee or Special Board Meetings shall be held at a time and place specified by the President, or by a majority vote of the Board or Executive Committee. Special meetings may be called upon 7 day notice to board members.

Section 3. The President shall set the order of business for all Board Meetings.

Section 4. A quorum for a Regular Board Meeting shall be 60% of the voting members of the board.

Section 5. Any action required by law to be taken at a meeting of the board, or any action which may be taken at a board meeting, may be taken without a meeting if a unanimous consent in writing, setting forth the action to be taken or so taken, is signed by all of the Directors.

Bylaw 402. General Membership Meeting

Section 1. The Annual General Membership Meeting (AGM) shall normally be held at some point during each fiscal year. The election of officers will occur at this meeting. Voting shall be by the eligible voters as specified in Bylaw 203, Section 3.

Section 2. Special Membership Meetings may be scheduled or called by a majority vote of the Board.

Section 3. The Board must provide not less than 7 days notice to eligible voting members prior to any membership meeting.

Section 4. The Board shall set the order of business for General Membership Meetings. Bylaw revisions shall be submitted to the eligible voting members as provided in Bylaw 801, Section 2.

Section 5. A quorum for action at a membership meeting shall consist of the eligible voting members present at the meeting. A majority vote of those eligible members present at any membership meeting shall be required for approval of any issue brought to a vote at such meeting

Part V - Administration

Bylaw 501. Policies

Section 1. The Board may adopt policies to govern the operations of the Club at any Board meeting. A majority of vote of all eligible voting members of the Board is required to adopt, repeal, or amend a policy.

Section 2. Once adopted, a policy will govern the operations of the Club until amended or repealed.

Section 3. The Board shall make appropriate provisions to inform its members of Club policies.

Bylaw 502. Financial Policies

Section 1. The Board shall adopt financial control policies that provide details for the handling of the club's financial affairs.

Section 2. The Board shall establish a budget for each year prior to the beginning of the new fiscal year.

Section 3. The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax exempt organizations.

Section 4. The Chief Financial Officer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

Part VI – Grievance, Protest, and Appeals

Bylaw 601. Complaints

Section 1. The Club and its Board of Directors shall follow procedures for handling complaints in accordance with the principles of due process.

Section 2. Submission of a complaint shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.

Section 3. All club procedures shall comply with Florida Youth Soccer Association policies and procedural manuals.

Section 4. The Board shall adopt policies that specify any additional procedures not provided in applicable FYSA Bylaws and Rules, including any fees that will apply to initiating claims with the Club.

Bylaw 602. Hearing Procedures

Section 1. Hearings will be conducted in accordance with the rules of the applicable FYSA Bylaws and Rules.

Section 2. The Board will adopt policies as needed to supplement applicable FYSA Bylaws and Rules.

Section 3. Grievances will be heard by the Board as scheduled by the President. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance.

Bylaw 604. Appeals Process

Section 1. Appeals of the results from any hearing conducted by the Club must be submitted to Florida Youth Soccer Association as required by the applicable FYSA Bylaws and Rules. There shall be no appeals of Club hearing decisions heard by the Club.

Section 2. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

Part VII – Amendments

Bylaw 701. Bylaw Changes and Amendments

Section 1. Changes or amendments to these bylaws may be adopted at any General Membership Meeting upon two-thirds (2/3) majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.

Section 2. A proposed change or amendment must be submitted in writing to the President or Secretary of the Club not later than thirty (30) days before the General Membership Meeting. Such changes shall be transmitted to Board Members and eligible voting members of the Club not later than fifteen (15) days prior to said meeting.

Bylaw 702. Provisional Bylaw Changes

Section 1. The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 701 as a proposed Bylaw amendment at the next General Membership Meeting.

Bylaw 703. Severability and Precedence

Section 1. 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.

Section 2. The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next General Membership Meeting to eliminate the cause of any conflict.