

By Laws, Policy and Procedures Deltona Youth Soccer Club 2016

Deltona Youth Soccer Club
March 2016

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BY-LAWS DELTONA YOUTH SOCCER CLUB

PROPOSAL – Replace “BOD” and “Board of Directors” with EXECUTIVE BOARD OF DIRECTORS (EBOD)

ARTICLE 1: Name of Organization

The name of this organization shall be the Deltona Youth Soccer Club, Inc. (DYSC, Inc.).

ARTICLE II: Purpose

The purpose of the DYSC, Inc. is to teach and develop youth in the rules, laws, skills, and fundamentals of soccer, fair play and good sportsmanship; and to promote, develop, control, and regulate amateur and youth soccer. To this end, the DYSC, Inc. shall do any and all acts desirable in the furtherance of the foregoing purpose.

ARTICLE III: Headquarters

The headquarters of the DYSC, Inc. shall be considered as being in the location of the President of the DYSC, Inc. All annual, regular, and special meetings shall be held at a location decided by the Executive Board.

ARTICLE IV: Affiliations

The DYSC, Inc. shall be affiliated with:

1. Florida Youth Soccer Association (FYSA)
2. United States Soccer Federation (USSF)
3. United States Youth Soccer Association (USYSA)
4. Federation International de Football Association (FIFA)
5. United Soccer League
6. The league in which we play.
 - a. Greater Central Florida Soccer
 - b. Florida State League

- c. Super Y
- d. YDL (Youth Development League)
- e. Club Director's League
- f. Professional Development League

ARTICLE V: Membership

Membership in the DYSC, Inc. shall consist of the following:

1. Executive Board members
2. Coaches
3. Parents or players
4. Other interested parties (see ARTICLE XII, 3)

ARTICLE VI: General Meetings

1. Annual meetings of the DYSC, Inc. shall be held in March of each year and other meetings of special importance shall be held as directed by the Executive Board. These meetings shall be open to the public. Notification of the time and place shall be made by the Secretary to all members of the DYSC, Inc. at least two (2) weeks prior to the meeting. The annual meeting held in March shall be considered the DYSC, Inc. annual meeting, the purpose of which shall be the election of new officers and consideration of proposed by-law amendments.
2. A quorum of five (5) members present in good standing shall be required in order to conduct the business of the DYSC, Inc.

ARTICLE VII: Government

1. The affairs and business of the DYSC, Inc. shall be conducted by the Executive Board.
2. Members of the Executive Board shall consist of the following:
 - a. President
 - b. Vice-President 1 – (eg - City Relations, Facilities)
 - c. Vice-President 2 – (eg - Marketing, Fund Raising & Communications)
 - d. Secretary
 - e. Treasurer

3. Officers (a through e) shall be elected by the general membership of the DYSC, Inc. at the applicable annual meeting (see ARTICLE XI). The Standing Committee Chairpersons shall be appointed by the Officers to a term of one year.
4. Each board member shall be entitled to one (1) vote on all matters brought before the DYSC, Inc. However, no individual shall be entitled to more than one (1) vote, regardless of the number of voting positions held.
5. The President of the DYSC, Inc. shall not vote except to break a tie.
6. The Executive Board shall be obligated to:
 - a. Enforce the laws of the game and rulings of FYSA, USYSA, USSF, FIFA and any affiliated league.
 - b. Enforce any other rules and regulations adopted by the DYSC, Inc.
 - c. Fill any vacancy among the members of the Executive Board.
 - d. Make decisions on all DYSC, Inc. matters not covered by the Constitution and By-Laws or other rules and regulations adopted by the DYSC, Inc.

ARTICLE VIII: Executive Board Members

1. Meetings shall be held monthly, as called for by the President. Notification of date and time of such meetings shall be made by the Secretary to all Executive Board Members.
2. A quorum of four (4) Executive Board Members shall be required to conduct the business of the Executive Board.
3. Any Executive Board Member may be discharged for conduct reflecting unfavorably on himself or the DYSC, Inc., including failure to conduct his duties as a member of the Executive Board, by a three fifths (3/5) majority vote of the Executive Board Members present at a specially called meeting. Such meetings shall be called by the President, with the Secretary to notify all Board Executive Members of the time and place at least one (1) week in advance of the meeting.

[OUR BOARD HAS 5 MEMBERS. A 2/3 MAJORITY WOULD REQUIRE 4 OF THE 5 AS 3 WOULD ONLY REPRESENT 60% AND NOT 66%. IN ORDER TO MAINTAIN THE INTENT OF THIS ELEMENT IT IS RECOMMENDED THE LANGUAGE BE ADJUSTED TO 3/5 MAJORITY]

4. The Executive Board will have control of the Day to Day business of the organization. In conducting the organizations business the Executive Board will have decision authority for monetary situations up to \$5,000.

ARTICLE IX: Duties of Officers

1. President

- a. The President is the Chief Executive Officer of the Corporation, ex-officio Member of all committees, and, subject to the direction of the BOD, shall have general supervision and control of its business.
- b. She/he shall ensure that all orders and resolutions of the BOD and mandates voted by the general Membership at the AGM are carried out.
- c. She/he shallggk preside, when present, at all meetings of the organization and the BOD.
- d. The president shall be the principal contact with all affiliations unless he/she delegates this responsibility in part or whole.
- e. The President shall appoint any additional committees deemed necessary to fulfill the needs of the DYSC.

2. Vice-President-1

- a. In the absence of the President, the Vice President-1 shall be vested with all of the powers and perform all of the duties of the President. In case of disability, resignation, or other long term absence of the President, the Vice President-1 shall assume all presidential duties until the next AGM.
- b. The Vice President-1 shall be responsible for City Relations, Facility Management and Operation of the Deltona Youth Soccer Club in addition to any other special assignments which, from time to time, may be given by the President or the BOD.
- c. The Vice President-1 shall supervise and direct the activities of the Committees of the DYSC and serve as the DYSC Parliamentarian.

3. Vice -President 2

1. In the absence of the Vice President-1, the Vice President-2 shall be vested with all of the powers and perform all of the duties of the Vice President-1.
2. The Vice President-2 shall be responsible for Fund raising, Sponsorships and Public Relations activities of the Deltona Youth Soccer Club in addition to any other special assignments which, from time to time, may be given by the President or the BOD.
3. The Vice President-2 shall supervise and direct the activities of the Marketing, Club Communications, & Fundraising Committees of the DYSC.

4. Treasurer

- a. The Treasurer, subject to the direction of the BOD, has general charge of the financial affairs of the organization.
- b. She/ He shall keep or cause to be kept, accurate accounting. This will include reconciliation of the bank and credit card statements each month and submission to the board of financials and reconciliation reports each month.
- c. She/ He shall submit a financial statement of the organization using generally recognized accounting methods for the AGM and regular monthly meetings.
- d. She/ He shall have custody of all funds, securities, and valuable documents of the organization and shall perform all the duties incident to the office of the Treasurer.
- e. She / He will reside on the Financial Committee in a support role, not as a member of the committee.
- f. Will enlist an outside third party accountant to prepare and file taxes; and to oversee accuracy of the books.

5. Secretary

- a. The Secretary is the Clerk of the BOD and acts as Clerk at all meetings of the organization.
- b. She / He keeps all the records of the organization and performs all duties incident to the office and have such duties and powers as from time to time may be delegated by the BOD or by the AGM as recognized by the state of Florida as an officer of the organization.
- c. She / He are empowered to publish and distribute any and all publications of the organization.

- d. She / He are responsible for giving of flowers, monetary donations, in the event of sickness, death, or birth of someone close to the DYSC membership as approved by the BOD.

ARTICLE X: Paid Positions

1. Director of Soccer Operations - is responsible for the staffing, coordination, development content and operation of the club's various soccer programs and teams.
 1. RESPONSIBILITIES - This position is responsible for
 - i. Creating and overseeing all soccer programs
 - ii. recruitment, development and selection of suitable coaching staffing
 - iii. coordinating with Board of Directors and Committee Chairs as needed to insure alignment of budgets with needed financial and personnel support.
 - iv. Development of off-season soccer programs in order to provide year round soccer development opportunities.
 - v. Overseeing club tournaments
 2. REPORTS to Board of Directors
 3. MINIMUM CREDENTIALS – This position will have a USSF“C” license with Recommendation or higher coaching license.
 4. PROPOSAL TO ADD –ADDITIONAL LINE – Will have responsibility to organize and execute tryouts each Spring for the upcoming season.
2. Academy Director - Academy Director is responsible for the staffing, coordination, development content and operation of the club's Junior (formerly Academy) Academy and Senior Academy (formerly In-House)Programs.
 1. REPORTS to Director of Soccer Operations
 2. MINIMUM CREDENTIALS – This position will have a USSF“D” license with Recommendation or higher coaching license.
 - a) Director of Coaching responsibilities include, but are not limited to:
 - i. Function as a technical and managerial consultant to all Junior and

Senior academy Head Coaches and Instructional Program Staff within the club.

- ii. His/her primary function will be to assist the Head Coaches, and Instructional Program Staff, in the development, implementation, and support of coach/player education and training programs.
- iii. Shall represent all coaches at the DYSC Board Meetings.
- iv. He/She shall be responsible for the recruiting and training of coaches and referees as per the Executive Board.
- v. Conduct regularly scheduled meetings to ensure information is delivered to the coaching staff in a timely manner.

3. Director of Coaching (boys)

1. REPORTS to Director of Soccer Operations
2. MINIMUM CREDENTIALS – This position will have a USSF“D” license with Recommendation or higher coaching license.

b) Director of Coaching responsibilities include, but are not limited to:

- vi. Function as a technical and managerial consultant to all Boys Travel Head Coaches and Instructional Program Staff within the club.
- vii. His/her primary function will be to assist the Boys Travel Head Coaches, and Instructional Program Staff, in the development, implementation, and support of coach/player education and training programs.
- viii. Shall represent all Boys Travel coaches at the DYSC Board Meetings.
- ix. He/She shall be responsible for the recruiting and training of boys Travel Coaches as per the Executive Board.
- x. Conduct regularly scheduled meetings to ensure information is delivered to the boys travel coaching staff in a timely manner.

4. Director of Girl Coaches – REPORTS to Director of Soccer Operations

MINIMUM CREDENTIALS – This position will have a USSF“D” license with Recommendation or higher coaching license.

c) Director of Girls Travel Coaching responsibilities include, but are not limited to:

- xi. Function as a clinical, , and managerial consultant to all Girls Travel Head Coaches and Instructional Program Staff within the club.

xii. His/her primary function will be to assist the Girls Travel Head Coaches, and Instructional Program Staff, in the development, implementation, and support of coach/player education and training programs.

xiii. Shall represent all Girls Travel coaches at the DYSC Board Meetings. be responsible for the recruiting and training of Girls Travel coaches as per the Executive Board.

He/She shall Conduct regularly scheduled meetings to ensure information is delivered to the coaching staff in a timely manner.

4. Director of Facilities

1. Ensure the safe and proper playing condition of all fields to be used as home fields by the DYSC, Inc.
2. Ensure that DYSC home fields are properly marked, and that all requisite equipment is present and in good condition; i.e. goal nets, corner flags.
3. Coordinate with referee assignor for scheduling of games for the in-house program.
4. Ensure that required personnel are instructed in the safe and proper operations of all equipment and are licensed or certified as necessary according to local laws.
5. Directly or with the aid of an assistant coordinates team schedules and re-schedules as the club's scheduling point-of-contact

5. Registrar for Junior Academy and Senior Academy (formerly Inhouse-Recreational) Soccer)

- A. Conduct registration drives immediately following each spring season and as often as necessary thereafter; coordinate with Public Relations Committee to advertise all registration drives.
- B. Maintain record of all players and coaches registering with the DYSC, Inc., to include team assignment(s), registration fee payment, and any other necessary data.
- C. Process all tournament rosters and other related paperwork required for tournament participation by DYSC, Inc. teams.
- D. Process all player passes (ie. given to the coach ready for play) signed, pictured, and laminated. Special requests will be granted for coaches to laminate passes when emergencies arise.
- E. Prepare all rosters and keep updated with new players as they join the team, to be given to the coach as needed.

- F. Receive and consider requests for player transfers and other special situations involving DYSC, Inc. players on try-out teams; make recommendations to the DYSC Executive Board regarding same.
 - G. Ensure that all players are covered by accident insurance, and process all insurance claims
6. Registrar for Competitive Soccer
- 1. Conduct registration drives immediately following each spring season and as often as necessary thereafter; coordinate with Public Relations Committee to advertise all registration drives.
 - 2. Maintain record of all players and coaches registering with the DYSC, Inc., to include team assignment(s), registration fee payment, and any other necessary data.
 - 3. Process all tournament rosters and other related paperwork required for tournament participation by DYSC, Inc. teams.
 - 4. Process all player passes (ie. given to the coach ready for play) signed, pictured, and laminated. Special requests will be granted for coaches to laminate passes when emergencies arise.
 - 5. Prepare all rosters and keep updated with new players as they join the team, to be given to the coach as needed.
 - 6. Receive and consider requests for player transfers and other special situations involving DYSC, Inc. players on try-out teams; make recommendations to the DYSC Executive Board regarding same.
 - 7. Ensure that all players are covered by accident insurance, and process all insurance claims
 - 8. As the club grows the BOD may divide this role in order to insure suitable coverage, at which point the BOD will determine what division makes the most sense based on the needs at the time.

ARTICLE X: Standing Committees

Standing committees will be formed as needed, with a vote of the Executive Board. Committee heads are appointed by the Executive Committee for a 1 (one) year term. Committee actions and reports will be reported each month as part of the club board meeting.

ARTICLE XI: Elections

Election of Officers shall be held at DYSC, Inc. annual meeting. Open positions will be posted on the web and communicated to the club at large via email at least 60 days in advance of a General Membership Meeting but no less than 30 days prior to the election.

PROPOSED CHANGES

Club members interested in holding a club position must issue a letter of interest to the club President & Secretary along with their resume outlining their credentials and background in support of their suitability for the position in question.

These documents will be published on the club website 30 days prior to the election so that the membership may review and prepared for the election to be held at the Annual General Meeting.

1. Officers shall be elected to terms as follows:
 - a. The President, Vice President 2, Treasurer, and shall be elected to a two (2) year term each odd year.
 - b. The Vice President 1, Secretary, and shall be elected to a two (2) year term each even year

Newly elected Officers shall assume office no later than June 1st following the annual meeting at which they were elected.

ARTICLE XII: Funding

1. The DYSC, Inc. shall incorporate as a non-profit Florida corporation.
2. The DYSC, Inc. shall fund itself through player registration fees but will, in addition, be permitted to accept contributions from members, participants, sponsors, and interested persons, and to conduct specific fundraising functions.
3. Any person interested in becoming a member of the DYSC, Inc. that is not affiliated via being an Executive Board member, coach, player or parent may become a member by paying a fee annually to be determined by the Executive Board.
4. All contributions received and funds raised shall be used only to further the specific purposes of the DYSC, Inc. as outlined in ARTICLE II.

5. In the event that the DYSC, Inc. should be dissolved, all assets, real and personal, shall be distributed only to organizations whose purpose and goals are like that of DYSC and who qualify as tax-exempt under Section 501 (c) (3) of the Internal Revenue Code, or under corresponding provisions of future United States Internal Revenue Laws. The Executive Board shall decide by majority vote the recipient(s) of such assets.

ARTICLE XIII: Amendments

1. Amendments to the By-Laws can only be made at either the AGM (Annual General Meeting) or a Special General Meeting (SGM) of the club membership. A Special General Meeting may be called by the President with a majority approval of the Executive Board. The date of the Special General Meeting must be posted at least thirty (30) days prior to the date of the meeting.
2. An amendment must receive at least two-thirds (2/3) affirmative vote of all voting members in attendance at the meeting.
3. Amendments must be submitted in writing to the Secretary and posted on the website at least thirty (30) days prior to the meeting. PROPOSAL