

# **YMCA of Catawba Valley Soccer Club**

## **BYLAWS**

### **ARTICLE I: NAME**

The name of the organization shall be YMCA of Catawba Valley Soccer Club ("YCVSC"), herein referred to as "YCVSC."

### **ARTICLE II: OBJECTIVE AND PURPOSE**

Section 1. The purpose of the YCVSC shall be to:

Organize and provide soccer programs for children under the proper supervision of interested and qualified adults

Encourage physical fitness

Ensure that all children in the community are given the opportunity to learn the fundamentals of soccer and sportsmanship through competitive play and team participation

Promote positive relationships within the families of the community by encouraging parents and other adults to participate in soccer programs

Section 2. These programs primarily will be, but are not limited to, youth soccer at the Recreation, Academy, Challenge, and Classic level through the YCVSC.

Section 3. Programs may be added or removed by two-thirds (2/3) vote of the Board of Directors.

Section 4. The YCVSC encourages competition amongst teams within the YCVSC and with other organizations by participating in the North Carolina Youth Soccer Association ("NCYSA") sanctioned leagues.

Section 5. The YCVSC shall not discriminate against anyone based on his or her race, religion, sex, or national origin.

Section 6. The YCVSC is a 501(c)(3) non-profit organization. A volunteer Board of Directors governs the YCVSC. The Director of Coaching may serve as a non-voting Board member. The Board is made up of members of the YCVSC. The Board has oversight of the business and affairs of the YCVSC and sets the direction for the organization.

### **ARTICLE III. PARLIAMENTARY AUTHORITY**

Parliamentary law as set forth in Robert's Rules of Order shall govern all meetings and other procedures not expressly provided.

### **ARTICLE IV: MEMBERSHIP**

- Section 1. This YCVSC and its affiliates (see Appendix A) shall be affiliated with the United States Soccer Federation ("USSF") and NCYSA/USYSA (North Carolina Youth Soccer / United States Youth Soccer ). All guidelines as set for Classic, Challenge, Academy, and Recreation soccer within North Carolina shall serve as the guidelines for the YCVSC.
- Section 2. Members of the YCVSC ("Member") shall be defined as an adult whose child or children are participating on a Challenge, Classic, Select, Academy, or Recreation team and are current Members in good standing of the YCVSC.
- Section 3. There will be an annual meeting of the general membership ("Annual Membership Meeting") to be held in December of each year. Notification of said meeting must be posted on the web site four weeks prior to the annual meeting and/or by written or electronic communication.
- Section 4. All Members must act in the best interest of the YCVSC. Any behavior that is deemed to be abusive or inappropriate will not be tolerated. This includes both physical and verbal abuse. All Members are representatives of the YCVSC and must act in accordance with these rules. Any act that is deemed to be contradictory to this policy or detrimental to the YCVSC can and will be brought before a formal hearing of the Board of Directors or raised to the discipline and appeals individual as designated by the NCYSA. After a hearing and investigation, this offending Member can be removed from the YCVSC with no refund of fees.
- Section 5. Voting Rights. Each Member (family) shall have one vote.

### **ARTICLE V: BOARD OF DIRECTORS**

- Section 1. The Board of Directors (the "Board") shall have full authority to take all action necessary to manage the affairs of the YCVSC consistent with the current Bylaws. The Board shall consist of 9 voting members and 1 non-voting member. These members are:

|                         |   |
|-------------------------|---|
| President (voting)      | Director of Classic (voting)              |
| Vice President (voting) | Director of Challenge and Select (voting) |
| Treasurer (voting)      | 3 At Large members (voting)               |
| Secretary (voting)      | Director of Coaching (non-voting)         |

- Section 2. The terms of elective office shall be three (3) years. No Board member may serve more than two (2) consecutive terms, with the exception of the Director of Coaching, which is a Board appointed position. If no other candidate(s) are nominated, the current director could seek an additional term with two-thirds (2/3) Board approval.
- Section 3. Board positions may be created or deleted by a two-thirds (2/3) vote of the Board.
- Section 4. Board terms shall be staggered in such fashion so no more than one-third (1/3) of the positions are up for re-election each year.
- Section 5. The Director of Coaching is a Board appointed position. The Director of Coaching position requires approval by a two-thirds (2/3) vote of the Board. The Director of Coaching may also serve as a non-voting member of the Board of Directors.
- Section 6. The Board will have voting rights for all matters of the daily operation of the YCVSC as presented during Board meetings.
- Section 7. The Board will meet monthly or as deemed necessary for various events and/or activities.
- Section 8. A quorum at any meeting of the Board of Directors shall consist of five (5) voting members. This shall meet the minimum requirement of a Board meeting.
- Section 9. Board members must be present at the Board meeting in order to cast a vote. Regular attendance at Board meetings is expected. Failure of any Board member to attend less than half the regular meetings or misses more than three (3) consecutive meetings in a calendar year is grounds for removal. Presence at the actual meeting is required to count as attendance.
- Section 10. The Board may employ such accountants, attorneys, agents, maintenance personnel, or advisors, as it may deem necessary.
- Section 11. Board members shall treat all Board dealings in such manner as to avoid any conflict of interest or self-dealing where the Board member benefits personally or financially from the transaction at the expense of the YCVSC.

#### **ARTICLE VI: OFFICERS**

- Section 1. The Officers of the YCVSC shall consist of the President, Vice President, Secretary, and Treasurer.

- Section 2. The election of officers shall be held at the first board meeting following the Annual General Meeting of the club. Those officers elected shall serve a term of one (1) year. The officers of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.
- Section 3. The President shall preside at all regular Board meetings and special called meetings. The President will serve and vote as a member of the Board. Further responsibilities of the President will include, but not be limited to, those duties as listed in Appendix B.
- Section 4. The Vice President shall perform the duties of the President in the President's absence or disability. Further responsibilities of the Vice President will include, but not be limited to, those duties as listed in Appendix C.
- Section 5. The Treasurer shall receive and disburse YCVSC funds and keep accurate and detailed records of receipts and disbursements. The Treasurer shall supervise the deposit of all funds in a bank approved by the Board. The Treasurer will provide monthly reports at each Board meeting and provide additional reports as requested by the Board. The Treasurer will make available a financial report to the membership at the Annual Membership Meeting. Further, the responsibilities of the Treasurer will include, but not be limited to, those duties as listed in Appendix D.
- Section 6. The Secretary's responsibility shall be to record and keep minutes of all meetings of the Board of Directors. The Secretary shall give notice for all meetings and keep accurate lists of Board members and general Members. The Secretary is charged with maintaining all previous and current minutes of the YCVSC and making them available at each meeting of the Board of Directors. Further, the responsibilities of the Secretary will include, but not be limited to, those duties as listed in Appendix E.

#### **ARTICLE VII: ELECTION PROCEDURES**

- Section 1. A Nominating Committee appointed by the President shall provide a slate of candidates for the elected Offices of the Board of Directors at the monthly meeting before the occurrence of the Annual Membership Meeting. The Nominating Committee shall be comprised of Board members not up for re-election.
- Section 2. Nominations for Board positions must be submitted in writing to the YCVSC Nominating Committee no later than two (2) weeks prior to the election.
- Section 3. Any candidate running for office must be a Member in good standing of the YCVSC.

- Section 4. Election of Board members will be by secret ballot. The ballot will include the names of the official slate of candidates for each office. The Nominating Committee will make ballots available to all current Members. A current Member is defined as a family with a player(s) on a current NCYSA working roster as of the date of the Annual Membership Meeting.
- Section 5. A committee formed and chaired by the Vice President shall tally votes. The Vice President shall return tally results to the President. In the event the Vice President is on the ballot, another Officer of the YCVSC will tally the votes.
- Section 6. The President will announce the election results. The new Board Members shall take office on July 1.

#### **ARTICLE VIII: VACANCIES ON THE BOARD**

- Section 1. Any Board member may resign from the Board at any time by giving written notice to the President. In addition, any Board member may be removed by a two-thirds (2/3) vote of the Board.
- Section 2. Vacancies on the Board, other than the President and Vice President, shall be filled by a nomination from Members of the YCVSC or by a member of the Board, and approved by a majority vote of the Board. Nominations will be accepted for thirty (30) days after notice of a vacancy has been given. If no nominations are received within thirty (30) days, the Board may appoint a willing Member to the vacant position.
- Section 3. In the event the President's position is vacated, the Vice President shall fill the President's position. This appointed Officer shall serve out the remaining time of the vacated office.
- Section 4. In the event the Vice President's position is vacated, the Classic Director shall fill the Vice President's position. This appointed Officer shall serve out the remaining time of the vacated office.

#### **ARTICLE IX. YCVSC FINANCES**

- Section 1. The Board shall set fees for the upcoming year prior to tryouts, after review and approval by a two-thirds (2/3) vote of the Board. Members must pay all fees in their entirety before their children will be allowed to participate in any YCVSC program. The YCVSC year is defined as July 1 – June 30, which runs concurrent with the NCYSA calendar.
- Section 2. It is the intention of the YCVSC to be self-supporting. The preparation of the budget is the responsibility of the Treasurer, the President, and the Vice President. They shall ensure that the budget is adhered to and spending occurs as documented and approved in the annual budget. The annual budget will be submitted each July to the Board for approval.

- Section 3. All funds held by the YCVSC shall be held in federally insured bank accounts in the name of the YCVSC. No funds paid to the YCVSC may be placed in any other accounts at any time.
- Section 4. All financial records of the YCVSC will be based on a fiscal year (July – June). Any outside audits of the financial records will be conducted by an independent accounting firm recommended by the Treasurer and approved by a majority vote of the Board of Directors. The Treasurer shall work with the auditor to insure that all necessary documents are provided as required. Any Board member may request an audit of the financial records of the YCVSC, however, a majority vote of the Board will be required to approve an audit.
- Section 5. Annual tax returns shall be prepared and filed by the accounting firm selected by the Board to conduct the annual audit. The Treasurer shall provide all necessary documentation.
- Section 6. The Treasurer shall provide any successor Treasurer with all financial records of the YCVSC.
- Section 7. There will be no scholarships or waiving of fees without approval of the Board by a two-thirds (2/3) vote. Requests for scholarships must be presented to the Board in writing at least five (5) days prior to a Board meeting.

#### **ARTICLE X: AMENDMENTS TO THE BYLAWS**

- Section 1. Proposed amendments to the Bylaws must be presented to the Board in writing at least five (5) days prior to the next Board meeting.
- Section 2. All Board members shall be notified of proposed amendments to the Bylaws prior to the Board meeting at which the Board will consider the proposed amendment(s) for approval.
- Section 3. The Board shall vote approval of the amendments to the Bylaws by a two-thirds (2/3) majority.
- Section 4. The Bylaws will be sent by the Secretary each calendar year to the NCYSA office as per the requirements of the NCYSA.

#### **Article XI. Removal and Suspension of Coach, Players, Referees, Parents and Spectators for Misconduct.**

- Section 1. Any incident of poor sportsmanship on the part of anyone may be cause for suspension from any Club activities, at the discretion of the Board of Directors.
- Section 2. Anyone who violates rules or any Bylaws of the Club, NCYSA, USYSA, USSF, FIFA or TCL, will be subject to disciplinary actions per NCYSA D&A process.
- Section 3. The Secretary of the Board will investigate any such incidents as listed above and recommend to the Board removal or suspension from Club

activities and the level of sanctions imposed. The Board's decision in these cases will be final, and a written notice will be sent to the sanctioned party by certified mail.

### **Appendix A: YCVSC Affiliates**

North Carolina Youth Soccer ("NCYSA")

United States Youth Soccer (USYS)

United States Soccer Federation (USSF)

Triad Challenge League (TCL)

### **Appendix B: President**

The President shall coordinate all activities of the YCVSC soccer programs.

- Coordination of all soccer teams throughout the year
- Coordination of NCYSA and YCVSC meetings
- Coordination of registration with the teams
- Representation on Presidents' Council
- Support of all fund raising and sponsorship programs
- Sign a waiver to not take players or coaches away from the YCVSC program



**Appendix C: Vice President**

The Vice President should assist Board members in coordinating all activities of their program and the President with day-to-day activities.

- Assist with coordination of all soccer teams through the year
- Assist with coordination of NCYSA and YCVSC meetings
- Assist with coordination of registration with the teams
- Assist with long range planning and field development
- Form annual nomination committee to elect board members
- Support of all fund raising and sponsorship programs
- Assist with preparation of annual budget
- Establish committees as needed
- Sign a waiver to not take players or coaches away from the YCVSC program

### **Appendix D: Treasurer**

The Treasurer of Soccer should coordinate all financial activities of all of the YCVSC soccer programs. All monies including revenues and expenses will need to pass thru the Treasurer.

- Define Recreation, Academy, Challenge, and Classic budgets for soccer
- Assist Classic, Challenge, and Academy Directors with the collection of all YCVSC soccer team registration money
- Track outstanding revenues and expenses
- Balancing Checkbook on a monthly basis
- Produce financial records
- Coordinate the preparation of tax paperwork
- Sign a waiver to not take players or coaches away from the YCVSC program

### **Appendix E: Secretary**

The YCVSC Secretary should coordinate all activities of the program with the President. The program's day-to-day operations will need to be organized and documented. All strategic direction will be documented with regard to all aspects of the YCVSC programs.

- Record and distribute all YCVSC paperwork, including minutes of meetings
- Coordination of all levels coaches names, emails, and contacts
- Maintain files on all YCVSC contracts
- Coordination of phone messages, daily support, and hotline
- Sign a waiver to not take players or coaches away from the YCVSC program