

# The Chesapeake Soccer Club

## Bylaws

as approved by the membership in

### July 2025

#### ARTICLE I

This organization shall be known as The Chesapeake Soccer Club, hereinafter referred to as "CSC." CSC is a nonprofit organization under Section § 501 (c) (3) of the Internal Revenue Code.

#### ARTICLE II

##### OBJECTIVE

Throughout its history CSC has maintained a commitment to recreational and advanced level soccer, with a strong focus on family support and team development. CSC is a non-profit, all volunteer organization that operates in accordance with USYSA and VYSA guidelines. Our club motto "It's about Kids" reminds us all that Youth Soccer is truly about the kids: their development, their fun. In today's world of increasingly competitive youth sports, we are committed to keeping the kids first, to ensure that every child and family that wants to learn the game of soccer has the opportunity to do so in a safe, affordable, enjoyable environment.

#### ARTICLE III

##### GENERAL PROVISIONS

**Section 1. Affiliation.** The Chesapeake Soccer Club (CSC) shall be an affiliate of the United States Soccer Federation (USSF), the United States Youth Soccer Association (US Youth Soccer) and the Virginia Youth Soccer Association, Inc. (VYSA). CSC shall also be subject to the authority of the Federation International de Football Association (FIFA).

- a. To the extent permissible under applicable law, the USSF, US Youth Soccer and VYSA articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of CSC.
- b. To the extent permissible under applicable law, CSC and its members shall abide by USSF, US Youth Soccer, and VYSA articles of incorporation, bylaws, policies, and requirements, including those regarding interplay.
- c. CSC shall register all its players, coaches, teams, referees, and administrators with the

pay all dues and fees of the VYSA. Other registrations (e.g., Winter or Spring) will be conducted on an as-needed basis and will comply with VYSA Registration Policy.

d. CSC will not join any organization that has requirements that conflict with USSF, US Youth Soccer, or VYSA articles, bylaws, policies, and requirements.

**Section 2. Authority.** The Chesapeake Soccer Club (CSC) shall exercise through its Board of Directors all such powers as may be required in the furtherance of its stated purpose as are consistent with the articles, bylaws, rules, and requirements of the

**Section 3. Non-Discrimination.** CSC will not discriminate against any individual on the basis of race, color, religion, age, gender, or national origin.

**Section 4. Sexual and Physical Abuse.** CSC has a zero-tolerance policy for any type of sexual or physical abuse. To the extent permissible under applicable law, CSC shall adopt policies prohibiting sexual and physical abuse that are consistent with criteria established by the USSF.

## ARTICLE IV

### MEMBERSHIP

**Section 1. Eligibility.** Membership in the Chesapeake Soccer Club (CSC) is open to all soccer players residing within the geographical limits of the City of Chesapeake, Virginia, not subject to suspension under applicable Bylaws or Regulations, subject to the acceptance and acquiescence of the CSC Board of Directors. Acceptance for participation of players residing outside of the geographical limits of the City of Chesapeake, all coaches, assistant coaches, and other team officials remains solely within the discretion of the Board of Directors of CSC and is not subject to further arbitration. In the event of suspension or revocation of membership no member shall be entitled to a refund of any part of the fees paid to CSC.

**Section 2. CSC Member Team - Definition.** A CSC member team shall be deemed to be any group of not less than five (5) and no more than twenty-four (24) persons, a majority of whom reside in the Commonwealth of Virginia and who prior to January 1st immediately preceding the start of any seasonal year have not attained the age of nineteen (19) years, all of whom shall be registered with VYSA; which is organized to compete as a team with a designated person responsible for its activities, which person may be a member of the team, subject to the discretion of the CSC Board of Directors.

**Section 3. Application and Acceptance for Membership.**

a. Each application for membership shall be via a process approved by the Board of Directors on a form and which shall provide that the applicant agrees to abide by the Bylaws, policies, procedures, and decisions of the Club.

b. Each application shall be accompanied by the fees due for the current period.

c. Applications shall be filed with the Club Administrator and shall be brought to the Board of Directors for acceptance at the next duly constituted meeting of the Board of Directors following receipt. Approval of any application lies at the discretion of the Board of Directors.

**Section 4. Members, Voting Rights.** Member players, being minors, shall be represented by their parents or legal guardians. Players are assigned to teams during team formation and will.

together, form a member team. Each accepted and properly registered member team within CSC will have one vote; said vote shall be used for issues brought forth to the General Membership. The vote will be exercised by the member Team Representative, who shall be a

parent or guardian of a team player, duly elected by the parents and/or guardians of the entire member team. **Matters of policy, rules, or procedures including use of a proxy shall remain within the exclusive purview of the CSC Board of Directors.**

## ARTICLE V

### ORGANIZATION

**Section 1. Board of Directors.** The Board of Directors is the CSC governing body of volunteers elected by the General Membership of the Club and shall be composed of the Officers to be named President (designated as the non-voting Chairman of the Board), Vice-President, Administrator, Treasurer, Parent Representative, Fields and Facilities Manager, Club Development Chair, Recreational Divisions Chair, and Advanced Divisions Chair of the Chesapeake Soccer Club (CSC). Each Officer, all known as a Board Member, shall have one vote. Except as provided for in the One Time Special Transition Rule (Article V, Section 4) the term of office shall be two years or until the Officer's successor is qualified, elected, or appointed.

#### **President**

- Preside over all club meetings, including those of the CSC Board of Directors, • Represent CSC at soccer organization meetings such as VYSA,
- Appoint committees, Board and Staff members as allowed by CSC By-laws to complete transactions of the Club,
- Serve as the principal spokesperson of the Club with Chesapeake City officials and local, state, and regional soccer representatives.
- Ensure the future of the Club through special projects and committees of improvement and/or expansion
- Maintain a timely pace of Club-wide annual functions via the Club calendar.

#### **Vice President**

- Attend monthly Board meetings as a voting member
- Represent the President in his or her absence at all CSC meetings,
- Ensure that allocations from the club budget are congruent with club function and operations,
- Facilitate adherence to the CSC by-laws and policies in issues brought to the Board, during club activities, and as needed,
- Archive by-laws, procedures and policies governing CSC and update periodically, as needed
- Manage operations of the Board and Staff to maximize efficiency and effectiveness • Record and report vacancies and appointments in Board and Staff

#### **Administrator**

- Attend monthly Board meetings as a voting member
- Serve as liaison with VYSA for insurance purposes,
- Manage insurance, risk management and Kidsafe programs
- Coordinate registration of member players and of CSC Coaches
- Manage the membership database to support rostering of teams

- Chair the Nominating Committee and manage nomination and election process at least annually
- Assists in updating website content for membership purposes

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### **Treasurer**

- Attend monthly CSC Board meetings as a voting member,
- Reconcile monthly bank statements,
- Prepare and report CSC operating budget as specified in Article IX of CSC By-laws, • Prepare and report CSC monthly financial statements,
- Receive bills and prepare checks to process all accounts payable in a timely fashion, • Manage investments of the Club, according to direction of Board decisions, • Check CSC PO Box weekly and forward mail appropriately,
- Serve on Fundraising Committee as a resource for proper allocations, and • File the Club tax non-profit paperwork annually.

### **Parent Representative**

- Attend monthly CSC Board meetings as a voting member,
- Manage communications of Club-wide activities online, in person, and by phone; • Educate parents on CSC policies and procedures, especially pre-season and start of season, by online and on-site presence.
- Coordinate parent participation in seasonal club tasks and/or duties,
- Assist in coordination of parent meetings, Annual General Membership meetings, and volunteer events.
- Solicit and report parent feedback on a regular basis to Board and Staff, • Serve as liaison on behalf of the Board to the parents.

### **Fields and Facilities Manager**

- Attend monthly CSC Board meetings as a voting member
- Ensure all field and game equipment is operational and safe prior to, and throughout each season
- Manage inventory and maintain adequate supplies of all field and game equipment within authorized budget.
- Supervise the turf care and maintenance on a regular basis,
- Oversee maintenance and repairs of Shed, and cleanliness of restroom facilities and trash receptacles
  - Determine playability of pitches as needed according to weather, and report field status updates to appropriate Staff members for information disbursement purposes

### **Recreational Divisions Chair**

- Attend monthly CSC Board meetings as a voting member
- Coordinate placement of teams in appropriate recreational leagues
- Serve as liaison to recreational leagues for CSC Board and teams
- Supervise participation of teams and coaches in leagues' games and events • Assist division representatives/coordinators and coaches as needed,
- Support coaches in coaching philosophies, team and player development, and morale with regular on-site presence.

#### **Advanced Divisions Chair**

- Attend monthly CSC Board meetings as a voting member
- Supervise player evaluations and placement on teams through tryouts • Coordinate placement of teams in appropriate advanced (TASL) and travel (VSL) leagues
- Serve as liaison to advanced and travel leagues for CSC Board and teams • Supervise participation of teams and coaches in leagues' games and events • Assist division representatives/coordinators and coaches as needed,
- Support coaches in coaching philosophies, team, and player development, and

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morale with regular on-site presence.

#### **Club Development Chair**

- Attend monthly CSC Board meetings as a voting member
- Coordinate marketing programs online and on-site for season and special Club events
- Manage fundraising efforts for additional Club needs or initiatives
- Supervise enrichment and player development programs such as camps and technical training
- Provide regular and updated resources for coaching education and licensing

Oversee execution of tournaments and other Club-wide events and projects

**Section 2. Board of Directors, Authority and Responsibilities.** The Board of Directors shall be responsible for and have the final authority, except as otherwise provided, for:

- Enforcing and interpreting these Bylaws.
- The establishment, enforcement, and interpretation of regulations prescribing rules of play, player/coach eligibility, and the conduct of players, teams, coaches, and volunteers for matches, practices, or other activities that represent CSC.
- Approving all players and teams for membership; and approving all players, teams, coaches, volunteers, and any other entity for participation in CSC.
- Approving any inter-district or inter-state competition.
- The establishment of rules or regulations for specific cases not provided for elsewhere,

but which are deemed necessary by the Board to conduct the objectives of the Club.

f. The periodic review of the Club's, Bylaws, Rules, and Procedures, in order to ensure substantial consistency and compliance with the provisions of the Constitution, Bylaws, Rules and Regulations of the VYSA, the USYSA and USSF.

g. The conduct of the day-to-day affairs of the Club pursuant to the directives of the membership.

h. The ratification of appointments made by the President of special committees, special committee chairs, Officers, and other participants of the Club.

**Section 3. Vacancy of a Board Position:** In the event of a vacancy, either of an unexpired term, or in the absence of an elected candidate, the President shall appoint, with approval of the Board, a replacement Board Member to serve out the unexpired term of said vacated position. Further, the President shall submit the name of the appointed Board Member to the next scheduled meeting of the General Membership for ratification. An appointment shall not count as an elected term of office.

**Section 4. Removal of A Member of the Board of Directors.** Individual members of the Board of Directors may be removed from office by a two-thirds vote of the Membership. Such requests for removal may be submitted from the General Membership or the Board of Directors. The criteria for removal of a Board Member are:

a. Malfeasance

b. Conviction of a crime classified as a felony under any of the governing bodies named in

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Article III of the CSC bylaws.

c. Gross Misconduct

d. Suspension from soccer activities by VYSA or senior governing body

e. Failure to attend three consecutive regularly scheduled meetings of the Board of Directors.

**Section 5. Succession of the Presidency** In the event of a vacancy of the CSC President position, the Vice-President shall succeed the Presidency, so long as he/she accepts the position. This succession shall not count as an elected term of office. If the Vice President accepts the position of President, he/she shall fulfill the remainder of the 2-year term of the previous President. If the Vice President declines the position of President, a special election for the Presidency will occur as soon as possible. If this special election occurs in an odd-numbered year, the term of the new President will be 1 year.

## ARTICLE VI

### MEETINGS AND VOTING

**Section 1. Membership Meetings.** There shall be periodic meetings of the Chesapeake Soccer Club general membership. The quorum for any meeting shall be 20% (twenty percent) of the votes eligible to be cast at any meeting of the general membership. The August meeting of the

Club shall be designated as the Annual General Meeting (AGM).

**Section 2. Special Meetings.** Special meetings of the membership may be called by the President, with the concurrence of the Board, or whenever the Administrator is requested to do so by regular member teams in good standing possessing 20% (twenty per cent) of the votes eligible to be cast at any meeting of the membership.

**Section 3. Notice.** The Administrator shall provide written notice of a meeting of the Club to all members at least ten (10) calendar days in advance of the meeting date and the notice shall specify an agenda for the meeting; and, with respect to the elections meeting, a recommended slate of candidates for elective office, and with respect to the AGM, a report of actions and policies adopted since the last annual meeting.

**Section 4. Membership Voting.** Each member team in good standing shall be entitled to cast votes at each membership meeting at which such member team is represented, in accordance with the provisions of Article II, Section 3 of these Bylaws. The President shall also cast an anonymous vote, to be used only in case of a tie. Proxy voting shall be permitted at any membership meeting provided said proxy shall have been submitted to the Executor of Elections, who is the Chair of the Nominating Committee, in writing prior to the vote in question. Any such proxy shall be in writing, executed by the Team Representative or other such person designated in writing by the Team Representative and shall indicate the vote for which it shall be effective. Except as provided for in the Bylaws of the Club, majority and two-thirds votes shall be based on votes cast.

**Section 5. Board of Directors' Meetings.**

a. The Board shall meet monthly, unless otherwise agreed upon by the Board, and at other.

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times, at the call of the President or most of the Board. There shall be, at minimum 6 Board meetings a year.

b. The order of business and agenda shall be as determined by the President or as set forth for general meetings.

c. Board Member Voting. Six (6) of the voting members of the Board shall constitute a quorum to conduct business. Each voting member of the Board shall be entitled to cast one (1) vote on any matter of business before the Board. The Board of Directors may act on any matter without a meeting with the written (e-mail) consent of the majority of the Board of Directors. Except as provided for in these By-laws, majority and two-thirds votes shall be based on votes cast. In lieu of a scheduled meeting, required decisions may be made by email vote or through the use of Internet facilities such as Net Meeting or Chat.

d. Executive Session. Periodically, issues that have the potential for conflict or embarrassment on the part of an individual member or team may arise for which the Board may go into Executive Session. The President may call the Board into Executive Session at any time. Unless authorized by unanimous vote of the Board members present, a record of the Executive Session will be maintained by the Vice President and not be filed for general inspection.

**Section 6. Reporting of Actions.** Actions taken and Policies adopted by the Board of Directors shall be reported to its membership through the authorized Team Representative, at least once each year at a meeting of the Club's membership, with notice and agenda of the meeting at least 10 calendar days in advance of the meeting. Reports may be posted on the Club Web Site or sent in a broadcast email.

**Section 7. Rules of Order.** All Membership and Board of Directors' meetings shall be conducted in accordance with Robert's Rules of Order.

**Section 8. Authority of the President.** In the absence of a meeting of the Board, the President is charged with the authority and responsibility to act for the Club. However, for decisions

concerning the obligation of funds in excess of \$500, disposition of Club equipment beyond simple borrowing, or for issues concerning significant disciplinary action, the President shall make a reasonable attempt to gain the concurrence of at least three other Board members prior to proceeding.

## ARTICLE VII

### THE CLUB YEAR AND ELECTIONS

**Section 1. Club Year.** The Club's fiscal year shall begin on the first day of July and end on the 30th day of June.

**Section 2. Nomination.** A person may be a candidate in a Club election who has been nominated and found in good standing with the Club. A person may not be a candidate who has a conflict of interest. By the March meeting of the Board of Directors, the Chair of the Nominating Committee shall appoint committee members consisting of representatives of members of the Club for the purpose of nominating candidates for Officers who shall constitute the Board of Directors.

a. The Nominating Committee shall nominate candidate(s) for each office. After securing the consent of the person(s) nominated, the Committee shall immediately report their nominations to the Board of Directors in writing.

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b. The Executor of the Elections shall notify all members of the candidates for office.

c. Additional nominations may be made upon a written petition of a member eligible to vote and with the attestation by the nominee of his willingness to serve. Such petitions shall be submitted to the Executor of Elections no later than one (1) day prior to elections.

**Section 3. Election.** Elections shall take place each year at the May meeting of the Club. The Chair of the Nominating Committee shall function as Executor of the Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. In the absence of any opposing candidates the entire slate, or any portion thereof, may be elected with one vote (i.e., by acclamation). Voting may, but need not be, by ballot. Those candidates elected shall commence their term of office on July 1st.

**Section 4. Terms of Office.** All Persons elected shall serve for a term of two years. The President, Treasurer, Fields and Facilities Manager, Club Development Chair, and Advanced Divisions Chair will be elected in even-numbered years. The Vice-President, Administrator, Parent Representative, and Recreational Divisions Chair shall be elected in odd-numbered years. There shall be a term limit of three (3) consecutive terms (of two year's duration) for any serving member of the Board of Directors. Term-limited individuals will be ineligible for membership on the Board of Directors for a period of one operating year subsequent to their previous term's expiration. This *Term Limit Rule* may be suspended by the General Membership pursuant to a motion from any member to do so. The motion requires the approval of two-thirds of the membership present. Pursuant to the 2016 reduction of number of terms permitted, the current Board members' number of terms shall be carried over, but all members' current terms shall be completed in their entirety.

## ARTICLE VIII

### COMMITTEES

**Section 1.** The Board of Directors shall approve each year standing and special committees to



advance the work of the Club in such matters as rules of competition, discipline, scheduling, publicity, membership, field's maintenance, tournaments, and other activities which may be well served by committees. A committee may consist of one person, in which case shall be named Staff Member. All committees shall be subject to the final authority of the Board of Directors.

**Section 2. Special Committees** the President shall appoint special committees as needed to conduct tasks or projects of improvement, expansion, enhancement, and/or advancement of the Club. The Chair of any special committee shall be appointed by the President and approved by the Board.

**Section 3. Standing Committees** A member of the Board of Directors shall appoint committees as needed to conduct tasks or functions of club operations and activities under their purview. The member of the Board shall appoint a Chair of said committee, unless already designated in these bylaws.

**Section 4. Committee Chairs** Committee Chairs may attend meetings of the Board of Directors pursuant to issues within their purview but have no vote. They shall be excused anytime the Board goes into Executive Session or from any vote of the committee under them to avoid conflict of interest.

The Vice-President shall be the Chair of the Finance Committee and of the Adjudication Committee. The Administrator shall serve as Chair of the Kid safe/Risk Management Committee and of the Nominating Committee. The Treasurer shall be the Chair of the Fundraising

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Committee. The Parent Representative shall be the Chair of the Registration Committee.

## ARTICLE IX

### ADJUDICATION, ENFORCEMENT, AND DISCIPLINE

**Section 1. Hearing and Appeal Procedures.** CSC will provide equitable and prompt hearing and appeal procedures. Pursuant to US Youth Soccer By-Law 701, hearings and other adjudication considered under this Article shall be limited to participation in scheduled matches and inter-team transfer. Decisions of the Board of Directors, properly rendered in accordance with these By-laws and established Rules and Procedures are not subject to appeal or arbitration under these By-laws. However, decisions rendered may be appealed to VYSA in accordance with the VYSA By-Law 701.

**Section 2. Jurisdiction of the Adjudication Committee.**

a. The Adjudication Committee shall have the following district:

- (1) to consider and judge decisions of members of the Club.
- (2) to consider and judge decisions of any individual, committee, or group having responsibility for administering an activity conducted or sponsored by the Club; and
- (3) to consider and judge allegations of assaults and abuses on referees and assistant referees as provided under USSF rules.

b. All outside protests and appeals procedures must be exhausted before a matter will be considered by the Adjudication Committee.

c. The appeal of a decision under subsection a (1) or (2) of this section must be submitted to the Adjudication Committee within 48 hours of the decision. Any appeal shall be in writing and shall be accompanied by cash, certified check, or money order for \$100 made payable to "CSC."

d. All decisions of the Adjudication Committee shall be by majority vote of the committee and in writing.

e. A decision of the Adjudication Committee is a recommendation for the Board of Directors who will function as final arbiter for the issue. The decision of the Board is the final decision of the Club.

### **Section 3. Jurisdiction of the Board of Directors.**

a. The Board of Directors of the Club shall have original authority over matters relating to the accomplishment of its purposes as set forth in, and the enforcement of, its Bylaws and Rules and Procedures and the constitution, rules, and policies of USSF, US Youth Soccer, and VYSA.

b. Except as provided in section 1. a. (3) of this article, the Board of Directors shall have the sole right and authority to suspend, expel, or otherwise discipline for violating the Club's Bylaws, Rules, and Procedures or for other misconduct, the following:

- (1) any member, player, coach, manager, or other principal of any component or affiliate of any member team.
- (2) any official of a member team or a member team's affiliates.
- (3) any official of the Club; and
- (4) any spectator at a function sponsored or conducted by the Club or a member of the VYSA.
- (5) any official field use approval

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An action under this subsection may be based either on an original complaint filed with the Club or on the Board's own motion.

c. Disciplinary action taken by the Board of Directors shall be by majority vote of the Body in writing.

d. A decision of the Board of Directors under this section is a final decision of the Club and not subject to further appeal or arbitration.

**Section 4. Due Process.** In any proceeding before the Adjudication Committee, any party in interest shall be afforded an opportunity to submit matter in support, rebuttal, mitigation, or extenuation in regard to the party.

### **Section 5. Instituting Legal Proceedings.**

a. No party may invoke the aid of any court without first exhausting all administrative remedies provided in these bylaws.

b. For violating this section, the offending party is subject to sanctions and fines, and is liable to the Club for all expenses the Club and its officers incurred in defending any court action, including but not limited to the following:

- 1) court costs.
- 2) attorney fees.
- 3) reasonable compensation for time spent by the Association, its officers, employees, and agents in the action, including responses to discovery and court appearances.
- 4) travel expenses; and
- 5) expenses for holding special meetings necessitated by the court action.

## **ARTICLE X**

## COLORS AND INSIGNIA

The representative colors of the Chesapeake Soccer Club shall be blue and white. The insignia of the Club may be reproduced, displayed, or otherwise used only as provided by the Board of Directors. These are on file with the Commonwealth of Virginia's State Corporation Commission Office in Richmond, Virginia.

## ARTICLE XI

### BUDGET AND FEES

**Section 1. Setting of Fees.** All fees assessed for membership shall be determined by the Board of Directors. The CSC Treasurer shall maintain a record of account and prepare an annual budget for submission to the Finance Committee not later than 15 January for the next fiscal year. Changes in fees shall be approved by the Board of Directors. The Budget shall be presented to the membership by the President for approval at the AGM.

**Section 2. Player Registration Fee.** The player registration fees are payable as directed by

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Club policies each year. Delinquent fees may be subject to fines. All standing members of the Board of Directors will have their child's membership fee waived if they so elect. The fee will be absorbed by the club and considered an option only for active Board Members.

## ARTICLE XII

### ADMINISTRATION

The Board of Directors shall develop Policies and Procedures which cover the day-to-day operations of the Club, consistent with these Bylaws. Unlike the Bylaws, Policies and Procedures are meant to be dynamic in nature to allow flexibility for the development of such policies and procedures as deemed necessary for the smooth operation of the Club. Changes to the Policies and Procedures will be approved by the Board of Directors.

## ARTICLE XIII

### DISSOLUTION

**Section 1. Dissolution.** There will be only two ways the Club will be dissolved. The first is by unanimous vote by the Board of Directors for such a recommendation, followed by a unanimous vote of the Club membership. The second is by abandonment. That is, the members and Board of Directors cease to function.

**Section 2. Procedures.** In the event of dissolution of the Club, all equipment shall be sold with the proceeds being remitted to the CSC Treasurer. The CSC Treasurer will then liquidate any further assets and remit the proceeds into the CSC Treasury. The remaining money in the Treasury shall be distributed equally to each member of the club for further equal distribution to each player on the team. Any excess unclaimed funds shall be remitted to VYSA. A final report of dissolution shall be forwarded to the VYSA State Administrator.

## ARTICLE XIV

### APPROVAL OF BYLAWS

The bylaws of the Club shall be reviewed and updated every five (5) years for approval by the Board of Directors.

These bylaws were adopted by a majority vote by those eligible to vote at the General Membership meeting July 16<sup>th</sup> 2025 and replaced prior bylaws of the Chesapeake Soccer Club as attested by the following officers on the 21st day of June, 2021.

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

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