

**BYLAWS  
of the  
YORKTOWN YOUTH SOCCER CLUB**

AS Of: 4/2/13

**ARTICLE I PARTICULARS**

1. The name of the organization shall be the Yorktown Youth Soccer Club. Hereafter referred to as YYSOC or the Corporation.
2. The official colors of the YYSOC are green and white.
3. The principal office of the Corporation shall be in the Town of Yorktown, County of Westchester, and State of New York.
4. The YYSOC will be affiliated with a geographically appropriate League within the Eastern New York Youth Soccer Association (ENYYSO) under the auspices of the United States Youth Soccer Association (USYSO).

**ARTICLE II PURPOSES**

The purposes for which this Corporation is formed are as follows:

1. To promote, conduct and sponsor youth soccer under and in accordance with the laws of the United States Soccer Federation; to promote good sportsmanship in each area of activity; and to provide a multi-level program which offers a range in competition, skill level and goals for boys and girls under the age of twenty.
2. To do any other act or thing incidental to or connected with the foregoing purposes, but not for the pecuniary profit or financial gain of its members, directors, or officers except as permitted under Article 5 of the Not for Profit Corporation Law.

**ARTICLE III MEMBERSHIP**

**SECTION I Qualification for Membership**

1. Membership in this corporation is open to persons whose children play for YYSOC and are in good standing in the community.
2. Associated Members shall be those people who do not pay fees but who give of their time for the purpose of promoting, coaching, refereeing and assisting in any way possible for the improvement of soccer through the YYSOC. Associated Members shall be entitled to the same privileges as full members.
3. Members who do not pay their children's registration fee by the date set by the Board of Directors may be suspended from the membership list of the Corporation and his or her child or children may not play for YYSOC unless a valid reason is presented to and accepted by the Board of Directors.
4. The Board of Director's may, at its discretion, suspend or expel from membership any player, coach, board member or other individual that:
  1. Willfully violates any of the provisions of the Bylaws of the Club, or policies of the Board, or rules of the League;

2. Commits any act that is inconsistent with the principles and standards of good sportsmanship and fair play.

Such action shall require a two-thirds vote of the Board of Directors. A member shall have an opportunity to show cause why such action shall not be taken.

5. The Board of Directors may reinstate an individual that has been suspended or expelled from the Club by a simple majority vote.

## **SECTION II Registration Fees**

1. Registration fees, late fees, and all other fees or payments shall be determined by the Board of Directors.
2. Associated members are not required to pay fees.

## **SECTION III Membership Meetings**

1. The Annual General Membership (AGM) meeting of the Corporation shall be held in June of each year.
2. A notice shall be mailed to every member in good standing stating the date, time and place of the AGM.
3. Such notice may be made by email to all members and/or posting on the YYSJC Website.

The presence of not less than 50 members shall constitute a quorum and shall be necessary to conduct the business of the Corporation: however, a lesser number may adjourn the meeting for a period of not more than one month, and the Secretary shall cause a notice of the rescheduled date, time and place of the meeting to be sent to the membership. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

A membership roll showing the list of members in good standing shall be produced by the Registrar at any meeting of the members upon the request of any member. Parents of players and all other adults appearing on this membership roll shall be entitled to vote at the meeting.

4. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution, By-laws and Rules and Regulations of the Club.

## **SECTION IV Special Meetings**

1. Special meetings of the Corporation may be called by the Board of Directors, or upon written request of thirty (30) members of the Corporation. The Secretary shall cause a notice of such meeting to be mailed to all members at their addresses as they appear in the membership roll book at least five (5) days before the scheduled date of the meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom called. Such notice may be made by email to all members and/or posting on the YYSJC Website.
2. No other business but that specified in the notice of the meeting may be transacted at such special meeting without the unanimous consent of all present.
3. Quorum and Action for Vote.

(1) Except as otherwise provided by law, a majority of the entire Board of Directors shall constitute a quorum at all meetings of the Board of Directors for the transaction of business, and the vote of a majority of the Board of Directors present at the time of a vote shall be the act of the Board of Directors.

## **ARTICLE IV MANAGEMENT OF THE CORPORATION**

### **SECTION I Board of Directors**

1. The Board of Directors, as the governing body of the Corporation, is responsible for the overall management of all business of the Corporation, and for the formulation, review, and enforcement of all policies and practices of the YYSC.
2. The Board of Directors shall be comprised of:
  1. President
  2. 2 Vice Presidents
  3. Secretary
  4. Registrar
  5. Treasurer
  6. Director of Travel
  7. Asst Director of Travel
  8. Director of Recreation Soccer 3rd-8<sup>th</sup> grade
  9. Director of Recreation Soccer Pk-2<sup>nd</sup> grade
  10. Head Referee (non voting position)
  11. Outgoing President (non voting position)
  12. 2 Delegates at Large

### **SECTION II Election and Term of Office of Board of Directors**

1. At each Annual General Membership (AGM) meeting of members of the Corporation, those members present shall elect, by majority vote, Directors to hold office for 3 year term beginning August 1. There shall be no limit of consecutive terms anyone may serve.
2. Requirements of Member to Run for Office. In order for a member to be entitled to run for the office of President, he/she must have served on the Board of Directors for the two- year period immediately preceding the election. In order for a member to run for any other Executive Officer position, he/she must be a member in good standing with the Club for the two- year period immediately preceding the election. In addition, he/she must have served as a commissioner or director of one of the Club's athletic or other activities for the two-year period immediately preceding the election. An individual's status as a member in good standing in the Club shall be determined by the Board of Directors in its sole and absolute discretion.
3. Each Director shall hold office until the expiration of the term for which he/she was elected and until his/her successor has been elected and shall have qualified, or until his/her prior resignation or removal.

4. The Head Referee shall be appointed by the Board of Directors.
5. Any vacancy on the Board of Directors may be filled by majority vote of the Board of Directors. A person so elected shall hold office for the remainder of the unexpired term.
6. Members of the Board of Directors may hold more than one position concurrently.

### **SECTION III Removal of Directors**

1. A Director may resign at any time by giving written notice to the Board, the President or the Corresponding Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board, and the acceptance of the resignation shall not be necessary to make it effective.

Any of the Directors may be removed for cause by a two-thirds vote of the Board of Directors.

2. Any member of the board who fails to attend three (3) successive meetings of the board without a reasonable cause may forfeit his/her office.

### **SECTION IV Quorum of Directors**

1. A simple majority of voting members of the Board of Directors shall constitute a quorum for the transaction of any specified item of business.
2. Unless otherwise required by a bylaw, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the decision of the board. Each voting member of the Board present shall be entitled to one vote.

### **SECTION V Meetings**

1. The Board will meet 4 times per Calendar year.
2. Special meetings of the Board may be held at any other time, if requested by at least four (4) Directors. Adequate notice of such meetings should be given to each Board member by email.
3. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given all Directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Directors.
4. Minutes of the monthly meetings must be kept and will be published on the YYSJC website.

### **SECTION VI Special Committees**

1. Special committees may be constituted by the Board to help with the performance of YYSJC management responsibilities. These committees must have at least one Director among their members who will be responsible for reporting on committee activities to the full Board.

## **ARTICLE V OFFICERS OF THE CORPORATION**

### **SECTION I Nominations**

1. A Nominating Committee (consisting of 3 members) shall present all nominations for office to the Board for approval 45 days prior to the AGM.
2. The Secretary shall publish on the website the proposed slate.

### **SECTION II President**

1. The President shall be the chief Executive Officer of the Corporation and shall see that all orders and resolutions of the membership and the Board are carried into effect.
2. He/she shall preside at all general membership meetings and Board meetings and shall vote only in cases of a tie.
3. The President shall make recommendations to the Board regarding club policies and practices, and request from the Treasurer a draft annual budget for review and approval by the Board.
4. The President, or designee, shall serve as the official YYSC liaison to the League and other official soccer bodies.
5. Upon expiration of office he/she may remain on the Board in a non-voting advisory capacity for one year and for subsequent one-year periods subject to approval by a majority of the Board.

### **SECTION III Vice President for Administration**

1. During the absence or disability of the President, the Vice-President for Administration shall have all the powers and perform all the duties of the President.
2. The Vice-President for Administration shall perform such duties as the President or the Board shall prescribe.
3. The Vice-President for Administration will maintain an annual calendar and assure, in coordination with the designated editor, timely information will be provided via the YYSC web site.

### **SECTION IV Vice President for Fields and Equipment**

1. The Vice President for Fields and Equipment shall assure a fair and reasonable allocation of practice and game fields (and gym space), decide when conditions preclude play, and handle procedural arrangements for make-up games.
2. The Vice President for Fields and Equipment may form a committee to oversee the management and repair of goals, nets and other club equipment.
3. The Vice President for Fields and Equipment shall assure that fields are properly marked and equipped for games.

4. The Vice President for Fields and Equipment shall make timely recommendations to the Board concerning the need for repair or replacement of equipment, and for the repair or rest of fields.
5. The Vice President for Fields and Equipment shall serve as Board liaison to Yorktown Parks and Recreation Superintendent on matters relating to allocation and use of playing fields.
6. The Vice President for Fields and Equipment shall serve as Board liaison to Yorktown/Lakeland School Districts on any matters relating to fields and usage and availability.
7. The Vice President for Fields and Equipment shall serve as Board liaison to every other organization that does or may provide the Club with fields or facilities.
8. On specific matters such as scheduling, external meeting attendance, etc. the VP may delegate these duties to another Club member with approval of the President.
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#### **SECTION V Treasurer**

1. The Treasurer shall have the care and custody of all the funds and securities of the Corporation and shall deposit said funds in the name of the Corporation in such bank or trust company as the Directors may select.
2. The Board shall pass a resolution indicating those members authorized to sign checks, drafts, notes, and orders for the payment of money in the name of the Corporation for expenditures which are duly authorized by the Board. All checks and drafts require two authorized signatures.
3. The Treasurer may have signing authority over any of the accounts or funds of the Corporation.
4. The Board shall review and approve the execution of all new contracts with a term of more than one year and/or a contract value greater than or equal to \$3,000.00. All contracts will be signed by the Treasurer, the President, or other designee approved by the Board.
5. The Treasurer shall ensure proper accounting and record-keeping. .
6. The Treasurer shall secure a certified financial report for presentation at the Annual General Meeting. The report is created by an independent CPA.
7. The Treasurer will be responsible for ensuring that required quarterly and annual tax filings with Federal and local tax authorities are made on a timely basis.

#### **SECTION VI Registrar**

1. The Registrar shall enact the player registration policies of the YYSC.
2. The Registrar follows the registration rules of the League to which the YYSC belongs, as well as those of appropriate governing bodies such as

- the ENYYSA and the USYSA pertaining to registration of teams, players, and officials.
3. The Registrar shall promote the dates, times and places of the Annual Registration, and advertise this information in local newspapers or club newsletters.
  4. The Registrar shall maintain a roster of each team, updating player information as needed.
  5. The Registrar shall protect the records of the club relating to team registration, parent/coaches volunteer sheets and any other registration documentation required by the League or higher governing bodies.
  6. The Registrar shall coordinate all transfer requests and other matters related to registration with the appropriate Travel, In-House, and Bantam Commissioners.

### **SECTION VII Secretary**

1. The Secretary shall take the minutes and record Board members' attendance at all Board of Directors meetings, Annual General Membership meetings, and any other official meetings required by the Board.
2. The Secretary shall write-up the minutes of all meetings in an accurate and complete manner, provide a copy of these minutes to each officer before the next subsequent monthly Board meeting, and deliver one electronic copy to the YYSC office for inclusion in the official record book.

### **SECTION VIII Director of Travel will:**

1. facilitate communication between the Board and Travel coaches.
2. shall prepare a calendar of tryout dates each Spring.
3. must oversee the implementation of YYSC policies and practices concerning travel teams.
4. is responsible for the recruitment of coaches for each boy's travel team and the presenting of any coaching candidates to the Board for review and approval.

### **SECTION IX Asst Travel Director will:**

Serve at the discretion of the Travel Director

### **SECTION X**

#### **Director of Recreation (3<sup>rd</sup>-8<sup>th</sup> grade):**

1. is responsible for the overall management recreation program for 3<sup>rd</sup> through 8<sup>th</sup> grade including the establishment of rules of play, scheduling, tournament coordination, and disciplinary measures for violations of rules and procedures.
2. coordinates team formation and the recruitment of coaches and trainers.

3. oversees the implementation of YYSC policies and practices concerning recreational soccer.

**Director of Recreation PK- 2<sup>nd</sup> grade:**

4. is responsible for the overall management of PK through 2<sup>nd</sup> grade including the establishment of rules of play, scheduling, tournament coordination, and disciplinary measures for violations of rules and procedures.
5. coordinates team formation and the recruitment of coaches and trainers.
6. the implementation of YYSC policies and practices concerning In-House soccer.
1. The Bantam Commissioner oversees the implementation of YYSC policies and practices concerning Bantam play.
2. The Bantam Commissioner appoints, directs, and supervises other positions and committees as needed.
3. The Bantam Commissioner is responsible for disciplinary action involving any U7 or U8 Bantam player, parent, or coach.

**SECTION XI Delegates-at-Large**

1. Delegates-at-Large have full voting rights and are responsible for any tasks not attributed to other Board members, and/or for assisting other Board members with particular tasks.

**ARTICLE VI APPOINTEES OF THE BOARD**

**SECTION I Head Referee**

1. The Head Referee shall maintain an active list of all referees in the YYSC comprising of names, addresses and telephone numbers.
2. The Head Referee shall have the responsibility of scheduling certified referees for all YYSC home games not scheduled by the League or other higher jurisdiction.
3. The Head Referee is responsible for the training of YYSC referees, including the organization of clinics and certification courses.
4. The Head Referee should monitor the performance of new referees and review cases of questionable conduct by YYSC referees.

**SECTION II Coaches (Paid Coaches/Parent Volunteer Coaches)**

1. Coaches have the responsibility of teaching and training their players the art and rules of soccer under and in accordance with the rules of the USYSA.
2. Coaches have the responsibility to improve their own understanding of soccer and good coaching through participation in YYSC-supported clinics, courses and other training opportunities.
3. Coaches should teach and practice sportsmanship during both practices and games.
4. Coaches are responsible for the conduct of their players and parents at matches and tournaments.

5. Coaches are responsible for the implementation of YYSC policies and practices concerning their teams and players.

#### **Section IV Disclosure/Conflicts of Interest**

1. All Board of Directors, including appointees of the Board, coaches, assistant coaches and any other individual involved in an activity on behalf of YYSC must disclose to the Board of Directors any venture or business interest that may be related to the fundamental purpose of the YYSC.
2. The Board of Directors must review and approve all such interests to ensure there would be no conflict as permitted under Article 5 of the Not for Profit Corporation Law. None of the above individuals associated with YYSC may use club assets or their position in the club for any business enterprise without prior written approval of a two-thirds vote of the Board of Directors.
3. Failure to comply with the disclosure requirements or conflict of interest provisions will result in the removal of the individual.

### **ARTICLE VII REGISTRATION AND TRYOUTS**

#### **SECTION I Timetable and Procedures**

1. The procedures for Club registration shall be determined by the YYSC Board annually and implemented by the Registrar. Information shall be posted on club website and emailed to all club members.
2. Tryout Policy will be recommended by the Director and Asst Director of Travel for approval by the Board of Directors.
3. The YYSC does not guarantee the placement of a child on any particular team. Placements will be based on the registration and tryout policies of the YYSC.

### **ARTICLE VIII AMENDMENTS**

#### **SECTION I Procedure**

1. These Bylaws may be amended, supplemented, or repealed in response to a written request, by any member in good standing, to the Board of Directors at least six (6) weeks prior to the AGM.
2. All requests to amend or repeal these Bylaws shall be voted upon by the general membership of the Corporation in attendance at its Annual General Membership meeting.
3. Notice of any proposed changes in the Bylaws shall be made available to all members of the Corporation prior to the AGM.

4. A quorum of at least 50 members in good standing is required to conduct official AGM business, and two thirds (2/3) vote of the members present at the AGM is required to adopt any proposed amendment.
5. As provided in Section 602. Subsection (b) of the NY State Not -For-Profit Corporation Law, These Bylaws may be adopted, amended or repealed by a majority vote of the Board of Directors.

#### **ARTICLE IX APPEALS**

1. The decision of any Commissioner, or of the Board itself, maybe appealed.
2. Any appeal must be made in writing to the YYSC office within 7 days of the action being appealed.
3. The Board will schedule a hearing to consider the appeal at its earliest convenience, no later than the next scheduled Board meeting.
4. The decision of the Board, by majority vote, will be final in all appeals. This decision may be appealed to the club's parent league in accordance with the league's procedures for appeal.