

BY-LAWS  
OF  
**HAVELOCK YOUTH SOCCER ASSOCIATION, INC.**  
A NON-PROFIT CORPORATION

**ARTICLE I – OFFICES**

The principle office of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC. chartered in the State of North Carolina shall be located in the City of Havelock, in the County of Craven.

**ARTICLE II – MEMBERSHIP**

1. The HAVELOCK YOUTH SOCCER ASSOCIATION, INC. shall have only one class of membership, the same being the general membership composed of those individual meeting membership qualifications.
2. The members of the Association at any specific time shall be the following persons:
  - a. All persons registered and participating currently on soccer teams approved by the Corporation for participation in the Association’s Recreation, Challenge, or Classic youth soccer programs, who have attained the age of 18 and who have paid the registration fee established for such participation by the Board of Directors of the Association;
  - b. The parents or legal guardians of all current registered participants on soccer teams approved by the Association who have not attained the age of 18, but with respect to whom the registration fee established by the Board of Directors of the Corporation has been paid;
  - c. Each person approved by the Association’s Board of Directors, and currently serving, as the head coach of a team participating in a program;
  - d. Each current member of the Association’s Board of Directors;
  - e. Each person currently serving as a member of the body governing a program; and
  - f. Such persons as the Association’s Board of Directors may designate as a member in recognition of current or past service to the Corporation and/or its programs.

**ARTICLE III – OFFICERS AND BOARD OF DIRECTORS**

**1. NUMBER OF OFFICERS AND GENERAL POWERS**

The officers of the Corporation shall be a President, Vice-President, Secretary, Treasurer, and an Athletic Director, each of whom shall be elected by the General Membership.

These officers shall constitute the Executive Committee. The membership shall be notified through the Association website of the new slate of officers.

The Executive Committee shall appoint the remaining members of the Board of Directors, said Board of Directors to be comprised of Chairpersons of all standing Committees together with the Executive Officers as elected by the general membership.

The Executive Committee shall sit as a By-Laws, Rules and Regulations Committee.

The Executive Committee shall sit as a General Executive Committee and as an Executive Representative Board of HAVELOCK YOUTH SOCCER ASSOCIATION, INC.

## **2. NUMBER OF BOARD OF DIRECTORS AND GENERAL POWERS**

The Board of Directors shall contain between 7 and 15 members depending upon the number of Committee Chairpersons appointed by the Executive Committee.

The business affairs of the Corporation shall be managed by its Board of Directors. The Executive Officers together with the Committee Chairs shall in all cases act as a Board, and they may adopt and enforce such rules and regulations for the conduct of their meetings and the management of the HAVELOCK YOUTH SOCCER ASSOCIATIONS, INC. as they may deem proper, not inconsistent with these By-laws and the laws of North Carolina.

## **3. ELECTION AND TERM OF OFFICE**

The Executive Officers of the Corporation are to be elected by the General Membership and shall be elected at the Annual Meeting of the Membership. Candidates for positions as Executive Officers must first have served as a Committee Chair for a period of no less than one (1) year in order to be eligible to serve on the Executive Committee. In the absence of eligible nominees, nominations will then be accepted from the general membership. Nominations for Executive Officer positions must be submitted to the President no later than 30 days prior to the Annual Open Meeting. Executive Officer positions open for consideration will be posted on the Association Website no later than 60 days prior to the Annual Open Meeting. All elections for Executive Officers shall be decided by plurality of vote.

The Executive Committee shall appoint the remaining members of the Board of Directors. Each member of the Board of Directors shall hold office for a two (2) year term, or until he/she shall resign, or is unable to serve, or shall have been removed in the manner hereinafter provided. All Directors may serve consecutive terms if re-elected or re-appointed.

## **4. REMOVAL OF EXECUTIVE OFFICERS OR COMMITTEE CHAIRS**

Any Executive Officer elected by the General Membership may be removed for just cause by vote of the General Membership at a Special Meeting. Any Committee Chair appointed by the Executive Committee may be removed for just cause by vote of the Executive Committee.

## **5. VACCANCIES**

A vacancy in any office of the Executive Committee because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

## **6. RESIGNATION**

An Executive Officer or a Committee Chair may resign at any time by giving written notice to the Board of Directors or to the President of the Corporation. Unless otherwise specified in the notice; the resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

## **7. COMPENSATION**

No compensation shall be paid to any member of the Board of Directors, as such, for their services: however, by Resolution of the Board of Directors, actual expenses of any member of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC. may be authorized.

### **DUTIES OF THE OFFICERS PRESIDENT**

The President shall be the principle Executive Officer of the Corporation: and shall in general, supervise and control all of the business and affairs of the Board of Directors. He/she shall, when present, preside at all meetings of the membership and the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the Corporation thereunto authorized by the Board of Directors, certificates for shares of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these BY-LAWS to some other officer or agent of the Corporation or shall be required by law to be otherwise signed and executed; and in general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors, from time to time. The President shall represent the Havelock Youth Soccer Association as the ECSA Commissioner. The President shall attend all ECSA board meetings. The President shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Havelock Youth Soccer Association organization and the ECSA board meetings.

### **VICE-PRESIDENT**

The Vice-President shall be the coordinator of all camps and tournaments offered by HAVELOCK YOUTH SOCCER ASSOCIATION, INC, serve as the Classic/Select Program Coordinator, oversee the activities of the Protest and Appeals Chair and the Risk Management Chair, and in the absence of the President, or in the event of his/her death, inability, or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all powers of and be subject to, all restrictions upon the President. The Vice-President shall perform such other duties as from time to time, may be assigned to

him/her by the President or by the Board of Directors, and as set forth in the Rules and Regulations of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC. The Vice-President shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Classic/Select Program.

## **SECRETARY**

The Secretary shall keep the official BY-LAWS, ARTICLES OF INCORPORATION, and the minutes of the membership and Board of Directors meetings in one or more books provided for that purpose; ensure that all notices are duly given in accordance with the corporate records and the Seal of Corporation and keep a register of the addresses of each member of the Board of Directors; oversee and coordinate the activities of the Webmaster and Registrar Chairs; maintain general correspondence; and in general the Secretary shall perform all duties incident to the office of the Secretary, and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. The Secretary shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the meeting minutes.

## **TREASURER**

If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with surety or sureties, as the Board of Directors shall determine. He/she shall have charge and custody of and be responsible for all funds, securities, and official financial records, of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC., receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such financial institutions, trust companies or other depositories as shall be selected in accordance with the BY-LAWS. The Treasurer will oversee and coordinate the activities of the Concession and Sponsorship Chairs; and in general, the treasurer shall perform all duties incident to the office of Treasurer and such other duties as from time to time, may be assigned to him/her by the president or by the Board of Directors. The Treasurer shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the financial state of the league.

## **ATHLETIC DIRECTOR**

The Athletic Director shall serve as the Liaison between Havelock Youth Soccer Association and Havelock Parks and Recreation in order to coordinate field availability, suitability and usage. The Athletic Director shall oversee and coordinate the activities of the Director of Coaching, Equipment Chair, Fields Chair and Scheduling Chair; and in general, the Athletic Director shall perform all duties incident to the office of Athletic Director and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. The Athletic Director shall attend all Monthly Board of Directors meetings where

he/she will furnish the Executive Committee a status report regarding matters pertaining to the athletic department.

## **ARTICLE IV - MEETINGS**

### **1. ANNUAL GENERAL MEETING**

The Board of Directors shall meet monthly on the 2<sup>nd</sup> Tuesday of each month.

### **2. ANNUAL GENERAL MEETING**

The regularly scheduled (monthly) meeting of the Board of Director's in April shall serve as the Annual General Meeting for the purpose of electing an Executive Committee and for the transaction of such other business as may come before the meeting.

### **3. SPECIAL MEETING**

Special meetings of the membership, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President or by the Board of Directors, and shall be called by the President at the request of twenty-five (25) members of the Corporation.

### **4. NOTICE OF MEETINGS**

#### **a. Annual Meetings of Membership:**

Notice of Annual Meetings shall be provided to all members at registration, and shall be posted on the Association Website.

#### **b. Special Meetings of Membership:**

Notice of Special Meetings shall be published in a local newspaper and posted on the Association Website; said notice stating the place, day and hour of the meeting and, the purpose or purposes for which the meeting is called.

#### **c. Monthly Meetings of the Board of Directors**

Notice of Monthly Meetings of the Board of Directors may be given by announcement at prior meetings of the Board of Directors.

### **5. ORDER OF BUSINESS**

The order of business at all Annual, Monthly or Special meetings shall be as follows:

1. Roll Call/Call to Order
2. Proof of Notice of Meeting
3. Reading of the minutes of the preceding meeting

4. Reports of Officers
5. Reports of Committees
6. Election of Executive Officers (if Annual Meeting)
7. Unfinished Business
8. New Business

## **6. QUORUM**

At any meeting of the Board of Directors, or of the Executive Committee, any Annual Meeting, or Special Meeting of Membership a majority of members present shall constitute a quorum for the transaction of business.

## **ARTICLE V – COMMITTEE CHAIRPERSONS**

1. The Board of Directors shall appoint Chairpersons of the following Committees as they deem necessary.

### **CONCESSIONS CHAIR**

The duties of the Concessions Chair shall include but not be limited to the following: prepare for and schedule a yearly Health Inspection of the concession stand; arrange for an appropriate number of volunteers to run the concession operations, maintain inventory; transfer all monies and receipts to the Treasurer; and in general, the Concessions Chair shall oversee all duties incident to the Concessions Committee. The Concessions Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Concessions Committee. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **ASSISTANT TREASURER**

The duties of the Assistant Treasurer shall include but not be limited to the following: He/she shall assist the Treasurer with the responsibilities for all funds, securities, and official financial records, of the HAVELock YOUTH SOCCER ASSOCIATION, INC., receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such financial institutions, trust companies or other depositories as shall be selected in accordance with the BY-LAWS. The Assistant Treasurer shall attend all Monthly Board of Directors meetings where he/she will assist the Treasurer with furnishing the Executive Committee with a status report regarding matters pertaining to the financial state of the league. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **DIRECTOR OF COACHING**

The duties of the Director of Coaching shall include but not be limited to the following: recruit and train coaches for the Recreation, Challenge and Classic Programs; provide a list of

Recreation Coaches prior to each season for Executive Committee approval; provide applications from eligible candidates for coaches of Select and Classic teams for selection by the Executive Committee at the close of the Spring season; and in general, the Director of Coaching shall oversee all matters concerning coaching. The Director of Coaching shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to coaches. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **EQUIPMENT CHAIR**

The duties of the Equipment Chair shall include but not be limited to the following: maintain and take full responsibility for the maintenance and safekeeping of all equipment; maintain an inventory of all equipment; solicit new equipment and uniform bids for Executive Committee purchase approval; and in general, the Equipment Chair shall oversee all duties incident to the Equipment Committee. The Equipment Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Equipment Committee. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **FIELDS CHAIR**

The duties of the Fields Chair shall include but not be limited to the following: scheduling practice fields for all teams, scheduling Field Marshals for all games; assessing fields for proper condition; ensuring all field equipment (i.e. flags, first aid kit, lightning meter, and score sheets) is available and in working order; and in general, the Fields Chair shall oversee all duties incident to the Fields Committee. The Fields Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Fields Committee. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **PROTEST APPEALS AND DISCIPLINES CHAIR**

The duties of the Protest Appeals and Disciplines Chair shall include but not be limited to the following: form panel of impartial individuals to hear cases concerning protests, appeals or disciplines; provide accounting of case to Executive Committee for approval; once approved, provide written results to parties involved in case; and in general, the Protest Appeals and Disciplines Chair shall oversee all duties incident to the Protest Appeals and Disciplines Committee. The Protest Appeals and Disciplines Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Protest and Appeals Disciplines Committee. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **REGISTRAR CHAIR**

The duties of the Registrar Chair shall include but not be limited to the following: maintain proper NCYSA Registrar Certification; ensure all required documentation is complete and submitted on time; oversee all aspects of player registration including dates, location, volunteers and required forms; assemble teams and provide rosters for Executive Committee

approval; and in general, the Registrar Chair shall oversee all duties incident to the Registrar Committee. The Registrar Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Registrar Committee. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee

### **RISK MANAGEMENT CHAIR**

The duties of the Risk Management Chair shall include but not be limited to the following: ensure that all Executive Officers, Committee Chairs and coaches complete the risk management process; and in general, the Risk Management Chair shall oversee all duties incident to Risk Management. The Risk Management Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to Risk Management. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **RECREATION PROGRAM CHAIR**

The duties of the Recreation Program Chair shall include but not be limited to the following: ensure that HYSA Recreation and ECSA uniforms are properly ordered for each season; ensures that all medals for the Recreation, ECSA, Classic/Select Programs, and any tournaments are ordered for each season or event. The Recreation Program Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Recreation Program. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **FIRST AID/SAFETY CHAIR**

The duties of the First Aid/Safety Chair shall include but not be limited to the following: ensure that all coaches and staff have available to them up-to-date first aid equipment, any available first aid/safety training literature available for use, and up-to-date avenues for proper first aid training. The First Aid/Safety Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the First Aid/Safety program. In the event he/she needs to vacate the position, he/she will leave a written pass-down to the Executive Committee.

### **SCHEDULING CHAIR**

The duties of the Scheduling Chair shall include but not be limited to the following: create and maintain game schedules for the U6, U8 and U10 programs; and in general, the Scheduling Chair shall oversee all duties incident to the Scheduling Committee. The Scheduling Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to Scheduling. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

### **SPONSORSHIP CHAIR**



The duties of the Sponsorship Chair shall include but not be limited to the following: correspond with current and potential sponsors; solicit for new sponsorships and renew previous sponsors; ensure proper activities regarding sponsorship are maintained (according to sponsorship guidelines, and sponsor levels); and in general, the Sponsorship Chair shall oversee all duties incident to the Sponsorship Committee. The Sponsorship Chair shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Sponsorship Committee. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

## **WEBMASTER**

The duties of the Webmaster shall include but not be limited to the following: design, develop, market and maintain the Association Website; and in general, the Webmaster shall oversee all duties incident to the Association Website. The Webmaster shall attend all Monthly Board of Directors meetings where he/she will furnish the Executive Committee a status report regarding matters pertaining to the Association Website. In the event he/she needs to vacate the position, he/she will leave a written pass-down for the Executive Committee.

2. All of the above may be assigned to him/her by the President or by the Board of Directors and as set forth in the Rules, Regulations and By-Laws of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC.
3. The REFEREE ASSIGNOR, who is not a member of the Board of Directors, performs the following duties: hold a clinic prior to each season in order to provide ongoing mentoring to develop referees; maintain a roster of referees, schedule referees for games based on ECSA and HYSA schedules; ensure referees are aware of the By-Laws and Regulations, along with the “Laws of the Game;” ensure that referees involved in games under protest attend all Protest and Appeals Hearings. The Referee Assignor or his proxy is invited to all meetings of the Board of Directors to serve as a liaison between the referees and the Board of Directors.

## **ARTICLE VI – CONTRACTS, LOANS, CHECKS AND DEPOSITS**

### **1. CONTRACTS**

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC., and such authority may be general or confined to specific instances.

### **2. CHECKS, DRAFTS, ETC.**

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC., shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by Resolution of the Directors.

### **3. LOANS**

No loans shall be contracted on behalf of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC. and no evidence indebtedness shall be issued in its name unless authorized by a Resolution of the Board of Directors. Such authority may be general or confined to specific instances.

### **4. DEPOSITS**

All funds of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC., not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

### **5. ANNUAL FINANCIAL REVIEW**

The bookkeeping records of the Corporation shall be reviewed annually by two (2) officers (other than the Treasurer). Audits may be called for by the Executive Committee and financial practices shall be subject to the laws of the State of North Carolina.

## **ARTICLE VII – FISCAL YEAR**

The fiscal year of the Corporation shall be 1 January to 31 December.

## **ARTICLE VIII – ASSOCIATIONS**

Unless otherwise provided by law, the HAVELOCK YOUTH SOCCER ASSOCIATION, INC., shall have full power and authority to act in concert, connection and association with any and all other organizations, agencies and Corporations for the promotion of the purposes of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC.

## **ARTICLE IX – DISSOLUTION**

In the event of dissolution, or other termination of the Corporation, the residual assets of the organization shall be distributed to the City of Havelock to be used exclusively for public youth programs.

## **ARTICLE X – NET EARNINGS**

Under no circumstances will any part of the HAVELOCK YOUTH SOCCER ASSOCIATION, INC.'S net earning benefit any officer, committee chair, member or any other organization, agency or Corporation.

## **ARTICLE XI – AMENDMENTS**

These BY-LAWS may be altered, amended or repealed and new BY-LAWS may be adopted by an affirmative vote of two-thirds of the membership present at any Annual Meeting or at any Special Meeting when the proposed amendment has been set out in the notice of such meeting;

such notice of proposed amendment having been posted on the Association Website at least two (2) weeks prior to date of meeting.

*Amended May 13, 2016*