

# **KEWAUNEE COUNTY YOUTH SOCCER ASSOCIATION BY-LAWS**

## **ARTICLE I: AUTHORITY**

These By-Laws are enacted in order to regulate the affairs and conduct of Kewaunee County Youth Soccer Association (KCYSA).

## **ARTICLE II: KCYSA CONSTITUTION**

The KCYSA Constitution adopted December 3, 2006, together with any subsequent amendments thereto is hereby incorporated by reference in its entirety in this Article Two. In the event that any succeeding provision of these By-Laws conflicts with the KCYSA Constitution, then the conflicting By-Law shall be invalid.

## **ARTICLE III: IDENTIFICATION**

Principal Address. The principal address of KCYSA shall be P.O. Box 212, Luxemburg, WI 54217.

Fiscal Year: The fiscal year of this corporation shall be from July 1st through August 31.  
Amended May 1, 2011

## **ARTICLE IV: DUTIES OF THE BOARD OF DIRECTORS**

The duties for each member of the Board of Directors are spelled out in detail to avoid confusion about what each specific job entails. The following duties are offered as a guide to be refined and changed to suit the needs of the organization.

### **GOVERNING BODY**

1. Each member of the Board of Directors shall carry out his or her duties in a spirit of cooperation, keeping in mind that the program belongs to our youth.
2. He or she should use his or her own initiative and imagination in fulfilling his duties.
3. All Directors are to attend the meetings of the Board of Directors. Each Director shall keep a notebook for meetings and report his/her progress at each meeting of the Board of Directors.
4. Each member shall assist and participate in conducting registration, fundraising, clinics, and all other KCYSA functions.

## PRESIDENT

1. Uphold and enforce the constitution of the Kewaunee County Youth Soccer Association.
2. Coordinate and represent the entire program.
3. Preside at and conduct monthly meetings of the Board of Directors on a regular basis and follow up with each Director to make sure jobs are being done. Call special meetings of the Board and or committees as deemed necessary in accordance with Article IX of the KCYSA constitution.
4. Assist in selecting people to fill non-elected positions on the Board.
5. Serve as interim replacement, or appoint an interim replacement with the approval of the Board of Directors, for a Director in the event of the inability of the Director to perform because of illness or other reasons.
6. Pass on knowledge or information from previous years to administrative personnel.
7. Assist and participate in registration and draft.

## VICE PRESIDENT

1. In the event of the President's absence or disability, the Vice President shall preside and carry on the duties of the President.
2. Shall assist and participate in registration and conduct the draft.
3. Shall be the President's liaison to all committees and shall report to the President.
4. Assist in preparing the annual budget in conjunction with the Treasurer.

## SECRETARY

1. Shall keep minutes of the Board meetings.
- 2.
3. Shall give notice of all meetings when directed by the President and prepare an agenda for such meetings.
4. Shall be responsible for all correspondence as directed by the President and the Board of Directors.
5. Shall oversee a nominating committee for the Board of Directors.
6. Shall disseminate information to appropriate administrative members, and/or other outlets as necessary.
7. Shall send letters of appreciation to all sponsors and patrons.
8. Responsible for filing all reports, forms, and documents with SAY National office, state government, and federal government.
9. Maintain a current list of all Administrative and Participating members of the corporation.
10. Responsible for making arrangements to have mail picked up and distributed in a timely manner.

## TREASURER

1. Shall collect all funds due the association and make disbursements for payment of all obligations as authorized by the Board.
2. Shall keep a suitable set of books and shall submit monthly statements to the Board of Directors and a year-end statement covering all receipts and disbursements and a balance sheet.
3. Assist in preparation of the annual budget in conjunction with the Vice President.

## DIRECTOR OF COACHES

1. Shall be the liaison between the coaches and the Board of Directors. They are, in effect, the coaches' representatives.
2. Shall distribute approved printed material to coaches as directed by the Board.
3. Shall be responsible for seeing that every team has two coaches in accordance with the Times Two Program.
4. Shall be responsible for seeing that every coach has submitted a Volunteer Form for background checks as directed by SAY.
5. Shall be responsible for scheduling and attending coach's clinics and recording which coaches have attended said clinics.
6. Shall assist the President and Vice President in conducting the draft.
7. Shall be responsible for scheduling practice times for teams at designated fields if necessary.
8. Shall be responsible for coordinating the 5-Year-Old Program.

## DIRECTOR OF EQUIPMENT

1. Shall be responsible for the distribution of all practice ball, game balls, practice equipment, and uniforms. He/she shall keep a record of all such distributions.
2. Distribute the above equipment to the Director of Coaches or coaches in a timely manner.
3. Distribute all necessary field equipment (flags, paint, nets, etc) to either the Director Fields or directly to the field sheds in a timely manner.
4. Shall collect and inventory all above equipment at the end of each season and store the equipment in a storage area as designated by the Board of Directors.
5. Shall give list of necessary purchases to the Director of Purchasing after approval from the Board of Directors.

## DIRECTOR OF FUNDRAISING

1. Shall be responsible for coordinating all fundraising as approved by the Board.
2. Shall be responsible for soliciting team sponsors.
3. Shall be responsible for team pictures and shall work with the Director of Scheduling to coordinate picture times and locations.

### DIRECTOR OF PURCHASING

1. Shall be responsible for collecting quotes and bids on all uniforms, balls, nets, flags, trophies, and all other equipment necessary to the soccer program.
2. Shall seek out multi-bids (at least three) for any purchases over \$100. Bids must be made part of the purchase records and available for review.
3. Shall be responsible for buying all of above said items with the approval of the Board of Directors.
4. Shall distribute all materials purchased to appropriate Directors.

### DIRECTOR OF REGISTRATION

1. Shall be responsible for developing, printing, and distributing players', coaches', and referees' registration forms that have been approved by the Board of Directors.
2. Shall be responsible for coordinating times and locations for registration.
3. Shall collect all appropriate registration forms and fees.
4. Shall work with the Secretary on recording all information from registration forms in KCYSA database so as Secretary can submit necessary information to SAY.
5. Shall turn in all fees collected to the Treasurer for deposit.
6. Shall update necessary Directors of registration numbers in a timely manner.
7. Shall be responsible for distributing all necessary medical forms to Director of Coaches.
8. Shall be responsible for completing and distributing Volunteer lists to appropriate directors in a timely manner.

### DIRECTOR OF PUBLICITY

1. Shall be responsible for creating publications for local media and shall work with the Secretary to submit said publications.
2. Shall represent the association to any organization as directed by the President or the Board of Directors.
3. Shall be responsible for maintaining and updating or finding someone to maintain and update the association's website.

### DIRECTOR OF SCHEDULING

1. Shall prepare and schedule all regular season games and be responsible for the scheduling of all make-up games.
2. Shall work with the Director of Coaches and Director of Referees in scheduling make-up games.

3. Shall distribute a separate schedule for each division to the Director of Coaches for distribution and shall distribute copies of said schedules to each Board member. Schedules shall include team names and the time and location of each game.

#### DIRECTOR OF FIELDS

1. Shall locate sites for playing and practice fields.
2. Shall acquire appropriate permission forms for use of fields and submit said forms in a timely manner.
3. Enlist volunteers for each field area to help in marking and maintaining fields.
4. Supervise the initial layout and marking of fields and make sure fields are free of rocks, holes, and debris.
5. Ensure that fields are in good playing condition before the start of the season.
6. Shall be responsible for making sure that all necessary field equipment is placed in sheds and replenished as needed.

#### DIRECTOR OF REFEREES

1. Shall be responsible for acquiring and assigning referees for all scheduled games and distributing necessary equipment.
2. Shall be responsible for requesting new equipment to be purchased as needed.
3. Shall contact all potential referees using the previous year's referee roster and inform them of the referee clinics.
4. Shall be responsible for attending and/or conducting clinics for all referees. The S.A.Y. handbook, Refereeing Youth Soccer, should be used as a guide.
5. Shall distribute S.A.Y. rulebooks to all referees.
6. Shall be responsible for fees owed to referees and shall present a statement to the Treasurer for payment. The Board of Directors will determine fees.
7. Shall be responsible for collection of all referee equipment at the end of the season.
8. Shall inventory and store all referee equipment in a storage area as designated by the Board of Directors.
9. Shall notify the President of any and all problems or potential problems reported to him/her by a referee of the association.

#### DIRECTOR OF TOURNAMENTS

1. Shall be responsible for collecting all game score cards at the end of each week of play.
2. Shall keep team standings (win, tie, loss, total points) for tournament purposes.
3. Shall be responsible for applying for team participation in tournaments approved by the Board.
4. Shall be responsible for getting all tournament information to the Director of Coaches in a timely manner.

## **AMENDMENT OF BY-LAWS OF KCYSA AND SAY**

November 3, 2002 – Players may be added to a team's roster only if enrollment forms are received no later than April 15<sup>th</sup> of any given year. (Postmark must be April 15<sup>th</sup> or earlier). Enrollment forms received after the above said dates will be considered late sign-ups and will be placed on a waiting list. Late sign-ups will be available for team placement only in the event that an eligible player drops from a team and that team meets player replacement requirements. (Reference rule 8.1.D of SAY rule book)

## **ARTICLE V: AMENDMENT**

These By-Laws may be amended by a 2/3-majority vote of all Directors currently serving on the Board of Directors at any of its meetings.

## **ARTICLE VI: EFFECTIVE DATE: REPEALER**

These By-Laws are an amendment in their entirety of all prior enacted By-Laws of this corporation and upon adoption all of those prior By-Laws are repealed. These By-Laws shall be effective upon the affirmative vote of a majority of the members of the Board of Directors present and voting at the meeting at which they are presented

AMENDMENT OF ARTICLE III OF KCYSA: Adopted May 1, 2011

By: Robyn Harper, President