

# WESTON SOCCER CLUB, INC.

## BYLAWS

### ARTICLE I -- SEASONAL YEAR

**Section 1:** The seasonal year of this organization shall be from August 1 to July 31 of the following year.

**Section 2:** The Constitution, Bylaws, and Rules and Regulations are in effect during the seasonal year.

### ARTICLE II -- OFFICERS

**Section 1:** The elected officers of this organization shall be: The President, Immediate Past President, Vice-President of Operations, Treasurer, Registrar, Secretary, Vice-President of Boys' Program, Vice-President of Girls' Program, Vice President of Fundraising and Vice President of Tournaments and Event.

**Section 2:** The term of all elected officers shall be for two (2) years starting on May 1st and ending on April 30<sup>th</sup>.

Officer terms shall be rotated every two (2) years, beginning in 2003, as follows:

- - Even numbered year elections will be for the President, Treasurer, and the Vice-President of Girls' Program positions

Program positions

- - Odd numbered year elections will be for the Vice-President of Operations, Registrar, Secretary and

Vice-President of Boys' Program positions.

**Section 3:** A vacancy occurring in any office shall temporarily be filled by election by the Board of Directors, until the next Annual General Meeting, at which time the voting membership shall vote on this position in accordance with Article III Section 3. This position will be voted in to fill the position until the completion of the normal term.

**Section 4:** A Board Member not fulfilling his/her duties can be removed from position by a majority vote of the Board. Reasons for removal may include failure to attend seventy five (75) percent of meetings, failure to attend two meetings in a row with insufficient reason, failing to fulfill the responsibilities of the particular position, failing to adhere to the standards set by the Club or FYSA regarding conduct, or other reasons as justified. The Board member considered for removal will be notified of the action pending and the reasons for it at least one (1) week prior to the meeting at which the vote will be taken. He/she will be requested to attend the meeting and given an opportunity to discuss whether he/she should remain in position.

**Section 5:** If elected to the District Commissioner's position, the Registrar shall resign his position on the Board.

## **ARTICLE III -- ELECTIONS**

**Section 1:** At a meeting called by the President prior to February 1 or thirty (30) days before the Annual General Meeting, whichever is later, the nominating committee shall submit a list of names for each office to be voted on that year. These members shall be contacted in advance and agree to serve if elected.

**Section 2:** At the time of elections, additional nominees, who are willing to serve, may be submitted from the floor.

**Section 3:** Election of WSC Board Members shall be by ballot by the voting membership at the Annual General Meeting.

**Section 4:** The Nominating & Elections Committee, as specified in Article XIII, Section 8, shall collect and tabulate all ballots. After tabulation, the Chairman shall report the results to the President who shall read aloud the names of the newly elected Board Members.

**Section 5:** Newly elected Board Members shall attend the next meeting of the Board of Directors as observers.

Outgoing Board Members will attend the next two Board meetings to assist in the transition from one year to the next. (Only currently serving Board Members will be able to vote.)

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

**Section 1: President:** The President shall:

Be the Chief Executive Officer for the organization and be responsible for the day to day operations of the League and shall perform these duties with the concurrence of the Board. The President shall ensure that all elected officers or appointed officials perform their assigned duties, preside at all meetings of the organization, supervise all negotiations on behalf of the organization, call meetings as deemed necessary, establish an agenda with recommendations by the Board, assign duties and establish committees as necessary, and appoint a Vice-President to preside in his absence. The President may countersign all checks written by the organization.

**Section 2: Vice-President of Operations:** The Vice-President of Operations shall:

Assist the President in running the day to day operations of the League. The Vice-President of Operations shall be required to oversee the maintenance of the playing fields, obtain volunteer help to accomplish items of work, oversee the scheduling of availability and activity on WSC controlled fields, be responsible for the purchase of all League supplies, such as nets, stakes, chalk, paint, corner flags, goals, and other items required to keep the field operational, oversee the committees as established by the President, including but not limited to, uniform committee, concession committee, tournament committee recommended.

**Section 3: Treasurer:** The Treasurer shall:

Receive all monies of the organization, keep accurate record of receipts and expenditures (treasurer shall deposit the money in a chartered bank, approved by the Board), pay out funds

only as authorized by the organization, shall be first signer and the President or designated Board Member shall be co-signer (if >\$1000) of any checks made out in the name of the organization. In his/her absence, any two authorized Board Members must sign. The Treasurer has the authority to sign checks up to \$1000.00 without counter signature, present a current statement of accounts to the organization upon call of the Board and perform other such duties as may be delegated to him/her.

At the first regular meeting of the new Board of Directors during the month of May, the previous Treasurer shall provide an approximate financial expense file, as of April 30th, listed by area of responsibility to each Board Member. During the second meeting, the Treasurer will receive budget requests from each Board Member and will assemble said requests into budget form for presentation, discussion and revision during the August Board Meeting. Treasurer will be responsible for all financial reports and filings.

The policy of WSC is to pay all approved invoices within 10 days in order to maintain services and good working relationships with creditors. The Treasurer may obtain volunteers to help accomplish items of work. Any paid assistance must be approved by the Board of Directors.

**Section 4: Registrar:** The Registrar shall:

Be thoroughly familiar with the Constitution, Bylaws, and Rules and Regulations of WSC and FYSA and the insurance programs for Youth Soccer so as to be in a position to interpret same. Where there is a doubt in his/her mind, a ruling should be obtained from the FYSA. The registrar should represent the organization at all District meetings, or appoint an alternate if necessary, make all State approved tournament information available to the Coach's League representatives as applicable in all areas.

The Registrar shall keep a record of youth registration forms within the League, see that all players are properly registered with FYSA, verifying proof of player's birth date by Birth Certificate when needed and assigning players to WSC teams in age categories as determined by the Board of Directors.

**Section 5: Secretary:** The Secretary shall:

Keep accurate record of all meetings, handle all correspondence, give notice of meetings, and maintain the files of the League. The Secretary shall also be responsible for the preparation of the Annual Report. The Secretary books shall constitute the official records of WSC.

**Section 6: Vice-President Boys' Program:** The Vice-President of the Boys' Program shall:

Be the liaison among coaches in the Boys' Division and the Board of Directors. The Vice-President of the Boys' Program will be responsible for disseminating information to all coaches participating in the Boys' Program including information concerning scheduled meetings, tournament information, field closure and availability, changes in any Rules and Regulations, and any other information that the President or Board of Directors determines needs to be disseminated to the coaches.

The Vice-President of Boys' Program shall encourage all coaches and assistant coaches to attend approved clinics, seminars and coaches meetings.

**Section 7: Vice-President Girls' Program:** The Vice President of the Girls' Program shall:

Be the liaison among coaches in the Girls' Division and the Board of Directors. The Vice-President of the Girls' Program will be responsible for disseminating information to all coaches

participating in the Girls' Program including information concerning scheduled meetings, tournament information, field closure and availability, changes in any Rules and Regulations, and any other information that the President or Board of Directors determines needs to be disseminated to the coaches.

The Vice-President of Girls' Program shall encourage all coaches and assistant coaches to attend approved clinics, seminars and coaches meetings.

**Section 8: Vice President of Fundraising and Sponsorship shall:** Be responsible for implementing and coordinating fundraising activities for the club, including but not limited to, the sale of advertising and signage, raffles, auctions and fundraising events. The Fundraising Vice President will also serve as the liaison between the club and its teams with respect to both club-related and team related fundraising efforts and will work with the Director of Operations and technical staff to explore, communicate and execute all fundraising programs.

**Section 9: Vice President of Tournaments and Events:** The Vice President of Fundraising and Sponsorship shall:

Serve as the Chairperson of all club event which include but are not limited to the Club's Annual Invitational Soccer Tournament, Golf Tournament and Poker Tournament. The Vice President of Tournaments and Events will work in conjunction with the Club's Technical Staff and Director of Operations to explore opportunities for the Club to host additional soccer tournaments, competitions and events (in Weston) that will raise the profile and reputation of the Club in the South Florida community as well as to create additional revenue streams for the club.

**Section 10: Regional Commissioner of AYSO Region 644, or his Designee:** The Regional Commissioner of AYSO Region 644, or his Designee shall:

Act as a liaison between AYSO Region 644 and WSC. This shall include the coordination of all activities between AYSO Region 644 and WSC ensuring that the two organizations will work in harmony and that the needs of AYSO Region 644 and WSC do not infringe upon each other.

## **ARTICLE V -- BOARD MEETINGS**

**Section 1:** The Board of Directors as defined by Article 6 Section 2 of WSC Constitution shall meet monthly.

The President or any 4 members of the Board may call additional meetings as needed.

**Section 2:** The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, referee, coach, manager, team assistant, elected officer or any other member of the WSC.

**Section 3: ORDER OF BUSINESS:** The Order of Business shall be as follows:

- Call to Order
- Roll Call
- Review of the Minutes
- Financial Report
- Unfinished Business
- New Business
- Adjournment

**Section 4:** The Board members shall attend all Board meetings and General meetings. Should any Board member be absent more than twice without giving advanced notice, or have any other circumstance listed under Article II Section 4, that Board member will be subject to removal from the Board of Directors.

**Section 5:** The Board shall, from time to time, make temporary Operating Rules and Regulations for specific cases deemed necessary by the Board of Directors to carry out the objectives of the WSC League. All Operating Rules and Regulations will be recorded by the Secretary in the official records.

**Section 6:** Each voting Board member shall be entitled to one vote on proposals brought before the Board. The President may only vote in case of a tie.

**Section 7:** A quorum requires the attendance of four (4) voting Board members. All voting referenced herein and in the Rules and Regulations shall be done in accordance with this Article.

## **ARTICLE VI – GENERAL MEETINGS**

**Section 1:** General Meetings shall be held at least on an annual basis.

**Section 2:** Additional meetings shall be held at the call of the President or by written application of fifteen (15) percent or more of the voting members of Weston Soccer Club.

**Section 3:** Those voting members present at a General Meeting will constitute a quorum.

## **ARTICLE VII -- DISSOLVEMENT**

Should this organization be dissolved, all assets remaining after payment of all debts shall be turned over to the FYSA for the express purpose of development and promotion of youth soccer.

## **ARTICLE VIII -- INSURANCE**

**Section 1:** Insurance coverage shall be for the seasonal year, provided by FYSA.

## **ARTICLE IX -- PROTESTS AND APPEALS**

**Section 1:** The protests and appeals procedures and fee shall be those outlined in the FYSA guidelines, which includes, but is not limited to:

The protest/appeal must be in writing and described in detail.

Protests/appeals must make reference to specific rules, regulation, law, etc., in which the protest/appeal is based.

The protest/appeal must be mailed or presented within seven (7) days from the date of occurrence and must be accompanied by the appropriate fee in the form of cash, money order or cashier's check.

**Section 2:** All protests shall be directed to the Registrar who will present them to the Protest Board within ten (10) days of receipt, or sooner, if playoffs or inter-league play will be affected by the outcome of the protest. The Registrar must respond to all protests within two (2) weeks of receipt, Sundays and holidays excluded.

**Section 3:** Protest Board shall be composed of 3 to 5 persons selected before the beginning of the season by the Registrar and approved by the Board. The registrar shall preside over all Protest Board Meetings.

**Section 4:** No official, club, league, team, referee, or player may invoke the aid of the Courts within the state until all avenues of approach of protest and appeals procedures are exhausted through regular channels of organized soccer.

#### **ARTICLE X -- PARLIAMENTARY PROCEDURES**

Parliamentary procedures under the Bylaws of the Organization shall be governed by Robert's Rules of Order, latest edition.

#### **ARTICLE XI -- AUDITORS**

**Section 1:** Two (2) active members of the organization shall be appointed to assist with the audit of the account of the organization before new officers will take over, or at any other time at the discretion of the Board of Directors. If deemed necessary an outside source can be retained to perform this function.

**Section 2:** They will report their findings in writing to the Board of Directors at any regular meeting.

#### **ARTICLE XII -- FISCAL YEAR BUDGET**

**Section 1:** The incoming officers shall prepare a proposed budget for the next fiscal year subsequent to audit completion.

**Section 2:** This proposed budget shall be presented to the Board of Directors in a meeting for adoption prior to August 31.

**Section 3:** Copies of the proposed budget shall be sent to each Board member ten (10) days before the meeting. Budget must be approved by a majority vote of the Board members at that meeting.

#### **ARTICLE XIII -- STANDING COMMITTEES**

**Section 1: GOOD OF THE GAME COMMITTEE** – Shall be comprised of a minimum of two (2) board members and a minimum of one non-board member.

**DUTIES:** Consider and review proposals for changes to the WSC Constitution, Bylaws, and Rules and Regulations. It shall make recommendations to the Board of Directors on these proposed changes.

**Section 2: TOURNAMENT COMMITTEE**

DUTIES: Plan, prepare, and schedule all tournaments.

**Section 3: CONCESSION COMMITTEE**

DUTIES: Oversee the concession stands during the WSC season and during tournament play.

**Section 4: UNIFORM COMMITTEE**

DUTIES: To seek out vendors for different uniforms and to present three (3) choices of uniforms to the Board of Directors for selection by the Board of Directors. To coordinate with the vendor the receiving of the uniforms on a timely basis and insuring that the vendor provides the appropriate uniform for all players.

**Section 5: FIELD MAINTENANCE COMMITTEE**

DUTIES: To assist the Vice-President of Operations with all field maintenance duties.

**Section 6: LEAGUE REPRESENTATIVE COMMITTEE**

DUTIES: To act as the liaison for any Leagues in which the Board of Directors determines that the Club's teams shall play.

**Section 7: TROPHIES, AWARDS, AND PICTURES COMMITTEE**

DUTIES: To arrange for pictures for teams to an appropriate vendor. To determine if trophies and awards are appropriate to players and/or teams and to make recommendations to the Board of Directors regarding the honoring of any players and/or teams or other volunteers through trophies or awards or other similar memorabilia.

**Section 8: NOMINATING AND ELECTIONS COMMITTEE**

The Nominating and Elections Committee, appointed by the President, shall be a committee made up of five individuals. Three of these individuals will be from the Board of Directors and two shall be from the general membership or non-members of the Board of Directors. It shall be the responsibility of the Nominating and Elections Committee to seek candidates for the Board of Directors and verify with those candidates that they shall serve if elected. The committee shall recommend a candidate(s) to the general membership.

**Section 9:** Additional committees may be formed as deemed necessary by the Board of Directors.

**ARTICLE XIV -- FYSA BYLAWS**

In the event these bylaws do not address a specific issue, the bylaws of FYSA shall apply.