

# **Barberton Youth Soccer Association BYLAWS**

## **Article I—Name and Location**

- Section 1** The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.
- Section 2** There shall be a Post Office Box 142, Barberton, Ohio 44203, at the main post office in Barberton, Ohio for all official correspondence. The Executive Board of BYSA shall have full power and authority to select and change the principal office location of BYSA from one location to another so long as said principal office remains within the community of Barberton, County of Summit and State of Ohio.

## **Article II—Purpose**

The BYSA is a non-profit organization created to teach the game of soccer and develop the concept of good sportsmanship and fair play. The association is organized exclusively for charitable and educational purposes under Section 501c3 of the Internal Revenue Code. No part of the net earnings of the association shall be for the benefit of, or be distributed to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

## **Article III—Executive Board**

- Section 1** The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.

### **Section 2 - Nomination and Election**

- a) Only those persons who are eligible and who have signified their consent to serve, if elected, shall be nominated for or elected to office.
- b) Notification of willingness to serve must be presented in writing to the Executive Board during the monthly meeting in May. All candidates must also submit to a background check (Risk Management). Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of BYSA.
- c) Election for Executive Board Members will take place at the annual election meeting in June. The Executive Board shall be elected by simple majority vote of the Board of Directors with quorum established.
- d) No spouses, siblings, in-laws or members of the same family or household shall serve as Executive Officers concurrently.

### **Section 3 - Term of Office**

- a) Executive Board shall be elected to serve for a term of two (2) years.
- b) Terms shall commence on July 1st and end on June 30th according to their elected years as defined below.
- c) Terms shall expire as follows:
- d) Even Numbered Years: Vice President, Treasurer  
Odd Numbered Years: President, Secretary
- e) No one person may hold more than one elected Board of Directors office.

- f) A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by a simple majority vote of the Board of Directors with quorum established.

**Section 4** A prerequisite for the office of President and Vice President is one full term served as a member of the Board of Directors.

### **Article IV—Board of Directors**

**Section 1** The Board of Directors shall consist of the following: President, Vice President, Secretary, Treasurer, Registrar Director, Coaching Director, DD Director, Facilities Director, Fundraising Director, Instructional Director, Player Development Director, Uniform Director, Webmaster Director and General Board Members.

**Section 2** The Board of Directors shall be voted in office at the June Board Meeting for a two (2) year term. Terms will be staggered as follows:

**Even years:** Registrar Director, DD Director, Fundraising Director, Player Development Director and Webmaster Director

**Odd years:** Coaching Director, Facilities Director, Instructional Director, Uniform Director and General Board Members

**Section 3** The Board of Directors will start their term on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

**Section 4** The Board of Directors shall consist of no less than 7 and no more than 18 voting directors.

### **Article V—Board of Directors Duties**

**Section 1** The business, property and affairs of the organization shall be managed by the Board of Directors. They shall have the power to initiate and approve plans and programs for the welfare of the BYSA.

**Section 2** They shall have custody and management of all assets of the BYSA.

**Section 3** They will appoint all coaches, managers, volunteers and others and insure that all are covered under the Ohio Youth Soccer Association North (OYSAN) Risk Management Program and/or any other background check required by the state of Ohio.

**Section 4** They shall adopt an annual budget, conduct necessary business, and insure all funds are spent in approved ways.

**Section 5** The Board of Directors will need to approve all head coaches each season.

**Section 6** The Board of Directors shall have the authority to discipline, suspend or completely bar any BYSA player or parent/guardian from any approved BYSA activities.

**Section 7** If an officer or a board member steps down from their position, the Board of Directors shall have the authority to appoint someone to fill the position.

**Section 8** Only Board Members who are in good standing shall be able to vote in any election or vote that is taken at a board meeting.

- Section 9** The Board may remove any Board Member that has three or more unexcused absences or failure to perform his/her duties by a two-thirds (2/3) vote of Board of Directors.
- Section 10** Each officer, upon expiration of his or her term of office or in case of resignation or termination, shall turn over to the president, and/or successor, without delay, all records, books, or other materials pertaining to the office and shall return to the treasurer, without delay, all funds belonging to BYSA.
- Section 11** In the event that a board member fails to perform the prescribed duties of the office, or, if deemed to be in the best interest of BYSA, The Board, by majority vote, may declare the office vacant and appoint a replacement to finish out the elected term.

## **Article VI – Meetings**

- Section 1** Regular meetings of the Board of Directors shall be held once a month for a minimum of ten months each year.
- Section 2** A schedule of the meeting dates will be posted on the website by July 1<sup>st</sup> each year.
- Section 3** An agenda will be sent to the Board of Directors seven (7) days prior to meeting.
- Section 4** An agenda shall follow the following format:
- 1) Call to order
  - 2) Establish a quorum
  - 3) Approval of the minutes of the previous meeting
  - 4) Approval of the treasurer's report
  - 5) President's report
  - 6) Board of Director's reports
  - 7) Committee reports
  - 8) Old Business
  - 9) New Business
  - 10) Adjournment
- Section 5** The annual election shall be held in June in conjunction with the regular meeting of that month and shall be open to the public.
- Section 6** A quorum for regular meetings shall consist of a minimum of seven (7) Board Members.
- Section 7** A special meeting may be called by the President or four (4) members of the Board by notifying all Board Members at least 48 hours prior to the meeting.
- Section 8** Executive Board Meetings may be held at the call of the President.
- Section 9** Each Board Member has one vote.
- Section 10** A majority vote by Board of Directors present at any meeting shall prevail with quorum established. If there is a tie, the President will be the deciding vote.
- Section 11** If a Board Member misses three unexcused meetings they will lose their voting privileges until they attend two consecutive meetings in a row.

**Section 12** Proxy voting is not permitted at any BYSA meeting.

**Section 13** The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the BYSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the BYSA may adopt.

## **Article VII—President**

**Section 1** The president shall

- a) Preside at all Board of Directors meetings of this council.
- b) In the event of a tie, the President shall be the tie-breaking vote at meetings.
- c) Serve as an ex-officio member of all committees except the nominating committee

**Section 2** The President's duties shall be as follows:

- a) To install new Officers and Board Members.
- b) To make such reports and recommendations to the Board of Directors at any regular or special meetings concerning the work and activities of the BYSA.
- c) To authorize emergency purchases up to \$100 within a 30 day calendar time period without Board of Director's approval. Emergency is defined as action of immediate nature so as to require purchase before board approval may be obtained.
- d) To act as the official association representative to GAASA.

## **Article VIII—Vice President**

**Section 1** The Vice President shall perform the duties of the President in case of his/her absence, resignation, or inability to act.

**Section 2** The Vice President's duties shall be as follows:

- a) To organize and coordinate the picture day for each soccer season.
- b) To oversee organizational nominations including, but not limited to, the following:
  - a) Solicit and accept nominations for all elected positions.
  - b) Propose a slate of officers at the May meeting to be voted on in June.
  - c) Organize and supervise the annual election process.

## **Article IX—Treasurer**

**Section 1** The duties of the Treasurer are as follows:

- a) To maintain non-profit status.
- b) To file the IRS 990 form yearly by their deadline.
- c) To collect all monies due to the BYSA.
- d) To pay all approved expenses of the BYSA.
- e) To keep a detailed record of account for income/expenditures and present a report at each monthly meeting.
- f) To keep an inventory of all property owned by the association.

- g) To maintain at least one checking account in an FDIC approved bank, with authorized signatures being the Treasurer, President and the Vice President of the BYSA. One (1) authorized signature shall suffice.
- h) Maintain asset management.

**Section 2** The Treasurer shall be bonded by an approved bonding company in an amount equal to or greater than the annual receipts of the BYSA. The BYSA will pay the costs of obtaining and maintaining said bond.

### **Article X—Secretary**

- Section 1** The duties of the Secretary are as follows:
- a) To issue, by email or phone, notice and/or reminder of regularly scheduled meetings to all Board of Directors.
  - b) To prepare any or all correspondence and mailings required by the BYSA.
  - c) To keep the minutes of every meeting of the BYSA.
  - d) To maintain current lists of contact information for all Board Members,

### **Article XI—Duties of the Board of Directors**

- Section 1 The Coaching Director** shall be responsible for:
- a) Finding and placing coaches for all GAASA and in-house teams.
  - b) Ensuring the proper license requirements are met by each BYSA coach.
  - c) The advancement of BYSA coaches in the game of soccer both technically and physically through training, camps, soccer clinics and tactical sessions.
  - d) The evaluation of coaches.

- Section 2 The DD Director** shall be responsible for:
- a) Development and implementation of the in-house DD program.
  - b) Scheduling all practices and games for the DD program.
  - c) Training and scheduling of referees for in-house games.

- Section 3 The Facilities Director** shall be responsible for:
- a) Making sure all GAASA home fields and all in-house game fields are maintained (cut, lined, with nets, flags, etc.) in a proper manner as to be able to practice and play games as scheduled.
  - b) Providing equipment as necessary for the teams to play.
  - c) The ongoing design and development of facilities.

- Section 4 The Fundraising Director** shall be responsible for:
- a) Organizing and conducting at least one annual BYSA fundraiser.
  - b) Procuring and selling BYSA merchandise and clothing.
  - c) Procuring and selling concessions for in-house games.

- Section 5 The Instructional DD** shall be responsible for:
- a) Development and implementation of the in-house Instructional program.
  - b) Scheduling all practices and games for the Instructional program.

- Section 6 The Player Development Director** shall be responsible for:
- a) All aspects of any tryout process (dates, places, times, evaluators, guidelines, etc.) Tryouts may not always be necessary.
  - b) The advancement of BYSA players in the game of soccer both technically and physically through training camps, soccer clinics and tactical sessions.

- Section 7 The Registrar Director** shall be responsible for:
- a) Coordinating and overseeing Spring and Fall player registrations.
  - b) To produce the required documents for all GAASA players and coaches.
  - c) To maintain current team lists (including, but not limited to, names, phone numbers, and email addresses) for all BYSA teams.
  - d) To maintain a current list of fees including, but not limited to, the player fee, the uniform fee and applicable family discounts.
  - e) Coordinating registration sign-ups with uniform sign-ups.

- Section 8 The Uniform Director** shall be responsible for:
- a) Coordinating uniform sign-ups with registration sign-ups.
  - b) Proposing, ordering and distributing all in-house uniforms.
  - c) Proposing, ordering and distributing all GAASA uniforms.

- Section 9 The Webmaster Director** shall be responsible for:
- a) Keeping the BYSA website up-to-date.
  - b) Managing access to all BYSA electronic management systems.

## **Article XII—Fees**

- Section 1** All BYSA fees shall be set by the Board of Directors.
- Section 2** A penalty equal to, but not limited to, the GAASA penalty will be assessed after the deadline assigned and advertised by BYSA.
- Section 3** No refunds of money will be made to families after the GAASA registration date.
- Section 4** It is the policy of the BYSA not to prevent a child from playing soccer due to financial problems. Requests for hardship must be made in writing to the Executive Board. Report of number of hardship cases must be reported to the Board of Directors.
- Section 5** All Board Members and/or Coaches will get one free child's registration fee waived for the following season.

## **Article XIII—Awards**

- Section 1** The Board does not promote or endorse team or individual achievement soccer awards.

## **Article XIV—Uniforms**

- Section 1** All team members for both DD and GAASA teams shall wear the official BYSA jersey.

**Section 2** It is the policy of the BYSA not to prevent a child from having the necessary equipment to play soccer due to financial problems. Requests for hardship must be made in writing to the Board of Directors.

### **Article XV—Dissolution of Association**

Upon the dissolution of the Barberton Youth Soccer Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the BYSA, dispose of all assets of the BYSA in such a manner, or to such organization under section 501c3 of the IRS Code, as the Executive Board shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Summit County, exclusively for such purpose or to such organization as said court shall determine which are organized and operated for such purpose.

### **Article XVI—Amendments to the Bylaws**

These Bylaws may be amended by a simple majority vote of the Board Members at any regular meeting called for that purpose, provided notice of the proposed change is available at least thirty (30) days prior to the meeting.

### **Article XVII—Ratification**

These Bylaws shall become effective immediately upon adoption by a simple majority vote of the Board Members present at such a meeting.

***Bylaws approved at 9/10/15 BYSA Board Meeting***

*Bylaws Committee: Cindy Schanz, Duane Matheson, Carlton Ramsey, Dan Houston, Sonshine Jacobs*