

Decatur County Youth Soccer Club  
By-laws  
Revised and approved February 8, 2006

Philosophy

The Decatur County Youth Soccer Club is a not-for-profit organization that exists to support and promote the sport of soccer among interested young people of the area. The Club has been founded upon the principles of participation, sportsmanship, safety, and the teaching and refinement of soccer skills.

The learning and development of soccer skills is the primary goal of Club play and will be stressed above competition.

Good sportsmanship will be promoted and expected from players, coaches and fans at all Club sponsored events.

Safe play and the reduction of injuries will be a continuing goal of this club.

Each player shall be recognized equally by the Club for his or her participation and improvement in Club activities.

Membership

Active members of the Decatur County Youth Soccer Club shall be defined as: coaches, assistant coaches, referees, line judges, committee members, board members, and parents of currently active players as defined in the Soccer Association for Youth (SAY) bylaws.

Meetings

Meetings of the Executive Board will be held each month at a regular date. Meetings can be canceled or rescheduled by the Club's President only with the approval of a majority of the Executive Board. A quorum of more than half of the current Executive Board members will be required to open a meeting of the Executive Board.

Meetings will be conducted under Robert's Rules of Order. A majority vote of the Executive Board is required for any deviation from these rules.

Meetings of the Executive Board will normally be open to all general active members of the Decatur County Youth Soccer Club and any other interested parties. However, the Executive Board may opt to close a meeting or limit attendance to approved people if the situation warrants it. A majority vote of the Executive Board is required to close or limit any Board meeting or any part of a Board meeting. The annual elections may not be closed for any reason.

Nominations for the annual elections will open the day the regular fall season begins and will close at the end of September. The election shall be held in October at a meeting of general active members. Election results will be announced before the end of November, and shall be effective the day of the announcement.

Meetings of the general active members will be announced and arranged by the Executive Board as needed. These meetings will be open to any other interested parties.

Decatur County Youth Soccer Club  
By-laws  
Revised and approved February 8, 2006

Club Officers

Any active member of the Club will be eligible for nomination as a candidate for election to the Executive Board.

Executive Board members will be elected by a majority vote of active members. Only active members as defined under the section entitled membership will be eligible to vote in the elections.

All chair positions will be appointed yearly by existing members of the Executive Board.

Vacancies that may appear in the Executive Board during the year may be filled by appointment by the Executive Board with a majority vote.

Nominations to fill a vacancy on the Executive Board may be made by member of the Club in good standing during an open meeting. In this circumstance, a majority vote of the Club membership present will be required to elect a candidate to the Executive Board.

Composition of the Executive Board

The Executive Board will include the following officers:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Director of Equipment and Fields
6. Director of Referees
7. Director of Coaches
8. Director of Fundraising and Sponsorships
9. Director of Public Relations

President

The President will:

- Oversee all activities of the Club including the duties of all other officers and all committees.
- Conduct all meetings according to Robert's Rules of Order.
- Be the official representative of the Club when such occasions arise that demand such a representative or the President shall appoint a representative to serve in his or her place.
- Be the Chairman of the Player Distribution Committee or appoint a representative as Chairman.

Vice-President

The Vice-President will:

- Conduct Board meetings in the President's absence.
- Assist the President in overseeing Club activities.
- Conduct elections under the supervision of the President.
- Assist in registration and oversee the player distribution process in keeping with league's Player Distribution Rule.
- Schedule all practice sessions, home and away games and all make-up games.

Decatur County Youth Soccer Club  
By-laws  
Revised and approved February 8, 2006

Treasurer

The Treasurer will:

- Conduct the financial business of the Club.
- Present an income statement and report on the financial condition of the Club at each meeting.
- Prepare and present a list of claims and expenditures incurred by the Club and submit it for Review to the Executive Board.
- Supervise all registration activities and appoint a committee to coordinate all such activities with the Executive Board.
- Supervise the concession stand finances and oversee the concession stand committee.
- Be responsible for the Club's insurance with the approval of the Executive Board.
- Oversee the fundraising committee.

Secretary

The Secretary will:

- Record the minutes of all meetings, and will read and submit for approval the minutes of the previous meeting.
- Be responsible for all official Club correspondence and will retain a record of all such correspondence.
- Be responsible for all correspondence as directed by the President and the Executive Board.
- Assist in registration and send letters of appreciation to all sponsors, volunteers and patrons.

Director of Equipment and Fields

The Director of Equipment will:

- Be responsible for inventorying, and distributing all Club-owned equipment.
- Submit purchase orders for new and replacement equipment to the Executive Board for approval.
- Coordinate the replacement of broken or lost equipment during the season with the approval of the Executive Board.
- Be responsible for the layout and marking of fields as needed during the soccer season, and oversee the Equipment and Fields Committee.
- Supervise the layout and marking of fields along with the Director of Referees.

Director of Referees

The Director of Referees will:

- Coordinate the recruitment and training of referees and line judges.
- Supervise the implementation and interpretation of Club rules and will be the final arbiter of disputes made during games.
- Report to the Executive Board any action by a player, coach or spectator that has resulted in a protest or possible disciplinary action.
- Be responsible for scheduling referees and line judges for all games, and the distribution of all first aid materials and rulebooks.
- Be responsible to make payments to referees and shall present a ledger of payments made monthly to the Treasurer.

Director of Coaches

The Director of Coaches will:

- Coordinate the recruiting of all coach and coordinate coaches educational activities.
- Contact all potential coaches using the previous year's roster and information provided on registration forms.
- Conduct mandatory coaches meeting prior to the start of the season, and schedule other coaches meetings as deemed appropriate.
- Oversee the conduct of all coaches and assistant coaches associated with the Club.
- Assist on the draft and distribute materials to coaches.

Decatur County Youth Soccer Club  
By-laws  
Revised and approved February 8, 2006

Director of Fundraising and Sponsorships

The Director of Fundraising and Sponsorships will:

- Manage all fund-raising activities as approved by the Executive Board.
- Manage sponsorships including recruiting sponsors, collecting funds, ordering sponsor banners, and coordinating the printing of sponsor information on team jerseys.
- Assist in registration and coordinate with the Secretary on letters of appreciation to all sponsors, volunteers and patrons.
- Be in charge of and oversee the Fundraising Committee

Director of Public Relations

The Director of Public Relations will:

- Release or distribute any information on Club sponsored events to the news media.
- Produce and distribute the Club newsletter, as well as maintain the Club Website.
- Assist in registration activities and will publicize those activities.
- Be responsible for creating and printing all materials necessary to run the soccer program.
- Keep all teams standings and records in the divisions where such information is to be documented, and will publish such standings and records on the club website and distribute standings and records to the appropriate member of other clubs.
- Shall recommend a photographer for team pictures to be approved by the Executive Board.

Committee Structure

Fundraising Committee

The Fundraising Committee chairperson will report to the Director of Fundraising and Sponsorships. This committee will be responsible for all activities related to raising funds for general operating expenses. These activities do not include concessions or grants development. This committee shall meet prior to and during the regular season, and during the year as necessary.

Concession Committee

The Concession Committee chairperson will report to the Treasurer. This committee will be responsible for operating and stocking the concession stand. Other duties include maintaining inventory, enlisting and scheduling paid personnel, volunteers, and supervising the collection of waste at the playing fields, maintaining the grounds around the concession area and any equipment used in the concession stand. This committee shall meet prior to and during the regular season, but is not required to meet year round.

Equipment and Fields Committee

The Equipment and Fields chairperson will report to the Director of Equipment and Fields. This committee will be responsible for maintaining playing fields and marking them as authorized by the Director of Equipment and Fields. This committee is responsible for maintenance of all field related equipment, and for the inventory of all uniforms and other playing equipment. This committee will also be responsible for the creation and maintenance of any structures owned, rented, occupied or to be built by the club. This committee shall meet prior to, during and after the regular season, and during the year as needed.

Tournament and Awards Committee

The Tournament and Awards chairperson will report to the Executive Board. This committee will be responsible for overseeing activities associated with the end of the regular season and tournament award presentations. If requested by the Executive Board, this committee shall plan and execute a season ending tournament. Tournament planning shall include: invitations, press releases, purchasing trophies, and hospitality. This committee will work with the Director of Referees and the Director of Concessions to plan these events. This committee shall meet prior to, during and after the regular season, but is not required to meet year round.