

Hamilton Heights Youth Soccer Club, Inc. Bylaws

Article I **Name**

The name of the corporation shall be the Hamilton Heights Youth Soccer Club Inc., hereinafter called HHYSC.

Article II **Purpose**

- A) To promote and foster the game of soccer for:
 - 1) the physical and moral benefit of its players
 - 2) furthering the game of soccer
- B) To provide an opportunity for the youth of Hamilton Heights school district to play instructional soccer at a recreational level (rec. teams) and/or a more advance competitive level (select teams).
- C) To develop and improve playing proficiency.
- D) To develop and encourage good sportsmanship and fair play in players, parents and coaches.
- E) To encourage and assist in the development of programs (training sessions, coach's,*referee's clinics, and tournaments), leagues and teams in the Hamilton Heights school district and other communities.
- F) The corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article III **Politics and Distribution of Assets**

- A) Take, accept, hold, and acquire by bequest, devise, gift, purchase, loan or lease any property, real, personal or mixed, whether tangible or intangible, without limitation as to kind, or value, or amount.
- B) Sell, convey, lease or make loans, grants, or pledges of any such property, or any interest therein, or proceeds therefrom, and to invest and reinvest the principal thereof and receipts therefrom, if any.
- C) To carry on any of the foregoing activities or purposes either directly or as agent for or with other persons, associations or corporations.
- D) To carry on any activity and deal with and expend any such property or income there from for any of the foregoing purposes with limitation, except such limitations if any, as may be contained in the instrument under which such property is received, their certificate of incorporation, the Bylaws of the corporation, or any other limitations as are prescribed by law, provided that no such activity shall b such as is not permitted by a corporation exempt from Federal Income Tax under section 501 (C) (3) or the Internal Revenue Code of

1954 or any corresponding amendments thereto, and that the corporation shall not attempt to influence litigation by propaganda or otherwise, nor shall it intervene in, participate in, any political campaign on behalf of any candidate for public office, and provided further that the benefit of any member or private individual and no member, director, or officer of the corporation shall receive pecuniary benefit from the corporation, except such reasonable compensation as may be allowed for service actually rendered for the corporation.

- E) Indemnify any Director or Officer, or former Director or Officer of the HHYSC, or any coach, referee, or any person who may have served at the request of the HHYSC, against the expenses actually and reasonably incurred by such person in connection with the defense of any civil action, suit or proceeding in which he is made or threatened to be made a party by reason of being or having been a Director or Officer, or coach or referee, except in relation to matter as to which such person may be adjudged in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his duty to the HHYSC, and such expenses incurred in defending any action, suit or proceeding, may or may not be paid by the HHYSC in advance of the final deposition of such action, suit or proceeding subject to a receipt of an undertaking or agreement by or on behalf of such person to repay the amount paid by the HHYSC if it shall ultimately be determined that the Director, Officer, employee, agent, coach or referee is not entitled to indemnification as provided by law.

Article IV **Office**

The principal office of the corporation shall be located in the Hamilton Heights School Corporation, and in either Jackson Township or White River Township, Indiana. The address of the principal office may serve as the address of the resident agent of the corporation or as required by the Indiana Not-For-Profit Corporation Act of 1971. The President shall serve as the resident agent of the HHYSC, unless designated by the Board of Directors. The mailing address of the corporation will be P.O. Box 521, Cicero, IN 46034. The key to the box will be maintained by the President and another Board member to be designated by the Board.

Article V Membership

- A) Classifications: There shall be two (2) classifications of membership:
- 1) Player Member - A youth who is registered on a HHYSC sanctioned team. The principal residence should be in the Hamilton Heights school district. Persons wishing to be player members who reside outside of the Hamilton Heights school district will be considered on a case by case basis. Admittance will be granted if it can be determined that a just and reasonable cause exists.
 - 2) Voting Member - There shall be five (5) classifications of voting members. Associate Members, Board of Directors, Contributing Members, and Staff Members are not required to have a child participating in the HHYSC. A voting

member may be more than one type.

- a) Active Member - The legally responsible parent(s) or guardian(s) of a player member.
- b) Associate Member - A person duly appointed to represent the HHYSC in any matter.
- c) Board of Directors - (refer to article VI)
- d) Contributing Member - A person who contributes cash, services, or other things of value to the HHYSC.
- e) Staff Member - A coach, assistant, or manager of a HHYSC sanctioned team. Staff members, although not appointed by the board, must be approved by the Board. The Board by a majority vote may disallow or remove any staff member.

B) Qualifications:

- 1) Members are admitted through the approval of the Board of Directors.
- 2) Membership qualifications shall be set by the Board of Directors and shall be payment of set fees, residency, and proper registration (for player members), and complying with playing and conduct rules.
- 3) All player members are required to pay at least a ten dollar deposit at the time of registration and will not be allowed to play in a game until the entire fee has been paid (the amount of which shall be determined by the Board and may be reduced or waived by the Board).

C) Teams:

- 1) Teams shall be sanctioned as being members of the HHYSC each playing season.
- 2) Teams and members shall abide by the rules of youth soccer as specified in the United States Youth Soccer Association (USYSA) Official Administration Rule Book (USYSA is a division of the United States Soccer Federation (USSF)).
- 3) There shall be three (3) classifications of teams.
 - a) In-house - Teams that only play other HHYSC teams. These are of an instructional, fun, low-key nature and are designed to give the youth an opportunity to learn and play soccer regardless of playing experience and skill level. The emphasis is on learning and enjoying soccer.
 - b) Travel - Teams that fit the in-house definition with the exception (due to a shortage of teams, special tournaments, etc.) that they also play teams from outside the HHYSC.
 - c) Select - Teams that either by tryouts, recommendation, or game performance are specifically picked according to playing ability as determined by the coach. These are of a more competitive, aggressive, winning nature.
 - 1 The representative colors for HHYSC select teams shall be orange and black.
 - 2 All select teams shall be called Stinger and distinguished by the age group of the team, i.e. Stinger 82, 81, 79-80, etc.
 - 3 All select team members and coaches should be approved by the HHYSC Board, but it is not the Board's responsibility or duty to pick the teams or the coaches. It should always be the option of the

interested coaches and parents to organize and coordinate the teams with the select team commissioner. Then the board should be approached about the team and decide with the concerned parties what is in the best interest first for the children and then the league. Concern not only for the children involved with the select league, but concern for all the children associated with the HHYSC.

D) Jurisdiction: The HHYSC shall have complete jurisdiction over all soccer involving its members and as such shall sanction all soccer play.

Article VI Board of Directors

A) The Board of Directors (also referred to as the Board) shall have full power and authority to supervise the affairs of the HHYSC in accordance with these Bylaws.

B) Election:

- 1) The elected members of the Board shall be elected to the Board by Voting Members at the Annual Meeting.
- 2) A newsletter shall be distributed to the membership notifying it of the time and date of the election. The notice shall include the names of those running for the Board. Those who want to be on the ballot must notify the Board one (1) full month before the annual meeting or be nominated by a voting member at the Annual Meeting.
- 3) An ad hoc nominating committee will be formed by the board for the purpose of creating a list of candidates and administering the election. The committee membership shall consist of voting members and at least one (1) board member.

C) Term of Office:

- 1) Elected Board members shall serve a term of one (1) year each.
- 2) Appointed Board members (article IX) shall serve a one (1) year term.
- 3) Any Board member may be removed by a majority vote of the Board.
- 4) Any vacancy which occurs before term expiration shall be filled by a majority vote of the Board for the remainder of that term.
- 5) A Board member may be re-elected or re-appointed for as many terms as he/she is willing to serve.

D) Duties:

- 1) General management of the affairs of the HHYSC
- 2) Approve all members who join the HHYSC
- 3) Drop any member who, in their opinion, no longer furthers the objects and purposes of the HHYSC.
- 4) Approve or disapprove all disbursements of HHYSC funds. Approvals may be given for a specific or general expenditure, for a series of regular payments, or for a specific budget category.
- 5) Approve or disapprove all appointments made by the president.
- 6) Appoint special committees.

- 7) Approve rules of play.
- 8) Arrange dates for soccer events.
- 9) Determine and settle all questions and disputes relating to soccer which may be referred to it for decision.
- 10) Take such steps as it may consider necessary and expedient to carry into effect the objects of the HHYSC.

Article VII **Meetings**

- A) An annual membership meeting shall be held the first Friday in May of each year (unless otherwise specified by the Board). The purposes shall be to elect the Board members and report news and progress to the membership. Each voting member present shall have one vote when voting for Board members.
- B) The Board of Directors shall consist of four (4) elected officers: President, Vice President, Secretary, and Treasurer, three (3) elected Members-at-Large, eight (8) appointed members: Under - 6 Commissioner, Under - 8 Commissioner, Under - 10 Commissioner, Travel Commissioner, Select Commissioner, Grounds and Equipment Commissioner, a representative of the high school soccer program, and Registration Commissioner, and the past-President.
- C) Special membership meeting may be called by the President, the Board, or a resolution of the membership.
- D) The date, time, place, and purpose of annual and special membership meeting shall be given to the voting members at least fourteen (14) days prior to said meeting by a newsletter.
- E) The Board shall meet the first and third Monday of each month during the playing season and the second Tuesday of each month during the off-season unless otherwise ordered by the Board, Special Board meetings may be called by the President or upon the written request of four (4) members of the Board. Except in case of emergency, at least three (3) days notice of a special Board meeting shall be given to the Directors.
- F) The Board may designate any place within the Hamilton Heights school district as the place for any membership or Board meeting.
- G) A quorum, for voting purposes, at any Board meeting shall consist of at least a majority of the elected members of the Board less vacant positions.
- H) Every Board member present shall have one vote when a motion is under consideration. They may abstain if they desire. A Board member serving as President shall only vote in case of a tie. Voting may be a voice, hand, or by secret ballot as deemed by the President. A majority vote of those present shall be required for Board action or approval.

Article VIII **Officers**

The officers of the HHYSC shall be President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws, and by the parliamentary authority adopted by the HHYSC. The officers will make up the

Executive Committee.

A) All officials shall be elected by voting members by balloting at the annual business meeting.

B) An officer is elected to a one (1) year term beginning July 1 and may not serve for more than two (2) consecutive years in any one office. Any officer may be removed by a majority of the Board.

C) Any vacancy of an officer's position shall be filled by majority vote of the Board of Directors for the unfinished term. A partial term does not count in figuring consecutive terms in compliance with section B.

D) President:

- 1) The President shall be the chief executive officer of the corporation. The President shall be subject to the orders of the Board and shall not act in conflict with the orders of the Board.
- 2) The President shall (subject to board approval) serve as or appoint a representative for the HHYSC in meetings concerning soccer with other organizations.
- 3) The President shall serve as an advisor to the Board for the year following the term of office.
- 4) The President shall preside at all board and membership meetings.
- 5) Shall be an ex-officio member on all committees.

E) Vice President:

- 1) The Vice President shall assist the President in the discharge of his/her duties and preside in his/her absence.
- 2) The Vice President shall ensure that the Bylaw-directed committees provided for in this Constitution are formed and functioning.
- 3) The Vice President shall serve to coordinate the affairs of the concession committee and the board.

F) Secretary:

- 1) The Secretary shall record and transcribe the minutes of Board meetings and shall preserve all documents, reports, and communications connected with the business of the HHYSC.

2) Publicity:

- a) The Secretary shall publish newsletters as required.
- b) The Secretary shall announce important dates to the newspaper(s).

G) Treasurer:

- 1) The Treasurer shall collect and receive all monies, keep and accurate account thereof and deposit sum in the same of the HHYSC in such bank as may be approved by the Board of Directors.

- 2) The Treasurer shall submit an oral and written report to the Board of Directors monthly.
- 3) The Treasurer shall submit a full written report to the Board of Directors semi-annually and annually to be passed out to each Board member.
- 4) The treasurer shall provide the necessary data for the preparation of the annual report to the Indiana Secretary of State due February 15 of each year.
- 5) The Treasurer shall serve on the Finance Committee, but not as the Chairperson.
- 6) The Treasurer shall serve to coordinate the affairs of the Finance Committee and the Board.

Article IX **Commissioners**

A) In-house commissioners:

- 1) Appointment: The President shall appoint a commissioner for each age group in the in-house leagues. The appointment shall be approved by the board.
- 2) Duties:
 - a) Select coaches for these teams and recommend them for Board approval.
 - b) Contact approved coaches.
 - c) Divide the registered players into teams in accordance with the HHYSC guidelines. (See guidelines in age-group rules.)
 - d) Represent the Coaches and their respective leagues before the Board.
 - e) Disseminate league information back to the coaches.
 - f) Maintain a player and coach list for their respective leagues.
 - g) Prepare a game and practice schedule for their respective league (time, date and place).
 - h) Serve as a voting Board member, i) Schedule and coordinate tournament schedules.

B) Travel Team Commissioner:

- 1) Appointment: The President shall appoint a Travel Team Commissioner. This appointment shall be approved by the board.
- 2) Duties:
 - a) Represent the travel team coaches before the board.
 - b) Convey league information back to the coaches.
 - c) Recommend traveling team coaches for board approval.
 - d) Maintain a list of travel team coaches and players.
 - e) Serve as a voting Board member.
 - f) Represent the HHYSC before the travel league board(s).

C) Select Team Commissioner:

1) Appointment: The President shall appoint a Select Team Commissioner. This appointment shall be approved by the board.

2) Duties:

- a) Represent the referees before the Board.
- b) Schedule the referees for all HHYSC home games.
- c) Arrange for referee clinics and training of the referee staff as required.
- d) Frame rules-of-play.
- e) Serve as a voting board member.

D) Field and Equipment Commissioner:

1) Appointment: The President shall appoint a Referee Commissioner. The appointment shall be approved by the Board.

2) Duties:

- a) The Field and Equipment Commissioner shall be responsible for all activities required to prepare the fields and supporting area for each soccer activity. The Field and Equipment Commissioner shall also be responsible for all cleanup required.
- b) The Field and Equipment Commissioner shall be responsible for the monies budgeted for all field and equipment functions.
- c) The Field and Equipment Commissioner shall be required to procure quotes for all equipment ordered and to get approval for all purchases.
- d) Serve as a voting board member.

E) Registration Commissioner:

1) Appointment: The President shall appoint a Registration Commissioner. The appointment shall be approved by the Board.

2) Duties:

- a) Act as a chairman of the Registration Committee.
- b) Oversee duties of the Registration Committee.
- c) Serve as a voting board member.

Article X **Committees**

A) Types: Committee types shall be either standing or ad hoc. A standing committee is Bylaw directed whereas an ad hoc committee is organized by the board to accomplish a specific short-range task. An ad hoc committee will be disbanded when the purpose for which it was created is accomplished.

B) Chairperson: The chairperson of each committee shall be appointed by the President unless otherwise directed by these bylaws, and approved by the Board.

C) Committee Membership: Committees shall be formed by the Vice President in coordination with the committee chairperson from a list of active members who have volunteered to serve.

D) Each committee will have a single item expenditure limit. Spending more than the

single item limit will require approval of the supervising Board member. The committee and their supervising Board member are:

- 1 Finance Committee - Treasurer
- 2 Registration Committee - Secretary
- 3 Field Committee - A Member-at-Large
- 4 Equipment Committee - A Member-at-Large
- 5 Concession Committee - Vice President

E) Bylaw directed committees

1) Executive Committee:

a) Duties:

- Assist the President in conducting the day-to-day business of the HHYSC.
- Prepare a program to be presented to the annual membership meeting.

b) Budget: The day-to-day expenses not covered in budgets of the other committees.

2) Finance Committee

a) Duties:

- Submit a budget for the operation of the HHYSC annually and as ordered by the Board.
- Audit the Treasurer's accounts at the end of the fiscal year.
- Coordinate all fund-raising activities necessary to meet HHYSC goals.
- File report to or send representative to each board meeting.

c) Budget:

- Fund-raising goals.
- Expenses relating to those goals.
- Budget for donations and related expenses.

3) Registration Committee

a) Duties:

- Arrange for all HHYSC soccer players to be correctly registered with USYSA.
- Keep ledger books.
- Mark paid and date of returned forms.
- Make lists of volunteers and give to appropriate persons.
- Maintain a list of all eligible HHYSC players.
- Define and have available for registration the HHYSC soccer registration form.
- Propose budget for awards to board each season.
- File report to or send representative to each board meeting.

b) Budget:

- Registration form printing and registration related expenses.
- Projection of registration income.

4) Field Committee

a) Duties:

- Field lining and lining equipment
- Field mowing and mowing equipment
- Trash Removal
- Parking lot
- Seeding and fertilizing
- Field improvements

5) Equipment Committee

a) Duties:

- Get quotes and order uniforms when quoted approved.
- Get quotes and order field equipment (balls, nets, etc.) when quoted approved.
- Get quotes and order patches and plaques when quoted approved.
- Distribute equipment and maintain list of equipment location.
 - Maintain all equipment, b)

Budget:

- Monies required to stock and maintain league equipment.

6) Concession

a) Duties:

- File report to or send representative to each board meeting
- Procure all perishables required for the concession stand.
- Schedule concession workers
- Maintain account of all money received/disbursed

b) Budget:

- Monies required to stock concession stand.

Article XI

Fiscal and Seasonal Playing Years

- A) Fiscal Year - The fiscal year of the corporation shall begin on the first day of January in each year and end on the last day of December of the same year.
- B) Playing Year and Season - The playing year shall be specified by the USYSA. As of the date of the adoption of these bylaws, the playing year is from September 1 to August 31 of the following year. The playing year of the HHYSC is divided into two (2) seasons (the fall season and the spring season) of six (6) months each.

Article XII
Seal

The Board of Directors may provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal, Indiana".

Article XIV
Parliamentary Authority

The rules contained in "Roberts's Rules of Order Newly Revised" shall govern the HHYSC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Article XV
Amendments

- A) These bylaws and rules may be amended by a two-thirds vote of the board members present at any meeting at which a quorum is present, provided notice in writing of such amendment has been given five days previous to meeting.
- B) Proposed amendments must be in writing, signed by two board members and sent to the Secretary in sufficient time to be included in the call for the meeting at which they are to act upon.