

WESTSIDE SOCCER CLUB, INC. BYLAWS

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Article I Name, Office, Fiscal Year

- 1.1 Name.** The name of the organization will be Westside Soccer Club, Inc. The Westside Soccer Club, Inc. here in after referred to as The Club, is a not for profit organization registered with the State of Florida.
- 1.2 Office.** The headquarters and principle office of The Club shall be on the Westside of the City of Jacksonville, County of Duval, and State of Florida.
- 1.3 Fiscal Year.** The Club year shall run from June 1st through May 31st.

Article II Purpose

The **purpose** of The Club is to:

- 2.1 Develop and implement a neighborhood youth soccer program.
- 2.2 Promote the development of physical, social and mental skill through education and training for children and coaches, while providing a fun atmosphere for all persons associated with The Club.
- 2.3 Encourage sportsmanship, teamwork, and respect for rules.
- 2.4 Promote and encourage the playing of competitive youth soccer.
- 2.5 Maintain affiliation with the Florida Youth Soccer Association (hereafter referred to as FYSA) and the United States Soccer Federation, Inc. (hereafter referred to USSF.)

Article III Membership

- 3.1 **Playing Member:** Any child between the ages of four (4) and nineteen (19) as of August 1 of any playing year. Playing year referring to Club Year (Sec 1.3) of August 1 through July 31.
- 3.2 **Participating Member:** All volunteers including but not limited to registered coaches, and one (1) team manager per team or assisting coach.
- 3.3 **Honorary Members:** These are members of the Advisory Board, or anyone, who through generosity of time or funds has significantly advanced The Club. Honorary Membership may be bestowed upon anyone by a majority vote of the Board.
- 3.4 **Voting Members:** Participating members, honorary members and legal guardian of playing members (one vote per playing member) and head coaches not having another vote.

Article IV Board of Directors

- 4.1 **The Board.** The Board consisting of six (6) Executive Board members, nine (9) elected Director positions, and one (1) Board Member At Large for a total for a total of no more than 16, who are the elected officers of The Club and shall have general supervision over all the business affairs and operations of The Club.

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- 4.2 **Regular Meetings.** The Board shall meet, at a regularly scheduled meeting time and date to be determined by the board, for the reading of reports, the administration of the Corporation's programs, and other business as may properly come before the Board.
- 4.3 **Special Meetings.** Special meetings may be called by the **President or Vice President (in the absence of President)** by contacting every Board member available and notifying them of the specific nature of the business to be transacted at the special Board meeting. The President must call a special meeting of the Board when petitioned in writing by single petition signed by five (5) or more members of the Board. No less than 48 hours notice will be given for any special meeting
- 4.4 **Quorum.** Seven (7) members shall constitute a quorum for the transaction of business but a lesser number may vote to adjourn the meeting to a later date.

Article V Executive Board of Directors, Elected Board Positions, Respective Terms and Qualifications

5.1 **Term.** The members of the Executive Board and Elected Director Positions are listed below and shall be elected for a term of two (2) years. The terms of the Executive Board of Directors and Elected Director Positions shall be staggered as provided below, and elected at the annual election in the year listed below:

Executive Board:

President (Odd years)

Vice President - Executive (Even years)

Vice President – Administrative & Registrar (Odd years)

Treasurer (Even years)

Secretary (Even years)

Vice President of Coaches/Soccer Program Operations (Odd years)

Elected Director Positions:

Director of Referees (Even year)

Director of Communications & Marketing (Odd years)

Director of Fundraising & Sponsorships (Even years)

Director of Fields Maintenance & Operation (Odd years)

Director of Recreation (Even years)

Director of Academy (Odd years)

Director of Select (Even years)

Director of Volunteer Coordination (Odd years)

Director of Uniform (Even years)

Board at Large member (Odd years)

Non-Voting Advisory Positions:

Immediate Past President (One Year)

Immediate Past Treasurer (One Year)

5.2 Term Limitations. All members may serve in the positions, if elected, on the Executive Board and Director Positions without limitation as to number of terms (consecutive or otherwise), except no individual may serve as President or Treasurer for more than two (2) successive terms in each position. To qualify for the President position on the Executive Board, a candidate must have previously served at least one (1) year as a member of the board within the past three (3) years.

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5.3 Affiliation with other Clubs. No Board Member position shall be filled with any individual who concurrently serves as a Youth Soccer Board Member of another club(s).

5.4 Club Notification of Officers. All Board Member names must be either posted or distributed to all voting members of The Club.

5.5 Executive Board and Elected Directors: Powers and Duties.

Executive Board Descriptions and Responsibilities

(a) President:

- The President of the Club is charged with the overall organization, administration, the general operation and executive functions of The Club with the direction of the Board of Directors.
- Shall preside at all Annual General Membership Meetings and all Special General Membership Meetings of the Club and all meetings of the Board.
- Oversee the strategic direction (mission, goals and objectives) of the Club and drive implementation
- Except the Standing Committees which shall be appointed as provided herein, the President shall appoint all other committees that he or she shall deem necessary to carry out the business of the Club.
- Work with all Chair persons, Executive Board and Coordinators on setting goals and objectives for their programs.
- Manage and set priorities for the Club Administrator
- Maintain working relationship with local leagues & clubs, City of Jacksonville and local business community
- Shall serve as authority to co-sign checks with the Treasurer and/or Club Administrator

(b) Vice President – Executive:

- The Vice President - Executive shall preside at the meetings of the Board in the absence of the President.
- The Vice-President is responsible for performing the duties of either the President or the Secretary in the event of either individual's temporary absence or inability to act.
- Oversee and actively work with the Chair persons of the standing committees and Coordinators on the execution of their programs, goals and objectives.
- Monitor all daily support activities including uniform ordering, special events, fields and maintenance, concession stand, and other areas of responsibility as defined by the President.
- Coordinate all activities associated with permits, leases, and insurance. Ensure club remains in full compliance with these requirements.

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- Serve as primary representative at the NFYSL monthly meetings

(c) **Vice President – Administration and Registrar.**

- The Vice President - Administration shall be responsible for administrative responsibilities of the Club and work directly with the Club Administrator on the upkeep and overall administration requirements of the club.
- Coordination of all Club registration activities as well as compilation of all data resulting from registrations.
- Implement all programs and services related to the registration, transfer and tracking of all players and affiliate members.
- Shall ensure all teams are registered in accordance with NFY and FYSA rules/procedures.
- Oversee and coordinate with Scheduler on the formation of all schedules for Ringhaver facilities and WSC programs.
- Ensure background checks process completed for all coaches in accordance with NFYS and FYSA regulations.

(d) **Treasurer**

- Responsible to the Board for the custody of the Club's funds and financial records.
- Shall be responsible for all monies collected by the Club and oversees all financial matters pertaining to the Club. Provides financial guidance and direction to the Board on decisions.
- Assists the board in formulation of the annual budget. Manages and follows the execution of the annual budget.
- Shall keep a detailed account of income and expenditures for the Club and provides the Board with monthly financial statements to include both a present state of the annual operating budget and overall fiscal position of the club.
- Shall serve as authority to co-sign checks with the President and/or Club Administrator.
- Manage the banking relationships in conjunction with the Club Administrator and President.
- Maintains and balances bank accounts.
- Work with Club Administrator to validate invoices and accounts payable information.
- Shall be the Chair of the Finance Committee
- Ensure WSC is in full compliance with "nonprofit organization" rules and regulations as outlined by Federal and State Statues.

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(e) Secretary

- The Secretary shall keep minutes of our AGM, SGM and all Board meetings and will maintain the minutes of such meetings. Shall disseminate all notices and agendas of meetings.
- Will preside over board meetings in the absence of the President and Vice President.
- Have custody of and maintain all corporate records excluding financial records.
- Shall be the Parliamentarian of the Club
- Maintain the Club's bylaws and policy/procedures handbook.

(f) Vice President of Coaches/Soccer Program Operations

- Develop the direction and strategy for the Recreation, Academy and Select programs along with a Player Development Model in conjunction with the Director of Coaching and Player Development, Director of Recreation, Director of Academy, Director of Select, Technical Directors and Executive Board. Achieve goals and objectives for all three programs through the Director of Coaching and Player Development and Directors of each program.
- Assist the Director of Coaching and Player Development with the daily operations, activities and duties associated with the WSC Recreation, Academy and Select programs.
- Address any/all communication from parents, coaches and players in coordination with the President and Director of Coaching and Player Development.
- Chair of the Coaching Committee.
- Assist the Director of Coaching and Player Development in the distribution of information from the board to all programs.
- Serves as the direct oversight and consultant for the Director of Coaching and Player Development.
- Act for and with the full authority of the Director of Coaching and Player Development in his or her absence.

Elected Directors Descriptions and Responsibilities

(a) Director of Referees

- Responsible for the management and administration of all the referee needs associated with all the Westside Soccer Club programs.
- Oversee referee development and arrange for referee training in coordination with the Club Referee Assignor.
- Coordinate with Referee Assignor and Site Supervisor on execution of the club's weekly schedule.
- Creates and manages contracts associated with the Referee Assignor, Site Supervisor and Certified

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Referee Trainer. Coordinates all terms of the contract.

- Chair of the Referee Committee, which shall include the Club Assignor and the Certified Referee Trainer as members.

(b) Director of Communications & Marketing

- Create, submit for board approval, and execute a Club Communication Plan to include managing the communication channels of press releases, newspapers, flyers, brochures and other modes of communication.
- Coordinate the publication and promotion of all WSC events and programs.
- Work with local press and community to manage and promote WSC activities
- Manage all internal and external Club communications including press releases, news articles...etc...
- Oversee and coordinate Club website content and maintenance with Webmaster and ensure proper filtering of all posted content.
- In conjunction with the President, manage website and other electronic media user names and passwords.
- Chair of the Communications and Marketing Committee.

(c) Director of Fundraising and Sponsorship

- Shall be responsible for the oversight of the fundraising and sponsorship of the Club. Report concession activities at monthly board meeting.
- Create (in conjunction with the Executive Board) and manage the Club-wide sponsorship and fundraising strategy. Devise procedures and policy aligned with the strategy.
- Solicit donations and sponsorships from organizations and business community.
- Coordinate and monitor all Club team sponsorships to avoid duplicity.
- Should recruit and lead a team/committee to assist with all fund-raising and sponsorship activities.
- Issue monthly reports to the Board on sponsorship and fundraising activities.
- Chair of the Fundraising Committee

(d) Director of Field Maintenance and Operation

- Responsible for coordinating field set-up and take down with coaches/volunteers for practices and game day.
- Serves as WSC Liaison with the City of Jacksonville ensuring all field maintenance are provided as outlined in the Club's lease agreement.

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- Coordinates and oversees the purchase of all Field equipment (Nets, Goals, Paint...etc...) and its maintenance/upkeep.
- Present facility needs to the Board to ensure facilities and equipment are available for the needs of our programs.
- Chair of the Facilities and Equipment Committee

(e) Director of Recreation

- Assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development with the activities and duties associated with the WSC Recreational Soccer Program
- Serve as a liaison and assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development in the distribution of information from the Board to the Recreational coaches and members
- Monitor and coordinate all the Recreational program soccer related activities with the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development
- Assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development with the daily operations, activities and duties associated with the WSC Recreation.
- Shall serve as a member on the Coaching Committee
- Shall serve as the chair for the Recreation Sub-Committee

(f) Director of Academy

- Assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development with the activities and duties associated with the WSC Academy Program
- Serve as a liaison and assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development in the distribution of information from the Board to the Academy coaches and members
- Monitor and coordinate all the Academy program soccer related activities with the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development
- Assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development with the daily operations, activities and duties associated with the WSC Academy programs.
- Shall serve as a member on the Coaching Committee
- Shall serve as the chair for the Academy Sub-Committee

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(g) Director of Select

- Assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development with the activities and duties associated with the WSC Select Program
- Serve as a liaison and assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development in the distribution of information from the Board to the Select coaches and members
- Monitor and coordinate all the Select program soccer related activities with the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development
- Assist the Vice President of Coaches/Soccer Program Operations and Director of Coaching and Player Development with the daily operations, activities and duties associated with the WSC Select programs.
- Shall serve as a member on the Coaching Committee
- Shall serve as the chair for the Select Sub-Committee

(h) Director of Volunteer Coordination

- Coordinate the recruitment of volunteers for specific functions as required by the club.
- Work with the President and the Board to identify, communicate and coordinate volunteer responsibilities.
- Work with the President to plan and execute volunteer appreciation activities.
- Communicate early and often with the WSC Board and all coordinators to determine the level of help they need in the coming year.
- Create tracking method for parents to report the hours they have worked for the Club

(i) Director of Uniforms and Trophies

- Serves at the single point of contact for all uniform related concerns and uniform contracts.
- Coordinates all uniform ordering with Treasurer and uniform distribution to coaches and teams.
- Shall work with the coaching committee on uniform selection and present uniform recommendations to the board.
- Coordinate the planning, ordering and distribution of trophies for the Academy and Recreation programs.

(j) Board Member at Large

- Responsible to perform all duties and areas of responsibility as determined and assigned by the President.

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(k) Immediate Past President / Immediate Past Treasurer

- Responsible for assisting and serve in an advisory capacity to the President and/or Treasurer.

5.6 Other Positions

Other non-officer positions in the Club shall include:

- (a) **Club Administrator.** The Club Administrator shall be the chief administrative staff person of the Westside Soccer Club and, subject to the supervision of the Board, shall report directly to the President, or his or her designee, and shall perform such duties as may be incident to his or her office or specifically delegated to him or her by the Board. The Administrator shall be selected by and serve at the pleasure of the Board and receive such compensation as determined by the Board.

The Administrator shall act as Registrar of the Club and shall be responsible for the registration and eligibility of all players and teams within the jurisdiction of the Club. The Club Administrator shall coordinate with the Vice President – Administration and Registrar for all club administrative matters and registration.

- (b) **Grievance Liaison Officer.** Grievance Liaison will be nominated by the President and approved by the board at the beginning of each soccer season. The Grievance Liaison is responsible to coordinate the steps of the grievance process as outlined in the WSC Policy and assist in attempts to reach a resolution at the lowest level possible. The Grievance Liaison shall provide policy information, ensure that the approved procedures are followed and provide guidance throughout any grievance process. When any grievance reaches a formal written grievance (Step 3 of WSC Policy) and is submitted, the grievance liaison shall present the grievance and any supporting materials to the WSC Board.

Article VI Finance

- 6.1 **Approval of Budget.** At the close of each Club fiscal Year, a preliminary budget shall be constructed by the incoming President and the Treasurer for the upcoming Club fiscal Year. The Board must approve a budget before the first game of the season begins for the following Club fiscal year.
- 6.2 Expenditures not covered by the budget must be approved by the Board with 2/3rd's vote needed to carry.
- 6.3 **Written Reports.** It is the responsibility of the finance committee to supply to any parent who requests it, a written report showing The Club's assets, liabilities, revenues and expenditures.
- 6.4 **Writing Checks.** Checks written on the Club's account shall require two (2) of the following four (4) signatures: The President, The Vice President-Executive (in the absence of the President), The Treasurer and/or the Club Administrator. Two signatures from the same household shall not be allowed.

Article VII Meetings

- 7.1 **Open Board Meetings.** All Board meetings shall be open to voting members and invited guests.
- 7.2 **Annual Meeting.** The Annual meeting shall be held annually toward the end of the fiscal year.
- 7.3 **Solicitation in Meetings.** There shall be no solicitation of funds or sale of tickets for events or raffles for any purpose whether charitable, civic, or commercial from the floor during a Board meeting, unless said solicitation is for a Club project duly authorized by the Board of Directors and specially

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granted permission to solicit funds or raise money at a Board meeting has been previously obtained from the Board and included on meeting agenda by the presiding officer.

7.4 **Conduction of Meeting.** All meetings will be conducted using **Robert's Rule of Order** as a guide.

Article VIII Elections

8.1 **Election of Officers.** At each annual meeting (**that is posted or communicated by acceptable means for all members to see**) the Board of Directors of the Club shall be elected as required by bylaw (5.1 Terms) by a majority vote of the members present at the time of the election. Should an office become vacant, nominations to complete the current term shall be taken up within 30 days and voted upon at the next regular meeting of the board.

8.2 **Nominations.** A Nominating Committee consisting of no less than three (3) board members and five (5) total members will be appointed by the President and approved by the Board of Directors by August 30th. The Nominating Committee shall canvas the membership for nominees in an effort to provide a cross program representation as well as to fully leverage existing skill sets for the upcoming vacant positions. The Nominating Committee shall nominate candidates for each upcoming vacant position at the regular schedule board meeting held in September. Additional nominations from the Club may be taken from the floor during the September board meeting. Voting will be held at the annual general meeting in October, with the newly elected officers or directors assuming their new positions and commencing their elected term on November 1st. All officers or directors shall deliver to their successors all official club material within ten (10) days following the expiration of their term.

Article IX Removal of Officers, Board or Participating Members

9.1 **Grounds.** Any Officer, Board or Participating member may be removed from office and or membership for conduct found to be detrimental to the best interest of The Club.

9.2 **Procedure for Removal.** A petition stating the charges against an Officer, Board or Participating member shall be filed with the Board of Directors and must be endorsed in writing by three members of the Board. A copy of the charges shall be mailed or faxed to each member of the Board at least ten (10) days before the question of removal is to be placed on the Board agenda. Petitioners shall present their case and the accused may be heard if so desired. No removal proceeding shall be held more than once on the same evidence.

9.3 **Hearing Committee.** The board of Directors shall serve as a hearing committee in the case of a removal hearing.

Article X Amendments

10.1 These Bylaws may be amended by the membership of The Club by the following procedure:

(A) **The Proposed Change.** The proposed change or amendment of the bylaws must be **mailed (or other acceptable means)** to the board not less than ten (10) days or more than thirty-one (31) days prior to the Board meeting at which the proposed change is to be introduced. All proposed changes must be also sent out to members of the Board and must be first considered and approved by the Board of Directors.

(B) **Board Approves Proposal.** Should the Board approve the proposed change, it shall be the duty of the President, at the expense of The Club, to mail or fax copies of the proposed change to the participating membership in accordance with this Article.

(C) **Board Disapproves Proposal.** Should the board not approve the proposed change, anyone wishing to present the proposed change to the participating membership shall assume the responsibility and the

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cost of copying and mailing or faxing the change to the participating membership in accordance with this Article.

- (D) Notifying Participating Membership.** In order for the participating membership to consider any change of these Bylaws, the proposed change and the position of the Board must be mailed (**or other acceptable means**) to the participating membership at least ten (10) days prior but not more than thirty-one (31) days before the next meeting at which it is to be introduced. The communication to the membership must specify the date and place of the Board meeting at which the proposed change is to be finalized.
- (E) To Finalize Amendment To Bylaws.** It shall be necessary to have at least eleven (11) active members present in order to change, suspend or amend these Bylaws, with the simple majority of the vote carrying.

Article XI Committees

- 11.1 Finance Committee:** The finance committee shall consist of the President, The Treasurer and three (3) other Board members. The **Treasurer** will serve as its Chairman. The finance committee will implement an independent financial review of the clubs books at least every two years.
- 11.2 Parental Advisory Committee:** It shall be the responsibility of the parental advisory committee to collect information and ideas from the parents of The Club to formulate recommendations to the Board for discussion and /or action for the betterment of The Club. The President shall annually appoint a Chairperson of the Committee whose term shall run from June 1st – May 31st.
- 11.3 Referee Committee:** The referee committee shall oversee recruiting, training and referees scheduling. They will also handle any and all referee situations that may occur. This committee will be **chaired by the Director of Referees.**
- 11.4 Coaching Committee:** The coaching committee shall oversee placement and training of all coaches and to recommend minimum standards, requirements, and conduct for persons coaching or training in the club. They will be responsible for assisting in distributing information from the Board to the coaches in a timely manner. The coaching committee will be **chaired by the Vice President of Coaches/Soccer Program Operations. This committee also has a Recreational, Select, and Academy subcommittee where the Director of each appropriate program will serve as the chair.**
- 11.5 Facilities and Equipment Committee:** The facilities and equipment committee shall be responsible for securing and marking fields, setting up and taking down of goals, and any other duties the Board may assign to it. The facilities and equipment committee will be chaired by the Director of Field Maintenance and Operation.
- 11.6 Communications and Marketing Committee:** The communications and marketing committee shall be responsible to promote awareness of WSC activities and initiatives for both external and internal requirements. The committee is responsible for the development and execution of an integrated communication and marketing plan that will increase visibility and awareness of the WSC. The committee shall coordinate and facilitate the club's communication resources. The Director of Communications and Marketing shall chair the committee.
- 11.7 Fundraising and Sponsorship Committee:** The committee shall create and direct all fundraising or sponsorship activities. Activities should involve identification of appropriate sponsors, creation of a

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sponsorship package, solicitation for sponsors, coordinating all fundraising activities within the club and coordinating all collection of funds with the Club Treasurer. The Director of Fundraising and Sponsorship shall chair the committee.

11.8 Concessions Committee: The concessions committee will oversee the operations of the club's concessions. The President shall annually appoint a Chairperson of the Committee who's term shall run from June 1st – May 31st. The Chair is responsible to report the activities and concession revenues on a monthly basis to the board. Additionally, all daily sales reports and deposits shall be coordinated with the Club Treasurer. The Club Treasurer and Club Administrator shall be standing concessions committee members.

11.9 Ad Hoc or Task Committees. The Board President will have the authority to name ad hoc committees when needed. (Including Nominating Committee, refer to nominations)

11.10 Members for Each Committee. All committee activities will be overseen by Vice President and consist of at least four (4) members. At least one of which must be a Board member. Committee chairs will be required to report to the board every time a regular board meeting is held. Motions to Board from committee must have majority support of committee and need no second from Board, **but must be voted and approved by the board for motion to be approved.**

Amended 05/29/03

Amended 04/24/08 (Full Document & Format)

Amended 09/25/08 (6.1, 12.0)

Amended 4/28/2011 (Extensive Change in 4.0, 5.0, 6.4, 8.0, old 11.1 deleted, 12.0 categories).