

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.

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Article IV Board of Directors

- 4.1 **The Board.** A Board of Directors consisting of a minimum of (10) elected Board members and five (5) ex-officio members **for a total of no more than 17**, who are the elected officers of The Club shall have general supervision over the business affairs of The Club.
- 4.1.1 **Board Members.** A minimum of (10) elected Board members.
- 4.1.2 **Officers.** A minimum of five (5) ex-officio members.
- 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 Officers

- 5.1 **Officers Include.** The officers of The Club are as follows: The President, Vice-president, Executive Secretary, Treasurer and the Registrar.
- 5.2 **Term.** All officers, except Board members, will serve for one (1) year or until their successors are duly elected and assume their duties.
- 5.3 **Notification of Officers.** All officers' names must be distributed to all participating members and parents in The Club.
- 5.4 **President.** It is the President's responsibility to administer the general operation of The Club **with** the direction of the Board of Directors. The President will assume chair of advisory committee the Club year following his term as president.
- 5.5 **Vice-President.** The Vice-President is responsible for performing the duties of the President in the event of the latter's temporary absence or inability to act. To exercise general supervision over the committees and areas of responsibility assigned by president. The Vice-President will serve as Secretary in the absence of the Executive Secretary. The Vice-President will assume office of President the Club Year following his term as Vice President **with board nomination vote.**
- 5.6 **Executive Secretary.** Executive Secretary. The Executive Secretary of The Club shall have custody of and maintain all corporate records excluding the financial records. The Executive Secretary shall be responsible for the recording of the minutes of the Board of Directors and shall cause all notices and agendas of meetings to be disseminated. The Secretary will preside over board meetings in the absence of the President and Vice President.
- 5.7 **Treasurer.** The Treasurer shall be responsible to the Board for the custody of The Club's funds as well as for the accurate recording of its receipts and disbursements. The Treasurer shall provide the Board with monthly financial statements composed of The Club's assets, liabilities, revenue and expenses. The Treasurer shall be one of two authorized signers on

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The Club checks and shall be responsible for all financial matters pertaining to The Club. When there is a new incoming Treasurer, the Club's outgoing Treasurer will serve on the Advisory Committee the following Club year to assist the new incoming Treasurer.

- 5.8 **The Registrar.** The Registrar shall be responsible for the coordination of all Club registration activities as well as the compilation of all data resulting from said registrations. The Registrar shall implement all programs and services related to the registration, transfer and tracking of all players and affiliate members.

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 fall registration 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 six (6) signatures. The President, The Vice-President, The Registrar, The Executive Secretary, Treasurer, and 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 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 **Terms.** Members of the Board of Directors shall be elected for terms of office as follows: Each year a minimum of five (5) members will be elected to serve two (2) years. Ex-officio

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members of the Board will serve one (1) year corresponding with their elected office **until their successors are duly elected and assume their duties.**

- 8.2 Election of Officers.** At each annual meeting (**that is posted or communicated by acceptable means for all members to see**) the officers of The Club shall be elected by a majority vote of the members present at the time of the election. Vacancies of officers will be communicated to board as soon as possible and nominations taken up to and voted upon at the next regular meeting of the board.
- 8.3 Nominations.** A Nominating Committee consisting of no less than three board members and five total members will be appointed by the President and approved by the board no later than **March 31st**. The committee shall nominate candidates for each board position at a Board meeting held No later than **the April board meeting**. Additional nominations from The Club may be taken from the floor **during the April board meeting. Voting will be held at annual meeting in May.**
- 8.4 Elected Board Member as Officer.** A Board member with an unexpired term is required to relinquish the balance of the unexpired term if the member is elected an officer thereby becoming an ex-officio member of the Board. The officer is eligible for re-election to the Board when the current term has expired. The vacated Board seat shall be filled for the balance of the unexpired term by nomination and election at the next meeting following the officer's election.

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.

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(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 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 Advisory Board

11.1 **Advisory Board.** An Advisory Board made up of no less than three (3) people will be named by the Board of Directors. **Post ex-officio President will serve as chair and the post ex-officio Treasurer will serve on committee to assist incoming Treasurer.** It is the responsibility of the Advisory Board to help guide The Club and to maintain the purpose for which the Club was formed. The term of office for Advisory Board members shall be no less than one (1) year and no more than three (3) years.

Article XII Committees

12.0 **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 audit of the clubs books at least every two years.

12.1 **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 parental advisory committee will also organize the team parents, and to Organize and execute club wide activities (ie End of Season Party), to develop and recommend event format and generate volunteers.

12.2 **Referee Committee:** The referee committee shall oversee recruiting, training and scheduling of referees. They will also handle any and all referee situations that may occur. This committee will be **chaired by a board member with knowledge of refereeing. The Referee Coordinator will also be on this committee to help with all referee situations.**

12.3 **Coaching Committee:** The coaching committee shall oversee recruiting and training of all coaches. They will be responsible for distributing information from the Board to the coaches in a timely manner. The coaching committee will be **chaired by the Coaching**

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Coordinator and assisted by a board member. This committee also has a Recreational and Select/Academy subcommittee where the coaching coordinator is still chair, but may appoint an assistant leader of each subcommittee with the knowledge needed for promotion and improvement of the club coaching staff.

- a. **Recreational Coaching Committee:** The coaching committee shall oversee recruiting and training of recreational coaches. They will be responsible for distributing information from the Board to the coaches in a timely manner. The coaching committee will be chaired by the Coaching Coordinator **and assisted as stated above.**
- b. **Select and Academy Committee:** The coaching committee will develop curriculum for select and academy players and coaches. The committee will be responsible for distributing information from the Board to the coaches in a timely manner. The coaching committee will be chaired by the Coaching Coordinator **and assisted as stated above.**

12.4 **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 facilities and equipment coordinator.

12.5 **Public Relations Committee:** The public relations committee shall be responsible for, but not limited to fund raising, sponsorships, media coverage and advertising.

12.6 **Concessions:** will oversee and secure concession contracts for each vendor. Will report activities and concession revenues monthly and maintain communication of this to the Club Treasurer.

12.7 **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)

12.8 **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