

# **Constitution and Bylaws**

(As approved January 7, 2011)

## **ARTICLE I**

### **Name**

The name of this organization shall be the Dillsburg Area Soccer Club, hereinafter referred to as "DASC".

## **ARTICLE II**

### **Purpose**

The purpose of DASC shall be to foster and promote the game of soccer on the youth level in, but not limited to, the territory known as Northern York County.

## **ARTICLE III**

### **Affiliations**

The DASC shall be affiliated with the Central Pennsylvania Youth Soccer League (CPYSL). In the event the Bylaws or Standing Rules of DASC are in conflict with those of CPYSL, the CPYSL rule shall take precedence.

## **ARTICLE IV**

### **Organization**

#### **Section 1. Executive Board**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Registrar for Girls, Registrar for Boys, U8 Coordinator, U8 Assistant, Equipment Manager, Field Manager, Coaches' Representative, Skill Assessment/Training Coordinator, Public Relations Officer, and three (3) at large members (one for the U8 Program and two for the U9 and above Program).

The Executive Board is empowered to act on all the club matters by simple majority vote by members present and voting, except expulsion of any player or coach, or amendments to the Constitution Bylaws and Standing Rules.

These matters must be resolved by a simple majority vote of those in attendance from the combined Executive Board and Coaches' Council team representatives. Special conditions applying to amendments are covered in Article XII of these Bylaws.

## Section 2. Coaches' Council

The Coaches' Council shall consist of six (6) registered DASC active head coaches. The Coaches' Representative will serve as chairperson of the council.

The members of this council shall be elected at a meeting of registered DASC head coaches. At said meeting, nominations will be taken and members will be voted in at that time. Makeup of the Coaches' Council shall, to the extent reasonably possible, consist of an equal number of coaches from the girls and boys teams. If there are insufficient coaches from the U9 and above teams willing to serve, coaches from the U8 program can serve on the Coaches' Council.

## **ARTICLE V** **Meetings and Quorums**

### Section 1.

Executive Board meetings shall be held the third Monday of each month. The meeting date may be changed by a majority vote of the Executive Board, providing a meeting is held at least once a month.

### Section 2.

The annual meeting is to take place during the regularly scheduled December Executive Board meeting, but no later than December 31st.

### Section 3.

Special meetings of either the Executive Board or the combined Executive Board and Coaches' Council may be called at any time by the President or at the request of a majority of the combined Executive Board and Coaches' Council. The members affected by the call for a special meeting shall be told the purpose for and notified 48 hours in advance of the meeting.

### Section 4.

- a. 50 % or more of the Executive Board shall constitute a quorum for conducting business at Board meetings.
- b. 50 % or more of the combined Executive Board and Coaches' Council shall constitute a quorum for conducting business at combined meetings.

## **ARTICLE VI**

### **Officers**

#### **Section 1.**

The elected officers of this organization shall be President, Vice President, Secretary and Treasurer.

#### **Section 2.**

All officers and other Executive Board members shall be elected at the annual meeting to serve a term of one (1) year. The President shall be elected from persons who have served on the Board for at least one (1) year.

#### **Section 3.**

The term of office and Board membership shall be from annual meeting until the next annual meeting.

#### **Section 4.**

Vacancies in any position shall be filled by appointment by the President with the approval of the Executive Board. However, in case the Presidency shall become vacant; the Vice President shall assume the position of President for the balance of the term.

#### **Section 5.**

The President shall:

1. Direct and supervise the affairs of the DASC.
2. Preside at all meetings of the Executive Board, Combined Executive Board and Coaches' Council, and the year's annual meeting. If the President and Vice President are unable to attend a meeting, the President shall appoint another Board member to preside.
3. Assign Board members to committees created by the Executive Board, except the Nominating Committee.
4. Enforce the Bylaws and Standing Rules of the DASC which have been properly enacted.

5. Call special meetings as required.
6. Cast the deciding vote on all issues which the Executive Board and Coaches' Council find themselves deadlocked.
7. Represent the DASC at all meeting with outside organizations or groups. If the President or Vice President is unable to attend any such meeting, the President may appoint a designate to attend.
8. Co-sign checks for expenditures of the DASC. In the event of a conflict of interest, the Vice President shall co-sign the checks.
9. Obtain all necessary field insurance, or assign this task to another officer as deemed appropriate.
10. Attend to or assign response to all correspondence of the DASC.
11. Perform or assign all other functions of the DASC as needed.

The Vice President shall:

1. Preside at all meetings in the absence of the President.
2. Represent the DASC at all CPYSL Executive Board Meetings and report back to the DASC Executive Board. If unable to attend any such meeting, the Vice President shall ensure the DASC is represented at the meeting by someone else.
3. Represent the DASC at all meeting with outside organizations or groups in the absence of the President.
4. Serve as chairperson for any committees that she or he is assigned, including the Nominating Committee.

The Secretary shall:

1. Keep the minutes of all meetings.
2. Be custodian of all official records of the DASC.
3. Attend to all correspondence of the DASC as assigned by the President.
4. Notify all members of the Executive Board and/or Coaches' Council of the date and purpose of special meetings as assigned by the President.
5. Exercise all other duties incident to the office of the Secretary.

The Treasurer shall:

1. Have the care and custody of all monies and financial records that belong to the DASC and shall be solely responsible for such monies and records.
2. Pay all authorized bills.
3. Make a report on the financial status of the DASC at each Executive Board meeting.
4. Submit an annual financial report to the Executive Board.
5. Be responsible for the independent audit of the books at the end of the fiscal year as determined necessary by the Executive Board.

The Registrars for Girls and Boys shall:

1. Be responsible, jointly, for organizing and soliciting assistance to accomplish player registration as the Executive Board directs.
2. Be responsible, in their respective genders, for submitting all forms and paperwork that CPYSL or EPYSA requires.
3. Be responsible, in their respective genders, for submitting all player insurance.
4. Maintain all records of players, coaches and team registration for their respective genders.
5. Assist in the draft selection of players as described in the Standing Rules for their respective genders.

The U8 Coordinator and U8 Assistant shall:

1. Be responsible for assisting in the registration of U8 and U6 players.
2. Be responsible for recruiting and selecting coaches for all U8 and U6 teams.
3. Be responsible for the draft selection of players for all U8 and U6 teams.
4. Maintain all records of players, coaches and team registration for all U8 and U6 teams.
5. Assist the field manager in arranging for and caring for fields used by the

U8 and U6 teams.

6. Chair meetings of the U8 and U6 coaches.
7. Be responsible for ensuring that all U8 and U6 coaches are aware of their responsibilities.
8. Assist the club trainer in arranging for coaches' clinics for the U8 and U6 coaches.
9. Assist the club trainer in arranging for coaches' certification classes for the U8 and U6 coaches.
10. Perform all other functions and exercise all other duties as required to coordinate the U8 and U6 programs.

The Equipment Manager shall:

1. Present to the Executive Board for approval, as needed, a list of equipment and uniforms required to properly outfit and operate the DASC teams.
2. Purchase uniforms and other equipment as needed to outfit and operate the DASC teams.
3. Purchase all necessary club patches.
4. Distribute uniforms and equipment as required.
5. Arrange for the proper collection of all equipment and, if necessary, uniforms at the end of the playing season.
6. Arrange for the proper storage of and maintain team equipment during the off season.

The Field Manager shall:

1. Act as safety officer for the DASC. In this capacity, the Field Manager shall bring to the attention of the Executive Board any hazard to player, coaches, or spectators that she or he is unable to resolve.
2. Present to the Executive Board for approval, as needed, a list of equipment that is required to properly equip the DASC fields for practice and official games.
3. Arrange for the proper storage of and maintain field equipment during the off

season.

4. Take care of all necessary communications for insuring adequate practice and game fields.
5. Insure that fields are properly lined and ready for play prior to the start of each scheduled game and for practices.
6. Arrange for the proper maintenance and care of the playing and practice fields. This includes, but is not limited to, mowing and seeding as required. Watering and other practices may also be appropriate.
7. Assist in developing any new fields that the DASC may undertake.

The Coaches' Representative shall:

1. Chair meetings of the DASC coaches of U9 and above teams. Meetings should be held on at least a quarterly basis.
2. Be responsible for ensuring that all DASC coaches of U9 and above teams are aware of their responsibilities, including attendance at mandatory CPYSL coaches meetings, the reporting of scores to CPYSL, and the need to obtain referees in appropriate circumstances.
3. Chair the coaches' council.
4. Recruit coaches for all U9 and above teams.
5. Present a slate of coaches to the Executive Board as outlined in the Standing Rules.
6. Assist in the draft selection of players as described in the Standing Rules.

The Skill Assessment/Training Coordinator shall:

1. Be responsible for coordinating skill assessments for U9 and above teams selection.
2. Be responsible for arranging coaches' clinics and other coaches training.
3. Be responsible for arranging for coaches' certification classes.
4. Be responsible for summer camps and other player training.
5. Recruit new referees as necessary.

The Public Relations Officer shall:

1. Coordinate timely newsletters as directed by the Executive Board.
2. Be responsible for gathering and submitting information on newsworthy activities of the DASC and its teams to local newspapers for publication.
3. Be responsible for the annual tournament program, including the solicitation of advertisements therein.
4. Update and maintain the DASC website as needed, if assigned by the President.

The Members At Large (U9 and above Program) shall assist with any activity deemed necessary by the President, including:

1. Organizing and executing fund raising activities authorized by the Executive Board. This could include, but is not limited to, the sale of sportswear.
2. Coordinate the taking of team and individual pictures or accept a substantial assignment in relation to the Dillsburg Duel Shootout tournament.
3. Represent the DASC at CPYSL Executive Board Meetings as requested by the Vice President.

The Member at Large (U8 Program) shall assist with any activity deemed necessary by the U8 Coordinator, including:

1. Organizing and executing fund raising activities authorized by the Executive Board. This could include, but is not limited to, the sale of sportswear.
2. Coordinate the taking of team and individual pictures or accept a substantial assignment in relation to the Dillsburg Duel Shootout tournament.
3. Assist with maintenance, lining, parent and team coordination, etc. relating to U8 fields, equipment, uniforms and awards.

Members of the Executive Board shall attend all board meetings unless previously excused by the President.

## **ARTICLE VII**

### **Voting**

#### **Section 1**

The DASC subscribes to the principle of one person, one vote.

#### **Section 2.**

a. Matters properly brought before either the Executive Board or the combined Executive Board and Coaches Council shall formally be resolved by a simple voice majority of the eligible members present and voting. The President, at his discretion may call for a roll-call vote.

b. The President may hold votes of either the Executive Board or the combined Executive Board and Coaches Council by e-mail when deemed necessary. When doing so, the President will allow a period of at least 24 hours for discussion of the issue and at least 24 hours for the vote itself. Discussions and votes will take place during the work week unless not practical due to time constraints. All discussions and votes shall be made to all persons included on the voting distribution. Matters on which e-mail votes are held shall be resolved by simple majority of the eligible members that vote.

#### **Section 3.**

a. Election of Board members at the annual meeting shall be accomplished by secret ballot. Each adult affiliated with the DASC, including parents, coaches, board members and/or legal guardians, attending the meeting shall have the power of one vote.

b. The Nominating Committee shall assemble a list of willing candidates for the various positions. More than one candidate may be included on the list for any position. Any member of the DASC wishing to be considered for election to a position must contact the Vice President or other member of the Nominating Committee at least five days in advance of the annual meeting to be placed on the list of candidates and to be eligible for election. In the event the Nominating Committee has no candidates for election to a position, nominations for that position will also be accepted from the floor at the annual meeting.

## **Article VIII**

### **Funds and Finance**

#### **Section 1.**

a. The fiscal year shall be from January 1 to December 31.

- b. An independent financial review of all accounts of the DASC shall be completed by a qualified professional by May 1<sup>st</sup> of each year.

## Section 2.

- a. All funds of the DASC shall be deposited in a designated bank and withdrawn from the bank by the duly elected Treasurer of the DASC.
- b. The Executive Board may invest funds of the DASC in any way deemed proper or necessary.
- c. All expenditures of the DASC shall require the President and Treasurer's signatures.

## Section 3.

All fund raising activities must be approved by the Executive Board prior to the start of such activity.

## Section 4.

The Executive Board retains sole authority for the approval of expenditures of DASC funds.

## Section 5.

The Executive Board may hire persons to perform services for the DASC. Payment for these services will be in an amount decided by the Executive Board.

# **ARTICLE IX**

## **Committees**

### Section 1.

- a. The Executive Board shall create committees deemed proper and necessary to fulfill the purpose and objectives of the DASC.
- b. The President shall seek volunteers and assign officers to the committees created by the Executive Board, except for the nominating committee.

## Section 2.

The President shall be an ex-officio member of all committees except the nominating committee.

## Section 3.

- a. The only permanent committee shall be the Nominating Committee.
- b. The Vice President shall serve as Chairperson and shall select two other Executive Board members to assist.
- c. The committee shall become active in sufficient time to establish a list of candidates for office to present to the DASC prior to presentation at the annual meeting.
- d. Any member of the DASC who has an interest in the purposes and objectives of the DASC shall be considered eligible for nomination, subject to Article VII, Section 3 above.
- e. A person may be nominated for, but not elected to, more than one office.

## **ARTICLE X**

### **Removal of Board Members, Coaches or Other Persons of Authority**

#### Section 1.

- a. Any Board member, coach or other person in authority who fails to fulfill the duties of his or her office or position may be removed from that office or position by the combined Executive Board and Coaches' Council.
- b. The person facing removal must be notified at least forty-eight (48) hours in advance that removal action is being taken against them. If he or she desires, they will be allowed to speak on their behalf at the combined meeting of the Executive Board and Coaches' Council.
- c. A vacancy shall occur when a majority of the combined Executive Board and Coaches' Council, voting by secret ballot, vote for removal.

## **ARTICLE XI**

### **Parliamentary Authority**

#### Section 1.

The DASC wishes to be governed by sound judgment and common sense. Recognizing that these two virtues do not always prevail, for procedures not covered in the Bylaws or Standing Rules of this organization, the current edition of Robert's Rules of Order shall be the authority.

## **ARTICLE XII**

### **Amendments**

#### Section 1.

The Bylaws may be amended, altered or repealed and new Bylaws may be adopted at any combined DASC Executive Board and Coaches' Council meeting by a majority vote of members present and voting, provided that notice of such action and the proposals for changes to any of the Bylaws is posted on the DASC website ([www.dascoccer.org](http://www.dascoccer.org)) at least seven (7) days prior to the meeting at which the proposed amendment or amendments are to be considered for adoption.

#### Section 2.

The Standing Rules of DASC may be amended, altered or repealed and new Standing Rules may be adopted at any meeting of the combined DASC Executive Board and Coaches' Council by a majority vote of members present and voting. The Standing Rules will be posted on the DASC website, along with this Constitution and Bylaws.

#### Section 3.

A Conflict of Interest Policy will be adopted by and may be amended, altered or repealed at any meeting of the DASC Executive Board by a majority vote of the members present and voting. Board members are expected to conduct themselves in accordance with the adopted Conflict of Interest Policy. The Conflict of Interest Policy will be posted on the DASC website.

#### Section 4.

The Codes of Conduct for coaches, players and parents of DASC may be amended, altered or repealed at any meeting of the DASC Executive Board by a majority vote of the members present and voting. Coaches, players and parents of DASC are expected to sign and conduct themselves in accordance with the Codes adopted by the Executive

Board. The Codes of Conduct will be posted on the DASC website.

## ARTICLE XIII Dissolution Clause

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.