

WORKING VERSION



The Ithaca Youth Soccer Academy

BYLAWS

Article I - Organization and Purpose

1. **Name** The name of this organization shall be the Ithaca Youth Soccer Academy, a New York State not-for-profit organization.
2. **Purposes** The purposes of the Ithaca Youth Soccer Academy are:
 - a. To foster, teach and advance the game of soccer within the Ithaca area and environs by developing, promoting, and administering the game of soccer among youth up to, and including, the age of 19.
 - b. To foster and encourage sportsmanship and leadership by all players and persons involved in soccer.
3. **Definitions**
 - a. IYSA: The Ithaca Youth Soccer Academy
 - b. Club; Association: The Ithaca Youth Soccer Academy
 - c. NYSWYSA: New York State West Youth Soccer Association
 - d. USSF: United States Soccer Federation
 - e. Board: **Executive Board of IYSA (TBD)**
4. **Fiscal Year** The fiscal year of the club shall begin on the 1st day of September and end on the 31st day of August of each year.
5. **Affiliation** The IYSA shall affiliate with the NYSWYSA in conjunction with US Youth Soccer and the USSF. In consequence of that affiliation, IYSA members, players, coaches, and personnel shall adhere to rules, regulations, and bylaws of those associations to the extent applicable to their activities connected with the IYSA as follows:
 - a. **Membership:** The membership of the IYSA shall be open to any soccer players, coaches, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the USSF Bylaws.
 - b. **Governing Documents:** The USSF articles of incorporation, bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of the IYSA to the extent applicable under state law, and the IYSA will abide by those articles, bylaws, policies and requirements.
 - c. **Interplay:** The IYSA will abide by the USSF's articles, bylaws, policies and requirements on interplay.
 - d. **Hearing and Appeal Procedures:** The IYSA will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, and NYSWYSA, and the IYSA may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA bylaws and policies. The Federation's Appeals Committee shall have Jurisdiction to approve, modify or reverse a decision. A decision rendered by the IYSA or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee unless the Committee otherwise ordered. The decision made by the IYSA or the NYSWYSA may be upheld, revised, or reversed and remanded

Article II - Membership and Meetings

1. **Nondiscrimination Policy** This Club shall not discriminate against any individual or group of individuals on the basis of race, color, age, sex, religion, national origin or sexual orientation.
2. **Membership** A voting member is defined as a parent or guardian of a player currently playing for a IYSA team. A coach or manager is a member also, if not already by nature of being a parent or guardian of a player. All members of the IYSA must be at least 18 years of age as of the date of registration.
3. **Termination of Membership** The membership of any member shall be terminated upon death, or the member's written request for termination delivered to the president or secretary of the association, or upon the member's expulsion by the Board. On termination of membership, any right, title, or interest of the member in or to the property and assets of the association shall cease.

4. **Suspension and Expulsion of Members:**

- a. Grounds for Suspension or Expulsion: Any member may be suspended or expelled from the IYSA for willful infractions of the IYSA rules or of any bylaw, or for acts of conduct that the Board may deem disorderly, injurious, or hostile to the interests or objectives of the IYSA. The Board must give notice to such offending member of the proceedings against him or her and he or she is provided an opportunity to be heard in their own defense. No person who has been expelled from the Club may have a new membership considered for a period of less than two (2) years. Reinstatement must go before the Executive Board.
- b. Initiation of Suspension or Expulsion: Proceedings under this section shall be initiated by resolution of the Board or on complaint against any member signed by ten (10) other members and filed with the Secretary. On adoption of the resolution or receipt of the complaint, as the case may be, the Board shall schedule the matter to be heard at the first regular, or a special, meeting of the Board. The secretary shall deliver to the accused member, at least five (5) days prior to the date of the hearing, a copy of the time and place of hearing.
- c. Hearing: The President shall preside at such hearing and shall read the charges against the accused member. Such member shall be allowed to make a statement in his or her own behalf, question opposing witnesses, and call witnesses on his or her own behalf.
- d. Determination of Hearing: The Board may, by the affirmative vote of a majority of its members, request the offending member to resign or may suspend or expel the member. Should he or she decline to resign following such request, the Board shall strike the member's name from the rolls.
- e. Proceedings: All such proceedings shall be in compliance with the requirements of US Youth Soccer, the USSF and the NYSWYSA.

5. **Meetings**

- a. Annual Meeting: The Annual Meeting of the IYSA for the election of the members of the Board and the transaction of the general business of the Club shall be held during the month of **November** at a time and place to be determined by the Executive Board. Notice of the Annual Meeting, including starting time, location and agenda shall be communicated to the membership no less than ten (10) days in advance thereof.
- b. Special Meetings: Special meetings may be called at any time by the President or by the President on written request of a majority of the Board or at least 10% of the entire membership of the Club. In the absence of the President, the Vice-President or Secretary may call the meeting. Ten (10) days' notice of any special meeting must be given to the members of the IYSA. The notice must state the starting time, location and agenda of the meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
- c. Quorum: The presence of at least 10% of the voting members shall constitute a quorum at meetings of the IYSA. Each member is entitled to one vote and must be present to vote. There shall be no absentee ballots or proxies allowed.
- d. Parliamentary Procedure: Robert's Rules of Order shall procedurally govern all meetings and proceedings of the IYSA.

Article III - Executive Board

1. **The Executive Board as Governing Body:** An Executive Board shall govern the organization. The Board shall have the power to adopt such policies and authorize such actions as it shall determine to be appropriate for the furtherance of the stated purposes of the association. It shall be

subject only to such limitations as may be contained in its Bylaws, the laws of the United States, or the laws of the State of New York.

2. **Composition and Term of Service:** The Executive Board shall consist of all the Club officers plus no more than three (3) Delegates-at-Large. Delegates-at Large shall have full voting rights and be responsible for tasks as deemed appropriate by the Officers of the Club. Each fiscal year the Officers of the IYSA shall determine the exact number of delegates-at-large prior to the Annual Meeting. The term of all Board members shall be two (2) years, with the term commencing on January 1 and ending on December 1. The President and Treasurer shall be elected in odd-numbered years, and the Vice President and Secretary, and any Delegate(s)-at-Large shall be elected in even-numbered years.
3. **Election to the Board:** The Vice-President, or in his/her absence, such person as designated by the President, shall supervise the election of the Board held at the Annual Meeting. All votes are to be cast on an official ballot prepared by the Vice President. A plurality of votes cast will be required to elect. If a club member, who is nominated for office, is not present at the Annual Meeting, a letter of acceptance must accompany the nomination. A person may be nominated from the floor at the annual Meeting. Vacancies occurring on the Board will be filled until the next annual election by vote of the remaining members of the Board.
4. **Nominating Committee:** A Nominating Committee shall be formed at the **summer** Board meeting. The committee shall be chaired by the Vice-President and shall consist of two (2) additional members. Selection of the additional members shall be by blind draw from those interested. They shall present a full slate at the **October** Board meeting. All nominations will be accepted.
5. **Management of IYSA Property:** Property of the association may be used in accordance with the directions of the Board. The Board shall not incur any debt or liability, or any combination of debts or liabilities, exceeding the net assets of the association. All disbursements of Club funds shall be by check which shall be signed by the Treasurer and either the President, or the Vice-President if in an amount exceeding \$ 250 and by the Treasurer if in an amount of \$ 250 or less.
6. **Insignia, Colors, Badges and Flags:** The Board may adopt insignia, uniform styles, colors and emblems, and flags for the Club, as it deems suitable.
7. **Signatures on Contracts and Formal Documents:** Contracts and formal documents will be signed by two officers of the Club, or by two of its members whom the Board shall designate.
8. **Meetings of the Board of Directors:**
 - a. **Regular Meetings:** Regular meetings of the Board shall be held **monthly** on a day deemed most suitable by the Executive Board - at a time and place designated by the Board. The President shall set the agenda for all regular meetings.
 - b. **Special Meetings:** The President or a majority of the Executive Board may call a special meeting of the Board at any time. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
 - c. **Notice of Meetings of the Board:** The Secretary, or the person or persons calling the meeting, shall notify all Board members of the date, time, place and agenda for all regular and special meetings at least ten (10) days in advance of the meeting.
 - d. **Quorum:** A simple majority of the Board members shall constitute a quorum for the transaction of business at all meetings of the Board.
 - e. **Attendance:** Any member of the Board who is absent from three (3) consecutive meetings without justifiable excuse may be removed from the Executive Board and any office held by a two-thirds majority vote of the Board, provided notice of such action is furnished according to Bylaw III, 8c.

Article IV – Officers and Duties

1. **Designation of Officers:** The Officers of the Club shall be the President, Vice-President, Treasurer, and Secretary.
2. **President:** The President shall be the Chief Executive Officer of the Club, shall preside at all meetings and create all committees, shall appoint chairpersons to all committees within the Club,

shall oversee the daily operation and running of the Club. The President may co-sign approved checks with the Treasurer.

3. **Vice-President:** The Vice-President shall perform the duties of the President in his/her absence, and shall also work with the President on such affairs of this organization as Intra-Club tournaments or play, league participation, and public relations. He/she shall perform such other duties as are usual to the office or as requested by the President. He/she may co-sign approved checks with the Treasurer, shall supervise the Board elections at the Annual Meeting and serve as the chair of the Nominating Committee.
4. **Secretary:** The Secretary shall record the minutes of all meetings, keep records of those present, and supervise correspondence. He/She shall be responsible for past minutes and submit copies of the minutes of all Board meetings to the Board members before the next meeting. Board minutes will be available to members of the Club, after being accepted by the Board. Minutes of membership meetings will be made available to and approved by the membership. All minutes and changes must be dated and housed permanently. The Secretary shall be responsible for the distribution of team rosters and player passes, and may, at his or her own discretion, appoint an assistant (non-board position). The Secretary shall maintain a copy of current Bylaws and Robert's Rules of Order at all meetings.
5. **Treasurer:** The Treasurer shall collect all dues and registration fees, shall be responsible for the deposits of all monies of the Club in a bank account authorized by the Executive Board, shall keep detailed accounts of the income and expenditures of the Club, shall submit monthly reports at each regular meeting as well as quarterly reports, and shall pay all bills approved by the Club. The Treasurer shall be bonded unless this requirement is waived by the Club, and shall also be responsible for insurance coverage.

Article V – Amendments

1. These Bylaws may be amended by the Executive Board at any two consecutive regular Board meetings by a two-thirds vote of the entire Board. Amendments made by the Board must be reported to the membership of the Club at the annual Meeting. These Bylaws may also be amended by a two-thirds vote of the membership present at an Annual Meeting. A notice of a proposed amendment must be included with the notice of a meeting, as per Bylaw II, 5a or Bylaw III, 8c.
2. The Bylaws shall be reviewed on a regular basis at least every 2 years. The committee shall be chaired by a person appointed by the President and shall additionally consist of a minimum of two other members, but limited to a total maximum of 5 members.

Article VI - Dissolution

This Club may be dissolved by the vote of a simple majority of its members. In the event of dissolution, the property of the association shall be distributed by transfer to the New York State West Youth Soccer Association, or to other such non-profit organizations as the Executive Board shall determine by resolution.