

Official By-Laws of the Putnam County Youth Soccer Association (PCYSA)



Article I (Name and Colors)

Section 1 The name of the organization shall be Putnam County Youth Soccer Association (hereinafter referred to as PCYSA). All correspondence relating to PCYSA shall be sent to the following address: P.O. Box 952, Greencastle, IN 46135.

Section 2 The PCYSA shall display the colors of Forest Green, White, and Black. Alternate colors are grey/silver, and gold. All association uniforms and articles should represent some combination of these colors.

Article II (Purpose and Powers)

Section 1 PCYSA is developmental and non-discriminatory. PCYSA will promote and administer the game of soccer among youth and adults in Putnam County, Indiana, without regard to race, ethnic or national origin, creed, gender, or sexual orientation. PCYSA will provide a safe, supportive, and instructive environment in which all members can develop their soccer sportsmanship to its fullest potential at all levels of play.

Section 2 PCYSA may receive or acquire from any source whatsoever in trust or otherwise, by gift or will or otherwise, and hold cash, securities, and real and personal property to the extent from time to time authorized by law; but no such cash, securities, or property shall be acquired, received, or accepted by gift, devise, bequest, or otherwise if the acquisition, receipt, or acceptance thereof is conditioned or limited in any manner that would require the disposition of the income or principal thereof in a manner inconsistent with purposes of the corporation.

Section 3 No part of the net earnings of PCYSA shall inure to the benefit of any member, trustee, director, or officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, or officer shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation.

Section 4 Upon the dissolution of this organization, assets shall be distributed to the local government of the City of Greencastle for public purpose within 2 (two) years.

Section 5 PCYSA is apolitical. No substantial part of the activities of the Corporation shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(h)), or participating in, or intervening in (including the publication or distribution of statement), any political campaign on behalf of any candidate for public office.

Section 6 PCYSA is a non-profit organization. Notwithstanding any other provision of these articles, the Corporation is organized exclusively for the purpose of educating youth and fostering local, regional, and national amateur sports competition, as specified in Section 501(c)(3) of the internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954.

Section 7 PCYSA shall be affiliated with Indiana Soccer and its membership in US Soccer, US Youth Soccer, and US Adult Soccer, or such state or national soccer organizations that currently govern soccer.

Article III (Membership)

Section 1 Active members of PCYSA shall be defined as: current coaches, assistant coaches, Club Officers, committee members, adult players, and parents or legal guardians of currently active youth players (under 18 years of age).

Section 2 Each member shall be entitled to one vote on all matters brought before any Annual General meeting of members. All votes shall be in person and not by proxy.

Section 3 A member may be suspended for a period or expelled for cause, such as violation of any of the By-Laws or rules for the Corporation, or for conduct prejudicial to the best interest of the Corporation, by two-thirds (2/3) majority vote of the Club Officers, provided that a statement of the charges shall have been mailed by Certified Mail to said member at his/her last recorded address assured at least fifteen (15) days before action is taken thereon. The member shall be given an opportunity to present a defense to the proposed action at the meeting at which the suspension or expulsion is to be voted.

Article IV (Club Officers)

Section 1 The Club Officers shall oversee the strategic direction and assets of the organization, and manage its daily and seasonal affairs. They shall consist of five (5) elected and eight (8) appointed positions. They are:

ELECTED:

1. President
2. Vice-President for Competitive Leagues
3. Vice-President for Recreational Leagues
4. Secretary
5. Treasurer

APPOINTED:

6. Competitive League Assistant
7. Recreational League Assistant
8. Director of Coaching and Player Development
9. Referee Assignor
10. Coordinator of Concessions
11. Coordinator of Sponsorships and Fundraising
12. Coordinator of Facilities and Safety
13. Coordinator of Special Events

Section 2 Voting and quorum. Each Club Officer shall be entitled to cast one (1) vote on any matter of business. A majority of serving Club Officers shall constitute a quorum for the transaction of business.

Section 3 Approvals. Any legal document must be signed by the President and at least one other Elected Club Officer. Any financial document in an amount over \$100 must be signed by at least two Elected Club Officers. All Elected Club Officers must approve any single expenditure over \$1000.

Section 4 The term for Club Officers shall begin July 1 of the current year and end June 30. Elected Club Officers shall serve a term of two (2) years; Appointed Club Officers shall serve one (1) year. The President and VP for Recreational Leagues shall be elected in odd-numbered years; the VP for Competitive Leagues, the Secretary, and Treasurer shall be elected in even-numbered years. Club Officers must attend the majority of regular meetings to remain in good standing and be eligible for re-election or re-appointment.

Section 5 Elected Club Officers shall be chosen at the Annual General meeting of members at the end of the Spring season before their two (2)-year term is to begin. Nominations for elected officers shall be submitted at the monthly meeting in May prior to elections, and shall be communicated to the membership. Individuals must have been members for at least two (2) seasons in PCYSA, thus showing a commitment to participation in, and knowledge of, the organization, in order to be eligible for nomination. Elected Club Offices left vacant may be filled by appointment to complete the term.

Section 6 Appointed Officers will be appointed by majority vote of the elected Club Officers and are entitled to vote in all matters that come before the Club Officers. They serve for a one-year term and can be re-appointed. Appointed Officers must be active Regular Members in good standing.

Article V (Duties of Officers)

ELECTED CLUB OFFICERS

Section 1 President. The President shall be the principal executive officer of the organization responsible for the following:

1. Directing the on-going activities of the organization
2. Preparing the agenda and presiding at all meetings
3. Calling any special meetings as necessary
4. Affixing his/her signature to any legal documents on behalf of the organization
5. Designating all committees and committee chairpersons as is necessary for the running of the organization
6. Promoting and representing PCYSA in the community and with state and national governing authorities for soccer.

Section 2 Vice-President for Competitive Leagues. The Vice-President for Competitive Leagues shall in the President's absence assume the duties of the President and be responsible for the following:

1. If the President is unable to complete his/her term of office, serving the remainder of the unexpired term
2. Organizing the seasonal competition for the Competitive Leagues (e.g., Rec+ and Travel) at all age levels, communicating with club members, and coordinating with the governing authorities for soccer in Indiana
3. Organizing player passes (serving as the Registrar for the club)
4. Arranging uniforms, equipment, and photographs for Competitive teams
5. Promoting and representing PCYSA in the community

Section 3 Vice-President for Recreational Leagues. The Vice-President for Recreational Leagues shall be responsible for the following:

1. Organizing the seasonal competition for the Recreational Leagues at all age levels
2. Organizing uniforms, photographs, awards, schedules, coaches, and the seasonal tournament.
3. Promoting and representing PCYSA in the community

Section 4 Secretary. The Secretary shall maintain all historical records of the organization, safeguard those records, provide the officers with written documentation upon request and be responsible for the following:

1. Preparing minutes for all meetings called by the President
2. Presenting the minutes at each meeting
3. Maintaining the organization's online presence and social media (pcysa.com)
4. Notifying the membership, within three (3) days, of any change of time or venue for the Regular Monthly Meetings as specified in these by-laws.

5. Notifying the membership, within fourteen (14) days, of the time and place of the Annual General Meeting and any special meetings that may be called by the President as specified in these by-laws
6. Upon vacation of the position, turning all historical records over to the person assuming the position
7. Promoting and representing PCYSA in the community

Section 5 Treasurer. The treasurer shall safeguard the organization's assets by maintaining accurate records of the source and application of all the organization's funds and inventory quantities, offer documentation upon request, successfully pass a background check by the organization's financial institution, successfully become bonded, and be responsible for the following:

1. Handling funds for PCYSA which includes receipts of monies, deposits and disbursements
2. Providing statements of accounts at every scheduled Regular Meeting
3. Maintaining a checkbook of all disbursements
4. Requiring a written invoice bill or statement before making any disbursements
5. Ensuring that officers authorize all funds distributed by PCYSA
6. Working with the Referee Assignor and Competitive League coaches to track and disburse referee fees.
7. Promoting and representing PCYSA in the community

APPOINTED CLUB OFFICERS

Section 6 Competitive League Assistant. The Competitive League Assistant shall assist the Vice-President for Competitive Leagues in all necessary tasks, including registration, publicity, rosters and player passes, coach recruitment, schedules, communication, uniforms, spirit wear, etc.

Section 7 Recreational League Assistant. The Recreational League Assistant shall assist the Vice-President for Recreational Leagues in all necessary tasks, including registration, publicity, rosters, coach recruitment, schedules, communication, uniforms, photos, awards, spirit wear, etc.

Section 8 Director of Coaching and Player Development. The Director of Coaching and Player Development shall be responsible for the following:

1. Coordination of player and coach tryouts and evaluations for all leagues
2. Coordination, monitoring, and provision of education for coaches, players, and officers
3. Working with coaches, teams, players, parents and other interested persons identified as having problems with their approach to other players, teams, parents, coaches, or referees at the request of the Club Officers
4. Communication with coaches and age group coordinators on a regular basis to provide coaching information and resources
5. Maintaining a list of resources and materials for coaches availability
6. Overseeing the conduct of all coaches and assistant coaches in PCYSA
7. Monitoring and informing the membership of opportunities for players to participate in Indiana Olympic Development, soccer clinics or camps, etc.

Section 9 Referee Assignor. The Referee Assignor (a paid position) shall be responsible for the following:

1. Making assignments for referees for both the Recreational and Competitive Leagues, and providing the referee schedules at least three (3) days before the games, and notice of any changes to the schedules, to all Club Officers.
2. Coordinating with the Treasurer, and tracking, the payment of referee fees.
3. Evaluating the performance of referees
4. Providing referees information about developmental clinics or resources

5. Organizing local referee certification clinics

Section 10 Coordinator of Concessions. The Coordinator of Concessions shall be responsible for the following:

1. Ordering and maintaining materials and food and drink supplies for sale at the concession stand
2. Organizing the staffing of the concession stand during Recreational and Competitive Games, and any Special Events
3. Coordinating and tracking volunteer hours

Section 11 Coordinator of Sponsorships and Fundraising. The Coordinator of Sponsorships and Fundraising shall be responsible for the following:

1. Arranging sponsors for Recreational and Competitive teams, and invoicing sponsors within one week of ordering the Recreational team uniforms.
2. Reporting the status of sponsorships at Regular Meetings
3. Arranging player uniforms for Recreational teams
4. Organizing periodic fundraising campaigns for PCYSA programs or facilities
4. Organizing and distributing sponsor acknowledgements

Section 12 Coordinator of Facilities and Safety. The Coordinator of Facilities and Safety shall be responsible for the following:

1. Ensuring, on a weekly basis, that goals and equipment are in good condition, safe, and securely positioned for play
2. Coordinating field-marking
3. Coordinating field care and maintenance
4. Coordinating Field Days on which equipment is placed or removed at the start and end of the playing season.
5. Coordinating lavatory facilities during the season
6. Overseeing equipment inventory, repair, and purchases
7. Overseeing the removal of trash and recycling

Section 13 Coordinator of Special Events. The Coordinator of Special Events shall be responsible for the following:

1. Arranging events for Fall Opening Day, the Annual General Meeting, and PCYSA-sponsored camps such as (but not limited to) Challenger British Soccer Camps
2. Coordinating the equipment swap, food drive, special sales, and similar activities.
3. Coordinating the Fall small-sided tournament
4. Assisting the Coordinator of Concessions in any functions necessary to the smooth operation of concessions

Article VI (Meetings)

Section 1 Regular Meetings The officers of PCYSA shall hold regular monthly meetings at a time and place the officers shall determine.

Section 2 Special Meetings Special Meetings of the officers may be called at any time by the President or by any three (3) Club Officers. The secretary, three (3) days in advance, shall provide written notice to all members.

Section 3 Annual General Meeting An annual General Meeting is held at the end of the Spring season for the purposes of voting in Club Officers and hearing member feedback. The secretary, fourteen (14) days in advance,

shall provide notice to all members

Section 4 Voting Each officer shall have one vote. Membership shall be represented by one (1) vote per household.

Article VII (By-Laws)

Section 1 The rules contained in the current edition of Roberts Rules of Order shall govern PCYSA in all cases in which they are applicable and do not conflict with these by-laws.

Section 2 These by-laws can be amended by a two-thirds (2/3) vote of the members present at the meeting in which the amendment(s) is/are eligible for vote. The amendment(s) must be read at two (2) meetings and voted on at a third.

Adopted 6 July 2012

These by-laws shall be in effect as of the _____ day of _____, _____

Signed and dated:

NAME

SIGNATURE

DATE