

Evanston Youth Soccer Club Bylaws

Date Adopted: November 2023

Article I: Name and Purpose

1. The name of the organization shall be Evanston Youth Soccer Club, hereinafter referred to as the "Club."
2. The purpose of the Club is to promote and develop the sport of soccer by providing opportunities for participation, coaching, and competition while fostering teamwork, sportsmanship, and community engagement.
3. Evanston Youth Soccer is committed to developing and expanding soccer and providing opportunities for advancement in a positive environment.
4. The Club is recognized as an independent team affiliated with Wyoming Youth Soccer Association and Utah Youth Soccer Association.

Article II: Membership

1. Membership in the Club is open to all individuals who are interested in participating in soccer activities, regardless of gender, race, or skill level.
2. Membership requires compliance with the Club's bylaws, payment of registration fees, and adherence to the Club's code of conduct.

Article III: Governance

1. The Club shall be governed by an elected Executive Board, consisting of a President, Vice President of Recreation, Vice President of Competitive, Secretary, Treasurer, Registrar and additional positions as deemed necessary by the Club.
2. The Club General Board includes Club coaches, team managers, coach director, referee director, equipment director, website manager, community liaison, compliance manager, media manager, fundraiser/sponsor manager, as well as members of the Executive Board.
3. The Club Executive and General Board members shall serve a term of 2 years and may be re-elected for additional terms. The President, Vice President of Club, and Registrar shall be elected in odd numbered years. The Vice President of Recreational, Secretary, and Treasurer

shall be elected in even numbered years. A six month overlap for training from the old position to the new position is recommended.

Article IV: Voting and Vacancies

1. Elections for the Executive and General Board shall be held annually during the Club Community Meeting.
2. All Registered members of the Club over the age of 18 are eligible to run for office and vote in the elections of Executive and General Board members.
3. Any Club member may nominate themselves or someone else to the Executive or General Board during the annual Club Community meeting, with nominations due by October 1st.
4. Nominees must be present at the annual Club Community meeting to be elected. Newly elected persons must be registered with the Club and pass a background check.
5. Any Board member may resign at any time by submitting a written resignation to the President. Any resignation shall become effective at the next Board meeting.
6. Attendance is vital to a united Executive and General Board as it allows for collaboration and forward momentum toward goals. Thus, Executive and General Board members are required to attend **at least** one meeting quarterly. Any Board member not fulfilling their responsibilities will be considered as having resigned without notification and the Board may consider removal.
7. If it becomes necessary to make adjustments to the Executive or General Boards, the Executive Board shall have authority to elect a new officer to fill the vacancy for the remainder of the term. The Executive Board can prioritize and fill Board positions at their discretion. The Executive Board has final voting and veto rights regarding positions on the General Board.
8. In the event of the resignation or removal of the President, a Vice-President shall immediately assume the duties of President.

Article V: Duties of Executive Board Members

The Club officers shall exercise and perform the respective powers, duties, and functions as stated below and as may be assigned to them by the President and Executive Board. All Executive and General Board members must attend monthly meetings unless excused by the Executive Board.

1. The President shall preside over all Club meetings, represent the Club in external matters, and provide leadership and guidance to other Board members. The President is the primary leader of the soccer club and provides overall direction and guidance to the Executive Board and the entire organization. Responsibilities include presiding over meetings, representing the club in external matters, fostering a positive Club culture, signing legal documents, being a co-signer on the bank account, and ensuring that the Club's goals and mission are upheld. The President will oversee the general board member positions for community liaison, media manager and website manager.

2. Vice Presidents over Recreational and Competitive shall assume the duties of the President in their absence and assist with various Club activities as necessary.

- a. The Recreation Vice President is responsible for managing all aspects of the recreational soccer program. This includes determining program costs, overseeing uniforms, advertising and promotions, organizing team and individual pictures, overseeing the round-robin tournament, coordinating field setups, scheduling practices and games, and serving as the main point of contact with the recreational center for contract-related matters. This position is also a co-signer on the bank account. The Recreation Vice President will oversee the General Board member positions of referee director, equipment director and assistant and the coach director in matters that involve the recreation soccer league.
- b. The Competitive Vice President oversees the competitive Club coaches and teams. This role involves selecting and managing competitive coaches, overseeing team formations, coordinating tournament participation, facilitating communication between competitive teams and the board, and ensuring that the competitive program aligns with the Club's overall mission and has an understanding of the policies of the leagues the Club participates in. The Competitive Vice President identifies suitable tournaments for Club teams, communicates these opportunities to coaches, and helps facilitate team registrations. This role involves researching and coordinating tournament details and ensuring that teams are well-prepared for participation. This position is a co-signer on the bank account. The Competitive Vice President also oversees the coach director and equipment director and assistant in matters that involve the Club competitive soccer league.

3. The Secretary shall maintain Club records, handle correspondence, and document minutes of meetings. The Secretary is responsible for documenting accurate minutes of all Club meetings, including Executive and General Board meetings and the annual Community meeting. They maintain an organized record of these minutes, handle official correspondence, and assist in ensuring that all Club members are informed about upcoming events, decisions, and important matters, and functions as a co-signer on the bank account.

4. The Treasurer manages all financial aspects of the Club. This includes collecting membership fees, handling payments, maintaining accurate financial records, preparing financial reports, budgeting for Club activities, and providing regular financial updates to the Executive Board and Club members. This role is a co-signer on the bank account and oversees the fundraiser/sponsor manager General Board position.

5. The Registrar is responsible for creating programs and inputting the teams into the computer system, ensuring accurate rosters. They manage player registrations, coordinate with coaches, and ensure smooth administrative processes related to team organization. The Registrar communicates with team managers to make sure competitive rosters are compliant, teams are registered for tournaments, and all documentation is ready for tournaments. In the case of separate recreational and competitive programs, there may be one Registrar for each program. This position is a co-signer on the bank account and oversees the compliance manager General Board position.

Article VI: Duties of General Board Members

1. Club Coaches coach a competitive team, a recreational team, or both.

2. Team Managers assist competitive coaches with organization of team rosters, registration of teams for tournaments, and compliance with all tournament details.

3. The Coach Director plays a crucial role in recruiting coaches for the Club, particularly focusing on parents who are willing to coach. They review player registrations and identify potential coaches, facilitate coaches' meetings, communicate coaching expectations, and provide support and guidance to the coaching staff. The Coach Director is responsible for organizing training sessions for coaches. This includes identifying relevant coaching resources, arranging workshops or seminars, and ensuring that coaches have access to the necessary tools and knowledge to effectively develop players' skills and foster a positive coaching environment.

4. The Referee Director coordinates referee assignments for games, ensures that referees are trained and knowledgeable, and manages any referee-related matters. They work to maintain a fair and consistent officiating system throughout the Club's activities and pursue opportunities for referee training.

5. The Equipment Director is responsible for procuring and distributing necessary soccer equipment such as balls, shin guards, jerseys, shorts, and socks. They ensure that each team

has the required equipment and handle distribution logistics, either at coaches' meetings or during the initial practices. This role keeps track of inventory including goals, flags, first aid kits, and all other equipment. The Equipment Director also handles all aspects of the competitive Club's uniforms. This includes organizing the rentals or purchasing of uniforms, managing the distribution of uniforms to players, tracking uniform inventory, and addressing any issues related to refunds or replacements.

6. The Website Manager is responsible for maintaining the Club's website and ensuring that it is up-to-date and organized. They post relevant information, news, schedules, and updates on the website, manage user accounts, and ensure that the website serves as an effective communication tool for Club members.

7. The Community Liaison manages the Club's non-profit status, maintains relationships with the Wyoming Youth Soccer Association, and serves as the point of contact for interactions with the recreational center and community representatives. They facilitate partnerships, collaborations, and positive relations that benefit the Club and its members.

8. The Compliance Manager ensures that the Club operates in accordance with relevant rules, regulations, and guidelines. They oversee coaches' compliance, which may involve verifying background checks, certifications, and other requirements. This role ensures that the Club maintains a safe and compliant environment for all participants.

9. The Media Manager oversees the Club's media presence, primarily through social media platforms such as Facebook. They create and share content that promotes Club activities, events, and accomplishments. This role involves creating flyers, graphics, and other promotional materials to engage Club members and the broader community.

10. The Fundraiser/Sponsor Manager seeks out fundraising opportunities, grants, and sponsorships for the Club. They collaborate with local businesses, secure financial support, and organize fundraising events to generate resources for the Club's activities and field maintenance. The Fundraiser/Sponsor Manager also assists with compliance and maintenance of the Club's 501c3 status.

Article VII: Meetings

1. General meetings of the Club shall be held on a regular basis, with the date, time, and location determined by the Executive Board.

2. The Executive Board shall meet separately as necessary to discuss Club matters and make decisions on behalf of the Club.

3. An annual Club Community meeting where all members of the Club (defined as all parents and guardians of participating children, coaches, referees, Executive Board members and General Board members, and other interested parties) will be held each year with the date, time and location determined by the Executive Board.

4. Notice of all meetings shall be provided to Club members in advance, and a quorum of at least three (3) Executive Board members shall be required to conduct official business. A two-thirds ($\frac{2}{3}$) majority is required for voting matters.

Article IX: Finances

1. The Club's fiscal year shall begin on July 1st and end on June 30th.

2. The Treasurer shall present a monthly financial report to the Executive Board and an annual financial report during the annual Club Community meeting.

3. The Club shall maintain accurate financial records and ensure transparency in its financial management.

4. Fundraising must be done with a purpose.

Article X: Code of Conduct

1. All Club members shall conduct themselves in a manner consistent with fair play, good sportsmanship, and respect for others.

2. Any form of discrimination, harassment, or violence shall not be tolerated and may result in disciplinary action, up to and including expulsion from the Club.

3. The Executive Board may censure, suspend, or remove any Board member with a two-thirds ($\frac{2}{3}$) majority vote whenever, within its judgment, the best interests of the Board will be served thereby. The general membership may, with a two-thirds ($\frac{2}{3}$) majority vote, remove a Board member whenever, within its judgment, the best interest of the Club will be served thereby.

Article XI: Amendments

1. These bylaws may be amended by a majority vote of the Executive Board.
2. Proposed amendments must be submitted in writing and circulated to the Executive Board at least 30 days prior to the vote.
3. Amendments shall take effect immediately upon approval.

Article XII: Dissolution

1. In the event of the dissolution of the Club, all remaining assets shall be distributed to a nonprofit soccer-related organization as determined by the Executive Board.

These bylaws are intended to provide a framework for the governance and operation of the soccer club. Specific details, such as membership fees, age groups, tournament participation, and other operational procedures, may be further defined in the Club's rules and regulations, which can be established by the Executive Board.