

*Keystone Cobras Youth Soccer Club*  
*Bylaws*

*Revised November 14, 2022*

# **KEYSTONE COBRAS YOUTH SOCCER CLUB BYLAWS**

1. **NAME** - The name of this organization shall be the Keystone Cobras Youth Soccer Club (KCYSC), formerly named Halifax Youth Soccer Club, originally established April 1, 1999.
  
2. **PURPOSE** - The purpose of KCYSC shall be to participate in organized soccer, including the development and organization of soccer teams and related soccer events and activities primarily for citizens of northern Dauphin County and may also be expanded to include citizens from the surrounding area. To fulfill this purpose, KCYSC shall establish communication and interaction with other organizations interested in the same endeavors, and shall provide activities, educational and otherwise, that promote physical fitness in the community.
  
3. **TAX STATUS** - This club is formed exclusively for educational and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of KCYSC shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that KCYSC shall be authorized and empowered to pay reasonable compensation for services rendered. KCYSC, through its rules, shall exercise complete control of its activities, except in those matters reserved by any other league or organization in which KCYSC-sponsored teams may participate, should KCYSC decide to join any such organization.
  
4. **LEGISLATIVE OR POLITICAL ACTIVITIES** - No part of the activities of KCYSC shall be the for the purpose of developing or disseminating any type of political propaganda or otherwise attempting to influence legislation. KCYSC shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for any public office. Contributions and sponsorships, however, may be received by KCYSC from persons, businesses, or organizations, provided that such funds are utilized for the purpose of fulfilling KCYSC's stated purpose.
  
5. **OPERATIONAL LIMITATIONS** - Notwithstanding any other provisions of these Bylaws, KCYSC shall not carry on any other activities that are unpermitted or inappropriate for:  
(a) an entity exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law);  
or (b) an entity for which contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
  
6. **HEADQUARTERS** - KCYSC Headquarters shall be designated as PO Box 258 Halifax, Pennsylvania 17032, unless otherwise determined by the board.

7. **MEMBERSHIP** - KCYSC shall have no formal membership classes.

8. **NON-DISCRIMINATION** - KCYSC membership and participation in any event sponsored by KCYSC shall not be restricted because of race, sex, creed, religion, national origin, or ethnic group. Each member shall agree to support and adhere to the purposes and regulatory authority of KCYSC or any other league or organization in which KCYSC-sponsored teams may participate. Each member shall agree to follow the rules of the Code of Conduct as detailed in these Bylaws.

9. **PARTICIPATION** - All participants in any activities organized by KCYSC must reside in northern Dauphin County. Participation may be expanded to include the surrounding area.

10. **ORGANIZATION** - The Executive Board of KCYSC shall consist of the following seven (7) individuals (whose positions are described further herein) who shall serve a two-year term commencing June 1 following their election at the Annual General Meeting (AGM).

Elected

- President
- Vice President
- Secretary
- Treasurer
- At-Large Member
- Risk Management Coordinator

Appointed

- Registrar
- I.T. Administrator

All Executive Board offices shall be elected biennially (serving two-year terms) with no automatic succession to another office. All Executive Board members shall physically reside within northern Dauphin County or be the legal guardian for a registered player (either spring and/or fall season) who resides within northern Dauphin County. Northern Dauphin County is defined as a location within the following school district boundaries: Halifax, Millersburg, Upper Dauphin. The appointed positions shall be voted on by the elected Executive Board. A majority vote is required for an individual to be appointed to the position. The Executive Board shall constitute a quorum with the presence of four (4) Board members.

A Board member may submit a resignation to the President whenever appropriate. When a vacancy occurs on the Board, except that of the President, the unexpired term of such office shall be filled by presidential appointment, subject to confirmation by a simple majority vote of the Executive Board. When a vacancy occurs in the office of the President, the Vice

President shall automatically become the President for the unexpired term. A new Vice President shall be appointed by the succeeding President and confirmed by a simple majority vote of the Executive Board.

## 11. DUTIES OF EXECUTIVE BOARD MEMBERS

### PRESIDENT

- Preside at all Executive Board and Annual General Meetings.
- Enforce, amend, and maintain the Bylaws and such rules and regulations which have been enacted by the Executive Board.
- Call meetings as needed and cast a deciding vote on all issues at which Executive Board members find themselves deadlocked.
- Supervise the affairs of KCYSC.
- Attend league meetings in which teams organized by KCYSC participate.
- Sign all contracts and ex-officio documents with the Executive Board Secretary or Treasurer when same have been duly authorized.
- Ensure that all insurance matters are finalized prior to season start.
- Communicate and interface with any other organizations, including Halifax Area Recreation Authority (HARA) and any leagues in which teams organized by KCYSC participate.
- Responsible for buying uniforms and distributing them.
- Determine if fields are playable during poor weather conditions and communicate that to head coaches and any league in which teams organized by KCYSC participate.
- Perform any other related duties as needed to effectuate the duties of this office.

### VICE PRESIDENT

- Act as Field Coordinator
  - Oversee the lining of fields and coordinating their maintenance (mowing) as applicable or required.
  - All duties of the Field Coordinator shall be performed in cooperation and consultation with the owner or operator of any fields on which teams organized by KCYSC play or otherwise utilize.
- Assist the President, as necessary.
- Identify equipment requirements (i.e.: balls, pumps, lining equipment, paint, goal nets, scrimmage vests, first aid kits, etc.) and purchase of such items as needed.
- Perform any other related duties as needed to effectuate the duties of this office.
- In the absence of the President, the Vice President shall exercise all the duties and power of the President. In the event of resignation, incapacity or death of the President, the Vice President shall serve as President of KCYSC for the unexpired term.

### SECRETARY

- Responsible for all aspects of public communications and public relations relating to the KCYSC.
- Keep and maintain a record of all the proceedings of the Executive Board.
- Provide agenda and minutes for all meetings.

- Coordinate publication of KCYSC news items, advertisements, and newsletters as needed.
- Responsible for researching and obtaining sponsors for KCYSC.
- Responsible for organizing any KCYSC fundraisers.
- Responsible for creating and distributing the Code of Conduct.
- Responsible for organizing team and individual pictures.
- Sign contracts and other documents of KCYSC with the President.
- Perform any other related duties as needed to effectuate the duties of this office.

#### TREASURER

- Responsible for managing and reporting KCYSC finances.
- Deposit all monies in the name of KCYSC in such place(s) designated by the Board.
- Sign all checks, execute all payments for any bills or invoices incurred by KCYSC (including, but not limited to all referee fees, field fees and fees associated with any league in which teams organized by KCYSC participate).
- Report the state of finances at Executive Board meetings or whenever required by the President.
- Submit a written statement of accounts at the Annual General Meeting.
- Prepare any tax- related documents, as required.
- Perform any other related duties as needed to effectuate the duties of this office.
- Provide referee fees to each coach.

#### RISK MANAGEMENT COORDINATOR

- Responsible for verifying clearances are complete and in compliance with EPSYA guidelines for each coach and board member.
- Responsible for verifying all training is complete and in compliance with EPYSA and CPYSL guidelines for each coach and board member.
- Responsible for notifying coaches when clearances are expiring.
- Responsible for notifying coaches when training certifications are expiring.

#### REGISTRAR

- Responsible for registering players in accordance with the procedures required by KCYSC, or any league in which teams organized by KCYSC participate.
- Responsible for creating, implementing, and collecting registrations, medical releases, and any other information or documentation required by KCYSC or any league in which teams organized by KCYSC participate.
- Provide all coaches with KCYSC coaching expectations and drills.
- Guide all coaches through their coaching requirements, clearances, and registration.
- Check that referees have been assigned by CPYSL, facilitate in obtaining a referee for any game that CPYSL did not assign a referee.
- Attend league meetings in which teams organized by KCYSC participate.
- Perform any other related duties as needed to effectuate the duties of this office.

#### I.T. ADMINISTRATOR

- Develop and maintain the KCYSC website.

- Set up online registration events.
- Act as the club's Risk Management Coordinator.
- Troubleshoot registration issues as they may arise during registration.

12. **EXECUTIVE BOARD MEETINGS** - General Business Meetings of the Executive Board shall be held from time to time, as needed. A majority of Executive Board members is required to constitute a quorum to conduct the business of the Executive Board. Meetings may be held by electronic means if personal meetings are impracticable or inconvenient for the establishment of a quorum.

13. **ANNUAL GENERAL MEETING** - The Executive Board shall meet at the conclusion of the Fall/Spring soccer season. The purpose of the AGM shall be to vote on Executive Board office positions whose terms are expiring and to conduct any other business required by the Executive Board. The AGM will be held annually on the first Tuesday of June, unless otherwise determined by the Executive Board. Changes to the AGM meeting date may be made by majority vote by the Executive Board or by the President. These changes will be communicated at least 30 days in advance of the meeting date. All AGM meeting details and reminders will be posted on the KCYSC website. Meetings may be held by electronic means if personal meetings are impracticable or inconvenient for the establishment of a quorum. Individuals wishing to be considered for open office positions and added to the ballot shall be submitted to the executive board no later than 30 days prior to the AGM.

14. **VOTING RIGHTS** - Each individual serving on the Executive Board shall have one (1) vote. A simple majority vote of those present and voting shall be required for voting on Executive Board offices and amendment of the Bylaws. For removal of a member of the Executive board, a two-thirds (2/3) majority of those voting and present is required.

Section 1. KCYSC shall be governed by its Executive Board. The Board is empowered to vote and act on all KCYSC matters through a majority approval of Board votes.

Section 2: KCYSC member is defined as an adult who has a child enrolled in KCYSC for current season (Fall/Spring).

Section 3. Annual General Meeting - The following matters shall be voted on: election of the Board; approval of the annual budget; approval of any proposed amendments to the Bylaws; and other issues properly brought before the Board for consideration. All KCYSC members are entitled to vote at the AGM.

Section 4. Board Member nomination and voting process: Any member in good standing can nominate another member, also of good standing, for a Board position. Nominated candidates must have a child currently enrolled in KCYSC to serve on the Board. Nominated candidates who have a child that will age out of KCYSC prior to the beginning of the season are not eligible for a Board position.

The process for obtaining nominations and voting for Board positions during the AGM will be conducted as follows.

- A. The current President shall conduct the nomination and voting process.
- B. Nominations for a board position will be solicited from the members attending the AGM. The nominated party will either accept or deny the nomination.
- C. Once all nominations have been made, a vote by secret ballot for that position will occur if there is more than one nominee. If only one member is nominated that member will be placed in that board position by default. In the event of a tie, the tied parties will be invited back into the AGM and given an opportunity to plead their case for the position. A re-vote will then occur. If a tie remains, the current Board has the right to assign the position as a co-position or take a vote of the current Board to determine who will fill the vacancy.
- D. Board positions will be filled in the following order.
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. Member at Large
- E. New Board members will take over all duties at the monthly Board meeting following the AGM.
- F. Immediately follow the AGM, the Executive Board will meet to appoint the Registrar and IT Administrator

**15. COACHES AND PLAYERS GUIDELINES** - Coaches and players shall be subject to the rules and regulations established by KCYSC. The rules and regulations established by the United States Soccer Federation (as may be amended from time to time) and the rules and regulations of any league in which teams organized by KCYSC participate (as may be amended from time to time) are adopted and incorporated herein by reference to the extent that such rules do not conflict with any specific rules established herein.

Any individual interested in being a coach or assistant coach is required to notify the Executive Board. The Executive Board shall appoint and approve any coaches by a majority vote. Coaches shall: be responsible for conducting practices, creating line-ups, and overseeing games; provide instruction to players in a positive, player-affirming manner; and participate in player tryouts (if necessary) for the purpose of selecting team members. Coaches must submit scores to CPSYL for all home games. Coaches must communicate with opposing coach and then CPYSL regarding any game changes.

Coaches must schedule and hold at least three (3) practices prior to the first game played in any season, and thereafter, at least two (2) practices must be held per week with a duration minimum of 2 hours during any week in which a game is played during a season. Games may not be considered a practice. Consideration may be given due to weather restriction and legal holidays.

Coaches, players, and any attendees involved in any event organized or sponsored by the KCYSC shall abide by the following code of conduct:

- Use of tobacco products or alcohol at any time while attending or participating in a KCYSC event is prohibited.
- Good sportsmanship habits will be demonstrated. Use of vulgar or abusive language, throwing equipment, making obscene gestures, and starting or participating in arguments with opposing players, fans, referees, etc. will not be tolerated.
- Use only constructive feedback as a form of discipline. If a player displays bad sportsmanship habits, coaches and parents must explain why the habit is wrong and offer suggestions to correct the habit.
- Physical contact to demonstrate anger or as a form discipline will not be tolerated.

Any violation of rules or regulations must be immediately brought to the attention of an Executive Board officer. As a first offense, the Executive Board shall issue to the offender a written warning, indicating that behavior is unacceptable and must be discontinued. Second offenses of any rules or regulations may result in any punishment determined appropriate by the Executive Board, up to and including removal and banishment from any event organized or sponsored by KCYSC, and imposition of responsibility for any resulting fines that may be imposed upon KCYSC because of the inappropriate behavior.

Coaches shall have the authority to administer penalties to players ranging from a verbal warning to game ejection from a single game for unsportsmanlike conduct or other valid reasons. More severe penalties must be approved and issued by the Executive Board.

16. **TEAM FORMATION** - Teams will be formed by the Executive Board based upon gender and age of the participants as determined by the rules and regulations of any league in which KCYSC participates. If there are more participants than permitted for a single team in a division, but insufficient for the creation of an additional team, tryouts may be held to determine team formation.

If tryouts are required, all new and returning players will be required to participate in order to be eligible for participation on a team. Any exceptions must be submitted to the Executive Board for prior approval.



17. **DISSOLUTION** - Dissolution of KCYSC shall be done in accordance with the laws of the Commonwealth of Pennsylvania. Upon dissolution, KCYSC shall, after paying or making provisions for the payment of all the liabilities of KCYSC, dispose of all the assets of KCYSC to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Dauphin County, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

**AMENDMENTS** - The Bylaws may be amended by a simple majority vote of the Executive Board. Amendments shall be effective on the date adopted by the Executive Board.