

**Charlotte County Soccer Federation  
By-Laws  
July 20, 2018**

**BYLAW I. GOVERNING BODY**

**A. GOVERNING AUTHORITY**

The governing authority of Charlotte County Soccer Federation shall be vested with the Executive Board of Directors or Executive Committee of Charlotte County Soccer Federation (CCSF) whose powers shall be delegated in the Bylaws and will follow all FYSA and CCSF bylaws, rules and regulations as stated in their handbook.

**B. BOARD OF DIRECTORS**

1. The Board of Directors shall be comprised of Twenty One Directors, each having one vote even if they hold more than one position.
  - a. President
  - b. Vice President Recreational Program North County
  - c. Vice President Recreational Program South County
  - d. Vice President Competitive Program
  - e. Secretary
  - f. Treasurer
  - g. Registrar
  - h. Assistant Registrar
  - i. Executive Fundraiser
  - j. Assistant Fundraiser North County
  - k. Assistant Fundraiser South County
  - l. Equipment Operator
  - m. Assistant Equipment Operator
  - n. Field Operator North County
  - o. Field Operator South County
  - p. Communications/Press Release
  - q. Team Coordinator North County
  - r. Team Coordinator South County
  - s. At-Large 1
  - t. At-Large 2
2. The immediate two (2) past presidents of the Federation may be an ex-officio member of the Executive Board of Directors.

**C. EXECUTIVE COMMITTEE**

The Executive Committee of the Executive Board of Directors shall be comprised of the President, Vice President Recreational North and South, Vice President Competitive, Secretary, Treasurer, Registrar, Executive Fundraiser and Equipment Operator.

**D. ELECTION AND TERM OF OFFICE**

1. Officers shall be elected by majority vote of the general membership at the Federation's annual meeting.
2. All officers on the executive committee shall be elected for a two-year term and shall not serve more than two fully elected consecutive terms in that specific position unless additional terms approved by the executive board.
3. Candidates for Federation officers may be nominated by any voting member of the Federation.
4. The President, Secretary, Vice President Competitive, Vice President Recreational South County and Executive Fundraiser shall be elected in even number years and shall assume office at the annual AGM of the year in which they are elected.
5. The Vice President Recreational North County, Treasurer, Registrar, Equipment Operator shall be elected in odd numbered years and shall assume office at the Annual AGM of the year in which they are elected.
6. All Board of Directors (BOD) members **other than** executive committee members shall be elected for one-year term until close of business at the annual AGM.

#### E. MEETINGS OF THE EXECUTIVE BOARD OF DIRECTORS

1. Regular meetings of the Executive Board of Directors shall be held at least once monthly.
2. Meetings of the Executive Committee shall be called by the President as needed.
3. The Executive Board of Directors or Executive Committee shall hold other meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting, in writing, by four or more members of the Executive Board of Directors.
4. At all meetings of the Executive Board of Directors, three members shall constitute a quorum for the transaction of business. Annual General Meeting, seven members shall constitute a quorum.
5. If a meeting is called for the purpose of filling a vacancy, the quorum shall be reduced by one-half the number of vacancies to be filled.
6. Minutes of meetings shall be recorded by the Secretary.

#### F. DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors shall have vested the responsibility and authority to:

1. Interpret and enforce the Federation's Constitution, Bylaws, and Rules and Regulations
2. Formulate and amend Rules in order to serve the best interests and objectives of Federation
3. Reprimand, suspend, bar completely, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Federation's Constitution, Bylaws, and Rules and Regulations
4. Budget for and administer the funds of the Federation subject to ratification and approval of the membership
5. Hire, supervise, and terminate employees
6. Form standing and special committees and appoint individuals to serve on such committees
7. Appoint individuals to fill vacancies on the Executive Board of Directors until the next regular election
8. Maintain the recreational program as the primary and most important function of the Federation.
9. The Executive Board of Directors shall hear and decide Review and Disciplines and shall decide appropriate disciplinary actions for incidents of misconduct.

#### G. DUTIES OF DIRECTOR OF COACHING

1. Serves at the pleasure of the Board of Directors and answers only to the Executive in the event of decision.
2. Design and implement a program to train coaches of all teams and improve coaching.
3. Work with trainers, coaches and players as needed and or scheduled.
4. See Exhibit A and DOC contract for additional duties.

## BYLAW II. DUTIES OF DIRECTORS

### A. GENERAL DUTIES OF ALL DIRECTORS

1. Each director shall carry out his or her duties in a responsible manner, acting only in the best interests of the Federation and its membership.
2. Each director shall be prepared to report on his or her activities and areas of responsibility at meetings of the Executive Board of Directors and general membership.
3. Each director shall follow the Federation's financial policy regarding budget proposals, expense reports, and handling of Federation monies.
4. Each director shall be familiar with the rules of the Federation, FYSA, USSF, and its divisions.

### B. SPECIFIC DUTIES OF DIRECTORS

1. President
  - a. Serves as Chairman of the Executive Board of Directors
  - b. Presides at all meetings of the Executive Board of Directors, and membership
  - c. Serves as an ex-officio non-voting member of all Federation committees
  - d. Appoints committee chairmen as required for all committees
  - e. Votes only in case of a tie vote
  - f. This position will be voted on during any and all "Even Years"
2. Vice President of Coaching and Player Development Competitive
  - a. Works with the Recreational and Director of Coaching to obtain qualified coaches for competitive teams
  - b. Responsible for supervising and evaluating competitive coaches, with the aid of the DOC.
  - c. Hold a mandatory meeting, prior to the first game, for all Competitive players, parents, and coaches informing them of all Program Rules / Regulations as well as the expectations of the Competitive Program.
  - d. Represents the interests of the competitive coaches on the Executive Board of Directors
  - e. Provide Executive and Assistant Fundraisers as well as Field Marshal Competitive Games schedules, changes, and tournaments
  - f. Responsible for compliance of all competitive teams with the Federation's Constitution, Bylaws, and Rules of Play
  - g. Insures the fairness of the evaluation and selection process in choosing players for competitive teams
  - h. Serve as a voting member of the BOD.
  - i. Establish a budget that will accomplish the goals of the competitive program for each Seasonal year.
  - j. In the event that the President is incapacitated, the Vice President of Coaching and Player Development Competitive will assume all responsibilities of the President while also continuing to hold their position.
  - k. This position will be voted on during any and all "Odd Years"
3. Vice President of Coaching and Player Development Recreational/ North County Fields
  - a. Overseas and directs the recreational program with assistance from Director of Coaching for North County fields
  - b. Works with each Director of Coaching in assignment of players and coaches to teams and the scheduling of games in a fair and equitable manner for North County fields
  - c. Works closely with other directors and administrators as well as the coaches to see that

- players are properly registered and assigned (Rostered) to teams, that they receive uniforms and games are scheduled
  - d. Works with the County in coordinating field availability for North County Fields
  - e. Provides the Referee Assignor with game schedules and notification of any changes in schedule for North County Fields
  - f. Serve as a voting member of the BOD
  - g. Establishes a budget that will accomplish the goals of the North County Fields for each Seasonal year.
  - h. Responsible for supervising and evaluating competitive coaches
  - i. Represents the interests of the recreational coaches on the Executive Board of Directors
  - j. In the event that the President and the Vice President of Coaching and Player Development Competitive is incapacitated, the Vice President of Coaching and Player Development Recreational North will assume all responsibilities of the President while also continuing to hold their position and work closely with all others to ensure business continues.
  - k. This position will be voted on during any and all “Even Years”
4. Vice President of Coaching and Player Development Recreational/ South County Fields
- a. Overseas and directs the recreational program with assistance from Director of Coaching for South County fields
  - b. Works with each Director of Coaching in assignment of players and coaches to teams and the scheduling of games in a fair and equitable manner for South County fields
  - c. Works closely with other directors and administrators as well as the coaches to see that players are properly registered and assigned (Rostered) to teams, that they receive uniforms and games are scheduled
  - d. Works with the County in coordinating field availability for South County Fields
  - e. Provides the Referee Assignor with game schedules and notification of any changes in schedule for South County Fields
  - f. Serve as a voting member of the BOD
  - g. Establishes a budget that will accomplish the goals of the South County Fields for each Seasonal year.
  - h. Responsible for supervising and evaluating competitive coaches
  - i. Represents the interests of the recreational coaches on the Executive Board of Directors
  - j. In the event that the President and the Vice President of Coaching and Player Development Competitive is incapacitated, the Vice President of Coaching and Player Development Recreational South will assume all responsibilities of the Vice President of Coaching and Player Development Competitive while also continuing to hold their position and work closely with all others to ensure business continues.
  - k. This position will be voted on during any and all “Odd Years”
5. Secretary
- a. Records and distributes minutes of all meetings of the membership and Executive Board of Directors
  - b. Maintains lists of members in good standing and voting eligibility for meetings
  - c. Maintains all permanent records of the Federation.
  - d. Responsible for all written communications of the Federation, meeting notices, communication with FYSA, and contact with other leagues
  - e. Serves as the Federation’s voting delegate to FYSA district and state meetings
  - f. May serve as the Federation’s liaison or representative to local civic and governmental bodies and for other functions as deemed necessary by the President or Executive Board of Directors
  - g. Serve as a voting member of the BOD.
  - h. This position will be voted on during any and all “Even Years”
6. Treasurer
- a. Prepares the annual Federation budget and submits it to the Executive Board of Directors and general membership for approval
  - b. Maintains records and receipts of all money to be deposited in a recognized bank in the name

of the Federation

- c. Pays all accounts by check with his or her signature
- d. Submits financial reports at least quarterly to the President and general membership
- e. Produces all financial records when required by the Executive Board of Directors properly balanced, and reflecting the current financial status of the Federation
- f. Prepares and files tax returns in a timely manner
- g. Prepares any and all documents pertaining to the Federation's Charter of Incorporation and tax-exempt status and is authorized to obtain the services of an accountant or attorney, as appropriate; arranges for periodic audit of the Federation's books
- h. Serve as a voting member of the BOD.
- i. Establish a budget that will accomplish the goals of the committee for each Seasonal year.
- j. This position will be voted on during any and all "Odd Years"

7. Registrar

- a. Arranges for and oversees the annual registration of players
- b. Maintains communications with FYSA concerning procedures for registration of players
- c. Responsible for collecting fees and player forms; submitting all registration data to the state Federation in a timely manner; and ensuring that all players are properly registered
- d. Assists the Recreational and Director of Coaching as needed with assigning of players to teams
- e. Maintains proper records of bids received and accepted
- f. Obtains signed Employment/Volunteer Disclosure Statements for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the Federation
- g. Serve as a voting member of the BOD.
- h. Establish a budget that will accomplish the goals of the committee for each Seasonal year.
- i. This position will be voted on during any and all "Odd Years"

8. Assistant Registrar

- a. Assist the Registrar with annual registration of players
- b. Assist the Registrar with collecting fees and player forms; submitting all data to the state Federation in a timely manner; and ensuring that all players are properly registered
- c. Assist the Recreational and Director of Coaching as needed with assigning of players to teams
- d. Serve as a voting member of the BOD

9. Executive Fundraiser

- a. Responsible for establishing contracts with local and national sponsors that will generate revenues that meet with the requirements of the BOD.
- b. Responsible for finding and applying for grants that club qualifies for.
- c. Responsible for special events (i.e. Carnival)
- d. Shall work with the Treasurer to assure proper accounting of all funds received.
- e. Serve as a voting member of the BOD
- f. This position will be voted on during any and all "Even Years"

10. Equipment Operator

- a. Responsible for researching type, style, manufacturer, and cost of uniforms, equipment, trophies and medals for recreational and competitive programs as approved by the Board of Directors.
- b. Responsible for securing, checking quality and distributing the uniforms, equipment (tents, coolers, etc.), trophies and medals for all teams as approved by the Board of Directors.
- c. Maintain records for all uniforms, goalkeeper shirts, pennies, and any other equipment issued to teams and ordered field equipment (tents, nets, flags, etc.) used throughout the year.
- d. Maintain an inventory of all equipment for both recreational and competitive teams.
- e. Serve as a voting member of the BOD.
- f. Committee members shall serve one year until close of business at the AGM.
- g. Establish a budget that will accomplish the goals of the committee for each seasonal year.
- h. This position will be voted on during any and all "Odd Years"

11. Assistant Fundraiser/North County
  - a. Responsible for the purchasing of all needed items to run the daily operations of the concession stand at the North County Fields
  - b. Shall work with the Treasurer to assure proper accounting of all funds received.
  - c. Maintain an inventory of all items in concession and restock when needed at the North county fields.
  - d. Serve as a voting member of the BOD
  
12. Assistant Fundraiser/South County
  - a. Responsible for the purchasing of all needed items to run the daily operations of the concession stand at the South County Fields
  - b. Shall work with the Treasurer to assure proper accounting of all funds received.
  - c. Maintain an inventory of all items in concession and restock when needed at the South county fields.
  - d. Serve as a voting member of the BOD
  
13. Assistant Equipment Operator
  - a. Assist Equipment Operator in researching type, style, manufacturer and cost of uniforms, equipment and trophies
  - b. Responsible for checking quality and distributing the uniforms, equipment, trophies, and medals
  - c. Maintain records for all uniforms, goal keeper shirts, pennies, and any other equipment issued to teams and ordered field equipment used throughout the year.
  - d. Maintain inventory of all equipment
  - e. Serve as a voting member of the BOD
  
14. Field Operator/North County
  - a. Responsible for the maintenance of the Federations match fields and field equipment at North County Fields
  - b. Responsible for the proper lining of the match fields before each season begins and that all field equipment is ready before each scheduled game day at North County Fields
  - c. May serve as liaison in dealing with owners of practice and match fields.
  - d. Responsible for acquiring practice fields and match fields before each season at North County Fields
  - e. Serve as a voting member of the BOD.
  - f. Work with Equipment Operator to establish a budget that will accomplish the goals of the North County fields for each seasonal year.
  
15. Field Operator/South County
  - a. Responsible for the maintenance of the Federations match fields and field equipment at South County Fields
  - b. Responsible for the proper lining of the match fields before each season begins and that all field equipment is ready before each scheduled game day at South County Fields
  - c. May serve as liaison in dealing with owners of practice and match fields at South County Fields
  - d. Responsible for acquiring practice fields and match fields before each season at South County Fields
  - e. Serve as a voting member of the BOD.
  - f. Work with Equipment Operator to establish a budget that will accomplish the goals of the South County fields for each seasonal year.
  
16. Communications/PR
  - a. Responsible to research prices for advertisements in the newspapers, radio and television.
  - b. Responsible to create advertisements to promote and by research all media avenues for CCSF.
  - c. Work with local media to create exposure for CCSF, by providing upcoming events, games,

standings etc.

- d. Responsible to create a once a month newsletter for distribution to all members of CCSF and the public.
- e. Responsible to assist on all flyers, forms and letters before they are sent out to the public.
- f. Responsible to update any social media.
- g. Serve as a voting member of the BOD.

17. Team Coordinator/North County

- a. Responsible to coordinate all information to Team Managers at North County Fields
- b. Responsible collect all team data to give to PR for newsletter and assist with distribution of newsletter and flyers at North County Fields
- c. Responsible to distribute team picture schedules/forms at North County Fields
- d. Responsible to distribute forms for Carnival and coordinate with Assistant Fundraiser at North County Fields
- e. Coordinate with all volunteers that wish to help with CCSF at North County Fields
- f. Serve as a voting member of the BOD.

18. Team Coordinator/South County

- a. Responsible to coordinate all information to Team Managers at South County Fields
- b. Responsible collect all team data to give to PR for newsletter and assist with distribution of newsletter and flyers at South County Fields
- c. Responsible to distribute team picture schedules/forms at South County Fields
- d. Responsible to distribute forms for Carnival and coordinate with Assistant Fundraiser at South County Fields
- e. Coordinate with all volunteers that wish to help with CCSF at South County Fields
- f. Serve as a voting member of the BOD.

19. At-Large 1

- a. Responsible for any tasks assigned by the BOD and accepted by this member.
- b. Serve as a voting member of the BOD.

20. At-Large 2

- a. Responsible for any tasks assigned by the BOD and accepted by this member.
- b. Serve as a voting member of the BOD.

21. At-Large 3

- a. Responsible for any tasks assigned by the BOD and accepted by this member.
- b. Serve as a voting member of the BOD.

## **BYLAW III. STANDING COMMITTEE**

### **A. GENERAL**

1. The Federation's Executive Board of Directors shall annually confirm the appointment of chairmen and members to serve on standing committees.
2. Specific duties and responsibilities of each committee, procedures for selecting committee members, and job descriptions for committee members shall be established by the Executive Board of Directors and detailed in these Bylaws
3. Committee members who fail to carry out their duties in a responsible manner or whose actions are detrimental to the Federation, and/or its programs may be removed from their position by the Executive Board of Directors.

## B. COMMITTEE RESPONSIBILITIES

Standing Committees and their general areas of responsibility shall be as follows:

1. Protest and Appeals: The Chairman of this committee will be appointed and approved by the BOD who will serve with a minimum of three members to include the chairman. Federation's Appeals and Discipline Committee will hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct, unless appeal is against committee member in which case that individual must step down from the committee until matter is resolved.
2. Budget: Chaired by the Treasurer; with no less than five members including the chair who are responsible for preparation of the Federation's annual budget and presentation of the proposed budget to the Executive Board of Directors
3. Competitive Programs: Chaired by the VP Competitive; responsible for establishing, implementing and administering programs for the education, training and advancement of CCSF coaches, referees and volunteers for the Federation. This committee will comprise of competitive coaches that will form the competitive program that will represent the Federation in games at home, away and tournaments while educating coaches, players and members of CCSF on the play of the game. They will also include the scheduling and rescheduling of games and practices, settling problems between coaches in each group, finding coaches, arranging for coach and player instruction; enforces the philosophy of the Federation and coach and parent (spectator) conduct on the field and at practice; assists the Executive Board of Directors in planning, establishing, and administering the Federation's rules and regulations related to play of the games.
4. Registration: Chaired by the Registrar; who is familiar with the Federation's insurance programs and claim procedures; answers questions about the coverage, maintains a supply of claim forms, and assists in filing claims with FYSA. Registered all returning and new players during registration and make sure that registration is announced 30 days prior to registration.
5. Election: Chaired by the Secretary, with Registrar as advisor to the committee with a minimum of four members. Formed annually a few months prior to the Federation elections to recruit four qualified individuals to serve as officers and committee members.
6. Recreational Programs: Co-Chaired by the VP's of Recreational, the committee is comprised of the Director of Coaching and may include separate coordinators for boys and girls programs; handles all matters related to the recreational teams and play of the game including scheduling and rescheduling of games and practices, settling problems between coaches in each group, finding coaches, arranging for coach and player instruction; enforces the philosophy of the Federation and coach and parent (spectator) conduct on the field and at practice; assists the Executive Board of Directors in planning, establishing, and administering the Federation's rules and regulations related to play of the games.
7. By-laws, Rules and Regulations: Chaired by the Secretary and a minimum of three other members whom annually review current and proposed rules of the Federation and recommends changes in the Federation's Constitution and By-laws including any that may be required by state or national rules.
8. Tournament and Travel: Chaired by the Vice President Competitive or his or her designee, arranges for all tournaments, skills contests, annual meetings, or other special events of the Federation; responsible for submitting applications to the state soccer Federation for any tournaments.
9. Fundraising: Chaired by Executive Fundraiser, and four other members who are charged with implementing income generating events and obtaining league, team and other sponsorships, as necessary, for the financial wellbeing of CCSF.

10. Recreational Rostering: Chaired by the Registrar with the VP's of Recreational as his/her assistant and three other members who are charged with forming recreational team rosters utilizing skill test results and any other background information about a participant's abilities, which will promote parity within each age group.
11. Competitive Rostering: Chaired by VP of Competitive with the Registrar as his/her assistant and three other members who are charged with forming competitive team rosters utilizing try-outs and any other background information about a participant's abilities, which will promote possibility of great players that will represent our Federation.
12. Equipment Committee: Chaired by Equipment Operator and a minimum of three other members who will establish the needed equipment for each seasonal year so that our teams can excel to their full potential.
13. Communications / PR: Chaired by Comm / PR Board Member and a minimum of one other member who are charged with marketing and promotional duties to encourage participation in the club.
14. Referee Mentoring Committee: Chaired by Referee Assignor or Referee Mentor and a minimum of one other member who will continue to improve the quality of our referees with a mentoring and training program.

## **BYLAW IV. MEMBERSHIP**

### **A. GENERAL**

1. The voting membership of the Federation shall include individuals currently active in the Federation's programs.
2. Non-voting membership may be granted to other organizations or individuals interested in the advancement of the sport of soccer and the Federation.

### **B. CLASSES OF MEMBERSHIP**

1. Players
  - a. Shall include players currently registered with and participating in soccer programs under the jurisdiction of the Federation.
  - b. Shall be accorded one vote per player, up to two per household parents if there are two registered youth players.
  - c. Parents shall cast votes for youth players, up to two per household. Adult players (18yrs) shall cast their own votes.
2. Officials
  - a. Shall include all currently active coaches, assistant coaches, team managers, and referees (if parents are any one of these officials they will still only have the right to vote once).
  - b. Shall be accorded one vote for each affiliated individual.

### **C. RIGHTS OF MEMBERS**

1. Rights of players and officials in good standing shall include the right to vote at the Federation's general membership meetings.

### **D. TERM OF MEMBERSHIP**

1. Term of membership shall be one seasonal year beginning on September 1 and ending on August 31.
2. Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, and is actively participating in the programs of the Federation.

## **BYLAW V. GENERAL MEMBERSHIP MEETINGS**

### **A. DATES**

The Federation shall hold general membership meeting annually in the month of April.

### **B. PARLIAMENTARY PROCEDURES**

Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings of the Federation, unless otherwise agreed to by the participants by a two-thirds vote.

### **C. VOTING ELIGIBILITY**

1. Only those voting members on record, duly affiliated, with all fees paid and in good standing shall be entitled to vote.

### **D. VOTING BY DIRECTORS**

1. Each member of the Executive Board of Directors shall be entitled to one vote, except the President, who shall cast a vote only in the case of a tie.
2. Directors shall not vote in an election except as the representatives of an affiliated member.

### **E. VOTING BY MEMBERS**

1. Regular voting members and directors may vote at the general membership meeting, but may only vote once.
2. Parents voting for a youth player and are an official of the board, referee or coach or assistant coach may only vote once.

## **BYLAW VI. AMENDMENTS**

### **A. APPROVAL OF AMENDMENTS**

1. Amendments to this Constitution must be approved by two-thirds of the General Board of Directors at a regular monthly meeting. By-Laws, Rules and Regulations may be amended annually at the AGM by a majority vote of the members present as verified by the Election Committee.

### **B. AMENDMENT OF PROPOSALS**

1. Proposed amendments may be submitted by any affiliated member.
2. Proposals should include the number and text of the current rule, the text of the proposed new or revised rule, and the reason for the change.
3. Proposals to revise or amend the CCSF Constitution and /or Bylaws shall be submitted, in writing, to the Secretary anytime during the year, but no later than sixty (60) days prior to AGM.
4. Proposals after reviewed by committee must be submitted to Board of Directors (BOD) at least 30 days prior to AGM and all proposed changes must be presented to any member at the AGM.