

Elizabeth Youth Soccer, Inc. - Bylaws

Article 1. Purpose

The purpose of Elizabeth Youth Soccer, Inc. ("EYS") is to develop, promote, govern, and provide non-profit soccer competition among the youth within the greater Union County, New Jersey area. This will provide opportunities to learn about and participate in the sport of soccer by offering programs, and activities that teach the sport of soccer, the spirit of good sportsmanship and fair play while promoting and encouraging soccer in a safe and fun environment.

To meet this purpose, EYS will offer participation opportunities to individuals:

1. residing within and outside Union County, NJ
2. of both genders
3. of all cultures, creeds, national origins and religions
4. of entry level to advanced level of soccer skills.

Article 2. Amendments

The Bylaws of EYS may be amended upon the affirmative vote of three-quarters (3/4) of the entire Board of Directors provided the proposed amendment(s) have been:

1. submitted in writing to the Secretary and circulated to the Board of Directors prior to the vote.
2. presented for discussion during a regularly scheduled Board Of Directors meeting at which a quorum, which will be at least 6 members of the Board of Directors is present and can be officially included in the minutes of same meeting.
3. presented for a formal vote at a regularly scheduled Board of Directors meeting. Voting shall be conducted by a simple show of hands. Each board member shall have one vote.
4. the By-Law Document must be reviewed in its entirety every two years, at that time the by-laws must be stamped and documented as reviewed and agreed by all Directors.

Article 3. Members

In accordance with the EYS constitution, EYS does not have members. EYS consists of registered players, registered volunteers and registered non-volunteers as defined below:

1. Registered Player - any individual playing on a team sponsored by the EYS, or in a soccer program conducted by EYS provided that such person has submitted the required information and paid dues in the amount established by EYS for the current program;
2. Registered Volunteer - any volunteer coach, trainer, manager, official or administrator listed registered with EYS during the current seasonal year; and
3. Registered Non-Volunteer - any professional coach, trainer, manager, official or administrator registered with EYS during the current seasonal year.

Article 4. Board of Directors

1. In meeting its responsibilities, the Board of Directors shall limit its involvement to providing:
 - o oversight
 - o a broad framework within which EYS's programs must function
 - o broad-level management of the functions, resources and interests that are common across the programs
 - o empowerment to its Directors, Committees and other volunteers to manage and administer

2. The Board of Directors consists of at least six (6) and no more than twelve (12) members. The following is a list of the duties associated with each role that must be filled by a Director.
- President
 - shall be the chief executive officer and presides over and conducts all meetings of EYS and of the Board of Directors.
 - prepares the Agenda for all meetings of the Board of Directors and any General Meetings.
 - delegates' authority, assign specific functions, creates special committees, and takes similar action in consultation with the Board of Directors.
 - has the authority and must appoint a member of the Board to attend monthly meetings and comply with all responsibility associated with INSF as well as the PISC association.
 - Vice President
 - Shall be second in command and presides over and sub-conducts all meetings of EYS and of the Board of Directors.
 - Assist in preparing the Agenda for all meetings of the Board of Directors and any General Meetings.
 - Has authority to delegate, assign specific functions, creates special committees, and takes similar action in consultation with the president and the Board of Directors.
 - The agent of EYS upon who process against EYS may be served
 - League Contact
 - Shall be the chief executive and presides over and conducts all registration of club and teams of EYS for league purposes.
 - Prepares the registration and team paper work of each EYS team.
 - Participate in any mandatory or non-mandatory league meetings in relations with rules and regulation of the league that may affect the EYS.
 - Delegates' authority, assign specific functions, and takes similar action in consultation with the league
 - Has the authority to schedule games as an EYS representative
 - Submits game results to appropriate league
 - Director of Communication
 - The representative on the Board of Directors that manages and maintains the content, substance and information on the EYS website.
 - Publishes the official versions of EYS information to the public such as tryout schedules, game schedules and results, EYS official procedures and forms, and all other pertinent information.
 - Will organize and notify all members of set scheduled meetings
 - Secretary
 - Recording Director of EYS and custodian of all its non-financial records.
 - Maintains accurate and detailed records of Board of Directors meetings and distributes the minutes to all members of the Board of Directors and posts them on the club website once approved within ten (10) days following the meeting.
 - Prepares and make available to all members of the Board of Directors an up-to-date Directory of names, mailing addresses, telephone numbers and e-mail addresses of the Board of Directors members, Coaches and volunteers.
 - Corresponding Director of the EYS, causing proper notice to issue of all meetings of the general membership and of the Board of Directors.
 - Forwards an electronic copy of the EYS constitution and by-laws to each member of the Board of Director each year.

- Treasurer
 - Financial Director of EYS and custodian of all its financial records.
 - Oversees the financial receipts of EYS under the direction of the Board of Directors and ensures that funds collected are deposited in the name of EYS and shall oversee disbursements for those purposes authorized by the Board of Directors.
 - oversees the investments of EYS funds as approved by the Board of Directors.
 - pays all accounts due by check.
 - oversees that proper books of account are kept at EYS and to ensure that they are available for review by the Board of Directors and to render to the Board of Directors a report of all activities.
 - Submits, as soon as practicable after the end of the fiscal year, to the Board of Directors a set of financial statements for EYS which includes a balance sheet, statement of operations and statement of cash flows for the preceding fiscal year.
 - Submits a yearly budget for projected expenses for the upcoming year to be reviewed and approved by the Board of Directors.
 - Arranges for an annual audit of the financial statements of EYS and provides any working papers or other documents to support the financial statements and any assertions or estimates contained therein.
 - Files with the New Jersey Department of Consumer Affairs an annual report consistent with New Jersey law.
 - Files the annual Federal Form 990 tax return with the IRS.
- Director of Fields
 - The representative on the Board of Directors that oversees the organization, funding and management of activities related to the acquisition, disposal, supply, capital projects, set-up and maintenance of playing fields and related facilities for EYS's programs, events and other activities.
 - Oversees the organization and management of activities related to the scheduling of playing fields and related facilities for EYS's programs, events and other activities.
 - Represents EYS at meetings with 3rd parties with whom EYS forms agreements for use of facilities.
- Director Travel Soccer Programs
 - The representative on the Board of Directors for the Travel Program.
 - Represents EYS within the program and conveys the views, issues, suggestions and other communications of the Board of Directors.
 - Coordinates, organizes, directs and maintains the activities of the Travel Program.
 - Presides over and serve as the Chairperson and attends all meetings of the Travel Program.
 - Performs other duties as may be delegated by the Board of Directors.
- Director of Administration/Registrar
 - The representative on the Board of Directors that maintains complete records of all registrants for EYS programs.
 - Maintains complete records of all the EYS volunteer and non-volunteer coaches and administrators including head coaches, assistant coaches, trainers and team managers.
 - Oversees the work of the programs, events and other activities to ensure necessary registration forms and other paperwork is complete and submitted in a timely manner.

- Produces records and reports to the Board or other authorized personnel in a timely manner, as requested.
 - Director of Equipment
 - The representative on the Board of Directors that plans, organizes, maintains, purchases and manages EYS's equipment and uniforms.
 - Upon request, facilitate and supports the purchase of equipment and uniforms by the EYS's programs, events and teams.
 - Submits a summary of activities to Board of Directors.
 - Performs other activities as may be delegated by the Board of Directors.
 - Represents, as needed, the EYS during meetings or functions with 3rd parties such as local townships, schools or other organizations.
 - Director of Player Development
 - The representative of the Board of Directors that oversee and facilitates the development of EYS's players, trainers and volunteer coaches.
 - Plans and provides oversight of general clinics and programs intended to improve the level of play, skill and knowledge of EYS's players and coaches.
 - Upon request, facilitates and supports the separate initiatives of EYS's programs, events related to the development of EYS's players and coaches
 - Director of Youth Protection & Sportsmanship (SAGE)
 - The representative on the Board of Directors that oversees and manages the EYS's Protection of Youth Players Policies.
 - Ensures EYS's compliance with NJYS KidSafe program and serve as EYS's Risk Management Coordinator to NJYS.
 - Oversees the collection of the necessary paperwork of volunteer and non-volunteer head coaches, assistant coaches, team managers, league managers and others within EYS, as determined by the Board of Directors.
 - Plans, organizes and manages annual activities that promote the values of good sportsmanship by the players, coaches, trainers, managers and parents associated with EYS's programs, tournaments, events and other activities.
 - Shall act as EYS's Kid Safe Coordinator
 - Shall manage and maintain all documentation related to background information of individuals involved in the EYS program. Said documentation shall include, but not limited to, Employment/Volunteer Disclosure Statement.
- 3. Any outgoing member(s) of the Board of Directors is expected to effectively turn over any documents or equipment in their possession to their replacement or to such other person the Board of Directors may name.

Article 6. Policies

In addition to the Policies outlined within other Articles separate from this document, the EYS will adopt, maintain and publish the following policies:

1. Sportsmanship Policy that will:
 - promote sportsmanship and communicate inappropriate behavior; and be maintained by the Director Youth Protection and Sportsmanship.
2. Risk Management Policy that will:
 - address mandatory indemnification of EYS Directors;
 - address comprehensive insurance for all EYS sanctioned programs, events and other activities that are within and outside the definition of NJYS sanctioned events. The program will be multi-faceted in that the insurance policies protect the general public, participants, teams and club officials; and be maintained by the President.

3. Financial Policy that will:
 - outline the requirements for annual budgets, expenditures, accounts, annual reporting, code of ethics and audits; and be maintained by the Treasurer.
4. Coach Policy that will:
 - outline the requirements for annual budgets, expenditures, accounts, annual reporting, code of ethics and audits; and be maintained by the Treasurer.

Article 7. Fees

The Board of Directors will approve all fees to be charged to all registered players who choose to participate in each corresponding season in the travel/recreation soccer program. The EYS may determine to charge additional fees for registered players who participate in more than one program offered by the EYS. Except as provided herein, no registered player shall be permitted to participate in any program offered by the EYS without pre-payment of the registration fee. The EYS may waive, reduce or defer any portion of such fees where financial circumstances so dictate. Player registration fees shall be collected for the period over which each program spans.

Article 8. Programs

Provided that there shall be enough support and participation by the Player and Volunteer Membership, the EYS shall maintain the soccer program. The Program shall be known as the Elizabeth Youth Soccer Program. The purpose and function of the program shall be as set forth in these Bylaws. It shall be the responsibility of the Board of Directors to administer the program in a fair and equitable manner. The EYS may promote or provide any non-soccer related activities in order to raise funds for the players.

1. The Elizabeth Youth Soccer Program will be managed by the Board of Directors and:
 - establish policies and procedures and publish the official version on the club web site;
 - manage the program to serve the needs of soccer players wishing to participate in a more competitive environment by:
 - annually conducting advertised tryouts for all returning and new teams. All tryouts must be open, fair and without bias, the goal being to form teams based on age and gender with players who have similar skills, athleticism, ability, determination and commitment for the expected competitive level of the team.
 - providing players with an appropriate level of competition and training to keep players developing and interested in the game of soccer;
 - focusing on attracting players who possess above-average skill and athleticism so that time is spent honing technical skills and learning tactical play in a competitive practice and game atmosphere;
 - providing advanced year-round instruction utilizing professional trainers;
 - providing playing opportunities to youth up to age nineteen (19);
 - forming teams to represent EYS in competitive soccer leagues at the premier and travel levels within New Jersey; and sanctioned NJ youth soccer tournaments
 - providing teams with the opportunity to represent EYS in tournaments throughout the country.

Article 9. Rules of Play

The Rules of Play of the EYS shall be the “Laws of the Game” as published by Fédération Internationale de Football Association (FIFA) and the United States Soccer Federation (USSF), and as modified for youth play by the USYSA. All contests conducted, sanctioned or approved by the EYS shall abide by the Rules of Play. Programs, Events and Tournaments may be permitted to use special modifications to the Rules of Play to accommodate individual needs and circumstances. Any such modification must be formally adopted by the responsible committee organizing the program, event or tournament and posted on the EYS website.

Article 10. Committees

EYS may have certain ad-hoc committees. Each ad-hoc committee shall: (sub-committee)

- be chaired by or report to a member of the Board of Directors.
- have the right to establish subcommittees to carry out a portion of the duties of the standing committee.
- have committee members who are appointed by the chairperson.
- be created by a member of the Board of Directors who will advise the Board in a timely manner of the committee's creation, how it will operate, its responsibilities and the expected deliverables.

Any exceptions must be approved in advance by a majority vote of the Board of Directors.

Article 11. Audits

As required the Board of Directors will conduct an annual audit of the financial records of the organization and may conduct other audits as the board deem appropriate.

Ratified by the EYS BOD on June, 30 2012.