
Space Coast United Soccer Club

Melbourne, Florida



By-Laws

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ARTICLE I: NAME

The name of the organization shall be the Space Coast United Soccer Club, a Florida Corporation Not For Profit, hereafter referred to as “the Club.”

ARTICLE II: BY-LAWS

These By-laws set forth the structure by which the club shall operate. They may be amended and/or repealed at the scheduled meetings of the Executive Board, providing there is a quorum present. If a quorum is not available, the amendment and or application for repeal shall be tabled until the next regularly scheduled meeting of the Executive Board. Each member of the Executive Board must be notified of the proposed change at least ten (10) days prior to the meeting at which the proposed action is to be taken.

ARTICLE III: PURPOSE

- A. The purpose of the Club shall be to promote the development, participation in, and enjoyment of youth soccer. Soccer programs will be offered for boys and girls up to the age specified by the Florida Youth Soccer Association (FYSA) or affiliation guidelines.
- B. No part of the income or assets of the Club shall be used for the benefit of any private individual or member. The Club shall not, nor shall anyone on its behalf, engage in carrying on propaganda for, or participate or intervene in, any political campaign on behalf of any candidate for public office. This includes, but is not limited to, publishing or distributing statements.
- C. The Club is a voluntary, nonprofit organization and shall have no capital stock; its objective being solely of a benevolent character, and not for individual pecuniary gain or profit of its members. It shall receive, invest, and discharge funds and hold property for the purposes of the organization.

ARTICLE IV: MEMBERSHIP

- A. All coaches and parents/guardians of registered players may be members of the Club. All members of the Club must be at least eighteen (18) years of age.
- B. No member may be involved in any activity nor behave in any manner which would undermine, embarrass, conflict with, or adversely affect the purpose, activities, or programs of the Club.
- C. Any member may be subject to disciplinary action as outlined in the Club's disciplinary procedures. Possible disciplinary action may include, but is not limited to, probation, suspension, or expulsion as determined by a simple majority vote of the Executive Board at any regular or special meeting.

ARTICLE V: EXECUTIVE BOARD AND ORGANIZATIONAL STRUCTURE

The Executive Board, hereafter called “the Board” shall constitute the governing body of the Club. The Board shall serve as trustees for all club assets and liabilities, establish objectives, and ascertain the accomplishment of these objectives. In addition, the Board will approve and monitor budgets, establish fees, and accomplish all other functions assigned to them by their membership.

The Board will maintain all permanent records of the club. These records shall include, but not be limited to, the following:

1. Articles of Incorporation
2. By-Laws
3. Treasurer’s Annual Report and financial statements.
4. Minutes of all Executive Board and General Membership meetings.

ARTICLE VI: EXECUTIVE BOARD MEMBERSHIP

The Club’s Executive Board consists of 4 Officers and 9 Directors. The responsibilities for each position are as follows:

A. Officers

1. President

The President acts as the chief executive and operating officer. The President is responsible for supervising all aspects of the organization and delegating authority as deemed necessary.

2. Vice-President

The Vice President assists the President. The Vice President coordinates and supervises the recreational team selection to ensure fair and equitable balancing of teams within a division. The Vice President acts as the club’s disciplinary officer investigating written complaints and maintaining records regarding cautions and ejections. The Vice President also acts as the SCUSC representative to BYSL or Club’s affiliation.

3. Secretary

The Secretary records the minutes of all Board and membership meetings and is the custodian of all the club’s permanent records and correspondence. The Secretary also edits and publishes the Club’s website, newsletters, By-laws, and procedures. The Secretary maintains the club’s insurance policies as well as administers and records all insurance matters.

4. Treasurer

The Treasurer maintains an accurate and current record of all monetary transactions, inventories, and financial statements. The Treasurer maintains the club's Florida state approval of tax exempt status and all tax filings. All written contracts must be approved by the Board and bear the signature of two (2) authorized officers. All expenditures over \$100 unless pre-approved as a budget item shall require prior approval by the Board with the exception of competitive team accounts. The Treasurer produces an annual financial report and monthly treasurer's reports.

B. Directors

1. Director of Activities

The Director of Activities selects and orders all recreational team uniforms and coordinates all fundraising activities for the club including annual team/individual photographs, soccer camps, operation of the concession stand, securing corporate and small business sponsorships, and any other special fundraising events approved by the Board.

2. Director of Club Events

The Director of Club Events coordinates and applies for all events hosted by the Club including:

- Regional, State, and ODP events
- Tournaments, weekend festivals, and college showcase events
- Special events such as the Ovarian Cancer benefit and the international showcase

The Director of Club Events also coordinates any other activities hosted by the Club.

3. Director of Facilities

The Director of Facilities prepares, acquires, maintains, and improves all facilities and equipment. This includes, but is not limited to, fields, goals, flags, game balls, tools, field paint, and any structures. The Director of Facilities works with property owners to secure, equip, and maintain the club's facilities.

4. Director of Information Technology

The Director of Information Technology maintains the club's information services, to include editing and publishing the club website, implementation, operations, and maintenance of the club web server and associated web server applications, and maintenance of the club's online registration services.

5. Director of Media Relations

The Director of Media Relations is the historian for the Club and media relations point of contact. The Director coordinates advertising campaigns and publicity for the following Club hosted events including but not limited to:

- Olympic Development Program (ODP)
- Tryouts, registration, camps, tournaments
- Showcases and fundraising events, etc.

The Director of Media Relations also works in conjunction with the Club's Webmaster to coordinate Club advertising and publishing of articles and photos to our Club's website, as well as other soccer related websites, and local newspapers.

6. Director of Recreational Team Registration

The Director of Recreational Team Registration ensures all recreational team players and coaches are properly registered with FYSA (or affiliation). The Director is also responsible for setting the dates for and organizing registration as well as validating recreational team rosters for tournament play.

7. Director of Referees

The Director of Referees recruits, trains, and monitors the performance of referees. The Director of Referees resolves problems between referees and teams/clubs/league and provides guidance to Board members on all referee issues. The Director also selects, assigns, and compensates referees on a weekly basis within the rules and guidelines of FYSA (or affiliation). The Director of Referees shall be a certified referee and the assigning duties performed by a certified Referee Assignor.

8. Director of Scheduling

The Director of Scheduling establishes, maintains, and coordinates all game, practice, and field use schedules for inter and intra club activities.

9. Director of Select Team Registration

The Director of Select Team Registration ensures all select team players and coaches are properly registered with FYSA (or affiliation). The Director is also responsible for validating team rosters for tournament play.

10. Director of Select Teams

The Director of Select Teams coordinates all activities related to select teams and coaches including but not limited to:

- Monitoring select team adherence to the FYSA, BYSL, or Club's affiliation, and SCUSC regulations and policies
- Resolving issues related to select team organization, behavior, and play.

The Director also acts as the tournament liaison for tournaments using SCUSC facilities. In this capacity, the Director directs the planning for all tournaments at SCUSC fields as well as recruits and assists a Site Director in support of the tournaments.

11. Director of U5 - U10 Recreational Teams

The Director of U5 – U10 Recreational Teams coordinates all activities related to the U5 – U10 recreational teams and coaches including:

- Team selections/player assignments
- Coaching assignments
- Resolving issues related to team organization, behavior, and play
- Monitoring adherence to the FYSA, BYSL, or Club's affiliation, and SCUSC regulations and policies

The Director of U5-U10 Recreational Teams also works in conjunction with the Director for U12 & Above Recreational Teams to develop training and promote clinics for coach and player development.

12. Director of U12 & Above Recreational Teams

The Director of U12 & Above Recreational Teams coordinates all activities related to the U12 – U19 recreational teams and coaches including:

- Team selections/player assignments
- Coaching assignments
- Resolving issues related to team organization, behavior, and play
- Monitoring adherence to the FYSA, BYSL, or Club's affiliation, and SCUSC regulations and policies

The Director of U12 & Above Recreational Teams also works in conjunction with the Director of U5-U10 Recreational Teams to develop training and promote clinics for coach and player development.

13. Director of Volunteer Coordination

The Director of Volunteer Coordination collects all volunteer names and functions after registration, and ensures all members and teams receive notice of when they are to serve, and is responsible to hold members accountable for serving per their registration form commitment.

ARTICLE VII: ANNUAL ELECTION

A. General

Annual elections will be held for the four Officers – two alternating each year for two year terms (President and Secretary for two year terms beginning in odd years, and Vice-President and Treasurer for two year terms beginning in even years). The two officers elected annually prior to January 1st. Directors will be appointed from the list of nominees through a unanimous vote by the four elected officers at the start of their first meeting of the new year (generally in January). An eligible voter is the parent/guardian of a player registered with the club. One vote per registered player will be cast by secret ballot. A simple majority vote shall decide the election.

B. Eligibility

Members eligible for nomination and election as an Officer shall be a current member of the Executive Board and shall have served on the Executive Board for a period of at least two (2) consecutive years. If there is not a current Officer or Director with 2 or more years of service willing, able, or available to fill the vacancy, the Board may elect an Officer or Director with less than 2 years service or, by unanimous decision, a candidate from the general membership. Directors may be any Club member in good standing with the Club with at least one soccer season.

C. Nominations

Officer nominations that meet eligibility requirements shall submit names to the Secretary no later than ten (10) days prior to the annual election. Director nominations shall be submitted to the Secretary no later than ten (10) days prior to the first meeting of the new year. Director nominations may be made by club members provided the prospective nominee consents to having his/her name placed into nomination.

D. The Annual Election

The Secretary shall prepare the ballot and make ballots available to all club members by either paper ballots and/or online ballots. A deadline for casting, or returning, the ballot shall be indicated on the ballot or on the Club's website. All challenges with regard to the conduct of the election or the election results shall be resolved by the Board prior to the conclusion of the Board meeting following the election.

E. Board Vacancies During Term

1. Officers

Should a vacancy occur in the office of the President, Vice-President, Secretary or Treasurer, a replacement shall be elected from the current

Officers and Directors who have served on the board for at least 2 consecutive years.

If there is not a current Officer or Director with 2 or more years of service willing, able, or available to fill the vacancy, the Board may elect an Officer or Director with less than 2 years service or, by unanimous decision, a candidate from the general membership.

Any new vacancy occurring on the Board shall then be filled as outlined in the bylaws.

2. Directors

Should a Director position become vacant, the Officers shall appoint a replacement from the Board or the general membership.. The new Director(s) shall fill the vacancy until the next annual appointment.

ARTICLE VIII: MEETINGS

A. General

The Board shall meet at a regularly scheduled meeting time and date to be determined by the Board, for the reading of reports, administration of the Club's programs, and other business as may properly be brought before the Board. Three (3) or more members of the Board may call for a meeting of the Board. General membership meetings may be called by any three (3) or more Board members.

B. Notice

Notice of meetings must be at least three (3) days prior to said meeting(s). Ten (10) days notice is required for the Annual Meeting and Election.

C. Quorum

At any meeting of the Board, a simple majority of the Board, which must include at least 2 Officers, will constitute a quorum.

D. Order of Business

The order of business for all meetings of the Board and membership is as follows:

1. Roll Call
2. Approve Minutes of the previous meeting
3. Approve Treasurer's Report
4. Agenda Items which may include:
 - i. BYSL (or Club's affiliation) Representative Report

- ii. Director Reports
- iii. Old Business
- iv. New Business
- v. Miscellaneous Items

5. Adjournment

E. Parliament Procedure

Roberts Rules of order, as revised and amended, shall preside at all meetings of the club, its Board, all committees, and any other duly authorized club activities requiring parliamentary procedure. If a conflict should arise, however, these By-laws shall take precedence.

F. Voting

All members of the Executive Board shall be entitled to one vote. All decisions shall be determined by a majority vote of the members present unless otherwise specified by the By-Laws of the Club. Voting by proxy shall be permitted provided the Executive Board is notified in advance. Motions and Seconds to Motions may be made through email. Voting by email is allowable as long as established voting guidelines are followed. All such communications shall be forwarded to all Executive Board members.

ARTICLE IX: AFFILIATION

The Board shall decide each year to which, if any, local, state, national or international soccer association or federation the club shall become affiliated.

ARTICLE X: PLAYER REGISTRATION

A. Eligibility

Player Eligibility will be per the selected Club affiliation.

B. Registration

Registration procedures will be established by the Director of Recreational Team Registration, Director of Select Teams Registration, Director of Select Teams, Director of U5-U10 Recreational Teams and the Director of U12 & Above Recreational Teams in accordance with affiliated organization's rules. Registration dates and fees will be determined by the Board. Players shall not be assigned to a team until all required documents have been completed and all fees paid.

ARTICLE XI: COACHES AND REFEREES

A. Coaches

All club coaches must be approved by the Board. All Select Team coaches must have certification, or commensurate experience as designated by the Board prior to Coach Application submittal.

B. Referees

Members are encouraged to complete the USSF Referee's course and to serve as center or linesperson for our club.

C. Training Funds

The Club shall establish funds to cover the expenses of referee courses, coach licensing and coaching clinics.

ARTICLE XII: INSURANCE COVERAGE/INDEMNIFICATION

The Board shall maintain insurance for the Club to provide coverage for all players, coaches, and volunteers registered with the Club's affiliated association. In addition, the Club will maintain an Officers and Directors Liability insurance policy.

Every director and officer of the Club shall be indemnified by the Club against all expenses and liabilities, including counsel fees reasonably incurred by or imposed upon him or her in connection with any proceeding or settlement of any proceeding to which he or she may be apart, or in which he or she may become involved by reason of that person being, or having been, a director or officer of the Club, whether or not said person is a director or officer at the time such expenses are incurred, except when the director or officer is adjudged guilty of willful misfeasance or malfeasance in the performance of his or her duties. Provided that in the event of a settlement, the indemnification shall apply only when the Board of Directors approves such a settlement and reimbursement as being for the best interest of the Club. The forgoing right of redemption shall be in addition to, and not exclusive of, all other rights to which such director or officer may be entitled. The Club funds may be used to purchase a policy or policies of insurance protecting the Club, the members of the Board of Directors and the officers of the Club against liabilities arising out of actions taken on behalf of the Club or by reason of such person being or having been a member of the Board of Directors or an officer of the Club.