

Plains Soccer Association By-laws

P.O.Box 1872

Plains, PA 18705

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Part I – General

Bylaw 101. Name

Section 1. The name of this organization shall be the Plains Soccer Association (herein referred to as PSA).

Section 2. PSA shall serve the general area of Plains but membership is not limited to within those boundaries.

Bylaw 102. Purpose

Section 1. The purpose of PSA is to promote, foster, and perpetuate the game of soccer for youth, providing them with the opportunity to experience the game, learn and develop soccer skills, and participate in a controlled environment, and foster the physical, mental, and emotional growth of the participants through the sport of soccer.

Section 2. This organization shall promote sportsmanship and character in its players, coaches, parents, and fans.

Section 3. This organization shall promote the laws of the United States Youth Soccer Association (USYSA), United States Soccer Federation (USSF), and the Eastern Pennsylvania Youth Soccer Association (EPYSA), and any other affiliated organizations of the above and uphold the rules and regulations established by these organizations.

Section 4. This organization shall apply for and maintain a non-profit organization status exempt from taxation under Section 501C(3) of the Internal Revenue Code.

Bylaw 103. Authority

Section 1. The governing authority of PSA shall be vested in an elected body known as the Board of Directors (Board), which shall manage all PSA affairs.

Bylaw 104. Laws of the Game

Section 1. PSA shall be an affiliate of and comply with the authority of the Eastern Pennsylvania Youth Soccer Association (EPYSA) and an associated League Level Association, and thereby shall be affiliated of and comply also with the authority of the United States Soccer Federation (USSF) as administered by its Youth Division, the United States Soccer Federation (USYSA) and its Amateur Division, the United States Amateur Soccer Association (USASA).

Bylaw 105. Fiscal and Seasonal Soccer Year

Section 1. PSA's financial year shall be from January 1st – December 31st.

Section 2. The seasonal soccer year shall extend from May 1st through April 30th of the following year.

Bylaw 106. Colors

Section 1. PSA colors shall be Purple, White, and Black.

Bylaw 107. Dissolution of PSA

Section 1. Should PSA be dissolved, all monetary and physical assets remaining after payment of all debts shall be distributed to the nearest nonprofit youth recreation soccer program, as chosen by the Board of Directors.

Section 2. Should PSA merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

Part II – Membership

Bylaw 201. Equal Opportunity

Section 1. PSA will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression, disability, or national origin.

Bylaw 202. Participation

Section 1. Participation is open to any youth aged soccer player, and to coaches, managers, administrators and volunteers who are not serving a suspension from participation by

the leagues in which PSA competes or by any amateur soccer organization in its territory.

Section 2. **Youth Participants** - Are registered players under the age of 19. They shall submit an application to the Registrar in the format prescribed by PSA. An annual fee established by, and payable to, PSA shall accompany all applications, with the exception of players on scholarships who must still submit an application. Acceptance by PSA shall constitute approval of the application provided space is available on a team for the player.

Section 3. **Adult Participants**- Are registered adults who are players, officers, managers, employees, coaches, managers, parents, and other elected or appointed administrators who work on behalf of PSA. Acceptance of Adult Participants by PSA shall be subject to approval of the application and verification of a background check and that the person's risk status is "Approved". PSA may not accept an individual who is restricted or suspended from participation by any sports organization.

Section 4. Both Youth Participants and Adult Participants shall be subject to participating league policies as well as PSA's bylaws and policies.

Section 5. All Adult Participants must submit to background checks in accordance with participating league bylaws.

Section 6. Financial Scholarship shall be granted to individuals in need by a majority vote of the Board.

Bylaw 203. Membership

The members of PSA are the persons who are permitted to vote in elections for board members.

Section 1. **Adult Members** - Are the registered Adult Parent/ Guardian of any Youth Participant of PSA.

Section 2. **Youth Members** - Are the Youth Participants.

Section 3. **Voting by Members** - At any Association Meeting, all Adult Members shall be eligible to vote on matters that are brought before the meeting, subject to the following limitations:

- A. The President shall chair the meeting and may not vote on any issue before the meeting other than election of officers and managers, and if there is a tie.
- B. The Board of Directors have the ability to table any vote until the next meeting
- C. Adult Members are limited to not more than 1 voting persons per family.

D. Each voting person is limited to one vote; regardless of the number of offices that person may hold.

Part III - Organization of the Board

Bylaw 301. The Board of Directors

Section 1. The Board of Directors (Board) shall be the representative governing authority of PSA. The Board will conduct the business of PSA.

Section 2. The Board shall be comprised of the officers specified in Bylaw 302. All elected officers are eligible to vote on any matter before the Board.

Section 3. A quorum for conducting business at any Board meeting shall consist the majority of the Board, but in no case shall a quorum be fewer than 3 Board members. The affirmative vote of a majority of all eligible voting members of the Board shall be required to adopt or amend PSA policies.

Section 4. Board members and managers shall not receive compensation for their Board services but may be reimbursed for the actual out of pocket expenses they incur related to Board service.

Bylaw 302. PSA Officers and Duties

Section 1. Officers

PSA shall have the following elected officers:

1. The President
2. Vice President
3. Treasurer
4. Secretary
5. Director of Coaching /Player Development

Section 2. **President**

1. Act as chairperson within voting board members
2. Presides at meetings
3. Keeps group directed toward our goals, enforces the philosophy of play
4. May not vote on any issue before the meeting other than election of officers and managers, and if there is a tie

Section 3. **Vice-President**

1. Communicate, coordinate and help the President facilitate any meetings when requested by the Board and/or President.

2. Act in the President's absence if available. (If not available, the President or Board may assign another representative to act on the President's behalf)

Section 4. Treasurer

1. Maintain fiscal operations and accounts. Maintain records and receipts of all money
2. Assist the President in developing annual budget.
3. Assure that a review is performed annually of PSA.
4. Pays all accounts by check with appropriate signatures designated by the bank.
5. Produce all financial records when required by board, properly balanced, and reflecting current financial status of the Association
6. Prepare and file the Association's tax returns in a timely manner
7. Assure that all Non-Profit documents are filed annually

Section 5. Secretary

1. Records and distributes minutes of all meetings of the Board
2. Maintains lists of members in good standing and voting eligibility for meetings
3. Maintains all permanent records of the board and notices of meetings

Section 6. Director of Coaching/Player Development

1. Create and supervise all coaching and player development, education and training of players, coaches and parents.
2. Develop, modify or improve program activities by constantly checking the validity of purpose, mission, vision goals and strategies.
3. Evaluate outcomes of programs and make recommendations to the board.
4. Control and assist in the formulation of coaches, parents and players guidelines as needed or required.
5. Monitor league issues and pass on recommendations to the board

Bylaw 303. Club Management Positions (Managers)

Section 1. Managers

Managers shall be appointed by the Board of Directors. The Manager provides leadership and responsibility for implementing PSA's purpose to develop individual soccer players' skills and talents through appointing and overseeing the best available coaching, forming and administering competitive and recreational soccer teams and leagues, and fostering a culture of sportsmanship and fair play. The Manager reports directly to the Board of Officers. Fosters relationships with other soccer clubs and associations locally, regionally, and nationally. The Manager's responsibilities are described in the position description associated with this position.

Section 2. Registrar

1. Registrar of all recreational players as required by the Association and comply with team/player registration procedures.
2. Communication contact for PSA and other leagues.
3. Assist in the registration process of recreational players.

Section 3. **Concessions Manager**

1. Responsible for purchasing and sales of concessions at the soccer complex.
2. Manages the staffing of the concessions area.
3. Works with other volunteers as needed

Section 4. **Trophies and Uniforms Manager**

1. Orders and distributes trophies and uniforms for the recreational program
2. Works closely with the Registrar and Treasurer to insure that the appropriate quantities of trophies and uniforms are provided with the budgeted amount.

Section 5. **Equipment Manager**

1. Duties include getting quotes for purchasing & distributing equipment, maintaining equipment, keeping a detailed list of all PSA's equipment, and other duties that may be requested by PSA Officers.

Section 6. **Public Relations Manager**

1. Maintains PSA's website and social media accounts.
2. Manages fundraising, marketing, and community outreach.

Section 7. **Field Maintenance Manager**

1. Making sure all the game fields and practice fields are lined weekly, keeping track of all PSA's lining equipment, ordering paint, etc.

Bylaw 304. Election of Officers

Section 1. All members of the Board shall be elected at the General Election Meeting (GEM).

Section 2. The term of office shall be two years with a maximum of 3 terms (6 years total), beginning immediately after the (GEM) has been adjourned. However if after the 3 terms has passed there is no one who wants to run opposed to the sitting board member they may be re-elected for another two years. A majority of total board vote is needed to ask an expiring member to continue for another 2 years

Section 3. A majority of the votes cast in a specific contest shall be required to elect a person to the Board.

1. If there are more than 2 candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
2. Voting shall continue until a candidate receives a majority of the votes cast

Section 4. Voting Eligibility requires Adult Participants to have attended a minimum of 4 of the current year's meetings.

Section 5. Nominations for board positions to be voted on at the GEM.

The only way that a person may receive votes from members to be elected as board members is they have to have been officially nominated by a majority approval from the board. Applications for nominations can be formally submitted to the board within 45 days of the GEM. Anyone who is a member of PSA and over 18 yrs of age may be nominated to the board.

Section 6. Any decision regarding (1) bylaw changes, (2) approval of annual budget, (3) candidates for Officers, (4) approval of addition or removal of Managers, (5) purchases outside of the approved budget that are not within normal operational needs, require full Board voting and need to be communicated within 15 days of a voting meeting so that Board members may vote in absentia. Decisions may only be made with a majority vote.

Bylaw 305. Removal of Officers or Managers

Section 1. An Officer or Manager may be suspended or removed from office for failure to meet responsibilities or for otherwise acting in a manner detrimental to the interests of PSA.

1. This requires a full Board voting and need to be communicated to the Board within 15 days of voting meeting so that Board members may vote in absentia.

Section 2. Upon three consecutive absences from Association Meetings, an officer or manager may be asked to resign. The board may remove an officer or manager who is no longer in good standing and declare a board position vacant upon a majority vote after notice to the officer or manager of the action for removal.

Section 3. If a Board position becomes vacant prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position until the next General Election Meeting held as provided.

Part IV – Meetings

Bylaw 401. Association Meetings

Section 1. Association Meetings shall be held monthly at the time and place designated by the Board. The Board shall publicize to the all PSA members the time and location of regular Board meetings.

Section 2. The President shall set the order of business for all Association Meetings.

Section 3. A quorum for the board meeting shall be a majority of the voting members of the board.

Section 4: Board members must recuse themselves of any vote directly involving that board member or a family member.

Section 5: Order of Business for Meetings:

1. Call to Order
2. Introduction of any Visitors
3. Acceptance of Previous Meetings Minutes
4. Board Member Reports (i.e. President Report, Treasurer Report, etc.)
5. Unfinished Business
6. New Business
7. Adjournment

Bylaw 402. General Election Meeting

Section 1. The Annual General Election Meeting (GEM) shall normally be held in November. At this meeting election of officers will occur. Voting shall be by the eligible voters as specified in Bylaw 304.

Section 2. Nominations will occur in September and October. Any Adult Member being nominated for an open position must be present at the time of nomination for it to be valid.

Section 3. The Board must provide not less than 7 days' notice to eligible voting members prior to any membership meeting.

Section 4. The Board shall set the order of business for General Election Meetings. Bylaw revisions shall be submitted to the eligible voting members as provided in Bylaw 601.

Section 5. A quorum for action at a membership meeting shall consist of the eligible voting members present at the meeting. A majority vote of those eligible members present at any membership meeting shall be required for approval of any issue brought to a vote at such meeting.

Part V - Administration

Bylaw 501. Policies

Section 1. The Board may adopt policies to govern the operations of PSA. A majority of vote of those Board members present at any Board meeting at which there is a quorum is sufficient to adopt, repeal, or amend a policy.

Section 2. Once adopted, a policy will govern the operations of PSA until amended or repealed.

Section 3. The Board shall make appropriate provisions to inform its members of PSA policies.

Bylaw 502. Financial Policies

Section 1. The Board shall adopt financial control policies that provide details for the handling of PSA's financial affairs. Such policies shall be reviewed annually and modified as required by PSA's auditors.

Section 2. The Board shall establish a budget for each year prior to the beginning of the new fiscal year.

Section 3. The Board shall cause an annual review of financial statements by an independent source.

Section 4. The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax exempt organizations.

Section 5. The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed. If the Treasurer is unable to attend the regular monthly meeting, the financial statements must be provided to the President and/or Vice-President prior to the stated meeting.

Section 6. The President, Vice President, and Treasurer shall be listed as authorized signers on all bank accounts. Any Check drawn against PSA's bank accounts must include a minimum of two authorized signers.

Section 7. The Board of Directors may at any time issue the directive to form a Finance Committee to internally audit all Financial documents. This committee will include a minimum of 3 Adult members and relay any and all findings to the Board of Directors in writing.

Part VI – Amendments

Bylaw 601. By-law Changes and Amendments

Section 1. A proposed change or amendment must be submitted in writing to the President or Secretary of PSA not later than thirty (30) days before the Board Meeting and circulated to all board members.

Section 2. Any changes to the By-laws will take place over three meetings. The first two meeting shall be the request to create a new bylaw or amendment and any requested revisions. The third meeting shall be to vote to adopt said by-law or amendment.

Section 3. The President and Vice President shall review and sign these bylaws annually at the January meeting.

Part VII - PSA Code of Conduct

Bylaw 701. Coaches

Section 1. All PSA Coaches shall represent the Association appropriately by demonstrating and teaching good sportsmanship, team spirit, self-discipline, and respect for others.

1. Treats opponents, players, coaches, and referees with respect.
2. Coaches the sport within the rules of the game of soccer.
3. Demonstrates self-control.
4. Respects the officials and accepts their decisions without gesture or argument.
5. Wins without boasting; loses without excuses.

Bylaw 702. Players

Section 1. All PSA Players shall represent the Association appropriately by demonstrating good sportsmanship, team spirit, self-discipline, and respect for others.

1. Treats opponents, teammates, coaches, and referees with respect.
2. Plays hard, but within the rules of the game of soccer.
3. Demonstrates self-control.
4. Respects the officials and accepts their decisions without gesture or argument.
5. Wins without boasting; loses without excuses and never quits.

Bylaw 703. Parents and Spectators

Section 1. All Parents and Spectators of any and all PSA games and practices shall represent the Association appropriately by demonstrating good sportsmanship, team spirit, self-discipline, and respect for others.

1. Parents must sign the Code of Conduct.
2. Treat players, coaches, referees, and other parents and spectators with respect.
3. View games from areas directed by coaches and/or referees.
4. Does not use offensive language or display unruly behavior.
5. Does not smoke or consume alcoholic beverages or drugs during a game or practice.

Part VIII - Coaching

Bylaw 801. Coaching Regulations

Section 1. Plains Soccer Association Coaches Code of Conduct:

1. Treats own players, parents, opponents, and referees with respect.
2. Teaches and inspires soccer players to love the game, and instills the desire to compete fairly.
3. Is the type of person he/she wants the players to be.
4. Sets high standards of performance and conduct and maintains control and discipline of the team at all times.
5. Respects the judgment and interpretation of the rules by the officials.

6. Realizes that he/she is a teacher/coach and therefore understands the game and proper soccer behavior at all times.

Bylaw 802. Coaching Requirements

Section 1. Head coaches, assistant coaches, managers, and team-parent representatives must be over eighteen (18) years of age unless approved by the Board.

Section 2. All Plains Soccer Association coaches, and assistant coaches must be approved by the Board. All Plains Soccer Association coaches are evaluated by the Board at the end of each season. At those points, the Board will review the Team's and Coaches' performance before re-appointing the Coach.

Section 3. The Board shall have exclusive discretion to appoint the coaches to teams prior to the commencement of a new fall season and may, in its sole discretion, decide not to reappoint a coach previously carded on a team.

Section 4. Any Plains Soccer Association head coach or assistant coach may be removed during a season from his/her position for reasonable cause by the Board after a hearing at which he/she has had a reasonable opportunity to oppose such action.

Grounds for removal may include, but are not limited to:

1. Violation of the Plains Soccer Association Coaches Code of Conduct
2. Failure to abide by the Plains Soccer Association rules and regulations.

Section 5. All Coaches are required to complete and pass all required background checks, clearances, and training as required by EPYSA, USYSA, USSF, and any other Governing Body that PSA is affiliated with.

Part IX – Advisory Board

Bylaw 901. Advisory Board

Section 1. The Advisory Board (AB) will assist with issues that may arise related to a player, coach, parent or Board of Directors' conduct. The AB shall also assist in helping PSA with amending bylaws and providing it with help and advise when needed.

Bylaw 902. Membership

Section 1. The Advisory Board (AB) shall be comprised of 5 volunteer members. AB members will consist of past Board of Directors and/or people who have demonstrated a commitment to PSA or the community of Plains Twp.

Section 2. Members of the AB shall be elected to five year terms. Each year, an election will be held for one seat on the AB, with each subsequent year an alternate member up for election. This election will be held at the GEM. A maximum of 2 terms can be served.

Section 3. The Board of Directors shall appoint an AB member to fill a vacancy.

Section 4. Any member of the AB may resign at anytime from the AB upon written notice to the Board of Directors.

Section 5. AB members shall attend a minimum of 3 of any 12 consecutive PSA public meetings. Special meetings may be called by the Board of Directors to be advised by the AB.

Section 6. Any action required or permitted to be taken by the AB may be taken without a meeting, if all of its members individually or collectively consent in writing.

Part X – Financial Disclaimer

Bylaw 1001. Disclaimer

Section 1. The PSA shall not assume, nor be liable for the personal debts and/or financial responsibilities, either implied or incurred, of any member player, coach, manager, team assistant, referee or Board Member.

President Name: _____ Date: _____

President Signature: _____

Vice President Name: _____ Date: _____

Vice President Signature: _____