

**CONSTITUTION AND BYLAWS OF THE
WEST CITRUS SOCCER CLUB**

ARTICLE I

NAME AND PURPOSE

- 1.1: This non-profit corporation shall be known as “West Citrus Soccer Club, Inc.” herein after referred to as “the Club.”
- 1.2: The purpose of the Club shall be to provide educational, recreational, and experiential benefits to the people of Citrus County, Florida, through the organization and operation of recreational and competitive soccer.
- 1.3: West Citrus Soccer Club shall be an affiliate of and comply with the authority of the United States Youth Soccer Association (USYSA) and the Florida Youth Soccer Association (FYSA).
- 1.4: West Citrus Soccer Club’s home field will be the Homosassa Area Recreational Park (HARP) at 4210 S. Grandmarch Avenue, Homosassa Florida.

ARTICLE II

MEMBERSHIP

- 2.1: Any person of good reputation, who is interested in developing the character of our citizens through participation in the game of soccer shall be eligible for membership in the Club. Membership shall be divided in to three divisions: Adult, Youth Player, and Honorary.
- 2.2: An adult member shall be a person eighteen (18) years of age or older who will be responsible for the education, training, coaching, refereeing, or assisting in these functions, for the benefit of the players. The Adult Member shall not be liable for membership fees in the Club except as may be set forth in these bylaws, or as voted upon by a majority of the Adult Members. Reimbursement for expenses incurred by such members will not be made except as approved by a majority vote of the Board of Directors.
- 2.3: Youth Player Members shall be the participants in organized soccer play, under the age of nineteen (19), with the minimum age being set by the governing soccer organization of the Club. Youth Player Members will be assessed fees required by the governing soccer organization and this Club to cover expenses of equipment, uniforms, insurance and other normal organization fees.
 - (a) A Youth Player Member must satisfy the requirements of the Club as to age and parental/legal guardian consent. No Youth Player will be discriminated against because of race, religion, gender, sexual orientation, or gender identity.

- (b) A Youth Player Member must abide by the rules and regulations established by the Club for the proper and safe play of the game of soccer.
- (c) A Youth Player Member, having registered with the Club shall be eligible for refund of only the membership fees voted as refundable by the Board of Directors.
- (d) The Club uniform may not be used to represent the Club in any fashion except as duly authorized by the Board of Directors.

2.4: Honorary Membership is a special category of the Club reserved for those individuals and establishments who have contributed in a unique way to the development of the Club's program. Membership shall be attained only through a majority vote of the Board of Directors. Honorary members will have the right to vote at any meeting called by Board of Directors. If an Honorary Board member also holds a Board position, this member will still be allowed only one vote.

ARTICLE III

THE BOARD OF DIRECTORS

3.1: The Board of Directors of the Club shall consist of the elected and appointed officers of the Club.

- (a) The election of the officers shall be held at the annual meeting, provided a quorum is in attendance. A quorum is defined as 20% of the voting members as specified in Article IV, 5.1 (a), provided a reasonable attempt was made to notify members (written or telephoned notification). The annual meeting shall be held within the first 2 weeks of January (approximately thirty (30) days prior to the end of the winter soccer season).
- (b) The term of an officer shall be one (1) year unless otherwise noted in Article V. Officers may be re-elected for concurrent terms.
- (c) A vacancy occurring on the Board of Directors shall be filled at the next regularly scheduled meeting or by a special meeting, in the same manner as specified in Article IV, 5.3.
- (d) The newly elected Commissioner shall make all officer appointments prior to the first meeting of the new Board of Directors.
- (e) The Board of Directors shall take office two (2) weeks after the Annual General Meeting.

3.2: The Board of Directors shall meet monthly on the third (3rd) Thursday of the month as required in a special session and shall concern themselves with the operations of the Club for the benefit of the Player Members.

3.3: A member of the Board of Directors may be removed from office by a two thirds (2/3) vote of all Adult Members at any regular or special meeting, with a majority of the members of the Board of Directors in attendance and with a quorum, as stated in Article III, 3.1 (a).

3.4: The Board of Directors shall serve as volunteers and shall receive no reimbursement, except as specified in Article V, 4.1 (c), and Article III, 3.5.

- 3.5: The Board of Directors shall have authority to make expenditures in the conduct of Club business, not to exceed \$100.00 over budget. Monies not used in budgeted line items will be transferred to a “miscellaneous,” or “other” line item, and require Board approval for expenditure.

ARTICLE IV

THE OFFICERS OF THE CLUB

- 4.1: The elected officers of the Club shall be voted upon by a majority of the Adult Members at the annual meeting.

- (a) A nominating committee shall be appointed by the Commissioner two (2) months prior to the election and shall submit their recommendations within thirty (30) days prior to the election.
- (b) The offices listed below may be filled by any Adult Member.

ELECTED

1. Commissioner
2. Assistant Commissioner – Recreational
3. Assistant Commissioner – Competitive
4. Secretary
5. Treasurer
6. Board of Directors at Large (5)

APPOINTED

1. Registrar
2. Assistant Registrar
3. Director of Coaching
4. Age Group Coordinators
5. Head Referee
6. Field Director
7. Concession Stand Director
8. Ways and Means Director
9. Assistant Ways and Means Director
10. Public Relations Director
11. Team Parent Director
12. Equipment Director
13. Event Coordinator Director
14. IT Director
15. Volunteer Director
16. Safety Director

- 4.2: No officer may represent the Club in any fashion except as may be authorized by his/her duties or as directed by the Board of Directors.

- 4.3: All vacancies will be filled by individuals appointed by the commissioner and approved by the Board of Directors. This includes elected officials that cannot complete their term.

ARTICLE V

DUTIES OF THE OFFICERS

- 5.1: Duties of the Commissioner shall consist of, but not be limited to, the following:
- (a) The Commissioner shall preside at all meetings and maintain order therein. The Commissioner shall not vote on any issue, except in the case of a tie vote.
 - (b) The Commissioner shall enforce all points of order that may arise and enforce the bylaws of the Club.
 - (c) The Commissioner shall represent the Club at all official functions and be the voice of the Club on all issues and regulations concerning the game of soccer.
 - (d) The Commissioner shall be authorized to cosign all orders and drafts drawn on the Treasury unless there is family relationship between the Commissioner and the Treasurer. In the case that the Commissioner and the Treasurer are related, an unrelated authorized signer may cosign, as specified in Article V, 5.2 and 5.3.
 - (e) The Commissioner shall have the power to appoint all committees for any length of time, not to exceed his/her term of office, and shall have the power to remove or reassign any members of such committees.
 - (f) The Commissioner shall provide for a review of a committee of at least three members in good standing. The committee shall make their report to the Commissioner and the Club in writing, signed by each member of the committee.
 - (g) The Commissioner shall be empowered to call special meetings of the Club at his/her discretion.
 - (h) The Commissioner shall be empowered to appoint special officers of the Club, provided the Board of Directors Grants their approval.
 - (i) The Commissioner shall select a committee to coordinate assignment of players to teams in accordance with applicable Florida Youth Soccer Association (FYSA), District C-6, and West Citrus Soccer Club rules. This committee shall consist of the Director of Coaching, Commissioner, Registrar, and one other Director.
 - (j) The Commissioner term shall be two (2) years, elected at the annual meeting on the "even" year.
- 5.2: Duties of the Assistant Commissioner – Recreational
- (a) The Assistant Commissioner-Recreational shall carry out the duties of the Commissioner at any time the Commissioner is unable to do so, due to illness or other legitimate reason, and to assist the Commissioner in his/her duties at all times regarding the Recreational program.
 - (b) The Assistant Commissioner-Recreational shall become the Commissioner for the remainder of the term of office of the Commissioner, should this position should at any time be declared vacant.

- (c) The Assistant Commissioner-Recreational shall maintain a current record of the outcome of regularly scheduled games and the resulting point standing.
- (d) The Assistant Commissioner-Recreational shall work with the Director of Coaching and the Head Referee on the recreational program's scheduling to ensure proper field and referee assignments.
- (e) The assistant Commissioner- Recreational will work with the Head Referee to create schedules for all recreational games played within the club.
- (f) The Assistant Commissioner-Recreational will be authorized to co-sign checks.
- (g) The Assistant Commissioner-Recreational term shall be two (2) years, elected at the annual meeting on the "odd" year.

5.3: Duties of the Assistant Commissioner-Competitive.

- (a) The Assistant Commissioner-Competitive shall coordinate all activities and functions of the Competitive teams, and report to the Board of Directors on such activities.
- (b) The Assistant Commissioner-Competitive shall work with the Director of Coaching and the Head Referee on the competitive scheduling to ensure proper field and referee assignments.
- (c) The Assistant Commissioner-Competitive shall be responsible for the recruiting, training, scheduling, assigning, and coordinating of the coaching staff of all competitive teams.
- (d) The Assistant Commissioner-Competitive will be authorized to co-sign checks.
- (e) The Assistant Commissioner-Competitive shall provide overall supervision of all programs and services for the development and implementation of policy and procedures for competitive soccer.
- (f) The Assistant Commissioner-Competitive term shall be two (2) years, elected at the annual meeting on the "even" year.
- (g) The Assistant Commissioner-Competitive shall establish a working group to assist in the organization, management, policy and procedures development and other tasks.

5.4: Duties of the Secretary

- (a) The Secretary shall keep accurate records of all proceedings of the Club and determine a quorum. The Secretary will keep the minutes of the meetings and read minutes of the previous meeting. The minutes of the Board meetings shall not be read at the General meetings.
- (b) The Secretary shall keep a complete roster of all Directors, Coaches, and Referees as well as maintain a list of all committees and members.
- (c) The Secretary shall be responsible for notification of all Board of Directors a minimum of three (3) days prior to the date, time and place of all regular and special meetings, or will form a committee for notification.
- (d) The Secretary shall be the Clerk of all elections, call the roll, determine a quorum, distribute and record the ballots and announce the election of the Directors.

- (e) The Secretary shall attend to all correspondence and perform all other duties commonly belonging to the office of Secretary and shall be authorized to co-sign all drafts upon the Club accounts.
- (f) The Secretary shall at all times have in his/her possession a copy of Robert's Rules of Order.
- (g) The Secretary term shall be two (2) years, elected at the annual meeting on the "odd" year.

5.5: Duties of the Treasurer:

- (a) The Treasurer shall keep an accurate accounting of all funds received and distributed and make a report of the same at the regular meetings or when called upon to do so.
- (b) The Treasurer shall pay all debts approved by the Club as directed by a majority vote of the Board of Directors at a regular or special Board meeting from funds available to the Treasury, and shall not obligate the Club beyond available funds.
- (c) The Treasurer shall be authorized to sign all drafts and must ensure the co-signer is not a family member of the primary signer.
- (d) The Treasurer shall surrender the Club books for inspection and review at any time upon request of any elected Director on the Board of Directors.
- (e) The Treasurer shall accept and refund membership fees as directed by a majority of the Board of Directors or as otherwise provided for by these Bylaws.
- (f) The Treasurer shall be responsible for the establishment of a separate treasury for Competitive Teams and Adult Club activities.
- (g) The Treasurer shall be responsible for all financial paperwork and documentation. This includes, but is not limited to IRS, sales tax, annual report and State Corporation filings.
- (h) The Treasurer term shall be two (2) years, elected at the annual meeting on the "odd" year.

5.6: Duties of the Directors at Large

- (a) The Directors at Large shall be assigned by the Commissioner to assist any Director in an area of need or take charge of responsibilities not otherwise designated.

5.7: Duties of the Registrar

- (a) The Registrar shall be responsible for the registration, recording and transmitting of the information required on all players in the soccer program, as set forth in the rules and regulations of the governing soccer organizations, namely, Florida Youth Soccer Association (FYSA) and the United States Youth Soccer Association (USYSA).
- (b) The Registrar shall maintain a current list of all Player Members and add players to the roster as they enter and delete them as they leave the Club.
- (c) The Registrar shall participate in the blind draft process.

5.8: Duties of the Assistant Registrar

- (a) The Assistant Registrar shall be responsible for the same items as the Registrar.

(b) The Assistant Registrar will help the Registrar with duties as needed or required.

5.8: Duties of the Director of Coaching:

- (a) The Director of Coaching shall be responsible for the recruiting, training, scheduling, assigning and coordinating of the coaching staff of all recreational teams.
- (b) The Director of Coaching shall refer all problems and disputes between coaches to the grievance committee or to the Commissioner in the absence of same.
- (c) The Director of Coaching shall be responsible for notifying the coaches of all matters concerning coaching responsibilities.
- (d) The Director of Coaching shall schedule the playing fields for the most equitable allotment of time between the various teams for practice and games. The time allotted must give preference of youth play over any other forms of Club activity.
- (e) The Director of Coaching shall maintain a current record of the outcome of regularly scheduled games and the resulting point standing.
- (f) The Director of Coaching shall direct the blind draft.

5.9 Duties of Age Group Coordinators

- (a) The Age Group Coordinator shall work closely with the Director of Coaching to assist in communication to the Head and Assistant Coaches
- (b) The Ag Group Coordinator shall be required to perform research and prepare practice drills based on the age and skill level of the players.
- (c) The Age Group Coordinator shall assist in collecting player and game outcome information and provide to the Director of Coaching.

5.10: Duties of the Head Referee

- (a) The Head Referee shall be responsible for the recruiting, training, scheduling, assigning and coordinating of the Club referees. The age differential between a certified referee and players shall be a minimum of four (4) years when possible.
- (b) The Head Referee shall ensure fair and impartial referees at all home games.
- (c) The Head Referee shall be responsible for notifying the referees of all matters, rules and decisions disseminated from the Federation Internationale de Football Association (FIFA), the United States Soccer Federation (USSF), United States Youth Soccer Association (USYS) and Florida Youth Soccer Association (FYSA).
- (d) The Head Referee shall represent the Club at the Commissioner's request at all meetings, committees, and gatherings concerning the rules of soccer.
- (e) The Head Referee shall be responsible for tabulating red and yellow cautions and subsequent reports to the Board of Directors.
- (f) The Head Referee shall maintain all game report cards until the completion of the season.
- (g) The Head Referee shall become certified prior to the start of the season and maintain his/her certification through the Florida State Referees, Inc. as a referee assignor and shall act as assignor for all recreational and competitive games.
- (h) The Head Referee shall follow proper procedures and ensure that every referee has completed their criminal background check and referee training and update

coursework and have properly registered through Florida State Referees, Inc. and Gotsoccer.com to ensure that each referee is eligible to referee FYSA's sanctioned events.

5.11: Duties of the Field Director

- (a) The Field Director shall procure, maintain, and care for the soccer fields and other properties utilized by the Club.
- (b) The Field Director shall be responsible for the playable condition of the fields for the Club up to game time, at which time it becomes the responsibility of the referee.
- (c) The Field Director shall be responsible for setting up and tearing down of all game fields.
- (d) The Field Director shall be responsible for permitting the fields of play for the required dates of each season.

5.12: Duties of the Concession Stand Director

- (a) The Concession Stand Director shall be responsible for the coordination and operation and cleanliness of the concession stand, including proper handling and storage of food products.
- (b) The Concession Stand Director shall be responsible for keeping track of all expenditures and sales related to the operation and maintenance of the concession stand and be able to provide a full report to the Board of Directors. Expenditures shall not exceed what is reasonable for the week to week operation of the concession stand.
- (c) Any expenditures must go through the treasurer with a receipt provided. Cash from the proceeds of the concession stand shall not be used for such purposes.

5.13: Duties of Ways and Means Director

- (a) The Ways and Means Director shall be responsible for the coordination of all fund raising events and securement of team sponsors.

5.14: Duties of Assistant Ways and Means Director

- (a) The Assistant Ways and Means Director shall be responsible for the same items as the Ways and Means Director.

5.15: Duties of the Public Relations Director

- (a) The Public Relations Director shall be responsible for the coordination of all public relations in regard to all Club functions and activities including Social Media, Fliers, Banners and Signs.
- (b) The Public Relations Director shall be responsible for all press releases.

5.16: Duties of the Team Parent Director

- (a) The Team Parent Director shall be responsible for the organization of the Team Parent Program. This shall include, but not be limited to, the transmittal of all information involved with the recreational and competitive season to the parents.

- (b) The Parent Director shall also order and distribute and correct issues/concerns with uniforms.
- (c) The Parent Director shall work with the Way and Means Director to distribute and collect roster orders and fulfillment.

5.17: Duties of the Equipment Director

- (a) The Equipment Director shall be responsible for the procurement, storage, safekeeping, distribution and return of all Club equipment.

5.18: Duties of Event Coordinator

- (a) The Event Coordinator shall
- (b)

5.19: Duties of IT Director

- (a) The IT Director shall

5.20: Duties of Volunteer Director

- (b) The Volunteer Director shall

5.21 Duties of the Safety Director

The Safety Director shall

ARTICLE VI
MEETINGS

6.1: The annual meeting shall be held for the purpose of electing the Officers of the Club and such other business as may properly come before the membership.

- (a) For voting purposes, Adult Members shall consist of elected and appointed officers, and the Head Coach of each team. One vote per Adult Member, no matter how many positions held, will be allowed.
- (b) The election of the officers shall be conducted at the annual meeting, provided a quorum is in attendance. A quorum is defined as 20% of the voting members as specified in Article VI, 6.1(a), provided a reasonable attempt was made to notify members as specified in Article III, 3.1(a).
- (c) The annual meeting shall be held approximately thirty (30) days prior to the end of the winter soccer season.

6.2: Regular meetings shall be held monthly at a date, time and place decided by the Commissioner with concurrence of the Board of Directors.

6.3: Special meetings of the Board of Directors may be called at the discretion of the Commissioner, with at least three (3) days' notice to the members. The Commissioner

shall be required to call a special meeting of the Board of Directors within three (3) days upon receipt of a written request by five (5) Adult Members.

- 6.4: Two-thirds (2/3) of the filled positions on the Board of Directors shall be required for a quorum, provided a reasonable attempt was made to notify all Board Members, as specified in Article III, 3.1(a). A majority of votes cast by those present shall govern. A reasonable attempt is defined as notification three (3) days prior to the Board meeting.
- 6.5: In all matters not otherwise provided for, a majority of votes cast by those members present shall govern.
- 6.6: The following Rules of Order shall apply at each meeting of the Club and at all meetings of the Board of Directors:
- (a) No smoking shall be allowed.
 - (b) Only one member shall be entitled to the floor at any one time.
 - (c) Any member desiring the privilege of the floor shall address the Chair.
 - (d) No member shall be allowed to speak until recognized by the Chair.
 - (e) No questions can come before the Club for a vote unless properly moved, seconded, and declared open for a discussion by the Chair.
 - (f) All questions, unless settled by the Bylaws, shall be settled by a majority vote of the members present.
 - (g) Those functions normally associated with the duties of a particular officer or committee need not be voted upon in order to suggest or initiate the action desired.
 - (h) When a point of order is made by any member, the person having the floor shall take his/her seat until the point is decided on by the Chair. If determined to be in order, it may be processed.
 - (i) When a motion is proposed before the Club, it must be disposed of before another can be introduced.
 - (j) No motion or subject, once it has been tabled, shall be taken up again in the same meeting unless otherwise requested.
 - (k) A motion to reconsider must come from a member who voted with the majority on the original action.
 - (l) When a motion is carried or defeated by a voice vote, any member may request a poll of votes, in which case the Secretary must record the vote and so announce it.
 - (m) The conduct of all members shall be governed by Robert's Rules of Order, where there is no special rule or law adopted by the Club, which applies to the case in point.
- 6.7: The following shall be covered at all meetings:
- (a) Reading/acceptance of minutes of previous meeting.
 - (b) Reading of any correspondence
 - (c) Treasurer's report
 - (d) Director's report
 - (e) Unfinished business
 - (f) New business

ARTICLE IV

COMMITTEES

- 7.1: Special committees, chaired by a member of the Board of Directors, whose functions shall be of a temporary nature, shall be appointed or designated by the Commissioner as the need arises and shall be deemed discharged when their particular duty has been performed and a final report accepted.
- 7.2: No committee, either temporary or permanent, shall be vested with or assume authority to make or enter into any contract of agreement or otherwise obligate the Club without prior approval by a majority of the Adult Members at a regular or special meeting.

ARTICLE VIII

RULES OF PLAY

- 8.1: The rules of play for the game of soccer shall be those adopted by the Board of Directors, and will follow the guidelines set forth by the United States Youth Soccer Association (USYSA) and the Florida Youth Soccer Association (FYSA). The primary consideration in the adoption or assimilation of rules shall be the fair, safe, and sportsmanlike pursuit of the game of soccer.

ARTICLE IX

AMENDMENTS

- 9.1: These bylaws may be altered, amended, repealed, or added to by an affirmative majority vote of the Board of Directors, at the Annual General Meeting, provided that written notice of the proposed amendment is given to each member of record at least forty-five (45) days prior to the annual general meeting. The amendment will pass and become official if a majority affirmative vote is achieved. Bylaw amendments shall not be in conflict with the standards of USYSA or FYSA.
- 9.2: Notification of the time and place of the Annual Meeting shall be provided to all voting members at least ninety (90) days prior to the scheduled date of the Annual General Meeting.

ARTICLE X

ADOPTION

- 10.1: This Constitution and Bylaws shall be presented to and approved by the membership who shall vote upon its ratification. Upon approval by a majority of the membership, this Constitution and Bylaws shall be adopted and enforced as of the date of approval. The Secretary shall record the date of ratification in the minutes of the Club.

All West Citrus Soccer Club Bylaws, Rules, and Regulations failing to comply with and/or in conflict with Florida Youth Soccer Association or the United States Youth Soccer Association shall be ineffective and FYSA and/or USYSA Bylaws, Rules, and Regulations

shall supersede where West Citrus Soccer Club Bylaws, Rules, and Regulations do not adhere to FYSA and/or USYSA.