

# FC DALLAS EMERALD COAST BY-LAWS

As Amended and Adopted by the Membership August 29, 2011

We do solemnly swear these are the official By-Laws of the FC Dallas Emerald Coast.

\_\_\_\_\_  
Mike Rarick, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renee Ramirez, General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carrie Ely, Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Becky Brothers, Secretary

\_\_\_\_\_  
Date

# Table of Contents

1.1	INTRODUCTION .....	3
1.1	PURPOSE.....	3
1.2	COLORS.....	3
1.3	MEMBERSHIP.....	3
1.3.1	PLAYERS.....	3
1.3.2	PARENTS.....	4
1.3.3	COACHES.....	4
1.3.4	BOARD MEMBERS .....	4
1.4	AFFILIATION.....	4
1.5	RULES OF PLAY .....	4
1.6	PLAYER/COACH/VOLUNTEER DATA.....	4
2	ORGANIZATION, ADMINISTRATION & OFFICERS.....	4
2.1	ORGANIZATION .....	4
2.2	ADMINISTRATIVE AUTHORITY .....	4
2.3	OFFICERS.....	4
2.3.1	PRESIDENT .....	5
2.3.2	VICE-PRESIDENT .....	5
2.3.3	DIRECTOR OF COACHING (DOC)/PLAYER DEVELOPMENT .....	6
2.3.4	GENERAL MANAGER.....	6
2.3.5	TREASURER .....	7
2.3.6	SECRETARY .....	7
2.3.7	REGISTRARS .....	7
2.3.8	PUBLIC RELATIONS REPRESENTATIVE AT LARGE.....	8
2.3.9	SCHOLARSHIP & FUNDRAISING REPRESENTATIVE AT LARGE.....	8
2.3.10	TOURNAMENT DIRECTOR REPRESENTATIVE AT LARGE .....	8
2.3.11	DUES & TEAM BUDGET REPRESENTATIVE AT LARGE .....	8
2.3.12	RECREATIONAL DIRECTOR REPRESENTATIVES AT LARGE.....	9
3	MEETINGS .....	9
3.1	COMMITTEE.....	9
3.2	ANNUAL GENERAL MEETING (AGM).....	9
3.3	MEETINGS OF THE BOARD OF DIRECTORS .....	10
4	FEES .....	11
5	PARLIAMENTARY PROCEDURES .....	11
6	FISCAL YEAR.....	11
7	SEASONAL YEAR.....	11
8	PROVISIONS NOT COVERED.....	11

# **1 CLUB IDENTIFICATION AND ASSOCIATION**

## **1.1 INTRODUCTION**

The FC Dallas Emerald Coast (FCDEC), herein known as the “Club”, in keeping with its goals and objectives to promote the development of youth soccer in Northwest Florida, established the following By-Laws in support of the Articles of Incorporation mandate.

## **1.1 PURPOSE**

The purpose shall be to develop, implement and promote a comprehensive youth soccer program across Northwest Florida to provide education and training as defined by the United States Soccer Federation (USSF).

## **1.2 COLORS**

The colors of the Club shall be Red/Blue and they will be used in all official emblems or other insignia used to promote or identify the Club.

## **1.3 MEMBERSHIP**

The members of the Club shall be defined as follows:

A player and their parent become members of FCDEC at the beginning of the official soccer season once they have completed registration for the upcoming season. Completion of registration is defined as all paperwork being completed and turned in to the appropriate board member as well as payment of the registration fee being processed.

The FCDEC official soccer season begins on August 1<sup>st</sup> and ends May 31<sup>st</sup> of the following year. If the player signs up for the fall season only, then that player’s membership begins August 1<sup>st</sup> and ends January 31<sup>st</sup> of the following year. If a player signs up for the spring season only, that player’s membership begins on February 1<sup>st</sup> and runs through May 31<sup>st</sup>.

If a player is injured during the course of the season and is officially released from practice and games due to the injury, that player maintains his/her membership for the duration of the season in which they registered.

If a player moves away from the area and their dues are refunded according to the FCDEC Handbook, that player’s membership is terminated as they are no longer playing for FCDEC.

Membership may be claimed under only one class of eligibility below. Participation in the recreation program does not qualify for membership.

### **1.3.1 PLAYERS**

Registered players provided they have attained the legal age of maturity in the State of Florida.

### **1.3.2 PARENTS**

Parents of registered, minor players. Legal guardians of registered, minor players. Legal foster parents or other court appointed representatives of registered, minor players.

### **1.3.3 COACHES**

Registered coaches of the Club.

### **1.3.4 BOARD MEMBERS**

Elected or appointed officers as described in section 2.3.

## **1.4 AFFILIATION**

The club shall be an affiliate of and comply with the authority, rules and guidelines of the United States Soccer Federation, Inc. (USSF). This affiliation is predicated upon shared goals and objectives leading to the advancement of youth soccer.

## **1.5 RULES OF PLAY**

Rules of play shall be FIFA "Laws of the Game".

## **1.6 PLAYER/COACH/VOLUNTEER DATA**

Player, coach, and volunteer data are the property of the Club. The sole purpose of this information is to assist the Club in accomplishing its goals and objectives leading to the advancement of youth soccer and is not for personal gain.

## **2 ORGANIZATION, ADMINISTRATION & OFFICERS**

### **2.1 ORGANIZATION**

The Club is an incorporated, not-for-profit association in the State of Florida and shall be governed by its Articles of Incorporation, By-Laws and Rules under the leadership of a Board of Directors pursuant to the laws of the State of Florida and the United States.

### **2.2 ADMINISTRATIVE AUTHORITY**

The administrative authority to represent and conduct the business of the Club is vested in the Board of Directors. The Board of Directors is responsible for the implementation and enforcement of the By-Laws, Club Handbook, interpretive rulings of the USSF and all associations with which the Club is affiliated.

### **2.3 OFFICERS**

The administrative organization and authority of the Club shall be vested in a twelve (12) member Board of Directors. The Board of Directors shall consist of the President, Vice President, General Manager, (2) Registrars, Treasurer/Accountant, Secretary, (4)

Representatives-At-Large and Director of Coaching/Player Development (DOC). The club membership nominates and elects board members (with the exception of the DOC) for a two year term on a staggered basis. The board itself nominates and elects any incoming board members from annual elections by the membership to specific positions on the board. Any vacancy occurring on the board prior to re-election may be filled by appointment of the board members. All board members are voting positions with the exception of the DOC and the President. The exception to this rule is the President, who will vote only in the case of a tie.

Each member of the Board of Directors is expected to participate equitably and on an as-needed basis in the organizational and functional activities of the club which are beyond the capacity of any one member. Such activities include, but are not limited to, registration, team formation, tournaments, recruitment and nomination of potential board members, players and coaches.

Each member of the Board of Directors is expected to create and update as appropriate instructions and documentation of their particular duties so as to allow a successor a minimal transition period.

The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, officer, or any other member of the club that has been proven to have violated the USSF affiliation code of ethics or acted in a way that has placed the club, team, player(s), the game of soccer in an unfavorable situation, or otherwise violated the rules of the club.

The Board of Directors shall attend all Board meetings and Annual General Meetings unless notification is provided in advance that they will not attend.

### **2.3.1 PRESIDENT**

The President shall:

1. Establish an agenda and preside at all Board Meetings and the Annual General Meeting.
2. Sign deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed.
3. Supervise and coordinate the activities of the various Board members.
4. Assist the Director of Coaching/Player Development in organizing the tryouts.
5. Assist the Treasurer in developing the annual budget.
6. Help the *Scholarship Member at Large* to develop a program for older players to assist them in getting athletic scholarships.

### **2.3.2 VICE-PRESIDENT**

The Vice-President shall:

1. Preside at Board meetings or Annual General Meeting in the absence of the President.
2. In the event of the resignation or removal from office of the President, the Vice-President shall perform the duties of the President for the remainder of the term.

3. Accept requests for, coordinate, and oversee all activities associated with the acquisition and use of fields for club team practices and games.
4. Identify volunteers and actively assist the other Board members in recruiting the volunteers they need to carry out their duties.
5. Act as the Club representative to the local league meetings.
6. Perform any other duties as prescribed by the Board.
7. Network within the community and assist the Scholarship/Fundraising Representative at Large to develop club sponsors.
8. Assist with Marketing and Advertising of FCDEC organization

### **2.3.3 DIRECTOR OF COACHING (DOC)/PLAYER DEVELOPMENT**

The DOC shall:

1. Determine number of teams to be fielded by the club.
2. Recruit and determine player assignments/reassignments, training (players and coaches), schedules, player selection (tryout activities for the perspective soccer programs).
3. Recruit and make coaching assignments to individual teams.
4. Submit a Coaching Plan for the Seasonal Year. The plan shall include, but not be limited to, recommended teams and coaching assignments, recommended tournaments and play dates.
5. Submit a Coaching Budget for the Seasonal Year. The budget shall include, but not be limited to, coaching staff salaries, recommending attendance and reimbursements for expenses associated with attending licensed coaching courses.
6. Implement a centralized training program for non-recreational teams.
7. Implement a centralized training program for coaches.
8. At his/her discretion, elect to coach a team or teams provided it does not interfere with his primary duties.
9. Conduct clinics for club coaches and players throughout the Seasonal Year.
10. Conduct Camps for current & prospective players during the off-season.

### **2.3.4 GENERAL MANAGER**

The General Manager shall:

1. Responsible for the day-to-day administration of operations of the Club not related to coaching and shall perform these duties with the concurrence of the Board of Directors. This includes, but is not limited to, handling paperwork for the tryout and registration of new players, maintaining the composite club roster and team schedules, and organizing registration.
2. Work with the DOC on the day-to-day activities of the club to align on- and off-the-field actions.

3. Create and maintain the coach contracts.

### **2.3.5 TREASURER**

The Treasurer shall:

1. Receive all monies of the organization.
2. Keep accurate record of receipts and expenditures.
3. Pay out funds only as authorized by the organization, and deposit money in a bank approved by the Board of Directors.
4. Be the first signer and the President or designated Board Member shall be cosigner of any checks of \$2000 or more made out in the name of the organization.

In the Treasurer's absence, any two authorized Board Members must sign checks. The Treasurer has the authority to sign checks up to \$2000 without counter signature, present a current statement of accounts to the organization upon call of the Board and perform other such duties as may be delegated. No co-signature is required for the Treasurer to make payment in the following cases:

1. When paying an invoice less than \$2000 that has been reviewed approved and signed by the appropriate Board Member.
2. When making payment under special circumstances which have been pre-approved by the board of directors.

The Treasurer shall be bonded in a manner and form acceptable to the Board of Directors within thirty days of election, and prior to assuming office.

### **2.3.6 SECRETARY**

The Secretary shall:

1. Record the minutes of Board Meetings, publish minutes upon approval from the Board of Directors on the Web page to include the Annual General Meetings.
2. Send all required notices for meetings.
3. Maintain and update the Club's by-laws, policies, procedures and job descriptions.
4. Maintain and update the addresses and phone number of Board Members and their volunteer committee members.
5. Count votes and/or ballots at the Board meetings and Annual General Membership Meeting.
6. Publish the Club newsletter and maintain the Club Web site.

### **2.3.7 REGISTRARS**

The Registrars shall:

1. Responsible for the registration, transfer, and tracking of all players and coaches.

2. Ensure registration procedures are followed as outlined by the USSF affiliation Guidelines and shall submit registrations and changes of status with appropriate fees to the USSF affiliation in a timely manner.
3. Assist teams with special permission forms, travel requests, and Regional and State Cup registrations.
4. Keep a record of youth registration forms within the Club, and assist with paperwork associated with assigning players to teams, as necessary.
5. Make all State approved tournament information available to the DOC as applicable.

### **2.3.8 PUBLIC RELATIONS REPRESENTATIVE AT LARGE**

The Public Relations Representative-at-Large shall

1. Serve as the primary focal point for Marketing and Advertising activities.
2. Establish programs and coordinate with area media outlets to publicize and promote club activities, tournaments, results and membership in FCDEC.
3. Assist the Secretary in maintaining the Club Web site.
4. Shall be liaison between the Club and the uniform supplier.
5. In charge of Spirit Items.
6. Coordinates Club and Team Pictures.

### **2.3.9 SCHOLARSHIP & FUNDRAISING REPRESENTATIVE AT LARGE**

The Scholarship & Fundraising Representative-at-large shall

1. Establish a committee of (3) to review requests made by members to receive player scholarships and make recommendations to the Board for approval.
2. Organize and direct fundraising activities to help raise money for the Club's Scholarship and General fund.
3. Serve as the primary focal point to develop club sponsors.

### **2.3.10 TOURNAMENT DIRECTOR REPRESENTATIVE AT LARGE**

The Tournament Director & Sponsorship Representative-at-large shall

1. Organize any Club-sponsored competitive tournaments such as the Destin Soccer Rodeo in the fall and the Emerald Coast Cup in the spring.
2. Assist the Scholarship/Fundraising Representative at Large to develop club sponsors.

### **2.3.11 DUES & TEAM BUDGET REPRESENTATIVE AT LARGE**

The Dues & Team Budget Representative-at-large shall

1. Work with the Club Treasurer to maintain a list of member dues and send out notices on a monthly basis to club members that are past due.

2. Maintain a running log on team account balances in order to ensure teams stay within budget when applying for tournaments and play dates. Communicate with Registrars and Treasurer on approved applications.

### **2.3.12 RECREATIONAL DIRECTOR REPRESENTATIVES AT LARGE**

The Recreational Director Representatives-at-large shall

1. Organize and administer the recreational program for the Club.
2. Assist the DOC in developing and administering “off-season” activities, such as camps and clinics.

## **3 MEETINGS**

The following quorum requirements must be met prior to the conduct of official business of the club. A quorum must be present at the beginning and throughout any meeting for business to be conducted. As a point of order, should it be noted that a quorum no longer exists; the meeting may be recessed in order to obtain a quorum. If a quorum cannot be reestablished, the meeting shall be adjourned.

### **3.1 COMMITTEE**

A majority of the official committee members (Quorum)

### **3.2 ANNUAL GENERAL MEETING (AGM)**

1. Quorum consists of 25 Members exclusive of Board Members.
2. By-Laws may be amended at any time during the year and approved by a two-thirds (2/3) majority vote of the members at AGM.
3. Votes on Amendments to By-Laws, or motions from the floor of the AGM that may involve the expenditure of more than \$500 will require 15% of the Official membership.
4. The Club shall convene an Annual General Meeting for the purpose of an annual report on the status of the Club's activities, election of officers, and such other agenda items determined necessary for the conduct of its business according to the following:

The order of business at the Annual General Meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Introduction of Guests
4. Credentials Report
5. Minutes
6. Reports
7. Unfinished Business
8. Consideration of Proposed Modifications to the Constitution & By-Laws
9. New Business
10. Good of the Game

The President with the concurrence of the Board of Directors shall call for an Annual General Membership Meeting. Notification of the time and place of the meeting shall be provided to Club members (through mailed post cards and/or electronic email) postmarked at least fourteen (14) days in advance of the scheduled meeting to allow for requirement of a minimum ten (10) days written notice to be given to all members listed on the Official Membership Roster maintained by duly elected Registrar for the following events:

1. Amendments to the By-Laws
2. Annual Election of Officers.
3. The Annual General Meeting.

Notice of the Annual Elections, or votes for changes to the By-Laws, or Rules and Regulations must be given in writing, and may be mailed to the last known address of all members listed on the Official Membership Roster maintained by the Registrar. Additional notice may be given in any form deemed appropriate by the Board of Directors.

Provisions shall be made for all proposed changes in the Articles of Incorporation and by-laws to be made available for membership review prior to the meeting. This may be, but not limited to a copy in the club's office and/or posted on the web site.

The order of business for the Annual General Meeting shall provide for such reports and general business as determined necessary to the conduct of business

Only members shall be eligible to vote. Eligibility to vote must be claimed under the first class of membership in which a multiple eligibility member qualifies. The classes of membership are defined in Article I, Section 3 and for the purposes of this section are to be considered in ascending numerical order. Members may cast only the number of votes equal to the number of registered minor players which create their eligibility for membership except that once a vote attributed to a particular registered player is cast, no other member may cast a vote attributed to the same registered player. Class 1, 3, and 4 members shall receive one vote. In the case of absence from the Official Membership Roster, a member may establish eligibility to vote by providing proof of membership if one or more of the classes of membership listed in Article I. The final authority on questions of a member's eligibility shall be the FYSA affiliation office.

### **3.3 MEETINGS OF THE BOARD OF DIRECTORS**

Quorum consists of 8 Board Members. The Board of Directors shall meet monthly. One of these meetings may be the Annual General Meeting. The President or Quorum of the Board may call additional/special meetings as needed.

The Order of Business shall be as follows:

- Call to Order
- Roll Call
- Invocation

- Review of the Minutes
- Financial Report
- Unfinished Business
- New Business
- Adjournment

#### **4 FEES**

This Club shall have the authority to establish necessary fees to properly finance its programs and conduct business. The Board of Directors shall establish operating budget.

#### **5 PARLIAMENTARY PROCEDURES**

Robert's Rules of Order, latest edition, shall govern parliamentary procedures under the By-Laws of the Organization

#### **6 FISCAL YEAR**

The fiscal year is Sept 1 through Aug 31, as is the Fiscal Year. The Board of Directors may order audits at any time.

#### **7 SEASONAL YEAR**

The Seasonal Year shall be from June 1 to May 31 of the following year. Registration of players and teams is dependent on the sanctioning organization.

#### **8 PROVISIONS NOT COVERED**

Where provisions are not covered by this text, the policies and procedures of FYSA, United States Soccer Association, and United States Youth Soccer Association, shall apply. The Board of Directors shall have the authority to act in matters not covered within the by-laws on an emergency basis in order to maintain the purpose and objectives of this Club.