



GREENCASTLE UNITED  
SOCCER CLUB BYLAWS

2016

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[www.greencastlesoccer.com](http://www.greencastlesoccer.com)

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## 1.0 GENERAL

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### 1.1 NAME

This organization shall be incorporated and known as the Greencastle United Soccer Club (hereinafter referred to as the Club).

### 1.2 INCORPORATION

The Club shall be incorporated as a non-profit corporation under the laws of the United States and the Commonwealth of Pennsylvania, and shall engage in lawful activity for athletic, educational, and charitable purposes, none of which is for profit, pursuant to Chapter 41 of Pennsylvania Code and §501(c)(3) of the Internal Revenue Code. The Club shall not act so as to endanger its tax-exempt status under the Internal Revenue Code.

### 1.3 PURPOSE

The purpose of the Club shall be to promote the game of soccer at the youth level in the Greencastle-Antrim area, and foster the physical, mental, and emotional growth of area youth through the game of soccer. The Club shall exercise complete governmental control of said game except in those matters reserved by any leagues or associations to which the Club currently belongs.

### 1.4 TERRITORY

The Greencastle-Antrim area shall consist of the Borough of Greencastle, Antrim Township, and include any municipality contained within or adjacent to Antrim Township in the Commonwealth of Pennsylvania.

#### a) OPERATING RESTRICTIONS

The Club is permitted to conduct operations outside of the stated territory, but may not host or sponsor any competition outside the Commonwealth of Pennsylvania.

#### b) RESIDENCY RESTRICTIONS

The Club shall make no restriction prohibiting the participation of an adult or child based solely on the individual's place of residence.

### 1.5 HEADQUARTERS

The headquarters of this organization shall be within its territorial boundaries as defined in article 1.4. The location of general meetings shall be determined by the voting members of this Club or by such person or persons in whom the council may vest such authority.

#### a) MAILING ADDRESS

The Club shall maintain a mailing address within the stated territory that is not the primary mailing address for an elected officer for the purpose of collecting registrations, payments, and other correspondence via U.S. postal mail.

## 1.6 CALENDARS

The Club shall define calendars that define a standard annual period for the purpose of managing officer elections, financial management, and for the definition of the standard soccer season.

### a) FISCAL CALENDAR

The Club shall define the fiscal calendar for the purpose of managing the Club's finances as starting at midnight on January 1<sup>st</sup> through 11:59 on December 31<sup>st</sup> of the same year.

### b) SEASONAL CALENDAR

The Club's seasonal soccer year shall extend from September 1st through August 31st of the following year. The seasonal year is defined by USYS policy, but does not mandate the official start and end of a given season.

## 1.7 COLORS

The representative colors of the club shall be Green and White.

## 1.8 DISSOLUTION OF CLUB

The club may be dissolved by a 2/3 majority of the Board of Directors at the Annual Meeting or at a special board meeting. The intent to dissolve the club must be included in the meeting's agenda and publicized in accordance with the requirements documented in section 4.0.

### a) TRANSFER OF ASSETS

Upon dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be distributed to fund(s), foundations(s), or corporation(s) which is/are organized and operated exclusively for athletic, education, or charitable purposes and which has established its/their tax exempt status under section 501(c)(3) of the Internal Revenue Service Code. Any organization(s) receiving funds or property from the Club's dissolution shall first be approved by the Board of Directors of the Club.

### b) MERGER

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

## 2.0 MEMBERSHIP

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### 2.1 EQUAL OPPORTUNITY

The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.

### 2.2 PARTICIPATION

#### a) YOUTH PARTICIPANTS

Are registered players under the age of 19. They shall submit an application to the Registrar in the format prescribed by the Club. A fee established by, and payable to, the Club shall accompany all applications, with the exception of players on financial assistance or scholarship who must still submit an application. Acceptance by the Club shall constitute approval of the application provided space is available on a team for the player.

#### b) ADULT PARTICIPANTS

Are registered adults who are officers, directors, employees, coaches, trainers, managers, and other elected or appointed administrators who work on behalf of the Club. Acceptance of Adult Participants by the Club shall be subject to approval of the application and verification of eligibility with the Club's designated risk management screening providers. The Club may not accept an individual who is restricted or suspended from participation by any sports organization.

#### c) REGISTRATION REQUIREMENT

Every player, coach, assistant coach, team manager, programs administrator, club officer, board member, club employee, and volunteer who acts as an official representative of the Club must be registered with the Club and any other organization of which the Club is a member and the appropriate fees paid.

### 2.3 MEMBERSHIP

The Club shall have no members. All powers, obligations, and rights of members provided by law shall reside in the Board of Directors of this Club.

### 2.4 AFFILIATIONS

The Club shall be permitted to join, participate, and associate with other organizations for the purpose of promoting the game of soccer and participating in league and tournament competitions.

#### a) DIRECT AFFILIATIONS

The Club shall be a member of, and comply with the Bylaws and policies of:

- Central Pennsylvania Youth Soccer League (CPYSL)
- Frederick County Youth Soccer League (FCYSL)
- United States Club Soccer (USCS)

#### b) INDIRECT AFFILIATIONS

The Club shall be a member of, and comply with Bylaws and policies of the governing bodies to which the Club's direct affiliates are affiliated with. The following organizations are the Club's indirect affiliations:



- Eastern Pennsylvania Youth Soccer Association (EPYSA)
- Maryland State Youth Soccer Association (MSYSA)
- United States Youth Soccer (USYS)

## c) AUTHORITY OF GOVERNING BODIES

The affiliation with USYSA is maintained by the Club's affiliation with and through dues paid to its direct affiliates. The Ted Stevens Amateur Sports Act has given the United States Olympic Committee (USOC) governing authority over all amateur athletic competitions which are included in the Olympic Games. The USOC has in turn appointed United States Soccer Federation (USSF) as the governing authority of soccer in the United States. The USSF is also a national association member of Federation of International Football Association (FIFA). Because of USSF's relationship with the USOC and FIFA, rules of those organizations also apply to USYSA and its member clubs.

## 3.0 ORGANIZATION AND BOARD

### 3.1 BOARD OF DIRECTORS

The Board of Directors (Board) shall be the representative governing authority of the Club. The Board will conduct the business of the Club and shall be composed of the elected officers, and other elected directors. The number of directors may be modified from time to time, but the number shall never be fewer than 3 and no greater than 16.

#### a) COMPOSITION

The Board shall be comprised of the fourteen named officers specified in Article 3.2 and two directors at large. All elected officers are eligible to vote on any matter before the Board.

#### b) QUALIFICATIONS

All directors shall be a natural person having an age greater than eighteen years.

#### c) VOTING RIGHTS

Each member of the board shall be entitled to one vote, irrespective of the number of positions held by said member.

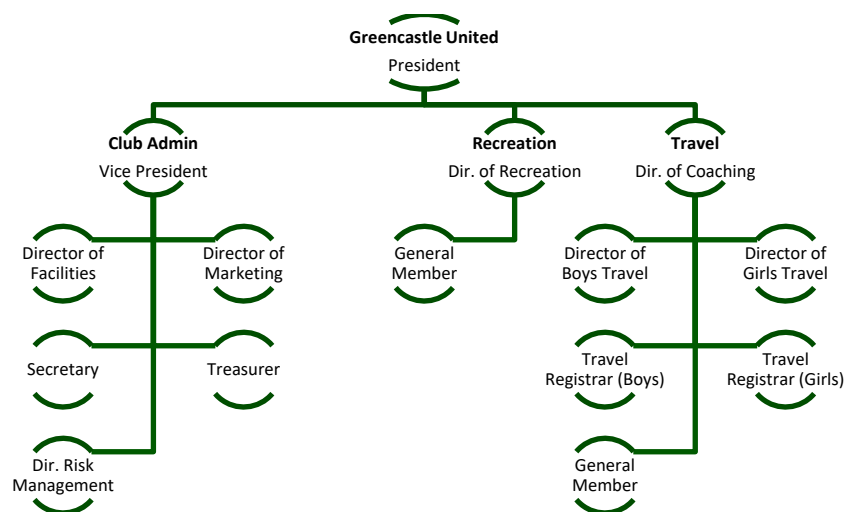
#### d) LIMITATION ON COACH INVOLVEMENT

No more than half of the currently allocated Board positions shall be held by the head coach of a travel team.

#### e) CHANGE OF OFFICERS

Pursuant to Chapter 41.52 of the Pennsylvania Code regarding nonprofit corporations, the Club shall file a Form DSCB:15-5110 (Annual Statement-Nonprofit Corporation) annually with the Commonwealth identifying any changes in its officers.

### 3.2 ORGANIZATION CHART



#### a) LIMITATIONS ON AUTHORITY OF BRANCH CHAIRPERSON

The position at the top of each branch is the chairperson for their branch. These positions do not have supervisory authority over the positions within.



### 3.3 CLUB OFFICERS AND DUTIES

The titles and duties of Board officers shall be defined to include the

a) PRESIDENT

The President of the Club shall

- Provide leadership, inspiration, and direction for the club during the term of office.
- Preside over all Board of Director meetings and as an ex officio member of all committees.
- Form committees as deemed necessary for the efficient operation of the club.
- Act as the official representative of the Club in all interactions with the public and other entities unless this authority has been delegated to another individual for a specific interaction.
- Be the primary signatory on all contracts and agreements concerning the Club unless this authority has been delegated to another individual for a specific agreement.
- Act as a second signatory on Club checks pursuant to the Club's Financial Control Policy.
- Refrain from voting on issues before the Board of Directors except in the election of officers, in the event of a tie, or in all votes requiring a 2/3 majority.

b) VICE PRESIDENT

The Vice President of the Club shall

- Maintain the Club Constitution, Bylaws, policies, and general procedures.
- Assume the duties of the President in his/her absence.
- Act as a second signatory on Club checks pursuant to the Club's Financial Control Policy.
- Be a voting member of the Board of Directors.

c) SECRETARY

The Secretary of the Club shall

- Record and distribute the minutes of the Board and General Meetings.
- Be responsible for notifications and the dissemination of the agenda for Board and General Meetings.
- Conduct all meetings in the absence of the President and Vice President.
- Review financial statements monthly.
- Be a voting member of the Board of Directors.

d) TREASURER

The Treasurer of the Club shall

- Be responsible for the accounting of all monies and other assets.
- Be responsible for the preparation of financial reports, filing of tax returns, and the disbursement of money.
- Be responsible for preparing any papers concerning the Club's Articles of Incorporation and tax exemption status.
- Manage all Club finances including bank accounts, debit cards, and other financial instruments.
- Be responsible for all club deposits, invoicing, payments, and collections unless this authority has been delegated to another individual for a specific transaction or agreement.
- Be a voting member of the Board of Directors.

## e) DIRECTOR OF RISK MANAGEMENT

The Director of Risk Management shall

- Be responsible for ensuring club policies and procedures are compliant with local, state, and federal laws concerning the administration and processing of background checks for club volunteers.
- Collect and maintain complete registry of all club volunteers and the current status of their required checks and clearances as well as retain physical (or digital) copies of all proof of clearances for volunteers.
- Stay abreast of legal and league requirements for any and all safety issues including, but not limited to: concussion awareness, first aid administration, training, lightning safety, and goal safety.
- Develop, implement, and oversee club policies concerning all risk management, health, and safety concerns.
- Be a voting member of the Board of Directors.

## f) DIRECTOR OF COACHING

The Director of Coaching for the Club shall

- Manage the Club's Travel program.
- Chair the standing committee for Travel Soccer.
- Be responsible for the coordination of the Club's travel related officers including, but not limited to the directors of the Boys and Girls travel teams, travel registrar, and the program's general board member.
- Attend all mandatory league meetings or designate a suitable alternate.
- Oversee the selection and development of all travel coaches.
- Act as the organization's liaison with education providers and club coaches.
- Be a voting member of the Board of Directors.

## g) DIRECTOR OF RECREATION

The Director of Recreation for the Club shall

- Manage the Club's Recreation program.
- Chair the standing committee for Recreation Soccer.
- Be responsible for the coordination of the Club's recreation related officers including, but not limited to the recreation registrar and the program's general board member.
- Manage the selection of recreation coaches.
- Work with the Director of Coaching to facilitate training and development for recreation coaches.
- Be a voting member of the Board of Directors.

## h) DIRECTOR OF FACILITIES

The Facilities Director of the Club shall

- Responsible for the management and maintenance of all soccer related fields, facilities, and structures.
- Manage the bidding process for field maintenance and building contracts and provide a minimum of two good faith estimates for Board review.
- Responsible for the procurement of club equipment and supplies including, but not limited to: goals, nets, field paint, training aids, balls, bags, training aids, and other supplies to support normal soccer operations. Excludes office and administrative supplies and services.
- Be a voting member of the Board of Directors.

## i) DIRECTOR OF MARKETING

The Marketing Director of the Club shall

- Be responsible for the management of all advertising, marketing, and public relations activities.
- Manage the brand identity of the club and be responsible for the creation, usage, and enforcement of Club logos, colors, stationary, and trademarks.
- Be responsible for the management of the club's web site, social media, and other electronic marketing services.
- Oversee the acquisition and retention of Club sponsors with sponsor requests sent bi-annually.
- Communicate the time and location of all Board meetings via the Club's website and/or social media.
- Be a voting member of the Board of Directors.

## j) DIRECTOR OF BOY'S TRAVEL

The Boy's Travel Director of the Club shall

- Be responsible for the development and assignment of male, youth participants in the Club's travel program.
- Assist the coaches of boy's teams to develop best practices for team management and player development.
- Be responsible for contacting parents should a player need to be cut, transferred to another team, or to discuss any player issues.
- Investigate and report to the Board on any questions, concerns, complaints concerning a boy's travel coach.
- Attend all league competition meetings or designate a suitable alternate.
- Be a voting member of the Board of Directors.

## k) DIRECTOR OF GIRL'S TRAVEL

The Girl's Travel Director of the Club shall

- Be responsible for the development and assignment of female, youth participants in the Club's travel program.
- Assist the coaches of girl's teams to develop best practices for team management and player development.
- Be responsible for contacting parents should a player need to be cut, transferred to another team, or to discuss any player issues.
- Investigate and report to the Board on any questions, concerns, or complaints concerning a girl's travel coach.
- Attend all league competition meetings or designate a suitable alternate.
- Be a voting member of the Board of Directors.

## l) REGISTRARS – TRAVEL (BOYS &amp; GIRLS)

The Travel Registrars for the Club shall

- Be responsible for the registration, collection of registration fees, and the transfer of players in the travel program.
- Be responsible for the recording and distribution of team rosters.
- Ensure all players and teams are in compliance with league, state association, and governing body rules.
- Provide the Treasurer with any received registration fees for deposit.
- Provide the Treasurer with any levied fines from leagues and/or state associations.
- Serve as the risk management coordinator for the travel program.
- Be a voting member of the Board of Directors.

## m) REGISTRAR - RECREATION

The Recreation Registrar for the Club shall

- Be responsible for the registration, collection of fees, and the transfer of players in the recreation program.
- Be responsible for the assignment of youth participants to teams in the Club's recreation program.
- Be responsible for the recording and distribution of team rosters.
- Be responsible for provisioning recreation jerseys and trophies for each season.
- Be responsible for the creation and distribution of recreation game schedules.
- Ensure all players and teams are in compliance with league, state association, and governing body rules.
- Provide the treasurer with any received registration fees for deposit.
- Serve as the risk management coordinator for the recreation program.
- Be a voting member of the Board of Directors.

n) **GENERAL MEMBER(S)**

The Board shall maintain two General Members at Large who are responsible for representing the Club's parents and players and are voting members of the board. One member shall represent travel players and families, while the other shall represent recreation players and families.

### 3.4 ELECTION OF OFFICERS

All members of the Board shall be elected by the existing members of the Board of Directors at the Annual General Meeting (AGM) with their term beginning immediately after the annual meeting has been adjourned and shall serve a term of two years.

a) **ALTERNATING TERMS**

To limit turnover on the Board to no more than 50%, half of all Board officers shall be elected in alternating years according to the Alternating Terms Table (Figure 3-2).

Even Numbered Years	Odd Numbered Years
<ul style="list-style-type: none"><li>▪ President</li><li>▪ VP of Recreation</li><li>▪ Secretary</li><li>▪ Director of Facilities</li><li>▪ VP of Boys Travel</li><li>▪ Travel Registrar (Girls)</li><li>▪ General Member (Travel)</li><li>▪ Risk Management</li></ul>	<ul style="list-style-type: none"><li>▪ Vice President</li><li>▪ VP of Travel</li><li>▪ Treasurer</li><li>▪ Director of Marketing</li><li>▪ VP of Girls Travel</li><li>▪ Travel Registrar (Boys)</li><li>▪ General Member (Recreation)</li></ul>

b) **TERM LIMITS**

No person may be elected to more than 2 consecutive terms for a single office.

### 3.5 REMOVAL OF OFFICERS

The Board may declare vacant the position of an elected Director if he/she dies, resigns in writing either in person or by his/her attorney-in-fact, is declared incapacitated by an Order of Court, is convicted of a felony, or if within sixty (60) calendar days after notice of his/her selection, he/she does not accept such office either in writing or by attending a meeting of the Board, and fulfill each other requirements of qualification as the Bylaws may specify, or is removed by the Board pursuant to the procedures below.

a) **FACT FINDING**

If the Board receives a complaint regarding the conduct of a Board member or otherwise becomes aware of allegations of misconduct regarding a Board member, the President or Vice President shall appoint an impartial committee of fact-finders to review allegations within 15 days. The committee shall present a report to the Board within 30 days of being appointed. A vote to remove a Board member shall only be taken following a fact-finding hearing before the Board.

b) REMOVAL VOTE

The person whose removal is in question may attend the meeting at which removal is on the agenda and may offer information and discussion regarding the allegations. The person whose removal is in question shall not participate in any vote regarding the removal and shall leave the room in which the meeting is being held if so requested by any voting member of the Board. Suspension or removal of a Board member shall require a two-thirds affirmative vote of the eligible voting Board members, not including the person whose removal is in question.

### 3.6 FILLING VACANCIES

Vacancies occurring subsequent to elections shall be filled by a majority vote of the Board with the appointee serving out the previous holder's remaining term.

a) EFFECT OF MID-TERM ELECTIONS ON TERM LIMITS

The term served by an appointed shall not be considered as an election as defined in the article concerning term limits.

### 3.7 COMMITTEES

The Board may create committees for purposes established by the Board. The duration of such ad hoc committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.

a) RECREATION COMMITTEE

The Recreation Committee may make routine decisions regarding the club's recreation program on behalf of the Board of Directors. Decisions made by the Recreation Committee must be ratified at the next regularly scheduled board meeting by the full assembly. Any member of the committee may request a decision be pushed off to the next board meeting if they feel the issue warrants greater deliberation. The Recreation Committee shall include the Vice President of Recreation, Recreation Registrar, and the General Member representing recreation players and parents.

## b) TRAVEL COMMITTEE

The Travel Committee may make routine decisions regarding the club's travel program on behalf of the Board of Directors. Decisions made by the Committee must be ratified at the next regularly scheduled board meeting by the full assembly. Any member of the committee may request a decision be pushed off to the next board meeting if they feel the issue warrants greater deliberation. The Committee shall include the Director of Coaching, Director of Boy's Travel, Director of Girl's Travel, Travel Registrar, and the General Member representing travel players and parents.

## c) SPECIAL COMMITTEES

The Board may, by resolution, establish one or more special committees to undertake and report back to the Board on matter(s) within the committee's jurisdiction. A special committee of the Board shall serve at the pleasure of the Board.

1. The President shall, subject to the approval of the Board, appoint a Director of the Board to serve as the Chair to a special committee at the time of its establishment.
2. The members of a special committee, exclusive of the Chair, may be selected by the Chair of the committee and may include members outside the Board of Directors.
3. A special committee shall hold such meetings as may be required to accomplish its undertaking or assignment.
4. Written minutes of committee meetings shall be kept by a committee secretary and submitted at the regular meeting of the Board following the committee meeting.
5. A special committee shall have no authority to expend funds unless authorized to do so by resolution of the Board.

## 4.0 MEETINGS

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### 4.1 RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall serve as a guide for Club proceedings, but adherence is not required. The Chair of any Board or Committee meeting reserves the right to require Robert's Rules of Order, Newly Revised for any meeting should he or she deem necessary.

### 4.2 BOARD OF DIRECTORS MEETINGS

#### a) PURPOSE

The purpose of the Board of Directors meetings is to debate and decide issues related to the normal operation of the club.

#### b) FREQUENCY

The Board shall convene a Board of Directors meeting on a monthly basis.

#### c) QUORUM

A quorum for a Board meeting has been met if seven members of the Board are present.

1. If the board currently consists of seven or fewer members a quorum shall be a simple majority of the current sitting members.

#### d) NOTIFICATION

The time, date, and location of all Board meetings shall be published via the Club's website and/or social media no less than 15 days prior.

#### e) CHANGES

Changes to the time, date, and location of a Board meeting require a simple majority and notification via the Club's website and/or social media no less than 24 hours prior to the start of the meeting.

#### f) AGENDA

The agenda for the Board meeting shall be finalized and distributed to all Board members no less than 24 hours prior to the start of the meeting.

#### g) CONFERENCING AND ELECTRONIC VOTING

Board of Directors meetings requires all voting members are able to hear and communicate with all other members of the board concurrently as mandated under Pennsylvania Code § 5708. Voting on issues before the Board by proxy or email is not permitted under Pennsylvania state law. Any decision made by the Board via email is not legally binding until the matter has been affirmed at the next meeting of the Board of Directors.

#### h) NON-VOTING MEMBERS

Coaches, appointed coordinators, former board members, and parents may attend meetings, participate in discussions, and provide advice to the Board but shall not have voting privileges at Board meetings.

### 4.3 ANNUAL MEETING

#### a) PURPOSE

The purpose of the Annual Meeting is to

- review the Club's mission statement and long term strategic plans,
- review the Club bylaws and discuss and debate amendments,
- elect officers to the Club's Board of Directors,
- or call for the dissolution of the Club.

#### b) FREQUENCY

The Board shall convene an Annual Meeting that shall be held every June. This meeting shall be in place of the regular monthly board meeting.

#### c) QUORUM

The quorum requirements shall be the same as those for a general board meeting.

#### d) NOTIFICATION

The time, date, and location of all Board meetings shall be published via the Club's website and/or social media no less than 15 days prior.

#### e) CHANGES

Changes to the time, date, and location of a Board meeting require a simple majority and notification via the Club's website and/or social media no less than 72 hours prior to the start of the meeting.

### 4.4 BUDGET MEETING

#### a) PURPOSE

The purpose of the Budget Meeting is to

- review the operating budget for the current fiscal year,
- review tax statements for the current fiscal year, if necessary,
- discuss income projections for the coming fiscal year,
- discuss expense projections for the coming fiscal year,
- discuss and debate changes to fees, discounts and other charges or credits to Club participants,
- and create a balanced operating budget for the coming fiscal year.

#### b) FREQUENCY

The Board shall convene an annual budget meeting that shall be held every December. This meeting shall be in place of the regular monthly board meeting.

#### c) QUORUM

The quorum requirements shall be the same as those for a general board meeting.



## d) NOTIFICATION

The time, date, and location of the budget meeting shall be published via the Club's website and/or social media no less than 15 days prior.

## e) CHANGES

Changes to the time, date, and location of the budget meeting requires a simple majority and notification via the Club's website and/or social media no less than 72 hours prior to the start of the meeting.

#### 4.5 SPECIAL MEETINGS

A simple majority of the Board may call a special meeting for the purpose of addressing important issues. All other rules concerning the conduct of special meetings shall comply with the general guidelines and restrictions of standard board meetings.

## 5.0 ADMINISTRATION

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### 5.1 BOOKS AND RECORDS

The Club shall keep a record of the proceedings of the Board, which shall include the original or a copy of its Bylaws, including all amendments thereto to date, certified by the Secretary, an original or duplicate Board Register, giving the names of the Board and their respective addresses, and the original minutes of all meetings and resolutions of the Board. The Club shall keep appropriate, complete and accurate books or records of account.

#### a) TRANSFER OF BOOKS AND RECORDS

At the expiration of an officer's term, any books and records of the Club in the possession of the officer shall be transferred to the Club Vice President within 30 days.

### 5.2 POLICIES

#### a) RIGHT TO ADOPT, REPEAL, OR AMEND POLICIES

The Board may adopt policies to govern the operations of the Club. A majority 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.

#### b) EFFECTIVE DATE

Once adopted, a policy will govern the operations of the Club immediately until amended or repealed.

#### c) NOTIFICATION

The Board shall make appropriate provisions to inform its members of Club policies.

### 5.3 FINANCIAL CONTROLS

The Board shall adopt financial controls that provide details for the handling of the club's financial affairs. Such policies shall be reviewed and modified as required by the Board.

#### a) FUNDS

All funds and property received by or coming into the custody of the Club belong to the Club and are entrusted to the Club to be expended only in accordance with, and for the purpose authorized by the Board. The Club shall use its funds only to accomplish the objectives and purposes necessary to maintain its status as a non-profit corporation, and as an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code and as specified in the Bylaws. No part of said funds shall inure or be distributed to the Directors or officers except as reasonable compensation for services rendered as herein set forth.

#### b) AUTHORIZATION TO COMMIT FUNDS

No person is authorized to commit funds of the Club or otherwise obligate the Club except as authorized by the Board and to the extent funds are available to the Club for discharging such commitment.

## c) WITHDRAWALS AND EXPENDITURES

All funds received by or for the account of the Club shall be properly receipted and deposited timely in banks or depositories, designated by the Board, in the name of the Club. All withdrawals from such accounts shall be made by check or other methods approved by the Treasurer or other designee of the Board. Disbursements of Club funds in excess of two thousand dollars (\$2000.00) shall require the signature of two (2) officers of the Club.

## d) BOND

If required by the Board, any person shall give bond for the faithful discharge of his or her duty in such sums and with such surety as the Board shall determine.

## c) BUDGET DEADLINE

The Board shall establish a budget for the coming fiscal year by the Club's annual budget meeting.

## e) AUDITING

The Board shall cause an independent audit of club finances every odd year.

## f) REPORTING REQUIREMENTS

The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

## g) SUBVENTION

The Club shall be authorized, by resolution of the Board, to accept subventions on terms and conditions not inconsistent with the Commonwealth of Pennsylvania Non-profit Corporation Law of 1988, as amended, and to issue certificates therefore.

## h) COMPENSATION

An officer of the Club is authorized to receive reasonable compensation from the Club for services rendered and for actual expenses incurred when authorized by the Board. No officer of the Club shall receive compensation merely for acting as an officer.

## 5.4 CONFLICT OF INTEREST

Any relationship, transaction, or arrangement that could reasonably be perceived as influencing an officer's objectivity is deemed a conflict of interest.

## a) REQUIREMENTS

Each person with a conflict must before participating in a matter concerning the conflict:

- Fully disclose all material facts to the decision making body;
- Not participate in any formal or informal discussions relating to the matter that is the subject of the conflict;
- Not be present during the deliberations other than to make a statement or answer questions;
- Abstain from voting or seeking to influence a vote on any matter relating to the conflict.

## b) DECISIONS WITH A CONFLICT OF INTEREST

Decisions in which there is a conflict of interest are invalid unless all of the following conditions are met:

- Full compliance with disclosure requirements;
- Transaction or arrangement approved by a vote of disinterested voters is sufficient to approve it;
- Vote is recorded in the minutes and identifies all voting parties.

## c) DETERMINATION

A simple majority of the Board may determine whether a conflict of interest exists between an officer and a particular relationship, transaction, or arrangement and require the conflicted individual recuse themselves from voting on the matter.

## 6.0 GRIEVANCE, PROTEST, AND APPEALS

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### 6.1 GRIEVANCE, PROTEST, AND APPEALS

The Club and its Board of Directors shall follow procedures for handling grievances, protests and appeals in accordance with the principles of due process. Submission of a Grievance, Protest or Appeal shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.

### 6.2 HEARING PROCEDURES

Grievances will be heard by the Board as scheduled by the President. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance

### 6.3 HEARING PROCEDURES – SPONSORED COMPETITION

#### a) RULES OF COMPETITION

The Board shall approve Rules of Competition for any tournaments or leagues sponsored by the Club.

#### b) DISTRIBUTION

Copies of the Rules will be distributed to participating teams when they register for the event.

#### c) PROTESTS

Any protests or complaints arising from the sponsored event will be heard by the event director (or designee) in accordance with the Rules. The Rules will provide for a final decision on any complaint or protest before the next scheduled match of the affected parties.

#### d) FINAL DECISION

The decision of the event director shall be final and shall be verified in writing and retained in the club records.

### 6.4 APPEALS PROCESS

Appeals of the results from any hearing conducted by the Club must be submitted to CPYSL or FCYSL as required by the CPYSL appeal and grievance manual. There shall be no appeals of Club hearing decisions heard by the Club. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

## 7.0 RISK MANAGEMENT

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### 7.1 RISK MANAGEMENT POLICY

#### a) POLICY DEVELOPMENT

The Board shall adopt a risk management policy that provides guidance to the club regarding the suitability of accepting a person to be a club representative. The policy shall not allow acceptance of a person who is disqualified by any affiliated organization, but may provide for the disqualification of a person who has been approved by any other affiliate.

#### b) REPORTING REQUIREMENTS

The Club shall promptly notify applicable affiliates upon learning that any Adult Participant in the club has been formally charged with, or has been convicted of, a crime. The President is responsible for communicating this information on behalf of the Club. The President will consult with the Risk Management director regarding any concerns about the criminal history of any person who is, or has applied to become, a registered Adult Participant in the Club.

#### c) CONSENT TO BACKGROUND CHECKS

All adult participants shall be required to comply with any screening process required by the Commonwealth of Pennsylvania, league affiliates, or the club itself.

### 7.2 CONCUSSION AND INJURY MANAGEMENT POLICY

#### a) POLICY DEVELOPMENT

The Board shall adopt a policy to provide awareness and guidelines for club officials concerning concussions and other physical injuries. The policy shall define:

- The club's philosophy concerning player safety in regards to concussions and physical injuries,
- Best practices for introducing and coaching heading,
- Training requirements for injury awareness and prevention,
- Best practices for handling on-field injuries during club activities,
- Policies and procedures for reporting player injuries to the board of directors,
- Policies and procedures for allowing players to return to the field of play.

### 7.3 SEVERE WEATHER POLICY

#### a) POLICY DEVELOPMENT

The Board shall adopt a policy to provide awareness and guidelines for club officials concerning severe weather. The policy shall define procedures for: high winds, lightning, thunder, rain, snow, as well as watches and warnings for tornados.

## 8.0 AMENDMENTS

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### 8.1 CHANGES AND AMENDMENTS

#### a) ACCEPTANCE OF AMENDMENTS

Changes or amendments to these bylaws may be adopted at the Club's annual meeting or at any specially called meeting upon two-thirds (2/3) majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.

#### b) WRITTEN SUBMISSIONS

A proposed change or amendment must be submitted in writing to the President or Secretary of the Club no later than thirty (30) days before the Annual Meeting. Such changes shall be transmitted to Board Members and eligible voting members of the Club not later than fifteen (15) days prior to said meeting.

### 8.2 PROVISIONAL CHANGES

The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the Board in accordance with proposed Bylaw amendment at the next Annual General Meeting.

### 8.3 SEVERABILITY AND PRECEDENCE

#### a) SEVERABILITY

Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

#### b) PRECEDENCE

The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next Annual General Meeting to eliminate the cause of any conflict.