



D'Iberville Youth Soccer Organization

By-laws

ARTICLE I: ORGANIZATION NAME

The name of the organization shall be the D'Iberville Youth Soccer Organization (commonly referred to as DYSO).

ARTICLE II: PURPOSE

- A. The purpose of DYSO shall be the control, regulation, promotion, development, and education of youth soccer in the D'Iberville, Mississippi area at all levels of play. The organization shall be headquartered in D'Iberville, Mississippi. The organization shall operate as a not-for-profit organization and will comply with all state and federal regulations.
- B. The organization shall conform to all Mississippi Soccer Association guidelines.
- C. The mission statement of the organization shall be as follows: The D'Iberville Youth Soccer Organization provides soccer programs that are age appropriate and support physical and social development. DYSO strives to encourage passion and enthusiasm for the game of soccer and to promote respect for teammates, opponents, coaches, referees, fans and self. DYSO is also committed to ongoing training and development for its coaches and referees as a means to promote, foster and perpetuate the growth of soccer and further enhance the soccer experience in D'Iberville, Mississippi.
- D. The boundaries of the D'Iberville Youth Soccer Organization shall conform to those on record with the Mississippi Soccer Association.

ARTICLE III: OFFICERS

Section 1. The officers of the organization shall be as follows:

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| 1. President | 9. League Coach |
| 2. Vice President | 10. Equipment Manager |
| 3. Treasurer | 11. U12/U14/U16/U19 Commissioner |
| 4. Secretary | 12. U8/U10 Commissioner |
| 5. Registrar | 13. U4/U6 Commissioner |
| 6. Scheduler | 14. Concessionaire/Volunteer Coordinator |
| 7. Division II Program Director | 15. Fundraising/Sponsorship Coordinator |
| 8. League Referee | 16. Media Relations Liaison |

Section 2. All officers shall serve without compensation for a period of one year, or until a replacement is fully elected and qualified. An attempt to fill all officer positions shall be made at the Annual General Membership (AGM) meeting. If the organization is unable to fill all officer positions at the AGM, the unfilled positions will be left open until the next regular board meeting.

- A. **The President** shall preside at all meetings and shall sign all written contracts. He/She shall countersign all checks or otherwise approve any cash expenditures of the organization. He/She shall serve as Chairman of the Board of Directors.
- B. **The Vice President** shall assume the duties of the President in his/her absence. He/She shall also perform other duties as prescribed by the Board of Directors. He/She shall be responsible for field preparation and coordination of maintenance with the City Parks and Recreation Department. He/She shall act as the intermediary between the commissioners and the Board of Directors and stay in contact with said commissioners at least every two weeks or more if needed. All information should be given to the commissioners in a timely manner. He/She shall also have the responsibility of helping the commissioners to find coaches for teams in their age groups that may need them.
- C. **The Treasurer** shall have custody of all monies and securities of the organization and shall give bond with such sum and with sureties, as the Board of Directors requires. The Treasurer shall keep regular books of account records and other papers, and shall present these to the Board of Directors at a minimum of once per month for their examination and approval.
- D. **The Secretary** shall keep a written record of all Board meetings and shall provide transcripts of these meetings to all members of the Board of Directors. These records shall also be available to the public in a binder located in the concession stand.
- E. **The Registrar** shall conduct registration of all applicants for participation within the organization per the Mississippi Soccer Association (MSA) guidelines. He/She shall be in charge of player placement and shall assist the President in verification of birth certificates and eligibility of players. He/She shall follow rules set forth by the Fédération Internationale de Football Association (FIFA) and MSA concerning these matters. He/She shall ensure all KidSafe forms are on file. The Registrar will be allowed to coach a team only with Board of Directors approval.

- F. **The Scheduler** shall be responsible for preparing initial game schedules for all age levels during the recreational season. The Scheduler will coordinate all schedules with the League Referee.
- G. **The Division II Program Director** shall be responsible for the scheduling and assignment of all coaches, players, and games in the Division II program. He/She shall be responsible for all forms, passes, collections of monies, and all other requirements inherent to the position.
- H. **The League Referee** shall be responsible for ensuring all referees are qualified in accordance with FIFA rules and governing by-laws. He/She will also be the Chairperson of any disciplinary board or grievance committee. He/She shall work with the scheduler to approve all schedules of game. The League Referee shall observe all referees in the performance of their duties and provide mentoring and coaching as needed.
- I. **The League Coach** shall be responsible for assisting coaches and players with their development. He/She is required to conduct one age-appropriate coaching clinic per season and ensure all coaches attend a MSA certification course for their age group. He/She will conduct voluntary clinics for coaches and children alike at his/her discretion throughout the season. The League Coach shall observe all team coaches in the performance of their duties and provide mentoring and coaching as needed.
- J. **The Equipment Manager** shall be responsible for the issuing and retrieval of all equipment (balls, cones, training equipment, practice tees, and ball bags) to and from all coaches prior to practices and the season and after the recreational season has completed. He/She will also be responsible for issuing uniforms to coaches prior to the season beginning. The Equipment Manager shall maintain a record to control the inventory.
- K. **The U12 - U19 Commissioner's** inherent job function is to act as the intermediary between the coaches and the board and to stay in contact with said coaches and parents at least every two weeks or more as needed. All information shall be given to coaches in a timely manner. He/She shall also have the responsibility of finding coaches for teams in this age group as needed. He/She also has the authority to make decisions within this age group to facilitate play.
- L. **The U8 - U10 Commissioner's** inherent job function is to act as the intermediary between the coaches and the board and to stay in contact with said coaches and

parents at least every two weeks or more as needed. All information shall be given to coaches in a timely manner. He/She shall also have the responsibility of finding coaches for teams in this age group as needed. He/She also has the authority to make decisions within this age group to facilitate play.

- M. **The U4 - U6 Commissioner's** inherent job function is to act as the intermediary between the coaches and the board and to stay in contact with said coaches and parents at least every two weeks or more as needed. All information shall be given to coaches in a timely manner. He/She shall also have the responsibility of finding coaches for teams in this age group as needed. He/She also has the authority to make decisions within this age group to facilitate play.

- N. **The Concessionaire/Volunteer Coordinator** shall be responsible for the operation of the concession stand. He/She will have the ability to contract out such services as needed with the approval of the Board of Directors. He/She will also have the responsibility for the upkeep of the bathrooms at the various fields. He/She shall be responsible for maintaining a volunteer list and coordinating volunteer schedules to ensure all league events are covered.

- O. **The Fundraising/Sponsorship Coordinator** shall be responsible for coordinating any fundraising events and for coordinating sponsors. He/She shall also be responsible for all contact with the photographer and the scheduling of the photographer for player pictures. He/She will be responsible for the collection of all monies inherent with this position and keep written records of all fundraising monies and sponsorships. He/She shall turn all monies over to the Treasurer. He/She shall also be in charge of public relations and all forms of media advertising concerning registration of players in all divisions and the distribution of flyers to all local schools.

- P. **The Assignor** shall be appointed by the Board of Directors and will attend a state assignor course, when available, for the year he/she is assigned the duties of assignor.

- Q. **Media Relations Liaison** shall be responsible for communicating league information. This includes maintaining the league Website, Facebook page, and sending out email blasts. The Media Relations Liaison may or may not be a voting member of the Board based on the preference of the individual selected to fill the position.

ARTICLE IV: THE BOARD OF DIRECTORS

- A. The Board of Directors shall consist of all officers listed in Article III.
- B. A quorum shall consist of thirty-three percent plus one of all active Board of Directors members. If a quorum exists the Board of Directors has authority to conduct any business related to DYSO. In the event a quorum is not present during a regularly scheduled meeting, the executive officers, which consist of the President, Vice President, Division II Coordinator, Secretary, and Treasurer will be authorized to conduct business necessary to the operation of the league, so long as the majority of the above listed officers are present.
- C. The Board of Directors shall approve any expenditure of monies in excess of twenty-five dollars (\$25.00).
- D. The Board of Directors shall remit any monies or possessions of the DYSO to the Parks and Recreation Department of the City of D'Iberville in the event the organization is dissolved for any reason.
- E. A Board of Directors member is considered inactive after three consecutive unexcused absences, as determined by the active Board of Directors members.

ARTICLE V: COMMITTEES

- A. **The Registration Committee** is chaired by the Registrar and shall consist of the League Coach, League Referee, Division II Coordinator, and anyone else the Chairperson feels is needed. The purpose of the Registration Committee is to deal with any issues related to registration.
- B. **The Fundraising Committee** is chaired by the Fundraising/Sponsorship Coordinator, and shall consist of the Treasurer and anyone else the Chairperson feels is needed. The purpose of the Fundraising Committee is to deal with any issues related to fundraising.
- C. **The Equipment Committee** is chaired by the Equipment Manager, and shall consist of the League Coach, League Referee, Division II Coordinator, and anyone else the Chairperson feels is needed. The purpose of the Equipment Committee is to deal with any issues related to equipment and the fields.
- D. **The Division II Committee** is chaired by the Division II Coordinator, and consists of the League Coach, League Referee, Equipment Manager, and anyone else the Chairperson feels is needed. The purpose of the Division II Committee is to deal with any issues related to the Division II program.

- E. **The Planning Committee** is chaired by the Vice President (who can vote), and consists of the Fundraising/Sponsorship Coordinator, Division II coordinator, Scheduler, and anyone else who the Chairperson feels is needed. The purpose of the Planning Committee is to deal with creating a tentative calendar for the season and setting dates for fundraisers, tournaments, etc.

- F. **The Budget Committee** is chaired by the Vice President (who can vote), and consists of the Treasurer, Fundraising/Sponsorship Coordinator, and anyone else the Chairperson feels is needed. The purpose of the Budget Committee is to set the budget at the beginning of the league year.

- G. **The Commissioner's Committee** is chaired by an age-group Commissioner, and consists of all the age-group Commissioners, League Coach, and League Referee. The purpose of the Commissioner's Committee is to deal with any issues related to the commissioners.

- H. **The Tournament Game Committee** is chaired by the Registrar, and consists of the League Coach, League Referee, Division II Coordinator, and anyone else the Chairperson feels is needed.

- I. Other committees may be called for as needed by the Board of Directors for specialized needs or projects.

- J. These committees, excluding the Fundraising Committee, may add members as needed only with prior approval from the Board of Directors. The Fundraising Committee does not need prior approval to add members, but must notify the Board of Directors of any new members. The Board of Directors has the right to object to any added members and ask for their removal at the next board meeting. The added members of any committee do not have to be members of the Board of Directors.

ARTICLE VI: MEETINGS

- A. All general meetings of the Board of Directors will be held once a month unless otherwise approved by a majority of Board of Director's members present.

- B. Meeting time and place will be announced prior to each meeting.

- C. These meetings shall be held in a publicly-accessible place and proper notice shall be given as to the date, time, and location by posting at the concession stand or other public notice.

ARTICLE VII: SELECTION OF COACHES

- A. All head coaches and assistant coaches shall be approved by a majority vote of the Board of Directors.
- B. Any person with a questionable background in youth sports or anyone who has been banned from participation in any youth program shall not be permitted to coach a team in this organization. Such information shall be provided in written form. Hearsay shall not be an acceptable form of information.
- C. All coaches and volunteers will be required to have their background checked through KidSafe as required by MSA and will not be added to any roster until this information has been received.

ARTICLE VIII: ANNUAL GENERAL MEMBERSHIP MEETING AND ELECTION OF OFFICERS

The Annual General Membership meeting and election of officers will be held not sooner than two weeks, and not later than eight weeks, after the completion of the recreational season.

ARTICLE IX: CHECK CASHING

- A. All checks shall be signed by at least two officers designated to sign said checks.
- B. The Board of Directors must approve all checks.
- C. No two members of the Board of Directors who are related will serve as co-signers on the league account at any time.

ARTICLE X: AUDITING OF FINANCIAL RECORDS

- A. The financial records and checking account will be audited annually by the Board of Directors with the option of going to an outside firm, if needed. This will be completed prior to the Annual General Membership meeting.
- B. The bank statements will be presented by the Treasurer at the monthly meeting for review by the Board of Directors. The bank statement shall be reviewed and approved

by two (2) members of the Board of Directors not on the signature of the checking account.

ARTICLE XI: AMENDMENTS

- A. No amendments or additions shall be made to these by-laws except at the Annual General Membership meeting following the season, prior to the election of officers.
- B. These changes shall only be made at the Annual General Membership meeting. Any changes shall require a majority vote of all members present.
- C. The Board of Directors reserves the right to overrule the by-laws in emergency situations. An Executive Committee will take this action.
- D. Any by-laws overruled will be placed on the agenda for the Annual General Membership meeting.
- E. All alterations or additions to the by-laws must be submitted to the Board of Directors prior to the start of the Annual General Membership meeting.

ARTICLE XII: FUNDRAISING

The Board of Directors shall approve all fundraisers at the board meeting prior to the announcement of said fundraiser. The Board of Directors shall notify parties involved as soon as a decision is reached.

ARTICLE XIII: CODES OF CONDUCT

- A. The DYSO shall comply with the Codes of Conduct as set forth by MSA in its entirety.
- B. The Codes of Conduct shall be posted at each field of play and copies shall be made available to all coaches and referees prior to practice and season start.
- C. The Codes of Conduct will be handed out with registration packets and must be signed off on with the other forms in the packet.

- D. All members, coaches, referees, volunteers, players, and parents of DYSO shall abide by the Codes of Conduct at all times and at all home and away games. Any violation of the Codes of Conduct will be immediately reported to the DYSO Board of Directors and any subsequent actions will follow MSA rules.

ARTICLE XIV: DISCIPLINARY PROCEDURES

- A. The Disciplinary Committee shall be comprised of the League Referee, League Coach, the division Commissioner, Vice President, President, and Secretary.
- B. In the case of a perceived conflict of interest, the Board of Directors has the authority by a simple majority of the quorum present to authorize the President to alter the membership of the Discipline Committee. If any member of the Board of Directors believes that there is a conflict of interest issue with any event to be dealt with by the Discipline Committee, that member should bring before the Board of Directors only the minimal details of the event needed in order for it to reach a decision. At that time, the Board of Directors will vote to give the President one-time authority to alter the membership of that particular Discipline Committee.
- C. The Disciplinary Committee shall be responsible for any violations pertaining to the Code of Conduct. A referee report from the referee on duty, a formal complaint in written form, and statements from the parties involved will be required for the Discipline Committee to review.
- D. In the event of an incident or ejection, the Disciplinary Committee shall assemble prior to the next scheduled game, whenever possible. All actions taken by the Discipline Committee will be inserted into the league minutes. Appeals may be filed with the Board of Directors.
- E. A 3-tiered system of discipline shall be enforced for league violations made by board members:
 - 1. Verbal warning
 - 2. Written warning
 - 3. Removal from board
- F. A board member may be removed at any time by a 2/3 majority board vote for conduct deemed detrimental to the league.

ARTICLE XV: LEAGUE BUDGET

The DYSO is required to have a budget approved for the coming league year, which runs from May to April, by the first Board of Directors meeting in July every year. All fiscal projects will be reviewed at every Board of Directors meeting thereafter to ensure their adherence to the budget. When, and if, any project exceeds its particular budget, it will require a majority vote of the quorum to change the budget amount.

The foregoing was adopted as the By-Laws of the D'Iberville Youth Soccer Organization on 24 May 2012.

Amanda Tootle, Secretary

D'Iberville Youth Soccer Organization

Approved:

Bryan Estep, President

D'Iberville Youth Soccer Organization