

**NORTH LAKELAND  
YOUTH SOCCER  
CONSTITUTION  
AND  
BY-LAWS**



# NLYS Constitution and By Laws

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December 1, 2012

## **CONSTITUTION**

### **ARTICLE I: NAME**

This organization shall be known as the North Lakeland Youth Soccer, Incorporated (hereinafter referred to as the NLYS or the Club).

### **ARTICLE II: PURPOSE**

North Lakeland Youth Soccer, Inc. is a non-profit organization providing quality youth soccer. It's our mission and philosophy to develop youth soccer in Lakeland, Florida and Polk County. We believe the best way to achieve this goal is to provide a quality soccer curriculum for players, parents and spectators of all ages.

This is a Recreational and Competitive Youth Soccer Club, with the emphasis on improving all players and helping them fulfill their soccer potential by developing soccer skills, sportsmanship, social skills, decision making, team membership, competition, and most of all HAVING FUN.

Polk County, our business community, and individual volunteers have put together an unbeatable community service team. Together we are providing the leadership that will help shape the future of our youth and our community.

### **ARTICLE III: ASSOCIATE MEMBERSHIP AND AFFILIATION**

#### **Section 1**

This organization shall be an associate member of FYSA, and comply with the authority of FYSA and through such associate membership shall be affiliated with the United States Youth Soccer Association (USYSA) and the United States Soccer Federation, Inc. (USSF).

#### **Section 2**

Each individual or family that wants to join must submit registration each year to become a member.

### **ARTICLE IV: CONSTITUTIONAL POWER AND MEMBERSHIP**

#### **Section 1**

NLYS shall be governed by its Constitution, By Laws, Rules and Regulations except when these provisions are superseded by the governing authority of the USYSA or FYSA with whom this association is affiliated.

#### **Section 2**

The governing authority of the NLYS shall be the Board of Directors (BOD), shall be comprised of President, Vice President, Secretary, Treasurer, and Registrar

#### **Section 3**

The club shall register all players and coaches with FYSA.

#### **Section 4**

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All members must abide by the Constitution, Bylaws, and Rules and Regulations, and the interpretive rulings of FYSA, USYSA, and USSF with which NLYS is affiliated or member of.

## **ARTICLE V: MEETING AND VOTE**

### **Section 1**

The BOD shall hold monthly meetings on the last Wednesday of every month.

### **Section 2**

- A Individual Vote:  
Each member of the Board of Directors shall have one vote.
  
- B Proxy  
A Board of Director may assign his vote by written proxy which must be submitted to the Secretary before voting.
  
- C The newly elected officers will assume office sixty days following the adjournment of the meeting at which they are elected.

## **ARTICLE VI: AMENDMENTS**

Amendments to the Constitution, By-Laws, Rules or Regulations of the NLYS will be made at the monthly meeting of the board of directors, unless otherwise specified in the By-Laws of this Association. An Amendment shall be deemed adopted by an affirmative vote of 2/3 of the voting parties. Proposals to amend thee Constitution, By-Laws, Rules and Regulations shall be submitted to be Board 7 days in advance of the meeting. When the President determined that an emergency situation exists, he/she may entertain motions to amend the Constitution, By-Laws, Rules and Regulations. After twenty calendar days, these motions may be voted upon.

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## **BY-LAWS**

### **ARTICLE I: SEASONAL YEAR**

#### **Section 1**

The seasonal year of this organization shall be from August 1 to July 31 of the following year.

#### **Section 2**

The Constitution and Bylaws with any Amendments adopted prior to the start of the seasonal year will be in effect for the entire seasonal year.

#### **Section 3**

Rules and Regulations are in effect as soon as adopted by the organization.

### **ARTICLE II: OFFICERS**

#### **Section 1**

The elected officers of this organization shall be President, Vice President, and Secretary, Treasurer and Registrar. The elected Board may appoint up to five (5) Directors, (responsibilities to be determined by the Board) as members of the Board of Directors.

#### **Section 2**

The term for each elected official is for a period of two (2) years. The President and Vice President will be elected in even numbered years and Secretary, Treasurer, and Registrar will be elected in odd numbered years.

#### **Section 3**

The Board of Directors may appoint up to five (5) Directors to the Board of Directors. Their term will be from the date of appointment until May 31st of the following year. During this period they will have full privileges as an Officer of the organization.

#### **Section 4**

If a vacancy occurs in any position, the Board of Directors will elect a person to complete the remainder of that position's term.

### **ARTICLE III: ELECTIONS**

#### **Section 1: President**

The President shall be the Chief Executive Officer for the organization and be responsible for the day-to-day operations of the League and shall perform these duties with the concurrence of the Board. She/he shall ensure that all elected officers or appointed officers perform their assigned duties, preside at all meetings of the organization, supervise all negotiations on behalf of the organization, call meetings as

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deemed necessary, establish an agenda with recommendations by the Board, assign duties and establish committees as necessary. He is responsible for disciplinary procedures for the organization.

## **Section 2: Vice-President**

The Vice-President shall be responsible for: the operations of all of the age groups; will appoint all of the Age Group Coordinators for the teams; will preside in the absence of the President of the organization.

## **Section 3: Secretary**

The Secretary shall be responsible to maintain the records of the organization, report the information at the monthly meeting of the Board of Directors. The Secretary will be responsible for providing notice to all members, provide the "Credential Report", verification of any "Proxies"; and the tabulation of the votes.

## **Section 4: Treasurer**

The Treasurer shall be responsible for maintaining financial responsibility of the club and reporting to the board of director at the monthly meeting.

## **Section 5: Registrar**

The registrar shall be responsible for maintaining of all records regarding player, coach, and team affiliation. Some of the responsibilities may be outlined in Sections 1, 2 and 3 above, if that is the case it becomes the responsibility of the appointed Director rather than the elected officers listed in Sections 1-3 above

## **Section 6: Directors**

Up to five (5) Directors may be appointed by the elected members of the Board of Directors. Their responsibilities will be defined by the elected BOD members. Some of the responsibilities may be outlined in Sections 1, 2 and 3 above, if that is the case it becomes the responsibility of the appointed Director rather than the elected officers listed in Sections 1-3 above.

## **ARTICLE V: BOARD OF DIRECTORS**

### **Section 1**

The Board is required (but limited to) to hold the following regular Board of Directors meetings:

- a) In the June/July timeframe for the major purpose of establishing the fees for the coming season.
- b) In the July timeframe for the major purpose of reviewing the Rules of the organization, and establishing any Seasonal Operating Rules. The Age Group Coordinators will attend this Board meeting.
- c) At any official meeting the elected members of the Board may appoint any Directors to the Board.

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## **Section 2**

The President or any three elected Board members may call for a Board meeting outside of those listed in Section 1.

## **Section 3**

Each Board member will be entitled to one vote on any properly made proposal brought forward at one of the Board meetings. The President may cast his one vote only in the case of a tie.

## **ARTICLE VI: DISCIPLINE**

### **Section 1**

The President is responsible for overseeing the Disciplinary procedures of the organization.

### **Section 2**

The organization will comply with all of Florida Youth Soccer Association (FYSA) disciplinary rules.

### **Section 3**

If the discipline is the required FYSA minimum, the President (unless a Director has been appointed to have this duty) shall act alone in the handing out of discipline.

### **Section 4**

If the President or any other Board members feels a suspension in excess of the minimum is warranted, that decisions will be made by the President (unless a Director has been appointed to have this duty) and the appropriate Vice President. If the two do not agree, the other Vice President (unless the Board has appointed a Director responsible for discipline, in which case the President) will be asked to participate.

## **ARTICLE VII: PROTEST AND APPEAL**

### **Section 1**

The protests and appeals procedures and fee shall be those outlined in the FYSA guidelines, which includes, but is not limited to:

- a) The protest/appeal must be in writing and described in detail.
- b) Protests/appeals must make reference to specific rules, regulation, law, etc., in which the protest/appeal is based, and be in the format described by FYSA.
- c) The protest/appeal must be mailed or presented within seven (7) days from the date of occurrence.
- d) The protest/appeal must be sent or presented to the President of the organization.

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## **Section 2**

An Appeal is described as an action of a member requesting the organization to review a decision it has made. Within ten (10) days after receipt, the President shall do one of the following:

- a) Reject the Appeal outright if not made in the proper format or timeframe.
- b) Determine that the Appeal is actually a Protest and use the procedures outlined for Protests.
- c) Convene an Appeal Panel. This Appeal Panel will be chaired by the Vice President that was not primarily involved in the original decision. The Appeal Panel will also consist of two other individuals appointed by the President, which will not include himself or the Vice President originally responsible for the actions. If a Director has been appointed to be responsible for Discipline, he/she will also be excluded. The members will consist of other members of the Board or the organizations Age Group Coordinators. The Appeal Panel will have seven (7) days to provide a written decision on the Appeal.

## **Section 3**

A Protest is described as an action of a member stating that the organization either did not have the authority to make a decision or that it did not follow the procedures for doing so. Within ten (10) days after receipt, the President shall do one of the following:

- a) Reject the Protest outright if not made in the proper format or timeframe.
- b) Determine that the Protest is actually an Appeal and use the procedures outlined for Appeals.
- c) Convene a Protest Panel. Since the Protest will be protesting the actions of the Board, no members of the Board will be on this Panel. The Panel will be chaired by one of the Age Group Coordinators, and consist of two other individuals selected by the President. The President shall ensure that any individual selected for a Protest Panel be independent of the issue. The Protest will have seven (7) days to provide a written decision on the Protest.

## **Section 4**

Any member has the right to Protest the decision of the Appeals or Protest Panel to a higher authority per Guidelines established by FYSA. The decisions cannot be appealed, but rather the actions of the panels must be protested. The procedures and fees will be those outlined by FYSA.

## **Section 5**

No official, club, league, team, referee, or player may invoke the aid of the Courts within the state until all avenues of approach of protest and appeals procedures are exhausted through regular channels of organized soccer, in accordance with FYSA.

## **ARTICLE VIII: PARLIAMENTARY PROCEDURES**

Parliamentary procedures under the Bylaws of the Organization shall be governed by Robert's Rules of Order, latest edition.

## **ARTICLE IX: DISSOLVEMENT**

Should this organization be dissolved, all assets remaining after payment of all debts shall be turned over to FYSA for the express purpose of development and promotion of youth soccer.

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Jody O'Brien  
President

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Alan Lee  
Secretary