

# SOUTH COUNTY YOUTH SOCCER CONSTITUTION AND BY-LAWS





148 High Street, Unit 1  
Wakefield, RI 02879  
Phone: 401-782-8200  
Email: SCYSC1@GMail.com

# CONSTITUTION AND BY LAWS SOUTH COUNTY YOUTH SOCCER CLUB (SCYSC)

*Last Revision: Jan 2018*

## REVISION HISTORY

Dec.6, 1982; Dec.8, 1987; Dec. 12, 1989; Nov. 1990; Dec. 1991; Jan. 1993; Dec. 1993; Dec. 1994; Dec. 1997; April 1998;  
Dec. 1998; Dec. 15, 1999; Dec. 19, 2000; Dec. 2001; Dec. 2004, Dec. 2007; Jan. 2010, Jan. 2014; Feb. 3, 2016; Jan. 30, 2018

## ARTICLE I: NAME

The name of this organization shall be the South County Youth Soccer Club (SCYSC), a not-for profit, 501-(c)(3) corporation of the State of Rhode Island and Providence Plantations. The organization may, for time-to-time, do business as Soccer Club of South County Rhode Island (SCSouthRI), SCSouth, Football Club of South County Rhode Island (FCSouthRI), or FCSouth.

## ARTICLE II: VISION

We promote among our membership the highest standards of integrity, sportsmanship, and teamwork to enable our members to contribute to the improvement of our community.

## ARTICLE III: MISSION

To provide an enjoyable, affordable, safe and a quality experience for all levels and abilities among players of all ages to engage in the game of soccer. To provide the opportunity for members to excel and grow to the greatest extent of their ability.

## ARTICLE IV: TERRITORIAL LIMITS

The primary focus of this organization's activities are, but not limited to, the town of South Kingstown. The club shall encourage cooperation & coordination with other towns, especially nearby Rhode Island towns of Narragansett, Charlestown, Richmond, Hopkinton (CHARIHO), North Kingstown, Exeter, Jamestown and Westerly.

## ARTICLE V: AFFILIATIONS

This organization shall be an affiliated division of Soccer Rhode Island (SRI), which is an affiliated division of the U.S. Youth Soccer Association, and the U.S. Soccer Federation. The organization may seek, from time-to-time, affiliation with other US national or international soccer associations which further the objectives of promoting soccer within the organization, e.g., American Youth Soccer Organization (AYSO) or US Club soccer.

## ARTICLE VI: MEMBERSHIP

### Section 1.

Membership in this organization shall consist of all current organization-approved coaches, directors and committee members, registered players, parents or legal guardians of registered players, and team sponsors. Any player, upon completion of a club registration form within the accepted registration periods and payment of the necessary fee that will be determined yearly by this organization, shall be accepted as a member and registered player.



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## Section 2.

With the exceptions noted below, all members have voting privileges at an Annual General Meeting (AGM) or General Meeting (GM) for the purpose of electing certain Board of Director (BOD) officers and for the purpose of voting on changes to the Constitution and Bylaws. All votes must be cast in person at an AGM or GM.

1. sponsors do not have voting privileges;
2. registered players under the age of 18 do not have voting privileges;
3. parents of players 18 years of age or older do not have voting privileges;
4. no individual, or household, may cast more than one vote.

## ARTICLE VII: GOVERNANCE

This organization shall be governed by a Board of Directors (BOD) who shall enforce the rules of the SCYSC, Soccer Rhode Island, the U.S. Youth Soccer Association, and other affiliated national or international soccer associations. They shall have the power to ratify, alter, or reject (subject to appeal of the general membership) any proposal made by the membership of this organization. They shall have the authority to arrange soccer games in their own name and suspend any player, coach or official from this organization by due process. They shall have the authority to settle all disputes concerning the operation and fellowship of this organization.

## ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the following positions:

1. President (PRES)
2. Vice President, Liabilities, & Risk Management (VPRES)
3. Secretary (SEC)
4. Director of Finance & Treasury (DFIN)
5. Director of Recreational Programs (DREC)
6. Director of Travel Programs (DOT)
7. Director of Facilities (DFAC)
8. Director of Referees (DREF)
9. Director of Tournaments (DTOURN)
10. Director of Fund-Raising (DFUND)
11. Director of Legal Affairs & General Counsel (DLEGAL)
12. Director of Coaching (DCOACH)
13. Director of Communications (DCOMM) (including website)
14. Director of Volunteers (DVOL)
15. Director of Equipment (DOEQ)
16. Immediate Past President (PPRES)



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## Section 2. Member's at-large

The BOD shall have the option of appointing, with approval of two thirds of the Board, up to four additional at-large members who shall serve until the next January AGM. Each member of the board of Directors shall have one vote at BOD meetings. In the case of absence, that vote may be cast by email to the presiding BOD meeting chair prior to the meeting or through a designated proxy (in writing and dated for the meeting in question), provided this alternate is a member of this organization. In addition to these elected positions, the following territorial positions may participate fully in BOD meetings, but will not have voting privileges:

1. Town of South Kingstown Recreation Director or designee
2. South Kingstown Boys Varsity Soccer Head Coach
3. South Kingstown Girls Varsity Soccer Head Coach

## ARTICLE IX: DUTIES OF THE OFFICERS

### Section 1. President (PRES).

The President has the following responsibilities and duties and shall:

1. Prepare agendas and preside over all BOD meetings.
2. Appoint any necessary committees and shall be ex-officio member of each committee.
3. Be responsible for overseeing activities of the BOD and organization members.

### Section 2. Vice President (VPRES).

The Vice President has the following responsibilities and duties and shall:

1. Preside at the BOD meeting in the absence of the President.
2. Serve as Insurance & Risk Management Coordinator.
3. Maintain a yearly calendar for use in establishing meeting agendas.
4. Perform other duties assigned by the President.

### Section 3. Secretary (SEC).

The Secretary has the following responsibilities and duties and shall:

1. Keep & disseminate minutes of all BOD meetings.
2. Maintain the files for the organization.

### Section 4. Director of Finance & Treasury (DFIN).

The Director of Finance & Treasury has the following responsibilities and duties and shall:

1. Keep accounts of all monies received and distributed.
2. Prepare an annual financial report and budget for approval by the BOD.
3. Maintain all financial records for the organization.
4. Prepare financial reports for all BOD approved activities.
5. Act as purchasing agent for all purchases exceeding \$999.99.
6. Prepare financial reports for regulatory agencies.
7. Receive, prepare, and file all corporate documents and fees.
8. Recommend to the BOD how unspecified money donated to the organization shall be dispersed.



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### Section 5. Director of Facilities (DFAC).

The Director of Facilities has the following responsibilities and duties and shall:

1. Secure permission for use of all fields with town or university officials.
2. Act as liaison with the recreation directors for South Kingstown, neighboring towns, the school systems of South Kingstown and neighboring towns as well as the University of Rhode Island.
3. Coordinate, direct, and oversee all field activities and maintenance associated with the Club's recreation programs, competitive programs, organization-sponsored tournaments, and organization-sponsored camps.
4. Be responsible for the identification, negotiation, attainment and maintenance of organization offices.
5. Lead any land acquisition and development committees formed to expand the resources of the organization.

### Section 6. Director of Referees (DREF).

The Director of Referees has the following responsibilities and duties and shall:

1. Recruit, train, and schedule referees for all games.
2. Authorize the payment of referees.
3. Coordinate all referee activities with national, state, & tournament referee officials.
4. Develop a referee recruiting and training plan and shall direct the successful execution of that plan.

### Section 7. Director of Recreational Programs (DREC).

The Director of Recreational Programs has the following responsibilities and duties and shall:

1. Plan and direct all activities of the organization's recreational leagues (house).
2. Recruit a working committee called the Recreational Operations Committee (ROC) consisting of recreational league coordinators and coaches.
3. Develop ROC agendas for meetings, preside as chairperson for such meetings, and arrange for meeting minutes to be submitted to the Secretary.
4. Prepare the recreational program's budget for submission to the Director of Finance & Treasury.
5. Prepare a monthly recreational program report for the BOD.
6. Settle all disputes related to the operation of all recreational leagues.
7. Appoint an Adjudication Committee of four (non-board) members as well as themselves to:
  - a. promptly hear and rule on any disputes over recreational league game results;
  - b. to serve as a prompt hearing board regarding incidents of a possible inappropriate behavior by any parents, coaches, or players within any recreational league. Any findings or decisions of the Adjudication Committee shall be reported promptly to the Board of Directors. Decisions of the Adjudication Committee may be appealed to the Board of Directors within 10 days of notification of the decision.



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### Section 8. Director of Travel Programs (DOT).

The Director of Travel Programs has the following responsibilities and duties and shall:

1. Plan and direct all activities of pertaining to the travel leagues.
2. Recruit a working committee named the Travel Operations Committee (TOC) consisting of league coordinators and approved travel league coaches.
3. Develop TOC agendas for meetings, preside as chairperson for such meetings, arrange for minutes to be submitted to the Secretary.
4. Prepare an annual financial report and budget for submission to Director of Finance & Treasury.
5. Prepare a monthly report for the BOD.
6. Settle all disputes related to the operation of the Travel Operations Committee.
7. Appoint an Adjudication Committee of four (non-board) members as well as themselves to:
  - a. promptly hear and rule on any disputes regarding rosters within the Travel Operations Committee, and
  - b. to serve as a prompt hearing board regarding incidents of possible inappropriate behavior by any parents, coaches, or players within the Travel Operations Committee. Any findings or decisions of the Adjudication Committee shall be reported promptly to the Board of Directors. Decisions of the Travel Operations Adjudication Committee may be appealed to the Board of Directors within 10 days of notification of the decisions.

### Section 9. Director of Tournaments (DTOURN).

The Director of Tournaments has the following responsibilities and duties and shall:

1. Plan and direct all organization-sponsored tournaments.
2. Recruit a working committee named the Event Operations Committee (EOC) consisting of volunteer organization members and all travel league head coaches.
3. Develop EOC agendas for meetings, preside as chairperson for such meetings, arrange for meeting minutes to be submitted to the Secretary.
4. Prepare an annual financial report and budget for submission to the Director of Finance & Treasury.
5. Prepare a monthly report for the BOD.
6. Identify, research, & disseminate information on tournaments hosted by other organizations that might be of interest to any organization teams
7. Post all tournament results on national tracking agencies.
8. Work to get appropriate credit for organization teams competing in rated tournaments.
9. Identify, research, & assist teams with tournament travel and accommodations where three or more of the organization's teams attend.

### Section 10. Director of Fund-raising (DFUND).

The Director of Fund-raising has the following responsibilities and duties and shall:

1. Direct and lead sponsor efforts for all recreational programs.
2. Establish and coordinate fund-raising efforts that support all travel programs.



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3. Establish and coordinate fund-raising efforts that support all adult programs.
4. Present fund-raising plans to the BOD for approval prior to implementation to ensure that the plans are consistent with affiliated association & SCYSC constitution, bylaws, nonprofit guidelines, and any state and federal laws.
5. Establish one or more fund-raising team (s) who may investigate potential fund-raising activities and plans for implementation, progress monitoring, and publicity.
6. Report progress to the BOD on a monthly basis.

### Section 11. Director of Legal Affairs and General Counsel (DLEGAL).

The Director of Legal Affairs and General Counsel has the following responsibilities and duties and shall:

1. Advise the BOD on any organization matter which may have legal ramifications.
2. Assist and advise the organization of administrative hearings or in general disciplinary proceedings.

### Section 12. Director of Coaching (DCOACH).

The Director of Coaching has the following responsibilities and duties and shall have the following responsibilities:

1. Develop an age-appropriate coaching program for recreational leagues coaches.
2. Develop an age-appropriate coaching program for travel leagues coaches.
3. Establish and direct a coaching certification program for travel league coaches Section.
4. Prepare a monthly report for the BOD.

### Section 13. Director of Communications (DCOMM).

The Director of Communications (DCOMM) has the following responsibilities and duties and shall:

1. Establish and maintain the organization's websites and other electronic means of communication such as social media outlets.
2. Write organization press releases and coordinate with the press and media outlets.
3. Coordinate with recreational and travel programs to develop and print informational brochures and flyers.
4. Create yearly communications plan to identify target audience, messages and communication methods in line with Club objectives.
5. Prepare a monthly report for the BOD.

### Section 14. Director of Volunteers (DVOL).

The Director of Volunteers has the following responsibilities and duties and shall:

1. Establish and maintain the organization's volunteer tracking database.
2. Help solicit member volunteers for various organizational roles and duties.
3. Report annually on volunteer performance to the BOD.



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## Section 15. Director of Equipment (DOEQ)

The Director of Equipment has the following responsibilities and duties and shall:

1. Maintain inventory, oversee procurement and distribution of Club Soccer equipment including but not limited to fixed, portable, training and pug goals, nets, flags, balls, sets of cones, medical kits, training vests (pennies) and other equipment deemed of value to the Club.
2. Work with other directors to develop annual budgets based on needs of the Club's soccer programs.
3. Develop Vendor Request for Proposals for selection of apparel vendors.
4. Oversee procurement and delivery of player/coach apparel.
5. Maintain relationships with apparel vendors with the objective of getting the highest value for the Club's investment in Apparel.

## Section 16. Immediate Past President (PPRES).

The Immediate Past President has the following responsibilities and duties and shall:

1. Provide advice on organization operations and events to ensure continuity in pursuing organization objectives.
2. Lead and direct special committees designated by the BOD.

## ARTICLE X: RECREATIONAL OPERATIONS COMMITTEE (ROC)

Section 1. The Recreational Operations Committee (ROC) shall be responsible for operating the recreational league including the player drafts, game scheduling, and approving expenditures consistent with the budget approved by the BOD. Changes in budget line items must be submitted to the BOD for approval, as must all major policy decisions.

Section 2. The Recreational Operations Committee shall be recruited by the Director of Recreational Programs (DREC) and approved by the BOD.

Section 3. Each member of the Recreational Operations Committee shall have one vote within the Recreational Operations Committee and in the case of absence, that vote may be cast by a designated proxy (in writing and dated for the meeting in question), provided this alternate is a member of the organization.

Section 4. The Recreational Adjudication Committee has the authority to hold hearings on all disputed matters that relate to recreational league play. This will include the right to investigate and to correct or demand to be corrected unfavorable conditions which may develop in the organization; to suspend, expel and/or impose such penalties upon any team, coach, and/or person under its jurisdiction guilty of violation or breach of the of the organization, or soccer as promulgated by the United States Soccer Federation, USYSA, SRI, and South County Youth Soccer Club; to hear all cases of misconduct of players, coaches, and other members of the organization in all matters of controversy its decision will be final, subject nevertheless, to appeals to the BOD.





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### ARTICLE XI: TRAVEL OPERATIONS COMMITTEE

Section 1. The Travel Operations Committee shall be responsible for operating the Travel program including approval of travel team rosters, acting as liaisons with RIYSA and approving expenditures consistent with the budget approved by the BOD. Changes in budget line items must be submitted to the BOD for approval as must all major policy decisions.

Section 2. The Travel Operations Committee shall be recruited by the Director of Travel Programs (DOT), approved by the BOD.

Section 3. Each member of the Travel Operations Committee shall have one vote within the Travel Operations Committee and in the case of absence, that vote may be cast by a designated proxy (in writing and dated for the meeting in question), provided this alternate is a member of the organization.

Section 4. The Travel Adjudication Committee has the authority to hold hearings on all disputed matters that relate to travel team play. This will include the right to investigate and to correct or demand to be corrected unfavorable conditions which may develop in the organization to suspend, expel and/or impose such penalties upon any team, coach, and/or person under its jurisdiction guilty of violations of breach of the rules of the Club or soccer football as promulgated by the United States Soccer Federation, USYSA, SRI and South County Youth Soccer Club; RIYSA hear all cases of misconduct of players, coaches, and other members of the Club; in all matters of controversy its decision will be final, subject nevertheless, to appeal to the Board of Directors of the South County Youth Soccer Club.

### ARTICLE XII: EVENT OPERATIONS COMMITTEE

Section 1. The Event Operations Committee shall be responsible for all activities associated with organization-sponsored tournaments, including acceptance of guest teams and approving expenditures consistent with the budget approved by the BOD. Changes in budget line items must be submitted to the BOD for approval, as must all major policy decisions.

Section 2. The Event Operations Committee shall be recruited by the Director of Tournaments and approved by the BOD.

Section 3. Each member of the Event Operations Committee shall have one vote within the Event Operations Committee and in the case of absence, that vote may be cast by a designated proxy (in writing and dated for the meeting in question), provided this alternate is a member of the organization.

### ARTICLE XIII: TRAVEL TEAM COACHES SELECTION COMMITTEE

Section 1. The Travel Team Coaches Selection Committee shall be comprised of the President, Director of Travel Programs, Director of Recreational Programs, Director of Referees and three members of the Travel Operations Committee.



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Section 2. The Travel Team Coaches Selection Committee shall be responsible for reviewing and approving all applicants for the position of Travel Team Head Coach.

Section 3. The Director of Travel Programs shall chair the Travel Team Coaches Selection Committee and shall appoint the three members of the Travel Operations Committee.

Section 4. Each member of the Travel Team Coaches Selection Committee shall have one vote within the Travel Team Coaches Selection Committee and in the case of absence, that vote may be cast by a designated proxy (in writing and dated for the meeting in question), provided this alternate is a member of the organization.

### ARTICLE XIV: ELECTIONS

Section 1. A Nominating Committee of at least three members shall be appointed by the President 60 days prior to a General Membership Meeting (AGM or MYGM) described in Section 3 to prepare a slate with at least one candidate for each position.

Section 2. The above slate of candidates and notification of the General Membership Meeting (AGM or MYGM) described in Section 3 of this Article shall be published on the SCYSC website prior to the meeting.

Section 3. An Annual General Meeting (AGM) of the general membership shall be held in January of each year. The Board may, at its discretion, vote to hold a Mid-Year General Meeting (MYGM) in July or August. Any nominations for officers by other than the nominating committee must be submitted to the Board for the AGM or MYGM in writing one month prior to the AGM or MYGM. Nominations must be seconded and nominees must give their consent. Officers and Board members shall be elected by secret ballot (simple majority) and shall assume office immediately.

Section 4. The term of all elected officers shall be for two years (January AGM). The President, Secretary, Director of Travel Programs, Director of Tournaments Director of Legal Affairs and General Counsel, Director of Coaches, and Director of Volunteers shall be elected in odd-numbered years. The Vice President, Director of Finance & Treasury, Director of Recreational Programs, Director of Fund-raising, Director of Facilities, Director of Referees, Director of Communications, and Director of Equipment shall be elected in even-numbered years. In the circumstance that the office of President is vacated prior to the end of term, the Vice President will assume the duties and responsibilities of President; should the office of Vice President be vacated prior to the end of term, the office will be filled by majority vote of the Board. Any officer elected at a MYGM will serve until their position's voting schedule is up for renewal based on January AGM elected officer's odd/even numbered two-year term schedule stated above.

Section 5. Any officer failing to attend meetings in such a manner as to consistently cause a quorum to not be established shall have his continued tenure subjected to a vote of the membership in no less than ten or more than thirty days from the last meeting of Officers



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where a quorum was not established. Any Officer may be removed from office by a two-thirds vote of the membership present at a membership meeting.

### ARTICLE XV: MEETINGS

Section 1. The Board of Directors shall meet once a month for a minimum of eight times per year. The Recreational, Travel and Event Operations Committees shall meet monthly at regularly scheduled times.

Section 2. Additional Board of Directors meetings shall be held at the call of the President or 1/3 of the Board of Directors as needed.

Section 3. The President, Director of Recreational Programs, Director of Travel Programs, or Director of Tournaments may call additional meetings of the Operations Committees as necessary.

Section 4. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization's meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt. A quorum shall consist of at least 50% of the voting members of the Board of Directors

### Article XVI: AMENDMENTS

Any modification to the Constitution of this organization must be ratified by a two-thirds majority of the membership present and voting at an Annual General Meeting or Mid-Year General Meeting. A 30 day written and published notification must be made prior to the meeting. This notification must include the intention to modify the Constitution.