

# **Bylaws of East Allegheny Youth Sports Corporation (EAYSC)**

## **ARTICLE I – NAME AND LOCATION**

### **Section 1 - Name**

The name of this organization shall be the East Allegheny Youth Sports Corporation (EAYSC), herein after referred to as “the Association”.

### **Section 2 - Location**

The Board of Directors (Article II) of the Association shall have full power and authority to select and change the principal office location of the Association from one location to another so long as the principal office remains within the borders of the East Allegheny School District. The principal address MUST be a physical location. A Post Office Box should not be considered a physical address.

Effective June 30, 2016, the original physical address of the Association shall be 1985 Lincoln Way, Suite 23 #275, White Oak, PA 15131.

Effective March 14, 2018, the physical address of the Association was changed to be 301 Station Street, Wilmerding, PA, 15148.

## **ARTICLE II – MISSION**

### **Section 1 – Mission Statement**

The Association is a non-profit organization focused on player development through professional soccer training in and around the East Allegheny School District within the greater Metropolitan Area of Pittsburgh, Pennsylvania.

Our mission is to provide a professional, safe, and positive soccer environment while developing talented youth players. We strive to develop players capable of competing at the highest levels of competitive youth soccer in the PA West Soccer Association.

We seek to provide an equal opportunity for all soccer players to participate in a competitive environment that develops a player's skills, knowledge, and appreciation for the game of soccer by incorporating the best training, structure, and development through positive coaching.

Via experiences derived from playing competitive soccer, we strive to help players mature as people and will encourage the development of important life skills such as good sportsmanship, teamwork, goal setting, and fair play.

## ARTICLE III – BOARD OF DIRECTORS

### Section 1 – Director and Officer Positions

- I. Director
- II. President
- III. Vice President
- IV. Secretary
- V. Treasurer
- VI. General Manager

### Section 2 – Director Nomination and Election

- a. Only that person who is eligible and who has signified their consent to serve, if elected, shall be nominated for or elected to the position.
- b. An eligible person will represent an individual who has served AT LEAST a full 2 year term as President.
- c. Notification of willingness to serve must be presented in writing to the Board of Directors between January 1 and March 15 of any calendar year. The candidate must also submit updated background check documentation at this point in time. Any candidate that has an unfavorable background check WILL NOT be considered for the Director position.
- d. Election for the Director position will take place at the May Board Meeting, when applicable. The new Director shall be elected by simple majority vote of all other current Board of Director members. If the nominated Director does not receive enough votes to satisfy a simple majority vote, the position shall become or remain vacated for a period of one (1) year. All voting must take place in person at the May Board Meeting.

### Section 3 – Officer Nomination and Election

- a. Only those persons who are eligible and who have signified their consent to serve, if elected, shall be nominated for or elected to office.
- b. Eligible persons will represent individuals who agree to serve the Association with its 'best interests' in mind. Additionally, individuals must have no prior criminal record supported by providing the necessary background checks performed by the State of Pennsylvania.
- c. Notification of willingness to serve must be presented in writing to the Board of Directors between January 1 and March 15 of any calendar year. All candidates must also submit background check documentation at this point in time. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of the Association.
- d. Election for any of the Board of Director positions will take place at the May General Membership Meeting. The new members to the Board of Directors shall be elected by simple majority vote of all qualified general members and current Board of Director members. General members gain qualification to vote by having attended **at least 3 of the 4 last General Membership Meetings**. If no general members qualify for vote at the **April** Board Meeting, the current Board of Directors will cast the deciding votes among the candidates. All voting must take place in person at the April General Membership Meeting.

### Section 4 - Term of Office

- a. The Director shall be elected to serve for a term of AT LEAST one (1) year with no maximum term limit.

- b.** All other Board of Directors positions shall be elected to serve for a term of two (2) years.
- c.** Terms shall commence on June 1st and end on May 31st according to their elected years.
- d.** No one person may hold more than one elected Board of Directors position at any one time.
- e.** A vacancy occurring in the Director position will be left vacated for the remainder of the unexpired term. A vote will NOT be made available to the current Board of Directors at this time.
- f.** A vacancy occurring in any other Board of Directors position shall be filled for the unexpired term by a person appointed by a simple majority vote of the Board of Directors. A vote will NOT be made available to qualifying general members at this time.

## **ARTICLE IV – DUTIES OF THE BOARD OF DIRECTORS**

### **Section 1 – Director**

- a.** Does not have any day-to-day organizational oversight or administrative responsibilities.
- b.** Oversees the general direction of the Association to ensure its protection and survival.

### **Section 2- President**

- a.** The chief officer charged with overseeing the day-to-day administrative functions of the Association.
- b.** Responsible for scheduling Board Meetings and General Membership Meetings.
- c.** Leads all investigations of misconduct by any individual involved with the Association.
- d.** Develop and maintain sponsorship relations for the Association.
- e.** Provide resources and support for all other areas of the Association.
- f.** Sign all written contracts approved by the Association’s Board of Directors.
- g.** Coordinate the work of the Board of Directors to ensure that the best interests of the Association are being served.
- h.** Serve as, or delegate to a member of the Board of Directors, the liaison role between the Association and the East Allegheny School District. This also applies to any other municipal entity, as needed.
- i.** Oversee the process of obtaining background checks on all prospective Officers.
- j.** Take prudent and reasonable action in circumstances not covered.
- k.** Perform any other duties as determined by the Board of Directors.
- l.** Will be an authorized signer on ALL bank accounts.

### **Section 3- Vice President**

- a.** Responsible for registration of all participants of the Association.
- b.** Perform any other duties as assigned by the President or the Board of Directors.
- c.** Act as aide to the president for all duties provided in Section 1 and perform the duties of the President in his or her absence or inability to act.
- d.** Responsible for leading investigations into any and all disciplinary actions/issues.

### **Section 4- Secretary**

- a.** Keep an accurate record of the proceedings of all Board Meetings and General Membership Meetings. Should include all approved/non-approved motions.
- b.** Prepare and disseminate minutes of the Board Meetings and General Membership Meetings.
- c.** Prepare an agenda for all Board Meetings and General Membership Meetings. Should include both old and new business.

- d. Responsible for the preparation and counting of ALL voting ballots.
- e. Send ALL correspondence deemed necessary by the President and Board of Directors.
- f. Perform any other duties assigned by the President or Board of Directors.
- g. Review the mail and/or correspondence on a weekly basis.
- h. Publicize, using all necessary means, the activities of the Association.

#### **Section 5- Treasurer**

- a. Handle all monies received by the Association. Should include keeping an accurate record thereof and making deposits into the designated bank accounts of the Association.
- b. Pay all bills as authorized by the Board of Directors on behalf of the Association.
- c. Will be an authorized signer on ALL bank accounts.
- d. Keep an accurate record of all receipts and disbursements for the Association via a trial balance and/or general ledger.
- e. Present current bank statements and monthly P&L statements at all Board Meetings, General Membership Meetings, and as requested by the Board of Directors.
- f. Provide an annual financial report to the Board of Directors, which includes gross receipts and disbursements for the previous year following the close of each fiscal year.
- g. File or cause to be filed ALL annual reports and tax returns with the IRS, the State of Pennsylvania, and local agencies, as required by law.
- h. Perform any other duties as assigned by the President or Board of Directors.

#### **Section 6 – General Manager**

- a. Responsible for the overall management of coaches, coordinators, grounds keeping, equipment management, and player registration.
- b. Responsible for resolving coaching, parent, and/or spectator disputes.
- c. Work with coordinators and coaches on scheduling practices and scrimmages.
- d. Responsible for managing age group classifications.
- e. Responsible for submitting an equipment report to the Association at Board Meetings and General Membership Meetings.

#### **Section 7 - Failure to Attend Meetings**

If any member of the Board of Directors fails to attend two (2) meetings without adequate excuse, within any fiscal year, he or she may be relieved of his or her duties with a simple majority vote of ALL other members of the Board of Directors.

#### **Section 8- Expiration of Term, Resignation or Termination**

- a. Each director and/or officer, upon expiration of his or her term of office or in case of resignation or termination, shall turn over to the President, and/or successor, without delay, any and all records, books, or other materials pertaining to the office and shall return to the treasurer, without delay, any and all funds belonging to the Association.
- b. In the event that a director or officer fails to perform the prescribed duties of his or her position, or, if deemed to be in the best interest of the Association, ALL other members of the Board of Directors, by a simple majority vote, may declare a position vacant and appoint a replacement to finish out the elected term.

### **ARTICLE V – MEETINGS**

#### **Section 1 – Monthly Meetings** Meetings

- a. The Association will meet NO LESS than one (1) time per month at a location and time that will be designated by the Board of Directors. Board Meetings will take place each month throughout the fiscal year. General Membership Meetings will take place during each month throughout the fiscal year EXCEPT during June and July. ALL General Membership Meetings are open to the public. Notice will be posted on the Association's website AT LEAST seven (7) calendar days prior to the meeting(s) taking place.
- The Association Directors will meet bi-monthly at a time and location designated by the President.**
- General Membership meetings will be conducted quarterly. February, April, September and December at a date, time and location designated by the Board of Directors. ALL General Membership Meetings are open to the public. Notice will be posted on the Association's website AT LEAST seven (7) calendar days prior to the meeting(s) taking place**

## **Section 2 – Special Meetings**

- a. Ad Hoc Meetings can be called at the request of the President of the Association at any time and as necessary. These meetings MAY or MAY NOT be open to the public.

## **ARTICLE VI – NON-BOARD OF DIRECTOR POSITIONS**

### **Section 1 – Coordinator Positions**

- I. In-House Program Coordinator
- II. Travel Program Coordinator
- III. Concessions Coordinator

### **Section 2 – Coordinator Nomination and Election**

- a. Only those persons who are eligible and who have signified their consent to serve, if elected, shall be nominated for or elected to office.
- b. Eligible persons will represent individuals who agree to serve the Association with its 'best interests' in mind. Additionally, individuals must have no prior criminal record supported by providing the necessary background checks performed by the State of Pennsylvania.
- c. Notification of willingness to serve must be presented in writing to the Board of Directors between January 1 and March 15 of any calendar year. All candidates must also submit background check documentation at this point in time. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of the Association.
- d. Election for any of the Coordinator positions will take place at the May General Membership Meeting. The new members to the Coordinator Positions shall be elected by simple majority vote of all qualified general members and current Board of Directors members. General members gain qualification to vote by having attended AT LEAST 6 of the past 12 General Membership Meetings. If no general members qualify for vote at the May General Membership Meeting, the current Board of Directors will cast the deciding votes among the candidates. All voting must take place in person at the May General Membership Meeting.

### **Section 3 - Term of Office**

- a. The Coordinator Positions shall be elected to serve for a term of two (2) years.
- b. Terms shall commence on June 1st and end on May 31st according to their elected years.
- c. No one person may hold more than one elected Coordinator position at any one time.
- d. A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by a simple majority vote of the Board of Directors. A vote will NOT be made available to qualifying general members at this time.
- e. New coordinator positions and special committees may be appointed from time to time as deemed necessary by the President along with advice and consent from the Board of Directors.

## **ARTICLE VII- DUTIES OF THE COORDINATOR POSITIONS**

### **Section 1- In-House Program Coordinator**

- a. Responsible for the overall management of sport coaches, commissioners, coordinators, directors, grounds keeping, equipment management operations and player registration for all sporting events.
- b. Responsible for resolving coaching, parent and/or fan disputes.
- c. Responsible for working with individual sports directors, commissioners and coaches on scheduling practices and scrimmages.
- d. Responsible for managing age group classifications.
- e. Responsible for submitting an equipment report to the General Manager for presentation Board Meetings and General Membership Meetings.

### **Section 2- Travel Program Coordinator**

- a. Responsible for the overall management of sport coaches, commissioners, coordinators, directors, grounds up keep, equipment management operations and player registration for all sporting events.
- b. Responsible for resolving coaching, parent and/or fan disputes.
- c. Responsible for working with individual sports directors, commissioners and coaches on scheduling practices, scrimmages and referees.
- d. Responsible for managing age group classifications.
- e. Responsible for submitting an equipment report to the General Manager for presentation at Board Meetings and General Membership Meetings.

### **Section 3 - Concessions Coordinator**

- a. Responsible for all items stored in the concession stand (includes kitchen and bathrooms).
- b. Responsible for taking inventory before and after each event for which the concession stand is open.
- c. Responsible for turning over ALL money collected to the Treasurer or President on a weekly basis.
- d. Responsible for determining the work schedule(s) of the concession stand.
- e. Has the authority to establish a concessions committee to assist with the overall function of the concession stand.
- f. Responsible for submitting requests for purchases of all food, drink, and other supplies to the Association in order to replenish inventory (should be done on an as-needed basis).

## **ARTICLE VIII- AMENDMENT OF BYLAWS**

### **Section 1 – Changes to Bylaws**

- a.** Bylaw changes may be proposed at any time by any Director or Officer of the Association. Any proposed changes must be submitted to the Board of Directors, in writing, for consideration. Bylaw amendments will require a simple majority vote of the Board of Directors.
- b.** Interpretation and/or implementation of bylaws and any associated changes to the bylaws is the responsibility of the Board of Directors.

## **ARTICLE IX- ORGANIZATIONAL POLICIES**

### **Section 1 – Miscellaneous Policies**

- a.** The Association is organized exclusively for charitable, scientific, literary, or education purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal tax code.
- b.** The Association shall be comprised of anyone that resides within the East Allegheny School District. Anyone residing outside of this boundary will be considered on a case by case basis and subject to the approval of the Executive Board.
- c.** No part of the earnings of the Association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons.
- d.** Upon the dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes and which has established its tax-exempted status under Section 501(c)(3) of the Internal Revenue Code. Preference shall be given to such organization(s) whose work specifically supports the activities of the East Allegheny School District and its students.
- e.** The Association will NOT discriminate against any individual on the basis of race, color, religion, age, gender, or national origin.
- f.** The most current edition of Robert's Rules of Order will be used to conduct both Board Meetings and General Membership Meetings.
- g.** A separate Code of Conduct (currently being developed as of May 9, 2018) exists to govern the actions of all coaches, players, parents, other family members, referees, etc. The bylaws of the Association DO NOT exist to govern any of the action mentioned in the preceding sentence.
- h.** The fiscal year of the Association shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.