

Quincy United Soccer Club, Inc.

By-Laws

ARTICLE 1. NAME, TERRITORY, AND OFFICES

1.1 Name

The organization shall be known as Quincy United Soccer Club, Inc. (Hereafter referred to as the Corporation) a General Not-for-Profit Corporation, sanctioned by the State of Illinois. Incorporated on 8/19/03, recorded as # 200314012, book 620, page 14012, County of Adams, State of Illinois on 8/25/03.

1.2 Offices

The headquarters and principle office of the Corporation shall be in the City of Quincy, County of Adams, and State of Illinois.

ARTICLE 2. PURPOSE

The purpose of the Corporation is to:

2.1 Promote the development of physical, social and mental skills associated with youth sports.

2.2 Encourage sportsmanship, teamwork, and respect for rules.

2.3 Promote and encourage the playing of competitive youth soccer.

2.4 Maintain affiliation with the Illinois Youth Soccer Association (hereafter referred to as IYSA) and the United States Soccer Federation, Inc. (hereafter referred to as USSF.)

2.5 All provisions of the Illinois General Not-For-Profit Law will apply unless otherwise provided in these By-Laws.

ARTICLE 3. PROGRAM YEAR

The program year will be August 1 through July 31 of each year.

ARTICLE 4. MEMBERSHIP

4.1 Membership The General Membership of the Corporation shall consist of the parents and/or guardians of the players in good standing.

4.2 Standing Players who are carded with IYSA and do not owe fees.

ARTICLE 5. BOARD COMPOSITION AND ELECTION

5.1 Membership The Quincy United Soccer Club Inc., Board of Directors (hereafter referred to as the Board) will consist of the following: President, Vice President, Secretary, Treasurer, Director of Operations(non-voting), Boys' Coordinator, Girls' Coordinator, Director of Coaching (non-voting), immediate Past President (non-voting), 4 Directors at Large, one representative elected per established Club team, and committee advisors (non-voting).

5.2 Officer eligibility requirements Officers (President, Vice President, Secretary & Treasurer) must have served at least one year on the Board prior to being elected an officer.

5.3 Board eligibility requirements Except for the Coordinators, the Director of Coaching, and the Director of Operations, all board members must have a child on a Quincy United team now or at some time in the previous two years. Advisors (non-voting) who do not have a Club player, to be appointed by the Board, shall serve as committee chairperson or committee member.

5.4 Election of Officers The officers will be elected by the Board members in July to serve for the next two years. President & Secretary elections on odd numbered calendar years and Vice President & Treasurer elections on even calendar numbered years.

5.5 Director of Operations The Director of Operations shall be appointed by the board.

5.6 Director of Coaching The Director of Coaching shall be appointed by the Board.

5.7 Boys & Girls Coordinator Boys' and Girls' Coordinators to be recommended by the Director of Coaching and approved by the Board.

5.8 Terms of Office Officers will have two-year terms. They may hold the same office for two consecutive terms. After the second consecutive term, the officer may be elected to a different office. After a term of not holding an office, an officer may be elected to the same office in the future. The Director of Coaching and the Director of Operations and the Boys and Girls Coordinators shall serve one year terms, which can be renewed upon board approval.

5.9 Directors At Large The Board will elect up to 4 Directors At Large each September, provided they are not from the same team.

5.10 Election of Team Representatives On an annual basis, in early August, each team will elect a parent from their team to represent their team at Board meetings. Coaches and assistant coaches cannot be team representatives for the team they coach, however they can be a representative for a team they are not coaching but have a child playing for that team. Each family will have one vote per player. Family includes non-traditional family. Team representatives can be re-elected.

5.11 Replacement of Officers with Unexpired Terms In the event an officer leaves an office prior to the expiration of the term, the President will appoint someone to complete the term. If the President steps down, the Vice President will move to President, who in turn appoints a board member to complete the Vice President's term with approval of the Board.

5.12 Term Elected Directors at Large shall serve a one-year term.

5.13 Attendance requirements for the Director of Operations, Director of Coaching and all Officers All Officers, including the Director of Operations and Director of Coaching will be required to attend 75% of the monthly board and Executive Board meetings from August 1st through July 31st of each soccer season. In the event an Officer, Director of Operations or Director of Coaching failed to attend at least 75% of the clubs monthly and Executive board meetings, the matter will be presented to the Executive Board for possible disciplinary action, including potential termination of membership.

ARTICLE 6. THE BOARD

6.1 All Board members, directors and officers, shall have a demonstrated and continued interest in the Corporation's purposes and programs. There can be only one Board Member from each family. Family includes non-traditional families.

6.2 Regular Meetings The Board shall meet, at a regularly scheduled meeting time and date to be determined by the Board, for the reading of reports, the administration of the Corporation's programs, and other business as may properly come before the Board.

6.3 Special Meetings Special meetings of the Board may be called at any time by an officer of the Board with a 48-hour notice to all members.

6.3.1 Meetings to address grievances may be called by the President if a member has submitted a grievance form and it is deemed necessary.

6.4 Annual Meeting The annual meeting of the Corporation shall be held during the second week of July each year at a time and place in the City of Quincy, IL or the surrounding community, as the President shall determine, for the consideration of reports, for offering suggestions to the Board for improvements in the quality of the program and for transacting such other business as may properly come before the meeting.

The incumbent Board Officers and Directors shall serve at the first Board meeting following the annual meeting.

6.5 Notice of Meetings Notice of the time, place and purpose of each meeting shall be given by e-mail (or other acceptable means) the same not less than seven nor more than fifteen days before the meeting to each member at the address furnished by the member to the Secretary for such purposes.

6.6 Quorum At any meeting of the Board, at least one more than half the number of sitting Board members shall constitute a quorum.

6.7 Voting At every meeting of the Board, members shall be entitled to one vote. All elections shall be held and all questions decided by a majority vote of the members present, except as otherwise specified provided by the By-Laws of the Corporation. No voting by proxies shall be permitted.

6.8 Order All meetings shall be conducted under Robert's Rules of Order, except as may be specifically provided elsewhere by the By-Laws.

6.9 Termination of Membership The Board Membership of a person may be terminated by the Board after a member has failed to attend three consecutive meetings. In such event, membership may be reinstated if requested by the terminated member and upon a majority vote of the Board. The Board may remove a member for actions deemed detrimental to the Corporation, after issuance of notice and the conduct of a hearing in accordance with procedures prescribed by the Corporation.

6.10 Power The business and affairs of the Corporation shall be controlled by the Board.

6.11 Executive Board The executive Board should consist of the President, Vice-President, Secretary, Treasurer, up to four Directors at Large and Boys & Girls Coordinators. The Directors of Coaching and Operations are non-voting members of the Executive Board. Notice of Executive Board meetings should be given not less than three nor more than fifteen days before the meeting to each member at the address furnished by the member to the Secretary for such purposes. The Executive Board shall meet to address personnel, disciplinary, financial matters, and to decide matters that the full board has been unable to resolve. The Executive Board will on an annual basis evaluate the performances of the Director of Coaching and the Director of Operations. The Executive Board, based upon their evaluation, may recommend renewal or replacement of these Directors to the Board of Directors. The executive board shall meet at the discretion of the executive board members.

ARTICLE 7. APPOINTMENTS

7.1 Fundraising, Equipment and such other committees, as deemed necessary to the functioning of the Corporation shall be appointed by the President and approved by the Executive Board.

ARTICLE 8. DUTIES OF THE OFFICERS OF THE BOARD, COMMITTEES, CONSULTANTS AND TEAM MANAGERS

8.1 President

8.1.1 Shall be the Chair at all General and Special meetings and Executive Board meetings.

8.1.2 Shall not have the right to vote. Except to break a tie.

8.1.3 Shall set the agenda for all Board meetings.

8.1.4 Shall establish and appoint committees.

8.2 Vice-President

8.2.1 Shall succeed to the duties of the Chair in his/her absence assuming all duties. Vice-President can appoint one assistant manager to assist with duties of vice-president.

8.2.2 Shall be responsible for placing all advertising as directed by the Board.

8.2.3 Shall be responsible for working with team managers so that tournament applications are submitted in a timely manner.

8.3 Secretary

8.3.1 Shall be responsible for all corporation correspondence.

8.3.2 Shall be responsible for all maintenance of records of the Corporation.

8.3.3 Shall be official custodian of minutes of all meetings.

8.3.4 Shall give proper notice and agenda for all meetings held by the Corporation for any matter.

8.4 Treasurer

8.4.1 Shall be responsible for detailed accounting of income and expenditures.

8.4.2 Shall be responsible for the payment of all expenses incurred by the Corporation, which have been properly authorized.

8.4.3 Shall submit a monthly report of finances.

8.4.4 Shall have the authority to sign checks for payments.

8.4.5 Shall submit an annual report of finances.

8.5 Duties of the Director of Operations

- 8.5.1** Shall be responsible for the day-to-day business of the Corporation including entering teams in league play and tournaments, player card registration and travel permits.
- 8.5.2** Shall communicate to other tournament directors and league officials regarding schedule conflicts.
- 8.5.3** Shall keep records of coaches and managers for disclosure statements.
- 8.5.4** Shall assist in all QUSC indoor and outdoor tournaments functions.
- 8.5.5** Shall receive and process our host tournament entries.
- 8.5.6** Shall assist on other QUSC functions and day- to-day operations.
- 8.5.7** Shall keep in contact with coaches, players and managers if problems arise.
- 8.5.8** Shall maintain QUSC in compliance with all state soccer rules and regulations.
- 8.5.9** Shall serve as an advisor to the Board in a non-voting capacity.

8.6 Duties of the Director of Coaching

- 8.6.1** Shall serve as an advisor to the Board in a non-voting capacity.
- 8.6.2** Shall keep the Board apprised of the League play.
- 8.6.3** Shall coordinate the coaches committee for the purpose of selecting the following season's teams and be present at that meeting.
- 8.6.4** Shall be responsible for working with the League coordinator.
- 8.6.5** Shall coordinate with the team managers in the ordering and distribution of uniforms.
- 8.6.6** Shall do a newsletter when necessary to keep the General membership and Coaches informed.
- 8.6.7** Can appoint up to two assistant managers to assist with duties.
- 8.6.8** Organize all Club camps.
- 8.6.9** Organize team tryouts.
- 8.6.10** Develop educational resources for players and coaches.

8.6.11 Provide additional technical training assistance as requested by any Club head coach.

8.6.12 Select qualified assistants to help with technical training.

8.6.13 Meet with the Head Coach of each team before the season to establish team goals and objectives, and formulating a seasonal training plan to implement the goals and objectives.

8.6.14 Meet with the Head Coach and Coordinator of each team monthly during the season to review progress and to develop a detailed program of training.

8.6.15 Other duties defined by separate job description.

8.7 Qualifications of the Director of Coaching

Any person wishing to be considered for the position of Director of Coaching of the Corporation must have soccer and coaching experience.

8.8 Duties of the Team Manager

8.8.1 Shall keep team records.

8.8.2 Shall register the team with Vice-President for tournaments and Director of Coaching for league.

8.8.3 Shall be responsible for keeping team members informed of practices, game times, etc.

8.8.4 Shall complete tournament forms, representing the team accurately at all times.

8.8.5 Shall be responsible for first aid supplies.

8.8.6 Shall be responsible for equipment, and forms for each game.

8.8.7 Shall maintain team hotline and keep it current.

8.8.8 Shall be responsible for collection of player fees and giving to Treasurer.

8.8.9 Attend meetings and report to parents and players.

8.9 Duties of the Equipment/Inventory Committee

The Equipment Committee shall be responsible for ensuring that equipment is available and maintained for all teams within the organization. He/She shall also maintain records of Corporation inventory by team.

8.10 Duties of the Fund Raising Committee

The Fund Raising Committee will take care of all outside sources of revenue for the Corporation. This will include finding donations and sponsors for the teams and organizing fund-raising activities.

8.11 Duties of the 4 Directors At Large

The Directors will attend Board and Executive meetings. Will assist the Officers of the Board by representing the interests of the club and by serving on committees as needed.

ARTICLE 9. SELECTION, QUALIFICATIONS AND DUTIES OF THE COACHING STAFF

9.1 Selection of Coaches

It will be the duty of the Board to organize the selection of a coach for each team. There shall be only one head coach per team and at least one assistant coach per team.

9.2 Qualifications of Coaches

9.2.1 High School Graduate or the equivalent.

9.2.2 19 years of age or older.

9.2.3 Must make a 2-season commitment to the team.

9.2.4 Shall meet all IYSA requirements.

9.2.5 Shall complete the United States Youth Soccer Employment/Volunteer Disclosure Statement.

9.2.6 Shall have an articulate coaching philosophy.

9.2.7 Must be approved by the Board.

9.2.8 Coaches to attend Board & Coaches meetings.

9.3 Qualifications of Assistant Coaches

9.3.1 High School Graduate or equivalent.

9.3.2 19 years of age or older.

9.3.3 Shall complete the United States Youth Soccer Employment/Volunteer Disclosure Statement.

9.3.4 Must be approved by the Board.

9.4 Coach Duties and Responsibilities

9.4.1 Shall be under the direction of the Boys/Girls Coordinators & Director of Coaching.

9.4.2 Be committed to the development of physical, mental and social skills of all players.

9.4.3 Demonstrate good sportsmanship at all times.

9.4.4 Demonstrate a sound knowledge of the game, skills, rules, and strategy that govern it.

9.4.5 Develop and maintain high morals among team players.

9.4.6 Sign a coach's agreement.

9.4.7 Be responsible for game ball.

9.4.8 Assist with Club tryouts.

9.4.9 Assist in making final player selection and rostering the team.

9.4.10 Assist in selecting the team assistant coach.

9.4.11 Conduct a team parent meeting in August to assist parent election of team representative.

9.4.12 Organizing and directing a minimum of 2 practice sessions per week during the league season and shall ensure the safe pick up of all players.

9.4.13 Identifying and scheduling games outside of regular league play (tournaments, friendly games, etc.) that are in concert with the team goals and objectives.

9.4.14 Meeting with the Boys/Girls Coordinator before the season to establish team goals and objectives, and formulating a seasonal training plan to implement the goals and objectives.

9.4.15 Meeting with the Director of Coaching and Boys/Girls Coordinator monthly during the season to review progress and to develop a detailed program of training.

9.4.16 At the request of the Director of Coaching and Boys/Girls Coordinator, the Head Coach will be responsible for organizing at least one training session per season for the purpose of assessment and evaluation of players, team, and coaching program.

9.4.17 Enforcing all team, club and league rules, and imposing appropriate discipline when necessary.

9.4.18 The Head coach will coach the team at all competitive events. As stated below, the Head Coach may delegate this responsibility for specific game or series of games, if they so choose or the need arises. The Head Coach of their delegate should arrive 45 minutes before the game to oversee the warm-up, to announce the starting assignments and to explain the game plan.

9.4.19 The Head Coach is free to delegate any element of their duties and responsibilities to the assistant coaches, team managers, or the Club Trainer. However, the Head Coach alone will be held responsible for the implementation of those duties and responsibilities and their ultimate outcome.

10 Boys'/Girls' Coordinators

The Board will select the Boys'/Girls' Coordinators. The Boys'/Girls' Coordinator's primary responsibilities are to direct the training of all club teams. Secondly, it is to enhance and evaluate the coaches', assistant coaches', parents', and players understanding of the game of soccer.

10.1 Boys/Girls Club Coordinators Responsibilities

10.1.1 Assist Director of Coaching, officers, and committees in all Club activities.

10.1.2 To better understand the training needs of each team and to facilitate the coaches, the coordinator will observe at least one competitive match per month for each team during each season to assess strategic strengths and weaknesses.

ARTICLE 11. FUNDS AND PROPERTY

11.1 Fiscal Year

The fiscal year of the Corporation commences on July 1st and shall end on June 30th.

11.2 Funds and Property

All funds and property given to, received by or coming into the custody of the Corporation are to be expended and disposed of only for the purpose authorized by the Board.

11.3 Depositories

All funds of the Corporation shall be deposited in banks or depositories, designated by the Board, in the Name of Quincy United Soccer Club, Inc., and all withdrawals from such accounts shall be made only by checks or similar orders signed by the President, Vice President or the Treasurer of the Corporation. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories, unless specified approval of the Board to use other depository or to otherwise invest the funds of the Corporation is first obtained.

11.4 Protection of Funds

Funds of the Corporation are to be protected and administered with the utmost care. The Corporation may place an appropriate fidelity bond on each Corporation Officer or employee having custody or control over Corporation funds.

11.5 Review of Accounts

The Accounts of the Corporation shall be reviewed, by someone who is not an Officer of the Corporation, annually and whenever a new treasurer is elected.

11.6 Inurement of Income

No part of the net earning of the Corporation shall inure to the benefit of, or be distributable to, its Members, Trustees, Officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

11.7 Changes to bylaws require 2/3 majority of voting Board members.

Article 12 Procedures, Policies, and Regulations

12.1 Procedures, policies and regulations may be established by the QUSC Board if approved by a simple majority of those voting members present at any regular board meeting.

12.2 Teams are expected to participate in at least two Board recommended tournaments each year.

12.3 Player fees will be determined by the Board during the July meeting prior to tryouts.

12.4 Player fees and tryout fees are not refundable except when a written request is received by the Board from a parent/guardian stating the reason for the refund. Acceptable reasons for a refund include the player moving out of town or serious injury. Refunds should be prorated-reduced based upon any costs incurred by the board and/or by the fraction of the season played by the player.

12.5 Tryout fees may be paid in advance to the tryout chair or at the time of tryouts. No player is allowed to tryout unless the fee is paid.

12.6 Players added to a team roster after tryouts (player did not participate in the official tryout) will pay the regular player fee plus the tryout fee. Players rostered to a team after tryouts are subject to board approval.

12.7 All team fundraising activities will be approved in advance by the Board. The Board reserves the right to limit the frequency, dates, and types of fundraising activities undertaken by its member teams or their parents.

12.8 Player Addition Policy-Any player added to a team's roster after tryouts must first be chosen from those who are age appropriate and attended the official QUSC tryout. (Example: Twenty-two players attended a U 14 boys tryout. Seventeen players were originally rostered as a result of the tryout. Of the five players who did not get selected at the tryout, three were age appropriate and two were actually young enough to play at the U 13 age level. Because of injury, the team would like to roster an eighteenth player. The new player must be selected from the three U 14 players who attended the tryout. If all three U 14 players decline the invitation to be rostered, the team may roster any other player, subject to the approval of the director of coaching.)

12.9 Guest Player Policy

- Coaches should consider using guest players from within QUSC first.
- No guest player shall start any given game.
- Coaches will use discretion with regard to the playing time of guest players.
- The guest player must be approved by the director of coaching or the boys/girls coordinator.
- If a guest player wishes to play in more than 2 tournaments, a \$125 fee will be assessed. The coach/team manager will be responsible for the collection of fees.
- If a guest player needs to be carded, a 2-week notice is required and a player card fee must be paid. (est \$30)
- A team manager or coach will get a guest player uniform and is responsible for the uniform. If lost, the player will pay a replacement cost of \$85.
- Any guest player found to be in violation of the player conduct policy may not be asked to guest play again.

12.10 Code of Conduct

Introduction-participation in the Quincy United Soccer Club(QUSC) is a privilege.

Rules-The QUSC expects players and coaches at all times (365 days a year):

1. To conduct themselves as ladies and gentlemen.
2. To conduct themselves in a manner reflecting favorably upon the QUSC, the sponsors, and the Quincy Community.
3. To be role models for their peers and younger players.
4. To adhere to all rules set forth and those adopted by the coaches/sponsors.
5. To demonstrate good sportsmanship at all times and treat all team members,

- opponents, officials, coaches and spectators in a respectful manner.
6. To comply with the rules of league play, IYSA(Illinois Youth Soccer Association), and USSF(United States Soccer Federation.)

Violations-Any conduct in violation of these rules shall be subject to a range of consequences ranging from reprimand to exclusion from QUSC.

The process–The QUSC Executive Board shall review all complaints or situations. An Executive Board meeting will be scheduled with all parties involved. If a player is involved, his/her coach and parent(s) must be present at the meeting. The Executive Board shall render a decision.

- 12.11** Presidential Purchase Order-The president may at his discretion authorize the treasurer to purchase items or services needed for routine club operation in an amount not to exceed \$500 per month. A detailed description of the items or services purchased in this manner will be given for informational purposes only by the president or the treasurer at the next official full board meeting.
- 12.12** Policy for Tournament Payment-QUSC Inc. will pay up to an amount equal to the cost of the Board recommended tournament when it is replaced by a different tournament.
- 12.13** Policy on Missing Tryouts-Players unable to attend tryouts must submit a written request on or before the tryout date stating the reason for missing tryouts. The request must be approved by the Director of Coaching and the Boys and Girls Coordinators. In addition, a completed tryout registration form, a signed club rules and waiver form and a paid tryout fee must also be submitted by the tryout date. Players following the above requirements are eligible for, but are not guaranteed, inclusion in the final team roster.
- 12.14** Board of Directors, Team Representatives, Team Managers or any parent that represents the Quincy United Soccer club must follow the Code of Conduct for Quincy United Soccer Club, Inc. for Board of Directors, Team Representatives and Team Managers. (Addendum B101205)

ADOPTED October 8, 2003 By the QUSC, INC. Board.

AMENDED January 14, 2004 By the QUSC, INC. Board

AMENDED April 14, 2004 By the QUSC, INC. Board

AMENDED May 12, 2004 By the QUSC, INC. Board

AMENDED February 9, 2005 By the QUSC, INC. Board

AMENDED December 14, 2005 By the QUSC, INC. Board