

DYER KICKERS SOCCER CLUB

BY-LAWS

ARTICLE I: NAME

The name of this organization is Dyer Kickers Soccer Club (hereinafter referred to as the "Club")

ARTICLE II: DYER KICKERS CONSTITUTION

The Dyer Kickers Constitution adopted on July 7, 2016, together with any subsequent amendments, thereto is hereby incorporated by reference to its entirety in this Article II. In the event that any succeeding provision of these By-Laws conflict with the Dyer Kickers Constitution, then the conflicting By-Laws shall be invalid.

ARTICLE III: IDENTIFICATION

Section 3.1: Mailing Office. The mailing office of this Club shall be P.O. Box 99 Dyer, Indiana 46311. This Club may conduct its business from such address, or addresses, as shall be designated from time to time by the Board of Directors.

Section 3.2: Fiscal Year. The fiscal year of this Club shall be from July 1st through June 30th.

ARTICLE IV: MEETINGS OF ADMINISTRATIVE MEMBERS

Section 4.1: Time; Purpose. The Annual General Meeting of the Administrative Members of this Club shall be held each year on dates and at a place designated by the Board of Directors for the purpose of choosing the Elected Officers of this Club, and for the transaction of such other business as may come before the meeting. The Annual General Meeting shall be a quorum of the Board of Directors only.

Section 4.2: Notice of Annual General Meeting. Written notice of the time and place of each Annual General Meeting shall be given to each Board of Director not less than ninety (90) days before the date of the meeting. This notice may be included in the Minutes of any General Meeting.

Section 4.3: Voting. Board of Directors of this Club shall have voting rights set out in Article VII, Section 7 through 12 of the Dyer Kickers Constitution. The President shall not vote on any issue before the Board of Directors except to resolve a tie vote among the Membership.

Section 4.4: Failure of Annual Meeting. Failure to hold the Annual General Meeting at the designated time shall not cause any forfeiture or any dissolution of the Club, and all Board of Directors will maintain current positions.

Section 4.5: Special Meetings. Special Meetings of the Board of Directors may be called by Executive Board or a written petition of one-half of the Board of Directors of this Club, stating thereon the purpose or purposes of the meeting. Such petition shall be delivered the Secretary of this Club. Special Meetings shall be held at a time and place designated by the Board of Directors. The intent of the meeting shall be so indicated in the notice, and no other Club business other than that specified may be considered. Special Meetings call for the vote of Membership as outlined in Article VII of the Dyer Kickers Soccer Club Constitution. Results of Special Meetings shall call for the record of such meeting to be entered into the minutes of the next General Meeting of the Club. Special Meetings are open to all memberships of the Club.

Section 4.6: General Meetings. The Board of Directors shall hold a minimum of six (6) General Meetings per year at a date and place designated by the Board of Directors, and are open to all memberships. Voting on any issues are subject to those rights in Article VII of the Dyer Kickers Soccer Club Constitution. General meetings are open to all memberships of the Club.

Section 4.7: Rules. All meetings of the Board of Directors of this Club shall be conducted in accordance with the most recent version of Robert's Rules of Order.

Section 4.8: Meetings by Conference Call. Any one or more members of the Board of Directors may participate in a General or Special Meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting by such means shall constitute presence in person at the meeting.

ARTICLE V: NOMINATIONS

Section 5.1: Nominations of Officers. Any member of the Club may nominate themselves or another person as a candidate for an Executive Board position by a written petition, including the name of the nominee and position seeking, delivered to the Secretary of this Club at least thirty (30) days before the next General Meeting. The list of nominees shall be delivered to all Board of Directors at least thirty (30) days before the Annual General Meeting.

Section 5.2: Nominations of Board of Directors, Non Executive Board Members. Any member of the Club may nominate themselves or another person as a candidate for a non executive position on the Board of Directors at the General Meetings held at the end of each playing season. Such nominations may take place in person at the General Meeting or in a written petition, including the name of the nominee and the position seeking, delivered to the Secretary of the Club before the opening of that General Meeting. The list of nominees shall be delivered to all presiding Board of Directors and will be voted upon at the following General Meeting.

ARTICLE VI: ELECTIONS

Section 6.1: Elections of Officers. Members of the Board of Directors will form a quorum at the Annual General Meeting at the date and place determined by the Board of Directors. Ballots will be issued to all qualifying voting members, and shall be calculated by the Secretary and President. Officer(s) receiving the majority vote shall hold their elected office at the conclusion of the meeting during which the elections were held.

Section 6.2: Elections of Non Executive Board Members. Membership of the Club will form a quorum at a General Meeting at a date and place determined by the Board of Directors. Votes will be received by all qualifying voting members at that meeting. A majority vote will determine the non executive Board of Director. The elected member will take office at the conclusion of that General Meeting.

ARTICLE VII: TERM OF OFFICE

Section 7.1: Term of Office. The length of office for various positions within the Board of Directors shall vary so as to provide continuity and consistency for the goals of the Club.

ARTICLE VIII: VACANCIES AND APPOINTMENT

Section 8.1: Vacancies. In the event of death, resignation, or removal of a Board of Director, other than the President, the following procedure shall be followed by the Board of Directors:

A. At the General Meeting following the vacancy, the Board of Directors may appoint a person to that position. The Board of Directors shall decide to fill that vacancy based on the appointment

by a majority vote at the following General Meeting. That newly elected Board Member will take office upon conclusion of that General Meeting, to which the vote took place.

B. Additional nominations may be submitted to the Secretary in the form of a written petition, not less than fifteen (15) days before the General Meeting at which the voting of any appointments will be taking place.

C. If the vacancy cannot be filled, the President shall assume responsibilities of that position. Should any Board of Director choose to nominate someone after the President has assumed responsibilities; it shall be done in accordance with the provisions of Sections 8.1 A and B of these By-Laws.

Section 8.2: Vacancy of the President. In the event of death, resignation, or removal of the President, the Vice-President will assume responsibilities of the Presidential position. Appointment of the newly vacant Vice-President position shall be done in accordance with the provision of Sections 8.1 in its entirety.

ARTICLE IX: COMMITTEES

Section 9.1: Select Committees. The Board of Directors may establish special select committees to address specific projects or problems. Such committees will be dissolved upon completion of their assigned tasks. The President shall nominate the Chair of each committee, with the approval of a majority of the Board of Directors currently serving. Each committee will consist of at least three (3) members. The Chair of such committee shall choose the other members of the committee, but any choice must be voted by a majority of the Board of Directors currently serving.

ARTICLE X: OFFICERS

Section 10.1: Officers. As prescribed by the Dyer Kickers Soccer Club Constitution, the Officers of this Club shall be a President, Vice-President, Secretary, and Treasurer, who shall be nominated by membership of the Club, and voted in by the Board of Directors at the Annual General Meeting of the Board of Directors.

Section 10.2: Non-Executive Officer. As prescribed by the Dyer Kickers Soccer Club Constitution, the Non-Executive Board Members shall be: Registrar, Division Coordinators, Referee Coordinator, Field Manager, Equipment Coordinator, NWISL Representative, Player and Coach Development, and Booster; and shall be nominated and elected by Membership at a General Meeting as outlined in Section 6.2.

Section 10.3: Voting Rights. Voting Rights for Board of Directors are established in the Dyer Kickers Constitution on Article VII, Section 7 through 12.

Section 10.4: Removal or Vacancy of Officer. Any member of the Executive Board may be removed from office for any reason by the vote of the majority of all Board of Directors at any General Meeting or at any Special Meeting called for that purpose and in accordance with the provisions contained in the Dyer Kickers Constitution. Any vacancy in any of these offices due to death, resignation, removal, disqualification or other reason shall be filled by the Board of Directors until an election or appointment has taken place.

ARTICLE XII: DUTIES OF OFFICERS

Section 11.1: President. The President shall be the Chairman of the Board of Directors and shall have the following responsibilities subject, however, to the control of the Board of Directors.

- A. Preside at the Annual General Meeting and at all meetings of the Board of Directors.
- B. Oversee the operations and management of this Club
- C. Insure all orders and resolutions of the Board of Directors are carried into effect.
- D. Execute all contracts on behalf of this Club.
- E. Prepare an agenda for each meeting of the Board of Directors. In preparing the agenda, the President shall solicit items from all other Board of Directors, for inclusion on the agenda. The agenda for each meeting of the Board of Directors shall be delivered by letter or via any verifiable electronic communication to each Director not later than one (1) week prior to the date of the meeting.
- F. Appoint all committees and commissions of this Club, subject to the approval of the Board of Directors.
- G. Serve as an interim replacement, or appoint an interim replacement with the approval of the Board of Directors, in the event of a vacancy on the Board of Directors.
- H. Serve as an ex-officio member on all committees.
- I. Perform the general powers and duties usually vested in the office of the President of a non-for-profit organization.
- J. Uphold and enforce the Constitution and By-Laws of the Dyer Kickers Soccer Club.
- K. Co-Sign all Club checks prepared by the Treasurer.

Section 11.2: Vice-President. The Vice-President of this Club shall have the following responsibilities and duties:

- A. Shall assist the President in their duties and shall perform such other duties as may be assigned from time to time by the President or the Board of Directors.
- B. Shall have the powers and shall exercise the duties of the President whenever the President, by reason of illness or other disability or absence, is unable to act.
- C. To maintain an oversight of the committee structure and progress of each committee, and to report regularly on these matters to the President and the Board of Directors.

Section 11.3: Secretary. The Secretary of the Club shall have the following responsibilities and duties:

- A. Shall be the custodian of and shall maintain books and records of this Club and shall be the recorder of this Club's formal actions and transactions.
- B. To record or see to the proper recording on the Minutes and transaction of all meetings of the Board of Directors.
- C. Maintain a current list of all Memberships of this Club.
- D. Maintain for inspection or distribution of the Dyer Kickers Soccer Club Constitution and By-Laws, and the Playing Rules of this Club.
- E. To serve all notices of this Club, required by law, the Dyer Kickers Soccer Club Constitution and/or By-Laws.
- F. Maintain a record of all correspondence sent by or received by this Club.
- G. To render a report at each Annual General Meeting on the total membership of this Club.

H. To perform such other duties as may be assigned from time to time by the President or the Board of Directors.

Section 11.4: Treasurer. The Treasurer of this Club shall have the following responsibilities and duties:

A. To keep and maintain open to inspection by any Board of Director at all reasonable times the full, adequate, and correct accounts of receipts and disbursements of this Club.

B. To have the care and custody of the funds of this Club and deposit the same in the name and to the credit of this Club such depositaries as the Board of Directors may designate.

C. To insure all checks, drafts, notes, and order for payment of money, as required in the business of this Club, are properly drafted.

D. To provide a financial report in writing to the Board of Directors at each of its meetings.

E. To provide a financial report in an annual basis at the end of the fiscal year.

F. To prepare a budget for this Club for each of its fiscal years, subject to approval by the Board of Directors. Budgets shall be presented in May to the Board of Directors at the prior to the General Meeting, and voted upon by majority of the Board of Directors at the next General Meeting for the upcoming year.

G. Shall prepare and cooperate in an independent year-end audit, by an outside source approved by the Executive Board, of all financial records and transactions maintained by the Treasurer as related to Club matters.

H. To serve as Chair on any Financial Committee.

I. To have such powers, duties, and authorities as may be set forth and prescribed by the President or Board of Directors from time to time.

ARTICLE XII: DUTIES OF NON-EXECUTIVE BOARD MEMBERS

Section 12.1: Registrar. The registrar of the Club shall have the following duties and responsibilities:

A. Registration of the Club's players and the certification thereof.

B. Enforce all rules, By-Laws, and policies of the Club, SAY, and NWISL governing player registration and team assignment.

C. Responsible for the storage and maintenance of records of the Club regarding the registration of teams and players within the Club and ensure the confidentiality of player information.

D. Must submit a membership list to the Secretary at the beginning of each playing season.

E. Promotes and markets registration for each new playing season.

Section 12.2: Division Coordinators. The Division Coordinators shall be responsible for the U6, U8, U10, Advanced (U12 & U14), and U18 In-House programs. The duties and responsibilities shall include, but not limited to the following:

A. Enforce all rules, By-Laws, and policies of the Club and SAY governing player registration and team assignments.

B. Assign players to teams according to their appropriate ages.

C. Select and assign coaches to team, with the approval of the President.

D. Prepare schedules for the games.

E. Maintain and store the records of the Club regarding the registration of teams and players within the Division's programs and ensure the confidentiality of player information.

- F. Provide the Registrar and President with complete rosters of players and coaches, in a timely fashion, to facilitate the registration program within the deadlines of SAY.
- G. Coordinate the allocation of equipment to the coaches with the Field and Equipment Manager
- H. Coordinate the distribution of information regarding training, tournaments, clinics, coaching aides, to Coached and Assistant Coaches with the Director of Coach and Player Development.
- I. Coordinates and hosts the Annual Spring Tournament for their respective division.

Section 12.3: Referee Coordinator. The Referee Coordinator shall be responsible for the solicitation, selection, and assignment of referees for all In-House Club games in addition to the following but not limited to:

- A. Shall be responsible for the training and development of all referees to ensure their competency in the regular rules and regulations documented in the most recent Constitution and/or By-Laws of this Club.
- B. Shall be accountable for tracking, requisitioning, and request of payment of all fees owed to the referees in compliance with the financial guideline established by the President or Board of Directors administered by the Treasurer.
- C. Shall provide budgetary information including estimates of all fees and referee-related expenses prior to the start of each season as requested by the President or the Board of Directors.
- D. Will be responsible for the objective reporting, to the President, of any action, comment, or gesture by any player, coach, assistant coach, referee, or spectator that is not in compliance with the Club's expressed constitution and to provide and maintain an environment of good sportsmanship.

Section 12.4: Field Manager. The Field Manager shall locate, plan, and prepare all practice and playing fields for the Club in addition to the following but not limited to:

- A. Shall enlist volunteers with the cooperation of other Coordinators to help prepare and maintain all fields including the supervision and coordination of the initial set-up, layout, and preparation of all fields at the beginning and end of each playing season.
- B. Shall remove all field equipment of the Club at the end of each season and provide reasonable storage and security for such equipment.
- C. Shall routinely inspect all fields, goals, nets, playing surfaces, storage facilities, and all related Club property to endure the proper working conditions and best possible safety conditions for the Club and its members.
- D. Shall at anytime, execute above all Division Coordinators, the cancellation of any activity on the practice and playing fields; due to any reasonable matters concerning the practice and playing qualities of the fields as well as the safety conditions for the Club and its members.
- E. Shall provide a projected budget and list of all anticipated supply needs prior to the start of each playing season.
- F. Shall identify supply requirements then procure and maintain sufficient quantities of all game, practice, field, and related equipment as needed and approved by the President or Board of Directors.

Section 12.5: Equipment Coordinator. The Equipment Coordinator is responsible for uniforms, playing equipment, inventory, storage, equipment maintenance (paint, etc.) In addition to the following but not limited to:

- A. Shall inspect, maintain, and distribute playing equipment and uniforms to all Division Coordinators both In-House and Travel before the first scheduled game.
- B. All playing equipment is to be collected by the Equipment Manager after the scheduled playing season.
- C. Shall provide a status report on equipment and inventory to the Board of Directors at the General Meeting at the end of each playing season.

Section 12.6: NWISL League Representative. The NWISL Representative shall be the Club liaison to the Northwest Indiana Soccer League and shall have the following duties, but not limited to:

- A. Shall attend or secure Club representation at all meeting of the NWISL and vote in that organization on behalf of the Club.
- B. Shall share information and communication to the Club, on a timely basis, as regards to all activities of the NWISL, including registration, tournaments, game and field schedules, rules, and all other matters pertaining to youth soccer.
- C. Shall develop schedules and coordinating field requirements for the “home” games of all Club teams that participate in the NWISL including all regularly scheduled games, tournaments, make-up games, and other special NWISL activities.

Section 12.7: Director of Player and Coach Development. The Director of Player and Coach Development shall be responsible for obtaining the information and opportunities available regarding training, tournaments, clinics, and other sources of information available for coaches and players, in addition to the following but not limited to:

- A. Shall assist coaches at attaining common stages in development of various age groups through the recommendation of training and practices needed to attain those goals.
- B. Shall keep the Club informed of tournaments and clinics available to its members.
- C. Shall represent the Coaches, players, and members of this Club in all matters of controversy presented to the Board of Directors.

Section 12.8: Booster. The Booster shall be responsible for advertising the Club, coordinating any extra-curricular events and/or outings, the sale of any merchandise promoting the Club, and other activities approved by the Board of Directors or President.

- A. Shall provide a list of inventory to the Board of Directors at the end of each playing season.

Section 12.9: Field Striping Coordinator - The Field Striping Coordinator shall manage the striping of all practice and playing fields for the Club in addition to, but not limited to the following:

- A. Shall enlist volunteers or paid help with the cooperation of other coordinators to help prepare and maintain all fields including the supervision and coordination of the initial set-up, layout, and preparation of all fields at the beginning of each playing season.
- B. Shall routinely inspect all fields, with an added effort after heavy rains, to ensure the lines are still visible.
- C. Shall provide a projected budget and list of all anticipated supply needs prior to the start of each playing season.
- D. Shall identify supply requirements then procure and maintain sufficient quantities of all striping related equipment as needed and approved by the President or Board of Directors.

E. Shall coordinate invoices and hours of any paid help.

Section 12.10: Removal or Vacancy of Board of Directors: Any member of the Board of Directors may be removed from office for any reason by the vote of the majority of all Board of Directors at any General Meeting or at any Special Meeting called for that purpose and in accordance with the provisions contained in the Dyer Kickers Constitution. Any vacancy in any of these offices due to death, resignation, removal, disqualification or other reason shall be filled by the Board of Directors until an election or appointment has taken place.

ARTICLE XIII: CODE OF CONDUCT

Section 13.1: Members. The conduct and demeanor of all players, coaches, assistant coaches, and others involved in anyway with the supervision or administration of players always reflects courtesy, good sportsmanship, and professionalism as well as ethical and moral behavior. Violation of any aspect of this code will be subject to the disciplinary procedures established by the Club up to and including the separation of coaching and Club membership.

A. Adherence to all Club rules and policies as well as SAY, and NWISL rules, including those regarding eligibility, team, division formation, and player participation may never be violated. It is the responsibility of every coach to know and understand these rules.

B. Player development and the improvement of the player through coaching and participation are essential to the growth of the sport. The coach must always behave in such a manner that the principles, integrity, and dignity of the sport are maintained.

C. Any problems that cannot be resolved between coaches, assistant coaches, members, and other individuals regarding matters of the Club, must be referred to the Director of Coach and Player Development as soon as possible; and must never interfere with any Club activities, or in any way be conducted in a manner that is not keeping with the express policies and purposes of the Club.

D. Coaches should be knowledgeable with the laws of the game of soccer. Coaches are responsible to ensure their players understand the intent as well as the application of the rules.

E. Coaches are responsible to act on any undesirable actions of their players on the field in accordance with the Code of Conduct and/or policies of this Club.

Section 13.2: Responsibility to Officials. Officials must always have the support of coaches, players, members, and spectators. Criticism of officials undermines the purpose of the game.

A. Coaches, players, and spectators, must always refrain from criticizing officials.

B. Officials have the authority to remove any coach, player, or spectator from the game in the event of the behavior is in violation of the Code of Conduct and/or the policies of this Club.

ARTICLE XIV: AMENDMENTS OF BY-LAWS

These By-Laws may be amended by a simple majority vote of the members of the Club, and any General Meeting, provided the proposed amendment had been submitted in writing to the President at least seven (7) days prior to the General Meeting. Any proposed amendments must be presented for discussion during a General Meeting at which a quorum of the Board of Directors is present and as can be officially included in the minutes of the same meeting. Such amendments shall be presented for a formal vote at the date and time of the next scheduled General Meeting.

ARTICLE XV: DISSOLUTION

Upon dissolution of this Club or the conclusion of its affairs, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Club, dispose of all remaining assets of the Club to charitable, educational, or any other organization(s) that would qualify as an exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue Code, and as determined by the Board of Directors.

ARTICLE XVI: REPEALER

These By-Laws are an amendment in their entirety of all prior enacted By-Laws of this Club and upon adoption; all of those prior By-Laws are repealed. These By-Laws shall be effective upon the affirmative vote of a majority of the members of the Board of Directors present and voting at the meeting at which they are presented.

ADOPTED BY THE BOARD OF DIRECTORS OF DYER KICKERS SOCCER CLUB on July 7, 2016

By:

Carolyn Jacobs, Secretary