

# Lebanon Youth Soccer Association Bylaws

Approved July 2021

## **ARTICLE I**

### **Identification**

**Section 1 – Name.** The name of the organization shall be Lebanon Youth Soccer Association (hereinafter referred to as “LYSA”).

**Section 2 – Fiscal Year.** The fiscal year of LYSA shall commence on August 1<sup>st</sup> and end on July 31<sup>st</sup>.

## **ARTICLE II**

### **Objective**

The objective of LYSA shall be to develop and enrich the youth in our community with the virtues of good sportsmanship, teamwork, commitment, and responsibility through the sport of soccer.

## **ARTICLE III**

### **Membership**

Membership shall be open to any person that subscribes to the purpose, functions, and objectives of LYSA. Each member must adhere to all Indiana Soccer, league, and LYSA policies or forfeit privileges as determined by the Executive Board.

## **ARTICLE IV**

### **Organizational Structure**

**Section 1 – Executive Board.** All affairs of LYSA shall be managed and controlled by the Executive Board in accordance with the Bylaws and other rules as adopted from time to time by the Executive Board. The Executive Board shall work directly with league and Indiana Soccer officials, city and county officials, and with local school programs in the support of the Objectives of LYSA. The Executive Board shall appoint committees as necessary and shall oversee all committees’ projects and expenditures.

**Section 2 – Executive Officers.** The Executive Board shall be comprised of the Executive Officers (hereinafter referred to as the “Officers”). The Officers shall be elected positions consisting of the President, Vice-President, Secretary, Treasurer, and three at-large Members as voted on by the General Board of the previous season. The immediate past-President shall be an ex-officio member of the Executive Board to aid in the transition of leadership and shall have no voting rights in said position. Officers shall serve for a twelve-month term commencing August 1<sup>st</sup> and ending July 31<sup>st</sup>. Each Officer is entitled to one vote on matters Officers are entitled to vote on pursuant to the Bylaws.

**Section 3 – General Board.** The General Board shall consist of the Officers as well as the willing varsity coaches from each high school program as designated and approved by the Executive Board. Each member of the General Board will have a single vote on matters in which a member of the General Board is entitled to vote on pursuant to the Bylaws.

**Section 4 – Nominations.** Nominations shall be made to the Organizational Committee throughout the LYSA season by the nominee or by another Member with prior approval of the nominee. Nominations must be made prior to the June meeting to be considered by the Organizational Committee. Responsibilities of each position shall be made available to the Membership prior to nominations.

**Section 5 – Elections.** The election of Officers shall be held at the July meeting and Officers shall assume their duties on August 1<sup>st</sup>. Nominees shall be brought before the General Board by the Organizational Committee. Officers shall be elected by a majority vote of the General Board attending a meeting for such purpose. Voting shall be by secret ballot when there is more than one nominee

**Section 6 – Vacancies.** In the event of a vacancy in the position of any Officer, the General Board shall nominate and elect from the available Membership to fill the vacancy for the remainder of the term of office.

## **ARTICLE V** **Duties of Officers**

**Section 1 – President.** The President shall preside at all meetings of the organization; shall be a member ex-officio of all committees; shall personally represent LYSA or appoint a delegate as needed; shall be a cosigner with the bank alongside the Treasurer; and shall perform all other duties pertaining to the office or duties as needed to carry out the Bylaws.

**Section 2 – Vice President.** The Vice-President shall act as an aide to the President; shall perform the duties and assume the powers of the President in the President's absence or disability; and shall have such other powers and perform such other duties as may be delegated by the Executive Board.

**Section 3 – Secretary.** The Secretary shall keep the minutes of each LYSA meeting. The Secretary shall keep an archive of all minutes and shall make them available to the Executive Board and the Membership always. The Secretary shall perform all the duties customarily incidental to the office of secretary; including, but not limited to, overseeing the dissemination of information to the Membership and the public.

**Section 4 – Treasurer.** The Treasurer shall oversee all financial transactions of LYSA and keep an accurate record thereof. This record shall be made available to the Executive Board and to anyone as deemed necessary by the Executive Board at any time and will be presented with a yearly report to the Membership at the July meeting. The Treasurer shall perform all the duties customarily incidental to the office of treasurer, subject to the control of the Executive Board.

**Section 5 – At-Large Officer.** The At-Large Officers shall represent the consensus interests of the LYSA Membership by equitably dividing the teams; shall act as a liaison for those teams to the Executive Board; and shall have such powers and perform such duties as may be delegated by the Executive Board.

**ARTICLE VI**  
**Removal from Position**

**Section 1 – Removal of an Officer.** Removal of an Officer from his or her position may occur at any time that it is decided by a majority of the Executive Board that the Officer:

- a. is not performing the duties as outlined by the Bylaws;
- b. has mismanaged finances of the organization;
- c. is convicted of a felony or crime of moral turpitude in a court of law;
- d. has acted in a prejudicial manner against the best interest of LYSA;
- e. and/or has committed an act injuring, abusing, or endangering others

**Section 2 – Removal of a Coach.** Removal of a Coach from his or her position may occur at any time that it is decided by a majority of the General Board and the Director(s) of Coaching that the Coach:

- a. is not performing the duties as outlined by their respective Director of Coaching;
- b. has been disciplined by the league, Indiana Soccer, or other governing body;
- c. has mismanaged finances of the organization;
- d. is convicted of a felony or crime of moral turpitude in a court of law;
- e. has acted in a prejudicial manner against the best interest of LYSA;
- f. and/or has committed an act injuring, abusing, or endangering others

**ARTICLE VII**  
**Meetings**

LYSA meetings shall be called by the President or two Officers and shall commence upon a quorum of both the Executive Board and Members. Meetings of the General Board shall be called by the President or two Officers and shall commence upon a quorum of the General Board. Meetings of the Executive Board shall be called by the President or two Officers and shall commence upon a quorum of the Executive Board. Members may attend meetings of the General Board and the Executive Board but are not entitled to a vote at such meetings. The location of any LYSA meeting shall be designated by the President and shall be made available to the LYSA Membership sufficiently before the meeting takes place.

**ARTICLE VIII**  
**Quorum**

A quorum of the Executive Board shall consist of a majority of the Officers personally or virtually attending any meeting. A quorum of the Membership shall consist of the Members personally or virtually attending provided the Membership has been sufficiently notified of its time and location through the LYSA website, e-mail, social media, and/or United States mail.

**ARTICLE X**  
**Expenditures**

Expenditures and disbursements of money shall be authorized only as approved by the majority vote of the Executive Board. Receipts of all expenditures and disbursements shall be made available to the Treasurer as they occur for accurate accounting purposes. Funds of LYSA shall only be withdrawn upon signature of the Treasurer and/or the President.

**ARTICLE XI**  
**Committees**

There shall be the following standing committees: Coaching, Referees, Facilities, Scholarship, Fundraising and Sponsors, Public Relations, and Organizational. The Executive Board shall have the right to form other committees as deemed necessary through a majority vote, such as for large events— i.e., tournaments, picnics, and evaluations. Each committee shall have a Director or Directors as needed. Committee Directors shall report directly to the Executive Board or another overarching committee as deemed appropriate by the Executive Board.

**Section 1 – Coaching.** The Coaching Committee shall oversee the recruitment, training, retention, and discipline of coaches and shall be overseen by the respective Director of Coaching as deemed by the Executive Board. The Training Director will also be a member of this committee and will work alongside the Director(s) of Coaching to train both coaches and players.

**Section 2 – Referees.** The Referees Committee shall work with Indiana Soccer and oversee the recruitment, training, retention, and scheduling of referees for the Community (Rec) games hosted at LYSA facilities. The committee shall also work with regional referee assignor and aid them in finding and assigning referees to the Inter-Community (Rec+) league games played at LYSA facilities.

**Section 3 – Facilities.** The Facilities Committee shall work with local government officials including, but not limited to, the Parks Director and the Board of Park Commissioners. The committee shall oversee the short and long-term maintenance and improvements of LYSA facilities. Any permanent change to LYSA facilities shall be approved by the Parks Director and/or the Board of Parks Commissioners. The committee shall determine the opening and closing of LYSA facilities and shall make its determinations known to the Membership and the public in a timely manner.

**Section 4 – Scholarship.** The Scholarship Committee shall prepare guidelines, rules, and forms for the award of scholarships to players participating in LYSA and shall present all proposed scholarship changes to the Executive Board for approval.

**Section 5 – Fundraising and Sponsors.** The Fundraising and Sponsors Committee shall bring fundraising and sponsorship ideas and opportunities to the Executive Board and shall oversee those approved by the Executive Board. All fundraisings must be approved by a majority vote of the Executive Board, shall be brought to the attention of the Treasurer, and shall be reported upon to the Executive Board at its completion.

**Section 6 – Public Relations.** The Public Relations Committee shall be overseen by the Secretary and shall disseminate information to the Membership and the public through the LYSA website, letters, e-mails, social media, public address announcements, and any other way of disseminating such information as approved by the Executive Board.

**Section 7 – Organizational.** The Organizational Committee shall oversee the nomination process for Members interested in becoming a member of the Executive Board. The committee shall receive nominations from the Membership and shall have a process to select amongst those nominations to determine whom to officially nominate to the General Board for a position on the Executive Board.

**ARTICLE XII**  
**Amendments**

The Bylaws may be amended from time to time by majority vote of the Executive Board. Nothing in the foregoing shall prohibit other business being conducted at such meeting.

**ARTICLE XIII**  
**Proxies**

No proxy votes shall be recognized unless pre-approved in writing by the President following a majority vote of the Executive Board.

**ARTICLE XIV**  
**Voting Regulations**

Any Member holding multiple voting positions shall be limited to a single vote on any matter. Any proxy must be approved prior to the given vote. Any Member who has not adhered to the policies of Indiana Soccer, the league, or LYSA as determined by the Executive Board shall not be entitled to a vote.

**ARTICLE XV**  
**Governing Rules**

The rules contained in *Robert's Rules of Order* (most recent version), shall govern this organization in all cases in which they do not conflict with the Bylaws or other rules adopted by LYSA.

# **APPENDIX A**

## **Current Stances of the Executive Board**

Updated July 2021

### **ARTICLE III – Membership.**

School corporations as determined by the Executive Board are Lebanon Community School Corporation and Western Boone Community Schools.

### **ARTICLE IV, Section 6 – Nominations.**

Varsity head coaches of the local high schools as determined by the Executive Board shall not be nominated as Officers.

### **ARTICLE XI, Section 1 – Coaching Committee.**

Recruitment – Volunteer coaches in high school shall assist an adult coach for purposes of communication and interactions with parents and/or guardians. The Executive Board reserves the right to wave this stance on an individual basis.

Recruitment and Retention – Volunteer coaches who are coaching their child(ren) shall be reimbursed at the end of the season for the entirety of the registration fee of their first child in said age group. Should a volunteer coach multiple teams, each additional team will constitute the reimbursement of half of the registration fee of each additional child.

Training – All coaches shall complete the FREE Intro to Grassroots online course or equivalent program.

Training – Coaches shall be partially to fully reimbursed for additional training and licenses attained while coaching the given level for LYSA. The reimbursement shall be contingent on both completion and continuation of coaching for LYSA. The Executive Board reserves the right to adapt the value of reimbursement at any time.

Online Grassroots Licenses (4v4, 7v7, 9v9, 11v11): \$25

In-Person Grassroots Licenses (4v4, 7v7, 9v9, 11v11): Individual Basis

D, C, B, A-Youth: Individual Basis

### **ARTICLE XI, Section 2 – Referee Committee.**

Recruitment and Retention – Referees shall be partially to fully reimbursed after completing at least 10 LYSA games (either Community or Inter-Community) within the same season. The Executive Board reserves the right to adapt the value of reimbursement at any time.

New referee, Starter Kit: \$30 (\$50 basic kit)

New referee, Full Certification: \$50 (\$90 course)

New referee, Small-Sided: \$30 (\$30 course) \*Small-sided allows Community games only

Returning referee, Recertification: \$25 (\$45 course)

Returning referee, Small-Sided: \$25 (\$25 course) \*Small-sided allows Community games only