

Article 13: United Soccer Alliance of Indiana, Inc.

Approved and revised by Board of Directors:

Board approved and added to Corporation By Laws as Article 13 on 10/23/03, revised 11/13/17, 12/1/17

Article 13: United Soccer Alliance of Indiana, Inc.; Pike Youth Soccer Club, Inc.; Brownsburg Junior League Soccer, Inc.

1. *Article 13 of the By Laws may occasionally be revised by two thirds vote of the Board of Directors to change the number of Board of Directors, the Date of Annual Meeting, the date of Fiscal Year end, and Committee responsibilities and revising or shifting duties to other areas. Article 13 also lists the amendments and changes to the By Laws.*

2.. Number of Board of Directors (10)

- 1. Chairman**
- 2. Vice Chairman**
- 3. Treasurer**
- 4. Secretary**
- 5. Director**
- 6. Director**
- 7. Director**
- 8. Director**
- 9. Director**
- 10. Director**

National Association of Parliamentarians recognizes Chairman as the preferred term. The Corporation may use chairperson, chairwoman, or chair as title for the highest officer of the Board of Directors.

3. Date of Annual Meeting is Second Monday November.

4. Fiscal Year ends May.

5. Independent Contractor Staff as of 11/13/17

President
Soccer Director
Directors of Coaching
Director of Operations
Administrators
Travel Ref Assignor
Travel Coaches
Field Managers
Consultants

6. Standing Committees

Executive Committee
Long Range Planning Committee
Rules and Regulations Committee
Nominating Committee

Committees include:

Ad Hoc Committees
Coaching Education Committee
Communication Committee
Field Operations Committee
Registration Committee
Risk Management Committee
Development Committee
Tournament Committee
Uniforms and Equipment Committee
Volunteers Committee

7. Responsibilities

This is a brief list of responsibilities for each board position and committee members. This Article 13 may be published on the web site and be used for recruiting volunteers (without sending the entire by laws document).

EXECUTIVE Committee

1 Chairman

Presides at Board meetings. Is responsible to carry out policies of the Board, implement Corporation programs and mission.

2 Vice Chairman

Duties as assigned by Chairman and Board.

3 Secretary

Official record keeper; records proceedings of Corporation Board and committee meetings. Duties as assigned by Chairman and Board.

4 Treasurer

Responsibly manage Corporation finances. Duties as assigned by Chairman and Board.

REFEREE Committee

PRIMARY COMMITTEE MEMBERS:

Travel Leagues assignors

Recreation League assignor

Junior Referee assignor

The Referee Committee shall:

1. Be responsible for acquiring and assigning referees for approved games;
2. Distribute appropriate rules to all referees;
3. Attend all referee clinics;
4. Be responsible for payment of referees fees and presentment of appropriate documentation to the Treasurer for payment (fees will be determined by the Board of Directors);
5. Report to the Rules and Regulations Committee any action by a player, coach, assistant coach or parent that has resulted in a protest or possible disciplinary action;
6. Stay in contact with state and local referee leaders and advise the Club of new items and changes;
7. Provide opportunities for, and encourage attendance at, referees courses, conducted by the Club or as part of a licensed program; and
8. Serve on the Rules and Regulations Committee.
9. Create and implement a communication plan to reach teams, coaches, and parents.

RECREATION LEAGUE Coordinator

PRIMARY COMMITTEE MEMBERS:

Administrators, Lead Commissioners,

Lead Coaches/ COMMISSIONERS Rec (u4, u5, u6, u7, u8, u10, u12, u14, u19)

Commissioners Registration, Uniforms, Awards, Equipment

Key Definitions and Roles:

Organize and coordinate successful Recreation league seasons; including divisions Tots, u5-u19; adult. Maintain database post registration; Compose teams; Forward registration data to IYSA LIAISON for the purpose of registration of players and teams with ISA. Administer and present Tuition Assistance eligible participants to Executive Committee.

LEAD COACH

Each age group and gender has one Lead Coach who is a key resource to each coach for on the field soccer matters. Key responsibilities include assisting USA of Indiana Recreation Director with Academy age group training sessions (week prior to season and each training week during the season). The goal is provide several training sessions for each child and to improve the subsequent training sessions run by the team coach. Ideally the Lead Coach would also visit each team's training session at least once and be available during that age group's training night to offer assistance. Lead Coach is present during game hours and visits each team's game to observe and mentor as needed.

A commissioner for each age group is responsible for:

Coordination of all aspects of age group leagues. Get information to each coach about rosters, schedules, registration, uniforms, trophies, picture taking and distribution, uniform orders and distribution, equipment orders, distribution and collection. Also to help Recreation Coordinator fill all open coaching positions, verify players counts and information, place any additional late registrants, help with game scheduling and resolving conflicts.

Recreation League Committee shall:

1. Be liaison between the coaches in the Recreation League and the Board of Directors
2. Receive and distribute uniforms provided by the Club, game balls, and other Club material and shall keep a record of such distribution;
3. Be responsible for collecting all equipment from coaches immediately after each soccer season is completed;
4. Distribute printed material to coaches as directed by the Board;
5. Prepare rosters for teams in the Recreation League and timely submit written rosters to the IYSA Liaison;
6. Be responsible for securing a coach for every team in the Recreation League;
7. Prepare the scheduling of all regular season games, and be responsible for the scheduling of make-up games;
8. Prepare and distribute a schedule for each division which shall include the team names, and the time and location of each game;
9. Serve on the Rules and Regulations Committee.
10. Create and implement a communication plan to reach teams, coaches, and parents.

TRAVEL Coordinator

PRIMARY COMMITTEE MEMBERS:

Team Managers

Commissioner Uniforms

Commissioner Player Cards & Rosters

Commissioner Travel League (registration)

Commissioner Rec Plus League

ISA Liaison (may be Club Administrator)

Travel Committee shall:

1. Act as a liaison between travel teams and the Board of Directors through team manager meetings;
 2. Help Director of Coaching coordinate, market, and publicize Player Evaluations & Team Formation.
 3. Supervise the timely submission of written rosters and other registration materials to IYSA or US Club.
 4. Coordinate uniform and coaching gear and insure sponsorship and Club logos are properly placed.
 5. Distribute printed material to teams as directed by the Board;
 6. Create and implement a communication plan to reach teams, coaches, and parents.
 7. Administer and present Tuition Assistance eligible participants to Executive Committee.
- File all applications, reports, and fees required by the ISA, Due diligence insuring all players are properly registered and reported for insurance purposes.

ISA Liaison shall:

1. Attend District ISA meetings
2. Keep the Club informed of the activities of the ISA board as it relates to tournaments, clinics, rule changes, and other matters of interest to the Club; and
3. Serve as sole contact for registration activity between the Club and the ISA and file all applications, reports and fees required by the ISA.
4. Responsible to register all players, all leagues, including travel and in person Rec registrations (winter gym and spring at fields) and online registration vendor relations
5. Select one or more dates and locations for player registration for each season. Place notices at area Schools, at Club fields and at various businesses in coordination with the Communications Committee.
6. Enlist volunteers to conduct registration, collect forms and fees, and otherwise help in the registration process;
7. Create and implement a communication plan to reach teams, coaches, and parents.

Registration & Communications Committee

PRIMARY COMMITTEE MEMBERS:

Commissioner Rec Registration
Commissioner Rec Volunteer Coordinator
Commissioner Hotline
Commissioner Latino Liaison

Coordinate communication to Club including parents, players, and potential members. Execute communications plans of committees as needed. Work with volunteer coordinator to enlist volunteers to conduct registration, line fields, and staff concessions. Publish newsletter as needed. Review all forms, letterhead, and public documents to ensure consistencies and compliance with sponsorship agreements. Staff and operate Concessions.

Communications Committee shall:

1. Assist in publishing concession staff schedule and arrange for volunteers and scheduling of workers;
2. Assist in publishing field lining schedule. Support volunteer coordinator in arranging for volunteers and scheduling of workers;
3. Coordinate and implement a communication plan created by committees to reach teams, coaches, and parents and volunteers.

FIELD OPERATIONS

PRIMARY COMMITTEE MEMBERS

Director of Operations
Field Managers
Travel Coordinator
Recreation Coordinator
Communications Committee Chair
Volunteer Coordinator

Fields Operations is responsible to:

Manage field issues; Act as liaison to Indy Parks Maintenance and vendors.

The Fields Committee shall:

1. Locate sites for playing and practice fields;
2. Direct volunteers in each field area to help in marking and maintaining fields;
3. Supervise the initial layout and marking of fields within the dimensions established by the Rules and Regulations Committee, making sure fields are free of rocks, holes and debris;
4. Prepare after each season a written inventory of goals, nets, flags, cones, lining equipment, building fixtures and related fields equipment, and submit such inventory to the Equipment Committee along with a written report of necessary and/or recommended replacements or

acquisitions for the next season;

5. Schedule all practice times and fields for all teams at designated fields;
6. Coordinate game sites with various league schedulers.
7. Approve use of fields and facilities by other groups.
8. Create and implement a communication plan to reach teams, coaches, and parents.

Development Committee Responsibilities

EXECUTIVE COMMITTEE OVERSIGHT

The Development Committee shall:

1. Solicit businesses and other organizations for sponsorships for the league, through donations of money, equipment, or services, and provide for appropriate recognition of such sponsors in Club materials and/or postings at the Club fields;
 2. Contact corporations and retail stores for donations and in kind services and goods.
 3. Consider arrangements of garments, soccer bags, or other equipment with Sponsor fulfillment logos for sale to be used on Club apparel
 4. Solicit advertisements for placement in the Club's written materials and on website.
 5. Solicit vendors to promote services at key Club annual functions.
6. Develop policies and strategies for recommendation to the Executive Committee regarding the allocation of sponsorship or other donations between and among the recreation and travel leagues and the teams in each league, and the ability of, and means by which, teams may raise funds on their own behalf.
7. Create and implement a communication plan to reach teams, coaches, and parents.

Commissioner Club HOSTED TOURNAMENTS

BOARD & APPOINTED COMMITTEE CHAIR OVERSIGHT

Coordinates all aspects of Club tournaments, including Indy Burn Cup, Mayor Latino Cup, Pike Fest, Fusion Fall Classic, Rec. Plus, other travel, and Rec. tournaments.

PRIMARY COMMITTEE MEMBERS: one for each tournament. Create and implement a communication plan to reach teams, coaches, and parents.

Commissioner RISK MANAGEMENT

EXECUTIVE COMMITTEE OVERSIGHT

Coordinates all aspects of Club Risk Management; including annual background checks on all coaches, managers, board members, and primary committee members. Reviews Club operations and brings to the attention of the Board any potential risks and liability. Provides safety guidelines to each league for inclusion in coaching materials, including lightning, goal safety, first aid. Works with Treasurer to ensure Club assets are adequately insured and liability exposure is limited. Ensures Club satisfies all requirements imposed by Indy Parks, Department of Public Works, government. Create and implement a communication plan to reach teams, coaches, and parents.

EQUIPMENT AND APPAREL Committees

BOARD & APPOINTED COMMITTEE CHAIR OVERSIGHT

Commissioner Recreation (member of Rec League Committee)

Commissioner Travel (member of Travel Committee)

Commissioner Spirit wear

Responsible for uniforms, coaching gear, and logo apparel.

EQUIPMENT AND APPAREL Committee shall:

1. Coordinate buying of uniforms, balls, nets, flags and all other equipment necessary to the soccer program planning one year in advance;
2. Solicit at least two bids for any purchases over \$200.00, making those bids part of the purchase records and available for review.
3. Be responsible for the distribution of Rec uniforms, practice balls and game balls to the Chairmen of the Recreation and Travel Committees and shall keep a record of such distribution;
4. Distribute field equipment (flags, nets, cones and related items) to the Chairman of the Fields Committee;
5. Collect, inventory and store uniforms and equipment belonging to the Club at the end of each season; and
6. Create and implement a communication plan to reach teams, coaches, and parents.

Commissioner Travel Uniforms is responsible to:

Arrange purchase all uniforms and all equipment, including trophies/awards for the Club; Arrange for pictures to be taken and distributed; Ensure uniform fees are collected from teams/players; Order/manage playing equipment. Review Travel uniforms every two years.

Commissioner Recreation Uniforms is responsible to:

Arrange purchase all uniforms and all equipment, including trophies/awards for the Club; Arrange for pictures to be taken and distributed; Ensure uniform fees are collected from teams/players; Order/manage playing equipment.

COACHING EDUCATION Committee

PRIMARY COMMITTEE MEMBERS:

Soccer Director
Directors of Coaching
Select travel coaches

Responsible to:

Coordinate educational clinics for Club coaches including Recreation and travel leagues; Investigate coaching concerns; Schedule State licensing classes.

The Coaches Education Committee shall:

1. Investigate coaching concerns;
2. Provide opportunities for, and encourage attendance at, coaching courses, conducted by the Club or as part of a licensed program;
3. Serve on the Rules and Regulations Committee.
4. Research & Advise teams of training opportunities
5. Create and maintain coach database.
6. Create and implement a communication plan to reach teams, coaches, and parents.

8. Annual Meeting Information

Article 13: United Soccer Alliance of Indiana, Inc.; Pike Youth Soccer Club, Inc.; Brownsburg Junior League Soccer, Inc.

Board approved and added to Corporation By Laws as Article 13 on 10/23/03, revised 12/1/17

This information is from a nationally recognized member of the National Association of Parliamentarians who, for a fee, reviewed Corporation bylaws on October 17, 2003, and clarified several common questions surrounding the Annual Meetings. The author of the By Laws and another attorney were also consulted.

Who Votes

Board members are elected to two year terms by the current Board each November at the "Annual Meeting of Board of Directors" or during the year to fill vacancies. The terms are staggered, thus roughly half the Board members are elected each year, and the others are half way through a two-year term.

Officers (**Chairman, Vice Chairman**, VP, Treasurer, Secretary) are elected to one-year office terms by the newly seated Board each November at the "Annual Meeting of Board of Directors" The **Chairman** then names the remaining Board members to chair a standing Committee.

The current Board members vote for the new Board members. Other Club members do not vote in any meetings of the Board of Directors. They may attend and participate in the discussion. They may not make motions.

Annual Meeting of Board of Directors

Nominating Committee solicits names of potential nominees to Board and, after due consideration, submits to the Board of Directors at the Annual Meeting a list of candidates equal to the number of Director positions to be filled. This means the Nominating Committee is to look to entire Club membership for the best candidates who will best benefit the Club as a Board member and then DECIDE on the candidates it wishes to present to Board for approval. The number of candidates is to exactly match the number of vacancies expected to be available. *Direction to the Nominating Committee includes suggesting to those not being nominated to accept Board Committee memberships.*

Robert's Rules page 419 states 'although it is NOT common for a Nominating Committee to nominate more than one candidate for a position', Robert states it is acceptable. The idea of the Nominating Committee is to vet the candidates. Otherwise, it makes no sense to have a Nominating Committee (if they nominate every candidate reviewed).

Floor Nominations

In the spirit of democracy, Robert's Rules allow "nominations from the floor" and since Corporate bylaws are silent on this subject, the Corporate bylaws do NOT prohibit floor nominations. Robert's Rules page 421 suggest after the Nominating Committee presents its report, the Chair could ask for further nominations from the floor. This is generally considered healthy for an organization as a balance to a select Nominating Committee making all the decisions. It makes it an election. Corporate by laws allow only Board Director members to make motions. Nominations motions made from the floor (current Directors to raise hand to be recognized) do NOT need to be seconded. "Yes, floor nominations must come from a Director, but need no second. BTW a Director has the right to nominate themselves, which we did not discuss but may be relevant to your proceedings since your Board is so small."

When there are one or more additional candidates nominated from the floor, the Board holds an election. Each Director votes for only the number of candidates for the number of positions available.

It was further suggested the Board set rules for this type election in case there are nominations from the floor. She suggested a candidates' forum, for example, each candidate may speak for up to two minutes. If questions are taken from Directors, they should be answered by EACH candidate, 1-minute limit. Then she suggested each candidate be allowed 1 minute to speak before vote is taken.

Annual Meeting of The Board of Directors continued

The newly elected Board members, the returning Board members, and the current Chairman meet for a Board meeting. One of the first orders of business is to elect officers for the upcoming one-year term. Presiding at the beginning of the second meeting is the current Board member who is Chairman. If not Chairman, then Vice Chair. If not Vice Chair, then Secretary. If not Secretary, then Treasurer. (Order from earlier bylaws). An election is held for the four principal officers (Chairman, Vice Chairman, Secretary, Treasurer). Only the Board members may vote. Once the Chairman is elected, the new Chairman becomes the Chairman of the rest of the meeting. Elections can be held individually or by slate of candidates.

9. Amendment and changes

The foregoing Bylaws were approved by the Board of Directors on the 12th day of November, 2012

By Laws Amended November 10, 2014.

Updates November 10, 2014 Annual Meeting

Board Approved 11/10/14: The proposed updates to the Corporate By Laws including the authority for the Board to change the number of Board members, date of Annual meeting, the fiscal year by simply voting to update Section 13.

Board Approved 11/10/14: President is non-voting Board Member; Chairman and Vice Chairman are Voting Board Members

Board Approved 11/10/14: Independent contractor Thomas Geisse to carry out Board directives, and act as agent of the Board of Directors in resolutions duly adopted from time to time, and is authorized to sign such checks, drafts, notes, or other evidence of indebtedness as approved by Treasurer.

Board Approved 11/10/14: The Board of Directors authorizes the Corporation to contract with third parties, as independent contractors, to help carry out the Corporation's programs (to the extent the Corporation's officers or independent contractors are insufficient in number, skill, or experience).

Board Approved 11/10/14: To revise and approve Section 13 of the Bylaws.

By Law Update August 10, 2015 Board meeting

Amended Corporate By Laws Section 13 to add At-Large Board member and increase to 11.

By Law Update November 16, 2015 Annual Meeting

Amended Corporate By Laws Section 13 to change from 11 to 10 number of Board member positions.

By Law Amended December 1, 2017: Article 2, Board of Directors, Number and Terms of Directors; Vacancies.

Board voted 10-0 to remove these 2 sentences: *"Each Director shall serve a maximum of 3 two year terms in succession. A Director who has served 6 years in succession is eligible to be elected again to the Board only after a one year break from the Board."*