

# **Non-Profit Organization Bylaws**

## **DAYAA Derry Soccer**

### **ARTICLE I: PURPOSES**

Derry Soccer is a non-profit 501(c)(3) organization dedicated to the playing and teaching of techniques, rules and sportsmanlike attitudes associated with the sport of Soccer for the education, character development and enjoyment among the youth of Derry and its surrounding communities. Derry Soccer organizes, instructs, and trains youth teams from ages 4-17.

Derry Soccer is a recreational soccer program which emphasizes the learning of technique, sportsmanship, and de-emphasizes competition. Although teams actually play games in uniforms that are supervised by mature coaches and/or referees, scores are kept solely for non-competitive reasons and records are not maintained and awards or prizes are not given. This policy encourages the youth members to concentrate on the improvement of soccer skills, teamwork and fair play.

Derry Soccer is organized under the umbrella of Derry Area Youth Athletics Association (DAYAA) which also consists of Baseball, Softball, and Basketball with Federal EIN 20-1646597.

The Derry Soccer year is divided into two seasons (Spring and Fall) of scheduled practices and games. Off season time is devoted to organizing by an elected board. The Spring Season takes place from April through June. The Fall Season takes place from August through October. Weekly practices are conducted by the coaches to practice soccer skills, strategy and teamwork.

We collect a registration fee for each child and require each family to participate in fundraising to cover the cost of insurance, safety equipment, soccer equipment, field maintenance, clerical supplies and expenses. Families owing past debts to Derry Soccer are not permitted to participate until such debts are resolved. We do not have paid board members or staff. We do pay a nominal fee per game to referees if no other options are available.

### **ARTICLE II: OFFICES AND MEETINGS**

The physical address of Derry Soccer is located at approximately 515 Huffman Lane in Derry Township across from the Derry Township Supervisors Building. There is no physical office for the organization. The Board members meet the second Thursday of every month. All meetings are open to the public and soccer families are encouraged to attend meetings. The mailing address is PO Box 272, New Derry PA 15671. Officers can be reached at [derrysoccer217@gmail.com](mailto:derrysoccer217@gmail.com). Current information for Derry Soccer can be found on our Facebook group: DAYAA Derry Soccer.

## ARTICLE III: DIRECTORS

### Section 1: General Powers

The business and affairs of Derry Soccer (Organization) shall be managed by its Board of Directors (Board).

### Section 2: Number, Tenure and Qualifications

The number of Members which shall constitute the Board shall not be less than four, nor more than fifteen. Within limits specified above, the number of directors can vary year to year, as members join and resign. A majority vote by the members can remove any or all directors at any time, for any reason, without notice upon a 2/3 vote. The Officers of the Board shall be elected at the annual meeting and hold office for a one-year term.

### Section 3: Meetings

Regular meeting of the Board shall be held on the second Thursday of each month at the specified location and time. Special Meetings may be called by the president or in his/her absence by the vice president. The person authorized to call special meetings of the Board may fix any place as the place for holding a special meeting. Notice of any such meeting shall be given at least twenty-four hours before the meeting. In emergency situations the president or vice-president shall conduct a telephone survey and/or vote by the Board. Results of this survey/vote must be reported to the secretary in writing and also bring up this matter for discussion at the next regular meeting.

Board Members are required to attend regularly scheduled meetings. Should a board member miss 3 consecutive regularly scheduled meetings or 5 meetings in a year during their term, the board will review their membership and possible dismissal from the board may result. Board members are required to notify an officer if they are unable to attend a meeting. At any time, if an Officer of the Board feels attendance is an issue the membership may be subject to review by the Board. Should a Board member be removed from their position and the number of members falls below the minimum, nominations will be held, and an election will take place for the vacated seat within 3 months of the removal. All removals will be sent a written notice signed by the president and/or vice president.

All agenda items must be submitted to the President by the Friday prior to all meetings by any member wishing to discuss an issue at the General Board Meeting. Any item not submitted may be tabled until the following meeting.

## **Article IV: OFFICERS, NOMINATIONS AND VOTING REQUIREMENTS**

The officers shall consist of a President, Vice-President, Treasurer and a Secretary. Officers are elected by the board of directors at the first meeting in January of each year and it is preferred that they have prior board experience. Officers may hold succeeding terms.

Upon the resignation, removal or death of an officer, the board may appoint a temporary officer until the next Annual Election. All Annual Elections will consist of nominations (in December) and elections at the Annual Meeting in January.

General Membership nominations are permitted at any time if a vacancy occurs due to resignation or vote for removal, with Officer approval. New member nominations will occur in November with a vote of approval taking place in December. Nominated persons shall have attended a minimum of 3 meetings in the prior 12 months.

All General Meeting decisions will be voted and approved by a majority vote by board members and officers. Individuals not on the Board do not have voting rights at meetings.

### **SECTION 1- President**

The president shall be the principal operations officer of Derry Soccer and shall in general supervise and control all of the business and affairs of Derry Soccer. He/she may sign with the Secretary or any other proper officer of the Organization thereunto authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, excepting cases where the signing and execution thereof shall be expressly delegated by the Board or by these bylaws to some other office or agent of Derry Soccer, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties as may be prescribed by the Board from time to time.

### **SECTION 2- Vice-President**

In absence of the president or in any event of his/her inability or refusal to act, the vice-president shall perform the duties of the president and, when so acting, shall have all the powers of and be subject to the restrictions upon the president. The Vice-president shall perform such other duties as from time to time may be assigned to him or her by the president or by the Board. The Vice-president shall handle all general inquiries not otherwise being handled by the President.

### **SECTION 3- Treasurer**

The treasurer shall:

- A) Have charge and custody of and be responsible for all funds and securities of Derry Soccer; receive and give receipts for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization in such banks, trust companies or other depositories.
- B) In general perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her by the president or by the Board.
- C) Maintain accurate financial records of the Association.
- D) Collect registration fees and all other monies received by the Association from sources such as fundraisers and financial contributions, etc.

- E) Disperse payments for expenses incurred by the Association such as yearly affiliation fee, membership fees, insurance fees, uniforms, equipment, trash services, field maintenance and other supplies.
- F) Prepare and present financial reports and budgets for all Board meetings.
- G) Record financial transactions of accounts payable and accounts receivable and maintain running balance of checking account ledger. Work closely with registrar in collection of registration fees and perform cross checking to confirm which playing members assigned to teams have paid, and to assure that all paid members are assigned to teams.
- H) Anticipate and project costs as accurately as possible.

#### **SECTION 4- Secretary**

The secretary shall:

- A) Keep accurate and detailed minutes of the general membership and of the Board meeting in one or more books provided for that purpose. All Meeting minutes must be submitted to the Vice President for approval and forwarded to the entire board within 2 weeks of the monthly meeting.
- B) See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
- C) Be custodian of the corporate records;
- D) Keep a register of the post office address of each member which shall be furnished to the secretary by such member;
- E) In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the Board.

#### **SECTION 5- COORDINATORS**

The Board shall assign among its members positions of authority and responsibility for managing the work of the organization. These positions shall include but should not be limited to: Head Coaches, Concession Coordinator, Fundraising Coordinator. The same person may serve in one or more of these positions. Each Board member must select at least one position to coordinate. Policies relating to procedures for choosing coaches, referees, and players for rosters and for acquiring facilities permits shall be written and approved by the Board. A copy of these procedures shall be filed with the Secretary prior to the start of the Spring and Fall seasons. At no time does any coordinator and/or board member have the right to act upon themselves in decision making matters without the consultation and, if deemed appropriate by the President, approval of the Board.

#### **SECTION 6- SALARIES**

The officers shall serve with no salary; however, expenses approved by the Board incurred in the execution of the duties of officers shall be reimbursed at cost. At no time will any Board member receive labor, and/or any monies related to the time they provide in accordance with the position they hold.

#### **SECTION 7- BOARD OF DIRECTORS**

Each member of the Board for Derry Soccer is to act in a professional manner at all times during any event that falls under Derry Soccer. This includes but is not limited to all Practices, Games, Meetings, or public outreach event. All Board members are to act in a moral and ethical manner at all times. Any action unbecoming of the Board will be reason for review and possible dismissal as a Board member. The President/Vice

President will give written warning to the board member for misconduct and a final warning will occur. In extreme circumstances, the Board may elect to dismiss that member with a 2/3 vote.

**ARTICLE V:  
CONTRACTS, LOANS, CHECKS, DEPOSITS AND GIFTS**

**SECTION 1- CONTRACTS.**

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization, and such authority may be general or confined to specific instances. The Board shall specifically approve any expenditures exceeding Fifty Dollars (\$50) except for routine concession purchases. Original receipts must be provided for all expenditures. Should original receipts not be provided, reimbursement will not take place. If at any time, there are questions regarding transactions, Officers reserve the right to contact the vendor directly for clarification.

**SECTION 2- LOANS**

No loans shall be contracted on behalf of the Organization and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

**SECTION 3- CHECKS, DRAFTS, ETC**

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Organization, shall be signed by such officer or officers, agent or agents of the Organization and in such a manner as shall from time to time be determined by resolution of the Board.

**SUBSECTION 1- Insufficient Funds Checks**

Checks that are returned due to insufficient funds may result in that player being held out of all practices and games until funds are paid in full.

Payment will only be accepted via Cash, Venmo, certified check, or money order.

Course of Action:

- Verbal approach to pay the balance with cash or Venmo including the \$15.00 NSF fee.
- If not paid at that time, a formal letter will be sent requesting payment including NSF fee within 15 days.
- If still not paid, offender will be taken to the magistrate for monies owed, NSF fees, court costs, etc.

**SECTION 4- DEPOSITS**

All funds of the Organization not otherwise employed shall be deposited from time to time to the credit of the Organization in such banks, trust companies or other depositories as the Board may select.

**SECTION 5- GIFTS OR DONATIONS**

The Board may accept on behalf of the Organization any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Organization.

**ARTICLE VI:  
BOOKS AND RECORDS**

The Organization shall keep correct and complete:

- A) Books and records of account.
  - a. Financial books must be audited annually by two individuals not signatories on the account.
  - b. Annual audit will occur within 60 days of the fiscal year end (September 30).
  - c. The Annual Report, bank statements, and other requested information shall be submitted to DAYAA(Baseball) for incorporation into the yearly tax filing.
  
- B) Minutes of the proceedings of its members, Board and committees having any of the authority of the Board.
- C) A record giving the names and addresses of the members entitled to vote.

**\*\*All books and records of the Organization may be inspected by any member for any purpose, at any time.**

**ARTICLE VII:  
AMENDMENTS TO THE BYLAWS**

Amendments to these Bylaws must be approved by 2/3 vote of the Board.

Approval: \_\_\_\_\_  
 President

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Vice-President

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Treasurer

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Secretary