

**PLATTEVILLE POWER SOCCER CLUB BYLAWS**  
**AS AMENDED \_\_\_\_\_, 2013**

**ARTICLE 1**

Name, Boundary, and period of existence

1. The name of this organization is Platteville Power Soccer Club, (hereinafter referred to as "PPSC").
2. The boundary of PPSC is the City of Platteville, the surrounding towns, and the surrounding cities.
3. PPSC shall exist perpetually.

**ARTICLE 2**

Purpose and Nonprofit Status

1. The purpose of PPSC is to develop, promote, and administer the game of soccer without regard to race, creed, sex, religion, ability or economic advantage, within the boundaries of PPSC.
2. PPSC shall be nonprofit and nonpartisan in its operation. No substantial part of the activities of PPSC shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation. PPSC shall not participate or intervene in any political campaign on behalf of any candidate for public office or against any measure being submitted to the people for a vote.

**ARTICLE 3**

Affiliation

1. PPSC shall be affiliated with the Madison Area Youth Soccer Association ("MAYSA"), the Wisconsin Youth Soccer Association ("WYSA"), the Wisconsin Adult Soccer Association ("WASA"), the United States Youth Soccer Association, ("USYSA"), and the United States Soccer Federation ("USSF").

**ARTICLE 4**

Bylaws and Authorities

1. PPSC is governed by these Bylaws and the Constitution and the Bylaws of the MAYSA, except where superseded by the WYSA, WASA, USYSA, and USSF.
2. The governing authority of PPSC shall be its Board of Directors, whose powers and responsibilities are described in these Bylaws. All member teams, which include their players, coaches, parents, and guardians, referees, and PPSC Board of Directors shall abide by these Bylaws, the Laws of the Game, and the regulations of PPSC as set forth by the Board of Directors, and all applicable rules and regulations of the associations with which PPSC is affiliated.

**ARTICLE 5**

Membership/Votes

1. Membership: Membership shall be open to any participant in activities of PPSC.
  - a. Each registered (and paid) player's family shall be members of PPSC. Coaches, Assistant Coaches, Coordinators, Non-paid Volunteers, and the elected and appointed Board of Directors shall be members of PPSC.

- b. Membership shall be for a period of one year, concurrent with the seasonal year beginning August 1 through July 31.
2. Votes at General Meetings.
  - a. Each player's family shall be entitled to one vote per registered players in the family.
  - b. Each Coach, Assistant Coach, and PPSC member as described in Section (1.) above shall be entitled to one vote, unless they have been entitled to a vote under section (2.a.) above.
  - c. Voting by members must be in person. There shall be no proxy votes.
3. Rights. The rights of membership shall be to:
  - a. elect the Officers of PPSC and to vote at its Annual or Special General Meetings;
  - b. to present motions; and
  - c. to attend meetings of the Board of Directors.
4. General Meetings.
  - a. There shall be an Annual General Meeting.
  - b. Special General Meetings may be called by a majority vote of the legal votes cast of the Board of Directors.
  - c. All General Meetings will be announced thirty (30) days prior to the Meeting.

## **ARTICLE 6**

### Registration, Fiscal Year, Dues and Fees

1. Registration. All applications for player membership in PPSC shall be submitted annually with the appropriate fees. Accompanying the appropriate fees shall be the following documents:
  - a. Properly completed registration form(s) for each player, prepared in accordance with current PPSC, MAYSA, and WYSA or WASA registration requirements and procedures.
  - b. Upon initial registration of each player and when a player is being credentialed for tournament play, proof of place and date of birth.
2. Fiscal Year. The fiscal year of PPSC shall be determined by the Board of Directors. Player Insurance shall be for the same period.
3. Dues and Fees. PPSC shall charge such dues and other fees for participation in its program as shall be established by the Board of Directors.

## **ARTICLE 7**

### Organizational Structure

1. PPSC shall be governed by a Board of Directors and an Operational Team as set-forth herein and as diagramed in Appendix A. All members of the Board of Directors, the Operational Team and all volunteers shall act in conformity with these Bylaws.
2. The Board of Directors (BOD) shall be comprised of President (elected, two year term), Vice-President (elected, two year term), Secretary (elected, two year term), Treasurer (Appointed by the BOD, serves an indeterminate term set by BOD), up to three(3) Directors at Large (elected, two year term), and Immediate Past President (one year term). Each member of BOD shall have full voting rights at meetings set-forth in Article 9.
3. The Operational Team shall be comprised of Publicist, Registrar, Equipment Manager, Club Historian, Director of Coaching, Tournament & Camp Coordinator(s), Referee & Field Coordinator(s), and any other position created by the BOD. The BOD shall appoint member volunteers to serve in each position. Appointed member volunteers shall serve an indeterminate term, shall manage any budget associated with their position, shall obtain assistance from other volunteers if needed (BOD shall be notified of all volunteers and retains authority to veto

use of a volunteer), and shall take timely, reasonable action to complete their duties. Members of the Operational team shall report to the BOD at regular BOD meetings, or as otherwise prescribed by the BOD, but shall not have voting rights at BOD meetings (Article 9).

4. Executive Board. The Executive Board of Directors shall consist of the President, Vice President, Secretary and Treasurer.
5. Nominations.
  - a. No person's name shall be submitted without first obtaining his/her consent.
  - b. At the Annual General Meeting or a Special General Meeting for the purpose of filling a Board vacancy, nominations from the floor from any member (as described in Article 5 above) are permitted provided the individual consents.
6. Elections. The Board of Directors (other than the Immediate Past President and Treasurer) shall be elected at the Annual General Meeting. More than one person may share the same office, if both parties agree to share the duties. Elections are subject to the following.
  - a. No candidate can be elected to office except by a majority vote of the total ballot cast at any General Meeting.
  - b. In the event of a tie, the vote must be retaken until the tie is resolved by voting.
  - c. Members may vote for anyone who is eligible, regardless of whether he/she has been nominated, by writing in the name of their choice on the ballot or voting for him/her on roll call.
  - d. Any member receiving the necessary vote is elected, unless he/she declines to accept the office.
7. Tenure. Tenure of office shall begin effective fourteen (14) days after election or upon appointment and continue until fourteen (14) days after the next Annual General Meeting when elections are held. Those outgoing Board of Directors shall assist with the transition of their responsibilities to their successors.
8. Term Limits. Limit on consecutive terms. No individual holding an elected office may hold the same elected office for more than two (2) consecutive terms; but nothing shall prevent the mentioned individuals from holding the same elected office for more than two terms, provided that no more than two such terms are consecutive.
9. Election Years. The following positions shall be elected on even years: President and Secretary. The following position shall be elected on odd years: Vice President. Elections for Directors at Large shall be staggered to occur each year as each two year term expires.
10. Vacancies. A vacancy occurring in any office shall be filled by a majority vote of the legal votes cast of the Board of Directors at a meeting called for that purpose or at a regularly scheduled monthly Board Meeting. However, the Board of Directors at its discretion may call for a Special General Meeting for the purpose of filling that vacancy. In that event, the procedure for general election shall be followed with respect to nomination of candidates.

## **ARTICLE 8**

### Duties of Officers and Official Positions

1. PPSC shall maintain a Position Responsibility Policy defining the responsibilities of each position on the board.

## **ARTICLE 9**

### Duties of the Board of Directors

1. President. The President shall be the Chair of the Board of Directors. In the absence of the President, the Chair shall be determined as follows: Vice President, Secretary, Treasurer, and senior Director at Large.

2. Meetings, Notice, Quorum, and Voting. The Board of Directors shall meet monthly. The Board shall arrange an Annual General Meeting. At the request of the President and two Board members, a special Board meeting may be held upon four (4) day's notice by U.S. mail or electronic mail (email), or 48 hours notice by telephone. A quorum shall consist of one more than half of the number of current Board members. The Board may take action by a majority vote of the legal votes cast of the Board of Directors. Board members who share an office will share only one vote. Board members holding more than one office shall be limited to one vote.
3. Electronic Meetings. The Board of Directors shall be permitted to perform Electronic Votes on decisions that cannot or should not wait for the next meeting. All Electronic votes must follow the same Quorum restraints as in person votes. A finally tally of electronic votes must be published (to the board) by the Secretary and confirmed by each voting board member before the vote is considered final. The results of these Electronic Votes shall be recorded as an addendum to the minutes of the preceding monthly board meeting.
4. Open Meetings. Meetings of the Board of Directors shall be open to all PPSC members. However, the Board may consider items in closed session if the Chair rules them to be confidential on the grounds that their disclosure would be detrimental to the welfare of PPSC or in violation of the privacy of certain members of the club.
5. Action by Written Consent. Any action required or permitted to be taken by the Board may be taken without a meeting if a majority of the Board consents in writing to such action. Such written consent shall be filed with the minutes of the proceedings of the Board. Email constitutes an acceptable form of writing.
6. Business.
  - a. The Executive Board runs the day to day operations of PPSC, subject to the direction of the Board of Directors.
  - b. The Board of Directors shall attend to such matters as may be referred to it. It shall be responsible to PPSC membership for such conduct of PPSC activities in accordance with these Bylaws and the policies established by the Board.
  - c. The Board shall adopt an annual budget and establish registration fees as it deems appropriate.
  - d. The Board shall establish policies and adhere to existing policies of any organization of which it is a member on the formation of affiliated teams, registration of players and teams, length and dates of playing seasons, creation and selection of competitive teams, and involvement of PPSC in tournaments and other competitions.
  - e. The Executive Board of Directors may, by simple majority, vote to expend PPSC funds, not to exceed \$500.00 (Five Hundred Dollars), outside of the approved budget. The Executive Board shall report any such expenditure to the full Board of Directors at the next monthly Board Meeting.
7. Contracts. The Board of Directors may, by simple majority vote, have the authority to enter into contracts on behalf of PPSC.
  - a. On any issue in which there is a financial conflict of interest, that member may not vote on the issue.
8. Delegation of Authority by Officers and Boards. The members, officers, boards, or committees delegating authority retain full responsibility for the performance or exercise of the powers, duties, and responsibilities that they have delegated. They also are responsible for negligence and its consequences in the exercise of the delegated authority.
9. Removal of Board Members.
  - a. Grounds for removal from office of a Board member shall be: (i) continued, gross, or willful neglect of the duties of the office (to include untimely performance of those duties); (ii) failure or refusal to disclose necessary information on matters of organization business; (iii) unauthorized expenditures, unauthorized signing of checks, or misuse of organization funds; (iv) misrepresentation of the organization and its officers to outside persons; or (v) other conduct deemed to be detrimental to PPSC.
  - b. Adequate notice shall be provided to the accused officer. A fair hearing shall be held. A reasonable opportunity to defend oneself shall be provided.

- c. A Board member shall face removal from office by a majority vote of the legal votes cast of the Board of Directors at a regularly scheduled Board Meeting.

## **ARTICLE 10**

### Standing and Special Committees

1. Standing Committees Appointed by the President. The following Standing Committees shall be appointed annually by the President with the consent of the Board.
  - a. Budget Committee. The Budget Committee shall prepare in a timely manner a budget for approval by the Board of Directors. The Budget Committee shall have at least three Board members as part of the Committee. The Budget Committee shall be chaired by the Treasurer. The Treasurer shall add additional members at his/her discretion.
  - b. Disciplinary Committee. The Disciplinary Committee shall: 1) be responsible for hearing protests, ejections, appeals, and complaints; 2) administer discipline; and 3) present a written report of its findings and disciplinary decisions to the Executive Board. The Disciplinary Committee shall hold fair and impartial hearings into all matters brought before it, and shall follow the WYSA guidelines to be used in determining what, if any, discipline is to be imposed. The Disciplinary Committee shall have at least one active coach, one non-Board parent, and the Vice President as part of the Committee. The Vice President shall add additional members at his/her discretion.
  - c. Scholarships Committee. The Scholarships Committee shall: 1) seek out scholarship opportunities; 2) be responsible for screening and interviewing applicants; 3) grant scholarships; and 4) present a written report of granted scholarships to the Board. The Scholarships Committee shall consist of at least three members of the Board. The Registrar shall chair this committee and shall add additional members at his/her discretion.
  - d. Financial Review Committee. The Financial Review Committee shall provide an independent review of the financial or operational aspects of PPSC at least once every 2 years. A written report of the findings of the Financial Review Committee will be provided to the Board. The Financial Review Committee shall have at least two members in good standing. The President shall add additional members at his/her discretion.
2. Standing Committees Appointed by the Board. The following Standing Committees shall be appointed annually by the Board of Directors.
  - a. Nominating Committee. Not less than two (2) months prior to the Annual General Meeting or a Special General Meeting for the purpose of filling a Board vacancy, the Board of Directors shall appoint a Nominating Committee consisting of at least three (3) persons representing a cross-section of PPSC membership. The members appointed by the Board shall be current or recent members of the Board who, by reason of their service, have a broad and up-to-date knowledge of the needs of PPSC. This Committee shall prepare a slate of candidates for all elected offices. This Committee may prepare a slate of candidates for all appointed offices.
  - b. Election Committee. Not less than one (1) month prior to the Annual General Meeting or a Special General Meeting for the purpose of filling a Board vacancy, the Board of Directors shall appoint an Election Committee consisting of at least two (2) persons. The Committee prepares and prints the ballots, distributes the ballots at the Annual General Meeting or a Special General Meeting for the purpose of filling a Board vacancy, collects and counts the ballots, and compiles the results of the election. For other business which requires written votes at any General Meeting, the Committee prepares and prints the ballots, distributes the ballots, collects and counts the ballots, and compiles the results.

- c. **Team Assignment Committee.** Each registration period shall see the creation of a Team Assignment Committee. This committee is responsible for establishing the teams based on the registered players. It shall be chaired by the registrar, include the Director of Coaching and at least two other board members. It is expected that this committee will follow the policy contained within the Team Assignment Policy. It is further expected that this committee perform recruitment of players on behalf of PPSC.
  - d. **Fundraising Committee.** This committee shall seek out and engage in fundraising activities for the benefit of PPSC. It shall be chaired by the Vice President and shall include at least two other board members.
3. **Special Committees.** Special Committees shall be appointed by the President or the Board of Directors to assist them at any time, and to delegate investigative, planning, or routine administrative duties to them. The powers, rights, and duties of these Committees shall be provided for in the motion creating them or in the instructions provided to them. These Committees report only to the authority that appointed them. These Committees shall cease to exist when its final report is disposed of. These Committees may be dissolved by the authority that created them.
4. **Removing Committee Members.** A member of a Committee who is unable or fails to perform his/her duties shall be removed and notified of his/her removal by the appointing or electing authority.
5. **Replacing Committee Members.** The members of a Committee may be replaced by the appointing or electing authority.

## **ARTICLE 11**

### Policy Documents

1. The following policy documents shall be maintained by the Secretary and published (unless denoted as a private policy) by the Board:
  - a. Conflict of Interest Policy
  - b. Background Check Policy
  - c. Goal Safety Plan
  - d. Severe Weather Policy
  - e. Financial Policy
  - f. Coaching Policy
  - g. Referee Policy
  - h. Player Registration Policy
  - i. Team Assignment Policy
  - j. Position Responsibility Policy
  - k. Marketing Policy
  - l. Volunteer Policy - All positions including coaches
  - m. Tournament Policy
  - n. Player Policy
  - o. Parent Policy
2. These policy documents may be amended by a majority vote the Board of Directors at a regularly scheduled Board Meeting.
3. The Secretary shall distribute copies of these policies to board members upon request.

## **ARTICLE 12**

### **Protests and Appeals**

1. Only violations of these Bylaws, PPSC Policies, violations of the Rules of Play of PPSC's affiliated organizations, or the improper application of the Laws of the Game shall be proper subjects for protests and appeals.
2. In the matter of protests and appeals, no person shall invoke the aid of the Courts of any state or the Federal Courts without first exhausting all available remedies within the appropriate soccer organizations, including a final appearance at the Annual General Meeting of the USYSA and/or the USSF.

## **ARTICLE 13**

### **Rules of Order**

1. Robert's Rules of Order shall be deemed as loosely adopted at all PPSC meetings, unless otherwise agreed to in advance by the participants, insofar as such rules are not inconsistent with or in conflict with these Bylaws, or regulations by which PPSC is governed. Exceptions to these rules are acceptable where practicality and expediency require them.

## **ARTICLE 14**

### **Changes to Bylaws**

1. Individuals proposing amendments to these Bylaws must do so in writing to PPSC Secretary twenty-one (21) days prior to a General Meeting.
2. Notification of proposed changes to the Bylaws shall be sent to the membership at least fourteen (14) days prior to a General Meeting.
3. These Bylaws may be amended only by a majority vote of the total ballot cast at any General Meeting.
4. Bylaw changes voted upon at a General Meeting are adopted immediately upon affirmative vote of the membership.

## **ARTICLE 15**

### **Dissolution**

1. In the event that PPSC is dissolved, all of the assets remaining after payment of all debts, shall be distributed to a nonprofit fund, foundation or nonprofit organization established for the purpose of developing youth soccer.

**End**