

Venice Soccer Club Bylaws

Mission

Venice Soccer Club is committed to developing players of all ages with a focus on community, integrity, and commitment. We are dedicated to supporting our athletes in achieving their personal goals and growing through the game of soccer.

Vision

Our vision is to offer athletes a positive experience by building a club that focuses on youth development and provides educated coaches, supporting our athletes in their success

Core Values

Integrity

We demonstrate integrity by playing honestly and fairly, ensuring that all actions on and off the field reflect our commitment to the sport.

Community

We build a vibrant soccer community by fostering teamwork, inclusivity, and support among players, families, and fans alike.

Respect

We promote respect by valuing the contributions of every player, coach, and opponent, creating an environment where everyone is treated with dignity.

Commitment

We show commitment through our dedication to training hard, supporting each other, and striving for excellence in every match and practice.

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Part I - General

Bylaw 101. Name

The legal name of the organization is Venice Area Youth Soccer Association, and the club will do business as 'Venice SC' and 'Venice Soccer Club', hereinafter referred to as 'the Club'. The Club will maintain status as a nonprofit corporation under the laws of the State of Florida and shall obtain and maintain tax-exempt status under the Internal Revenue Code of the United States.

Bylaw 102. Purpose

The Club provides opportunities for youth players, coaches, and officials to learn and experience the game of soccer. This is accomplished through soccer programs as defined by Florida Youth Soccer Association, U.S. Youth Soccer Association, and the United States Soccer Federation.

Bylaw 103. Membership in Other Soccer Organizations

1. The Club shall be a member of, and comply with the Bylaws and Policies of, Florida Youth Soccer Association (FYSA). The Club shall also be an affiliate of the United States Youth Soccer Association (USYSA), and the United States Soccer Federation (USSF). The FYSA assigned area for the club is Region C, District 3.
2. The Club shall maintain its bylaws and policies in compliance with the bylaws and policies of FYSA, USYSA, and the USSF. In the event of any conflict between the bylaws and policies of the Club and the bylaws and policies of the organizations of which it is a member, the provisions of the Club shall take priority.

Bylaw 104. Authority

The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall manage all Club affairs.

Bylaw 105. Laws of the Game

FIFA Laws of the Game as modified for youth and small sided games shall apply and be administered by the club and league rules.

Bylaw 106 Fiscal and Seasonal Year

1. The Club's financial year shall be from May 1 through April 30
2. For administration and insurance purposes, the seasonal year will begin in accordance with game schedules as set forth by FYSA, US Club Soccer and any other local league the Club deems appropriate for its teams to participate within.

Bylaw 107. Rules of Order

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The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt.

Bylaw 108. Dissolution of Club

1. Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to one or more organizations, which themselves, are exempt as organizations described in section 501 (c)(3) and 170 (c)(2) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future law, to federal, state, or local government for exclusive public purpose.
2. Should the club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

Bylaw 109. Not-for-profit Status

Notwithstanding any other provisions of these articles, this association will not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law or a corporation, contribution to which are deductible under section 170 of the Internal Revenue Code of 1954 or any other provision of any future US Internal Revenue I.

Part II – Membership

Bylaw 201. Equal Opportunity

The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual orientation, disability, or national origin.

Bylaw 202. Participation

1. Participation is open to any youth soccer players ages 3-19, and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by FYSA or any organization of which it is a member, any of its member clubs, or by any amateur soccer organization in its territory.
2. Youth Participants - Are registered players aged 18 or under. They shall submit an application to the Club in the format prescribed by the Club. An annual fee established by, and payable to, the Club shall accompany all applications, except for players requesting financial assistance who must submit a separate application. Acceptance of the request for financial assistance by the Club shall not constitute approval of the

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application for financial assistance.

3. Adult Participants- Are registered adults who are officers, directors, coaches, trainers, managers, and other elected or appointed administrators who work on behalf of the Club. Acceptance of Adult Participants by the Club shall be subject to approval of the application and verification by FYSA that the person's risk status is "Approved". The Club may not accept an individual who is restricted or suspended from participation by any sports organization.
4. Every player, coach, assistant coach, manager, programs administrator, club officer, board member and volunteer who acts as an official representative of the Club must be registered with the Club and FYSA.
5. All Adult Participants must submit to annual background checks and complete SafeSport training in accordance with FYSA policies.
6. All participants and members shall be subject to the club's bylaws, rules and policies and FYSA's bylaws and policies.

Bylaw 203 – Membership

Members of the club are those permitted to vote in elections for members of the board and club officers.

1. Parents/Legal Guardians: Only one vote per household from a parent or legal guardian of a player on a competitive team will be allowed during elections regardless of number of players in the club.
2. Adult Participant: Any adult participant shall automatically become a member
3. All members shall abide by the by-laws, and rules and regulations of the Club and all applicable rules and regulations as may be required by USYS and FYSA.
4. Termination or Suspension of Membership: Members whose actions are judged to be damaging to the club, as prescribed by the association By Laws or Rules and Regulations, may have their membership and all association with the club terminated by a 2/3 vote of the Board of Directors present at any regular or special meeting.
 - a. Only the President or Vice President have the authority to terminate or suspend a contractor per the contract agreement (i.e., coaches, trainers).

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Part III – Organization and Board

Bylaw 301: Board of Directors

1. The Board of Directors shall be the representative governing authority of the club. The number of directors may be modified from time to time, but the number shall never be fewer than 5.
2. The Board of Directors shall be the policy-making body of the club. The bylaws of the club may be made, altered, or rescinded by the Board of Director
3. The board shall always serve the best interests of the club and shall have the ultimate fiduciary responsibility for all club funds.
4. A quorum for conducting business at any Board meeting shall consist of 50% of the voting members of the Board, but in no case shall a quorum be fewer than 3 board members. The affirmative vote of a majority of all eligible voting members of the Board shall be required to adopt or amend Club policies.
5. Appointed administrators and other ex-officio members of the Board may attend meetings, participate in discussions, make motions, and provide advice to the Board but shall not have voting privileges at Board meetings.
6. Board members may serve in paid roles for the club but will be ex-officio (i.e. not voting) members. Referee payments and coaching stipends are excluded but board members must state a conflict of interest when discussing related topics and will recuse themselves from any relevant votes.
7. Board members will communicate any conflicts of interest at the start of all meetings of the board or the club.
8. The board shall interpret and enforce club policy including:
 - a. Reprimand, suspend, bar completely, or otherwise discipline any player, coach, assistant, parent, or spectator for violations of the By-Laws, or policies.
 - b. Interpret and enforce the, by-laws, and the code of conduct for coaches, players, parents, and board members.
 - c. Establish rules and regulations as needed to facilitate the smooth operation of the club:

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- d. The Board of Directors shall develop, in writing, rules and regulations each year, as necessary. Such rules and regulations may be amended as needed by a 2/3 vote of the Board of Directors at any time during the seasonal year to promote consistent operation of the club.
7. The board shall ensure the employment and supervision of any staff or contractors, including coaches and trainers. Also ensure that all positions are supervised by either the board or its designee.
8. All officers and directors are required to attend Regular Board Meetings and must attend 75% of the monthly meetings scheduled. Violation of this bylaw may result in the members' removal from the board.
9. Board Members are entitled to a discount on player registration fees for their children. The amount of discount will be determined by the board.

Bylaw 302: Executive Committee / Officers

1. The Executive Committee shall be comprised of the President, Vice-President, Treasurer, and Secretary and shall be the officers of the club with ability to counter sign contracts, checks, and any other financial related approvals.
2. The Executive Committee may conduct business on behalf of the Board between meetings of the full Board. Such actions shall be subject to ratification by the full Board at the next regular meeting.
2. The Executive Committee shall:
 - a. Consider such matters of management or operational interest to the Club or Board as are brought before it.
 - b. Appoint the members of any required hearing committee(s) for protests or complaints regarding the conduct of any Youth or Adult Participant of the Club.
 - c. Report all Committee actions to the full Board for ratification at the Board's next regular meeting.
3. A quorum of the Executive Committee shall consist of 3 members.

4. Duties and Responsibilities

- a. The duties and responsibilities of the Executive Board members shall be:
 - i. President:

1. The President shall preside at all Board of Director meetings.

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2. Provides leadership, inspiration, and direction to the association: The President shall be the CEO of the club.
3. Holds the remainder of the Board of Directors responsible for fulfilling their obligations to their position and the association.
4. Represents the association at affiliated meetings.
5. Responsible for all external relationships, including but not limited to City and County officials, League officials, FYSA, and business partners.
6. Assist with Coach and Parent issues if are unable to be resolved at the coach level.
7. Encourages members to be involved in club activities
8. Responsible for disciplinary action regarding trainers, coaches, parents and players – all serious matters should be reported to the BOD

ii. Vice-President: Competitive Programs

1. Presides at board meetings or general meetings and assume the duties of the President in the absence of the President as required.
2. Shall assist the President in all association matters.
3. Shall ensure that all books, reports, and certificates are properly filed as required by governing laws.
4. Assist with Coach and Parent issues if are unable to be resolved at the coach level.
5. Encourages members to be involved in club activities
6. Shall also oversee all aspects of the competitive program.

iii. Secretary:

1. Shall take minutes of all club board meetings.
2. Shall notify all board members of monthly meetings.
3. Shall handle correspondence and maintain files as may be required.
4. Notify all appropriate attendees of all Club scheduled meetings.
5. Prepare and distribute minutes for such meetings by the next scheduled meeting.
6. Keep a record of all policy decisions of the Board and make such decisions readily available at all meetings.
7. Maintain the Clubs Bylaws, Policy and Procedures in a master document.
8. Compile all required documents needed to facilitate the Annual General Meeting.

iv. Treasurer:

1. Shall receive and deposit all funds

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2. Submit a financial report at all board meetings as outlined in financial policies.
3. Shall be responsible for preparing all documents pursuant to incorporation or tax-exempt status for VAYSA
4. Shall work with Club's accountant on all financial matters and submit reports as outlined in financial policies.
5. Manage financial policies for the club

Bylaw 303: Directors:

Specific Director roles and responsibilities may be adjusted from time-to-time based on the needs of the club. The board will have discretion to add, eliminate or adjust roles and responsibilities to best support the goals and operations of the Club.

1. There shall always be at least one (1) At-Large director on the board.
2. The board will determine the number of directors needed in advance of each election.
3. Specific Director roles and responsibilities maintained and updated by the secretary.
4. Specific Director roles shall be publicized as part of the annual election and the nominating committee shall recruit them based on guidance from the board.
5. Directors At Large shall actively participate in all events held on behalf of the Club by assisting other officers, directors, coaches, trainers, managers, and other elected or appointed administrators and committees in the implementation of Board approved initiatives.
6. Directors at Large shall
 - a. assist other directors that may request assistance to perform a task or task that falls under their responsibility.
 - b. Shall help on any committee that is assigned to them by the President.
 - c. Shall report to the Board of Directors on all matters concerning their duties.

Bylaw 304: *Ex-officio* Members of the Board

Ex-officio members may participate in Board meetings but do not have a vote. The duties outlined below are general guidelines of responsibilities. Positions, titles, and responsibilities may be changed by the board as needed.

A. Registrar:

1. Maintain accurate records of coaches and player registration.
2. Process the registration documentation and fees as required by FYSA and the club in a timely manner to the District Commissioner.
3. The Registrar and the president are the only persons who may add, drop, or transfer any player to another team within the association.

B. Director of Coaching/Player Development:

1. Recruits all club coaches. Develops, organizes, and coordinates training sessions.

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2. Provide age group curriculums.
3. Receives and advises the Executive Board of complaints against derogatory coaching practices, referee misconduct, and membership misconduct as prescribed in the Club Rules and Regulations.
4. Represents the association in affiliated organizations as required.
5. Shall report to the Board of Directors all matters concerning coaching or related instances.
6. Assist the Clubs appropriate appointed administrator(s) with communicating information on programs, Club policies, and general information relating to Club activities and team organization to team coaches.
7. Assist with the recruitment and selection of coaches with the appropriate appointed administrator(s) and identify Team Managers within each team, subject to Board approval.
8. Collaborate with the registrar to ensure that all players and teams are timely registered with the Club and that all teams are properly entered into appropriate leagues and tournaments prior to registration deadlines.
9. Report to the Board on all matters relating to the Competitive Program

C. Director of Operations:

1. Will fulfill the following responsibilities as outlined in contract:
 - i. Marketing
 - ii. Recruiting – Coaches/Players/Volunteers
 - iii. Facilitate club fundraising / sponsorship promotional obligations.
 - iv. Regularly attend Board of Directors meetings (once per month).
 - v. Facilitate club sponsored events.
 - vi. Responsible for day-to-day operations of the club

D Director of Recreation:

1. Develop, organize, and execute the recreation program, establishing and managing all recreation teams.
2. Recruit and register all coaches to ensure all teams have a compliant coach.
3. Ensure all rules and policies are being followed for the recreation program.
4. Shall report to the Board of Directors on all matters concerning the recreation program.
5. Assist Director of Operations in creating teams.
6. Attend Board Meetings during Fall and Spring season.

E. Referee Liaison

- i. Establish acceptable qualifications for game officials hired by the Club.
- ii. Arrange training to develop referees for the club.
- iii. Responsible for scheduling referees for Club games and maintaining records for payroll as needed.

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- iv. Must complete the Assignor Training Course and be certified by USSF.
- v. Will report to the Board on all matters and activities concerning referees.

Bylaw 306. Removal of Officers or Directors

1. A Board member may be suspended or removed from office for failure to meet responsibilities or for otherwise acting in a manner detrimental to the interests of the Club.
 - A. Ex officio members of the Board and Appointed Administrators may be removed from office by a majority vote of the eligible voting members of the Board at any Board meeting unless the terms of an applicable contractor agreement provides for a different method of terminating the services of these positions.
 - B. Elected members of the Board may only be removed from office under this section following a disciplinary hearing held in accordance with the procedures of Bylaw 306 Section 2.
2. If the Board receives a complaint regarding the conduct of an elected Officer or other Board member or otherwise becomes aware of allegations of misconduct regarding a Board member,
 - A. The President shall appoint an impartial committee of factfinders to review allegations within 15 days.
 - B. The committee shall conduct a hearing.
 - C. The committee will present a report on the findings of the hearing to the Board within 30 days following their appointment.
 - D. If the committee's report recommends removal from office, the Board shall vote on whether to remove the director. Removal requires a 2/3 majority.
3. If an elected office is made vacant by the removal of a person from the Board in accordance with either Section 1 or Section 2, above, the vacant office shall be filled as described in Bylaw 307.
4. Any Board member who is barred from participation in FYSA or its member clubs because of a risk management decision of the FYSA Risk Management Coordinator shall not participate in any activity on the Board during the period of ineligibility. If the banned individual does not resign, the Board shall either remove the non-elected Board member or call for a special meeting of the members to remove the person from office in accordance with Section 2 E and F, above.

Bylaw 307. Filling Vacant Offices

1. If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position at the next Regular Board Meeting until the next Annual General Membership Meeting held as provided in Bylaw 402.

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Bylaw 308: Voting Rights of Board of Directors

1. Each Board Member shall have one vote on all voting matters.
2. No voting may occur without 3/5 of the current Board of Directors unless it is an executive and/or special meeting called.
3. Any director shall abstain from voting if the vote pertains to that director, including executive board members.
4. Voting members may vote via phone conference or any other form of electronic communication.

Bylaw 309: Elections

1. Nominating and Election Committee
 - a. The Board of Directors shall appoint an election committee to conduct and supervise election of board members. The committee shall consist of no less than three members.
 - b. The Election Committee shall ascertain a list of candidates eligible to be nominated for the Board of Directors. This list shall be given to the Board of Directors before the Annual Election Meeting for approval.
 - c. The Election Committee shall prepare a ballot, conduct and supervise the election of board members.
 - d. The Election Committee shall count the ballots in a public meeting place, maintain an accurate record, and give the results to the Secretary.
2. Members of the Board shall be elected at the AGM as follows:
 - a. Officers
 - i. Officers shall serve 2-year terms
 - ii. The President and Secretary shall be elected in odd years.
 - iii. The Vice President and Treasurer shall be elected in even years.
 - iv. Officer terms shall expire at the club's annual meeting at which the position is being elected except for the Treasurer, for which the term will expire 30 days from the annual meeting at which the position is elected.
 - b. Directors
 - i. Directors shall serve 1-year terms and will be elected annually at the annual meeting.
 - c. Ex-officio members are not elected and serve at the pleasure of the board of directors and based on any contractually agreed upon terms.
3. No person may serve more than 4 consecutive years in a single office (e.g. officers may serve two terms, directors may serve 4 terms). This does not apply to ex-officio members.
4. A majority of the votes cast in a specific contest shall be required to elect a person to the Board.
 - a. If there are more than 2 candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
 - b. Voting shall continue until a candidate receives a majority of the votes cast

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Bylaw 310. Committees

1. The Board may create committees for the purposes established by the Board and determine a chairperson for the committee. The duration of such *ad hoc* committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.
 1. The President, or their designee, shall be an *ex-officio* member of all committees established by the Board.

Part IV: Membership Meetings

- Bylaw 401. Regular meetings of the board shall be held monthly on a schedule approved by the board of directors. Guest may request to participate through any executive officer and will be placed on the meeting agenda.
- Bylaw 402. Annual General Membership Meeting and Election: The Club shall have an annual general membership meeting (AGM) for the purpose of electing officers and to vote on new amendments to the Constitution and By-Laws. This meeting shall be held every April. The meeting shall be attended by the board of directors, any individuals nominated for director positions, and any voting members.
- Bylaw 403. Club Meetings: The club will hold at least one club wide meeting annually (separate from the AGM, for all club members; in good standing during the 2nd business quarter of each year (August-November). This meeting is open to all parents, coaches, and volunteers. General membership may make suggestions for amendments to the By Laws. They may also fill an application for a position on the Board of Directors or committee work.
- Bylaw 404. Protests and Disciplinary Meeting: The Rules, Regulations, and Protests Committee, comprised of the Executive Board, shall meet whenever the President deems it necessary, or whenever the President is specifically instructed in writing, to do so by at least two (2) Board of Directors.
- Bylaw 405. Special Meetings: Special meetings may be called if deemed necessary by any Executive Board member. A 2/3 agreement of the full board is needed for the meeting to occur.
- Bylaw 406. Rules of Order: "Roberts Rules of Order" shall be the parliamentary authority for all VAYSA meetings, unless otherwise agreed to by the Board.

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Part V - Administration

Bylaw 501. Policies

1. The Club and its Board of Directors may adopt policies to govern the operations of the Club at any Board meeting. A majority of vote of all eligible voting members of the Board is required to adopt, repeal, or amend a policy.
2. Once adopted, a policy will govern the operations of the Club until amended or repealed.
3. 3. The Board shall make appropriate provisions to inform its members of Club policies.

Bylaw 502. Financial Policies

1. The Board shall adopt financial control policies that provide details for the handling of the club's financial affairs.
2. The Board shall establish a budget for each year prior to the beginning of the new fiscal year.
3. The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax-exempt organizations.
4. The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed per financial polices.

Bylaw 503. Complaints

1. The Club and its Board of Directors shall follow procedures for handling complaints in accordance with the principles of due process.
2. Submission of a complaint shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.
3. All club procedures shall comply with Florida Youth Soccer Association policies and procedural manuals.
4. The Board shall adopt policies that specify any additional procedures not provided in applicable FYSA Bylaws and Rules, including any fees that will apply to initiating claims with the Club.

Bylaw 504. Hearing Procedures

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1. Hearings will be conducted in accordance with the rules of the applicable FYSA Bylaws and Rules.
2. The Board will adopt policies as needed to supplement applicable FYSA Bylaws and Rules.
3. Grievances will be heard by the Board as scheduled by the President. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance.

Bylaw 505. Appeals Process

1. Appeals of the results from any hearing conducted by the Club must be submitted to Florida Youth Soccer Association as required by the applicable FYSA Bylaws and Rules. There shall be no appeals of Club hearing decisions heard by the Club.
2. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

Part VI – Amendments

Bylaw 601. Bylaw Changes and Amendments

1. Changes or amendments to these bylaws may be adopted at any meeting of the board upon two-thirds (2/3) majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.
2. A proposed change or amendment must be submitted in writing to the President or Secretary of the Club not later than thirty (30) days before the meeting at which a vote is to take place. Such changes shall be transmitted to Board Members not later than fifteen (15) days prior to said meeting.

Bylaw 602. Provisional Bylaw Changes

1. The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives.

Bylaw 603. Severability and Precedence

1. Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

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2. The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next General Membership Meeting to eliminate the cause of any conflict.