

# DAVIS ALLIANCE SOCCER ACADEMY

## By Laws

### A. BOARD OF DIRECTORS

1. The Board of Directors (hereinafter "Board") of Davis Alliance Soccer Academy (hereinafter "DASA") shall transact the business of DASA. It shall have power to enforce the laws of the game, the rulings of the California Youth Soccer Association, US Club, FIFA and DASA's Constitution and Bylaws.
2. The Board shall be empowered to delegate its authority for any endeavor. DASA shall be a non-profit organization and shall abide by appropriate regulations to maintain this status. All club revenues and fund-raising proceeds shall be used toward the continuation and improvement of DASA activities and facilities.
3. The incidental expenses of the Board members, incurred during the normal performance of their duties, may be defrayed by DASA if the situation warrants and the budget permits. Appropriate receipts shall be submitted for reimbursement.
4. Any Board member absenting himself/herself (i.e., unexcused absences) from meetings three times without cause shall have his/her office declared vacant at the discretion of the Board.
5. The Board shall meet on a monthly basis (as necessary) to conduct the business of DASA. Any board member shall recue himself/herself from voting on matters with which he/she has a conflict of interest. The President may call special meetings of the Board as he/she deems necessary.
6. All DASA Board Members must be present at playing fields at least one Saturday during season play for all members of DASA to become familiar with board members.
7. The Board shall consist of the following volunteers who shall serve without compensation and whose duties shall be further defined from time to time in the Constitution of DASA:

### President

1. The president shall preside over all meeting of DASA and serve as Chairperson of the Board.
2. He/she shall have the responsibility and authority to conduct the business of DASA with in the framework of these bylaws.
3. He/she shall appoint all committees with the consent of the Board. He/she shall serve as ex-officio member of all committees.
4. The President shall make an annual report to the membership at the annual meeting.

5. He/she signs official documents of DASA. Can approve operation expenses up to \$500 with out board approval. All checks over \$500 must be countersigned.
6. The President shall cast a vote only to break a tie vote of the Board of Directors.

### Secretary

1. The Secretary shall keep a record of the activities of DASA; conduct all official correspondence; keep a record of all meetings; be responsible for notices of meetings to members; and perform such other duties as may be requested by the President of the Board of Directors.
2. He/she shall ascertain and report to the President when a quorum is present at the meeting of the Board of Directors.
3. The Secretary shall insert all approved changes into the Constitution and Bylaws and furnish updated copies to all Board members.

### Treasurer

1. The Treasurer shall be ultimately responsible and have charge of all moneys of DASA and shall supervise the Director of Administrative Operations.
2. He/she shall submit a statement of the financial condition of DASA at **any** regular meetings of the Board of Directors and at the annual general meeting of the membership.
3. The Treasurer shall have the authority to authorize the disbursement of funds up to and including the amount of \$500.00 for operational expenses incurred by DASA. All disbursements over \$500.00 shall require the signature of the Treasurer and one other Officer of the Board of Directors.
4. The Treasurer shall be responsible for submitting the books for audit, review or compilations to an outside Certified Public Accountant (CPA) on an annual basis.
5. He/she shall be responsible for filing all required financial documentation for DASA (Examples: 501 (c ) (3) status, 1099' s, IRS filing).

### Past President

1. The Past President shall serve on the board and assist the other Board members as needed, from time to time, to help assure the continued success and development of DASA.
2. He/she shall serve on the Planning and Fund Raising Committee.
3. The Past President being a non-elected position may choose not to serve on the Board. If he/she chooses not to serve, this position shall be filled, for the period of one year, at the first monthly meeting following the annual meeting, by a person selected and voted on by the general membership present at that meeting.

## Members at Large

In addition to the above named members of the Board, there shall be four additional members. These four members shall have the same authority as the named Members of the Board. These members shall assist the other Board members and their duties shall be further defined from time to time in the Bylaws of DASA.

## **PARLIAMENTARY AUTHORITY**

Robert' s Rules of Order shall serve as the parliamentary authority for DASA for all rules and procedures not covered by DASA' s Constitution, Bylaws or other rules and regulations.

### 1. ORDER OF BUSINESS

The order of business at all regular meetings shall be:

1. Roll Call
2. Approval of the minutes of the prior meeting
3. Board Reports
4. President
5. Secretary
6. Treasurer
7. Director of Soccer Operations/Coaching
8. Past President
9. Other Board Report

## **B. ANNUAL AND EXTRAORDINARY MEETINGS OF THE MEMBERSHIP**

1. The Annual meeting of the members of DASA shall be held in the month of December in each year, for the purpose of presenting to the membership, a status report of the year' s activity and to elect members to the Board of Directors. DASA coaches, board members and parents of players (or guardians of players) are invited to vote. Each member gets one vote per membership (as defined in Article IV of the Constitution and By Laws of Davis Alliance Soccer Academy). All voters must be 18 years old.
2. EXTRAORDINARY MEETINGS of the voting membership may be called by the President the Board of Directors of DASA.
3. Written or printed notice stating the location, date and hours of the annual meeting of the membership shall be delivered, either personally or by mail, or by email, to each member entitled to vote at such meetings, not less than twenty (20) days before the date of such meeting. The same procedure shall be followed concerning the notification of EXTRAORDINARY MEETINGS, of the membership except that the above described notification shall not be less than seven (7) days before the date of such meeting.

4. The President, sixty (60) days prior to the annual meeting, shall appoint a Nominating Committee. This Committee shall receive nominations of candidates in good standing, who, if elected, will represent DASA in all matters. The Chairman of the Nominating Committee shall submit a Committee report to the Secretary thirty-five (35) days prior to the annual meeting. The Secretary shall notify the membership, by mail, email or public notice, twenty (20) days prior to the annual meeting. Nominations may be made from the floor, provided the person being nominated has given their prior approval.
5. At the ANNUAL MEETING OF THE MEMBERSHIP, the Board of DASA shall be elected by the membership (as defined from time to time in the Constitution) for a term of one (1) year and may succeed them in office. Elections shall be conducted during the annual membership meeting, which will be held in December of each year. Newly elected Board members shall assume office effective the first day of the immediately following business year.

1. AMMENDMENTS

These Bylaws may be amended by the Board in the manner that amendments to the Constitution of DASA are made as set forth in that document.

1. COMMITTEES

*Ad hoc* Committees may be established by the Board as it deems necessary from time to time. There shall be at least the following standing committees;

1. Disciplinary Committee

This Committee shall have the authority to hear and investigate charges, as defined by DASA's Constitution (and then bring before the Board for disciplinary action, if necessary), against any member whose conduct is considered detrimental to the best interest of DASA.

1. The President of the board shall chair this committee. There shall be at least three (3) members of DASA, but not necessarily board members, serving on this committee. The committee must be approved by the board.
2. The Disciplinary Committee will concern themselves only with those violations dealing with field conditions, DASA rules, player eligibility and disciplinary actions.
3. The Disciplinary Committee will not concern them with a judgment decision made by a referee.
4. All disciplinary matters must be presented to the Disciplinary Committee in writing, within two (2) weeks from the time of occurrence or notification. The decisions should be made as soon as possible and presented in writing to the concerned party(s).
5. Attendance of the Disciplinary Committee hearing shall be restricted to only those persons directly involved.

6. All disciplinary actions and rulings must be in compliance to California Youth Soccer Academy, SYSL, DASA and FIFA guidelines. Where no specific ruling exists, the Disciplinary Committee will devise appropriate and fair actions.
7. The Disciplinary Committee shall concern them, but not limit themselves, to the following situations.
8. A team withdrawal from a match as means of protest.
9. Failure of a coach to allow minimum required playing time as set by the Metro and Competitive Soccer Guidelines of California Youth Soccer Association, US Club, DASA & FIFA.
10. Coaches, players or spectators who exhibit behavioral tendencies, which are detrimental to the enjoyment of the game for others, and are subject to removal from the game or suspension from the Davis Alliance Soccer Academy.
11. Any incidents of serious foul play or misconduct by participants resulting in ejection from or suspension of a game shall be reported to the President in writing within 48 hours.

The President may take further actions as deemed necessary. Any teams allowing a suspended player or coach to participate in a game shall be subject to further disciplinary action.

2. Field Maintenance/Equipment Committee.

This committee, working with the Director of Soccer Operations, shall be ultimately responsible for the acquisition and distribution of all playing equipment and the storage of same. This committee, working with the Director of Soccer Operations, shall also oversee the maintenance of any and all fields used by DASA.

3. Public Relations/Advertising Committee

This committee shall be responsible for the preparation and release of all news items for publicity and for the recruitment of new members/players through word of mouth or printed advertising.

4. Planning/Fund Raising Committee.

This committee shall be responsible for the development and recommendation of short and long term planning for the growth of DASA including the procurement of fields for practice and games. Additionally, it will be responsible for formulating a plan of annual fund raising for DASA to help offset the costs of the day to day activities of AUSA and to help to maintain as low as possible costs of participants.

5. Concession Stand Committee

This committee, working with the Director of Administrative Operations, shall be ultimately responsible for the operation of the concession stand during regular seasons (as opposed to tournaments). This committee shall oversee stocking of the concession stand and setting of prices. This committee shall also assist the Director of Administrative Operations in educating the membership with respect to their obligation to volunteer and staff the concession stand on all game days.

6. Tournament Committee

The Director of Soccer Operations of DASA or such other person or entity, as the Board of Directors may designate, shall serve as the Director of all tournaments hosted by

DASA. This committee shall work closely with the Planning/Fund Raising Committee to assure the continued success of DASA' s tournaments.

1. All monies generated through DASA tournaments shall go towards betterment projects for DASA. Projects shall include, but not be limited to, fields, facilities, equipment and camps that would bear the DASA name.
2. Tournaments will have a Director. The Director will meet with committee members and report directly to the Board of Directors of DASA.
3. Responsibilities of the Tournament Director:
  1. The director shall attend all DASA monthly meetings.
  2. The director shall submit a report on his/her activities at each meeting
  3. The director shall be responsible for the scheduling of any playoff games.
  4. The director shall coordinate with Tournament Committee for the procurement and preparation of venues.
  5. The Director may be compensated for his/her service in an amount to be determined form time to time by the Board of DASA.

#### 7. Coaching Committee

A coaching committee shall be established to supervise the Director of Soccer Operations with respect to the selection, training, and retention of coaches for DASA. This committee shall also oversee and approve the curriculum developed and/or implemented by the Director of Soccer Operations.

1. Tournament Registration Fees shall be determined by the Tournament Committee as approved by the Board of Directors.

#### *AD Hoc* Committees 1-3

##### 1. Rules and By Laws Committee

From time to time, the Board of Directors of DASA shall appoint; a Rules and By Laws Committee to maintain update and/or revise the Constitution, By Laws and Policies of DASA.

1. Nominating Committee
2. The nominating committee shall be composed of three (3) members including the committee chairman.
3. They shall be appointed by the President, not less than two months prior to the annual meeting of the membership.
4. The committee shall make necessary arrangements for holding of the annual meeting including notices to the membership.
5. The committee shall meet and prepare a slate of officers agreed upon for nomination at the annual meeting.
6. The committee shall inform the membership of the slate of nominees by any or all of the following means: Newsletter, Email, Mail or Public Notice.
7. In the event there are two or more people running for an office, the nominating committee will have pre-printed ballots available at the annual meeting.
8. The committee shall oversee the counting of the ballots. In the event that one or more of the committee members is nominated, they shall recue themselves from

the counting of the ballots. The committee can appoint replacements for the counting of the ballots.

#### Uniform Committee

1. The uniform committee shall be responsible for presenting a selection of uniforms for the entire club, both recreational and select.
2. The uniform committee shall be responsible for presenting the selection of uniforms for approval to the Board of Athens United Soccer Association.
3. The uniform committee shall work with the vendor to assure appropriate sizes, cost, and availability of the uniform selected.
4. The committee shall be responsible for the printing of the Official AUSA logo on all uniforms, unless a local vendor agrees to do it.

1. Other Personnel
2. Director of Administrative Operations

This individual shall be selected and hired by a simple majority vote of the Board of Directors. This shall be a full-time position with pay and responsibilities to be established by the Board of Directors.

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