

BYLAWS

Of

Pennsylvania Soccer Academy

Article I - Membership

Section 1: Members of PSA will include Board Members, Qualified Head Coaches, and appointed officers and directors supporting all teams that have been approved by the PSA Board Members and coaches. The governing body of PSA will be the Board Members and Head Coaches elected by a two-thirds majority.

Section 2: There are no specific qualifications needed to be an elected Board Member, officer or director. All Board Members must operate pursuant to the laws of the State of Pennsylvania and the United States. This includes following Risk Management Guidelines, required background checks, child abuse and FBI clearances.

Section 3: Each Board Member and qualified Head Coach will have one vote at the semi-annual meetings and any matters subject to member approval. Qualified Head Coach consists of a Head Coach with at least a twelve month tenure with PSA in good standing with the club and have been voted in membership with $\frac{2}{3}$ member approval. One vote can be issued for each and any proposed changes to bylaws, constitution, rules or regulation changes. In the instance a coach has multiple teams, they are entitled to only one vote.

Section 4 : Board Members, coaches, officers and directors must remain in good standing with regard to conduct, payment, fees and dues. If a coach is not in good standing, he/she forfeit their voting privilege.

Section 5: Board Members, coaches, directors, officers and committees may be terminated by two-thirds vote of the eligible members.

Article II - Board Member, Directors and Officers

Section 1: The Board Members shall be composed of a President, VP of Boys, VP of Girls, Treasurer/Secretary, Director of Coaching, Registrar, and Field Coordinator, and uniform coordinator.

Section 2: Each Board Member and qualified head coach will have one vote at the semi-annual meetings. One vote can be issued for each and any proposed changes to bylaws, constitution, rules or regulation changes. Qualified Head Coach consists of a Head Coach with at least a

twelve month tenure with PSA in good standing with the club and have been voted in membership with $\frac{2}{3}$ member approval. In the instance a coach has multiple teams, they are entitled to only one vote.

Section 3: The Board Members shall be elected by the board and head coaches at an appointed board meeting and shall serve a two year term. A Board Member can be re-elected after the two year term, but can only hold the position for a max of two terms (4 years). No person may hold two positions on the board. The officers shall be elected on the even or odd years as follows.

- A. President - Even
- B. VP Boys - Odd
- C. VP Girls - Even
- D. Treasurer/Secretary - Odd
- E. Uniform Coordinator - Even
- F. Registrar - Odd
- G. Field Coordinator - Even
- H. Director Of Coaching - Odd

Section 4: Board Members, officers or directors may be removed from office at any time with two-thirds vote of Board Members and coaches.

Section 5: The duty of officers are as follows:

Duties of the Board: All Board Members must be vigilant in eliminating and preventing any conflict of interest or appearance of a conflict of interest in the execution of his or her duties on the Board. This Article outlines the basic duties and responsibilities of each Board Member. The Board may assign additional duties and responsibilities at its discretion and upon the approval of the majority of the Board.

President: The President is the Chief Executive Officer of the Club and presides over all meetings of PSA; supervises and coordinates the activities and business affairs of PSA; appoints temporary committees when the need arises; and is the official liaison with local leagues, including EPYSA, CPYSL, LANCO, York USA, etc. The President sees that all actions reflect the mission and purpose of PSA per the Constitution.

Vice President Boys/Girls: The Vice President, in the absence of the President, undertakes all duties of the President and assists the President with the business of PSA when called upon to do so. The Vice President promotes and leads all public relations and publications for PSA; is responsible for ensuring that all bylaws, procedures, guidelines and grievance hearings for PSA are fair and transparent, and reflect the aims and objectives of the PSA. The Vice President supports growth and development within each gender of their stewardship.

Treasurer/Secretary: The Treasurer maintains and records all financial transactions of PSA. The Treasurer ensures that all bank accounts utilized by PSA are reconciled and shall submit a report summarizing the activities of the accounts to the Board at each Board meeting. All payments to third parties in excess of \$500.00 shall require the signature of at least 2 officers of the Board other than Treasurer. The Treasurer shall prepare books as required for tax reporting and interface with tax authorities, insurance agencies and auditors as needed. The Board Secretary takes and maintains the minutes of all meetings of the Board of Directors. Upon approval of the Board of Directors, these minutes become the official record of actions taken by the Board of Directors.

Director of Coaching: The Director of Coaching has overall responsibility for coach and player development, recruitment, placement, and evaluation of coaches, and for ensuring that PSA complies with all applicable guidelines, including but not limited to, those of EPYSA and CPYSL. The Director of Coaching is responsible for overseeing team tryouts, holding a minimum of two (2) meetings of competitive coaches per year, communicating any changes in the laws of the game, and ensuring that, on an annual basis, all coaches sign and adhere to PSA Coaching Agreement.

Registrar: The Registrar collects all registration forms and assures that they are complete; reports these registrations to EPYSA; helps build team rosters; and prepares competitive soccer player ID cards. Supports coaches in getting their team registered and ready for each season.

Uniform Coordinator : The Uniform Coordinator is responsible for researching uniform options and presenting these to the board prior to the expiration of the contract with the vendor(s). He/she is responsible for facilitating the order process for Competitive Team uniforms, in cooperation with Competitive Teams' coaches. The Uniform Coordinator is also responsible for ordering and distributing uniforms. The Coordinator also responsible for policing uniforms to ensure they are in accordance with PSA uniform guidelines.

Field Coordinator: The Field Coordinator supports the President with regard to field reservations, coordinates the preparation of fields, and supervises the acquisition, maintenance, storage and distribution of goals and other equipment. The Field Coordinator is responsible for ensuring that effective chains and locks are available as needed, sandbags and stakes are available on-site to secure goals, as needed, and schedules any field preparation and relining through team delegation .

Article III - Appointing Coaches

Section 1: Any prospective candidate shall submit a letter of intent to the board accompanied by a coaching resume' that shall include, education and experience relevant to the position. If approved, the resume' (or parts of the resume') may be posted on the team page of the club website.

Section 2: A copy of the candidates' letter of intent and resume' shall be sent to the members of the board, who shall deliberate on the decision to approve the candidate as a head coach or not. After a call to vote, a candidate may be approved via a $\frac{2}{3}$ vote from the board members. Any approval of a coach is contingent upon the coach successfully completing all requirements mandated by the affiliated state association. The approved candidate is not eligible to coach any games or conduct any training prior to completing these requirements.

Section 3: Assistant coaches shall be recommended by the head coach and must be approved by the board. Upon approval, assistant coaches are contingent upon successfully completing all requirements mandated by the affiliated state association. Assistants are not permitted on the field with the team prior to completing these requirements.

Section 4: Head coaches are required to obtain a National E coaching license within 18 months of being an approved PSA coach. The board may approve an extension on this timeline if the coach shows he/she made a concerted effort and with a coach's plan of action to obtain the license said license prior to month 24th of the coach's tenure.

Article IV - Formation of PSA Teams

Section 1: Open tryouts will be held for each age group between March and May for the following Fall Season and Spring Season the following year. Teams will be formed through the evaluations conducted at the tryouts. Within two weeks of the final tryout, each team's respective coaches will use the evaluations to determine which players are offered a roster spot. In the event there are enough players and interest to field an additional team(s), PSA will field a team(s) given there is a suitable coach available. In the event a player(s) is offered a roster spot from multiple coaches, it will be the decision of the player/ parent as to which roster spot he/she accepts. Each team must adhere to the roster limits dictated by the governing soccer association, USSF, etc.

Section 2: In the event there is a desire by PSA to form a team between the spring and fall season, a team may be formed with $\frac{2}{3}$ member approval vote and open tryouts will still be held and posted at least two weeks prior to the tryout. Any players leaving another club, will need to abide by the rules and regulations that govern the league (EPYSA, USSF, etc).

Article V - Meetings

Section 1: The Board Members and Head Coaches shall meet semi-annually, beginning in January of each year. Each Board Member shall have the right shall have the right to attend the meetings. The meetings may be conducted on-line and voting may be acceptable via electronic format, i.e. texting, email, etc.

Section 2: PSA will hold its semi-annual board meetings in January and in the middle of the year, month to be determined by Board Members. It is required that 15 days advance notice be given to each member of the board prior to the meeting. If an additional meeting needs to be held, date and time can be determined by a two-thirds majority of the Board Members.

Section 3: The order of business at the Annual General Meeting will be as follows:

1. Roll Call
2. Acceptance of the Minutes from the previous meeting
3. Treasurer's Report
4. Registrar's Report
5. Director Of Coaching's Report
6. Uniform Coordinator's Report
7. Field Coordinator's Report
8. Reports of Officers and Committees
9. Old/Unfinished business
10. New Business

Section 4: The parliamentary authority to be used during the semi-annual board meetings will be the rule of two-thirds of the majority, with respect for the minority.

Section 5: There will also be regular coaches meetings as needed during each season. All members will be welcome to attend coaches meetings.

Section 6: Major PSA Club decisions which involve fundamental changes to the Constitution, the Bylaws, the Rules and Regulations, the scope of club, major expenditures, or disciplinary action will require a two-thirds majority of Board Members.

Section 7: A quorum is defined as three or more Members of the Board who are present.

Article VI - Committees

Section 1: Committees will be appointed and formed, as needed, based on a two-thirds majority vote of the Board Members. These committees may include: Rules and Regulations, Uniforms, Registration, Coaches, or Insurance and Risk Management, etc. More committees may be added on an as-needed basis.

Section 2: The responsibilities and budget for each committee will be determined by the Board Members at any of the semi-annual meetings or when such committees are formed by the board.

Section 3: Any committee may be formed by a two-thirds majority vote of the Board Members. Each committee must have at least one member, acting as Chairperson. Any other members deemed necessary shall be appointed by the President. Each committee member may be a Board Member, a coach, or any supporting member of PSA.

Section 4: Any committee may be dissolved and relieved of its responsibilities by a two-thirds majority vote of the Board Members.

Article VII - Records and Reports

Section 1: The PSA's records and reports will be kept at the club headquarters at _____ . The records will be maintained by the club President.

Section 2: All records and reports may be inspected by any Board Members, or his agent or attorney, for any proper purpose at any reasonable time. Board Members may review all financial records from any approved PSA team at any of the semi-annual meetings.

Section 3: Such officer (or officers as determined by the Board Members) shall sign all checks, drafts, and orders of payment of money, notes or other evidence of indebtedness issued in the name of PSA. In the absence of such determination, the Treasurer shall sign such instruments. In addition, each PSA team must determine two individuals, one of which shall be the team manager, who will be responsible for the activity for their team's account.

Section 4: The Director of Coaching will prepare an annual report of any changes to the laws of the game (or modified version) that govern the leagues in which PSA participates and will distribute to each member of PSA during the last month of the fiscal year either via email or paper copy.

Section 5: Any paid position within the club shall receive payment following the completion of each fall and spring season. Any other payment structure must be approved by the board of directors.

Article VIII - Amendment of Bylaws

Section 1 : These bylaws may be amended by an affirmative two-thirds majority vote made by all members listed.

Section 2: Changes to the bylaws will take effect immediately after the conclusion of the meeting in which they are amended.

Article IX - Ratification of the Bylaws

Section 1: Ratification and Signature of three members of PSA shall be sufficient for the establishment of these by laws. IN WITNESS WHEREOF, we have hereunto subscribed our names this the _____ day of _____.