



Bartlett Travel Soccer Club BY-LAWS

ARTICLE I

NAME AND MISSION

- A. The name of the Association shall be **Bartlett Travel Soccer Club** (hereafter referred to as The Club) a General Not-For-Profit Corporation, sanctioned by the State of Illinois, Incorporated on **January 11, 1999.**
- B. The Mission of the Club is to:
1. Promote the development of physical, social and mental skill associated with youth soccer.
 2. Encourage sportsmanship, teamwork, and respect for rules.
 3. Promote and encourage the playing of competitive youth soccer among the youth of Bartlett and surrounding communities.
 4. Maintain affiliation with the Illinois Youth Soccer Association (hereafter referred to as IYSA) and the United States Soccer Federation, Inc. (hereafter referred to USSF.) or their successor organizations
 5. Promote a united support group to include members, players, coaches, parents and the community

All provisions of the Illinois General Not-For-Profit Law will apply unless otherwise provided in these By-Laws.

ARTICLE II

ADMINISTRATION

The officers and directors of the Club, which shall be called the Board, shall administer the affairs of this Club. The officers shall be elected by the active members of this Club, with such qualifications as shall be determined from time to time, by the active members, and each officer of said board shall be an active member of this Club.

The officers and directors of the Club shall have the authority to perform their duties as described in these bylaws and shall be exempt from liability while performing their duties.

ARTICLE III

OFFICERS AND BOARD OF DIRECTORS

- A. The officers of the Club (Executive Board) (who are also Voting Directors) shall consist of:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
- B. The Voting Directors of this Club shall consist of:
1. Director of Club Operations
 2. Director of Field Operations, Scheduling, Referees and Linesman
 3. Director of Marketing and Advertising
 4. Director of Team Operations
 5. Director of Fundraising
 6. Director of IWSL Affairs
 7. Director of NISL Affairs
 8. Director of Finance
 9. Director of Collections
- C. The NON-Voting Directors of the Club shall consist of:
1. Director of Coaching
 2. Park District Advisor
 3. High School Representative

ARTICLE IV

DUTIES OF OFFICERS AND DIRECTORS

- A. President:**
1. The President shall be the chief executive and presiding officer of this Club.
 2. Shall preside at meetings of the Club, and shall, in general, have such authority and perform duties as are customary for presiding officers.
 3. Shall have such other powers and perform such other duties as may be required of his/her by the Board.
 4. Shall ensure that board functions are carried out, and candidates are identified for vacant board positions for board approval.
 5. May appoint such committee or committees as he/she may be authorized to appoint by the Board.
 6. Shall approve checks of the Club.
 7. Shall, subject to the approval of the Board, sign contracts and make agreements in the name and on behalf of the Club.
 8. Shall have authority to co-sign checks for more than \$250 of the Club.
 9. Shall have authority to sign checks for expenditures of \$250 or less.

B. Vice-President.

1. The Vice-President, in the absence of the President, shall preside over meetings of the Club.
2. Shall assume the duties of the President if the President leaves office prior to completion of his/her term.
3. Shall be responsible for organization of the Club's Annual Meeting
4. Shall conduct Elections at the Annual Meeting.
5. Shall contribute to special projects and studies conducted by the Board.
6. Shall have authority to co-sign checks for more than \$250 of the Club.

C. Secretary:

1. The Secretary shall keep a record of the proceedings of the Board, Executive Committee, and Annual or Special Meetings of the Club.
2. Shall be responsible for the safekeeping of all valuable documents of the Club.
3. Shall provide and maintain all By-laws, Rules, and Regulations of the Club.
4. Shall serve all notices required by law, or the by-laws of the Club and, in case of his/her absence, his/her duties may be performed by any persons whom the Board may direct.
5. Shall have authority to co-sign checks for more than \$250 of the Club.

D. Treasurer:

1. Shall be responsible for preparing an annual budget for the Club.
2. Shall keep accurate account of all money paid out including copies of support for disbursements.
3. Shall pay expenses as approved by the Board.
4. Shall submit all records for an annual audit.
5. Shall have authority to co-sign checks for more than \$250 of the Club.
6. Shall have authority to sign checks for expenditures of \$250 or less.

DIRECTOR POSITIONS

E. Director of Finance

- a. The Director of Finance shall have custody of all funds and securities, evidence of indebtedness.
- b. Shall keep appropriate books and an accurate account of all money received and paid out.
- c. Shall reconcile the bank accounts monthly.
- d. Shall prepare a detailed financial report for submission to the membership at the annual meeting.
- e. Shall submit a monthly financial statement to the Board at the regular monthly meeting.
- f. Shall be responsible for the filing of all required federal and state income tax and other state information forms.
- g. Shall arrange for and submit all records for an annual audit.
- h. Shall periodically collect the mail from the Club PO Box.

F. Director of Collections

- a. Shall make all deposits and report such deposits to the Director of Finance.
- b. Shall track and file all papers relating to deposits electronically and provide electronic copy to Treasurer monthly.

- c. Shall track the funds related to fundraisers for the Club.
- d. Shall periodically collect the mail from the Club PO Box.
- e. Shall submit all records for an annual audit.
- f. Shall maintain the recurring credit card payments online.

G. Director of Club Operations

1. Shall coordinate the Club's annual Tryouts and registration of players.
2. Shall be responsible for the distribution, collection, and processing of registration forms.
3. Shall serve as coordinator of Club-hosted tournaments.
4. Shall be responsible for maintaining club database of players, coaches, trainers and team contacts.

H. Director of Field Operations

1. Shall be responsible for securing playing fields through Bartlett Park District.
2. Shall assign team field location and playing times and supply such information to the IWSL and NISL.
3. Shall be responsible for organizing, coordinating and scheduling of referees and working with league referee assignors.
4. Shall be responsible for compiling a current master list of linesmen.

I. Director of Team Operations

1. Shall hold Team Manager meetings/training as needed.
2. Shall be responsible for creation/updating the Team Manager Handbook.
3. Shall be responsible for working with vendors to coordinate uniforms.
4. Shall coordinate the "Spirit Wear" line.
5. Shall distribute First Aid supplies to Team Managers
6. Shall act as liaison between Team Managers and the Board of Directors.
7. Shall be responsible for coordinating the Club's participation in the Bartlett 4th of July Parade, including, contacting Chicago Fire.

J. Director of IWSL Affairs

1. Shall attend/participate in all BTSC functions as specified in the Bylaws
2. Shall uphold and advance the Mission and Vision of BTSC
3. Shall, in conjunction with the Director of Coaching & Player Development:
 - a) Act as a core member of the DOC's subcommittee
 - b) Ensure teams are in compliance with all league mandates
 - c) Communicate any and all important league and Club news to coaches
 - d) Participate in tryouts, as needed
 - e) Assist DOC in resolving coaching/team issues
 - f) Assist in advancing the DOC's initiatives, as approved by the Board
 - g) Be an advocate of the direction of the Club with the coaches
 - h) Maintain a positive relationship with league office

K. Director of NISL Affairs

1. Shall attend/participate in all BTSC functions as specified in the Bylaws
2. Shall uphold and advance the Mission and Vision of BTSC
3. Shall, in conjunction with the Director of Coaching & Player Development:
 - a) Act as a core member of the DOC's subcommittee
 - b) Ensure teams are in compliance with all league mandates

- c) Communicate any and all important league and Club news to coaches
- d) Participate in tryouts, as needed
- e) Assist DOC in resolving coaching/team issues
- f) Assist in advancing the DOC's initiatives, as approved by the Board
- g) Be an advocate of the direction of the Club with the coaches
- h) Maintain a positive relationship with league office

L. Director of Marketing and Advertising

1. Shall be responsible for all Club advertising including:
 - a) Advertising Club Tryouts
 - b) Placing Newspaper notices to advertise Club Events in local papers such as The Daily Herald and the Bartlett Examiner
2. Shall be responsible for selection and oversight of Website Committee with duties to include:
 - a) Assist Club's Webmaster
 - b) Coordinate website training
 - c) Assist in updating Team and Club databases
 - d) Coordinate website advertising and sponsorships
3. Shall be responsible for all Marketing Communications such as Flyers, emails and phone messages
4. Shall be responsible for development of the Club's Newsletter either in email or print format

M. Director of Fundraising

1. The Director of Fundraising reports to the Board and is responsible for organizing, coordinating and scheduling Club fundraising events.
2. Shall be responsible for appointing and overseeing Chairperson for Fall Picnic

N. BYSA Representative

A non-voting member, the BYSA Representative will participate in all Club meetings and act as a liaison between the Club and BYSA.

O. Director of Coaching and Player Development:

A non-voting member, the Director of Coaching and Player Development will have responsibility for managing, developing, and coordinating efforts of all trainers and parent coaches according to the direction provided by the BTSC Board. The Director of Coaching and Player Development will also be fully responsible for the entire player development program. Responsibilities include, but are not limited to;

1. Coaching and Education

- a) Provide direction and recommendation to BTSC Board regarding the selection, evaluation, and compensation of trainers.
- b) Design selection criteria for coaches & trainers.
- c) Manage, place, and oversee hired trainers according to the selection criteria
- d) Design the training priorities for each age group and level
- e) Train and monitor coaches/trainers and help them plan and implement training sessions
- f) Develop and conduct age appropriate coaches clinics

- g) Work in conjunction with the BTSC Board to develop training session plans for team coaches
- h) Audit and evaluate coaches and trainers.
- i) Evaluate the performance of coaches and players through observation of matches and training. Coaches & players will receive written feedback
- j) Represent BTSC, as necessary, in disputes between parents and trainers/coaches

2. Player Development and Education

- a) Oversee the development of a training curriculum for BTSC
- b) Oversee the education and evaluation of trainers and coaches
- c) Oversee scheduling, staffing, and administration of player development and supplemental skills clinics for players and potential players
- d) Oversee summer camps & winter programs
- e) Develop a curriculum for the clinics based upon age appropriate
- f) Develop and publish materials to promote the clinics
- g) Create a college recruiting information program and educate players/parents on college playing opportunities
- h) Bring experts in the sport sciences (soccer fitness, medical, first aid, nutritionist, sports psychologist, etc...) to make presentations to assist the program
- i) Educate players/parents about opportunities beyond the club level such as ODP
- j) Oversee, manage, and improve player evaluation

3. Administrative Duties and Other Responsibilities/Expectations

- a) Administer Club philosophies and policies
- b) Schedule, conduct and facilitate travel tryouts with Director of Operations
- c) Design tryout policy and have final say on where players are placed within BTSC
- d) Attend monthly scheduled board meetings and Executive Board meetings as requested. Develop a written monthly report to summarize club activities
- e) Represent the organization, as necessary, in disputes between parents and trainers/coaches
- f) Assist in the formulation of the annual budget
- g) Attend all NISL, IWSL, IYSA meetings to keep BTSC up to date on developments with these organizations
- h) Act as a resource for all coaches, players, and parents in the organization
- i) Promote the organization within the community and help with public relations (ex: high school and junior high coaches)
- j) Assist in advising players on college options and actively marketing players to colleges
- k) Assist in the planning/coordination of existing efforts along with developing new, innovative means of generating revenue
- l) Act as a soccer ambassador representing the organization to not only the soccer community, but to civic groups, sponsors (potential), schools, and other designated audiences

P. High School Representative.

A non-voting member, the High School representative will participate in all Club meetings and act as a liaison between the Club and said High School

ARTICLE V

POWERS OF THE BOARD

A. General Powers of the Board:

1. The Board shall be responsible for the management of the business of the Club, and subject to restrictions imposed by law, by the articles of incorporation or by these by-laws, may exercise all of the powers of the Club.
2. The boards voting directors vote on all matters presented to the club.
3. All board members must support all decisions made by the board. Whether or not an individual voted for the decision, they must respect the decision the board made as a whole.

B. Specific Powers of the Board:

Without prejudice to such general powers, it is hereby expressly declared that the Board will have the following powers to wit:

1. To make and change regulations not inconsistent with these by-laws, for the management of the Club's business and affairs.
2. To appoint and remove all officers, directors, agents, and employees of the Club as prescribed herein or as otherwise approved; prescribe their duties, fix their compensation, if they so deem necessary, and at their discretion, from time-to-time, to dissolve the powers and duties of any officer upon any other person for the time being.
3. To pay for any property purchased by the Club.
4. To designate the time and place of its meetings or to authorize the President to do so.
5. To select and designate such bank or trust company as they deem advisable, as official depository of the funds of the Club and to prescribe and order the manner in which such deposits shall be made and/or withdrawn.

C. Compensation:

No individual shall receive any salary for their service as an Officer or Director of this Club except for Director of Coaching and Player Development position.

D. Holding of Office:

No Director shall hold more than one position at a time. However, Directors are eligible to hold a Non-voting position in addition to their position. Should a Director position not be filled, the position may be temporarily filled by someone who holds another position until such a position can be filled.

E. Replacement of Voting Directors:

1. Any vacancy occurring on the Board of Directors, caused by resignation or any other reason, shall be filled by majority vote of the remaining members of the Board of Directors for the balance of the existing term. Nominations for vacancies will be open to all Club members in good standing and must be submitted to the board of directors 72 hours prior to elections. All Club members will be notified the date the elections will be held.
2. In such an event that the number of vacancies occurring on the Board reduces the number thereof to less than a quorum, a Special Meeting of the Club shall be called. The Secretary or such other officer designated by the Board of Directors shall notify each Active Member by email of such meeting with a minimum of 72 hours notice. Nominations for vacancies will be open to all Club members in good standing and must be submitted to the board of directors.

3. An officer found negligent in the performance of his/her duties as defined by these by-laws, at the recommendation of the Board, may be removed from office by majority vote of the remaining members of the Board of Directors.

ARTICLE VI

NOMINATION AND ELECTION OF THE BOARD

A. Nomination and Election:

1. At the annual meeting of this Association, the active members of the Club shall elect a Board of this Club for the ensuing year. Approximately one-half of the Board shall be elected each year to provide for continuity.
2. Nomination and election of the Board shall be the first item of new business at the Annual Meeting.
3. The Secretary shall submit a list of Candidates. Election of all Club Officers shall require a simple majority vote of the active members present and voting at the annual meeting. Each active member FAMILY shall be entitled to one vote. When three or more Candidates are nominated and on the first ballot one Candidate fails to receive a majority vote, a runoff election shall be held between the two Candidates receiving the most votes. In case of tie votes, additional votes may be taken until one Candidate receives a majority.
4. The Ballot must consist of candidates for each open position on the board.
5. Members who wish to be included on the Ballot for submission to the nominating committee must submit their request to the Secretary no later than 20 days prior to the annual meeting of this Club. Said submission must contain the name of the member, a brief biography of the member, and the position the member is running for.
6. Voting for the election of candidates shall be by written ballot at the annual meeting.

B. Term of Office:

The term of office shall be for two years, and shall begin August 1st following completion of the elections.

The Board members will be elected in the following years: President The President will be elected annually.

Nominations for the Executive Board will be accepted by existing members of the Board. If no member of the Board chooses to be nominated, nominations will then be accepted from the General Membership.

Even Years

1. Treasurer
2. Director of Club Operations
3. Director of IWSL Affairs
4. Director of Marketing and Advertising
5. Director of Team Operations
6. Director of Collections

Odd Years

1. Vice President

2. Secretary
3. Director of Finance
4. Director of NISL Affairs
5. Director of Field Operations
6. Director of Fundraising

The following Director positions shall be appointed by the board following the annual elections and then every two years thereafter. The term of office shall be two years.

1. BYSA Representative
2. High School Representative

The positions of BYSA Representative and High School Representative are not elected positions and are non-voting positions.

C. Conflict of Interest:

1. No officer or Director of this Association shall engage in any profit-making activity with which this Association is directly or indirectly involved, without prior written approval by the Board of Directors. Any person found not to be in compliance with this provision shall be removed from his or her position with this Association, and may be held liable for damages resulting from said breach of fiduciary responsibility. This provision does not apply to paid referees or the Director of coaching.
2. No Officer or Director shall hold a board position with any other travel soccer club.
3. As a board member, you owe a duty of loyalty to the organization that takes precedence over your personal interests.

ARTICLE VII

COMMITTEES

A. General Committees: Each committee shall keep regular minutes of their proceedings and report the same to the Board.

B. Standing Committees:

Vision Committee:

The responsibilities of the Vision Committee will include long term planning for the benefit of Club, to address issues for constant improvement of the Club's programs, and to review annually revisions and changes to the Bylaws and Rules and Regulations.

C. Other Committees:

The Board may, by resolution passed by a majority of the whole Board, designate and appoint such committee(s), including a chairperson on any subject within the powers of the Association; such committee(s) and chairperson to have such powers, to exercise such duties and to perform such services as may be prescribed, from time to time, by the Board. Such committee(s) shall have such name or names as may be stated in these bylaws or as may be determined from time to time, by resolution by the Board.

ARTICLE VIII

MEMBERSHIP

A. General:

1. Membership in this organization is open to all members of the community regardless of age, sex, race, national origin, color, creed, or religion.
2. Membership in this Association shall consist of honorary members, active members, participating members, and affiliate members.

B. Specific:

1. Active Members:

Active Members shall consist of the following: officers, directors, coaches and parents or legal guardians of Club soccer players.

2. Participating members:

Participating members shall consist of resident and non-resident registered players that have participated in either the spring or fall playing season of the current calendar year.

a. A resident is any member with Bartlett address and those areas identified by Park Districts as addresses that are considered "resident" by their identification.

b. A non-resident is any member living outside the boundaries of Bartlett unless stated by the Park Districts.

3. Affiliate members:

Affiliate membership may be extended to persons from other areas, not registered with this Association but are an organized, non-profit Association or Association for the purpose of fostering youth soccer. Affiliate membership may also be extended to persons, Associations, or other entities that make monetary or other donations to assist in the sponsorship of various youth soccer activities by this Association.

C. Right to Vote:

The following individuals shall have a right to vote at the annual or special meeting of the members of this Club:

A parent or guardian of a registered Club youth travel soccer player. The parent(s) or legal guardian(s) of a registered Club youth travel soccer player or players shall be entitled to only one vote per FAMILY.

"Registered" as used above is defined as a youth player registered to play for Bartlett Travel Soccer Club during the fall and/or spring season for which the annual or special meeting is being held.

In order to vote, the voter must be the parent or legal guardian of a current member of a Club travel soccer team at the time of the annual meeting. Further, in order to vote the member's account with the Club must be current.

D. Termination of Membership:

If the Board finds the conduct of any member is negligent in the performance of their duties as defined in these by-laws, purposely ignores the Rules, Regulations, or is detrimental to the objectives of this Association, it may suspend the member, or take such other sanctions, or

actions deemed necessary under the circumstances, such action will require majority vote of the entire Board.

E. Fees:

1. By whom Paid : a. All members shall pay a fee determined by the Board.

2. When Payable:

Fees for each playing season shall be payable at the time of registration of the participating members and/or at the time the Board determines the fees shall be paid

F. Term of Membership:

1. The Board shall have the power to admit by invitation as affiliate members of this Club and for such period as they may elect to renew such invitations at its discretion. Such members shall enjoy such privileges and benefits as may be determined by the Board, except that they shall not vote or hold office.
2. The term of membership for all Board members shall be from August 1st to July 31st, as prescribed in Article VI, Sec. B.
3. The term of membership for all other members shall be for one year from date of registration of membership.

G. Parental and/or Guardian Volunteer Commitment:

All parents and/or legal guardians of minor registered players must fulfill volunteer requirements as adopted by the Board.

ARTICLE IX

MEETINGS

A. Specific:

1. The annual meeting of the Club shall be held during the month of May of each year. By majority vote, the Board shall establish the date, time, and place of the annual meeting. The Board shall give a minimum of 30 days written notice of the annual meeting. The Secretary or such other officer designated by the Board shall notify each active member in writing or e-mail of such meeting.
2. The annual meeting shall be held for the following purposes:
 - a. Presentation of the Club status.
 - b. Presentation of a financial report for approval by the voting membership.
 - c. Nomination and election of the Board.
 - d. Voting on amendments to the by-laws. Such amendments must be presented to the Board and approved at its regularly scheduled meeting at least 30 days in advance of the annual meeting and must be published in Association's newsletter, the Club's web site, or a newspaper of general circulation in the community at least 15 days prior to the annual meeting.
 - e. Disposal of other Club business.

B. Special General Meetings:

Special general meetings of the Association may be called for the purpose of conducting Association business. Such meetings may be called by the Board with 72 hours notice.

C. Board Meetings:

1. Regular meetings - The Board shall hold regular monthly meetings during the year. All members and affiliate members are invited to attend.
2. Special meetings of the Board may be held as needed with 72 hours notice.
3. Call of meetings - Meetings of the Board for any purpose or purposes may be called at any time by the President or, if he/she is absent or unable, or refuses to act, by a majority of the remaining Board.
4. Quorum: In order for business to be conducted at any meeting of the Board, 60% of the Board members must be present.
5. The Club understands that there are decisions the board must make between monthly meetings, therefore, the President may call for board voting to be conducted by email. Said email voting must be formally presented and approved at the next monthly meeting. The board will refrain from email voting unless there is an emergency or it is impractical to wait for the next monthly meeting.

Every act or decision done or made by a simple majority of the authorized number of Board members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by law, by these by-laws or by the articles of the Association.

ARTICLE X

DONATIONS

This Association may accept gifts, legacies, donations, and/or contributions, in any amount and in any form, upon such terms and conditions as may be decided by the Board.

ARTICLE XI

FISCAL YEAR

The fiscal year shall be August 1st through July 31st for annual meetings; however, for governmental reporting purposes and financial audit purposes, our fiscal year shall be from January 1st through December 31st.

ARTICLE XII

MISCELLANEOUS PROVISIONS

Principal Office:

The principal office shall be in the Village of Bartlett, County of DuPage, State of Illinois.

Dissolution:

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

