

# DYNAMO SOCCER ASSOCIATION CONSTITUTION AND BY-LAWS



## DYNAMO SOCCER ASSOCIATION MISSION STATEMENT:

*The purpose of Dynamo Soccer is to provide our youth the ideals of good sportsmanship, fair play, and honesty for the betterment of their physical and social well being through soccer.*

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Revisions	Date	Author	Description
0.1	9-13-2004	Jeff Gindy	First ever adoption of complete Bylaws and Constitution
0.2	12-09-2005	Deb Laskey, Jeff Gindy, Ed Smith, Rhonda Harris	First Revision of Constitution as presented by Committee
0.3	11-13-2006	Jeff Gindy, Scott Kyrouac, Ben Smith, Dave Jackson, Mark Goldfain	Second Revision of Constitution
0.4	11/12/07	Jeff Gindy, Mark Goldfain, John Hall, Vernetta Karnes	Third Revision of Constitution
0.5	11/10/08	Jeff Gindy, Dave Jackson, Karen Ravens, Mary Kyrouac, Scott Kyrouac	Fourth Revision of Constitution
0.6	11/09/09	Jeff Gindy	No Changes

## ARTICLE 1: NAME

### A) Name:

This organization shall be known as "The Bourbonnais Dynamo Soccer Association (DSA), herein after referred to as "The Association". The Association shall be affiliated with the Soccer Association for Youth (SAY) 1 North Commerce Park Drive, Suite 306-320, Cincinnati, OH 45215. -- <http://www.saysoccer.org>

The principle operation of Association shall be in and about the Village of Bourbonnais, County of Kankakee and State of Illinois. All operating under the name of the Dynamo Soccer Association must abide by the Association's constitution and rules. All activities must have received prior approval of the Executive Board.

### B) Mailing Address:

The mailing address for the Association is:  
Dynamo Soccer Association  
P.O. Box 122  
Bourbonnais , Illinois  
60914 USA

### C) Association Logo:

The official soccer ball logo of the Association shall be black and white. Dynamo sponsored select teams will wear uniforms of red and black.

## ARTICLE 2: MANDATE / OBJECTIVES

### To implement the ideals of our Mission Statement, and

- A) To foster, develop, and promote the discipline of soccer regardless of ability or gender.
- B) To foster and promote the game of soccer for youth throughout Kankakee, Iroquois and Will Counties.
- C) To create a positive, fun-filled playing environment for players, coaches and parents.
- D) To strive for the highest standards in skill and sportsmanship.
- E) To organize Bourbonnais Dynamo Soccer Association exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **ARTICLE 3: MEMBERSHIP**

### ***A) Definition:***

The membership shall be restricted to:

- i) Any parent or legal guardian who has a child registered in the soccer program.
- ii) Any registered coach, assistant coach or member of the Board of Directors regardless of whether he or she has a child in the program.

### ***B) Annual Voting Eligibility:***

- i) Each registered player shall be represented by one vote. Those board members, coaches and assistant coaches who do not have a child in the league shall be entitled to one vote each.

## **ARTICLE 4: MANAGEMENT STRUCTURE**

**An Executive Board and Operating Committees shall conduct the business of the Association. The Association shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.**

- i) To make and enforce rules and regulations to govern itself on a local basis, but consistent with the rules of this Associations affiliation.
- ii) To set fees, solicit sponsors and contributions, receive gifts, bequests and devices from any person firm or corporation, and administer such fees, gifts and devices on behalf of this Association.
- iii) To enter into contracts and to hold and own property.

### ***A) Board of Directors:***

The governing body of the Association shall be its Board of Directors. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Association, as it may deem proper. The Board of Directors shall consist of the Executive Board and the Operating Committees.

### ***B) Executive Board:***

The Executive Board shall set policies and procedures, oversee implementation of said policies, oversee all matters of finance, track assets and shall appoint Operating Committees to conduct the daily operations of the Association. The Executive Board shall be comprised of the following voting positions:

- i) President
- ii) Vice President
- iii) Secretary
- iv) Treasurer
- v) Team Parent Representative

An Executive Board member can hold only one position on the Board. The Executive Board shall appoint the balance of the Board of Directors. Should insufficient qualified board candidates be available, the restriction on a single position for Executive Board members may be waived by a majority vote of the board members at the next business meeting.

### ***C) Operating Committees:***

The Operating Committees shall conduct the day-to-day operations of the Association. The Operating Committees may be comprised of the following individual or combined positions and assistants as needed:

- i) Fields/Grounds Coordinator
- ii) Sponsors Coordinator
- iii) Fund Raising Coordinator
- iv) Concessions Coordinator
- v) Equipment Coordinator
- vi) Coaching Coordinator

- vii) Picture Coordinator
- viii) Draft/Registration Coordinator
- ix) Publicity Coordinator
- x) Referee-in-Chief
- xi) Building Coordinator
- xii) Special Projects Coordinator
- xiii) National Volunteer Screening Program Coordinator
- xiv) Schedules Coordinator (regular season and tournament)
- xv) Web Site Coordinator

The Executive Board may, at their discretion, add or remove committees, people or positions to or from the Operating Committees.

***D) Volunteers:***

Any individual that meets appropriate Risk Management/Kid-Safe criteria may volunteer:

- i) To be elected to serve on a position on the Executive Board.
- ii) To assist in the operations of the Association.
- iii) To apply for a position on the Operating Committee.

The Executive Board shall maintain a list of registered volunteers. The Executive/Board shall promote the involvement of volunteers to their fullest in the many activities of the Association.

**ARTICLE 5: DUTIES OF THE EXECUTIVE BOARD**

***A) President:***

- i) Shall preside at all Executive, General and Special Meetings of the Association when present.
- ii) Shall direct the activities of the Association and is a member of all committees.
- iii) Shall act as a liaison between Association and outside groups that interact with Association.
- iv) Shall be the deciding vote, in the event of a tie, on board decisions.
- v) Shall monitor all committees and assist Operating Committees of Referees and Employees, Registration/Draft, and Fundraising
- vi) Shall maintain and update the Tickler File.

***B) Vice President:***

- i) Shall assist the President in directing the activities of the Association
- ii) Shall chair the Disciplinary, Protest and Appeals Committee
- iii) Shall chair all meetings when the president is absent.
- iv) Shall monitor and assist Operating Committees for Building, Fields/Grounds, Schedules and Coaching Coordinator.

***C) Secretary:***

- i) Shall keep minutes of all executive and general meetings and will e-mail minutes to the committee in a timely manner.
- ii) Shall give notice, provide agenda and supporting documents where required, for all executive meetings.
- iii) Shall be responsible for maintaining all Association records.
- iv) Shall assist, where required, with Association's correspondence.
- v) Shall work with the board of directors to set the calendar for the year by the end of November.
- vi) Shall oversee the compiling and distribution of the appropriate lists and reports.
- vii) Shall monitor and assist Operating Committees of Publicity, Special Projects and National Volunteer Screening Program.
- viii) Shall update mailboxes prior to the first practice.
- ix) Shall prepare ballots and ballot box for elections.

**D) Treasurer:**

- i) Shall be responsible for the Association's banking and financial transactions, player, property and liability insurance, affiliation fees and records.
- ii) Shall review with the Executive Board any purchases or variances from the budget.
- iii) Shall provide interim financial statements and reports as directed by the Executive Board.
- iv) Shall work with the auditor in the preparation of an annual financial statement.
- v) Shall prepare a budget for the upcoming year for presentation to the Executive Board for approval.
- vi) Shall be responsible for fundraising activities in conjunction with the Fundraising Committee Chairperson and the Parent Representative.
- vii) Shall monitor and assist Operating Committees for Equipment, Web Site, and Sponsors.
- viii) Shall chair the Budget Committee
- ix) Shall check the Association postal mailbox at the Bourbonnais Post Office on a regular basis.
- x) Shall provide required registration information to SAY.

**E) Parent Representative:**

- i) Shall be responsible for assisting Team Parents in their duties and shall be the liaison between the Board and Team Parents.
- ii) Shall monitor and assist Operating Committees of the Concession Stand and Employees, and Pictures.
- iii) Shall collect and organize volunteer forms with the Coaching Coordinator.

## **ARTICLE 6: DUTIES OF THE OPERATING COMMITTEES**

**A) Fields/Grounds:** *(reporting to Vice President)*

- i) Shall be responsible for preparing and maintaining the fields and grounds for practice and game readiness.
- ii) Shall act as a liaison with traveling teams using the Association fields and will yearly recommend to the Board rental rates for those teams and will work with the Treasurer to ensure traveling teams using the Association fields pay rental fees.
- iii) Is in charge of keeping the sprinkler system in good condition and seasonally secure.

**B) Sponsors:** *(reporting to Treasurer)*

- i) Shall solicit sponsors for teams with the assistance of the Executive Board.
- ii) Shall provide and implement ideas for fundraising for the Association.
- iii) Shall ensure sponsor plaques are delivered to sponsors at the end of the season.
- iv) Shall work with Registration and Equipment Chairs to ensure sponsor requests are met.

**C) Fund Raising:** *(reporting to President)*

- i) Organizes, distributes and collects fund raising materials and funds.
- ii) Shall provide and implement ideas for fundraising for the Association.

**E) Equipment:** *(reporting to Treasurer)*

- i) Shall communicate with equipment suppliers.
- ii) Shall obtain written quotations.
- iii) Shall order and receive goods including uniforms, trophies, balls, and other soccer equipment.
- iv) Shall maintain inventory.
- v) Shall record the distribution and collection of all equipment.
- vi) Shall assign colors to uniforms where a sponsor did not preselect one

**F) Coaching Coordinator:** *(reporting to Vice President)*

- i) Shall be responsible for the recruitment, training, supervision and allocation of coaches and assistant coaches.
- ii) Shall keep coaches informed of rules and procedures of the Association.
- iii) Shall implement teaching techniques that will improve training sessions on the field of play.

- iv) Shall assign fields for practices.
- v) Shall resolve any issues with respect to coaching concerns.
- vi) Shall work with the Draft chair to finalize and distribute rosters.
- vii) Shall work with the Parent Coordinator to collect and organize volunteer forms.
- viii) Shall sit on the disciplinary protest and appeals committee
- xiv) Shall organize Old Mill with appropriate board members including assigning coaches.

**G) Pictures:** *(reporting to Parent Representative)*

- i) Shall communicate with photographers.
- ii) Shall obtain written quotations.
- iii) Organizes and schedules team and individual pictures – then submits these details to the secretary for timely notice in the newsletter.
- iv) Secure a site, dates and times for pictures to be taken.
- v) Obtain photos from photographer. Notify each team as to when and where they can pick up photos – then submit these details to the secretary for the newsletter.
- vi) Shall give sponsor plaques to Sponsor Coordinator for distribution.

**H) Draft/Registration:** *(reporting to President)*

- i) Shall coordinate selection of teams and will oversee the assignment of players to equally competitive teams
- ii) Shall supervise the registration of all players and maintain the Associations' registration and medical form records.
- iii) Shall work closely with the Treasurer to ensure that all registration receipts are duly noted and accounted for.
- iv) Shall work with the Coaches Coordinator to assign coaches and distribute rosters.
- v) Shall compile team rosters.
- vi) Shall distribute volunteer information to the appropriate chairpersons.
- vii) Shall work with the Secretary to provide registration information to SAY
- viii) Shall work with the Equipment Coordinator to order player uniforms after registration data has been gathered

**I) Publicity:** *(reporting to Secretary)*

- i) Shall initiate public communication of Association activities, sign-ups and news to members and the public.
- ii) Shall maintain Dynamo historical files.
- iii) Shall write the newsletter and distribute it via email to the Board of Directors for possible corrections at least 24 hours before copying and distributing to the members each Saturday during the season.

**J) Referee in Chief:** *(reporting to President)*

- i) Shall be responsible for the recruitment, training, supervision and allocation of referees.
- ii) Shall represent the Association at the regional referees association.
- iii) Shall keep referees informed of the rules of the Association.
- iv) Shall work with the Treasurer to ensure payment to referees
- v) Shall sit on the disciplinary protest and appeals committee

**K) Buildings:** *(reporting to Vice President)*

- i) Is in charge of keeping the building in good condition and is seasonally secure
- ii) Verify with the treasurer that the building insurance is up to date and adequate.

**L) Special Projects:** *(reporting to Secretary)*

- i) Shall take on Special projects as determined by the Dynamo Board of Directors.
- ii) Shall assist other committee members when possible.

**M) National Volunteer Screening Program:** *(reporting to Secretary)*

- i) Shall provide a means to gather information about those people who come in contact with the children of the Association.
- ii) Shall follow guidelines provided by SAY under the National Volunteer Screening Program.
- iii) Shall enforce SAY's "Times Two" policy.
- iv) Shall provide required reports to SAY

**N) Scheduling:** *(reporting to Vice President)*

- i) Shall be responsible for scheduling the regular season schedule.
- ii) Shall be responsible for scheduling the end of year tournament games.

**O) Web Designer** (Reporting to Treasurer)

- i) Manages and maintains the Dynamosoccer.org Website.
- ii) Shall maintain a web site for the purpose of posting current league and Association information, contacts, activities, schedules, anything else found beneficial for program administrators, players, parents, or the community.

## **ARTICLE 7: SIGNING AUTHORITY**

The Treasurer must sign all checks or agreements purporting to bind the Association. In the absence of the Treasurer, the President or Vice President shall be authorized signing officers. Any other Executive Board member may be granted temporary signing privileges upon unanimous approval of the Executive Board.

## **ARTICLE 8: TERM OF OFFICE**

- A)** The President, Secretary, and Parent Representative are to be elected to a two-year term of office when the year ending is an even number.
- B)** The Vice President and Treasurer are to be elected to a two-year term of office when the year ending is an odd number.
- C)** Operating Committee terms shall be one-year appointments renewable at the Annual General Meeting held in November. Any member NOT seeking re-appointment for the following year should notify the Board of Directors by August 1<sup>st</sup> so possible training for the position can be done through shadowing throughout the season.
- D)** Terms of office will be from Annual General Meeting to Annual General Meeting.
- E)** The office of a member of the Executive Board shall be vacated:
  - i) Upon resignation in writing.
  - ii) If he/she becomes of unsound mind or otherwise incapable of performing the business of the Association.
  - iii) If he/she absents himself/herself from three meetings of the Board without notice or reason. In the event of an absence, a report should be submitted to the Board of Directors prior to the meeting.
  - vi) If he/she does not meet appropriate National Volunteer Screening Program criteria.
- F)** Should a vacancy occur on the Executive Board by death, resignation, removal or otherwise, before the end of the term, the Executive Board may appoint a person to fill the vacancy until the next Annual General Meeting. The appointment must be approved during the next board meeting by a majority vote.

## **ARTICLE 9: ELECTIONS**

### **A) Candidate Eligibility**

- i) To be eligible for the office of President, a candidate must have served on the Board as an Executive Board Member or as an Operating Committee Chairman for at least one full year prior to his/her election.
- ii) Any registered volunteer of the Association may stand for election as a member of the Executive Board (except the office of President – see Ai above)
- iii) No member of the Executive Board shall be a director of any other soccer Association or league except the Dynamo Soccer Association.

### **B) Election Procedures**

- i) A neutral chairperson appointed by the board of directors shall conduct the elections.
- ii) Anyone not running for an Executive position can be classified as neutral.
- iii) Each current Executive Board member who wishes to stand for re-election to his or her present position shall advise the Executive Board in writing preferably no later than August 1.
- iv) Any member wishing to run for an Executive Board Position must submit their nomination in writing to the league President or Secretary.
- v) Nominations must be in writing and are due by the Tuesday after game 7 by 10:00 p.m. to the league President or Secretary.
- vi) Requests for nominations of candidates for election to the Executive Board shall be placed in the weekly Dynamo newsletters of games 6 and 7.
- vii) Nominees will be listed in the weekly newsletter and the website for game 8. Each nominee will have the opportunity to submit a bio of 125 words or less to be printed with their listing. The official voting will take place the following week of game 9.
- viii) Pictures of all nominees with opposition should be posted in the newsletter for game 8 and on the website.
- ix) Campaign material will be limited to official Dynamo distributions.
- x) Incumbent's names and/or bios will appear first in the newsletter and on the ballot. Additional nominees will be listed in the order that their nominations were received.
- xi) Elections will be held on Game Day 9 during the regular season. Ballots will be distributed through team mailboxes and a ballot box will be available in or near the concession stand.
- xii) Completed ballots will be accepted only on the day of game 9. Voting will close 30 minutes after the last game of the day. Voting is to be conducted by secret ballot. To be elected, a simple majority of the votes cast is required.

## **ARTICLE 10: PROCEDURES FOR THE CONDUCT OF MEETINGS**

### **A) Principles:**

- i) It will be the objective of all Boards and Operating Committees to arrive at decisions by consensus wherever possible.
- ii) Any procedural matter not covered in this section shall be governed by .Robert's Rules of Order..
- iii) The Executive Board, Board of Directors and Operating Committees shall have recorded minutes of each meeting held.

### **B) General Meetings:**

- i) Regular general meetings of the Board of Directors shall be held on a monthly basis or as often as necessary at the call of the Chair, or on the request of at least three members of the Executive Board.
- ii) The rules and regulations contained in this section shall be observed in all proceedings of the Association, its committees and sub-committees.

#### **a) Open Meetings:**

All meetings shall be open to the public.

**b) Closed Meetings:**

Notwithstanding the section (10.B.1) Open Meetings, a meeting may be closed to the public when decided by the majority of the Board.

**c) Special Meetings:**

The chairman of The Executive Board, Board of Directors or an Operating Committee OR at least three members of the Executive Board may convene a special meeting at any time for the position/committee he or she is representing. The notice shall be submitted to the Board of Directors by e-mail or voice notification with at least 24 hours before the date set for the meeting. The notice shall state the nature of the business that is within that position/committees duties to be brought up. No other business, other than that for which the meeting had been called, shall be discussed or transacted.

**d) Quorum:**

A quorum will exist when 3/5 of the Executive Board is present and 4 Chairs of the Operating Committees (a total of 7 members). In the absence of a quorum:

- i) ½ hour after the appointed start time, the meeting may be adjourned. The names of those present shall be recorded.
- ii) Business may be conducted. However, no motions may be presented.

**e) Duties of the President/Chair:**

It shall be the duty of the President/Chair:

- i) To put to a vote all motions which are regularly moved and seconded and announce its results.
- ii) To decline to put to a vote motions which infringe the rules of procedures.
- iii) To restrain members within the rules of order when engaged in debate.
- iv) To enforce in all occasions, the observance of order and decorum among the members.
- v) To call by name any members persisting in breach of the procedures, ordering him/her to vacate the meeting room.
- vi) To rule on all questions of order at the meeting, subject to an appeal by a member.
- vii) If a member challenges the rule of the Chair the matter shall be put to a vote by the Chair without debate. If the challenge is successful by receiving a majority vote, the decision of the Chair is overturned.

**f) Conduct of Members**

No member shall:

- i) Use offensive words against the Association or any of its members.
- ii) Speak on any subject other than the subject in debate.
- iii) Criticize any decision of the Association except for the purpose of moving and motioning for the question to be reconsidered.
- iv) Disobey the rules of the Association or a decision of the Association. Where a member persists in any such disobedience after having been called by the Chair, the Chair shall forthwith put the question to the members without debate or amendment that such member be ordered to leave his/her seat for the duration of the meeting.
- v) Disclose any information that is deemed to be confidential.

**C) Conduct of Business**

**i) Adoption of Minutes:**

As soon as a regular meeting is called to order and the agenda has been confirmed, the Chair shall ask if there are any objections to the minutes of the previous meeting and shall forthwith after any approved correction declare that such minutes be adopted by the Association.

**ii) Petitions, presenting a case, points of view, and presentations:**

- a) Petitions, presenting a case, points of view, or presentations may be addressed to the Board or committees on any items listed on the agenda with 48 hours notice to the President.
- b) Petitions, presenting a case, points of view on other matters must be requested of the President or designee and placed on the agenda.

- c) The Board may refuse to hear petitions, the presenting of a case, or a point of view that is not in keeping with the scope of the Association or are deemed irrelevant.
- d) Petitions, presentations, presenting a case, points of view may be 5 minutes in duration unless extended by 2/3- majority vote of the members present at the meeting.

**iii) Late Arrival:**

If a member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all members present.

**iv) Motions:**

- a) Every motion shall be read aloud and when duly moved and seconded shall be open for discussion. A motion may be withdrawn with the consent of the mover and the seconder. The Chairman may not move or second any motion but may vote on any motion in the event of a tie.
- b) The Chair may request a member to proceed in his/her place and vacate the chair to move or second a motion. The Chair will be resumed after a vote has been taken.
- c) Where a matter has been tabled, it may not be discussed until such matter is brought back to a future meeting.

**v) Voting On Motions:**

- a) Every Board member present including assistants at the meeting shall be entitled to vote on any motion, unless a member has declared a conflict.
- b) Vote shall be indicated by a simple show of hands.
- c) When a recorded vote is requested or required, the secretary shall call each member individually to state his/her vote either in favor or in opposition of the motion. The vote of each member shall be so recorded in the minutes.
- d) Any member can request a recorded vote on any motion.
- e) When a motion is made and upon the request of a member and provided that the Chair is satisfied that the question under consideration contains distinct proposal, the vote can be taken separately on each distinct aspect of the motion.
- f) When a motion is under consideration, a motion to defer or to refer will take precedence. An amendment to a motion duly moved and seconded shall be heard first and an amendment to the amendment shall be heard and voted upon as a reverse order (the last amendment or amendment to an amendment shall always be discussed first).
- g) One or more report item on a meeting agenda may be adopted in a single motion. A motion to refer or defer a matter shall include the reason for such referral or deferral.

**vi) Rules of Debate:**

- a) The Chair shall recognize a member who requests to speak on any questions. If necessary, the Chair shall maintain a list of members who indicated the wish to speak and shall recognize them as they appear on such a list.
- b) No member shall speak more than once until every member who decided to speak has spoken.
- c) When a member is speaking, no other member shall interfere or interrupt except to raise a point of order or a point of personal privilege.
- d) A member may speak to the same question for a maximum of five minutes unless an exception has been made by the 2/3-majority vote.
- e) No member shall speak until recognized by the Chair. No member shall engage in direct debate with other members. Any questions that a member wishes to ask of another member shall always be asked through the Chair.
- f) The Chair may not allow any questions that have been asked if such question is substantially the same as a previous question that has already been answered.

**vii) Reconsideration of Matter:**

If the Board has considered a matter and the decision has been made, such shall not be reconsidered for the next three regular meetings of the Association unless there is a majority vote of all members of the Board whether they are present or not.

**viii) Point of Order or Privileges:**

- a) A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure. The Chair will rule if such point of order or privilege is valid and such rule should be final unless the Chair decision is challenged, in which case such will be put to a vote of all members without questions or debate.
- b) A member may raise at any time a point of personal privilege where such member feels that his/her integrity or that of the Association has been questioned. The Chair shall rule on such a point in the same manner as outlined in point 8.i).

**ix) Declaration of Interest:**

No member, after having declared a conflict of interest on any matter may move or second, vote or participate on any discussion of such matter.

**x) Location of Meetings:**

All meetings shall be held in a place as designated by the Association or when necessary any alternative location and such shall be clearly indicated on the meeting agenda.

**xi) Expulsion for Misconduct:**

The Chair may expel or exclude from the meeting any person, who in the opinion of the Board, has behaved improperly or distracted the proper conduct of the meeting.

***D) Executive Board, Board of Directors and Operational Committee Meetings:***

**i) Absence of the Chair:**

If the Chair is absent, then the members present shall elect a Chair for that meeting.

**ii) Preparation of Agenda:**

Prior to each regular meeting, the Secretary shall prepare the agenda for such meeting.

**iii) Minutes:**

A copy of all minutes shall be available to each Board of Director member one week before the next scheduled general board meeting. A master copy of all minutes shall be kept in a chronological order in a binder and on the Association web site for all members to review. These minutes will also serve as the instrument for any matters or disputes that may arise as a result of the minutes, motions, policy or other related matters.

**(v) Order of Business:**

The Association shall deal with the following matters at the meeting:

**Dynamo Soccer Board Meeting Agenda**

**Date:** \_\_\_\_\_

**1. Call to Order**

**2. Attendance**

**3. Introduction of Guests**

**4. Acceptance of Minutes**

**5. Communication From:**

Visitors:

President:

Vice President:

Secretary:

Treasurer/Balance Report:

Parent Representative:

President Tickler File Review:

**6. Operating Committee Reports:**

Web Site:

Fields/Grounds:

Sponsors:

Fund Raising:

Equipment:  
Schedules:  
Coaching Coordinator:  
Pictures:  
Draft/Registration:  
Publicity:  
Buildings:  
Referee in Chief:  
Special Projects:  
National Volunteer Screening Program:  
Employee Reports:  
    Concessions  
    Referees  
Subcommittee Reports:  
    Budget Committee  
    Disciplinary, Protest and Appeals Committee  
    Constitution Review Committee  
    Rules Review Committee  
    Tickler File Updates:

**7. Old Business:**

**8. New Business:**

**9. Date of Next Meeting:**

**10. Adjournment:**

## **ARTICLE 11: PROCEDURES FOR THE CONDUCT OF ANNUAL GENERAL MEETING**

### ***A) General:***

- i) The Annual General Meeting (defined as the final business meeting of the year) shall be an open meeting, held on a convenient date, no later than November 15<sup>th</sup>.
- ii) Outgoing members are obligated to hand over all documents, records, current inventories if applicable, and keys in a timely manner, to the President.
- iii) A quorum for the Annual General Meeting shall consist of the voting members present.
- iv) The Executive Board shall meet in executive session prior to the Annual General Meeting to discuss and determine operating committee appointments.

### ***B) Agenda:***

The general order of business at the Annual General Meeting shall be:

- i) Introductions
- ii) Approval of Minutes of the Previous meeting
- iii) President's Address
- iv) Presentation of Executive Board Reports
- v) Appointment of Auditor
- vi) Amendments to the Constitution
- vii) New Business
- viii) Installation of Executive Board
- ix) Operating Committee appointments. These one-year appointments are renewable at the Annual general meeting held each November
- x) Adjournment

**C) Constitution Changes:**

Changes will be voted on at the Annual General Meeting. The Constitution Review Committee shall consider all proposed amendments to the Constitution and make a proposal the Board of Directors at the meeting prior to the Annual General Meeting. Proposed amendments must be in the hands of the Secretary on or before the 1st of October each year to be considered by the committee. Amendments to the Constitution shall be made on the approval of not less than two-thirds of the Board of Directors casting votes at the Annual General Meeting.

**ARTICLE 12. INTERNET AS A MEANS OF COMMUNICATION**

**A)** www.dynamosoccer.org will be used to enhance communications between club Board of Directors, coaches, and the general membership.

**B)** Email will be used between Board of Director members to discuss items of interest before and between scheduled Board meetings.

**C)** Email Voting - When authorized by the President or three members of the Executive Board, voting may occur by e-mail using careful discretion for emergency situations only, that are of immediate safety concern or in situations that will directly interfere with the immediate play or services of the Association. Any emergency vote must be recorded by the secretary and no later than at the next scheduled Board meeting should be included in the meeting minutes.

**D)** Email to coaches and the general membership will be used to enhance communication, but will not replace other forms of communication.

**ARTICLE 13: FINANCE**

**A) Budget setting by Budget Sub Committee:**

The treasurer shall chair a Budget Committee to prepare a balanced budget for the forthcoming year that shall be presented by the Treasurer and approved by the Dynamo Board each March. Registration fees and fund raising estimates must be established to insure that all expenses will be covered. If during the fiscal year, an excursion from the budget is anticipated, a supplement to the budget is to be presented to the Board by the committee/officer responsible for the area in which the excursion is to occur. The supplement must be approved by the Board in order for funds to be allocated beyond those established in the original budget.

**B) Budgeting - Emergency Situations:**

Budget - In emergency situations the Board of Directors or the President may authorize cash expenditures above \$500 at their careful discretion for emergency situations that are of immediate safety concern or in situations that will directly interfere with the immediate play or services of Dynamo Soccer. Any emergency expenditure must be brought to the attention of the Board no later than at the next scheduled Board meeting and should be included in the meeting minutes.

**C) Budgeting - Quotations:**

A minimum of at least two (2) documented price quotes must be requested from valid vendors (with a specified due date noted) for all purchases of goods or services above \$500.00. These are to be submitted to the Treasurer, who, upon approval from the Board of Directors, will issue an order/directive to procure the requested goods or services. Once a quote has been approved, the responsible officer or committee may make the purchase and shall forward to the Treasurer the purchase order. The Treasurer shall compare the purchase order with the bill and if found to be in order to issue payment. (Whenever possible or feasible, Board members shall always seek to have goods and/or services donated to Dynamo Soccer. Many Dynamo parents and local organizations have an expertise and/or goods available that they are from time to time willing donate to non-profit organizations. Examples include: Plumbing work, electrical work, landscape work, concession materials, etc.)

#### **D) Late Sign-up Fees:**

A penalty fee of a minimum of \$25 will be assessed to all late sign-ups. Late sign-ups are deemed to be any child signed up after May 1<sup>st</sup>. No family will be assessed more than double the penalty.

#### **E) In the Event of Dissolution of the Association**

Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or 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 disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association 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.

#### **F) No Monetary Benefit**

No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the association shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **G) Policy Concerning Financial Conflicts of Interest**

1. The purpose of the financial conflict of interest policy is to protect the Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

##### 2. Definitions

###### a. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

###### b. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
- ii. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under item 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### 3. Procedures

#### a. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### b. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### c. Procedures for Addressing the Conflict of Interest

- i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - iii. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- #### d. Violations of the Conflicts of Interest Policy
- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### 4. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### 5. Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or

collectively, is prohibited from providing information to any committee regarding compensation.

#### 6. Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### 7. Periodic Reviews

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### 8. Use of Outside Experts

When conducting the periodic reviews as provided for in item 7, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE 14: GENERAL RULES AND POLICIES**

Rules and procedures governing the operation of the Association not covered by this Constitution shall be developed, approved and published by the Executive Board.

### **A) Fashion/Style:**

Brand and style selections of uniforms, trophies, and some equipment must be Board approved. The Equipment Coordinator however should narrow the options presented to the Board and provide a rationale for the choices being presented.

### **B) Pre-Draft Roster Policy:**

The policy limits two adults pre-assigned to a team if they bring children to that team regardless of if they are the coach, assistant coach or team sponsor. In essence a limit of two families pre-assigned to a team no matter how the combination is reached. In addition, there will be a limit of 4 players pre-selected per team. Sponsors may be pre-selected as long as they do not break the spirit of the rule described above. The Registration/Draft Chairman may also consider carpool or special same-team requests only if the players involved are part of the random draft and do not provide an obvious advantage or disadvantage to any particular team. Requests to consider variations of the Pre-Draft policy will be heard by a committee of the Draft Chairman, Coaches Coordinator and the President or his/her designee and will be agreed upon by a 2/3s committee vote.

### **C) Times Two Policy**

Requires no less than two adults (suggested as unrelated), per team, to be present at all team functions such as games, practices, picnics, etc. No Exceptions!

NOTE:

1. The adults assigned can be a combination of coaches, parents, board members, etc.
2. While the focus of this policy is the child it also provides protection for the volunteers in case of misunderstandings.

## **ARTICLE 16: EMPLOYEES AND SUBCOMMITTEES**

### **A) Concessions:**

- i). Concessions Manager: - (reports to Treasurer for issues of finance and Parent Representative for issues of support.)
  - a.) Duties shall include purchasing supplies, maintaining inventory, setting prices upon approval of Treasurer, hiring workers, and securing the stand.
  - b) Organizes the schedule of people working in the concession stand during the season.
  - c) Supervises the operation of concession stand on game days.
  - d) Ensures the concession stand meets all health code requirements.
  - e) Must be licensed in food handling practices by the Kankakee County Health Department.
  - f) Maintain records and submit monthly reports to the treasurer prior to each board meeting.
  - g) This position is paid \$1500 per season. This will be paid in \$500 increments on or about August 15, September 15 and October 15. A bonus could be considered for exemplary service as deemed by the Board of Directors.
- ii) Concessions Stand Worker – reports to Concessions Manager
  - a) Must be 14 years of age
  - b) Shall be paid an hourly wage as determined by the Board of Directors
  - c) Shall be hired by the Concessions Manager

### **B. Referees: (*report to the Referee in Chief*)**

- i.) Shall be hired by the Referee in Chief
- ii) Shall be paid a per game wage as determined by the Board of Directors
- iii) Must be 14 years of age and not a registered Dynamo Player
- iv) Must have referee certification or attend a yearly referee clinic offered by Dynamo

### **C. Disciplinary, Protest and Appeals Committee (*reports to the Vice President*)**

- i.) The committee will consist of the following 3 members: (1) Vice President who will chair the Committee, (2) Coaches Coordinator, (3) Referee-in-Chief. In the event of a conflict of interest or unavailability of a committee member, the chairperson shall select a member of the Board of Directors as replacement at his/her discretion. The duties of the Committee will include but not be limited to the following:
  - a. To hear and fairly investigate all disciplinary issues, protests, and appeals. (All parties involved in the conflict including a player's parents are invited to attend the hearing. After the involved parties have stated their side of the issue, the committee will discuss the issue in closed session and come to a decision).
  - b. Administer proper action on all aforementioned disciplinary issues, protests, and appeals.
  - c. Report on action taken to the Board of Directors at the next regular meeting.
- ii) The Disciplinary Committee shall have the right and authority to suspend, bar completely or otherwise discipline any team player, coach, assistant coach, league official, parent, spectator or any other person associated with the operation of this League.
- iii) All reports of misconduct will be formally handled by the Disciplinary, Protest, and Appeals Committee. The League Vice President (or his designee) will act to protect the integrity of the League by suspending or if necessary barring from the premises any team player, coach, assistant coach, league official, parent, spectator or any other person associated with the operation of the Dynamo Association until such time as the Discipline Committee can act upon the report. The Vice President shall suspend or bar appropriate parties for all reports of red cards and abuse of any players, coaches, or referees.
- iv) Only violations of the Constitution, By-Laws, Rules & Regulations, Codes of Conduct, and Policies of this League, misapplication of "Laws of the Game" and other specific infractions of this Association shall be proper subjects to be considered for disciplinary action. Judgment calls made by referees, per FIFA, USSF and Dynamo are not proper subjects for action by Discipline Committee.

- v) Once informed of the committee's action, all parties involved will be notified that protests and appeals are to be made in writing and delivered to the chairperson of the Disciplinary, Protest, and Appeals Committee within 72 hours of the action being protested. The committee will review each written protest or appeal to determine if it is proper for a hearing. If deemed proper, a hearing will be scheduled as soon as possible. This committee will render its decision within three (3) days of the meeting. Any decision rendered by this committee may be appealed to the full Dynamo Board of Directors.
- vi) Failure of the protestor or appellant to comply with any deadlines shall be cause to render any protest null and void.

**D. Constitution Review Committee**

- i) Shall consist of 3-5 members of the Board of Directors including the President
- ii) Shall collect proposed amendments to the Constitution from the Secretary after October 1<sup>st</sup>
- iii) Shall meet to review the Constitution and develop a proposal for any amendments to the Constitution to be presented to the Board of Directors for review and discussion at the meeting prior to the Annual General Meeting and approval at the Annual General Meeting.

**E. Age Group Rules Review Committee**

- i) Shall consist of 3-5 members of the Board of Directors including the Vice President, Referee In Chief and Coaches Coordinator
- ii) Shall meet to review the Dynamo Association Rules for all age levels and develop a proposal for any amendments to the rules to be presented to the Board of Directors for review and discussion at the February meeting and approval at the March meeting.

**F. Budget Committee**

- i) The Treasurer shall chair this sub committee
- ii) The committee shall be comprised of 3-5 members of the Board of Directors.
- iii) The committee shall consider previous years' expenditures and Board of Director members requests to prepare a balanced budget for the following year to be presented by the Treasurer and approved by the Dynamo Board of Directors each March.

**APPENDIX A: PAST PRESIDENTS**

- 2009 – Present – Jeff Gindy
- 2002 - 2008 - Ed Smith
- 1997 - 2001 - Tim Farrell
- 1996 - Blair Minton
- 1995 - Jim LaRocque
- 1994 – Jeff Smith
- 1986 - 1994 Bob Lause
- 1984 - 1985 - Vic Wieliczko

**APPENDIX B: HISTORY**

In 1980 Bob Lause and his family moved to Bourbonnais from Columbus Ohio. Their son had seen soccer being played in Columbus so when they moved here he wanted to play. Much to the families surprise no formal programs were available.

In 1982, Alex Furgal a single parent wanted to share the love of the game of soccer with his son Troy. With no teams being formed in the area he started his own team and they played in the South Suburban League of Chicago. To find players for this team he placed an ad in the Daily Journal looking for children interested in participating. Bob Louse's son spotted the ad and called Alex Furgal and he was invited to attend the next practice. He made the team. Game shirts were purchased with funds given by Hardee's Restaurant. They were

simple orange t-shirts with Dynamo Soccer on the back. In 1984, several parents of this fledgling traveling program were standing around talking and the suggestion was put forth to start a soccer program in Bourbonnais. They met and Vic Wieliczko was elected President,

Bob Lause Vice President, Marge Raymond Secretary and Nancy Rapier Treasurer. They all felt the need to be organized from the start. They developed by-laws, incorporated, and found a place to play (the fields at Goeslin Park behind the Bourbonnais Municipal Center). They joined the SAY Soccer Association that provided liability insurance, playing rules and training for coaches and referees.

Dynamo Soccer started with 210 children between the ages of 6 and 16 years of age that first year. They were only expecting about 100-125 children. The program grew each year. Children from Manteno and Limestone were part of the original group. In 1986 Limestone broke off and formed County West Soccer and in 1987 Manteno did the same forming the Manteno Youth Soccer Association. With growth occurring every year the Dynamo Soccer League soon outgrew Goeslin Park. In 1988 the Bradley Bourbonnais High School Board of Education granted a lease on the present space on Bethel Road. In the summer of 1988 work on the complex began with the hiring of Cal Hammond from Grant Park to move dirt to make playable fields. He was under the direction of Meece Engineering. Landscaper Ron Payne provided his expertise to prepare the new grass surface for play. In 1990 the Dynamo Soccer Complex was opened for its first game. The entire complex now supports Dynamo Soccer, the Bradley Bourbonnais Youth Softball League and the BBCHS soccer and softball teams. Over the years, thousands of children from many communities have been able to enjoy playing the game of soccer just because Alex Furgal wanted to share the love of the game with his son.

*Historical information provided by Bob Lause*

- 1989 raffle is for funding the new Dynamo Complex on Bethel Road
- 1989 - 670 players on 50 teams
- 1989 - The new Bethel Road Soccer Complex construction budget was set at \$71,000
- 1990 - Age groups went from 5-13. New age group added this year 14-17
- 1990 –Registration fee was \$20
- 1990 - Bourbonnais Township provided \$5,800 for the fence along the main parking lot
- 1990 – August 18<sup>th</sup> dedication and ribbon cutting ceremony to celebrate the opening of the Dynamo Soccer Complex on Bethel Road. Games up to now were played at Goeslin Park behind the Municipal Center
- 1990 – 700 players on 52 teams ranging from ages 5-17
- 1991 – There were only two teams in the 14-17 age group division
- 1993 - Dynamo re-instituted the slide tackle at the 12-14 age group
- 1989 to 1996 - Bake sales, Soccerfests, split the pot, pumpkin sales, craft sales, watermelon sales, Christmas wreaths and trees, and sock hops were a common fundraisers.
- 1994 - Fundraiser begins in for the building. \$5.00 discount cards were sold
- 1995 - Fees were \$35 with a new \$10 fee refunded for every two hours of volunteer work
- 1995 and 1996 - Parking lot additions were made.

## **2010 Dynamo Soccer Executive Board**

**President – Jeff Gindy** \_\_\_\_\_

**Vice President - John Hall** \_\_\_\_\_

**Treasurer – Carol Blochowski** \_\_\_\_\_

**Secretary – Karen Ravens** \_\_\_\_\_

**Parent Rep – Lisa Carruthers** \_\_\_\_\_