DAVIDSON COUNTY YOUTH SOCCER ASSOCIATION (DCYSA)
BYLAWS

ARTICLE 1. Name

This organization shall be known as Davidson County Youth Soccer League, doing business as Davidson County Youth Soccer Association (DCYSA), hereinafter referred to as "DCYSA" or "Corporation," as appropriate.

ARTICLE 2. Purpose

General Purpose:

To provide players with the opportunity to play and learn organized soccer, emphasizing development and sportsmanship. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the organization shall be used to the benefit of, or be distributable to its members, trustees, officers, or other private persons.

Section 2.1 – Recreational Soccer Purpose

DCYSA's Recreational Program emphasizes equal participation and the recreational aspects of the game. It aims to instill good sportsmanship and foster self and community pride through soccer education and development.

Section 2.2 – Classic Soccer Purpose

DCYSA's Classic Program provides a higher level of competitive soccer for committed players. It emphasizes development through advanced competition and training while maintaining a positive learning environment.

ARTICLE 3. Affiliations

The Association shall be affiliated with the North Carolina Youth Soccer Association (NCYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF), and such other associations or organizations as the Association may deem beneficial to its Members or the game of soccer. The Association, in conducting its business and administering the soccer league(s) and teams governed by the Association, shall always comply with the authority, laws, and rulings of the NCYSA, USYSA, and USSF, and the authority, laws, and rulings of the NCYSA, USYSA, and USSF shall prevail in the event of a conflict between the same and the Association's Bylaws, Rules and/or Guidelines. Notwithstanding the foregoing, if the NCYSA, USYSA, and USSF permit the Association or affiliating leagues to make rules, bylaws, rulings, or take any other actions which may be different and/or more or less stringent than the authority, laws, and rulings of the NCYSA, USYSA, and USSF, the Association is empowered to take such actions and the same shall not be deemed to be in conflict with the authority, laws, and rulings of the NCYSA, USYSA, and USSF.

ARTICLE 4. Offices

The principal office of DCYSA (the "Corporation") shall be in the County of Davidson, State of North Carolina. The address of the principal office and the

designation of the resident agent may be changed from time to time as authorized by the Board of Directors, after filing the appropriate paperwork with the North Carolina Secretary of State, Corporations Division.
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ARTICLE 5. Seasonal Playing Year and Fiscal Year

Seasonal Year: August 1 – July 31 (matches NCYSA calendar)

Fiscal Year: Begins August 1 and ends July 31.

Classic and Recreation Board Terms: Officers take office each year following elections which are held at the Annual General Meeting.

ARTICLE 6. Process to Amend Bylaws

Changes, additions, and deletions can be proposed by the Classic or Recreational board specific to their own program.

- A required notice of 60 days prior to either program's AGM is needed by social media, such as the program level's Facebook page, and/or email to the members. This notice must include the proposed amendment language or a summary for public transparency.
- A vote of two-third (2/3) – majority is needed by the program level's executive board to pass adding the change to the agenda. A majority vote is needed at the program's level AGM to pass the requested amendment to the bylaws.

If a proposed amendment affects both the Classic and Recreational programs or any governing body common to both, such as the Board of Directors, it must be approved by a majority vote at both the Classic and Recreational AGMs, or by a joint meeting of both program boards, with notice provided in accordance with Article 6.

SECTION I: GENERAL MEMBERSHIP & GOVERNANCE

ARTICLE 7. Membership of Davidson County Youth Soccer Association

Section 7.1 - Players

- Membership is granted through annual registration.
- Members include parents/guardians of players registered directly or through affiliated boosters.
- No discrimination based on race, color, religion, age, sex, or national origin.
- Termination can occur due to withdrawal, conduct violations, or criminal offenses, as defined by the program level board.

Section 7.2 – Community Booster Clubs (see Appendix C)

- Full membership is granted with a majority vote from the Recreation Executive Board and Community Liaisons with a one-time joining fee. The fee is based on the balance in the Recreation checking account on the date of the vote divided by the current number of community booster clubs.

- If the requested community is within a ten-mile radius of an existing booster club member they are not eligible for membership of Davidson County Youth Soccer Association.

ARTICLE 8. Voting Rights

- Each family has voting rights based on the number of previous year registered players.
- Votes may be cast at the Annual General Meeting (AGM), this does not apply for monthly meetings (see Article 9).
- No proxy voting is allowed at the Annual General Meeting (AGM).

ARTICLE 8.1 – Member Grievance and Appeals Process

DCYSA adheres to the procedures and principles outlined in the NCYSA Discipline and Appeals Manual at a minimum. All formal reports, grievances, and appeals must follow applicable timelines, filing procedures, and due process standards, including the right to impartial review and hearing when warranted. All decisions, documentation, and communications shall be handled in a confidential and timely manner.

DCYSA recognizes the importance of resolving disputes and concerns in a fair, transparent, and timely manner. Refer to the NCYSA website for the most up-to-date Discipline and Appeals manual for process and minimum disciplinary actions for violations.

ARTICLE 9. Meetings

Annual General Meetings (AGMs):

- Separate AGMs shall be held for each program:
- Recreation AGM – Elects the Recreation President, Recreation Vice President, Recreation Secretary, and Recreation Treasurer. Covers program-specific topics.
- Classic AGM – Elects the Classic President (also known as) Director), Classic Vice President (also known as Assistant Director), Classic Secretary, and Classic Treasurer. Covers Classic-specific topics.
- Each program's AGM must occur within 120 days of the fiscal year end (July 31).
- AGMs are to be held in person. Meetings can be held virtually if there is a government mandate.
- Meeting notices must be issued at least 5 days in advance to all eligible voting members via social media and/or email.

Quorum: 5% of members
Proxy: No proxies are allowed at the AGM.

Monthly Recreation Board Meetings:

These meetings shall take place on the first Thursday of each month at the principal office. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually.

An announcement is to be placed on social media and/or an email sent out to members 7 days prior to meetings with the meeting date, time, and location. Members do not have a vote at these meetings, only recreation board members.

Quorum: 30% of the total voting Recreation Board.

Special Recreation Board Meetings:

These meetings shall take place at the principal office. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually.

Members can be secluded from these meetings. However, all recreation board members must be notified.

Quorum: 30% of the total voting Recreation Board.

Proxy Process/Guidelines

1. **Proxy Eligibility:**
    - Only a voting Recreation Executive Board member or Recreation Supporting Board member may appoint a proxy.
    - The proxy must be assigned using the official “Davidson County Youth Soccer Association Proxy Form.”
2. **Submission Requirements:**
    - The completed proxy form must be delivered to the Recreation Secretary or another authorized vote tabulator.
    - Delivery must occur before the start of the meeting.
    - Acceptable delivery methods:
        - Email (prior to the meeting)
        - In-person (at the meeting, but before it begins)
3. **Voting Rules:**
    - No transfer of votes is allowed during the meeting.
    - One proxy per person is allowed.
    - A person may vote once for themselves and once as a proxy, totaling a maximum of two votes.
    - No individual may carry more than one proxy at any meeting.
    - Once the meeting adjourns the proxy ends and the original voter takes their voting back.

Classic Board Meetings:

These meetings are to take place at the principal office at least once a season.
Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually.

An announcement is to be placed on social media and/or an email sent out to members 7 days prior to meetings with the meeting date, time, and location. Members do not have a vote at these meetings, only classic board members.

Quorum: 50% of the total voting Classic Board.

Special Classic Board Meetings:
These meetings shall take place at the principal office. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually.

Members can be secluded from these meetings. However, all classic board members must be notified.

Quorum: 50% of the total voting Classic Board.

Proxy Process/Guidelines

4. **Proxy Eligibility:**
    - Only a voting Classic Executive Board member or Classic Supporting Board member may appoint a proxy.
    - The proxy must be assigned using the official "Davidson County Youth Soccer Association Proxy Form."
5. **Submission Requirements:**
    - The completed proxy form must be delivered to the Classic Secretary or another authorized vote tabulator.
    - Delivery must occur before the start of the meeting.
    - Acceptable delivery methods:
        - Email (prior to the meeting)
        - In-person (at the meeting, but before it begins)
6. **Voting Rules:**
    - No transfer of votes is allowed during the meeting.
    - One proxy per person is allowed.
    - A person may vote once for themselves and once as a proxy, totaling a maximum of two votes.
    - No individual may carry more than one proxy at any meeting.
    - Once the meeting adjourns the proxy ends and the original voter takes their voting back.

Board of Director meetings:
These meetings are to take place at the principal office at least once a year.
Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually. These meetings are only open to Classic and Recreation Executive Board members/Support Executive Boards members, not to members.

There can be closed meetings called as needed, in which only the Board of Directors are allowed to attend.

Quorum: 3 of the 5 Board of Directors.

Proxy Process/Guidelines

7. **Proxy Eligibility:**
    - Only a voting Board of Director
    - A Board member may appoint a proxy.
    - The proxy must be assigned using the official “Davidson County Youth Soccer Association Proxy Form.”
8. **Submission Requirements:**
    - The completed proxy form must be delivered to the authorized vote tabulator.
    - Delivery must occur before the start of the meeting.
    - Acceptable delivery methods:
        - Email (prior to the meeting)
        - In-person (at the meeting, but before it begins)
9. **Voting Rules:**
    - No transfer of votes is allowed during the meeting.
    - One proxy per person is allowed.
    - A person may vote once for themselves and once as a proxy, totaling a maximum of two votes.
    - No individual may carry more than one proxy at any meeting.
    - Once the meeting adjourns the proxy ends and the original voter takes their voting back.

SECTION I: DCYSA EXECUTIVE BOARD (GOVERNING AUTHORITY)

ARTICLE 10. Governing Authority
The governance of DCYSA is divided between:

The Classic Board, responsible for operations, finances, and dispute resolution related to Classic soccer.

The Recreation Board, responsible for operations, finances, and dispute resolution related to Recreational soccer.

The Board of Directors holds limited oversight authority and shall intervene only when disputes cannot be resolved at the program level, disputes between the two programs or when matters require unified action in compliance with NCYSA mandates. A set process for resolution is within 14 days for informal resolution, then 30 days for formal review by Board of Directors

The Board of Directors cannot make Association altering decisions without a majority vote from each program Executive Board. This includes but is not limited to partnerships, collaborations, mergers, and/or dissolution.

The Board of Directors ensures:

- Completion and signing of NCYSA Membership Renewal Forms.
- Attendance and voting at the NCYSA Annual General Meeting (AGM).
- Impartial dispute resolution when Classic and Recreation Boards cannot resolve issues independently.

A step-by-step mediation process between Classic and Recreational boards before escalation is to be online for reference within 60 days of the Board of Directors taking office. If a vacancy is filled the process is to be reevaluated and online 60 days after that position has been filled if it is updated.

All newly elected or appointed board members (Classic, Recreation and/or Board of Directors) are to complete a basic DCYSA orientation within 30 days of taking office. This orientation includes position responsibilities, Discipline and Appeals overview, NCYSA compliance, bylaws overview, and code of conduct expectations.

ARTICLE 11. Board of Directors

Purpose and Authority:

The Board of Directors serves as an impartial oversight body and shall only intervene in matters that escalate beyond the authority or resolution of the Classic or Recreation Boards. To ensure equal representation and impartiality in forming the DCYSA Board of Directors, which consists of five members drawn from nominations made by both Classic and Recreation Boards.

The Board shall not interfere in regular operations unless requested by one or both program boards, or when necessary to resolve high-level disputes.

NCYSA Representation:

Among the five Directors, one will be designated annually by mutual agreement of the Directors as the President and Vice President (name only) for NCYSA purposes.
This includes signing the NCYSA Membership Renewal Form and casting votes at the NCYSA AGM.

Two others will be designated as alternates, eligible to attend and vote in the absence of the named President. This occurs by the named President signing the NCYSA President form and naming two. This board is responsible for this agreement by majority vote.

The “President” and “Vice President” of Davidson County Youth Soccer Association designation will rotate annually among the Directors.

Meetings and Quorum

- The Board of Directors meets only when necessary.
- The majority (3 of the 5) must be present for a quorum and to conduct official business.
- Decisions require a simple majority.
- Proxies are allowed but must follow the proxy process below.

Proxy Process/Guidelines

10. **Proxy Eligibility:**
    - Only a voting Board of Director member may appoint a proxy.
    - The proxy must be assigned using the official "Davidson County Youth Soccer Association Proxy Form."
11. **Submission Requirements:**
    - The completed proxy form must be delivered to the authorized vote tabulator.
    - Delivery must occur before the start of the meeting.
    - Acceptable delivery methods:
        - Email (prior to the meeting)
        - In-person (at the meeting, but before it begins)
12. **Voting Rules:**
    - No transfer of votes is allowed during the meeting.
    - One proxy per person is allowed.
    - A person may vote once for themselves and once as a proxy, totaling a maximum of two votes.
    - No individual may carry more than one proxy at any meeting.

Nomination Process:

- Program-Level Nominations:
    - Each program, Classic and Recreation, nominates three individuals, totaling six nominees.
    - These nominations cannot be in the following roles: Recreation or Classic President, Recreation or Classic Vice President, Recreation or Classic Secretary, and/or Recreation or Classic Treasurer.

Eligibility Criteria:

Nominees must have prior DCYSA leadership experience, such as serving as an executive board member, non-voting board member, or liaison. Cannot be the Recreation or Classic President, Recreation or Classic Vice President, Recreation or Classic Secretary, and/or Recreation or Classic Treasurer. Must agree to represent the Classic and Recreation programs equally – all the participants of Davidson County Youth Soccer Association not showing favoritism to either program level.

Approval Mechanism:

Nominations require majority approval from each respective program's board.

Process of selecting Board of Directors
This is a structured method for selecting a five-member Board of Directors within the Davidson County Youth Soccer Association (DCYSA), ensuring balanced representation from both the Classic and Recreation programs.

The Discipline and Appeals Coordinator is responsible for this oversight while the Secretary from both program levels documents the steps and information for recording purposes.

Board Composition
Step-by-Step Selection Process (see Appendix B for visual)
Nomination Phase:

1. Each program (Classic and Recreation) submits 3 qualified nominees (6 total).
2. Nominees must meet all eligibility requirements (see Article 12) and cannot currently hold the role of President, Vice President, Secretary, or Treasurer.

Drawing Phase:
3. Place the 3 Classic nominees in Container A.
4. Place the 3 Recreation Nominees in Container B.
5. Draw two names from each container, alternating:
   - Draw 1 from A (Classic)
   - Draw 1 from B (Recreation)
   - Draw 1 from A
   - Draw 1 from B
     ➢ These 4 individuals become members of the Board (2 from each program).

Total Members: Five individuals make up the Board of Directors.

Handling Vacancies:
Should a board position become vacant, the same joint nomination and selection process is employed to fill the role. If there are less than 5 vacancies, then:
Vacancy Fill Process (Abbreviated Steps):

- 1 Vacancy: 1 nominee from each program → draw 1 from combined container.
- 2 Vacancies: 2 nominees per program → draw 1 from each container.
- 3 Vacancies: 2 per program → draw 1 from each, then 1 from combined remaining pool.
- 4 Vacancies: 3 per program → draw alternates until 2 from each program are selected.

ARTICLE 11.1 – Vacancies and Succession for Classic and Recreation board members
If an officer or appointed board member resigns, becomes ineligible, or is otherwise unable to fulfill their duties prior to the completion of their term, the following shall apply:

Interim Appointments:
The respective governing board (Classic, or Recreation) may appoint an interim replacement

by a majority vote to the respective board to serve the remainder of the term, subject to eligibility requirements.

Notification and Documentation:
All resignations and interim appointments must be documented in official meeting minutes with reports of voting and approval.

Contested Vacancies:
If two or more candidates seek appointment for a vacated role, the board responsible for that program shall conduct a vote following at least one month's notice of the candidates under consideration. The vote must result in a majority vote for the candidate to win the vacated role and the program level Discipline and Appeals coordinator is responsible for overseeing the voting and the program level Secretary is responsible for recording the voting nomination, process of voting, and the result of the vote.

Term and Removal:
The terms of service are five years, beginning the date the director is appointed to the Board of Directors.

A director may be removed by a majority vote of the Board of Directors with viable evidence from an investigation that originated from a formal complaint made to the Discipline and Appeals Coordinator of either program level. The Recreation and Classic Executive Board will be made aware of such findings immediately.

Section 12 – Board of Directors: Eligibility and Qualifications
To be eligible to occupy the Board of Directors, individuals must meet the following criteria:

Leadership Experience
- Must demonstrate prior leadership experience in youth sports, nonprofit governance, or comparable community organizations.
- Conflict Resolution and Diplomacy
- Must exhibit the ability to handle disputes with fairness, professionalism, and tact.
- Should have a proven record of resolving issues constructively.
- Impartiality and Integrity
- Must not have any active or recent (within 24 months) disciplinary actions or unresolved grievances within DCYSA or NCYSA.
- Communication Skills
- Must possess effective communication skills and the ability to listen, mediate, and represent the collective interests of DCYSA.
- Positive Conduct
- Must model professionalism.
- Must have shown compliance with Code of Conduct.

- Individuals who have been the subject of substantiated claims of misconduct or disruption within DCYSA are ineligible. Supported by credible evidence or documentation.
- Must be in good standing with DCYSA and NCYSA, meeting all volunteer and risk management criteria.
- The program level President, Vice President, Secretary and/or Treasurer are not eligible.

ARTICLE 13 – Term Limits and Reappointment

Board of Directors – Term Limits:

Individuals serving on the DCYSA Board of Directors may serve a maximum of five consecutive years. A minimum commitment of three years is encouraged to ensure leadership continuity and effective governance.
- After reaching five consecutive years of service, individuals must take a break of at least one year before being eligible for re-nomination.
- If an individual fills a vacancy mid-term, only years served in an official capacity count toward the five-year limit.
- The nomination process may consider a waiver for reappointment beyond five years only if there are no other eligible or willing nominees, and both Classic and Recreation Boards approve by a two-third (2/3) vote.

Classic and Recreation Executive Board Positions

All board roles (including President, Vice President, Secretary, Treasurer, and Coordinators) may be reappointed or re-elected annually without a term limit, provided the individual remains in good standing, and meets any applicable eligibility criteria.

Role Exclusivity and Recusal

To preserve impartiality and avoid conflicts of interest, individuals who serve simultaneously in roles that involve oversight, disciplinary authority, or financial control over the same program area must recuse themselves from any discussion or vote that presents a conflict of interest or involves their own role, compensation, or direct oversight. All recusals must be documented in meeting minutes.

SECTION II: RECREATIONAL SOCCER

ARTICLE 14. Governance

The DCYSA Recreational Executive Board includes:

- Recreation President (non-voting unless there is a tie)
- Recreation Vice President (voting collectively with Recreation Treasurer and Recreation Secretary)
- Recreation Treasurer (voting collectively with Recreation Vice President and Recreation Secretary)
- Recreation Secretary (voting collectively with Recreation Treasurer and Recreation Vice President)

The Executive Board receives one vote during monthly meetings and special meetings, not three independent votes.

Supporting officers of the Executive Board:

- Community Recreation Liaisons (voting)
- Recreation Executive Director optional position (non-voting unless a tie and the President is not available)
- Fields Coordinator (non-voting)
- Registrar (DCYSA holds three stamps for Registrars) (non-voting)
- Referee Assignor (contracted annually) (non-voting)
- Discipline and Appeals Coordinator(non-voting)
- Discipline and Appeals Assistant Coordinator (non-voting)
- Risk Management Coordinator (non-voting)
- Online Affairs Director (contracted annually) (non-voting)

ARTICLE 15. Conduct & Rules

- Zero Tolerance Policy enforced during and after games and practices. All board members must follow the Zero Tolerance Policy on and off the field.
- Someone holding multiple titles is allowed only one vote during motions.
- Coaches and members must meet conduct standards.
- Recruiting players from other teams is prohibited.
- Members may be removed by board vote with possible reinstatement after 24 months.
- No individual may cast more than one vote on any matter, regardless of the number of voting positions they hold. If an individual serves in multiple voting roles, they shall be entitled to only one vote in total. It is to be recorded which position they are representing for their vote.

ARTICLE 16. Recreational Soccer Leadership Appointments

Section 16.1 –Recreational President

The Recreational President shall be nominated by a majority vote of the DCYSA Recreation Board and then be voted in at the Recreational AGM by a majority vote. The Recreation President will oversee all recreational soccer operations and ensure compliance with DCYSA and NCYSA regulations. They do not vote unless there is a tie. They also do not make motions.

Eligibility Requirements:

- The Recreation President may not concurrently serve on the Board of Directors.
- The Recreation President must be in good standing with DCYSA.
- The Recreation President must have previously served either as a DCYSA Community Recreation Liaison or as a voting or non-voting member of the DCYSA in some fashion.
- The term shall be one year, beginning September 1, with eligibility for re-election.

- The Recreation President may be removed prior to the end of the term by a two-third (2/3) vote of the Recreation Executive Board.

Section 16.2 – Vice President of Recreational Soccer

The Recreation Vice President shall be nominated by a majority vote of the DCYSA Recreation Board and then be voted in at the Recreational AGM. The Recreation Vice President will assist the Recreation President in overseeing all recreational soccer operations and ensure compliance with DCYSA and NCYSA regulations. The Recreation Vice President will have a collective vote with the Recreation Secretary and Recreation Treasurer during monthly and special meetings.

Eligibility Requirements:

- The Recreation Vice President may not concurrently serve on the Board of Directors.
- The Recreation Vice President must be in good standing with DCYSA.
- The Recreation Vice President must have previously served either as a DCYSA Community Recreation Liaison or as a voting or non-voting member of the DCYSA in some fashion.
- The term shall be one year, beginning September 1, with eligibility for re-election.
- The Recreation Vice President may be removed prior to the end of the term by a two-third (2/3) vote of the Recreation Executive Board.

Section 16.3 – Recreation Secretary

The Recreation Secretary shall be nominated by a majority vote of the DCYSA Recreation Board and then be voted in at the Recreational AGM. The Recreation Secretary is responsible for keeping accurate and up-to-date records of all meetings, communications, and board decisions related to the Recreation Program. They manage official correspondence, maintain the schedule of meetings, and ensure timely distribution of meeting notices and minutes. The Recreation Secretary will have a collective vote with the Recreation Vice President and Recreation Treasurer during monthly and special meetings.

Eligibility Requirements:

- The Recreation Secretary may not concurrently serve on the Board of Directors.
- Must be in good standing with DCYSA.
- Must have demonstrated administrative capability or prior service in a DCYSA-affiliated role.
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Term and Removal:

- The term is one year, beginning September 1, with eligibility for re-election.
- The Recreation Secretary may be removed prior to the end of the term by a two-third (2/3) vote of the Recreation Executive Board.

Section 16.4 – Recreation Treasurer

The Recreation Treasurer shall be nominated by a majority vote of the DCYSA Recreation Board and then be voted in at the Recreational AGM. The Recreation Treasurer shall oversee all financial activities of the Recreation Program, including budget development, disbursement tracking, and financial reporting. This individual must ensure compliance with nonprofit financial practices and NCYSA regulations. The Recreation Treasurer will have a collective vote with the Vice President and Recreation Secretary during monthly and special meetings.

Eligibility Requirements:

- The Recreation Treasurer may not concurrently serve on the Board of Directors.
- Must be in good standing with DCYSA and NCYSA.
- Experience in financial management or bookkeeping is strongly preferred.

Term and Removal:

- The term is one year, beginning September 1, with eligibility for re-election.
- May be removed prior to the end of the term by a two-third (2/3) vote of the Recreation Executive Board.

Section 16.5 – Recreation Discipline and Appeals Coordinator/Recreation Assistant Discipline and Appeals Coordinator

The Recreation Program shall maintain its own Discipline and Appeals Coordinator, appointed to oversee all Recreation-related discipline issues and appeals, including player, coach, parent, and board member's conduct concerns. This role is distinct from the Classic Program's coordinator(s). All disciplinary reports, grievance documentation, and appeal rulings must be securely maintained for at least three years and treated as confidential records, accessible only to the DCYSA Recreation Executive Board, the Board of Directors or NCYSA upon request.

Appointment Process:

- The Recreation Discipline and Appeals Coordinator and Assistant Discipline and Appeals Coordinator shall be nominated by any member of the Recreation Executive Board.
- Appointment requires a majority vote of the full Recreation Executive Board.

Responsibilities:

- Manage and investigate all Recreation Program discipline reports.
- Facilitate appeals in accordance with DCYSA and NCYSA regulations.
- Maintain communication with the DCYSA Recreation Executive Board on matters of significant concern or recurring violations.
- Ensure proper documentation and confidentiality of all disciplinary matters.
- Assist the Classic Discipline and Appeals Coordinator, if they are not the same, with the procedure/process of picking the Board of Directors.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.

- May not concurrently serve as Recreation President, or Recreation Vice President. May not be a Recreation coach, Recreation assistant coach or Recreation Team Manager. These restrictions are to preserve impartiality.

Term and Removal:
- The term of service is one year, beginning September 1, with eligibility for reappointment.
- May be removed by a two-third (2/3) vote of the Recreation Executive Board.

Section 16.6 – Assistant Registrar
The responsibility of supporting the Head Registrar with the registration for the Classic and Recreation players. Assist in the formation of rosters in a timely manner. A non-voting member.

Responsibilities:
- Obtains required NCYSA documents (birth certificates for registered players, any documents for players from outside of the United States, head shots) per NCYSA agreement.
- Works with the Head Registrar to assist in registering players from both program levels.
- Uploads records of documentation on the "liaison" site as instructed by the Head Registrar.

Eligibility:
- Must be in good standing with DCYSA and NCYSA.
- Must maintain NCYSA registrar training.

Term and Removal:
- The term of service is one year, beginning August 1 for the Classic program and September 1 for the Recreation program, with eligibility for reappointment.
- May be removed by a two-third (2/3) vote of the Recreation Executive Board.

Section 16.7 – Fields Coordinator:
The sole responsibility of the Certificate of Liabilities for field usage for the Classic and Recreation. A non-voting member.

Responsibilities:
- Manages field usage and maintenance for the Classic and Recreation Program.
- Responsible for obtaining Certificate of Liabilities with NCYSA.
- Coordinates field readiness, scheduling, and equipment logistics.

Eligibility:
- Must be in good standing with DCYSA and NCYSA.
- Must maintain privacy of information obtained from background checks.

Term and Removal:

- The term of service is one year, beginning August 1 for the Classic program and September 1 for the Recreation program, with eligibility for reappointment.
- May be removed by a two-third (2/3) vote of the Classic or Recreation Executive Board.

Section 16.8 – Referee Assignor:

The sole responsibility of assigning referees for Recreation games and tournaments. A contracted individual, not a part of the Recreation Executive Board.

Responsibilities:

- Assign qualified referees to Recreation home games and any tournament games.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.
- Must maintain a yearly contract with the DCYSA Recreation Executive Board.

Term and Removal:

- The term of service is one year, beginning September 1.

Section 16.9 – Risk Management Coordinator:

Ensures compliance with all safety, background check, and risk prevention standards. Serves as a resource for safety-related concerns across programs. A non-voting position.

Responsibilities:

- Resource for safety-related concerns across the Classic and Recreation program levels.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.
- Must maintain confidentiality.

Term and Removal:

- The term of service is one year, beginning August 1 for the Classic program and September 1 for the Recreation program.

Section 16.10 – Recreation Online Affairs Director:

Responsible for creating, updating, and maintaining websites for the DCYSA Recreation program. A non-voting position.

Responsibilities:

- Create the needed sites.
- Updates made to current sites.
- Maintain all sites.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.
- Must maintain a yearly contract with the DCYSA Recreation Executive Board.

Term and Removal:
The term of service is one year, beginning September 1.

Section 16.11 - Nominations for Elections
Nominations shall be made 90-120 days prior to the Recreation Annual General Meeting. A notice in writing via email is to be made to the Recreation Executive Board and Community liaisons. All nominations are to be disclosed to the Board of Directors 30 days prior to the Recreation AGM and documented in meeting minutes at the monthly meeting after the notice has been received.

ARTICLE 17. Dissolution of DCYSA Recreation
In the event of Recreation program dissolution, after all debts have been paid, the remaining funds, after all liabilities are paid, will be split equally between all full member active booster clubs and distributed to the clubs provided, they have a 501(c)(3) designation at the time of the dissolution. If any full member active booster club does not have 501(c)(3) designation at the time of dissolution their portion will be donated to the charity of their choosing provided the charity provides documentation that they have a current 501(c)(3) designation at time of distribution.

SECTION III: CLASSIC SOCCER

ARTICLE 18. Governance
The DCYSA Classic Executive Board includes:
- Classic President (also known as Classic Director) (non-voting unless there is a tie)
- Classic Vice President (voting)
- Classic Coaches (voting)
- Classic Assistant Coaches (voting)
- Classic President of Coaching (voting)
- Secretary (voting)
- Treasurer (voting)

Supporting officers of the Classic Executive Board:
- Classic Executive Director optional position (non-voting unless a tie and the President is not available)
- Fields Coordinator (non-voting)
- Head Registrar (non-voting)
- Referee Assignor (contracted annually) (non-voting)
- Classic Discipline and Appeals Coordinator(non-voting)
- Classic Discipline and Appeals Assistant Coordinator (non-voting)
- Classic Risk Management Coordinator (non-voting)
- Classic Online Affairs Director (contracted annually) (non-voting)

Stipulations:

- All Classic Executive Board decisions require majority approval.
- No individual may cast more than one vote on any matter, regardless of the number of voting positions they hold. If an individual serves in multiple voting roles, they shall be entitled to only one vote in total.
- In the event of a tie, the matter shall be brought to the DCYSA Classic President, who will cast the deciding vote. If the Classic President is not available, then the Classic Executive Director can be the tie breaker.

ARTICLE 19. Classic Soccer Leadership Appointments

Section 19.1 – Classic President (also known as Classic Director)

The Classic President shall be nominated by the current DCYSA Executive Classic Board and voted on by the members at the Classic AGM. The Classic President will serve as the lead administrator for all Classic program operations and ensure full compliance with DCYSA and NCYSA rules. They will also be the vote at any NCYSA Classic Meetings.

- The Classic President may not concurrently serve on the DCYSA Board of Directors.
- The term of service shall be one year, beginning on August 1 of each year.
- The Classic President may be removed before the end of term with a two-third (2/3) vote of the Classic Executive Board or Board of Directors.

Section 19.2 – Classic Vice President

The Classic Vice President shall be nominated by the Classic Executive Board and voted in at the AGM by the members by a majority vote. This role is designed to assist the Classic President with administrative duties, program communication, and decision-making.

- The Classic Vice President may not concurrently serve on the DCYSA Board of Directors.
- The Classic Vice President must also be in good standing with DCYSA and NCYSA.
- The terms of service shall be for one year, beginning on August 1 of each year.
- May be removed by a two-third (2/3) vote of the Classic Executive Board.

Section 19.3 – Classic Secretary

The Classic Secretary shall be nominated by a majority vote of the DCYSA Classic Board and then be voted in at the Classic AGM. The Classic Secretary shall be responsible for maintaining complete and accurate records of all meetings and communications of the Classic Executive Board. They will distribute agendas, take meeting minutes, maintain rosters, and contact lists, and ensure compliance with all DCYSA reporting requirements.

Eligibility Requirements:

- Must be in good standing with DCYSA.
- Prior experience with administrative responsibilities or in a board role is preferred.
- The Classic Secretary may not concurrently serve on the DCYSA Board of Directors.

Term and Removal:

- The term is one year, beginning August 1, with eligibility for re-election.
- May be removed by a two-third (2/3) vote of the Classic Executive Board.

Section 19.4 – Classic Treasurer

The Classic Treasurer shall be nominated by a majority vote of the DCYSA Classic Board and then be voted in at the Classic AGM. The Classic Treasurer shall oversee all financial operations of the Classic Program, including creating and maintaining budgets, ensuring the accuracy of financial records, and providing reports to the Classic Executive Board. The Treasurer shall work closely with the Classic President to ensure financial transparency and compliance.

Eligibility Requirements:

- Must be in good standing with DCYSA and NCYSA.
- Financial literacy and experience with budgeting and accounting are preferred.
- The Classic Treasurer may not concurrently serve on the DCYSA Board of Directors.

Term and Removal:

- The term is one year, beginning August 1, with eligibility for re-election.
- May be removed by a two-third (2/3) vote of the Classic Executive Board.

Section 19.5 – Classic Discipline and Appeals Coordinator and Assistant Discipline and Appeals Coordinator

The Classic Program shall maintain its own Discipline and Appeals Coordinator and an Assistant if needed, appointed to oversee all Classic-related discipline issues and appeals, including player, coach, parent, and board member's conduct concerns. This role is distinct from the Recreational Program's coordinator(s). All disciplinary reports, grievance documentation, and appeal rulings must be securely maintained for at least three years and treated as confidential records, accessible only to the DCYSA Classic Executive Board, the Board of Directors or NCYSA upon request.

Appointment Process:

- The Classic Discipline and Appeals Coordinator shall be nominated by any member of the Classic Executive Board.
- The Classic Assistant Discipline and Appeals Coordinator shall be nominated by any member of the Classic Executive Board.
- Appointment requires a majority vote from the full Classic Executive Board.

Responsibilities:

- Manage and investigate all Classic Program discipline reports.
- Facilitate appeals in accordance with DCYSA and NCYSA regulations.

- Maintain communication with the DCYSA Classic Executive Board on matters of significant concern or recurring violations.
- Ensure proper documentation and confidentiality of all disciplinary matters.
- Assist the Recreation Discipline and Appeals Coordinator, if they are not the same, with the procedure/process of picking the Board of Directors.

Eligibility:
- Must be in good standing with DCYSA and NCYSA.
- May not concurrently serve as Classic President, or Classic Vice President. May not be a Classic coach, Classic assistant coach or Classic Team Manager. These restrictions are to preserve impartiality.

Term and Removal:
- The term of service is one year, beginning August 1, with eligibility for reappointment.
- May be removed by a two-third (2/3) vote of the Classic Executive Board.

Section 19.6 – Head Registrar
The sole responsibility of the registration for the Classic players and formation of rosters in a timely manner. A non-voting member.

Responsibilities:
- Obtains required NCYSA documents (birth certificates for registered players, any documents for players from outside of the United States, head shots) per NCYSA agreement.
- Works with the Classic board to assist in registering Classic players.
- Assists with the tryout process obtaining what is needed for rosters.
- Uploads records of documentation on the “liaison” site.
- Oversee all DCYSA assistant registrar.

Eligibility:
- Must be in good standing with DCYSA and NCYSA.
- Must maintain NCYSA registrar training.

Term and Removal:
- The term of service is one year, beginning August 1, with eligibility for reappointment.
- May be removed by a two-third (2/3) vote of the Classic Executive Board.

Section 19.7 – Fields Coordinator:
The sole responsibility of the Certificate of Liabilities for field usage for the Classic and Recreation. A non-voting member.

Responsibilities:
- Manages field usage and maintenance for the Classic and Recreation Program.
- Responsible for obtaining Certificate of Liabilities with NCYSA.
- Coordinates field readiness, scheduling, and equipment logistics.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.
- Must maintain privacy of information obtained from background checks.

Term and Removal:

- The term of service is one year, beginning August 1, with eligibility for reappointment.
- May be removed by a two-third (2/3) vote of the Classic Executive Board.

Section 19.8 – Referee Assignor:
The sole responsibility of assigning referees for the Classic home games and tournaments. A contracted individual, not a part of the Classic Executive Board.

Responsibilities:

- Assign qualified referees to Classic home games and any tournament games.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.
- Must maintain a yearly contract with the DCYSA Classic Executive Board.

Term and Removal:

- The term of service is one year, beginning August 1.

Section 19.9 – Risk Management Coordinator:
Ensures compliance with all safety, background check, and risk prevention standards. Serves as a resource for safety-related concerns across programs. A non-voting position.

Responsibilities:

- Resource for safety-related concerns across the Classic and Recreation program levels.

Eligibility:

- Must be in good standing with DCYSA and NCYSA.
- Must maintain confidentiality.

Term and Removal:

- The term of service is one year, beginning August 1.

Section 19.10 – Classic Online Affairs Director:
Responsible for creating, updating, and maintaining websites for the DCYSA Classic program. A non-voting position.

Responsibilities:

- Create the needed sites.

- Updates made to current sites.
- Maintain all sites.

Eligibility:
- Must be in good standing with DCYSA and NCYSA.
- Must maintain a yearly contract with the DCYSA Classic Executive Board.

Term and Removal:
- The term of service is one year, beginning August 1.

Section 19.11 - Nominations for Elections
Nominations shall be made 90-120 days prior to the Classic Annual General Meeting. A notice in writing via email is to be made to the Classic Executive Board and Classic coaches. All nominations are to be disclosed to the Board of Directors 30 days prior to the Classic AGM and documented after the notice has been received.

ARTICLE 20. Meetings & Voting

Classic Annual General Meeting (AGM):
The Classic Program will hold a separate Annual General Meeting (AGM) to address Classic-specific matters and vote in Classic President, Classic Vice President, Classic Secretary and Classic Treasurer. The AGM must occur within 90-120 days of the fiscal year's end. The date, time, and location of the Classic AGM must be announced to Classic members no fewer than five (5) days in advance.

Members in good standing can vote on Classic-specific issues as outlined in Article 7.

ARTICLE 21. Dissolution of DCYSA Classic
In the event of Classic program dissolution, remaining funds will be transferred to the Recreational bank account or donated to the charity of the Classic Executive Boards choosing provided the charity provides documentation that they have a current 501(c)(3) designation at the time of distribution.

ARTICLE 22. Special Committees
The DCYSA Classic Board may establish special committees as needed to support Classic Program operations, including but not limited to a Scholarship Committee and a Tournament Committee. These committees will serve in an advisory and administrative capacity, focused on specific areas designated by the Classic Board.

The formation of any special committee, including the selection of the Committee Chair, must be approved by a majority vote of the DCYSA Classic Board.

- Each committee must maintain accurate records of meetings, decisions, communications, and any financial transactions or award distributions.
- The Committee Chair is responsible for reporting progress, issues, and recommendations to the Classic Board as requested.

- In matters where committee actions require clarification, guidance, or approval beyond their scope, such issues must be brought to the DCYSA Classic Board for final determination.
- Committee members must be in good standing with DCYSA and serve at the discretion of the Classic Board.
- Special Committees shall operate by majority vote of active members, with a minimum of 50% of members present to constitute quorum.

ARTICLE 23. Compensation and Stipends (Classic Program)

Individuals serving in roles within the DCYSA Classic Program may be eligible to receive stipends for services rendered, provided that:

- Any proposed stipend must be reviewed and approved by a majority vote of the full Classic Executive Board.
- The decision to award a stipend must be documented in official meeting minutes and include justification for the compensation.
- Stipends must be aligned with the scope of services provided and adhere to DCYSA's financial policies.
- No stipend may be issued retroactively without prior authorization from the Classic Board.
- Individuals receiving stipends may not participate in the vote regarding their own compensation.

Board members who serve in voting roles, including the Classic President, may receive stipends for services rendered, provided they fully recuse themselves from all discussions and votes related to their own compensation. All recusals must be recorded in the official meeting minutes.

Section III

ARTICLE 24. Financial Policies

The financial management of DCYSA shall be governed by the following principles and procedures:

Section 24.1 – Fiscal Responsibility

All financial decisions must support the mission and operational needs of the Association and comply with applicable laws, NCYSA regulations, and nonprofit best practices.

Section 24.2 – Budgeting

The Recreation Executive Board and Classic Executive Board shall each prepare and approve their own annual budgets by a majority vote prior to the start of each fiscal year (August 1).

The Board of Directors shall not interfere with program-level budgets unless a material concern is identified, such as noncompliance with DCYSA or NCYSA financial policies, legal obligations, or evidence of fiscal mismanagement.

Budget amendments during the fiscal year may be made by a majority vote of the relevant board.

Budget amendments must be proposed by the President at the program level or Treasurer and approved by a majority vote of the respective board.

Section 24.3 – Disbursements and Expenditures

All disbursements must align with the approved program budget or be authorized by a majority vote of the respective board (Recreation or Classic).

All disbursements not already included in the approved annual budget require explicit approval from the relevant board.

Documentation must be maintained for all expenditures, including receipts, contracts, and written justification as needed.

In cases of emergency requiring immediate financial action to protect player safety or comply with regulations, the President and Treasurer may authorize expenditures not to exceed $500 per occurrence without prior board approval, provided such actions are reported at the next scheduled board meeting and documented in minutes.

Section 24.4 – Stipends and Contract Payments

No member of the DCYSA Recreation Board shall receive compensation or stipends for their services. All Recreation Board positions are strictly voluntary.

The Referee Assignor and referees are considered paid independent contractors and are not members of any DCYSA board. They do not have voting rights and operate outside of the board of governance.

Other individuals who may be compensated for services (e.g., school system key holders, sheriffs hired for game-day security, or similar roles) are performing external duties and are not considered members of DCYSA leadership or governance boards.

In the Classic Program, stipends or contract payments may be issued to individuals for services rendered, but only with explicit approval by a majority vote of the Classic Executive Board. This is to be noted on the annual budget and be approved prior to August 1.

Justification for any payment must be clearly documented in meeting minutes, including the scope of work performed.

Individuals under consideration for payment must recuse themselves from any related votes.

Retroactive payments require explicit board approval and must be accompanied by appropriate documentation.

Section 24.5 – Financial Oversight and Reporting

The DCYSA Treasurer(s) shall maintain centralized financial records and provide quarterly financial summaries to the Executive Board for transparency and accountability.
The Treasurer shall oversee all deposits, disbursements, bank reconciliations, and tracking of financial activity. They are responsible for preparing the budget in coordination with the Program Director and must ensure records are available for inspection upon request by the Executive Board.

The Recreation and Classic boards shall maintain detailed program-level financial tracking and reporting.

An annual financial summary shall be presented at the DCYSA Annual General Meeting (AGM).

The Executive Board reserves the right to initiate an independent financial review or audit if concerns arise regarding fiscal conduct, reporting accuracy, or compliance.

Section 24.6 – Conflict of Interest

Any DCYSA board member or volunteer with a financial or personal interest in a proposed transaction must disclose that interest in advance and recuse themselves from discussion and voting on the matter. All such disclosures and recusals must be recorded in meeting minutes.

Section 24.7 – Audit Procedures

To ensure financial transparency and accountability, the DCYSA may conduct internal or external audits under the following conditions:

1. **Internal Audit**:
   An internal audit may be initiated by a majority vote of either the Classic or Recreation Executive Board. The audit shall be conducted by a committee of at least three individuals not directly responsible for financial disbursements. The committee must include at least one member from each program level and shall report findings to the full Executive Board within 60 days.

2. **External Audit**:
   An external audit may be requested by a majority vote of the Board of Directors or either Executive Board if there is concern regarding financial mismanagement, compliance issues, or upon recommendation by legal or regulatory authorities. The audit must be conducted by a licensed, independent CPA or auditing firm.

3. **Audit Triggers**:
   Audits may be triggered by:
   - A change in Treasurer or President at the program level.
   - A discrepancy in financial reporting.

- A formal written request by at least 25% of voting board members across both programs.

4. **Reporting and Documentation**:
   All audit findings must be documented and shared with the requesting board(s) and the Board of Directors. A summary of the audit (excluding sensitive or confidential information) shall be made available to members upon request.

Article 25. Financial or Operational Governance

All Meeting minutes, votes, policies, and financials for the Board of Directors, Classic, and Recreation are stored via a “liaison site” under password protection. All active executive board members are allowed access. Documents that relate to Discipline and Appeals, Risk Management, information concerning stipends, scholarships or PHI are not to be shared with anyone outside of the active member group. There is to be at least one named administrator from the Board of Directors, Classic and Recreation group, who is responsible for uploading documents within 30 days. The Discipline and Appeals coordinator(s) and Risk Management coordinator are to be named administrator as well.

All bylaws and meeting minutes are to be uploaded on the program level’s website after the minutes have been reviewed and approved, no later than 45 days of the meeting.

Article 26. Classic and Recreation Liaison Site(s) for Governance & Documentation

To promote transparency, accountability, and centralized record-keeping, each program level shall maintain a secure liaison site for official governance documentation. The following rules apply:

A. Purpose

- The liaison site is the primary repository for:
  - Meeting minutes
  - Board votes and decisions
  - Financial reports
  - Program-level policies
  - Confirmations of liaison appointments
  - Booster club board contacts
  - Approved documents for public sharing
  - Rosters
  - Birth Certificates for participants
  - Scholarship forms and reward emails

B. Access

- Each program (Classic and Recreation) shall maintain its own separate liaison site.
- Access is restricted to current executive and supporting board members of the corresponding program level.

- The Board of Directors shall have access to both program-level liaison sites.

C. Administration

- Each site must have at least two named administrators from each program level.
- The Discipline and Appeals Coordinator and Risk Management Coordinator must also be administrators to ensure secure document oversight.
- All uploaded documents must be posted within 30 days of creation or approval.

D. Security

- Each liaison site must be protected by a unique, confidential password shared only with authorized board members.
- Documents containing personally identifiable information (PII), stipends, discipline records, or risk data are restricted and must not be distributed beyond the executive group with access.

E. Public Transparency

- Meeting minutes and approved policies (excluding confidential or sensitive items) must be posted to the public-facing program-level website within 45 days of approval.

Article 27. Codify Digital Voting Policy

If a virtual meeting is allowed then the voting must be recorded via email to the Secretary of the program level holding the virtual meeting. Texts are not sufficient but instead must be marked specifically with the users email and direct communication with the Secretary of the program level.

The Board of Directors and Executive Boards may conduct meetings and votes electronically, including via email, video conferencing, or other digital platforms, provided that all participants can communicate simultaneously.

For votes conducted outside of meetings, unanimous written consent is required for board actions, and such consent must be documented and retained in the organization's records.

For membership meetings, electronic voting is permitted if notice is provided in accordance with these bylaws and a secure method of vote collection is used. Proxy voting is not permitted unless explicitly authorized elsewhere in these bylaws.

Article 28 – Mergers and Association-Altering Decisions

Any proposed merger between the Davidson County Youth Soccer Association (DCYSA) and another organization must be approved by a unanimous vote of both the Classic Executive Board and the Recreation Executive Board. A merger shall not proceed without full agreement from both program-level boards.

Furthermore, the Board of Directors shall not make any association-altering decisions without a majority vote from both the Classic and Recreation Executive Boards. This includes, but is not limited to:

- Partnerships
- Collaborations

- Mergers
- Dissolution of any part or the entirety of DCYSA

This ensures that all significant structural or operational changes reflect the collective will of both programs and maintain the integrity of the Association's governance.

Article 29 – Dissolution of Davidson County Youth Soccer Association as a whole:

The dissolution of the Davidson County Youth Soccer Association, including the classic and recreation programs, requires a majority vote from both the Recreation Executive Board and the Classic Executive Board. Additionally, a majority of the Community Booster Club Presidents, or their designated proxies, must be present and vote on the matter. This replaces the role of community liaisons in the dissolution process unless they are the proxy for their Community Booster Club.

Article 30 - DCYSA Code of Conduct

The Davidson County Youth Soccer Association (DCYSA) is committed to providing a safe, respectful, and inclusive environment for all participants. This Code of Conduct outlines the expectations for behavior by players, parents, coaches, board members, and volunteers. All individuals are expected to uphold the values of sportsmanship, integrity, and community responsibility.

1. General Conduct

All participants must demonstrate respect for others, including teammates, opponents, referees, and spectators. Unsportsmanlike behavior, including verbal abuse, physical aggression, or inappropriate gestures, will not be tolerated.

2. Social Media and Digital Communication Policy

All participants must refrain from posting negative, inflammatory, or inappropriate content about DCYSA, its members, or officials on social media. Concerns should be addressed through official grievance channels. Responsible digital communication is expected at all times.

3. Anti-Bullying and Harassment

DCYSA maintains a zero-tolerance policy for bullying, harassment, or discrimination of any kind, including verbal, physical, or cyber-based behavior. All participants are entitled to a safe and supportive environment. Violations will result in disciplinary action.

4. Reporting Misconduct

Any participant who witnesses or experiences misconduct is encouraged to report it to the appropriate Discipline and Appeals Coordinator or Risk Management Coordinator. Reports will be handled confidentially and investigated promptly in accordance with DCYSA and NCYSA policies.

5. Conflict of Interest
Board members and volunteers must disclose any potential conflicts of interest and recuse themselves from related decisions. Failure to do so may result in their removal from their position. All disclosures and recusals must be documented in meeting minutes.

6. Annual Acknowledgment
All board members, coaches, and volunteers must sign an acknowledgment form annually confirming they have read, understood, and agreed to abide by the DCYSA Code of Conduct. This ensures continued commitment to the values and expectations of the organization.

7. Violations and Disciplinary Action
All Code of Conduct violations may be subject to disciplinary review by the appropriate DCYSA authority (Discipline and Appeals Coordinator, Recreation or Classic Board, or the Board of Directors as applicable). Disciplinary actions may include verbal warnings, written notices, suspension, or removal from DCYSA activities or leadership roles. Repeat or serious offenses may result in long-term or permanent removal from DCYSA.

Appendix A: Glossary of Terms and Roles
This glossary defines specific terms, roles, and concepts used throughout the DCYSA Bylaws to ensure clarity and consistency across both the Recreational and Classic soccer programs.

Role	Term Length	Renewable	Appointment Method
Recreation President	1 year	Yes (annually)	Elected at Recreation AGM
Recreation Vice President	1 year	Yes (annually)	Elected at Recreation AGM
Recreation Treasurer	1 year	Yes (annually)	Elected at Recreation AGM
Recreation Secretary	1 year	Yes (annually)	Elected at Recreation AGM
Community Recreation Liaison	1 year	Yes (annually)	Appointed by community booster club
Classic President (Classic Director)	1 year	Yes (annually)	Elected at Classic AGM
Classic Vice President	1 year	Yes (annually)	Elected at Classic AGM
Classic Treasurer	1 year	Yes (annually)	Elected at Classic AGM
Classic Secretary	1 year	Yes (annually)	Elected at Classic AGM
Classic Coaches & Assistant Coaches	1 year	Yes (annually)	Appointed by Classic Program leadership

Role	Term Length	Renewable	Appointment Method
Director of Coaching (Classic)	1 year	Yes (annually)	Appointed by Classic Board
Board of Directors (5 Members)	1 year	Yes (annually)	Selected jointly via nomination/drawing
Online Affairs Director (Contracted)	1 year	Yes (by contract)	Voted and approved by Board
Referee Assignor (Contracted)	1 year	Yes (by contract)	Contract approved annually by Board
Risk Management Coordinator	1 year	Yes (annually)	Appointed by program- level Board
Discipline and Appeals Coordinators and Assistant	1 year	Yes (annually)	Appointed by program-level Board
Registrar & Assistant Registrar	1 year	Yes (annually)	Appointed by program-level Board (Head Registrar – Classic)
Fields Coordinator	1 year	Yes (annually)	Appointed by Recreation Board

Organizational Terms

DCYSA (Davidson County Youth Soccer Association):
The official name of the organization governing youth soccer in Davidson County, operating both Recreational and Classic soccer programs.

Recreational Program:
A community-focused program emphasizing player development, sportsmanship, and equal participation.

Classic Program:
A competitive program offering a higher level of training and play for committed players, often including travel and tournament participation.

Governing Structures

Board of Directors:
A five-member governing body jointly appointed by the Recreation and Classic Boards by a process outlined in Article 10. The Board of Directors serves as a neutral authority in matters that exceed the scope or resolution of the individual program boards. Their responsibilities include handling escalated disputes, ensuring compliance with NCYSA requirements, and representing DCYSA for state-level business, including signing the NCYSA Membership Renewal Form and attending the NCYSA Annual General Meeting (AGM).

Members of the Board of Directors do not engage in the day-to-day operations of either program but act as high-level stewards of organizational integrity, fairness, and strategic compliance.

Recreation Executive Board:
The board that oversees the Recreational Program, including administrative and operational roles. Responsible for ensuring that member community booster clubs boards are knowledgeable concerning the role of DCYSA and the soccer program.

It is the responsibility of the Recreation President and Vice President to ensure that the community booster club's executive board understands the working relation and DCYSA's expectation. A list of active booster club board members will be maintained per community per season. This list is for communication purposes. Each community booster club board functions on separate timelines so it is imperative that Recreation President and/or Vice President request this information each season for understanding and clarity. Also, a list of the communities voting liaison should be maintained each season and the confirmation email uploaded on the liaison site for documentation purposes.

Classic Executive Board:
The board that governs the Classic Program, comprising coaches, directors, and support roles.

Leadership Roles
Board of Directors:
Are made up of 5 individuals that have leadership experience within DCYSA. They are not concurrently serving as a program level President or Vice President.
One of the 5 individuals, selected by a majority vote by the board, is who NCYSA sees as Davidson County Youth Soccer Associations President role. This title will rotate yearly through all 5 individuals. No one can be deemed as "President" on the Yearly Renewal NCYSA application consecutively.

The Board of Directors will hold limited oversight authority and shall intervene only when disputes cannot be resolved at the program level, disputes between the two programs or when matters require unified action in compliance with NCYSA mandates.

The Board of Directors cannot make association altering decisions without a majority vote from the Classic and Recreation Executive Boards. This includes but is not limited to partnerships, collaborations, mergers, and/or dissolution.

Classic President:
A voting classic executive board member. Is the leader of the DCYSA Classic program. Must have prior Classic Program leadership experience. Also known as the Director of Classic. Must meet job requirements set forth by the DCYSA Classic Executive board.

Recreation President:
A voting recreational executive board member that oversees recreational soccer operations.

Classic Vice President:
A voting classic executive board member. Shares similar qualifications as the President.

Recreation Vice President:
A voting Recreation executive board member. Supports the Recreation President and shares in the same duties as needed.

Classic Secretary:
A voting member of the Classic executive board. Maintains accurate records of the Classic meetings, manages communications and scheduling, and ensures board documentation is organized and accessible.

Recreational Secretary:
A voting member of the Recreation executive board. Maintains accurate records of all the recreation meetings, manages communications and scheduling, and ensures board documentation is organized and accessible.

Classic Treasurer:
Oversees at the Classic financial operations of DCYSA, including budgeting, accounting, financial reporting, and disbursement compliance with nonprofit standards.

Recreational Treasurer:
Oversees at the Recreation financial operations of DCYSA, including budgeting, accounting, financial reporting, and disbursement compliance with nonprofit standards.

Community Recreation Liaisons:
Voted in by their corresponding community booster club. They are to represent their local booster clubs and serve as liaisons between communities and the DCYSA Recreation Executive Board. Assist with communication, team logistics, and field concerns.

Classic Coaches:
Serve as voting members of the Classic Board. Responsible for training, development, and competitive performance of Classic teams. Must have a certification of coaching at some level or actively be working toward a certification.

Classic Assistant Coaches:
Serve as voting members of the Classic Board. Support Classic Coaches during training and matches. They participate in player development and game-day logistics.

Classic Director of Coaching:
A voting member that provides leadership in coaching development, training standards, and

technical direction for the Classic Program. Mentors coach(es) and oversees curriculum implementation.

Fields Coordinator:
Manages field usage and maintenance for the Classic and Recreation Program. Responsible for obtaining Certificate of Liabilities with NCYSA.

Coordinates field readiness, scheduling, and equipment logistics. Community Recreation Liaisons are responsible for their own fields and scheduling of regular season games and team practices. Tournaments, however, may have a DCYSA committee that are responsible for the fields and scheduling of tournament games. A non-voting position.

Head Registrar:
Responsible for obtaining required NCYSA documents and head shots per their NCYSA agreement. Working with the DCYSA Classic board, registering Classic players, and assisting with the tryout process to obtain what is needed for rosters. Leads the player registration process for the Recreational Program, ensuring timely and accurate player and team documentation per NCYSA requirements. A non-voting position.

Assistant Registrar:
Supports the Head Registrar with administrative tasks related to registration, data updates, and roster management. They are not the lead when it comes to Classic registration per NCYSA. A non-voting position.

Referee Assignor:
A contracted role responsible for assigning referees to matches. Operates independently of board governance and receives compensation for services. A contract must be annually agreed on by the Assignor and the board they contract with, Classic and Recreation may use different Referee Assignors. A non-voting position.

Recreational Discipline and Appeals Coordinator:
Manages conduct issues, disciplinary actions, and appeals within the Recreational Program. Ensure proper documentation and fair process. Adheres to the NCYSA Discipline and Appeals manual at a minimum. A non-voting position.

Recreational Assistant Discipline and Appeals Coordinator:
Assists the Recreational Discipline and Appeals Coordinator in managing conduct issues, disciplinary actions, and appeals within the Recreational Program. Ensure proper documentation and fair process. Adheres to the NCYSA Discipline and Appeals manual at a minimum. Steps in if the Recreation Discipline and Appeals Coordinator has a conflict from the community aspect of managing conflicts/conduct issues to ensure no bias. A non-voting position.

Classic Discipline and Appeals Coordinator:
Oversees discipline and appeals related to the Classic program level. Maintains impartiality and ensures adherence to conduct standards. Adheres to the NCYSA Discipline and Appeals manual.

Classic Assistant Discipline and Appeals Coordinator:
Assists the Classic Discipline and Appeals in managing conduct issues, disciplinary actions, and appeals within the Classic Program. Ensure proper documentation and fair process. Adheres to the NCYSA Discipline and Appeals manual at a minimum. A non-voting position.

Risk Management Coordinator:
Ensures compliance with all safety, background check, and risk prevention standards. Serves as a resource for safety-related concerns across programs. A non-voting position.

Online Affairs Director:
A contracted position responsible for DCYSA's website, social media, and online communications. Maintains digital access to key league information. A non-voting position.

Membership and Voting

Member:
Any parent/guardian of a registered player or a representative of an affiliated booster club.

Voting Rights:
Each family receives one vote per registered player. No proxy voting is permitted. Voting occurs at the Annual General Meeting.

Quorum:
Minimum number of participants needed to conduct official business:

AGM: 5% of members with representation at both programs level meeting

Recreation Board and Special Meetings: 30% of voting members

Classic Board and Special Meetings: 50% of voting members

Board of Directors Meetings: Board of Directors only meet as needed with 3 of 5 Board of Directors present for a quorum. Must meet at least once a year.

Meetings

Recreation Annual General Meeting (Recreation AGM):
Yearly meeting to address general business, conduct elections, and receive reports for offices of Recreation President, Recreation Vice President, Recreation Secretary and Recreation Treasurer. These positions are voted in for a 1-year term. It must be held between 90-120 days

of the fiscal year's end. This meeting can be virtually held if it is deemed required, but otherwise should be in person.

Classic Annual General Meeting (Classic AGM):
Yearly meeting to address general business, conduct elections for offices of Classic President, Classic Vice President, Classic Secretary and Classic Treasurer. These positions are voted in for a 1-year term. It must be held between 90-120 days of the fiscal year's end. This meeting can be virtually held if it is deemed required, but otherwise should be in person.

Monthly Recreation Board Meetings:
Scheduled on the first Thursday of each month. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually.

> Take note that after the end of the fiscal year of Classic and Recreation and before their designated AGM there is not an active Executive Board. All voting topics are to occur during the sitting of the active board, see Article 5.

Recreation Special Meetings:
Called as needed. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually. These can be closed meetings called as needed, in which only the Recreation board are allowed to attend.

Classic Special Meetings:
Called as needed. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually. These can be closed meetings called as needed, in which only the Classic board are allowed to attend.

Board of Directors Meetings:
Held as needed but at a minimum of once yearly with the Classic and Recreation Executive Board. Meetings must be held in person. However, if NCYSA mandates restrictions on in-person gatherings, meetings may be conducted virtually.

Standards and Compliance

Zero Tolerance Policy:
Enforced code of conduct applicable during and outside of games and practices for all board members, coaches, and players.

Good Standing:
A member or candidate status indicating no disciplinary or conduct violations in the previous 24 months.

Financial and Operational Terms

Seasonal Year:
August 1 – July 31, aligned with NCYSA's calendar.

Fiscal Year:
August 1 – July 31, used for budgeting and financial accountability.

501(c)(3):
IRS designation for tax-exempt nonprofit organizations. Required for booster clubs to receive funds upon program dissolution.

Committees (Classic Program)

Special Committee:
A group formed by the Classic Board to manage targeted initiatives such as, but not limited to, scholarships or tournaments.

Committee Chair:
Leads a special committee, maintains records, and reports activities to the Classic Board.

Stipends (Classic Program)
Stipends refer to financial compensation provided to individuals for services rendered within the DCYSA Classic Program. Such stipends may be granted under the following conditions:

- A majority vote of the full Classic Executive Board is required to approve any stipend.
- The decision must be clearly recorded in the official meeting minutes and include a justification for the compensation.
- Stipends must be consistent with DCYSA's financial policies and must not be awarded retroactively unless explicitly authorized.
- Individuals who are under consideration to receive a stipend must abstain from any vote related to their own compensation.

Appendix B – Board of Directors Selection Procedure
Classic Nominees (A): Recreation Nominees (B):
[C1] [C2] [C3] [R1] [R2] [R3]

Draw Order:
1. C1 → Board Member
2. R1 → Board Member
3. C2 → Board Member
4. R2 → Board Member

Remaining: C3 and R3 → Container C → Draw one → 5th Member

Appendix C – Community Booster Clubs membership

Example Booster Club B requests to join DCYSA. There are currently 10 members, so the addition of Booster Club B would make 11-member booster clubs. There is a balance of $10,000 in the Recreation checking account, divide that balance by 10, which is 1,000 per currently vested booster clubs. Booster Club B would have a joining fee of $1,000 to be equally vested.

Appendix D –
These bylaws are adopted on August 24, 2025
They were voted in by the members of DCYSA at the Annual General Meeting.

President of Classic: _____

Vice President of Classic: _____

Secretary of Classic: _____

Treasurer of Classic: _____

President of Recreation: _____

Vice President of Recreation: _____

Secretary of Recreation: _____

Treasurer of Recreation: _____

Community Liaisons of:

1. Arcadia: _____
2. Churchland: _____
3. Davis-Townsend: _____
4. Fairgrove: _____
5. Friendship: _____
6. Midway: _____
7. Reeds: _____

8. South Davidson: _____
9. Southwood/Southmont: _____
10. Welcome: _____