POLICY ON COMMITTEES

[April 25, 2020]

PART I—GENERAL

Section 101. PURPOSES

Article XIV, Section 1 and 2 of the USYS Bylaws provide that its Board of Directors shall prescribe the responsibilities of each standing and special committee. The purposes of this policy are to prescribe the responsibilities of committees and procedures related to committee responsibilities.

Section 102. DEFINITIONS

(a) The definitions of Article III of the Bylaws of USYS apply to this policy. Those definitions include the following:

(1) “Article” preceding a Roman numeral means a reference to a specific provision of the US Youth Soccer Bylaws.

(2) “Board of Directors” means the Board of Directors of USYS established under Article XIII.

(2) “Federation” means the United States Soccer Federation, Inc.

(3) “National Council” means the National Council of USYS as provided under Article XI.

(4) “Organization Member” means an organization that is classified as such a member of USYS as provided by Article V.

(5) “Region” means one of the regions established under Article VIII.

(6) “State Association” means the administration body within a territory determined by the National Council to carry out USYS programs for youth players.

(7) “USYS” means the United States Youth Soccer Association, Inc.

(b) In this policy—

(1) “Chair” means the Chair of USYS as provided by Article XI.

(2) “Chief Executive Officer” means the CEO of USYS as provided by Article XVIII.

(3) “committee” includes a standing committee or special committee.

(4) “Special committee” includes, as provided under Robert’s Rules of Order, any committee, except a standing committee, regardless of the name given the committee, such as select committee, ad hoc committee, or task force.

Section 103. COMMITTEE APPOINTMENTS

(a) The establishment, appointment of chairmen and members, and term of office of members of standing committees is as provided by Article XIV and Robert’s Rules of Order.

(b) Subject to the review and approval of the Board of Directors, the Chair, or the CEO in consultation with the Chair, may establish special committees, appoint the committee chairmen and members, and prescribe the responsibilities of each.

(c) As soon as practicable after an election or an appointment has been made to a committee, the Chair or the CEO is responsible for notifying the elected or appointed
individual of that individual’s appointment, whether as a member of the committee or chairman of the committee, and the names of the other members of the committee.

(d) When an individual, previously elected or appointed to a committee, has not been reelected or reappointed to that committee, the Chair or CEO is responsible for thanking that individual for services rendered.

Section 104. COMMITTEE LIAISONS

At the same time the Chair, or the CEO in consultation with the Chair, makes an appointment of the chairman of each standing committee and at the time a special committee is established, the Chair, of USYS shall designate—

(1) a member of the Board of Directors as a Board liaison to each committee; and

(2) by request from the CEO a member of the staff of USYS as a staff liaison to each committee.

Section 105. GENERAL RESPONSIBILITIES

(a) Each committee shall—

(1) conduct its proceedings as provided by the applicable provisions of Robert’s Rules of Order (as provided by Article XX);

(2)(A) in the case of a standing committee, make regular reports to the Board of Directors and an annual report not later than September 15 for the prior fiscal year; and

(B) in the case of a special committee, make regular reports to the Board of Directors and an annual report not later than September 15th of the prior fiscal year, and a final report when the committee has completed its responsibilities;

(3) keep its committee liaisons informed of its plans and activities;

(4) by the deadline established for submitting reports, submit to the national office of USYS a report on the activities of the committee for the year that will be included in the Book of Reports provided to the National Council;

(5) provide to the committee’s liaisons the draft of any material to be disseminated for external presentation or use for approval by the committee’s Board liaison, unless the draft contains material requiring Board approval, in which case the material shall be submitted by the Board liaison to the Board for consideration;

(6) comply with the financial policies and budget of USYS; and

(7) submit to the USYS National Office, at least once each seasonal year, the files and records of the committee.

(b) The liaisons to each committee shall periodically contact the chairman of that committee about committee plans and activities and to determine if there are items to be presented to the Board of Directors for the committee.

(c) The CEO or designee, will coordinate sponsor communications with the chairman of each committee to ensure consistency of information.
PART II—STANDING COMMITTEES

Section 201. AUDIT COMMITTEE

(a) USYS has an Audit Committee composed of at least 3 members who shall be appointed annually by the CEO, in consultation with the Chair, with the approval of the Board of Directors.

(b) The Audit Committee has the responsibilities of monitoring the accounting results, internal control processes, and the policies and procedures of USYS and the audits of its financial statements.

(c) The Committee shall have the sole authority to appoint, evaluate, and terminate the independent auditor. The Committee shall be directly responsible for the compensation and oversight of the work of the independent auditor (including resolution of disagreements between management and the independent auditor regarding financial reporting) for the purpose of preparing or issuing an audit report or related work. The independent auditor shall report directly to the Committee.

(d) The Committee shall pre-approve all auditing services and permitted non-audit services (including the fees and terms thereof) to be performed for USYS by its independent auditor. The Committee may delegate to a subcommittee of one or more members the authority to grant preapprovals of audit and permitted non-audit services, provided that decisions of such subcommittee to grant preapprovals shall be presented to the full Committee at its next scheduled meeting.

(e) Review and, if appropriate, approve waivers of USYS Code of Conduct with respect to officers, directors, and staff.

(f) Review with the Board of Directors and management:
   (1) the policies and procedures designed to promote USYS compliance with laws and regulations, USYS compliance with laws and regulations and any other legal or regulatory matters that may have a material impact on USYS financial statements;
   (2) USYS Code of Conduct, the policies and procedures designed to promote and monitor compliance with the code of conduct, and the results of such monitoring;
   (3) Any significant financial reporting issues and judgments made in connection with the preparation of USYS financial statements, including any significant changes in USYS selection or application of accounting principles, any major issues as to the adequacy of USYS internal controls and any special steps adopted in light of material control deficiencies;
   (4) on an annual basis, management's internal control report and, to the extent required, the independent auditor's attestation report with respect to USYS internal controls; and
   (5) other matters related to the conduct of the annual audit or the review of financial results required to be communicated to the Committee by the independent auditor under applicable law, auditing standards or other professional accounting standards.
Section 202. GOVERNANCE AND NOMINATING COMMITTEE

(a) USYS has a Governance and Nominating Committee composed of 5 members of which the chair shall be appointed by the Chair, in consultation with the Board, and each of the 4 regional councils shall each appoint one member of the Committee.

(b) The chair and members of the Committee shall each serve for two years as provided by Article X(C).

(c) The purpose of the Governance and Nominating Committee is to assist the Board in (1) identifying individuals qualified to become Board members, consistent with criteria provided in Articles VIII(3), IX(2), and XII(4)(A) and by (2) developing and recommending to the Board modifications to USYS’s governance policies and guidelines, and (3) evaluating the overall effectiveness of the Board and its committees.

PART III—SPECIAL COMMITTEES

Section 301. GENERAL REQUIREMENTS

In establishing a special committee as provided by Article XIV, the Chair, or the CEO in consultation with the Chair, shall submit to the Board of Directors for approval, in the form of the next available section of this part of this policy—

(1) the name of the committee;
(2) the number of members of the committee, including the chairman and its composition;
(3) the responsibilities of the committee;
(4) the period of time the committee is to remain in existence; and
(5) the dates on which the committee is to submit reports including its final report.

Section 302. SPECIAL COMMITTEE ON BYLAWS AND POLICIES

The Special Committee on Bylaws and Policies has the following responsibilities:

(1) reviewing applications to be Organization Members of USYS and making reports on those applications as requested by the Board or the CEO;
(2) reviewing and making recommendations to the National Council about proposed amendments to the Charter or Bylaws that are timely submitted;
(3) reviewing amendments to charter, articles of incorporation, and bylaws on the request of the Board of Directors or the CEO and making a report about its review;
(4) making reports and recommendations to the Board of Directors and the National Council about possible bylaw amendments; and
(5) providing advisory opinions about interpretations of the charter, bylaws, and policies of USYS on the written request of the Board of Directors or the CEO.
Section 303. SPECIAL COMMITTEE ON NATIONAL CHAMPIONSHIPS

The National Championships has the following responsibilities:

(1) administering the National Championships competitions as provided by the US Youth Soccer National Championships Policy and the Board of Directors;
(2) reviewing that Policy and making recommendations for amendments as appropriate; and
(3) reviewing bids, in consultation with the CEO, to host the National Championships competitions and the proposed host sites and making recommendations to the Board of Directors about sites to be selected to host.

Section 304. SPECIAL COMMITTEE ON NATIONAL PRESIDENTS CUP

The National Presidents Cup has the following responsibilities:

(1) administering the National Presidents Cup competitions as provided by the US Youth Soccer National Presidents Cup Policy and the Board of Directors;
(2) reviewing that Policy and making recommendations for amendments as appropriate; and
(3) reviewing bids, in consultation with the CEO, to host the National Presidents Cup competitions and the proposed host sites and making recommendations to the Board of Directors about sites to be selected to host.

Section 305. SPECIAL COMMITTEE ON RISK MANAGEMENT

The Special Committee on Risk Management has the following responsibilities:

(1) developing and implementing a risk management plan for USYS, in consultation with the CEO or designee, as provided by Article VI;
(2) providing leadership and support to State Associations regarding risk management; and
(3) developing and distributing guidelines and related materials that will foster safe circumstances for all persons, especially every youth, who participates in a USYS activity or an activity of any of the membership of USYS.

Section 306. SPECIAL COMMITTEE ON GRASSROOTS SOCCER

The Special Committee on Grassroots Soccer has the following responsibilities:

(1) overseeing soccer opportunities for youngsters in every area of the United States, in consultation with the CEO or designee, in which soccer does not exist or is underserved, whether urban, rural, or suburban areas;
(2) through these opportunities, building positive social and life skills for our youth players that will provide them fun and exercise, physical and mental development, and at the same time increasing their self-esteem; and
(3) implementing its responsibilities through grassroots efforts throughout the United States.
Section 307. SPECIAL COMMITTEE ON TOPSOCCER®

The Special Committee on TOPSoccer® has the following responsibilities:
(1) developing and implementing soccer participation programs throughout the United States for youth with disabilities in consultation with the CEO or designee;
(2) through these programs, striving to enable thousands of young athletes with disabilities to develop physical fitness, to build positive social and life skills and self-esteem, and to experience the joy and excitement of playing soccer; and
(3) implementing its responsibilities through grass roots efforts in each of the regions, through national cooperative programs, and developing a TOPSoccer resources.

Section 308. SPECIAL COMMITTEE ON ORGANZATIONAL GROWTH

The Special Committee on Organizational Growth has the following responsibilities:
(1) to review current growth strategies and offer support and outside perspective in an effort to improve.
(2) to act as a think tank in developing new strategies of growth and retention and support staff to bring such concepts to market.

Section 309. SPECIAL COMMITTEE OF THE HALL OF FAME

The responsibilities and charter of the Special Committee of the Hall of Fame shall be found in section 201 of the “Honors Policy”.

Section 310. SPECIAL COMMITTEE ON DIVERSITY & INCLUSION

The Special Committee on Diversity and Inclusion has the following responsibilities:
(1) to assist with the development of strategic initiatives geared towards growing and maintaining diversity within US Youth Soccer and all Member Organizations in addition to recommending various tactics and initiatives designed to enhance the organization’s inclusiveness by
(2) drafting policy recommendations on Diversity and Inclusion to be presented to the Board of Directors for adoption, and
(3) making formal recommendations regarding programs and initiatives to improve diversity across the organization.

Section 311. SPECIAL COMMITTEE ON FUTSAL

The Special Committee on Futsal has the following responsibilities:
(1) to provide feedback, input and guidance to ensure USYS makes the best-informed decisions pertaining to futsal.
(2) to establish a grassroots Futsal ‘tool kit’, provide recommendation, and offer support to Organizational Members beginning futsal programming locally.
(3) establishing a USYS Futsal National Championship