

(New revisions approved on June 14, 2011)

Grand Terrace Community Soccer Club ByLaws

1. Name and Objective

- A. The name of the organization shall be "Grand Terrace Community Soccer Club", hereafter referred to as the "GTCSC" or "club".
- B. The objective of the Grand Terrace Community Soccer Club is to advance the cause of soccer within the Grand Terrace Community, promote sportsmanship, and to offer all levels of the sport of soccer to the youth of the community. This will be accomplished by sponsoring club teams, educational clinics, and programs for all aspects of soccer.

2. Administration

- A. The affairs of the GTCSC shall be administered by the Board of Directors, hereafter referred to as the "Board".
- B. All club matters shall be resolved by the members of the board. **Article III. Officers / Board of Directors**
- C. The elected officers of the organization shall be as follows, and collectively they shall constitute the Board of Directors. A quorum must be present at each Board Meeting, and shall consist of the President and/or Vice President, and a majority of remaining Board members.
- D. PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, REGISTRARS, DIRECTOR OF COACHES, DIRECTOR OF REFEREES, CONCESSION MANAGER, SECOND CONCESSION MANAGER, THIRD CONCESSION MANAGER, EVENTS COORDINATOR, TEAM COORDINATOR, FIELD SUPERVISOR, SECOND FIELD SUPERVISOR, THIRD FIELD SUPERVISOR, MEMBER AT LARGE
- E. Additional Standing Committees as may be appointed by the Board including, SPECIAL EVENTS SPONSORSHIP, FUNDRAISERS, PUBLICITY, and RULES AND REGULATIONS.
- F. No family members may hold board positions simultaneously.
- G. All board members must be a minimum age of twenty-one (21) years old with the exception of board approval.
- H. All board members shall pay full registration fees at time of registration. Elected board members will receive a full refund of current year paid registration fees, or may carry over the fees from year to year, for their dependents playing soccer upon completion of a full year of service (February 1-January 31). Appointed board members will receive a prorated amount of current year paid registration fees for their dependents playing soccer based on the number of months of service. Board members who are removed or resign from the board service shall not receive any refund of paid registration fees.

3. Duties of the Board of Directors

- A. It will be the duty of the Board of Directors to determine and ensure compliance with the policies of this organization, the United States Soccer Federation (USSF) and its Southern California affiliate, the California Youth Soccer Association - South (Cal South).
- B. The board shall publish and distribute rules and regulations under which the GTCSC operates. These rules and regulations will be given to all Board members, Head Coaches, and any general member requesting a copy.

4. Duties of the President

The President shall:

- A. Have complete responsibility and authority to conduct the business of the organization within the framework of these by-laws, and Cal South / USSF rules and regulations. Including filling out all applications that pertain to GTCSC including field permits. They are to be a liaison between the city and GTCSC.
- B. Be responsible to guide and assure all functions are carried out as set forth in these by-laws and rules and regulations for the advancement of goodwill and sportsmanship of the GTCSC.
- C. Act as Chairman at all Board and General Membership Meetings.
- D. Appoint any special committee(s) which the Board deems necessary to carry out the functions of the organization.
- E. Be the liaison person with the District Director of Cal South District 5, and ensure at least one board member will attend each District meeting.
- F. Have the power as authorized by the board to make purchases on behalf of, incur indebtedness for, and/or otherwise obligate this organization up to a maximum amount that is within the total cash assets of the organization.
- G. Have the authority to spend up to \$50.00 without prior Board approval.
- H. Establish a committee annually to audit the Treasurer's records, prior to the turnover of new Officers.
- I. Schedule and coordinate tournament play.
- J. Be one of four authorized officers to sign checks. All checks require two signatures. May not sign checks to self, spouse, or family members. (4/27/04)

5. Duties of the Vice President

The Vice President shall:

- A. Assume all duties of the President in his/her absence.
- B. Be chairman of the Disciplinary and Protest Board.
- C. Be responsible for supervising the preparation of the league's "schedule of play", subject to the Board's approval.
- D. Have final authority for rescheduling games upon approval of established committee assigned by President.
- E. Be responsible for reporting all injuries and insurance claims to the appropriate Cal South District authority and shall verify that an injured party has received a complete medical release to participate again in sanctioned activities.
- F. Be one of four authorized officers to sign checks. All checks require two signatures. May not sign checks to self, spouse, or family members. (4/27/04)

6. Duties of the Secretary

The Secretary shall:

- A. Be responsible for supplying minutes of all official club meetings to appropriate club members.
- B. Assist the President in handling correspondence.

- C. Be responsible for informing the Board of Directors and the District of final league standings and regional champions.
- D. Be responsible for providing all Board members with an agenda prior to each Board meeting.
- E. Be one of four authorized officers to sign checks. All checks require two signatures. May not sign checks to self, spouse, or family members. (4/27/04)

7. Duties of the Treasurer

The Treasurer shall:

- A. Keep an accurate and detailed account of all financial transactions as authorized by the Board of Directors and/or President.
- B. Ensure payment of bills.
- C. Upon direction of the President or the Board of Directors, open the books for an audit.
- D. Provide copies of the Treasurer's Report at all Board of Directors and General Meetings. Attach a current bank statement and explain all reconciliation differences. (4/27/04)
- E. Deposit all funds in an accredited banking institution entirely separate from his/her own personal account.
- F. Make all payments by check or electronic fund transfer.
- G. Be one of four authorized officers to sign checks. All checks require two signatures. May not sign checks to self, spouse, or family members. (4/27/04)

8. Duties of the Registrar(s)

The Registrar(s) shall:

- A. Be responsible for and supervise proper registration of players and officials.
- B. Be responsible to check on status change of players and/or insured club members and forward necessary information to Cal South.
- C. Be responsible for informing the District of team rosters of players involved in post-season games.

9. Duties of the Director of Coaches

The Director of Coaches shall:

- A. Be responsible for recruiting, developing, training, and upgrading of the coaching staff.
- B. Be responsible for ensuring that at least three coaching clinics shall be conducted prior to the start of league play.
- C. Be responsible for coordinating with the District Director of Coaches, any programs as they relate to the local District and/or Cal South coaching programs.
- D. Be responsible for ensuring that all coaches have the required license as specified by Cal South, the District, or the GTCSC.
- E. Ensure that all potential competitive club team coaches have a minimum of a "D" license, or equivalent as approved by the Board.
- F. Ensure that all potential coaches, recreational and competitive, have submitted applications to the Board prior to selection of coaches.
- G. Ensure all coaches have risk management, by first scheduled game.
- H. Be responsible for addressing all concerns regarding the involved coaches.

10. Duties of the Director of Referees

The Director of Referees shall:

- A. Be responsible for recruiting, developing, training, certifying, and upgrading of the Referee staff.
- B. Be responsible for ensuring at least one (1) referee clinic prior to the start of league season, and monthly meetings during the season.
- C. Be responsible for furnishing and posting a Referee schedule for weekly games.

- D. Keep records and game cards collected from referees for each season scheduled games on file for one year and provide a monthly summary of any disciplinary action.
- E. Update standings on the website.
- F. Set guidelines for referees:
 - 1. The minimum age for any referee is to be 12 years of age, as per Cal South and USSF.
 - 2. Ensure that the referee is at least 2 years removed from the age group refereeing with the exception of board approval.
 - 3. Ensure Director of Referees has risk management and official R8 license.

11. Duties of the Concession Manager

The Concession Manager shall:

- A. Be responsible for staffing and operation of the Snack Bar
- B. Be responsible, under the general direction of the Board, for buying, ordering, stocking, inventory control, and related management tasks associated with the snack bar operations.
- C. Ensure that all monies received from the operation of the snack bar are turned over to the Treasurer on a weekly basis, except for petty cash as approved by the Board.

12. Duties of the Second and Third Concessions Managers

The Second and Third Concessions Managers shall:

- A. Assume the duties of the Concession Manager in his/her absence.
- B. Be responsible for assisting with the staffing and operation of the Snack Bar.
- C. Ensure all Food Handling Permits are current and displayed during Snack Bar operations.

13. Duties of the Events Coordinator

The Events Coordinator shall:

- A. Be responsible for coordinating, planning and staffing the operations of all special events as authorized by the board.
- B. Be responsible for publicizing registration.
- C. Be responsible for choosing and directing the annual fundraiser.
- D. Coordinate league picture day.

14. Duties of the Team Coordinator

The Head Team Coordinator shall:

- A. Assist in recruitment of at least one team parent per team, if needed.
- B. Coordinate and supervise team parents.
- C. Be responsible to set up a team parent meeting.
- D. Ensure that all team parents are live scanned.
- E. Purchase and dispense all uniforms and Board Member attire.

15. Duties of the Field Supervisor

The Field Supervisor shall:

- A. Be responsible for keeping stock supplies needed to mark the playing fields each week prior to the games.
- B. See that all fields are in condition for playing prior to game time.
- C. Assist the Vice President in rescheduling games due to poor field conditions, i.e., mud, water, etc.
- D. Be responsible for ensuring that all playing fields are clean and free of litter following scheduled games or activities.
- E. Ensure all fields are prepared with markings prior to game time and goals, crossbars, nets, and flag posts are distributed to each field prior to the first game of the day.

16. Duties of the Second and Third Field Supervisors

The Second and Third Field Supervisors shall:

- A. Assume the duties of the Field Supervisor in his/her absence.
- B. Coordinate efforts with the Field Supervisor in ensuring all fields are prepared with markings prior to game time and goals, crossbars, nets, and flag posts are distributed to each field prior to the first game of the day.
- C. Coordinate efforts with the Field Supervisor in ensuring all playing fields are clean and free of litter following scheduled games or activities.

17. Duties of Member at Large:

The Member at Large shall:

- A. Assist with the duties of all other board members as necessary.

18. MEETINGS

- A. A meeting of the Board of Directors open to the general membership shall be held monthly and additionally as necessary, at a designated date agreed to by a majority of Directors.
- B. An Annual General Meeting shall be held once a year to nominate a Board of Directors, and resolve other matters of GTCSC, and at such other times as called by the Board.
- C. A special Annual or General Meeting may be called by the President or upon written request of a majority of the voting members.
- D. All Board Meetings and General Meetings shall be governed by the President, or the Vice President in the event of the President's absence, following Robert's Rules of Order.
- E. The presence of the President and/or Vice President and a simple majority of the Board of Directors at a meeting shall constitute a quorum.
- F. At Board of Directors meetings, each Board Member, except the President, shall have one vote. The President shall vote only in the event of a tie. Board members who are not coaches, assistant coaches, or team coordinators can vote even with player interest, with the exclusion of their child. Those members who cannot vote must abstain.
- G. At the Annual General Meetings, voting General Members and Board Members shall have one vote each. The President shall vote only in the event of a tie. Voting General Members shall include Head Coach and First (P) Assistant Coach registered for the current year.
- H. These By Laws may be amended at a regularly scheduled Board of Directors meeting, or at any other meeting of the Board of Directors called for that purpose, when ratified by two-thirds (2/3), a quorum being present.

Proposals for amendments shall be submitted in writing to the President and to the Secretary of this club, not less than fourteen (14) days prior to the scheduled meeting. Written notice shall be given to all members of the Board of Directors then in office, not less than fourteen (14) days prior to the scheduled meeting. Written notice shall be given to all members of the Board of Directors then in office, not less than fourteen (14) days prior to the meeting at which the amendments will be acted upon.

- I. At least annually, and additionally as the Board deems appropriate, team may have a team member in attendance at a Board Meeting. This will be enforced by the Team Coordinator.

19. ELECTION OF OFFICERS

- A. Nominations to fulfill the position of GTCSC President require the nominee be a present GTCSC Board Member, with at least one complete year of experience or the nominee be a past GTCSC Board Member with at least one year consecutive experience, or the nominee be ratified by 2/3 vote of the present GTCSC Board Members with a quorum being present at the AGM or any special meeting called for the said purpose of soliciting nominations for GTCSC Presidency prior to any nominee being placed on the GTCSC ballot.
- B. The Board of Directors shall be elected to a two (2) year term, one week before the last scheduled games, and shall be elected by a simple majority vote from the general membership.
- C. There will be only one vote per adult member from the general membership (member). A member shall be defined as any adult having one or more children participating in GTCSC, or who is a registered coach, referee, Board Member, or team parent within the GTCSC.
- D. The Board of Directors shall take office no later than sixty (60) days after closing ceremonies.
- E. Board of Directors may be re-elected.
- F. Elections shall be held by secret ballot.
- G. Before vacating a Position of Board Member, all records and physical property of the GTCSC shall be turned over to the person and/or persons as the Board directs. This statement shall be signed by every member and/or members assuming a Board position.
- H. Election of Officers shall be Term beginning February 1st.

Odd Year

President
Secretary
Director of Coaches
Coed Registrar
Field Supervisor
Second Concessions Manager
Team Coordinator
Third Field Supervisor

Even Year

Vice President
Treasurer
Director of Referees
Third Concession Manager
Second Field Supervisor
Concessions Manager
Events Coordinator
Girls Registrar
Member at Large

20. RESIGNATION & REMOVAL OF OFFICERS

- A. Any officer may resign at any time, by given written notice to the board of Directors, the President, or the Secretary of the club. Any such resignation shall take effect on the date of the receipt of such notice, and the acceptance of such resignation shall not be necessary to make it effective. Board members who resign or are removed from their position cannot seek re-election for a period of one year.
- B. Any officer may be removed with cause, by a three-fourths (3/4) majority of the remaining officers in the office at the time, at any regular or special meeting of the Board of Directors. Cause is defined as any action or act detrimental to the best interest of the club or to the goals and objectives stated herein. The absence of and Board Member, without prior notice from two consecutive Board Meetings, shall be cause to be removed.
- C. A vacancy in any office because of death, resignation, or removal shall be filled by a majority vote of the remaining officers at a regularly scheduled or special meeting, provided prior is given to the remaining officers. Each officer so elected shall hold office until his successor is elected at the end of the term of that position.

21. PROTESTS, APPEALS AND CHALLENGES

- A. The Director of the Referees and Board members judgment, with regard to the physical condition of the field and its acceptance for play, shall not be challenged. The actual happening and occurrence related to the conduct of the game and those prerogatives granted the Referee by the “Laws of the Game” published by FIFA, shall not be challenged, and no protest of his/her authority shall be entertained.
- B. A protest Board of five (5) members shall be headed by the Vice President and will include the Director of Referees, Director of Coaches, and two (2) additional; members appointed by the Vice President. Members of the Protest Board shall disqualify themselves on any protest in which a personal conflict is present, i.e.; their child is a member of one of the teams involved. The Vice President shall appoint a temporary member and/or member(s) for that Protest only. The Vice President shall vote only in the event of a tie. All protests must be submitted within 72 hours of the occurrence.
- C. A Protest Board, as described in Section B above, will deal with all protests arising out of any sanctioned game. Any appeals to the Protest Board decision shall be in writing, in triplicate, to the board of Directors of GTCSC. Only violations of the By Laws of the club, its rules and regulations, those of Cal South, and misapplication of the “Laws of the Game” shall be proper subjects to consider for appeal. Appeals must be submitted within four (4) calendar days following the date of the Protest Board decision. A fee of Twenty-five (\$25.00) dollars shall accompany all protests. If the Protest is upheld the fee shall be refunded.

22. DISCIPLINARY BOARD

- A. A Disciplinary Board shall consist of the Vice President, Director of Coaches, Director of Referees, and two (2) additional members as appointed by the Vice President. The Vice President shall be the Chairman and shall vote only in the event of a tie. Members of the Disciplinary Board shall disqualify themselves in which a personal conflict is present, i.e.; their child is on the same team as the person and/or person being charged.
- B. Should the Disciplinary Board find the conduct of any player, coach, or team member detrimental to the best interests of the club, or to the best interests of soccer, the Disciplinary Board shall take such action as it deems reasonable, including but not limited to: warning, suspension, or removal from GTCSC.
- C. Any appeals to the Disciplinary Board decision shall be in writing per the Cal South Manual of Operations-Disciplinary Hearings. A copy of this manual shall be provided to any player or member who is subject to a Disciplinary Board hearing.
- D. The following offenses shall subject said member to disciplinary action by the Disciplinary Board, in, at least, the following manner:
 - 1. Any player, Coach or team member receiving three (3) cautions (Yellow Cards) during the season shall be suspended for at least the next played game.
 - 2. Any player, Coach or team member ejected (Red Card) from a game, shall automatically be suspended for the balance of the game in which it was given, and at least the next played game.
 - 3. Any player, Coach, or team member who repeatedly directs verbal abuse, harassment, and/or profanity toward the Referee, prior to, during, or after a soccer match shall be subject to the Disciplinary Board action upon receipt of a written report from a Referee. If the Disciplinary Board supports a four (4) game suspension, that player may be excluded from the All-Star Tournament.
 - 4. Any player, Coach, or team official ejected (red Card) two (2) times in one season by a referee shall be suspended automatically, for at least the next four (4) played games and shall be subject to further Disciplinary Board action, possibly resulting in the disqualification for All-Stars.
 - 5. Any player, Coach, or team member charged with assault, physical or verbal, on a Referee shall be suspended for the next three (3) played games, and shall be referred to the Cal South Disciplinary Board. (USSF RULE 3.2.8) Or may result in the disqualification of All-Stars.
 - 6. Fighting, verbal harassment and profanity will not be tolerated by the Disciplinary Board. All assaults, verbal and physical, are to be reported in writing to the Disciplinary Board for disciplinary action.
 - 7. Any and all violations of Article 8, Section D, paragraphs 1-6, as well as all ejections (Red Card) and three (3) cautions (yellow Card) may cause the Disciplinary Board to bring the officials and

- the “Violator” before the Board. All ejections (Red Card) require written explanation by each referee to the Director of Referees, within 48 hours of the ejection (Red Card).
8. Any player, Coach, or team member who has been suspended shall not practice, play, nor dress for any game sanctioned by GTCSC. The suspended person(s) cannot be present in the parking lot, or behind any gate adjacent to the GTCSC soccer fields, directly before, during, or directly after any game or practice.
 9. The next scheduled game shall carry over to any post season play.
 10. Any appeal to the Disciplinary Board decision, shall be in writing, in triplicate, to the Board of Directors of GTCSC, within forty eight (48) hours of receiving the decision of the Disciplinary Board (Sunday and Holidays excluded) and must include:
 - i. The nature or the complaint.
 - ii. A listing of the rules or procedures which have been violated.
 - iii. A statement of the desired results.

IMPORTANT NOTICE

A CLAIM OF IGNORANCE OF THESE POLICIES AND PROCEDURES SHALL NOT BE SATISFACTORY GROUNDS FOR THE ALTERATION OR WAIVING OF SUCH POLICIES OR PROCEDURES.

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