

Grand Terrace Community Soccer Club By Laws

Article I: Name and Objective

1. The name of the organization shall be "Grand Terrace Community Soccer Club", hereafter referred to as the "GTCSC" or "club".
2. 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.

Article II. Administration

1. The affairs of the GTCSC shall be administered by the Board of Directors, hereafter referred to as the "Board".
2. All club matters shall be resolved by the members of the board.

Article III. Officers / Board of Directors

- A. 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.
- B. PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, REGISTRAR, DIRECTOR OF COACHES, DIRECTOR OF REFEREES, CONCESSION MANAGER, SECOND CONCESSION MANAGER, WAYS AND MEANS DIRECTOR, HEAD TEAM COORDINATOR, THIRD CONCESSION MANAGER, FIELD SUPERVISOR, AND SECOND FIELD SUPERVISOR.
- C. Additional Standing Committees as may be appointed by the Board including, SPECIAL EVENTS SPONSORSHIP, FUNDRAISERS, PUBLICITY, and RULES AND REGULATIONS.
- D. No family members may hold board positions simultaneously. All board members must be a minimum age of twenty-one (21) years old.
- E. 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 for their dependents playing soccer upon completion of a full year of service (12 months). 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. (GTCSC Bylaws 2007)

2. 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 (CYSA-S).
- 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.

3. 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 CYSA-S / USSF rules and regulations.
- 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 CYSA-S 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 purchase 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 three authorized officers to sign checks. All checks require two signatures. May not sign checks to self or spouse. (4/27/04)

4. 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.
- E. Be responsible for reporting all injuries and insurance claims to the appropriate CYSA-S 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 three authorized officers to sign checks. All checks require two signatures. May not sign checks to self or spouse. (4/27/04)

5. 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. 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.

6. 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.

- G. Be one of three authorized officers to sign checks. All checks require two signatures. May not sign checks to self or spouse. (4/27/04)

7. Duties of the Registrar

The Registrar 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 CYSA-S.

- C. Be responsible for informing the District of team rosters of players involved in post-season games.

8. 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 CYSA-S coaching programs.
- D. Be responsible for ensuring that all coaches have the required license as specified by CYSA-S, 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.

9. Duties of the Director of Referees

The Director of Referees shall:

- A. Be responsible for recruiting, developing, training, and upgrading of the Referee staff.
- B. Be responsible for ensuring at least three (3) referee clinics 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. Be responsible for supplying game equipment to the playing field:
 - 1. Game Balls
 - 2. Linesman flags
- E. Set guidelines for referees:
 - 1. The minimum age for any referee is to be 12 years of age, as per CYSA and USSF.
 - 2. Ensure that the referee is at least 2 years removed from the age group refereeing.

10. 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.

11. Duties of the Second Concessions Manager

The Second Concessions Manager 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.

**12. Duties of the Ways and Means Director **

\~
The Ways and Means Director 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.

13. Duties of the Head Team Coordinator

The Head Team Coordinator shall:

- A. Assist in recruitment of at least one team coordinator per team, if needed.
- B. Coordinate and supervise team coordinators.
- C. Purchase and dispense all uniforms.
- D. Be responsible for obtaining team sponsors.

14. Duties of the Third Concession Manager

The Third Concession Manager shall:

- A. Assume the duties of the other Concession Managers in their absence.
- B. Be responsible for assisting with the staffing and operation of the snack bar.
- C. Ensure all Food Handler Permits are current and displayed during snack bar operations.

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.

16. Duties of the Second Field Supervisor

The Second Field Supervisor 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 flagposts 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.

ARTICLE IV: MEETINGS

1. 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.
2. 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.
3. A special Annual or General Meeting may be called by the President or upon written request of a majority of the voting members.
4. 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.
5. 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.
6. 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.
7. 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 be Head Coach and First (P) Assistant Coach registered for the current year.
8. 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.
9. At least annually, and additionally as the Board deems appropriate, team shall have a team member in attendance at a Board Meeting.

ARTICLE V: ELECTION OF OFFICERS

1. Nominations to fulfill the position of GTCSC President require the nominee be a present GTCSC Board member, 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.
 2. 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.
 3. 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, or team parent within the GTCSC.
 4. The Board of Directors shall take office no later than sixty (60) days after closing ceremonies.
 5. Board of Directors may be re-elected.
 6. Elections shall be held by secret ballot.
 7. 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.
8. Election of Officers shall be Term beginning February ,st

Odd Year
President

Even Year Vice
President

Secretary

Treasurer

Director of Coaches

Director of Referees

Registrar

Third Concession Manager

Field Supervisor

Second Field Supervisor

Second Concessions Manager

Concessions Manager Ways

Head Team Coordinator

and Means Director