

# **Bylaws of the Washington County Soccer Club**

## **Article I. NAME**

The name of this organization shall be the Washington County Soccer Club (hereinafter referred to as WCSC or Club) of Green Country Soccer Association, Inc. (hereinafter referred to as GCSA).

## **Article II. PURPOSE**

WCSC is formed to promote the development of youth soccer in Washington County, Oklahoma and the surrounding area; to organize teams; to secure playing fields, coaches, equipment, and referees; and, to receive membership fees and other funds to be used to promote these purposes.

## **Article III. MEMBERS**

SECTION 1. Player Membership - Individuals shall be admitted to Player Membership upon acceptance by the Club Registrar of an approved Registration Form and the payment of the Registration Fee. Player Membership shall be for the duration of one or two playing season(s).

SECTION 2. General Membership - Parents, guardians, sponsors of players, and those adults participating in activities of the Club are admitted to General Membership.

SECTION 3. Voting Membership - Along with the elected Board members, voting members will be those members over the age of eighteen years. Each adult paying the registration fee, or parent or guardian of each registered participant, shall be entitled to be a voting member at each General Membership Meeting (one vote per registered participant). In addition, coaches, referees and honorary members (as designated by the President) over the age of eighteen years, shall be eligible to vote.

## **Article IV. MEMBERSHIP MEETINGS**

SECTION 1. Annual Meeting - An Annual Meeting of the Club shall be held in January or at such other time as the Board may fix for such a meeting, for the purpose of electing new officers, approving the Treasurer's Report, setting the annual budget, and such other matters as may properly come before the Meeting.

SECTION 2. Other Meetings - Additional Club Membership Meetings shall be held at such times as the Board shall determine or at the request of no less than fifty voting members.

SECTION 3. Conduct of the Meeting - The President, or in his/her absence, a Vice President or other officer designated by the President, shall preside at all Membership Meetings. All Members present in person at any meeting shall constitute a quorum. Resolutions shall be approved by a majority of voting members voting upon the question. The presiding officer may, at his/her discretion, limit debate upon any question or the time allowed to any speaker.

## **Article V. OFFICERS**

SECTION 1. Board - The Board shall administer the business of the Club between membership meetings, establish Club policy, and appoint special committees. The Board shall be composed of the following voting officers:

- President
- Immediate Past President
- Vice President(s)
- Secretary
- Treasurer
- Registrar
- Games Committee Chairman
- Coaches Coordinator
- Referee Coordinator
- Competitive Coordinator
- Field Maintenance Administrator
- Equipment Coordinator
- Director of Coaching (Non voting member except in the absence of a seated Competitive Coordinator)
- Director of Public Relations

SECTION 2. Board Meetings – The Board will meet regularly before each WCSC General Meeting or at such other times as the business of the Club shall require. Board Meetings may be called by the President or by three (3) members of the Board, upon a 48-hour notice. Fifty percent (50%) of the Board Members shall constitute a quorum, and resolutions must be approved by a majority of this quorum. If no Member objects, the notice requirements may be waived.

SECTION 3. Elections - Club Officers, with the exception of the Immediate Past President, shall be elected by the General Members present at the Annual Meeting. Members at large may present nominations in writing to existing Club officers, the nominating committee, or in person at the Annual Meeting.

The President, no less than sixty (60) days prior to the Annual Meeting, shall appoint a Nominating Committee chaired by the Immediate Past President. This Committee will provide nominations of candidates in good standing who, if elected, will represent the Club. Nominations from the floor may be accepted.

Upon the recommendation of the Board, and upon approval of the Membership at the Annual Meeting, a Vice President may be elected to represent each town represented by team(s).

Offices not filled during this Meeting or vacancies which may occur during the year shall be filled by appointment by the President with approval by the Board with the exception of the Director of Coaching. The office of Director of Coaching shall only be filled by the hiring of a new Director of Coaching by the Executive Board.. At the next General Meeting, the Membership shall, upon a motion duly made and seconded, ratify or reject any such appointments.

SECTION 4. Terms of Office - Except for the President, officers will serve for one year and may succeed themselves for consecutive terms without limitation. The President may serve for no more than two one-year terms consecutively, but may be elected again after at least one year for subsequent consecutive terms not to exceed two years. A person may hold more than one office simultaneously with the exception of the offices of President and Treasurer. Persons holding more than one office will be entitled to one vote. The Director of Coaching shall serve until they resign to the Executive Board or are removed by a 2/3 vote (8 members) of the full Executive Board.

SECTION 5. Duties of Office - The duties of the Club Officers are defined in part by the following guidelines:

A. President - The President is the Presiding Officer and the ex officio member of all Club Committees. He/she shall oversee all Club activities.

B. Past President - The Past President will act as parliamentarian and assist the President as requested.

C. Vice President(s) – The First Vice President shall manage risk and shall assist the President as requested and serve in the President’s absence. Other Vice Presidents shall administer the activities of their respective towns.

D. Secretary - The Secretary shall keep the minutes of the Club and Board Meetings, handle correspondence, and maintain Club records.

E. Treasurer - The Treasurer shall maintain the Club financial records and bank accounts. The Treasurer shall present a financial report at the Annual Meeting. He/she shall be responsible for maintaining the non-profit and tax-exempt status of the Club.

F. Registrar - The Registrar shall supervise and coordinate the registration of all Club players.

G. Games Committee Chairman - The Chairman of the Games Committee shall preside over the Games Committee in carrying out player placement and games supervision.

H. Coaches Coordinator - The Coaches Coordinator shall, in conjunction with the Games Committee, seek out and appoint coaches for the Club with the exception of FCB Competitive Coaches and Academy Program coaches and shall represent these coaches at all meetings. The Coaches Coordinator shall work with the Director of Coaching and act as liaison and coordinate communications between the Club and individual coaches concerning coach training opportunities and requirements. The Coaches Coordinator shall work with the Registrar to insure coach registration. The Coaches Coordinator shall be the Chairman of the Director of Coaching Oversight Committee.

I. Referee Coordinator - The Referee Coordinator shall work with the WCSC Referee Assignor to schedule referees for all Club home games, keep a list of all active referees, coordinate communications between the Club and the OSA Area Referee and be responsible for the recruitment, education, and development of Club referees.

J. Competitive Coordinator - The Competitive Coordinator shall serve as Chairman of FCB Competitive Board and represent all FCB teams in matters dealing with the WCSC Executive Board. The Competitive Coordinator shall oversee the Director of Coaching Selection Committee and present to the WCSC Executive Board the DOC candidate. The Competitive Coordinator shall oversee the formation and registration of FCB competitive players and teams with GCSA through the FCB Competitive Board. In addition, the Competitive Coordinator will represent WCSC and the FCB at the GCSA Competitive League Commission meetings.

K. Field Maintenance Administrator - The Field Maintenance Administrator shall find, secure, and maintain playing fields, and acquire and maintain field equipment.

L. Equipment Coordinator - The Equipment Coordinator shall be responsible for the purchase, inventory, control, and repair of all game equipment and administer the Cleats for Kids Program.

M. Director of Coaching – The Director of Coaching will be a paid coach hired by the WCSC Executive Board, with the recommendation of the Director of Coaching Selection Committee to oversee and manage the affairs of the FC Bartlesville (FCB) and Academy Programs. The Director of Coaching will be a non voting member of the WCSC Executive Board. A 2/3 majority vote (8 members) of the full Executive Board will be required to hire, fire or override any decision of the Director of Coaching. The Club shall establish a Director of Coaching salary fund in the books and records of the Club for the purpose of setting aside monies to pay the salary of the Director of Coaching. Monies will be paid into this fund from the profits of the FCB monthly coach assessments, FCB tournaments and other FCB fund raising activities. No monies collected from non-FCB players or Club recreational teams will be paid into this fund without the prior approval of the Club general membership unless such amounts were collected from a fund raising

activity that was advertised as being for that purpose. The Director of Coaching shall serve on the Executive Board only in the absence of a Competitive Coordinator and shall be a voting member only until appointment of a new Competitive Coordinator.

**N. Director of Public Relations - The Director of Public Relations shall be primarily responsible for promoting the reputation and image of the Washington County Soccer Club. In addition, the Director of Public relations will be responsible for the Club's Advertising, Marketing and Fundraising initiatives.**

SECTION 6. Removal from Office - Any elected Officer may be removed from office by a vote of two-thirds (2/3) of the General Membership or on recommendation of two-thirds (2/3) vote of the Board. Appointed positions shall serve at the pleasure of the Board.

## **Article VI. COMMITTEES**

SECTION 1. Standing and Special - Standing Committees are appointed by the Board to serve throughout the year. Special Committees may be appointed by the President or the Board.

SECTION 2. Town Committees - As approved by the Board, individual towns forming a part of the Club, may administer their affairs through a committee responsible for the soccer program in that locality under the direction of the WCSC Bylaws and Standing Resolutions.

SECTION 3. Scheduling Committee - The Scheduling Committee is a standing committee with the Games and Field Scheduler as its Chairman. The Games and Field Scheduler will be appointed by the Board. This Committee shall schedule all local recreational leagues and games and aid in scheduling inter-Club league games in which Club teams participate.

SECTION 4. Games Committee - The Games Committee is a standing committee comprised of the Games Committee Chairman, the Bartlesville Vice President, and the Coaches Coordinator. The Games Committee shall assure that all intra-club recreational games are played in accordance with applicable rules of competition, and it shall hear intra-club protests involving the application of such rules. The Games Committee shall handle all matters dealing with sportsmanship. The Games Committee shall be responsible for player placement on Club teams and the formation of team leagues. The Games Committee shall also appoint League Commissioners.

SECTION 5. Tournament Committee - The Tournament Committee shall be a special committee, with a Chairman appointed by the President, and committee members appointed by the Chairman. The Committee shall organize and administer the tournament under the guidance of the Board.

SECTION 6. Rules Committee - The Rules Committee shall be a standing committee, with the Vice President (Bartlesville) as its Chairman. It shall review all rules and present any proposed changes in writing to the Board at least three weeks prior to the Annual Meeting.

SECTION 7. Audit Committee - The Audit Committee shall be a special committee, with a Chairman appointed by the President of the Club, and committee members appointed by the Chairman. These members shall not be members of the Board and do not have to be voting members of the Club. The Audit Committee will certify the correctness of the financial books and records.

SECTION 8. Director of Coaching Selection Committee – The Director of Coaching Selection Committee shall be formed with the Competitive Coordinator, 2 current FCB coaches elected by the FCB Coaches (1 from a boys and 1 from a girls team) and 2 FCB Team Managers elected from the FCB Team Managers Committee (1 from a boys and 1 from a girls team). This committee shall be chaired by the Competitive Coordinator. It will be this committee’s responsibility to aid the Executive Board in the selection of the paid Director of Coaching. They will be allowed to participate in the interviews and hiring of the Director of coaching and will advise and make recommendations to the Executive Board during the process. No officer of the WCSC with the exception of the Competitive Coordinator shall serve on this committee.

SECTION 9. Director of Coaching Oversight Committee – The Director of Coaching Oversight Committee shall be formed with the Coaches Coordinator, 2 FC Bartlesville (FCB) coaches elected by the FCB Coaches (1 from a boys and 1 from a girl’s team) and 4 FCB Team Managers elected from the FCB Team Managers Committee (2 from a boy’s and 2 from a girl’s team). This committee shall be chaired by the Coaches Coordinator. It will be this committee’s responsibility to meet with the Executive Board at a minimum of 1 time per year to evaluate the performance of the Director of Coaching, based upon their own observations, as well as surveys of the FCB members conducted by the Committee. No officer of the WCSC with the exception of the Coaches Coordinator shall serve on this committee.

SECTION 10. FCB Team Managers Committee – There shall be a FCB Team Managers Committee formed, composed of the team managers of each of the FCB teams. FCB Team Managers shall be selected by each FCB team from the parents of that team. Team Managers are responsible for performing the administrative duties associated with the team (registration, finances, etc.) and representing the team on the FCB Team Managers Committee. The Committee shall meet every other month or more often if needed and will be chaired by one representative from a boy’s and girl’s team as selected by the FCB Team Managers. The Co-Chairs will then serve as the Team Manager Committee Co-Chairs on the FCB Competitive Board.

## **Article VII. PARLIAMENTARY AUTHORITY**

SECTION 1. Roberts Rules of Order - The Rules contained in the current edition of the Roberts Rules of Order Revised, by Henry M. Robert, shall govern the Club and its Town Committees, in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or Standing Resolutions.

## **Article VIII. AMENDMENT OF BYLAWS**

SECTION 1. Amending Authority - These Bylaws can be amended by a two-thirds (2/3) majority vote of those present at the Annual Meeting, or at any meeting called for such purpose. Proposed amendments to the Bylaws shall be presented to the Board for review, at least three (3) weeks prior to the meeting at which they are to be voted upon by the General Membership.

SECTION 2. Standing Resolutions - The attached Standing Resolutions may be amended at any time through a majority vote of the Board.

## **Article IX. FISCAL YEAR**

SECTION 1. Fiscal Year - The fiscal year of the Club shall be from January 1 of that year to December 31 of the same year.

## **Article X. NON-PROFIT STATUS AND DISSOLUTION**

SECTION 1. Status - This Club, as affiliated with GCSA is not organized for pecuniary profit, nor shall it have any power to issue certificates of stock, or declare dividends, nor shall it be used to promote any special product or service, including insurance, and no part of its net earnings shall inure to the benefit of any official, director, committee member, or trustee. The balance, if any, of the monies or other valuables received by the Club of whatsoever kind and nature, shall be used and distributed exclusively for carrying out only the purposes of the Club, as set forth in these Bylaws. Payment of employees or contractors for services rendered, such as referees, is not considered contrary to this status.

SECTION 2. Dissolution - Upon the dissolution of the Club, the Board shall, after paying or making provisions for the payment of all Club debts, dispose of all assets of the Club in such a manner, or to such organization or organizations that are operated exclusively for charitable, youth oriented, and/or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Law. Any of these assets not so disposed shall become the property of the local school districts. In no event shall any of the Club's assets or property, in the event of its dissolution, go to or be distributed to any director, member, official, committeeman, or trustee, or other individual, either for the reimbursement of any sums subscribed, donated, or contributed by such director, member, official, committeeman, or

trustee, or to any other individual or company, or other organization, or for any other purpose. Club reorganizations or name changes shall not constitute dissolution.

These Bylaws adopted by the Washington County Soccer Club on June 2, 1979.

Amended January 7, 1982.

Amended June 22, 1993.

Amended July 8, 1997

Amended January 19, 1999.

Amended December 5, 2005.

Amended April 26, 2010

Amended January 20, 2011