



**BYLAWS**

**OF THE**

**GULF COAST YOUTH SOCCER CLUB**

**As of August 6, 2017**

## **ARTICLE I**

### **Name and Objective**

- Section 1. The name of the organization shall be, "Gulf Coast Youth Soccer Club".
- Section 2. The mission of the organization is "To provide each player the opportunity to play soccer in a supportive and rewarding environment that emphasizes fun, enjoyment and skill learning at a level that fits his/her interest and ability, and to create a challenging environment for talented players who aspire to reach their full potential".
- Section 3. In promotion of the mission, this club shall be affiliated with other soccer clubs/associations in Texas and the United States through the Spindletop Youth Soccer Association, South Texas Youth Soccer Association, United States Youth Soccer Association, and/or other affiliates of the United States Soccer Federation.
- Section 4. The club may hold or dispose of such property, real or personal, as may be given, devised or bequeathed to it or entrusted to its care and keeping. The club may purchase, acquire and dispose of such property as it may deem necessary to carry out the purpose of the club and may manage, control and utilize same as the Board of Directors deems necessary.

## **ARTICLE II**

### **Management**

- Section 1. The management of this club shall be vested in a Board of Directors consisting of no more than twenty (20) and no less than ten (10) who are twenty-one (21) years of age or older.
- Section 2. The Board of Directors shall be responsible to the members of the club. No contract, debt, or obligation shall be binding unless contracted under the authority of the Board of Directors.
- Section 3. The Board of Directors shall designate various committees to support the operations of the club and specific strategic initiatives that have been approved by the Board of Directors.
- Section 4. Directors and Appointed Directors shall receive no compensation for their services.

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- Section 5. In accordance with applicable incorporation legislation and with these By-laws, the Board is empowered to make policies and procedures to manage the affairs of the organization, to discipline Members, and to manage and handle disputes within the organization.

### ARTICLE III

#### Committees

##### Facilities Committee

- Section 1. The Facilities Committee consists of one officer of the Board of Directors and other members of the Board or members of the club.
- Section 2. The Facilities Committee shall:
- a) Recommend capital outlay projects to the full Board of Directors.
  - b) Maintain a listing of all equipment/assets and provide replacement planning.
  - c) Perform Master site planning of the facilities.
  - d) Assist in long-range/strategic planning process with the club.
- Section 3. The Facilities Committee Chairman shall make reports/recommendations at the full Board meetings.

##### Programs (Technical) Committee

- Section 1. The **Programs (Technical)** Committee shall consist of the Technical Director, who will serve as the Committee chairman, plus Select/Recreational/Academy/Micro Program Directors, Referee Assignor, and/or other Board Members but not limited to any member of the club.
- Section 2. The **Programs (Technical)** Committee shall be responsible for:
- a) Recruitment/training of coaches
  - b) Rules/game changes
  - c) Discipline procedures with players and coaches
  - d) Developing and administering a player, team and club development curriculum.
  - e) Screening and making hiring recommendations for training staff.
- Section 3. The **Programs (Technical)** Committee Chairman shall make reports/recommendations at the full Board meetings.

### **Finance Committee**

- Section 1. The Finance Committee shall consist of the Treasurer of the club, who will serve as Chairman, plus Fundraiser Director, Sponsorship Director, and other Board Members but not limited to any member of the club.
- Section 2. The Finance Committee shall:
- a) Be responsible for preparing the annual budget with recommendations from other committees.
  - b) Ensure an annual Audit is performed of the Club's financials.
  - c) Recruit Sponsors for the year-round sponsor program.
- Section 3. The Finance Committee Chairman shall make the financial/committee report at the full Board meetings.

### **Discipline/Protest Committee**

- Section 1. The Discipline/Protest Committee shall consist of the Vice President, who will serve as Chairman, the Technical Director, and Referee Assignor.
- Section 2. The Discipline/Protest Committee shall:
- a) Be responsible for receiving all official game protest from games at GCYSC.
  - b) Will review any and all disciplinary problems with players, coaches or guest during games/practices.
  - c) Make recommendation to the full Board of Directors on any discipline/protest required actions.
- Section 3. The Discipline/Protest Committee shall make a report to the full Board of Directors during/when an incident happens.

## **ARTICLE IV**

### **Meetings**

- Section 1. The regular meeting of the Board of Directors shall be held once each month at a time and date at the discretion of the Board. Fifty percent (50%) of the members of the Board of Directors shall constitute a quorum for the transaction of business.

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- Section 2. Special meetings may be called by the President of the Board of Directors or upon written request by three (3) Directors. The object of such meetings shall be stated in the Call. Notice of such meetings must be posted and submitted to every Board of Director at least seven (7) days to prior to the meeting via regular mail or electronic mail.
- Section 3. Reports of Board Members or Committees shall be made in writing and shall be filed with the Secretary.
- Section 4. Rules of Procedure. Robert's Rules of Order (current edition) shall apply to the conduct of GCYSC regular or special meetings.
- Section 5. Order of Business. The normal order of regular business meetings for GCYSC shall be as follows:
1. Roll call and vote accreditation
  2. Introduction of guests
  3. Reading and acceptance of minutes of the previous meeting
  4. Report of the Treasurer
  5. Report of other Officers
  6. Special Reports
  7. Unfinished business
  8. New Business
  9. Communications
  10. Adjournment

## **ARTICLE V**

### **Duties of Officers**

- Section 1. The duties of the **President** shall be to:
1. Preside at all Board of Directors and special meetings.
  2. Represent GCYSC at meetings of Spindletop and STYSA.
  3. Represent GCYSC at public functions.
  4. Appoint standing committees or special committees needed for operation of the club.
  5. Appoint a Board Election Nominating Committee per Article VII, Section 4.
- Section 2. The duties of the **Vice President** shall be to:

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1. Act in the absence of the President with the powers/duties to perform as President.
2. Perform such other duties as may be assigned by GCYSC Board of Directors.
3. Serve as the Chairman of the Discipline and Protest Committee.

Section 3. The duties of the **Marketing and Communications Director** shall be to:

1. Develop, supervise and administer the club's community engagement activities and events.
2. Administer/Manage the club's website, social media, and all marketing flyers, newsletters and communications as required.
3. Chair the Marketing and Communications Committee

Section 4. The duties of the **Treasurer** shall be to:

1. Maintain a current financial status of the club and report that status at each full Board of Director's meeting.
2. Maintain all checking and savings accounts.
3. Review and assist in obtaining leases.
4. Assist and lead the annual Budget process.
5. Maintain financial files, including but not limited to, receipts, bank statements, and financial documents.

Section 5. The duties of the **Secretary** shall be to:

1. Record suitable minutes of each Board of Directors meeting or special meeting, and reproduce and distribute copies to each Director.
2. Attend to all correspondence with the club.
3. Administer all voting procedures and elections and to tabulate and account for all votes.

### **Appointed Directors**

Section 6. The duties of the **Select Program Director** shall be to:

1. Assist recruiting of qualified coaches within each age group.
2. Coordinate GCYSC facility usage for training/practice.
3. Facilitate communication between the GCYSC Board of Directors, Technical Director, and other coaches in the Select program.

Section 7. The duties of the **Senior Recreation Program Director (Division 3)** shall be to:

1. Assist recruiting of qualified coaches within the 11U-19U age groups.
2. Coordinate GCYSC facility usage for training/practice.

3. Facilitate communication between the GCYSC Board of Directors, Technical Director, and other coaches in the Division 3 Recreational program.

Section 8. The duties of the **Junior Recreation Program Director (Division 4)** shall be to:

1. Assist recruiting of qualified coaches within the 7U-10U age groups.
2. Coordinate GCYSC facility usage for training/practice.
3. Facilitate communication between the GCYSC Board of Directors, Technical Director, and other coaches in the Division 4 Recreational program.

Section 9. The duties of the **Academy Program Director** shall be to:

1. Assist recruiting of qualified coaches within the Academy program.
2. Coordinate GCYSC facility usage for training/practice.
3. Facilitate communication between the GCYSC Board of Directors, Technical Director, and other coaches in the Academy program.

Section 10. The duties of the **Micro Program Director** shall be to:

1. Assist recruiting of qualified coaches with the 5U-6U age groups.
2. Coordinate GCYSC facility usage for training/practice.
3. Facilitate communication between the GCYSC Board of Directors, Technical Director, and other coaches in the Micro program.

Section 11. The duties of the **Registrar** shall be to:

1. Arrange for, organize, and administer registration for all players.
2. Register all GCYSC players with the Spindletop Youth Soccer Association ("SYSA").
3. Assist SYSA in registering all GCYSC member players with appropriate state and national organizations.
4. Coordinate team formations.
5. Work with the Micro, Recreational, Academy, and Select Directors in assigning coaches/players to each team.

Section 12. The duties of the **Referee Assignor** shall be to:

1. Develop a system to assure that referees are properly scheduled to officiate all GCYSC games.
2. Communicate with the GCYSC Board of Directors.
3. Serve on the Disciplinary and Protest Committee.

Section 13. The duties of the **Sponsorship Director** shall be to:

1. Coordinate the solicitation of sponsorships at GCYSC.
2. Work with the Treasurer to track all sponsorships with GCYSC.
3. Facilitate the communication with the GCYSC Board of Directors, coaches, team managers and members of the club about sponsorship activities.
4. Chair the Sponsorship Committee and recruit volunteers as required.

Section 14. The duties of the **Fundraising Director** shall be to:

1. Work with the GCYSC Board of Directors to determine and administer annual and seasonal fundraising goals and opportunities.
2. Coordinate the club's fundraising activities.
3. Work with the Treasurer to track all fundraisers with GCYSC.
4. Facilitate the communication with the GCYSC Board of Directors, coaches, team managers and members of the club about fundraising activities.
5. Chair the Fundraising Committee and recruit volunteers as required.

Section 15. The duties of the **Volunteer Coordinator** shall be to:

1. Work with the GCYSC Board of Directors to determine and administer annual and seasonal volunteer needs.
2. Coordinate the club's volunteer activities, maintaining email and phone communications with team managers.
3. Work with the team managers to recruit volunteers to meet club needs
4. Maintain volunteer tracking logs and records as required.
5. Facilitate the communication with the GCYSC Board of Directors, team managers and members of the club about volunteer needs and activities.
6. Chair the Volunteer Committee and recruit volunteers as required.

## ARTICLE VI

### Voting

Section 1. **Voting Members.** Members shall be entitled to exercise one vote for each Director up for election at the members' annual meeting, and shall have no other vote in the governance of the organization. "Voting member" is defined as a participant in our program within the current seasonal year of the club (August 1 – July 31). Each household will receive one vote.

Section 2. **Voting Powers to the Board of Directors.** The Board of Directors is elected to vote on behalf of the members for all management aspects of the club. In addition, the Board of Directors is elected to vote on all fundamental changes to the organization, including but not limited to, amendment of these By-Laws,



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sale of substantially all assets of the club, mergers, consolidations, dissolutions, and joint ventures.

Section 3. **Votes Required.** For all matters before the Board of Directors, a quorum is required.

## ARTICLE VII

### Elections

Section 1. The annual election of the Board of Directors shall be held at the November board meeting. Each member, as defined in Article VI, Section 1, may cast a vote via secret ballot to fill each position on the Board of Directors that is up for nomination at that time.

Section 2. To be eligible to serve as President, Vice-President, or Treasurer, members shall have served a minimum of one full year on the Board. All other Board positions may be filled without prior Board experience.

Section 3. Nominations. The President shall appoint a Nominating Committee on or before the October meeting to seek out qualified candidates for Officers and Appointed Directors for the coming year(s). The Nominating Committee shall ascertain from each nominee his/her willingness to serve, if elected. The Nominating Committee shall report its results at the November board meeting. Nominees shall be present and shall affirm their willingness to serve, if elected or appointed, or such person shall have stated his/her intentions in writing and this intention is presented to the President at the time the nomination is made.

Nominations from the floor may be made at the November board meeting, with the provision that the person nominated from the floor shall be present and shall affirm his/her willingness to serve, if elected or appointed, or such person shall have stated his/her intentions in writing and this intention is presented to the President at the time the nomination is made.

Section 4. Voting. Voting shall be by the majority vote of eligible ballots cast. Eligibility is determined by Article VII, Section 1.

Section 5. Vacancies. The President of the Board of Directors shall have power to fill, for the unexpired terms, all vacancies occurring between annual elections.

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All such appointments shall be confirmed by a majority vote of the Board of Directors before taking effect.

Section 6. Term of office. Each position on the Board of Directors shall have a term of two (2) years. An individual may serve consecutively in a single Officer position (President, Vice-President, Marketing and Communications Director, Treasurer, or Secretary) for two (2) full terms plus any portion of an unexpired term. An individual may serve consecutively in a single Appointed Director position (all non-Officer positions) for an unlimited number of terms.

Section 7. Election Cycle: The terms of the President, Marketing and Communications Director, Secretary, Senior Recreation Program Director, Junior Recreation Program Director, Academy Program Director, and Micro Program Director are to begin on January 1 of odd numbered years.

The terms of the Vice-President, Treasurer, Registrar, Referee Assignor, Sponsorship Director, Fundraising Director, and Volunteer Coordinator are to begin on January 1 of even numbered years.

## **ARTICLE VIII**

### **Finances**

Section 1. The Board of Directors shall be responsible for all financial operations. They shall determine fees charged to participants. No officer shall obligate the club for any indebtedness not provided for in the budget without specific authorization by the Board of Directors. They shall review financial reports monthly.

## **ARTICLE IX**

### **Technical Director**

Section 1. The Technical Director shall be employed by the Board of Directors. He/she shall serve at the pleasure of the Board.

Section 2. The Technical Director shall select and employ or terminate other members of the paid staff subject to the approval of the Board of Directors. He/she shall designate their duties and have general supervision of their work.

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Section 3. The salary/contract of the Technical Director shall be set by the majority vote of the Board. The salaries of all other employees shall be set by the Technical Director, subject to the limitations of the budget for the year covering employees.

Section 4. The Technical Director shall be responsible for the supervision of the staff and the general programs of the entire club. He/she shall operate at all times within the policies as determined by the Board of Directors. He/she shall make such reports as may be required by the Board of Directors.

## **ARTICLE X**

### Amendments

Section 1. A two-thirds affirmative vote of the Board members present is required to amend these By-laws. In addition, at least one previous notice of proposed changes must be given at a previous regular Board meeting (where a quorum is present) prior to the final vote to amend.

Section 2. The President shall appoint the By-laws committee as needed to review proposed amendments.

## **ARTICLE XI**

### Discipline of Members, Officers, and Directors

Section 1. Any Board member shall be removed from office after three consecutive, unexcused absences from regular meetings of the Board. An absence is considered excused if the President is notified of the absence prior to the meeting, but should not be abused so that the Board can conduct business on behalf of GCYSC.

Section 2. The Board may, by a two-thirds vote of all Board members, remove an Officer for gross neglect of assigned duties or misconduct. This action shall be taken only after counseling with the Officer affected, and after he/she has had the opportunity to be heard by the Board.

**ARTICLE XII**

Conflict of Interest  
Policy

Section 1. Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall:

- a) fully disclose the nature of the interest and
- b) withdraw from discussion, lobbying, and voting on the matter.

Section 2. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the club to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

**ARTICLE XIII**

**Dissolution**

Upon the authorized dissolution of the club as specified by these By-Laws, all the club's funds, assets, property, and its books and records shall be transferred to a neighboring club, other non-profit organization, or similar organization.

Adopted by the Board of Directors, August 6, 2017, to which I certify

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Keith Riggs, President – Gulf Coast Youth Soccer Club

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Attest: Jason Beard, Treasurer – Gulf Coast Youth Soccer Club