

The Griswold Soccer Club

By-Laws

Article 1: General

Section 1– NAME: The name of this association shall be the Griswold Soccer Club, hereinafter designated GSC.

Section 2– PURPOSE: The primary purpose of this association shall be to develop, promote and advance youth soccer in the greater Griswold area promoting the ideals of good sportsmanship, honesty, integrity and respect.

Section 3 – AFFILIATIONS: The GSC shall be affiliated and comply with the authority of the Connecticut Junior Soccer Association (CJSA).

Article 2: Membership

Section 1 – MEMBERS: The GSC will consist of individual members and club members. Individual members shall be those persons constituting the board of directors. Club members shall be any child's guardian or volunteer in good standing, who submits an approved application along with an applicable membership fee. Each club member may be represented at the monthly board of director meetings.

Section 2 – REQUIREMENTS: Requirements for membership will be reviewed and set each year.

Section 3 – ADMISSION: Application for membership as a club member shall be submitted in writing or online to GSC or as nominated and approved as part of the monthly board of director meetings. Any exceptions must be approved by the executive board.

Section 4 – VOTING RIGHTS: On general issues as decided by the Board of Directors: Individual members are entitled to ONE (1) vote and club members are entitled to ONE (1) vote.

Section 5 – PARTICIPATION: Any member in good standing is entitled to vote or participate in the business of GSC.

Section 6 – DISCIPLINE PROCEDURES AND DISCONTINUATION OF MEMBERSHIP: Members failing or refusing to follow the GSC By-Laws, rules or regulations, those which attempt to circumvent a decision rendered by the GSC, or seriously damage the interests of the GSC may face disciplinary action. These actions may include a letter of reprimand, suspension or expulsion. If a situation exists where the above circumstances are present, the accusing party must submit an official letter of

complaint to the executive board. The executive board will review the incident presented and determine the validity and whether or not to take action. If further action is to be considered, the board will notify the member facing discipline in writing. That member will be allowed to speak on his/her behalf in front of the board. The member will be made aware of final decision in writing. A motion for suspension or expulsion shall require a TWO-THIRD (2/3) vote of such action by the GSC Board of Directors.

Article 3 Board of Directors:

Section 1 – The Board of Directors of GSC shall consist of the Executive Board, Recreational Division Coordinators, Boys Travel Coordinator, Girls Travel Coordinator, Referee Assigner, Field Coordinator / School Liaison, Safety Officer, Sponsor Coordinator, Website Coordinator and Concession Coordinator.

Section 2 – The Board of Directors shall be responsible for the overall management of the Club.

Section 3 – The Board of Directors shall vote on club business including but not limited to:

- a. GSC membership requirements and registration fees
- b. GSC budget and supplementary budget items
- c. Proposed changes or amendments to GSC By-Laws
- d. Proposed Changes or amendments to GSC rules and regulations
- e. Election of the Executive Board at the annual, general meeting
- f. Suspension or expulsion of a member
- g. Filling vacancies on the Executive Board and Board of Directors

Section 4 – The Board of Directors shall meet as set forth in Article 9 herein.

Section 5 – The Board of Directors of the GSC shall be elected at the annual general meeting by the voting membership of the GSC.

Section 6 – All officers shall be elected for a ONE (1) year term.

Section 7 – The term of office for the GSC officers shall commence following the annual general meeting held in November and shall continue for a period of ONE (1) year ending after the following years' annual general meeting.

Section 8 – In the event the offices of the President and both Vice Presidents are vacant, the Board of Directors shall select an acting President and/or elect replacements.

Section 9 – Any officer being absent without cause for THREE (3) consecutive meetings without providing a report, or has been found negligent in their duties for the GSC, shall be subject to suspension or removal by the Board of Directors, upon a TWO-THIRDS (2/3) vote in favor of such action by the Board of Directors.

Section 10 - In the absence of an executive board member, it becomes the responsibility of the President or acting President to fulfill or delegate the responsibilities of the absent member.

Article 4 Executive Board:

Section 1 – The Executive Board of the GSC shall consist of the President, the Vice-President of Travel, Vice-President of Recreation, Secretary, Treasurer and Registrar.

Section 2 – The Executive Board of the GSC shall be responsible for the execution of the daily conduct of the business of the GSC, including, but not limited to, the following:

- a. Enforcing the By-Laws, rules, regulations, and Code of Conduct of GSC.
- b. Approval or removal of the GSC members.
- c. Recommendation to the GSC board of Directors for suspension or removal of GSC officers.
- d. Approval of GSC recreation play, tournaments and travel team play.
- e. Approval of the formation and operation of all tournaments.
- f. Approval of all fund raising efforts within GSC.
- g. Approval of and oversee and manage GSC sponsored camps and clinics.
- h. Approval of all travel and recreation coaches.

Section 3 – The Executive Board shall meet as set fourth in Article 9 herein.

Section 4 – Duties of the President: The President shall act as chair of the Board and shall supervise all activities of the GSC, the work of the Executive Board and Board of Directors, and shall serve as chair of all meeting of the same. He or she shall:

- a. Be the GSC representative to the Connecticut Junior Soccer Association, which duty that he/she may delegate.
- b. Be general representative of GSC in all matters, particularly as regards to public relations.
- c. Appoint special committees and chairs, subject to the approval of the Board of Directors including but not limited to Opening Day, Picture Day, and Tournaments
- d. Co-sign orders on the Club Treasury
- e. Represent GSC in regards to legal matters, public relations, and community need and development issues.
- f. Shall be responsible for overseeing an annual financial audit and budget.
- g. Shall be responsible for organizing Board Member Field Duty.
- h. Shall be responsible for preparing an Annual Report to be submitted in the August meeting.
- i. Organize and oversee an annual Directional Meeting in the 1st quarter of each year.
- j. Oversee Fundraising Activities in the club.

Section 5 – Duties of the Vice President of Travel: The Vice-President of Travel shall first assist the President in all business of the GSC, become the acting President during

any temporary absence of the President, and succeed to the position of President if that office becomes vacant during the term for any reason. He or she shall also:

- a. Be general representative of GSC in matters regarding Public Relations such as Press releases and contacts with regards to the travel program.
- b. Oversee the operation of the Travel Program.
- c. Assist with the management of the clubs website for travel information.
- d. Manage and organize field schedules for travel games and practice.
- e. Responsible for ordering travel equipment and uniforms.
- f. Organize annual Travel Parents Meeting.
- g. Oversee tournament registrations.
- h. Responsible for collection and monitoring of all travel fees from the Boys and Girls Travel Coordinators.
- i. Oversee travel player development.

Section 6 - Duties of the Vice President of Recreation: The Vice-President of Recreation shall be the second to assist the President in the absence of the Vice-President of Travel in all business of the GSC, become the acting President during any temporary absence of the President, and succeed to the position of President if that office becomes vacant during the term for any reason, and the Vice-President of Travel shall be unable or unwilling to serve as President. He/She shall be directly responsible for the internal affairs of GSC and:

- a. Be general representative of GSC in matters regarding Public Relations such as Press releases and contacts with regards to the recreational program.
- b. Assist with the management of the clubs website for recreational information.
- c. Manage and organize field schedules for recreational games and practice.
- d. Responsible for ordering recreational equipment and uniforms.
- e. Player development including GSC clinics and schools.
- f. Coaches' development and Coaches clinics.
- g. Training materials and GSC curriculum.
- h. New program development.
- i. Liaison of the Field and Equipment Coordinator.
- j. Oversee and manage coordinators meeting of recreational team rosters.
- k. Coordinate the recreational schedule for each age division.

Section 7 – Duties of the Secretary: The duties of the Secretary shall include the following:

- a. Custodian of all records and correspondence.
- b. Record and publish meeting minutes.
- c. Record and publish Action Item minutes
- d. Provide reasonable and proper notice of all meetings to required attendees.
- e. Assist with the Annual Report.
- f. Tally the votes at all meetings, including email and conference calling.
- g. Assist in updating and posting website information.

Section 8– Duties of the Treasurer: The duties of the treasurer shall include the following:

- a. Deposit all monies obtained by GSC in a chartered federally insured bank in the name of GSC.
- b. Provide properly authorized disbursements of GSC funds and sign orders on the club treasury.
- c. Assist with end of fiscal year tax statement.
- d. Maintain all financial records in the name of GSC.
- e. All disbursements not budgeted exceeding \$200.00 requires GSC Board of Directors approval.
- f. Prepare an annual budget to be approved by GSC Board of Directors.
- g. Provide appropriate financial statements and outlines at the monthly Board of Director meetings.
- h. Monitor fiscal activities of the Fundraiser Coordinator, Concession Coordinator and Sponsor Coordinator.

Section 9 – Duties of the Registrar: The duties of the registrar shall include the following:

- a. Coordinate player registration.
- b. Maintain an active list of all GSC recreation and travel team players.
- c. Submit to CJSA the required player and coach's registrations documentation to ensure insurance coverage is obtained.
- d. Shall maintain a waiting list for all persons who submit an application to fill a player vacancy.
- e. Responsible for background checks of all potential volunteers.
- f. Responsible for additional registration of Camps and clinics.
- g. Update rosters and place new players as needed.

Article 5 Recreational Program Age Division Coordinators:

Section 1– The recreational program will abide by both the by-laws herein written and the recreational policy document.

Section 2 – A club member elected by the GSC will represent each respective age group.

Section 3 – The coordinator shall attend all GSC Board meetings to aid in discussions and decisions regarding their divisions.

Section 4 – Duties of the Age Division Coordinator(s):

- a. With assistance and approval from the Vice-President of Recreation, identify coaches and assemble teams from the list of club players given by the Registrar.
- b. Assist the Registrar with placement of additional players as they become available and as slots remain open.
- a. Manage Division curriculum, providing age appropriate goals.
- b. Manage the issues and concerns of the Coaches, Parents, and club players.
- c. Responsible for acquiring necessary feedback required based on information sent out from the Board to the coaches and, in turn, to the parents. These include newsletters, rain delays or cancellations, game schedules and GSC policies.

- d. Promote GSC and other coach's clinics and events.
- e. Maintain and update rules and policies for their respective divisions.

Article 6 Travel Program

Section 1 – The travel program will consist of a Vice-President of Travel, Boys Travel Coordinator and Girls Travel Coordinator.

Section 2 – The travel program will abide by both the by-laws herein written and the travel policy document.

Section 3 - Duties of the Boys Coordinator and Girls Coordinator

- a. Identify coaches and oversee the makeup of teams from the players participating in the travel tryouts.
- b. Manage the issues and concerns of the Coaches, Parents, and Travel players.
- c. Responsible to distribute all GSC information to coaches and, in turn, to the parents. This includes newsletters, rain delays or cancellations, game schedules and GSC policies.
- d. Responsible for travel team tournament registrations.
- e. Promote GSC and other coaches clinics and events
- f. Responsible to communicate with the Referee Assigner and Vice President of Travel with regards to field and referee availability.

Article 7 Additional Board of Directors:

Section 1 – Duties of the Referee Assigner:

- a. Responsible for the club's adherence of the Rules of the game and provides interpretations of the rules for the club.
- b. Assign and manage the officials for recreational and Travel GCS games.
- c. Must maintain district referee assigner certification.

Section 2 – Duties of the Field Coordinator / School Liaison:

- a. Be responsible for the maintenance of the fields.
- b. Be responsible for the set up throughout the soccer season(s).
- c. Be responsible for all communications with the school(s).
- d. Responsible for communicating to the Vice-President(s) the need for paint and other supplies.

Section 3 –Duties of the Safety Officer:

- a. Shall be responsible for the overall safety and procedures of the club.
- b. Responsible for Goal and Field Safety
- c. Responsible for player safety.
- d. Responsible for filing all insurance claims.
- e. Responsible to educate all coaches on all applicable safety policies.

Section 4 – The Sponsor Coordinator shall be responsible for obtaining and maintaining sponsorship from various businesses for the club.

Section 5 – Duties of the Concession Coordinator:

- a. Be responsible for all sales of food and merchandise sold on GSC's behalf.
- b. Keep inventory throughout the year
- c. Provide year end report to Treasurer.
- d. Scheduling of all concession activities.
- e. Ensure all funds collected from concession activities are provided to the Treasurer.

Section 6 – Duties of the Website Coordinator:

- a. Provide monthly updates of the Board Minutes, important information regarding club details and business on the website.
- b. Ensure the Host of the website is maintained and that the web browser name is maintained.
- c. Post information as provided.

Article 8 Finances:

Section 1 – The fiscal year of the GSC shall begin on January 1st. All financial rules and regulation are in effect for the TWELVE (12) months of the fiscal year.

Section 2 – Budget: The Treasurer, with the assistance of the Executive Board, shall prepare a proposed budget for each calendar year. The proposed budget shall be submitted to the GSC Board of Directors at the February board meeting. The proposed budget shall then be submitted and voted upon at the March meeting. The budget shall be limited to expected income of that year. The total budget shall include TEN (10%) percent contingency funds for each year. Copies of the proposed and approved budget, by line item, shall be made available upon request to the GSC Board of Directors.

Section 3 – Fees:

- a. All youth soccer players shall pay a registration fee which is set by the Board of Directors on a yearly basis. A late fee will be assessed if the application is submitted past the set deadline.
- b. Fall Travel Team participants representing GSC will pay an appropriate registration fee, which will be set by the Board of Directors on a yearly basis.
- c. Hardship cases/Scholarship cases will be reviewed by the Executive Board of Directors.

Section 4 – Audit: The financial books and accounts maintained by the GSC Treasurer and/or any moneyed accounts of the GSC shall be reviewed by an independent Certified Public Accountant at the end of the fiscal year. No member of the GSC Board shall act as an auditor.

Section 5 – A current fiscal year statement of income and disbursements will be included in the annual report. An audited statement of income shall be prepared and distributed to the GSC Board of Directors.

Section 6 – Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt under section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office, not with standing any other provision of this document organization shall not carry any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (C)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

Section 7 – Bonding shall be done on the following members and may be subject to change;

- a. President
- b. Vice-President of Travel
- c. Vice-President of Recreation
- d. Treasurer
- e. Concession Stand Coordinator
- f. Registrar

Article 9 Meetings:

Section 1 – GSC will conduct monthly Board of Directors meetings open for public attendance:

- a. The annual general meeting (AGM) shall be held during November of each year. All GSC members shall be notified of the date.

- b. GSC shall plan and form an annual Coaches dinner committee.
- c. GSC shall plan and form an opening day committee.
- d. GSC shall plan and form an annual By-laws review committee
- e. GSC shall plan and form an annual Directional meeting.
- f. GSC Board will vote on an Annual Calendar of upcoming and proposed events.

Section 2 – The order of business. The suggested order of business for the monthly meetings will be conducted in the order listed below:

- a. Call to order
- b. Approval of previous monthly meeting minutes
- c. Presidents report.
- d. Treasurers Report
- e. Recreational Report
- f. Travel Report
- g. Registrars Report
- h. Sponsor Coordinators Report
- i. Concession Coordinators Report
- j. Referee Assigner Report
- k. Old Business
- l. New Business
- m. Define and Review Action Items
- n. Set or confirm next meeting date

Section 3 – Regular minutes of the monthly meetings will be distributed and posted on the Website. Action Item minutes of the months meeting will be distributed with in a week of the meeting.

Section 4 – Nominations for Executive Board and Board of Directors shall be submitted during the October meeting.

Section 5 – The President may call Executive Board meetings as needed.

Section 6 – The President may call an Emergency meeting of the Executive Board and hold the same through a conference call, e-conference or by e-mail communication.

Article 10 Voting and Quorum:

Section 1 – Voting:

- a. Executive Board meeting: each officer shall have ONE (1) vote.
- b. GSC Board of Directors monthly meetings: each officer and member representative shall have ONE (1) vote. If a person holds two offices or more, that person shall have only ONE (1) vote.
- c. A TWO-THIRDS (2/3) vote of those present and voting shall be required to pass a motion.

Section 2 – Quorum:

- a. Executive Board meeting: President or a Vice-President, and three (3) other officers. Executive Board Meetings will be formally announced to the executive board members prior to the meeting.
- b. GSC Board of Directors meeting: **ONE THIRD (33%)** of the Directors.
- c. GSC Annual General Meeting: President or Vice-President; **ONE-HALF (1/2)** of the remaining officers.

Article 11 Insurance:

Section 1 – All officers, registered adults and youth participants shall be covered by insurance when performing acts and duties related to GSC and CJSA but only to the extent of coverage offered by CJSA.

Article 12 Parliamentary Procedure and Amendments:

Section 1 – All meetings of the GSC shall be conducted using the current GSC By-Laws, and, the current edition of Robert’s Rules of order.

Section 2 – There exists no separate organizing document for the Griswold Soccer Club. The Griswold Soccer Club is governed only by the By-Laws.

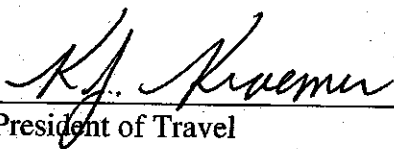
Section 3 – Proposed changes or amendments to the Certification of Incorporation, or the GSC By-Laws will be submitted to the Board of Directors at the February meeting. All changes shall be approved by a **TWO-THIRDS (2/3)** vote by the Board of Directors at the March meeting.

Section 4 – All approved changes or amendments shall be included in the AGM minutes.

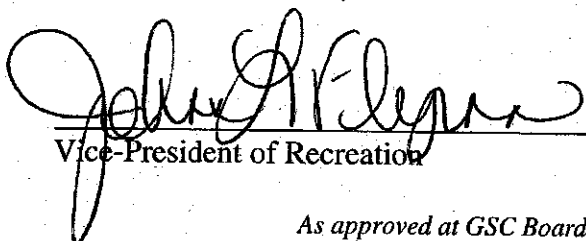
Section 5 – The By-Laws of GSC must be reviewed and revised in the 1st quarter of every year and has accordingly, this month of March, 2010 and these By-Laws shall supersede all other previously approved By-Laws of GSC.



President



Vice-President of Travel



Vice-President of Recreation

As approved at GSC Board of Director meeting on 3/18/2010