**Article 1. Name and Affiliation**

Granite Falls Youth Soccer Club (hereinafter GFYSC) shall be affiliated with North County Youth Soccer Association (hereinafter NCYSA) as a Member Association. GFYSC is non-profit and educational organization whose mission is to foster the physical, mental, and emotional growth and development of community youth through the sport of soccer at all levels of age and competition.

**Article 2. General Membership**

**2.1 Qualification** The membership of the GFYSC shall consist of the following:

* 1. All players and parents/guardians for whom an annual registration has been paid or a scholarship has been awarded
  2. All team coaches and assistant coaches
  3. All officers of the Board of Directors of GFYSC

**2.2 Voting** All members who are present at the general meeting shall be considered a voting member.

**2.3 Removal** Any member of the GFYSC may be removed by a majority vote of the Board of Directors

**2.4 Volunteers** All coaches and board members are volunteers, and must register as a “volunteer” through the website. All volunteers must pass a background check in order to participate with GFYSC.

**Article 3. Board of Directors**

**3.1 Members** The Board of Directors shall consist of the elected officers and the team coaches.

**3.2 Duties and Powers** The Board of Directors shall be responsible for the affairs, property, and management of the GFYSC.

**3.3 Annual Board of Directors Meeting** The GFYSC shall hold an Annual General Meeting in November consisting of coaches, elected officers, and other interested parties. The purpose of this meeting shall be to report on the season and hold biennial elections of open Officer positions.

**Article 4. Officers**

**4.1 Positions** The Officers shall consist of the following, but are not limited to: President, Vice President, Secretary, Treasurer, Registrar(2), North County Representative, Field Coordinator, Fundraising Coordinator, Referee Coordinator, and Select Teams Coordinator.

**4.2 Duties** The roles and responsibilities of each officer are as follows

**4.2.1 President:**

A) Facilitate all meetings

B) Provide proof of insurance to school district

C) Attend North County meetings when able

D) Manage club website, club google drive, facebook, and Bonzi

E) Signer on checking account and manage PBUSA

F) Manage club discipline/complaints as well as work with NCYSA on redcards

G) Coordinate Risk Management program (Affinity)

**4.2.2 Vice President**:

1. U5/U7 Coordinator
2. Assume duties of the president in his/her absence
3. Coordinate training of coaches and players
4. Inventory, order, and facilitate use of equipment
5. Signer on checking account and manage PBUSA
6. Attend all scheduled Officer/General meetings
   * 1. **Secretary:**
7. Contact officers regarding meetings, and schedule meeting location
8. Provide agendas, take attendance, record and print minutes for all meetings
9. Coordinate team photos
10. Organize and store necessary club records
11. Arrange service of sanitation
12. Signer on checking account
13. Attend all scheduled Officer/General meetings

**4.2.4 Treasurer:**

1. Maintain all funds and accounts for GFYSC, signer on all accounts
2. Provide monthly financial report
3. Prepare and record budget
4. File necessary federal reports to maintain non-profit status
5. Provide necessary reports for North County
6. Deposit checks and make payments in timely manner
7. Attend all scheduled Officer/General meetings

**4.2.5 Registrar & Co Registrar:**

1. Recruit coaches and players
2. Register all players by North County deadline
3. Meet with North County regarding game schedules and conflicts
4. Form teams for U8 and up
5. Verify birth certificate records
6. Order and store all registration and office supplies
7. Attend all scheduled Officer/General meetings

**4.2.6 North County Representative:**

1. Attend monthly meetings and report to officers
2. Share responsibilities of judicial meetings with president
3. Attend to discipline situations alongside the president and NCYSA
4. Attend all scheduled Officer/General meetings

**4.2.7 Field Coordinator:**

1. Review field equipment needs
2. Purchase, maintain, and provide for storage of equipment with board approval
3. Coordinate field use and maintenance with school district
4. Organize work parties and assign tasks
5. Coordinate scheduling of practice times and locations
6. Organize layout of fields/line fields at beginning of season
7. Assemble and disassemble goals and nets at beginning and end of season
8. Attend all scheduled Officer/General meetings

**4.2.8 Fundraising Coordinator:**

1. Research and coordinate club fundraisers
2. Maintain reports of fundraising moneys for the club and for individual teams
3. Organize and purchase prizes
4. Maintain and store inventory of products, including clothing
5. Establish and coordinate volunteers for booth at jamborees and community events
6. Prepare printed materials for distribution at registration
7. Attend all scheduled Officer/General meetings

**4.2.9 Referee Coordinator:**

1. Recruit referees
2. Coordinate and validate training
3. Schedule referees for U8 and up games
4. Observe games and evaluate performance of referees
5. Facilitate payment of referees
6. Attend all scheduled Officer/General meetings

**4.2.10 Select Teams Coordinator:**

1. Create and maintain coaching application
2. Recruit evaluators for try-outs
3. Schedule and review try-outs
4. Schedule field usage for practices and games
5. Create and promote advertising for select teams
6. Coordinate scholarships
7. Coordinate fundraising activities for tournament fees, etc.
8. Establish and direct club policy regarding select teams
9. Attend all scheduled Officer/General meetings

**4.3 Elections** The election of Officers shall be at the Annual General Meeting of members in November. The terms of each officer shall be for two (2) years. The President, North County Rep, Treasurer, and Registrar Position 1 shall be elected on odd numbered years. The Vice-President, Secretary, Field Coordinator, Referee Coordinator, and Registrar Position 2 shall be elected on the even numbered years. The GFYSC Officers are elected into position by the general membership, as defined in Article 3, during the November general meeting.

**4.4 Resignation** Any officer may resign at any time by giving written notice of resignation to GFYSC Officers.

**4.5 Removal** Any officer may be removed by a two-thirds (2/3) vote of the Board of Directors.

**4.6 Conflict of Interest** All officers must disclose any actual or potential conflicts that may occur, and may not vote on any item that falls within that realm of conflict of interest.

**Article 5. Meetings**

**5.1 General Meetings** General meetings shall be called at the discretion of the Officers.

**5.2 Officer Meetings** Meetings consisting of the Officers will be held at times designated by the President.

**5.3 Quorum** A quorum shall consist of fifty one percent (51%) of the total potential votes by the Officers at the time of the meeting. If less than such a majority is present at a meeting, a majority of the votes present may adjourn the meeting to another time with notice.

**5.4 Action by Board Without a Meeting** Any action which could be taken at a meeting of the Board may be taken without a meeting if a written consent setting forth the action taken (i.e. email) is voted on by 2/3 of the board. Any such written consent shall be inserted in the minute book as if it were the minutes of a Board Meeting.

**Article 6. Financial Procedures**

**6.1 FISCAL YEAR** The fiscal year of the GFYSC begins January 1st and ends on December 31st.

**6.2 FINANCIAL TRANSACTIONS** All funds shall be kept in a checking account in the name of GFYSC. All checks shall require two signatures of the elected Officers. Requests for purchases over $99 requires the approval of at least three Officers, one of which needs to be the President or Treasurer.

**6.3 REPORTING** All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report financial activity at Officer/General meetings.

**6.1 REGISTRATION** All players shall pay an annual registration fee. The officers shall determine the fee prior to the beginning of the season. All registrations after the “cut-off” date will incur a late fee due to league penalties. All players must be fully paid in order to practice and play with the team. See *GFYSC Policies* for all refund policies and scholarships.

**Article 7. IRS Revenue Code Required Language**

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| This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code. |
| Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose. |
| No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts. |
| No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. |

**Article 7. Amendments**

These bylaws may be altered or amended by the Board of Directors with a 2/3 (two thirds) vote at any meeting attended of a majority of the Officers.

The foregoing Bylaws were adopted by the GFYSC Officers on 4/23/15 and revised on 2/15/2016.

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Robynn Barth, Secretary