

## **Aris FC Bylaws**

### **BYLAW I. GOVERNING BODY**

#### **A. GOVERNING AUTHORITY**

The ultimate governing authority of the association shall be vested with the Executive Committee of the Board of Directors of the association whose powers shall be delineated in the constitution and bylaws of the association

#### **B. BOARD OF DIRECTORS**

1. The Board of Directors shall be comprised of the following Directors, each having one vote

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Director of Coaching
- g. Risk Management Coordinator
- h. Recreational Director

2. The immediate past president of the Association may be an ex-officio member of the Board of Directors

3. The Director of Coaching will be a voting member of the Board of Directors, but will not vote on financial matters including but not limited to salaries and budget

#### **C. EXECUTIVE COMMITTEE**

The Executive Committee of the Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, and Risk Management Coordinator

#### **D. ELECTION AND TERM OF OFFICE**

1. Officers shall be elected by majority vote of the general membership at the Association's annual meeting
2. All officers shall be elected for a two-year term and shall not be restricted to a single term of office
3. Candidates for association offices may be nominated by any voting member of the Association
4. The President, Treasurer, Risk Management Coordinator, and Recreational Director shall be elected in even number years and shall assume office on June 1 of the year in which they are elected
5. The Vice President, Secretary, and Registrar shall be elected in odd numbered years and shall assume office on June 1 of the year in which they are elected
6. Any officer, director, or employee may be removed by a 2/3 majority vote of the remaining Board of Directors whenever it will serve the best interests of the organization. Election or appointment of an officer, director, or employee will not create contract rights, and the appointment can be terminable at will

#### **E. MEETINGS OF THE BOARD OF DIRECTORS**

1. Regular meetings of the Board of Directors shall be held quarterly, on the first Monday of the month, starting in January of every calendar year. Alternate dates and times may be necessary due to special circumstances and major scheduling conflicts
2. Financial statements will be submitted to the Board of Directors on the first Monday of every quarter by the Treasurer
3. Meetings of the Executive Committee shall be called by the President on an as needed basis
4. The Board of Directors or Executive Committee shall hold other/special meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting (in writing) by two or more members of the Board of Directors
5. Meetings will generally be open to the members of the association but may occasionally be closed under special circumstances. Members wishing to speak at a meeting must submit such a request to the Secretary at least one week in advance to ensure a slot on the upcoming meeting's agenda
6. Members will be notified of regularly scheduled meetings and special open meetings via e-mail 14 days before the meeting is to take place
7. At all meetings of the Board of Directors, five members shall constitute a quorum for the transaction of business. At meetings of the Executive Committee, three members shall constitute a quorum
8. If a meeting is called for the purpose of filling a vacancy in office, the quorum shall be a majority of the active board members
9. Minutes of meetings shall be recorded by the Secretary

#### **F. DUTIES OF BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

The Board of Directors and Executive Committee shall have vested the responsibility and authority to:

1. Interpret and enforce the Associations Constitution, Bylaws, and Playing Rules

2. Formulate and amend Rules in order to serve the best interests and objectives of Association
3. Reprimand, suspend, bar completely, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Associations Constitution, Bylaws, and Rules
4. Budget for and administer the funds of the Association subject to ratification and approval of the membership
5. Hire, supervise, and terminate employees
6. Form standing and special committees and appoint individuals to serve on such committees
7. Appoint individuals to fill vacancies on the Board of Directors until the next regular election
8. Approve all positions within the association, including all paid positions, team coaches, team managers, Executive Committee members, and other club positions, on an annual basis
9. The Executive Committee shall hear and decide all protests and appeals and shall decide appropriate disciplinary actions for incidents of misconduct
10. Hire a Director of Coaching with the highest professional expertise to assist in management of the day-to-day operations
11. Grant decision-making authority to the Director of Coaching to act on the day-to-day business during the periods between Board meetings. The Director of Coaching will report directly to the association's board of directors who will bear the responsibility of directly monitoring the Director of Coaching

## BYLAW II. DUTIES OF DIRECTORS

### A. GENERAL DUTIES OF ALL DIRECTORS

1. Each director shall carry out his or her duties in a responsible manner, acting only in the best interests of the Association and its membership
2. Each director shall be prepared to report on his or her activities and areas of responsibility at meetings of the Board of Directors and general membership
3. Each director shall follow the Associations financial policy regarding budget proposals, expense reports, and handling of Association monies
4. Each director shall be familiar with the rules of the Association, TSSA, USSF, and its divisions
5. If at any time a Board member believes that he/she or another Board member may appear to be unable to maintain objectivity on any issue because of a personal situation, employment, or other reasons, the Board member should recuse himself or herself from any deliberations of the Board on the subject

### B SPECIFIC DUTIES OF DIRECTORS

#### 1. **President**

- a. Keeps the association and its membership directed toward association goals and enforces the philosophy of play and club guidelines
- b. Focuses on day-to-day operation of the association with the Director of Coaching and assists in promoting the association
- c. Serves as Chairman of the Board of Directors and Executive Committee
- d. Presides at all meetings of the Executive Committee, Board of Directors, and membership
- e. Serves as an ex-officio non-voting member of all Association committees
- f. Appoints committee chairmen and committee members as required

#### 2. **Vice President**

- a. Assists the President with relationships with other groups, paperwork, and matters outside the organization of teams and the play of the game
- b. Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President

#### 3. **Secretary**

- a. Records and distributes minutes of all meetings of the membership, Board of Directors, and Executive Committee
- b. Maintains lists of members in good standing and voting eligibility for meetings
- c. Maintains all permanent records of the Association
- d. Responsible for all written communications of the Association, meeting notices, communication with TS, and contact with other leagues

#### 4. **Treasurer**

- a. Prepares the annual association budget and submits it to the Board of Directors and general membership for approval
- b. Maintains records and receipts of all money to be deposited in a recognized bank in the name of the Association
- c. Pays all accounts by check with his or her signature. This signature must include the signature of the Registrar for amounts above or equal to \$1000
- d. Submits financial reports on the first Monday of every quarter to the Board of Directors
- e. Produces all financial records when required by the Board of Directors or Executive Committee, properly balanced, and reflecting the current financial status of the Association
- f. Prepares and files tax returns in a timely manner

g. Prepares any and all documents pertaining to the Associations Charter of Incorporation and tax exempt status and is authorized to obtain the services of an accountant or attorney, as appropriate; arranges for periodic audit of the Registrar Associations books

#### **5. Registrar**

- a. Arranges for and oversees the annual registration of players
- b. Maintains communications with TSSA concerning procedures for registration of players
- c. Responsible for collecting fees and player forms; submitting all registration data to the state association in a timely manner; and ensuring that all players are properly registered
- d. Assists the Recreational and Club Team Directors and Age Group Coordinators as needed with assigning of players to teams
- e. Co-signs checks with the Treasurer that are in the amount of or greater than \$1000

#### **6. Director of Coaching and Player Development**

The Director of Coaching position, may be a paid position with limited Board of Directors voting rights, shall be an Aris FC employee, and shall report directly to the board of directors

- a. Works with the Recreational and Club Team Directors and Age Group Coordinators to procure qualified coaches for all teams
- b. Responsible for supervising and evaluation of Association coaches
- c. Arranges for periodic training and certification of coaches
- d. Evaluates outcomes of programs and make recommendations to the Board of Directors
- e. Works closely with schools and local education institutions in promoting the club and the game of soccer in the community
- f. Represents the interests of the Associations coaches on the Board of Directors
- g. Monitors league issues and passing on recommendations to the Board of Directors.
- h. Helps to solicit corporate funding with the Board of Directors and monitors the association's contributor and membership satisfaction

#### **7. Risk Management Coordinator**

- a. Serves as manager for the Associations Risk Management Program
- b. Communicates and distributes educational material on risk management
- c. Obtains signed Employment/Volunteer Disclosure Statements for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the Association
- d. Submits completed disclosure statements to the state office
- e. Certifies in writing that all goals, fields and grounds utilized by the Association are in compliance with TS Goal/Field Inspection Forms requirements
- f. Submits annually Goal/Field Inspection forms to state office

#### **8. Recreational Director**

The Recreational Director may be a paid position with limited Board of Directors voting rights, shall be an Aris FC employee, and shall report directly to the board of directors

- a. Oversees and directs the recreational program
- b. Works to assign players and coaches to teams and the scheduling of games in a fair and equitable manner
- c. Works closely with other directors and administrators as well as the coaches to see that players are properly registered and assigned to teams, that they receive uniforms, that games are scheduled, and that referees are assigned to all games
- d. Works with the Club Team Director in coordinating field availability
- e. Provides the Referee Administrator with game schedules and notification of any changes in schedule

### **BYLAW III. STANDING COMMITTEE**

#### **A. GENERAL**

1. The Associations Board of Directors shall annually confirm the appointment of chairmen and members to serve on standing committees
2. Specific duties and responsibilities of each committee, procedures for selecting committee members, and job descriptions for committee members shall be established by the Board of Directors and detailed in these Bylaws and the Associations Rules.
3. Committee members who fail to carry out their duties in a responsible manner or whose actions are detrimental to the Association and/or its programs may be removed from their position by the Board of Directors

#### **B. COMMITTEE RESPONSIBILITIES**

Standing Committees and their general areas of responsibility shall be as follows:

1. Appeals and Discipline: The Executive Committee, with the President as Chairman, serves as the Associations Appeals and Discipline Committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct

2. Budget and Finance: Chaired by the Treasurer; responsible for preparation of the Association's annual budget and presentation of the proposed budget to the Board of Directors
3. Coaching: Chaired by the Director of Coaching; responsible for establishing and administering programs for coaches
4. Insurance: Chaired by the registrar; is familiar with the Associations insurance programs and claim procedures; answers questions about the coverage, maintains a supply of claim forms, and assists in filing claims with TSSA.
5. Long Range Planning: Chaired by the Vice-President; to set long-range goals for the Association and formulate plans for accomplishment
6. Membership: Chaired by the President, encourages non-member organizations and individuals to affiliate with the Association; reviews applications for membership and recommends appropriate action to the Board of Directors
7. Publicity: Maintains a good working relationship with the local newspapers, radio and TV stations, getting maximum coverage for special soccer events and for player registration
8. Recreation Committee: handles all matters related to the recreational teams and play of the game including assignment of players to teams, scheduling and rescheduling of games and practices, settling problems between coaches in each group, finding coaches, arranging for coach and player instruction; enforces the philosophy of the Association and coach and parent (spectator) conduct on the field and at practice; assists the Board of Directors in planning, establishing, and administering the Associations rules and regulations related to play of games
9. Rules and Regulations: Chaired by the Risk Manager; annually reviews current and proposed rules of the Association and recommends changes in the Associations Constitution, Bylaws, and Rules including any that may be required by state or national rules.
10. Special Events: Arranges for all tournaments, skills contests, annual meetings, or other special events of the Association; responsible for submitting applications to the state soccer association for any tournaments.
11. Team Organization: Each coach will be expected to organize his/her team and its parents to handle the various tasks related to the team itself. Positions to fill include: Team Manager as right-hand to the coach and coordinator of all assignments not related to coaching; Assistant Coaches to help the head coach in instructing the players and any others that may be appropriate for the teams structure

#### BYLAW IV. MEMBERSHIP

##### A. GENERAL

1. The voting membership of the Association shall include individuals currently active in the associations programs.
2. Non-voting membership may be granted to other organizations or individuals interested in the advancement of the sport of soccer and the Association.

##### B. CLASSES OF MEMBERSHIP

1. Players
  - a. Shall include players currently registered with and participating in soccer programs under the jurisdiction of the Association
  - b. Shall be accorded one vote per player.
  - c. Parents shall cast votes for youth players
  - d. Adult players shall cast their own votes.
2. Officials
  - a. Shall include all currently active coaches, assistant coaches, team managers, and referees
  - b. Shall be accorded one vote for each affiliated individual

##### C. RIGHTS OF MEMBERS

1. Members in good standing are granted various rights and privileges as defined by the Board of Directors in the Associations Rules
2. Rights of players and officials in good standing shall include the right to vote at the Associations general membership meeting

#### D. TERM OF MEMBERSHIP

1. Term of membership shall be one seasonal year beginning on September 1 and ending on August 31.
2. Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, and is actively participating in the programs of the Association.

#### BYLAW V. GENERAL MEMBERSHIP MEETINGS

##### A. DATES

The Association shall hold a general membership meeting annually in the month of May before club tryouts

##### B. PARLIAMENTARY PROCEDURES

Roberts Rules of Order, latest edition, shall be the parliamentary authority for all meetings of the Association, unless otherwise agreed to by the participants by a two-thirds vote

##### C. VOTING ELIGIBILITY

1. Voting eligibility at general meetings of the Association by affiliated voting members is determined by the class of membership
2. Only those voting members of record, duly affiliated, with all fees paid and in good standing, shall be entitled to vote

##### D. VOTING BY DIRECTORS

1. Each member of the Board of Directors shall be entitled to one vote.
2. Directors shall not vote in an election except as the representatives of an affiliated member

##### E. VOTING BY PROXY

1. Regular voting members and directors may vote at general membership meetings by proxy
2. The proxy must designate, in writing, the name of the assistant to represent the member at the general meeting
3. The proxy for any member must bear the name of the member wishing to vote by proxy, the person designated to vote, and the signature of the member

#### BYLAW VI. AMENDMENTS

##### A. APPROVAL OF AMENDMENTS

1. Amendments to the constitution and bylaws must be approved by two-thirds of the voting members at a general membership meeting
2. Members and directors may vote by proxy

##### B. AMENDMENT OF PROPOSALS

1. Proposed amendments may be submitted by any affiliated member
2. Proposals should include the number and text of the current rule, the text of the proposed new or revised rule, and the reason for the change
3. Proposals to revise or amend the Constitution and Bylaws shall be submitted, in writing, to the President at least 30 days in advance of the general meeting
4. Amendment proposals shall be published and distributed to affiliated members for study at least 14 days prior to the general meeting at which the proposal will be considered