



# Skiatook Soccer Club

By Laws and Standing Resolutions

(Updated 01/14)

## BY LAWS

### ARTICLE I

#### NAME

The name of this organization shall be the Skiatook Soccer Club, hereinafter referred to as SSC.

### ARTICLE II

#### PURPOSE

The purpose of the SSC is to promote the development of the sport of soccer through organization training, and education; to recruit players and organize teams to compete and participate in soccer, to promote health, welfare, and recreations of the SSC membership and shall function as an unincorporated member club of the Oklahoma Soccer Association, hereinafter referred to as OSA.

### ARTICLE III

#### MEMBERS

##### Section 1

Membership in the SSC shall be open to parents and/or guardians of players, players age 18 and above, coaches of an SSC team, and all club referees. Players under the age of 18 will be non-voting members. Each household shall have one vote.

##### Section 2

Players, parents and/or guardians of players shall be admitted into membership upon acceptance, by SSC, of a properly completed player registration form and payment of the player's registration fees, as established by SSC and OSA. Coaches shall be admitted into membership upon acceptance, of a properly completed coach's registration form. Referees shall be admitted upon approval of the SSC Executive Board. All memberships shall be based on seasonal registration.

##### Section 3

Members of the SSC are subject to suspension or other discipline as deemed necessary by the majority vote of the SSC Executive Board for failure to abide by the Bylaws, Standing Resolutions, or other rulings set forth by the general membership or the SSC Executive Board. Membership may be terminated by a 2/3 vote of the eligible voters at a general membership meeting.

## ARTICLE IV

### OFFICERS

#### Section 1

The officers of the SSC shall be as outlined below. These officers shall perform the duties prescribed by the Bylaws, Standing Resolutions, and the parliamentary authority adopted by this club.

1. The President is the presiding officer and the ex-officio member of all SSC committees. The president shall preside at all SSC meetings, ensure representation of SSC at all OSA meetings, oversee the activities of the other officers to ensure they are fulfilling their duties, and ensure the day to day activities of the SSC are being properly maintained. The President shall also act as the SSC liaison with the City of Skiatook and the other outside organizations with which the SSC has contact. He or she shall serve or recommend members to serve on the OSA standing or special committees as required.
2. The Vice President shall act as chairman of the nominating committee and of the awards committee. The Vice President shall serve as the Head Coach coordinator and in the absence of the President, act with the same power and authority.
3. The Secretary shall keep the records and minutes of all SSC Executive Board and general membership meetings, shall reserve meeting places, provide meeting agendas, give proper notice of meetings.
4. The Treasurer shall receive, disburse, and account for all funds of the SSC, which shall be kept in a bank designated by the SSC Executive Board, and shall report the financial condition of the SSC at regular general membership and SSC Executive Board meetings. The treasurer shall also serve on the team formation committee and assist in registration as a Sub-Registrar.
5. The Registrar shall be responsible for registering all playing members of the SSC, registering all coaches and assistant coaches, shall serve as Chairman of the Team Formation committee, and is charged with the responsibility of fulfilling the requirements of the SSC and the OSA in registering individual players and assigning such players to teams.
6. The Head Referee shall be responsible for certification, recruiting, training, scheduling, and registering all club referees and shall represent all referees in meetings. The head referee shall be appointed by the SSC Executive Board.
7. The Concessions Manager shall be responsible for purchase, and management of concessions stock, staffing and sales reporting to the Treasurer. This officer shall be a voting member with voting limited to issues or decisions relating to these duties.
8. The Field Maintenance Supervisor shall be responsible for the care of the game and practice fields and equipment, and all aspects of practice and game field conditions including mowing and proper marking of game fields. This officer shall be a voting member with voting limited to issues or decisions relating to these duties.

9. An At-Large board member shall be appointed to represent the general membership. This officer shall be a voting member with voting limited to issues or decisions affecting the membership as a whole and shall not vote on operational items of the SSC.

## Section 2

The election of officers of the SSC shall be held at the annual general membership meeting on or around July 1. The officers of the SSC shall serve a term of two years or until their successors take office. All appointed officers shall be approved by a majority vote of the SSC executive board.

## Section 3

No officer shall hold more than one office at a time.

## Section 4

Any officer may be removed by a 2/3 membership vote, or majority vote of the remaining SSC executive board members. Membership is defined in Article III Section 1.

## Section 5

A vacancy in the office of the President shall be filled by the Vice-President until a special election at the next general membership meeting. Any other vacancies shall be filled through appointment, by majority vote, of the SSC Executive Board.

## Section 6

No husband and wife shall be able to serve as a board member and/or chair a committee at the same time unless approved by majority vote of the SSC executive board.

## Section 7

Any board member that has at least three (3) absences from regularly scheduled meetings during their term in office shall resign their board position if asked to do so by a majority vote of the remaining board members.

# ARTICLE V

## EXECUTIVE BOARD

### Section 1

The officers of the SSC shall constitute as the SSC Executive Board.

### Section 2

The SSC Executive Board shall have general supervision of the affairs of the club between its business meetings, fix the hour and place of the meeting, make recommendations to the general membership, and shall perform such duties as are specified in the bylaws and standing resolutions of the SSC.

### Section 3

The SSC Executive Board shall meet as often as deemed necessary by the majority of the board members. Any two (2) board members or the president can call a special meeting of the SSC Executive Board.

### Section 4

All decisions by committee of the SSC are appealable to the SSC Executive Board within twenty-four (24) hours of the original decision. Any decision of the SSC Executive Board is appealable to the OSA Appeals Committee in compliance with the OSA bylaws and standing resolutions.

### Section 5

At least one member of the SSC Executive Board shall attend all OSA membership meetings.

## ARTICLE VI

### DONATIONS AND EXPENDITURES

#### Section 1

All donations to the club in the form of monies, provided services, or products, shall be approved by a majority vote of the SSC Executive Board.

#### Section 2

All regular monthly expenditures shall be approved by a majority vote of the SSC Executive Board on an annual basis, or when a new expense arises. Examples of these expenditures are storage fees, club phone expenses, etc.

#### Section 3

All SSC expenditures in excess of \$50 shall be approved by a majority vote of the SSC Executive Board prior to the purchase. Emergency purchases in excess of \$50 may be approved by email correspondence with the SSC Executive Board members, with documentation to be filed with the following month's board meeting minutes.

## ARTICLE VII

### MEMBERSHIP MEETINGS

#### Section 1

The general membership meetings of the club shall be held on or around January 15<sup>th</sup> and July 1 unless otherwise ordered by the SSC Executive Board.

#### Section 2

The general membership meeting on or around July 1 shall be known as the annual meeting and shall be for the purpose of the election of officers, receiving reports of officers and committees, and for any other business that may arise.

### Section 3

Special general membership may be called by the President or 3 members of the SSC executive board. The purpose of the meeting shall be stated in the call. Proper notice shall be given at least three (3) days prior, in all cases possible.

## ARTICLE VIII

### COMMITTEES

#### Section 1

A Team Formation Committee shall assign players to teams and fulfill the registration requirements of the OSA. The registrar shall be the committee chairperson. The treasurer shall assist as sub-registrar. The SSC Executive Board shall appoint all other committee members. (Reference Article IV Section 1)

#### Section 2

A Field Maintenance Committee shall be responsible for the care of the game and practice fields and equipment. The SSC Executive board shall appoint the Field Maintenance Supervisor, who will act as chairperson as noted in Article IV, Section 1. The Field Maintenance Committee shall be responsible for all aspects of practice and game field conditions including mowing and proper marking of game fields.

#### Section 3

A Games Committee shall assure that all games are played in accordance with SSC and OSA bylaws, standing resolutions, and rules of competition. The committee shall review all misconduct reports, game termination of forfeits, and all game protests involving intra-club play and shall take disciplinary action where necessary. (Reference Article IV Section 1)

1. The Games Committee shall comprise of a maximum of five (5) members selected by the SSC Executive Board.
2. The Chairperson shall be selected within and by the Games Committee members.
3. A quorum of three (3) members shall be required to conduct business.
4. All incidents shall be acted upon within seven (7) days of the incident. Failure of the Games Committee to do so shall result in the matter being turned over to the SSC Executive Board.
5. All incidents involving inter-club play shall be handled by the OSA Games Committee.

#### Section 4

Such committees, special or standing, shall be created by the SSC executive board, from time to time, as deemed necessary to carry on duties of the SSC. Members of such committees shall be approved by the SSC Executive Board.

## ARTICLE IX

### PARLIAMENTARY AUTHORITY

The Rules of the current edition of Robert's Rules of Order, newly revised shall govern the club in all cases in which they are applicable and in which they are consistent with these bylaws, the bylaws of the OSA, and any special rules that the SSC may adopt.

## ARTICLE X

### AMENDMENT OF BYLAWS

Any changes pertaining to the SSC bylaws shall be presented at any general membership meeting or special general membership meeting to be voted on by the members. Changes or amendments shall be reviewed and approved by a majority vote of the SSC Executive Board prior to submission to general membership.

## ARTICLE XI

### NONPROFIT STATUS DISSOLUTION

The SSC is not organized for the pecuniary profit, nor shall it have any power or issue certificates of stock, declare dividends, and no part of its net earnings shall inure to the benefit of any member, director, trustee, or individual. The balance if any or all money received by the SSC from its operation after payment in full of all debts and obligation of the SSC of whatsoever kind and nature, shall be used and distributed exclusively for the carrying out of business for the SSC as stated herein above.

## STANDING RESOLUTIONS

### SECTION I

#### TEAMS

##### A. REGISTRATION

1. Players will be registered through the SSC Registrar and Team Formation Committee.
2. Registration will cease one calendar week prior to the OSA registration deadline, with the following exception:
  - a. Registrations will be accepted on a first-come, first-serve basis to fill open team positions ONLY during the one week following registration deadline.
3. Players who decide not to play:
  - a. Prior to OSA registration, a player will be placed on a drop file with a full refund.

- b. After OSA registration, a player shall be dropped only upon written request from a parent or legal guardian. A 50% refund will be granted prior to the first game.
- c. A full registration refund will be provided if the player moves out of area, or must drop due to medical reasons prior to OSA registration.
- d. If a player moves out of OSA area after OSA registration, a 50% refund will be granted prior to the first game of the season.
- e. After the first game of the season, no refunds shall be given.

## B. FORMATION

Team formation will comply with OSA bylaws and standing resolutions.

## SECTION 2

### COACHES

1. Each team shall have a head coach and assistant coach, if available, on file with the SSC and OSA. Each coach shall be allowed to have his or her child/children on his or her team, providing they are in the proper age division.
2. Recreational coaches are assigned on a volunteer basis. In the event teams have to be consolidated and there are more coach applicants than there are teams, the following qualifications will be considered in coach selection: Experience, coaching schools, and letters of praise or complaints. The SSC Team Formation committee will make recommendations to the SSC Executive Board, who will make the final decision.
3. All SSC coaches are expected to comply with these bylaws and standing resolutions and to make soccer a positive experience for all players. Failure of a coach to do so could result in disciplinary action by the SSC Executive Board.
4. A coach or assistant coach cannot be associated with another team as coach or assistant coach unless approved by the SSC Executive Board.
5. The coach of the first home team scheduled to play on a field is responsible for putting up corner flags. The last home team is responsible for making sure all trash and debris is picked up at the conclusion of play and the flags are returned to the equipment storage.

## SECTION III

### GAMES

1. Games cancelled due to weather or mutual consent of both coaches must be rescheduled through the Referee Assignor and Head Referee. When possible, 72 hours' notice must be given. The SSC President and Vice-President should also be notified.



2. All postponed games shall be rescheduled within seven days and played within seven days following the end of the season.
3. Home teams that do not give proper notice of at least 72 hours for games that are cancelled not due to weather will be responsible for paying referee fees when the game is scheduled.
4. Upon completion of regularly scheduled games, a team has seven days to complete any necessary playoff games.

#### SECTION IV

##### CONCESSIONS

A Concession Manager shall be appointed by the SSC executive board and shall be responsible for purchase, and management of concessions stock, staffing and sales reporting to the Treasurer.

#### SECTION V

##### FIELD MAINTENANCE

Field maintenance shall be organized by the Field Maintenance Supervisor, who shall serve as committee chairperson as noted in Article VIII, section II.

#### SECTION VI

##### REFEREES

1. Referees shall be paid for all U6-U19 regularly scheduled games and all U6-U19 rescheduled games provided that Sections III has been complied with.
2. Referees will not be paid, for games that are cancelled due to weather at the time of play, until the games is rescheduled and played.
3. Referee pay will be set and can be changed by a majority vote of the SSC Executive Board.
4. Club referees are responsible for their own certification and equipment.