

United Soccer Athletes (USA) Soccer Club

Bylaws

Article I

Section 1 The name of this organization shall be the United Soccer Athletes (USA) Soccer Club (hereinafter referred to as USASC or Club).

Section 2 Holland, MI 49424

Article II

The objective of USASC shall be to provide quality, affordable Select-level soccer to area (Holland, MI and surrounding locations) youth. Specifically, USASC will operate to promote the game of soccer through establishing organized team play, the development of soccer and athletic skills at the select level of play for ages 7 through 19, and to instill team spirit, fellowship, and sportsmanship. This shall be executed always under the guiding principle of "In the best interests of the kids."

USASC shall be affiliated with the Grand Valley Soccer Association (GVSA) and all associated governing bodies, specifically Michigan State Youth Soccer Association (**MSYSA**) and complies with all rules and regulations of the United States Youth Soccer Association (**USYSA**) and the United States Soccer Federation (**USSF**). Through these affiliations, USASC becomes the officially sanctioned youth soccer program within the GVSA.

Article III

USASC is a 501c3 not for profit corporation and is completely volunteer run. No one in a leadership position within the Club receives payment. Additionally, as volunteer parents, neighbors, and friends, we have a vested interest in creating the best possible experience for the Club's players.

USASC insists on positive, encouraging behavior from players, coaches and from parents – during practices, games, and from the sidelines. This models the same positive attitude, good sportsmanship, self discipline, and pursuit of team goals that we will develop and expect from our players.

USASC will continue to grow and develop in our coaching skills and methods, so that we can assist the Club's players in their personal and skill development, and their enjoyment of the game.

USASC, in keeping with Article II, will strive to make select-level club soccer available to all area kids that are determined to meet performance and skill standards as determined through open tryouts.

USASC will operate under, and will expect all members and parents to fully comply with, the documented or referenced Club standards and Codes of Conduct. These documents are referenced as official Club documents under these bylaws and are enforceable as such. To ensure that they are current and relevant, they will be maintained as separate, living

documents. As such, they are not subject to or are viewed as strict amendments to these bylaws. These Codes of Conduct and standards include, but are not limited to, the following:

- Club Mission Statement
- Parents Code of Conduct
- Coaches Code of Conduct
- Players Code of Conduct
- Team Selection Guidance
- Player Tryout Guidance
- GVSA Rules and Regulations

Article IV

Section 1 General membership is established by being a registered player, coach, assistant coach, manager, or Club administrator.

Section 2 Members must remain in good standing with regard to payment of fees and dues as applicable and complete understanding and compliance with the Club method.

Section 3 Membership in the Club is open to anyone, strictly without regard to RACE, COLOR, CREED, SEX, AGE or NATIONAL ORIGIN and no rules or regulations will be made in conflict with these policies.

Section 4 Anyone who, through his or her actions, causes or creates an incident or atmosphere relative to Article III or Section (3), above, shall be immediately suspended from the Club. Any person(s) suspended for cause shall have thirty (30) days to formally reply by letter to the Club president for rebuttal and or explanation. A formal hearing will be conducted at the first scheduled meeting after receipt of written reply. It is established that a binding decision will be rendered at that meeting.

Section 5 Membership may be terminated by a two-thirds vote of the Club Board of Directors.

Section 6 USASC is a completely volunteer-run organization. No payments will be made to any member or Officer. Reimbursement of qualified cost incurred by members and Officers is allowed at the direction of the Club Board of Directors.

Article V

Section 1 The Board of Directors (hereinafter referred to as Officers) shall be composed of, at a minimum, the five elected or appointed key Officers.

Section 2 The Officers of USASC shall be elected on even or odd years as follows:

Key Officers

- | | | |
|----|----------------|------|
| A. | President | odd |
| B. | Vice President | even |
| C. | Treasurer | odd |
| D. | Registrar | even |

E. Operations Manager odd

Supporting Officers

F. Communications Manager even

F. GVSA Representative odd

G. At-large Member even

Section 3 All Officers shall be elected by the membership at the Fall Club-wide Meeting by a majority vote of the members in attendance. All Officers shall serve for a term of two (2) years. All Officers may be re-elected for multiple terms. Under normal conditions, no person shall hold more than one office. In the event that no qualified candidates are identified for election to the Key Officer positions, the existing board may, by majority vote, may extend the term of an acting Officer or combine functions as long as operations are maintained. In all cases a minimum of the five Key Officers must be maintained.

Section 4 The minimum duties of the Officers shall be as follows:

A. President

- In general, is the principle point of contact and general manager for the Club.
- Serves as the primary point of contact for all external communication, including official interface with GVSA.
- Responsible for board meetings, including establishing dates, setting agendas, conducting meetings, and managing action items.
- Responsible for all correspondence to the Club, individuals, or outside organizations. If official correspondence or communication is performed by other members, the president is responsible for review and approval.
- Documents (or assigns the documentation) the business of the Board and publish it as appropriate.
- Maintains a historical file of all official Club correspondence and communication.
- Responsible for and chairs all Club-wide meetings.
- Manages sponsorship relationships.
- Oversees activities of other board and committee members.
- Chairs the addition of new board members.
- Sets the Club fees based on input from other board members.
- Acts as an auditor of the association's financial transactions, proofing the checkbook transactions and income statement on a quarterly basis.
- Responsible for Club-focused content for the Club website and other marketing-related materials.

B. Vice President

- Acts as President pro tem in the absence of the President.
- Assists the President with Club business as requested.
- Responsible for guiding and organizing Club coaches (e.g., coach selection, team assignment, coaching resources, issue management, etc.)
- Responsible for guiding and organizing Club players (e.g., player selection, team assignment, player resources, issue management, etc.)
- Responsible for technical aspects of Club tryouts.
- Manages Club scholarship awards.

- Responsible for coach and player related content for the Club website.
- Chairs the Coaches Council, including management of meetings and selection of council members.
- Maintains a historical file of all coach and player-related Club correspondence and communication.

C. Treasurer

- Assists the President with Club business as requested.
- Receives and manages all Club funds.
- Pays Club bills.
- Reimburses Club members for approved cost incurred by individuals.
- Maintains clear and timely records of all appropriate financial documents.
- Coordinates Club tax responsibilities.
- Maintains Club corporation details.
- Drafts the Club fees based on input from other board members.
- Arranges for a co-signer of Club-approved checks.
- Documents all receipts and disbursements of the Club according to sound accounting principles, summarizes them for the Board at least quarterly according to the budget categories approved by the Board.
- Maintains a historical file of all treasurer-related Club correspondence and communication.
- Checks the Association post office box on a weekly basis for correspondence, contacts appropriate members as action is indicated.

D. Registrar

- Assists the President with Club business as requested.
- Responsible for managing all GVSA-required administrative tasks, including, but not limited to:
 - team and player commitments
 - player registrations
 - player adds/drops/change
 - organization and distribution of manager packets
 - game scheduling
 - coach risk management records
 - coach licensing records
- Responsible for administrative aspects of Club tryouts.
- Provides support and resources to team managers.
- Responsible for registrar-related content for the Club website.
- Shares all GVSA correspondence with board members as applicable.
- Maintains open communication with Club referee assignor.
- Sets GVSA-related budget for the Club.
- Maintains a historical file of all registrar-related Club correspondence and communication.

E. Operations Manager

- Assists the President with Club business as requested.
- Responsible for securing Club practice and game fields.

- Responsible for coordinating the maintenance of practice and game fields, including lining, goals, nets, lighting, and restrooms.
- Responsible for managing all Club-assigned equipment, including maintaining inventory and coordinating distribution.
- Responsible for logistical aspects of Club tryouts.
- Sets and communicates Club practice schedules.
- Responsible for operations-related content for the Club website.
- Sets equipment and facilities budget for the Club.
- Maintains a historical file of all operations-related Club correspondence and communication.

F. Communications Manager

- Assists the President with Club business as requested.
- Coordinates with other board members to manage Club marketing and public outreach communications.
- Responsible for announcement and marketing of Club tryouts.
- Coordinates Club website functions, including oversight of site content and site management.
- Coordinates Club sponsorship functions.
- Coordinates Club scholarship functions.
- Sets communication, marketing, and scholarship budget for the Club.

G. GVSA Representative

- Assists the President with Club business as requested.
- Serves as the Club presence at all mandatory GVSA meetings.
- Communicates all GVSA details to the board and Club.
- Communicates relevant information about activities of other GVSA Clubs.
- Responsible for registrar-related content for the Club website.
- Shares all GVSA correspondence with board members as applicable.

H. At-Large Member

- Assists the President with Club business as requested.
- Attends all club meetings, particularly board meetings.
- Acts to provide advice and guidance to the board of directors.
- May chair Club committee(s).

Section 5 Any Officer failing to attend meetings in such a manner as to consistently cause a quorum to not be established shall have his continued tenure subjected to a vote of the membership in no less than ten nor more than thirty days from the last meeting of Officers where a quorum was not established. Any Officer may be removed from office by a two-thirds vote of the membership present at the Fall Club-wide Meeting.

- Section 1 The Club-Wide meeting of the membership shall be held at the call of the Officers twice a year - one prior to the start of the fall season (generally in August) and one prior to the start of the spring season (generally in March). The Officers may also call Open Board Meetings where the general membership is invited to attend all or a portion of said meeting. The Officers may meet more frequently as needed to conduct ongoing Club business or to support committee functions.
- Section 2 The twice-annual Club-wide meetings will be considered organizational *and* business meetings. As such season-specific logistics will be discussed along with any business related to the election or tenure of Officers.
- Section 3 A quorum of Officers is required at all meetings to conduct business. A quorum is defined as three or more Key Officers present.

Article VII

Committees may be appointed as needed by the President with advice and consent of the Board of Directors for an active life to be specified in the appointment.

Article VIII

Section 1 For Membership and operational voting, each Officer shall have one vote with the President voting only to break a tie.

Section 2 For Membership voting, each team shall have one vote.

Article IX

The fiscal year of USASC shall be from January 1 to December 31 the following year.

Article X

These bylaws may be amended by a two-thirds vote of the attending members at an Open Board Meeting provided that the amendment has been presented in writing to the attending members at a previous Open Board Meeting given that the presentation was advertised in advance of that meeting (e.g., with the meeting invitation/announcement).

Article XI

Upon dissolution of the LVSC, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the LVSC, dispose of all the assets of the LVSC to such organization or organizations which are organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, or any

Article XII

The rules contained in the current edition of Roberts Rules of Order shall govern USASC in all cases in which they are applicable and do not conflict with these bylaws.

Article XIII

These bylaws shall be in effect as of the first day of October 19, 2007.