

# BY LAWS OF THE METRO TULSA SOCCER CLUB

## ARTICLE I GOVERNMENT

Section 1. The name of this organization shall be the METRO TULSA Soccer Club, usy (“MTsc”), member of the Oklahoma Soccer Association.

Section 2. The purpose of MTsc shall be to further and promote the development of youth soccer as a sport: to recruit players and form teams to participate in soccer competitions.

Section 3. Terms such as chairman, his, he, etc. shall be understood to be inclusive of both sexes; no official title shall be considered to be either male or female.

Section 4. The MTsc Rec Operations Board shall consist of the following elected voting members/Officers: Vice President, Registrar and Age Coordinators for the following groups; Under 6’s, Under 7’s, Under 8’s, Under 9’s, Under 10’s, and under 12-19’s. Additionally, the Rec Operations Board shall have the ability by vote to expand the officer positions at any time deemed necessary within the following limits: (1) Any non-pure age, multi-age group handed by an Age Coordinator can be split in to one or more pure age groups provided the multi-age group has twenty or more teams and the newly formed pure age group created has a minimum of ten teams, (2) any pure age group or the Under 6 group that consists of thirty or more teams can be split in to two groups split by gender, (3) an exclusive Under 6 age group Registrar and/or an Open League Registrar and (4) a Secretary. All voting member/officer positions shall be filled by no more than one person at any given time. Additionally the following non-voting appointees may be part of the Rec Operations Board, the Director of Coaching Education and the Director of Rec Fundraising.

The MTsc Executive Board shall consist of the following elected voting members/Officers: President, Vice President of Rec Operations, Vice President of Support Services, Treasurer, Secretary, Director of TOPS program, Director of Referee Program, Events Director and General Counsel. Additionally the following non-voting appointee(s) will be part of the Executive Board, the Director of Competitive Program(s) and Office Manager. Lastly, the following voting appointees will be part of the Executive Board, the Competitive Commissioner and the Academy Administrations Director.

The MTsc Support Services Board shall consist of the following elected voting members/Officers: Vice President, Events Director and Director of Referee Program; and the following non-voting appointed positions: Area Referee, Director of Coaching Education, Director of Rec. Fundraising, Facilities/Field Safety Director, Director of Marketing/Publicity, Referee Assignor, Director of Volunteers, FMC Head and other appointed positions as deemed necessary by the Executive, Rec Operations and Support Services Boards . All such appointees shall be chairperson (“Chairman”) of their respective committees as established by such appointee and approved by the VP of Support Services.

The MTsc Administrative Board shall consist of the Executive, Rec. Operations and Support Services Boards. All voting member/Officer positions shall be filled by no more than one person at any given time. The purpose of the Rec Operations Board is to implement the rules and processes established consistently within the recreational program. The Purpose of the Support Services Board is to provide the necessary supporting services to grow MTsc's comprehensive soccer program, to provide quality services and facilities to the membership and provide a safe playing environment. The purpose of the Executive Board is to develop the strategic vision of the Club, guide the development of the Club and watch over the well-being of the Club as a whole. Independently, the Rec Operations and/or Support Services Boards may vote from time to time when deemed necessary to change, add or delete specific rules, processes or programs and any such change, addition or deletion must be confirmed by the President of the Executive Board in order to be effective. If the President of the Executive Board denies confirmation of such Rec Operations and/or Support Services Board approved change, addition or deletion, the Rec Operations Board may appeal to the Executive Board for confirmation. If such change, addition or deletion involves a cost of more than \$500.00, then the Executive Board must confirm in order to be effective.

The past President shall be a non-voting advisor to the Executive Board for the duration of the season following the election of the such President's position.

Section 5. The duties of the Administrative Board shall be to administer the affairs of MTsc between General Membership Meetings; compile and submit a budget to the General Membership for approval, and oversee the daily operations of MTsc. The Administrative Board will administer both the recreational and competitive programs and all other programs at MTsc except as otherwise noted.

## **ARTICLE II MEMBERSHIP**

Section 1. Membership ("Members") in MTsc shall be defined as follows:

- a. Players shall be members as long as they are properly registered with the MTsc Registrar.
- b. Parents and/or legal guardians of registered players shall also be members.

Section 2. "Voting Members" shall be limited to the recreational registered head coaches or his/her representative present (one voting representative per registered MTsc team) plus the voting Officers of the Rec Operations, Support Services and Executive Boards at the MTsc General Membership Meetings.

Section 3. MTsc shall not be restricted to any boundaries such as the current Jenks Public School's boundary.

## **ARTICLE III OFFICERS**

Section 1. The elected officers of MTsc shall be elected for a term of two (2) years by Voting Members at the general membership meeting. No individual shall simultaneously hold more than one MTsc officer position. No elected officer may be a salaried employee of MTsc. At any time for any reason a Rec Operations, Support Services or Executive Board position is vacant, the President may appoint an officer to such position subject to the approval of the Executive Board.

Section 2. Board voting Officers are as follows, they are to be elected to a two-year (2-year) term and they may succeed themselves in office. The election of such Officers shall be staggered so to ensure a degree of continuity relative to MTsc operations from one year to the next.

The following voting Officer positions shall be up for election at the General Membership Meeting held at the end of the fall season of each odd numbered calendar year (i.e. 2003, 2005, 2007, etc.):

- President
- VP Support Services
- Treasurer
- U6BAge Coordinator
- U7 Age Coordinator
- 10 Age Coordinator
- Secretary
- U6 Registrar (if applicable subject to Section 4)
- Open League Registrar (if applicable subject to Section 4)

The following voting Officer positions shall be up for election at the General Membership Meeting held at the end of the fall season of each even numbered calendar year (i.e. 2004, 2006, 2008, etc.):

- VP Rec Operations
- U6G Age Coordinator
- U8 Age Coordinator
- U9 Age Coordinator
- U11-19 Age Coordinator
- U7-U10 Registrar
- General Counsel
- Director of TOPS
- Events Director
- Split U11-19 Age Coordinators (if applicable subject to Section 4)

Notwithstanding the above, if any Officer chooses by their own free will to opt out of completing their elected term at any time thereby resulting in their position being vacant, it shall be filled by appointment by the President, such appointment being subject to approval by the Executive Board. Further, such appointment shall be up for election at the next General Membership Meeting and the elected officer's term shall continue until the above respective position election year.

Section 3. All Officers shall be elected by vote or appointed (pursuant to the Bylaws) and their office shall be effective immediately at the conclusion of the General Membership Meeting or specially scheduled general membership meeting at which they are elected or upon appointment. All Officers shall serve until their successors are elected. All officers with the exception of the Competitive Commissioner, Academy Administrations Director and Secretary shall be a Member with a player

registered in the MTsc recreational soccer program. The Competitive Commissioner, Academy Administrations Director and Secretary may be any elected Member. Any Officer who during the course of their Term no longer is a Member or no longer fulfills the requirements as set forth in this Section 3, can continue as an Officer of MTsc until the earlier of (1) such Officer opts out of completing their Term, (2) the Executive Board votes for their removal which is at their sole discretion at any time or (3) they lose an election at a General Membership Meeting.

Notwithstanding this Section 3, in the event the elected Competitive Commissioner is a Member associated with the MTsc competitive soccer program and there exists more than one competitive soccer program (i.e. TSC and KickSmart Arsenal competitive programs) at MTsc, the Executive Board has the right to veto any such election result related to such Member. Such an Executive Board veto would require an alternate individual acceptable to the Executive Board to be either elected or in the absence of being elected, appointed to the position of Competitive Commissioner.

Section 4. The **President** shall preside over all MTsc Executive Board meetings and shall be the general manager. He or his designee shall appoint the chairmen of all committees and appoint all non-voting Administrative Board members and those voting members identified in Section 4; such appointments shall be subject to the approval of the Executive Board. The President has the power to remove those members of the Administrative Board and committees at his discretion subject to the approval of the Executive Board or Rec Operations Board for which the seat is related. He shall represent MTsc as the voting officer at all meetings outside MTsc unless he appoints otherwise by prior written notice. He shall oversee, coordinate & facilitate (to the extent necessary) the Coach Education, Referee Education, Facilities and Office Manager programs and other appointments unless delegated otherwise.

Section 5. The **Vice President of Rec Operations** or VP of Support Services (if designated by the President) shall serve in the place of the President in his absence with the same power and authority and shall perform such other duties as may be assigned by the President. He shall chair the Games and Disciplinary committee, where the Vice President of Support Services shall chair, coordinate & facilitate (to the extent necessary) the Fundraising, Field Safety and Marketing/Publicity committees; unless directed otherwise by the President.

Section 6. The **Competitive Commissioner** (pursuant to Article I, Section 4 and Article III, Section 13) shall represent MTsc in matters before the GCSA competitive commission. He shall be responsible at a minimum for the registration of all competitive players and teams, scheduling and schedule changes of all competitive games as necessary, and will be the liaison between the Executive Board and the competitive program coaches/managers.

Section 7. The **Secretary** shall ensure the safekeeping of all legal and formal MTsc records, keep minutes of all MTsc meetings, give notice or be sure notice of meetings is given, coordinate and ensure all recreational game scheduling is done in a timely manner by responsible Officers and consistent with MTsc procedures, will act as a 3<sup>rd</sup> party check relative to team formation to ensure MTsc procedures are followed, and will have general access to all the records of MTsc as necessary.

Section 8. The **Treasurer** shall receive, disburse, and account for all the funds of MTsc, which shall be kept in a bank, or an account approved by the Executive Board. The Treasurer and up to two other

members of MTsc as appointed by the President, subject to the approval of the Executive Board, shall be listed on such account. The Treasurer shall prepare, for presentation at each General Membership Meeting, a financial statement of MTsc for the preceding year. The Treasurer shall be responsible for filing all MTsc tax forms pertaining to his term of office and for providing the Executive Board with monthly updated itemized cash flow projections. The Treasurer shall serve as Chairman of the Finance Committee and shall be bonded.

Section 9. The **Registrar(s)** shall record and submit the registration of all players to the GCSA Registrar and serve as chairman of the Team Formation Committee. If there exists a U6 Registrar, the U6 Registrar will handle the registration of all U6 players exclusive of other MTsc registrars.

Section 10. The **Age Coordinator's** duties shall be set by the MTsc President and should include but not limited to coach selection, scheduling, team formation, assistance with MTsc-wide registration periods, communication, and being a liaison between the Rec Operations Board and their respective recreational program coaches.

Section 11. Any Officer or appointee may be removed from his position for just cause; such removal shall require a 2/3 majority of the applicable remaining Board members; Rec Operations Board or else the Executive Board voting members. This removal may be appealed to the (in the case of a Rec Operations Board removal) Executive Board, otherwise the General Membership of the MTsc. Additionally, any officer of MTsc that is absent, without just cause, from three (3) applicable Board Meetings may be removed by majority vote of the applicable Board (Rec Operations Board otherwise the Executive Board) and such action shall not be appealable, provided notice of this intention is provided to all applicable Board members at least one (1) day prior to the meeting involving such vote.

Section 12. To be eligible for the position of President, the nominee must have served at least twelve (12) consecutive months as an officer of MTsc. The President shall be a representative from the MTsc recreational program and shall not be a competitive program team coach, manager or administrator. To be eligible for the position of Treasurer, the nominee must have an accounting background. Both the President requirements and the Treasurer requirements may be waived by vote by the Executive Board.

Section 13. By approval of the President and the Executive Board, any appointee identified in Article I, Section 4 may be an officer of the either the Rec Operations, Support Services or Executive Boards and thus hold a voting position provided however there does not exist a conflict with Article III, Section 1.

#### **ARTICLE IV GENERAL MEMBERSHIP MEETINGS**

Section 1. The annual MTsc general meeting shall be held in November unless stated otherwise by the Executive Board and such date shall be communicated to the voting members at least 14 days prior to the meeting ("General Membership Meeting"). The purpose of the General Membership

Meeting shall be election of officers, presentation of the preceding and proposed year's budgets, and other business that may arise.

Section 2. Each recreational team registered with the GCSA and/or MTsc as a MTsc team shall be entitled to one vote at all coaches meetings and the General Membership Meeting and any other special general membership meetings.

Section 3. Special general membership meetings may be called by the Executive Board or a written petition from the MTsc members representing at least one fifth of the registered recreational teams. Such a petition must be delivered to a member of the Executive Board and members of MTsc must be notified 3 days prior to such meeting. The purpose of the meeting shall be stated in the notice.

Section 4. At all General Membership Meetings and called special general membership meetings, a quorum will be constituted if at least one-fifth (1/5) of duly registered recreational teams are represented.

Section 5. Each team shall be represented and its vote cast by the registered coach of that team or in his/her absence by a duly appointed (in writing) team representative registered with the secretary of the meeting prior to a vote being taken. In no event shall any coach or duly appointed team representative, constitute more than two (2) votes in the case where such coach or appointed representative is affiliated with more than two teams.

Section 6. No item of new business may be brought for a vote before any General Membership Meeting unless (1) the matter is placed on the agenda in advance of the meeting by Executive Board action on its own initiative or (2) by an affirmative vote by two thirds of the voting members present.

## **ARTICLE V EXECUTIVE BOARD MEETINGS**

Section 1. Executive, Rec Operations and Support Services Board Meetings shall be held on the first Monday of each month unless changed by the President, VP Rec Operations, VP Support Services respectively at least 7 days prior to the meeting date.

Section 2. The chairman of the Executive Board shall be the President and shall vote only in cases of a tie. Each other officer of the Executive Board shall have only one vote. The chairman of the Rec Operations Board shall be the Vice President of Rec Operations and shall vote only in cases of a tie. Each other officer of the Rec Operations Board shall have only one vote. The chairman of the Support Services Board shall be the Vice President of Support Services and shall vote only in cases of a tie. Each other officer of the Support Services Board shall have only one vote.

Section 3. The President, Vice President of Rec Operations and the Vice President of Support Services shall submit the agenda to their respective Boards for their monthly meetings.

Section 4. The Administrative Board shall be subject to these Bylaws of MTsc and none of its acts shall conflict with action taken by MTsc.

Section 5. The Administrative Board meeting may be held in conjunction with the Executive Board meetings or in a special meeting called for by the President. Notice must be given within 7 days prior to the meeting.

Section 6. Any representative may be an elected or appointed Officer or appointed chairperson, committee member or director. Representative is defined as player, coach, parent, guardian, or team official.

Section 7. An official of the Administrative Board having voting privileges, excluding elections, shall be obligated to abstain from voting on issues that have a unique and direct impact upon a team, business or other for which he is associated with.

Section 8. The Executive Board may enact by vote new rules, resolutions and/or policies, or amend or delete existing rules, resolutions, programs and/or policies that govern and administer the activities of MTsc. In order for the Executive Board to enact any new or amended rules, resolutions, policies or programs, there must be a quorum at such Executive Board meeting. An Executive Board quorum consists of a minimum of sixty percent (60%) of the voting officers be either present physically, by phone or by written proxy (where such proxy must be specific to the issue at hand) at such meeting. In the event such quorum requirement is not satisfied, the President may call upon the Rec Operations Board to achieve a quorum based on such sixty percent of the voting officers of the Executive Board.

## **ARTICLE VI FINANCES**

Section 1. The fiscal year will be January 1- December 31.

Section 2. Prior to the beginning of the fiscal year the Treasurer shall prepare a budget of estimated income and expenditures for the ensuing year and submit it to the Executive Board. Upon approval of the Executive Board, the budget shall stand as the limit of expenditures for the purpose specified. Additional expenditures, whether in excess of budget or for other purpose, shall not be made without prior approval of the Executive Board.

Section 3. The Executive Board for special committees may set special funds aside. The committee chairperson may disburse these funds pursuant to the approval by the President and the Executive Board. The Treasurer to the committee chairperson shall disburse these funds. An accounting for the special funds shall be made monthly to the Treasurer by the committee chairperson.

Section 4. All officers and committee chairpersons handling MTsc funds shall be bonded unless the requirement is waived by the Executive Board.

## **ARTICLE VII COMMITTEES**

**Section 1.** The Executive Board shall hear appeals of any decision of any MTsc committee, the Rec Ops Board or the Support Services Board.

**Section 2. Games and Disciplinary Committee**

- Shall consist of the Vice President of Rec Operations or other designee of the President (committee Chairman) and not less than three (3) or more than five (5) member coaches representing the diversity of the age groups of the recreational program and at times the competitive program. Members shall be appointed by the Chairman subject to their approval by the Executive Board.
  - a. Shall discipline coaches, players, spectators, and other MTsc officials for misconduct of GCSA and/or MTsc bylaws, or standing rules and resolutions.
  - c. Shall assure all games are played in accordance with GCSA and MTsc standing rules and resolutions.

**Section 3. Team Formation Committee**

- a. Shall consist of the applicable Registrar (who will be the committee chairman), and not less than three (3) and not more than ten (10) committee members (Age Coordinators). Members other than Age Coordinators and the applicable Registrar shall be approved by the President and the Rec Operations Board.
- b. Shall be responsible for team formation guidelines and seeing that teams are formed according to said guidelines.
- c. Shall be responsible with registering all players with the GCSA.

**Section 4. Finance Committee**

- a. Shall consist of a Treasurer (who will be the committee chairman) and members appointed by the Treasurer and approved by the Executive Board.
- b. Shall be responsible for all financial obligations of MTsc as stated above and approved by members of the Executive Board.

**Section 6. Fundraising and Publicity Committees**

- a. Shall consist of a chairman (the Vice President of Support Services or Rec Operations) and members appointed by the applicable Vice President as needed and approved by either the Rec Operations, Support Services or Executive Board.
- b. Shall oversee fundraising and publicity projects and coordinate a long-range plan to submit to the Executive Board.

**Section 7. Facilities/Field Safety Committee**

- a. Shall consist of a Chairman appointed by the President or designee and committee members as needed.
- b. Shall oversee all equipment and field maintenance and other MTsc facilities as needed.

**Section 8. Coach and Referee Education Committees**

- a. Shall consist of a Chairman appointed by the President or designee and committee members as needed.

- b. Shall oversee coach and referee education and training programs and maintain documents relative to coach and referee qualifications, past performance and recommend program enhancements for greater referee and coach development.

**ARTICLE VIII**  
**RIGHT OF APPEAL**

Decisions of MTsc may be appealed to the applicable MTsc Board or the Executive Board and thereafter its state parent organization and then the United States Youth Soccer Association.

**ARTICLE IX**  
**PARLIAMENTARY AUTHORITY**

The rules contained in the current addition of The Roberts Rules of Order Newly Revised shall govern MTsc in all cases where they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that MTsc may adopt.

**ARTICLE X**  
**NON PROFIT STATUS**

This corporation is not organized for pecuniary profit, nor shall it have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall inure to the benefit to any member, director, trustee or individual. The balance, if any, of all money received by the corporation from its operation, after payment in full of all debts and obligations of the corporation of whatsoever kind and nature, shall be used and distributed exclusively for carrying out the purpose or purposes of the corporation, as more particularly set forth herein above. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for payment of all the liabilities of the corporation, dispose of all of the assets of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Law, as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes provided further that in no event shall any of the corporation's assets or property in the event of its dissolution go or be distributed to any director, member or individual, either for the reimbursement of any sums subscribed, donated or contributed by such director, member or individual, or for any other purpose.

**ARTICLE XI**  
**AMENDMENT OF THE BY LAWS**

The Bylaws can be amended by vote at any General Membership Meeting or special general membership meeting of MTsc by those present, provided that the amendment has been available in writing to the Voting Membership and the Voting Membership has been provided notice to the fact at least three (3) days prior to such meeting.

**ARTICLE XII**  
**EFFECTIVE DATE**

These Bylaws became effective 12:01am, November 1, 2004.