

# **Claremore Soccer Club Bylaws 2009**

## **Claremore Soccer Club**

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Bylaws and  
Standing Resolutions

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## **Article I Name**

The name of this organization shall be the Claremore Soccer Club (CLSC).

## **Article II Boundaries**

The boundary lines of the CLSC are as follows:

1. North...Rogers County Line
2. East...Rogers County Line
3. South...Highway 266 to Highway 88 to Inola School District northern borderline contiguous with the Tiawah southern school district border line.
4. West...The east shores of Lake Oologah and the Verdigris River to Highway 266 to Highway 88.

Included within the boundaries of the CLSC are Claremore, Bushyhead, Chelsea, Justice/Tiawah, Foyil, and Sequoyah. See Appendix IV for boundary map.

## **Article III Purpose**

The purpose of the CLSC shall be to function as an unincorporated member club of soccer associations (Governing Association, see Appendix I for association list). CLSC can participate with Governing Associations to promote soccer as a sport, to recruit players and form soccer teams to participate in soccer competition.

## **Article IV Members**

Section 1. Members of the CLSC shall be:

- a. Parent or legal guardian of any player participating on a club team.
- b. All players.
- c. Any member of the Executive Board, and standing committee members.
- d. Any club referee, commissioner, coach, or assistant coach.

Section 2. Players shall be admitted to player membership upon acceptance, by CLSC, of properly completed registration form and payment of the

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individual registration fee established by the CLSC and the Governing Association for the duration of one (1) playing season or one (1) year, as applicable.

Section 3. Sponsorship by individuals or corporations shall be in accordance with the standing resolutions adopted by CLSC.

## **Article V Officers (Executive Board)**

Section 1. The officers of CLSC shall be a President, a First Vice-president, a Second Vice-president, a Secretary, a Head Referee, a Head Recreation Commissioner, a Competitive and Academy Liaison, a Head Adult Commissioner/Registrar, and a Publicity Coordinator. These officers shall perform the duties prescribed by the Bylaws and Standing Resolutions and by the parliamentary authority adopted by CLSC.

Section 2. Appointed Positions, the following appointed positions are not officers of the club: a Registrar (Paid Position), a Referee/Field Assignor (Paid Position), a Sergeant at Arms, an Assistant Registrar, a Treasurer (Paid Position), a Director of Coaching (Paid Position), a Head Field Marshall, a Events/Tournaments Coordinator and a U6 Field Assignor/Commissioner. These positions shall perform the duties prescribed by the Bylaws and Standing Resolutions and by the parliamentary authority adopted by CLSC.

Nepotism shall be prohibited on the board.

Section 3. The officers shall be elected by ballot to serve two (2) years with the President, Second Vice-President, Head Referee, and WSA Liaison being elected in even years and First Vice-President, Secretary, Head Recreational Commissioner, Head Adult Commissioner and Publicity Coordinator being elected in odd years or until their successors take office and may succeed themselves for consecutive terms without limitation. All officers will begin their term at the close of the Annual Board meeting at which they are elected.

Section 4. No member shall hold more than one (1) elected office at a time. No two (2) family members, to the third generation, whether by blood or by marriage, or members of the same household, may serve as concurrent members of the executive board. Family includes, but is not limited to, spouses, children, siblings, in-laws, etc.

Section 5. At the April CLSC board meeting the Second Vice President or Chairman of the Nominating Committee will announce that nominations will be open during the May Board Meeting for board officers, this will also be announced on the CLSC Club website. At the May CLSC General Board Meeting the Nominating Committee will accept nominations for board officers and provide a list of candidates for the offices to be filled at the

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CLSC Annual Meeting to be held each June. Nominations will be closed at the May Board Meeting, and no further nominations will be accepted.

Section 6. The President will have the authority to appoint any other Special Committees as are deemed necessary to operate the CLSC.

Section 7. No elected officer of any Governing Association shall simultaneously hold office in the CLSC. In case of a vacancy caused by this section, such vacancy shall be filled in accordance with Section 8 of this Article. This is not to preclude cross directorships or committee memberships.

Section 8. Offices not filled during the Annual meeting or vacancies caused by resignation or removal of an officer or new offices created as a result of bylaw changes, other than the President, which occur during the year, shall be filled by appointment by the President and approval by the Executive Board. Vacancy in the office of President shall be filled and all Presidential duties assumed and combined with that of the Vice-President until a special election, called within 30 days of the vacancy of President. The special election will be publicized as widely as possible prior to the next CLSC Executive Board Meeting. Voting will be conducted in accordance with Articles 7 Sect 4 of these bylaws.

## **Article VI Duties of Officers**

The Duties of the CLSC Officers are defined in part by the following guide-lines. (See Article V for list of Officers)

### **Elected Officers:**

**President-** The President shall preside at all meetings of the CLSC and be the general manager of the CLSC. He/she appoint the chairmen of all committees except those committees duly designated here in. He/she shall be ex-officio of all committees except the Nominating and Games and Disciplinary Committee.

**First Vice-President-** First Vice-President shall act on the absence of the President with the same power and authority, shall serve as Chairman of the Games and Disciplinary Committee. The First Vice-President will also receive all deposits from concessions, Tournaments and Registrations and deposit those funds in the clubs account and provide proof to the Treasurer, and shall perform duties as assigned by the President.

**Second Vice-President-** Second Vice-President shall act in the absence of the First Vice-President with the same power and authority, shall serve as Chairman of the Nominating Committee. The second Vice-President shall act as Head Commissioner and oversee the functions and responsibilities of those collecting league data. The second Vice-President shall approve all league secretary appointments. The second Vice-President is responsible for organization, training, record keeping and reconciliation of league results. In the event any person assigned to collect league data

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is unable to fulfill their duties the second Vice-President shall choose to complete these tasks his/her self or appoint a replacement, and shall perform duties as assigned by the President.

**Secretary-** The Secretary shall keep the attendance, records and minutes of all CLSC Executive Board and general membership meetings. As the first order of business at each scheduled executive board meeting the Secretary shall make available, to the board members, a written record of the minutes of the previous meeting and any special meeting, for adoption by the board. Upon adoption these minutes will be archived and made available for public inspection. The Secretary shall also perform such duties as assigned by the President.

**Publicity Coordinator-** The Publicity Coordinator shall recommend ways to promote and publicize the CLSC soccer club and its members and shall oversee and carry out promotional plans adopted by the Executive Board, procure all awards and recognition items presented by the CLSC soccer club and shall perform duties as assigned by the President.

**Recreational Commissioner-** Shall oversee the collection of operation and regulation information for all Recreational teams of CLSC and report back to CLSC Executive Board and carry request to Recreational associations on behalf of the CLSC Executive Board, shall oversee creation and registration of all Recreational teams and players, shall oversee all scheduling and act as league secretary and a/be the primary resource for conflict resolution (shall recommend a league secretary, to the second Vice-President, to be responsible for individual league data collection and conflict resolution) for Recreational play, and shall act as liaison to board on behalf of all Recreational teams and players, and shall perform such duties as assigned by the President.

**Competitive and Academy Liaison-** Shall attend both meetings of the CLSC and the Competitive Club and shall report back to the CLSC Executive Board and carry request to Competitive and Academy associations on behalf of the CLSC Executive Board, and shall act as liaison to board on behalf of all Competitive and Academy teams and players, and shall perform such duties as assigned by the President.

**Adult Commissioner-** Shall oversee the collection of operation and regulation information for all Adult teams of CLSC and report back to CLSC Executive Board and carry request to Adult associations on behalf of the CLSC Executive Board, shall oversee creation and registration of all Adult teams and players, shall oversee all scheduling and league data collection and a/be the primary resource for conflict resolution (can recommend a league secretary, to the second Vice-President, to be responsible for individual league data collection and conflict resolution) for Adult play, and shall act as liaison to board on behalf of all Adult teams and players, and shall perform such duties as assigned by the President.

**Head Referee-** The Head Referee shall, evaluate each referee, provide instruction to referees to correct and/or improve their performance, make recommendations to and provide assistance to Referee/Field Assignor as to best job assignments, act as a liaison

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Claremore Soccer Club Bylaws 2009 7 to CLSC Executive Board on behalf of the referees, assist Referee/Field Assignor with referee training and certification classes, and perform such duties as assigned by the President. The Head Referee, upon election, must be submitted to the current SYRA (State Youth Referee Administrator) for approval in accordance to SRC (State Referee Committee) Bylaws. The Head Referee shall be a current registered Referee Grassroots or higher, and must be age 18 or older.

### **Appointed Non-Voting Positions:**

**Registrar-** The registrar shall be responsible for registering all playing members of the CLSC, shall oversee the assignment of player to teams, shall oversee the scheduling of games, shall oversee the advertising of registration dates, and shall if required, request the formation of a Registration and Scheduling Committee and shall act as chairperson. Also, shall perform such duties as assigned by the President.

**Referee/Field Assignor-** Referee/Field Assignor- the Referee Assignor shall be a contract position, which will be written by the President and signed off by the Treasurer. The Referee Assignor shall be a certified Grade 8 USSF Assignor and maintain this certification. The Referee Assignor shall oversee referees for all CLSC games, oversee their qualifications, disseminate governing association information with referees and CLSC Boards and arrange for referee certification classes and new referee classes. The Referee Assignor shall assign and change assignments to all games played at CLSC with the assistance of a certified assistant. The assistant shall also be appointed by the President.

As the Field Assignor for CLSC, the Referee Assignor shall be in charge of assigning games to fields, be the point of contact with coaches for makeup games and reschedules, following and upholding the reschedule policy, and keeping track and scheduling scrimmages on the scrimmage field(s). Only the President can approve scrimmages on game fields.

**Sergeant at Arms-** The Sergeant at Arms shall be responsible for maintaining order during the meetings, ensuring that proper procedures are followed during the meetings and shall perform such duties as assigned by the President.

**Assistant Registrar-** Shall work very closely with the Registrar and shall become fully trained in the position of Registrar and be able to fulfill the duties of the Registrar in the absence of the Registrar. The Assistant Registrar will automatically move into the position of Registrar, should the Registrar resign or become unable to fulfill his/her duties and an Assistant Registrar will be appointed by the board.

**Treasurer-** Is responsible for maintaining the clubs financial records. The treasurer will prepare and present financial reports every month at the regular meetings of the executive board. The treasurer will prepare and present the annual financial statement for the club at the General Membership meeting held in June of Each Year. The treasurer will balance all accounts for the club.

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**U6 Field Assignor/Commissioner-** The U6 Field Assignor/Commissioner will work very closely with all U6 teams. This person will be responsible for scheduling and assigning fields for make up games in this division and will report back to the Field/Referee Assignor. This person will also be responsible for collecting all game forms for this division and turning them in to the Head Commissioner. This person will also oversee the distribution of trophies at the end of the season for all U8 and U6 teams.

**Head Field Marshall-** Will recruit, train and coordinate all Field Marshalls for the club, assigning schedules and will report to the BMOD during game play any problems that may arise.

**Events/Tournament Coordinator-** Will work closely with the CLSC Board and DOC to develop and run any tournaments and special events hosted by the club.

**Director of Coaching-** The Director of Coaching shall seek out and recommend coaches for all club teams, advise members of coaching schools and clinics, act as liaison to coordinate communications between the individual coaches. The Director of Coaching will recommend qualified coaches to fill the head competitive, recreational and academy coaching positions and will work with these coaches to promote, train and improve their respective programs. The DOC is responsible for arranging at least two (2) tournaments each year for the CLSC and will be the director of CLSC training camps. The Director of Coaching is a paid position that answers directly to the Executive Board and shall perform such duties as assigned by the President.

**Head Recreational Coach-** Will work directly under the Director of Coaching and will work with all coaches assigned to this program.

## **Article VII Meetings**

Section 1. The Executive Board meeting of the CLSC shall be held the second Tuesday of each month unless otherwise ordered by the President. The President or a majority of the board may call a special meeting at anytime with 48 hours notice given to the membership. Fifty percent (50%) plus 1 of the Executive Board Members shall constitute a quorum, and resolutions must be approved by a majority of this quorum. Eligible votes include current Executive Board Members.

Section 2. All business discussed by the Executive board will be listed on the posted agenda. Agenda items will be submitted to the board secretary no later than the Friday preceding the regular meeting, no exceptions, of the board and the agenda will be posted no later than 24 hours prior to the regular meeting on or near the door of the board room and/or on the club website. All special meetings will have an agenda posted no later than 24 hours prior to the start of the meeting on or near the door of the board room and/or on the club website.



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Section 3. Executive Sessions- Executive sessions may be held by the board during any regular or special meeting so long as the executive session is noted on the agenda along with the purpose of the executive session. The board may only go into executive session after a motion, second and majority vote of the board agreeing to go into executive session. Only the members of the board and those persons they deem necessary for the discussion at hand will be allowed into the executive session. Executive sessions cannot be used for any purpose other than consultations with the clubs attorney, personal issues including appointing, discipline, promotion and dismissal of paid and/or volunteer workers and coaches or players all parents/guardians of a player who is the topic of executive session will be allowed to accompany the minor into the executive session. All motions and votes must be made in the open meeting at the end of the executive session, unless legal council has advised otherwise.

Section 4. The general membership meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing ALL officers, receiving reports of officers and committees and for any other business that may arise. Eligible votes, in the election of officers, include All parents or legal guardians of any player registered on a club or affiliate team, for at least one of the previous two (2) seasons, any member of the current executive board, any club referee for the previous two (2) seasons who refereed at least 10 games in the preceding spring season or any head coach of a team registered for at least one (1) of the previous two (2) seasons are eligible to vote. Adult players of CLSC with a Claremore zip code (currently 74017, 74018 and 74019) shall be entitled to vote, parents or guardians of affiliate teams shall be able to vote as long as such parent or guardian has a Claremore zip code at the time such player was registered. All voters must be at least 15 years old or older and present a valid photo ID and must be listed in the CLSC Registration system or on the Arbiter System. No more than one (1) vote per person, no proxy votes.

### **Article VIII Executive Board**

Section 1. At least one member of the CLSC Executive Board shall attend regular and special membership meetings of those affiliated Governing Associations.

Section 2. Any officer that fails to attend three (3) consecutive CLSC Board meetings will be subject to removal from office by a two-thirds (2/3) vote of the Executive Board.

Section 3. At any meeting called specifically for that purpose, any officer of CLSC shall be removed by two-thirds of all eligible votes of CLSC, provided just cause has been presented for their removal. Any officer of CLSC may resign at any time by giving written notice of such resignation to any other officer. The acceptance of such resignation shall not be necessary to make it effective.

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Section 4. In cases where the immediate past President does not run for and/or is not elected to another position he/she shall be retained on the CLSC Executive Board as an advisor with full voting rights.

Section 5. All those serving in appointed positions shall serve at the pleasure of the CLSC Officers responsible for such appointment, and may be removed with cause.

## **Article IX Committees**

### Section 1. Games and Disciplinary Committee

- a. Shall consist of the First Vice-President who will be Chairperson and committee members as appointed by the Chairperson, subject to approval by the Executive Board.
- b. Shall total no less than three (3) members and at least one (1) member shall be a registered referee.
- c. Shall assure that all games are played in accordance with Governing Association and CLSC Bylaws.
- d. Shall review all misconduct reports, game terminations or forfeits and all game protests involving intra-club leagues and shall take disciplinary action when necessary.
- e. Shall act upon all incidents within seven (7) days. Failure to do so will result in the incident being turned over to the appropriate governing association.
- f. All incidents involving inter-club play shall be handled by the Governing Association's specific guidelines.

### Section 2. Nominating Committee:

- a. Shall consist of the Vice-President who will be Chairperson and committee members as appointed by the Chairperson, subject to approval by the Executive Board.
- b. Shall total no less than three (3) members.
- c. Shall hear and make nominations for all board member positions, shall verify nominee acceptance of their nomination, and present the nomination list to Executive Board at the May board meeting.

## **Article X Appeals**

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All decisions by any committee of the CLSC may be appealed to the CLSC Executive Board within 14 days of the original decision. Any decision of the CLSC Executive Board may be appealed in accordance with the Governing Association's appeals process. CLSC must be notified of all appeals to the governing association in writing and a copy of any and all documentation provided to the governing association must also be provided to the CLSC. All game appeals are subject to a \$50.00 cash, non-refundable filing fee. Judgment calls by an official are not appealable.

## **Article XI Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order Newly Revised govern the club at all General Membership Meetings and in all cases that they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of the Governing Association and any special rules the club may adopt.

## **Article XII Amendment of Bylaws**

These Bylaws can be amended at any regular or special meeting by a majority of all eligible votes, provided that the amendment has been submitted in writing at a previous regular meeting or at a special meeting called not less than two weeks prior to the meeting where the bylaw changes will be voted on.

## **Article XIII Teams**

Section 1. Registration:

- a. Players will be registered through the CLSC Registrar.
- b. After the last Published registration date, any registrant will be considered late and unaffiliated with any team.
- c. Late registrants will be placed on teams with the lowest numbers. If all teams in the proper age classification are full, the Registrar shall form a waiting list. Players will then be placed on a first come, first serve basis.
- d. Registered players who decide not to play must notify the registrar prior to teaming in order to receive a full refund. After teaming a player who decides not to play will not receive a refund.
- e. Adult division registration may use less restrictive procedures as defined by the CLSC Registrar.

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## **Article XIV Coaches**

- Section 1. Each team is allowed one Head Coach and one Assistant Coach. A coach/assistant coach shall be allowed to have his or her child/children on his or her team, providing that they are in the proper age division and the Registrar is notified prior to the formation of the team.
- Section 2. Any request to change a coach or assistant coach on an existing team must be submitted and approved by the Executive Board. No changes will be permitted that, in the opinion of the Executive Board, are made to provide the team with any unfair advantage.
- Section 3. Recreational coaches are assigned on a volunteer basis by the Head Coach. In the event teams have to be combined or there are more coach applicants than there are teams, the Head Coach will make recommendations to the Executive Board, who will make the final decision.
- Section 4. No CLSC Youth team's practice will be held without a coach, assistant coach, or adult assigned by the coach present. No CLSC Teams will practice at private residences; all practices must be held at public locations.
- Section 5. All CLSC coaches are expected to comply with these Bylaws and Standing Resolutions and to make soccer a positive experience for all players. Failure to do so could result in disciplinary action by the Games and Disciplinary Committee.
- Section 6. Any coach wishing to take and then be reimbursed for any coaching license above an E license must first make a request to be submitted and approved by the Executive Board. In the event that there is an acting Director of Coaching, the coach will submit his/her request to the Director of Coaching, at which time the Director of Coaching shall go before the Executive Board to gain approval. In the event there is no acting Director of Coaching, the coach will submit his/her request to the Executive Board. The Executive Board will have the final decision.

## **Article XV Games**

- Section 1. Games cancelled due to rain-outs or mutual consent of both coaches must be rescheduled within seven (7) days and played prior to the end of the season. Make-up games must be scheduled through the Referee/Field Coordinator. In the event a game is cancelled, by the coaches less than (72) hours prior to scheduled time of game, the coaches are responsible to pay any fees incurred by the CLSC for the playing of the game.
- Section 2. Upon completion of regularly scheduled games, a team has seven (7) days to complete any necessary play-off games.

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