

fc alliance



FC Alliance Bylaws
Updated February 2010

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BYLAW I. GOVERNING BODY

A. GOVERNING AUTHORITY

The governing authority of FC Alliance shall be vested with the Board of Directors or Executive Committee of FC Alliance whose powers shall be delegated in the Bylaws.

B. BOARD OF DIRECTORS

1. The Board of Directors shall be comprised of 9 Directors, each having one vote.
 - a. President
 - b. Vice President / President Elect
 - c. Secretary
 - d. Treasurer
 - e. Risk Management Coordinator
 - f. At Large
 - g. At Large
 - h. At Large
 - i. At Large
 - j. At Large
2. The immediate past president of the Association may be an ex-officio member of the Board of Directors.

C. ELECTION AND TERM OF OFFICE

1. Board member candidates will be nominated in writing by the general membership with the candidate's prior written approval. Board member candidates will be reviewed by existing board members and voted on at the prior to the annual meeting.

2. All board members shall be elected for a two-year term and shall not be restricted to a single term of office. Elected Board Members and officers will take office on July 1 of the year in which they were elected.
3. All office positions are for a one year term but not restricted to a single term.

D. MEETINGS OF THE BOARD OF DIRECTORS

1. Regular meetings of the Board of Directors shall be held at least monthly.
2. Meetings of the Board of Directors shall be called by the President as needed.
3. The Board of Directors shall hold other meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting, in writing, by three or more members of the Board of Directors.
4. At all meetings of the Board of Directors, six members shall constitute a quorum for the transaction of business.
5. If a meeting is called for the purpose of filling a vacancy in office, the quorum shall be reduced by one-half the number of vacancies to be filled.
6. Minutes of meetings shall be recorded by the Secretary.

E. DUTIES OF BOARD OF DIRECTORS

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

1. Interpret and enforce the Association's 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 Association's Constitution, Bylaws, and Rules
4. Budget for and administer the funds of the Association subject to ratification and approval of the presiding Board of Directors

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. The Board of Directors shall hear and decide all protests and appeals and shall decide appropriate disciplinary actions for incidents of misconduct.

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 Association's financial policy regarding budget proposals, expense reports, and handling of Association monies.
4. Each director shall be familiar with the rules of the Association, TS, USSF, and its divisions.

B SPECIFIC DUTIES OF DIRECTORS

1. President
 - a. Serves as Chairman of the Board of Directors.
 - b. Presides at all meetings of the Board of Directors, and membership
 - c. Serves as an ex-officio non-voting member of all Association committees
 - d. Appoints committee chairmen and committee members as required

- e. Votes only in case of a tie vote
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 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
 - 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 for review and 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.
 - d. Submits financial reports at least quarterly to the President and Board of Directors.
 - e. Produces all financial records when required by the Board of Directors 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 Association's 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 Association's books
 - h. Serves as a member of the Board of Directors.

- i. Must be bonded
5. Registrar
- a. Arranges for and oversees the annual registration of players
 - b. Maintains communications with TS 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. Registrar and any assistants who handle money must be bonded.
6. Board of Coaching and Player Development
- 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. Represents the interests of the Association's coaches on the Board of Directors
7. Risk Management Coordinator
- a. Serves as manager for the Association's 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. State Representative
- a. Shall be designated by the Board of Directors as needed.
9. Referee Administrator
- a. Responsible for recruiting, assigning, supervising, and evaluating referees for the Association
 - b. Responsible for arranging periodic training and assessment of referees and assistant referees
 - c. Ensures that referees are properly registered annually with USSF through the state association
 - d. Represents the interests of the Association's referees on the Board of Directors
10. Uniforms Administrator
- a. Responsible for securing and distributing the uniforms for all teams and other team equipment, as approved by the Board of Directors
 - b. Maintains proper records of bids received and accepted
 - c. Maintains records for all uniforms, goalkeeper shirts, and any other items of clothing or equipment issued to teams and in inventory
11. Fields and Equipment Administrator
- a. Responsible for the maintenance of the Association's match and practice fields and field equipment

- b. Maintains lining equipment and supplies for marking fields and makes certain that match fields are properly marked before scheduled games
- c. May serve as liaison in dealing with owners of practice and playing fields

BYLAW III. STANDING COMMITTEE

A. GENERAL

1. The Association's 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 Association's 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

1. Standing Committees and their general areas of responsibility may be established at the discretion of the Board of Directors and may include but not limited to the following:
2. Appeals and Discipline: The Executive Committee, with the President as Chairman, serves as the Association's Appeals and Discipline Committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.
3. Awards: Handles the pricing, ordering, and distribution of trophies, patches, medals, or other awards to be given
4. 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

5. Coaching: Chaired by the Coaching Administrator; responsible for establishing and administering programs for coaches
6. Concessions: Make decisions on what, when, and where to sell concession items. The Chairperson may organize the league's teams (through the team managers/ mothers) so that many parents take turns manning the concession stands.
7. Field Maintenance: Chaired by the Field Coordinator; responsible for maintaining the game and practice fields, goals, and nets as necessary; must be thoroughly familiar with how to lay out a field including the proper dimensions for each age group; responsible for lining the fields and maintenance of the lining equipment and supplies of chalk or other lining material. (In some situations this committee will be responsible for mowing the fields or applications of seed and fertilizer.)
8. Insurance: Is familiar with the Association's insurance programs and claim procedures; answers questions about the coverage, maintains a supply of claim forms, and assists in filing claims with TS. (May be the Registrar.)
9. Long Range Planning: Chaired by the President or his appointee to set long-range goals for the Association and formulate plans for accomplishment
10. Membership: Chaired by the Vice President, encourage non-member organizations and individuals to affiliate with the Association; reviews applications for membership and recommends appropriate action to the Board of Directors
11. Nominating Committee: Formed annually prior to the Association elections to recruit qualified individuals to serve as officers and committee members
12. 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
13. Recreation Committee: Chaired by the Recreational Director, the committee is comprised of one Age Group Coordinator for each age group in the recreational program and may include separate coordinators for boys and girls programs; 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 Association's rules and regulations related to play of the games

14. Referee: Chaired by the Referee Administrator; responsible for establishing and administering programs for referees of the Association
15. Rules and Regulations: Chaired by the President or his or her appointee; annually reviews current and proposed rules of the Association and recommends changes in the Association's Constitution, Bylaws, and Rules including any that may be required by state or national rules.
16. Special Events: Chaired by the President or his or her designee, 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.
17. 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; Club Linesmen to help officials (referees) at the games; Telephone Chairperson for contacting players; Refreshment Chairperson to arrange for water and other drinks for games and practices; Transportation Coordinator to arrange carpools; Uniform Chairperson to wash and distribute uniforms for each game; and any others that may be appropriate for the team's structure

BYLAW IV. MEMBERSHIP

A. GENERAL

1. The membership of the Association shall include individuals currently active in good standing with the association's 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.
2. Officials

- a. Shall include all currently active coaches, assistant coaches, team managers.

C. RIGHTS OF MEMBERS

1. Members in good standing are granted various rights and privileges as defined by the Board of Directors in the Association's Rules.
2. Rights of players and officials in good standing shall include the right to nominate association Board Members or Committee Chairs.

D. TERM OF MEMBERSHIP

1. Term of membership shall be one seasonal year beginning on July 1 and ending on June 30.
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 general membership meetings no less than annually.

PARLIAMENTARY PROCEDURES

Robert's 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 BY DIRECTORS

1. Each member of the Board of Directors shall be entitled to one vote, except the President, who shall cast a vote only in the case of a tie.

D. VOTING BY PROXY

1. Regular voting 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 a super majority of the Board of Directors.
2. 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 Secretary.
4. Amendment proposals shall be published and distributed to Board members for study at least 14 days prior to the Board meeting at which the proposal will be considered.