

Enid Soccer Club

Bylaws

Revised and amended January 2018

ARTICLE 1. Name and Fiscal Year

1.1. The name of this organization is Enid Soccer Club (ESC). The fiscal year is January 1 to December 31 of each year. The board of directors shall have the authority to adjust the fiscal year of the club.

ARTICLE 2. Purpose and Affiliations

2.1. The purposes of Enid Soccer Club are to develop the sport of soccer, to organize soccer for youths and adults, and to promote the health and welfare of the public through the sport of soccer.

2.2. ESC shall provide age-appropriate learning environments for members to teach and to learn while focusing on long-term player development and inspiring a life-long passion for the game for all players, no matter their level of skill or commitment.

2.3. The club is based in Enid, Oklahoma.

2.4. ESC is affiliated with the Oklahoma Soccer Association (OSA), the United States Youth Soccer Association (USYSA) and the Federation Internationale de Football Association (FIFA). ESC shall abide by their rules and bylaws. Through these affiliations, ESC becomes an officially sanctioned youth soccer program for Garfield County, Oklahoma. Enid Soccer Club shall work with other affiliated groups to provide soccer to the surrounding counties.

2.5. Enid Soccer Club is a nonprofit organization and may receive donations, gifts, and sponsorships to use to promote the health, welfare, and recreation of the general public, develop and grow the sport of soccer in Enid, Oklahoma, and for the purposes stated above.

ARTICLE 3. Members

3.1. Terms of Membership.

3.1.1. Players participating in ESC activities, parents of those players, members of the ESC board of directors, ESC coordinators and designated coaches for ESC teams are ESC members.

3.1.2. Members of ESC must remain in good standing by paying fees as required by the club and actively participating in the most recent Enid Soccer Club spring or fall season.

3.1.3. Membership may be suspended or terminated at such time as shall be deemed necessary for disciplinary reasons in accordance with the ESC Administrative Regulations. This includes, but is not limited to, the actions, offenses, and violations listed below.

3.1.3.1. The member has not acted in the best interests of Enid Soccer Club (ESC), Oklahoma Soccer Association (OSA), an affiliate of ESC or OSA, or youth soccer.

3.1.3.2. Violation of any ESC or OSA policies, regulations, or bylaws.

3.1.3.3. The known participation of the member in activities, which defame, slander, misrepresents, or besmirches Enid Soccer Club or its representatives.

3.1.3.4. The member has been formally charged or convicted of any felony or a violent crime against a minor or children.

3.1.4. Members may participate in appropriate activities with ESC as determined by the board of directors. The ESC board of directors reserves the right to suspend or disallow any member from participating in any or all Enid Soccer Club activities.

3.2. **Membership Voting.**

3.2.1. Only certain ESC members may vote at membership meetings. Members of the ESC board of directors, ESC coordinators, designated ESC coaches, one parent of a player on a team U16 and below, and either one parent of a player or the player themselves on teams U17 and above, but not both, may exercise the privilege of casting one vote.

3.2.2. Coaches who have a player on an ESC team must vote as a parent.

3.2.3. To vote at a general membership meeting, members must be present.

3.2.4. Members who have documented violations of ESC or OSA bylaws, regulations, or policies or who have been suspended or disallowed from participating in any ESC activities, or who have been placed on ESC disciplinary probation, may no longer vote.

3.2.5. The voting privileges of an Enid Soccer Club member may be reinstated by a two-thirds vote of the Enid Soccer Club board of directors.

ARTICLE 4. Board of Directors

4.1. The ESC board is comprised of directors with their duties as described below.

4.1.1. **President.** The President serves as chief executive officer of ESC. The President shall preside at all meetings of ESC and represents the club at all meetings where an ESC official is present. The President serves as the club liaison with all outside organizations with whom the club has contact. The President must oversee the activities of other directors to ensure they are properly fulfilling their duties and responsibilities.

4.1.2. **Vice President.** The Vice President shall, in the absence of the President, act with the same power and authority. The Vice President shall procure and oversee the installation of equipment for the efficient operation of ESC. This includes game and field equipment.

4.1.3. **Treasurer.** The Treasurer shall act in the absence of the President and Vice President with the same power and authority. The Treasurer shall be responsible for the duties listed below.

4.1.3.1. Shall receive, disburse, and account for all the funds of Enid Soccer Club, which shall be kept in a bank or banks as designated by the ESC board of directors.

4.1.3.2. Prepare financial statements, forms, documents, budgets, and reports when required for any scheduled Enid Soccer Club meeting.

4.1.3.3. Organize and prepare other tax or financial reports as required.

4.1.4. **Member Delegate.** The Member Delegate shall represent ESC members at meetings where the general membership is not present and provides an interface between the board and the general membership. The Member Delegate shall be responsible for the duties listed below.

4.1.4.1. Shall serve as the board member-at-large.

4.1.4.2. The Member Delegate shall serve as chairperson or appoint a chairperson for all ESC general membership committees.

4.1.4.3. Shall be the initial review of grievances, complaints, issues, questions, and matters of conflict from the ESC general membership.

4.1.4.4. Coordinate any activities of the ESC general membership including, but not limited to, fundraisers, ceremonies, and festivals.

4.1.5. **Secretary.** The Secretary shall be responsible for the duties listed below.

4.1.5.1. Shall coordinate internal communications.

4.1.5.2. Keep official club records to include meeting minutes and forms.

4.1.5.3. Schedule and coordinate ESC coordinators when required.

4.1.5.4. Conduct club business under the direction of the board of directors.

4.2. Requirements and Limitations.

4.2.1. All directors must be approved by OSA Risk Management. Any director who fails to maintain an approved status shall be removed.

4.2.2. Any single club expense greater than \$500, not previously accounted for, shall require a majority vote of the ESC board of directors.

4.3. Duties and Provisions.

4.3.1. Any director may present potential amendments or revisions of ESC Bylaws, Playing Rules, and Administrative Regulations to the ESC board of directors.

4.3.2. The ESC President may assign additional duties, as deemed necessary, to any director.

4.3.3. Notwithstanding any provision of these bylaws to the contrary, the ESC board of directors may delegate the powers or duties of any director to any other director.

4.3.4. Directors shall be granted a registration voucher each registration period for one ESC player for each completed spring or fall season of service as an ESC director.

4.4. Election of Directors.

4.4.1. Election for any office with more than one qualified nominee shall be by plurality vote of the attending voting membership at a spring general membership meeting.

4.4.2. In the event of a tie, a runoff election shall be held between the nominees receiving the highest number of votes. This process may be repeated.

4.4.3. Election for any office with only one qualified nominee shall be by majority vote of the attending voting membership at a spring general membership meeting.

4.4.4. All election voting shall be by ballot. Votes shall be counted by the ESC Secretary, with assistance from two voting ESC club members who are selected from those present.

4.4.5. President and Secretary shall be elected in even-numbered years with a 4 year term.

4.4.6. Vice President and Treasurer shall be elected in odd-numbered years with a 4 year term.

4.4.7. Member Delegate shall be elected every 2 years.

4.4.8. Directors assume their positions immediately after the meeting at which they are elected.

4.4.9. All directors shall hold office until resignation, removal, disqualification or their successors are nominated, elected, and fully qualified.

4.4.10. Any vacancies arising before a spring election may be filled by a majority vote of the current Enid Soccer Club board of directors.

4.5. Term Limits.

4.5.1. Any director active for six calendar years shall require a two-thirds vote of the remaining ESC board of directors to remain active.

4.5.2. An ESC Member Delegate active for one calendar year shall require a two-thirds vote of the remaining ESC board of directors to remain active.

4.5.3. Directors failing to receive a two-thirds vote to remain active, shall be removed.

4.6. Nomination of Members.

4.6.1. Prior to the election of any ESC director, during a spring membership meeting, nominations shall be sought from the floor.

- 4.6.2. All qualifications and requirements must be met to be considered for election.
- 4.6.3. Exceptions to any qualification or requirement for nomination must be approved by two-thirds vote of the Enid Soccer Club board of directors, at the time of nomination.

4.6.4. Qualification and Requirements.

- 4.6.4.1. Nominees must be an active ESC member with voting privileges.
- 4.6.4.2. Nominees must never have been suspended from participating in any ESC activities. This includes, but is not limited to, coaching, playing, or spectating.
- 4.6.4.3. Nominee must never have been placed on ESC disciplinary probation.
- 4.6.4.4. Nominees must have no known violations of Enid Soccer Club or Oklahoma Soccer Association policies, regulations, or bylaws.
- 4.6.4.5. Nominees must be in good standing with OSA, ESC, and their members. This includes all clubs who are affiliated with Oklahoma Soccer Association.
- 4.6.4.6. If a nominee is currently, or has ever been previously, an assigned ESC coach, assistant coach, or manager, they must have no outstanding issues, policy or regulation violations, or grievances known as it pertains to their assigned position.
- 4.6.4.7. Nominees must never have been removed from the ESC board of directors for any cause. This includes, but is not limited to, a vote by the board of directors.
- 4.6.4.8. Any nominees having resigned from the ESC board of directors during the previous calendar year shall be disqualified.
- 4.6.4.9. Nominees must never have been terminated from an ESC coordinator position.
- 4.6.4.10. Nominees must have no immediate family present on the currently elected board of directors. Two or more immediate family members may not be simultaneously nominated or elected at any general membership meeting.
- 4.6.4.11. Nominees may never have been formally charged or convicted of any felony or a violent crime against a minor or children.

4.6.5. Specific Requirements and Limitations.

- 4.6.5.1. Any nominee for the position of ESC President must have served at least one spring or fall Enid Soccer Club season as an ESC board member, whose probationary period has concluded, consecutive to nomination.
- 4.6.5.2. Nominees for the position of ESC President or ESC Member Delegate must have been an active ESC member, in good standing, for at least two calendar years.
- 4.6.5.3. No ESC director shall hold more than one board position as long as other qualified members seek to hold one of the same positions.

4.6.6. Sponsorship by Members.

- 4.6.6.1. Nominees must be present at a spring general membership meeting, accompanied by three sponsors, to be considered for election.
- 4.6.6.2. Sponsors must be active and designated ESC coaches or active ESC parents.
- 4.6.6.3. Sponsors must be active ESC members in good standing with voting privileges.
- 4.6.6.4. Any vote to elect a nominee shall not include their sponsoring members.

4.6.7. Consideration of Interests.

- 4.6.7.1. No member may be nominated for election if a conflict of interest is found to exist. This may occur when, in the opinion of the current ESC board of directors, a member's interests could be found to conflict with the best interests of ESC.

4.6.7.2. Any member attending a general membership meeting who feels that a nomination is not in the best interest of ESC shall be given the floor. Each interested member is given no more than five minutes to speak on the nomination. At the conclusion of all member remarks, the nominee is given no more than five minutes to respond. This process shall take place at the time of nomination.

4.7. Probationary Period.

4.7.1. Upon election, board members shall serve a probation period.

4.7.2. The probation period shall be the ESC spring or fall season following election.

4.7.3. At any board meeting following the probationary period, the probationary status must be concluded by a two-thirds vote of the non-probationary ESC board members.

4.7.4. Any director failing to receive a two-thirds vote in favor of concluding their probationary period shall be removed from the ESC board of directors.

4.7.5. Any ESC director may be removed by a majority vote of the ESC board of directors at any time prior to their probationary period concluding.

4.8. Removal of a Director.

4.8.1. A director may be removed for malfeasance or abuse of office, actions detrimental to the well-being or not in keeping with the purpose of ESC, criminal activity including, but not limited to, embezzlement, formal charges for the commission of a violent crime or crime against a minor child, or as voted by the ESC board of directors.

4.8.2. A two-thirds vote of the board of directors shall be required to remove a director.

4.8.3. Any director absent for two consecutive meetings or four meetings in a calendar year, without cause, shall be considered unable to perform their duties and removed from the board. The ESC board of directors determines if an absence is acceptable.

ARTICLE 5. Coordinator Positions

5.1. The ESC coordinators include positions with their duties as described below.

5.1.1. **Registration Coordinator.** Charged with the responsibility of fulfilling the requirements of OSA and ESC in registering individual players and coaches and assigning players to teams. The position is also responsible for coordinating the OSA Risk Management process of registered coaches, managers, and ESC representatives. All registration is completed using GotSoccer.

5.1.2. **Scheduling Coordinator.** Schedules all ESC games, coordinates field assignments, and creates tournament brackets. The position must organize with the Referee Coordinator concerning referee availability. All scheduling is completed using GotSoccer.

5.1.3. **Referee Coordinator.** Responsible for assigning referees, recruiting referees, reviewing matters of referee competency, professionalism and behavior, organizing referee courses, maintaining ESC playing rules, advising the board on the Laws of the Game, and provides an interface between the board and ESC referees. All referee assigning is completed using Arbiter.

5.1.3.1. Required to be a certified referee, USSF Grade 09 or above.

5.1.3.2. The position must remain in good standing with OSA.

5.1.3.3. To facilitate authorized referee assigning, the Referee Coordinator shall attain certification through Oklahoma Soccer Association.

5.1.3.4. Must communicate referee availability to the Scheduling Coordinator.

5.1.4. **Recreational Coordinator.** The position shall have the responsibility of organizing, training, and coordinating ESC recreational coaches and represents these coaches at meetings.

5.1.4.1. Review of matters concerning the "Spirit of the Game" and related topics. This includes, but is not limited to, any inappropriate behavior by club members.

5.1.4.2. Evaluation and review of coaching techniques, methods, and practices of all designated ESC recreational coaches.

5.1.4.3. Review issues detrimental to the functioning of a given ESC recreational team.

5.1.5. **Competitive Coordinator.** The Competitive Coordinator shall serve as chairperson or appoint a chairperson for all ESC competitive committees. This includes, but is not limited to, committees responsible for competitive player tryouts.

5.1.5.1. Organizing all ESC competitive coaches, teams, and players and shall represent competitive coaches and players at meetings.

5.1.5.2. Shall coordinate all ESC competitive program resources including, but not limited to, player uniforms and practice equipment.

5.1.5.3. Shall be the initial review of grievances or complaints concerning ESC competitive programs and provide recommendations to the ESC board of directors.

5.1.5.4. Evaluation of currently assigned and potential ESC competitive coaches, their techniques, practice sessions, and training methods.

5.1.5.5. Shall make recommendations to the ESC board of directors concerning the development of all ESC competitive programs.

5.1.6. **Fields Coordinator.** The Fields Coordinator shall be the ESC point of contact for the City of Enid regarding all matters of field setup and maintenance. This includes game, practice, and scrimmage fields. The position shall also manage all game day assistants.

5.1.6.1. May enlist multiple game day assistants during an ESC spring or fall season.

5.1.6.2. Shall ensure that all goals are properly installed and meet safety requirements as documented by the ESC Vice President.

5.1.6.3. Game day assistants shall have the responsibility of organizing game day equipment including corner flags and goals, guiding and transporting spectators, and, at the conclusion of game day periods, collecting corner flags and securely storing all portable game field goals.

5.1.7. **Public Relations Coordinator.** The Public Relations Coordinator is responsible for maintaining all ESC social media and the ESC website. This includes, but is not limited to, Facebook, Twitter, Instagram, and YouTube. The position may be assigned additional responsibilities as the online presence of Enid Soccer Club expands.

5.1.7.1. Shall inform the public regarding events that promote ESC and soccer.

5.1.7.2. Shall coordinate with other organizations concerning any ESC approved activities held at the Enid Soccer Complex.

5.1.7.3. Ordering and delivering all team awards each spring and fall season.

5.1.8. **Concession Coordinator.** The position shall be responsible for the operation, maintenance, organization, and delegation of ESC concessions and all associated resources.

5.1.8.1. Shall organize any individuals delegated or enlisted to operate ESC concessions.

5.1.8.2. Responsible for the inventory of concession goods and equipment.

5.1.8.3. Shall be responsible for food and drink provided to ESC referees.

5.2. Coordinators are non-voting attendees of ESC board meetings who shall make recommendations to the ESC board of directors. They shall provide information and resources to directors concerning their area of responsibility. All coordinators are directly responsible to the ESC Vice President.

5.3. All ESC coordinators are required to be present, whenever possible or scheduled, at the soccer complex during times when ESC activities are scheduled to take place.

5.4. ESC coordinators shall be responsible for insuring that the bylaws and regulations of ESC are complied with by the members of Enid Soccer Club in the areas of their responsibilities.

5.5. All coordinators must be approved by OSA Risk Management. Any coordinator who fails to maintain an approved status shall be terminated.

5.6. ESC coordinator positions may be combined, separated, or newly created at the discretion of the ESC board of directors. New positions are created by a majority vote of the ESC board of directors.

5.7. Filling Coordinator Positions.

5.7.1. At such time that a coordinator position is to be filled, details shall be made available by the ESC board of directors and suitable individuals reviewed. The review shall be conducted by interested parties from the ESC board of directors and existing ESC coordinators.

5.7.2. The selection of an ESC coordinator shall require a majority vote of the board of directors.

5.7.3. If an ESC coordinator position is vacant, an ESC board member may volunteer to accept the responsibilities of the position. An ESC director shall not be provided any form of compensation or benefits as a result of accepting the coordinator responsibilities.

5.7.4. An individual may fill more than one coordinator position simultaneously.

5.8. Termination of Coordinators.

5.8.1. Coordinator positions shall remain filled until resignation or termination.

5.8.2. Coordinators may be terminated by the board of directors for reasons including, but not limited to, failure to perform their assigned duties, any criminal activity, poor attendance, or as voted on by the ESC board of directors.

5.8.3. Any coordinator absent for two meetings where their attendance was requested and required, without cause, shall be considered unable to perform their duties and terminated. The ESC board of directors determines if an absence is acceptable.

5.8.4. Termination of a coordinator shall be by two-thirds vote of the ESC board of directors.

5.9. Compensation and Benefits.

5.9.1. Coordinators shall be granted the following standard benefits. These benefits shall be provided for up to four immediate family members of the coordinator.

5.9.1.1. ESC player registration fees shall be waived.

5.9.1.2. Registration fee paid for one Enid soccer camp.

5.9.1.3. Registration fee paid for one soccer camp in Oklahoma, including Enid.

5.9.2. Any other compensation or benefits to be provided to an ESC coordinator must be approved by a two-thirds vote of the ESC board of directors.

5.9.3. In the event that a coordinator receives any other compensation or benefits, as voted by the ESC board of directors, they shall no longer receive the standard benefits.

5.9.4. The ESC board of directors reserves the right to review all forms of compensation and benefits provided to ESC coordinators at any time. This includes, but is not limited to, a coordinator terminated or resigning prior to the completion of a spring or fall season.

ARTICLE 6. Meetings

6.1. A quorum of the ESC board of directors is required to conduct business at all ESC meetings. A quorum is defined as a majority of the total number of current ESC directors. Directors must be physically present at a meeting or attending by conventional means, as previously agreed upon, to establish a quorum or to vote on business.

6.2. Membership Meetings.

6.2.1. Meetings of the ESC general membership are to be held semi-annually in the spring and the fall on dates to be determined by the ESC board of directors.

6.2.2. The spring general membership meeting is designated for the election of directors.

6.2.3. Additional membership meetings may be held at the call of the ESC board of directors.

6.2.4. Only active and current members present at a general membership meeting shall be considered potential voting members. All members must sign in with the ESC Secretary before the beginning of a membership meeting to determine the number of eligible voters.

6.2.5. Each ESC director shall have one vote at membership meetings on all matters.

6.2.6. The minutes of general membership meetings shall be made available to all members.

6.3. Board Meetings.

6.3.1. Meetings of the board of directors are required to conduct ESC business.

6.3.2. ESC board meetings shall be held monthly.

6.3.3. The ESC President may decide to cancel a meeting or hold additional meetings.

6.3.4. Business may be conducted, as agreed upon, using conventional methods.

6.3.5. Attendance at board meetings shall be restricted to ESC directors, ESC coordinators, and those invited to attend by the ESC board of directors.

6.3.6. Those requesting to appear before the board must contact the ESC Member Delegate or Secretary to request placement on a board meeting agenda.

6.4. Special Meetings.

6.4.1. Special meetings shall be called by the ESC President and organized by the ESC Secretary with the approval of a majority vote of the ESC board of directors.

6.4.2. The ESC Secretary shall provide notice of a called meeting to those requested to attend.

6.4.3. The notice shall include the purpose, date and time, and location of the meeting.

ARTICLE 7. Committees

7.1. ESC committees shall be appointed and approved, as needed, at the discretion of the ESC board of directors. The committee chairperson, members, responsibilities, and function are determined upon creation of the committee by the board of directors.

7.2. In cases where a chairperson is not appointed, the ESC Member Delegate shall serve as chairperson.

7.3. Chairpersons determine the size of the committee over which they preside.

7.4. The interaction, method of communication, and delegation of duties between any ESC committees and ESC coordinators shall be determined by the ESC board of directors.

7.5. The ESC President may dissolve any nonfunctioning or inactive committee with the approval of the ESC board of directors by majority vote.

ARTICLE 8. Parliamentary Authority

8.1. The rules of the current edition of Robert's Rules of Order, Newly Revised, shall govern the Enid Soccer Club in all cases in which they are applicable and in which they are not inconsistent with these bylaws, the bylaws of Oklahoma Soccer Association and any special rules the club may adopt.

8.2. No ESC member, team, referee, coach, organization, player, or parent may invoke the aid of the courts of any state of the United States without first exhausting all available remedies with the appropriate Enid Soccer Club representative.

8.3. Any individual not seeking all available remedies with an ESC representative is subject to suspension and shall be liable to Enid Soccer Club for all of its expenses, including attorney fees, incurred by ESC and its officers in defending each court action.

ARTICLE 9. Amendment to Bylaws

9.1. The bylaws may be amended, repealed, or revised by a two-thirds vote of the attending membership, in good standing, at any meeting provided the amendment or revision upholds the standards and best interests of Enid Soccer Club and Oklahoma Soccer Association.

9.2. Attendees of any meeting with the purpose of amending, repealing, or revising the bylaws must receive at least a ten day notice of the meeting. The notice shall include the meeting purpose.