

THELO UNITED FUTBOL

BYLAWS

Adopted April 18, 2006

Part I – General

Bylaw 101. Name

Section 1. This organization shall be known as Thelo United Futbol (TUF), hereinafter referred to as the Club. The Club shall acquire status as an Oregon nonprofit organization, and shall maintain status as a non-profit organization.

Section 2. The Club shall engage in lawful activity, none of which is for profit, pursuant to Chapter 61 of the Oregon Revised Statutes and Section 501(C)3 of the Internal Revenue Code.

Section 3. The Club serves the general area of Clackamas County; but membership is not limited to within those boundaries.

Bylaw 102. Purpose

The purpose of the club shall be to promote the development of youth through soccer to teach all aspects of soccer skills including sportsmanship and fair play. The club provides opportunities for its youth players and parents to learn and experience the game of soccer at a higher level. The club shall develop, promote and administer a youth soccer program for players, teams, coaches, parent and administrators consistent with bylaws, polices and procedures of Oregon Youth Soccer Association (OYSA).

Bylaw 103. Affiliation

Section 1. The Club shall be an affiliate of, and comply with the Bylaws and Policies of Oregon Youth Soccer Association (OYSA), U.S. Youth Soccer and U.S. Soccer Federation (USSF).

Bylaw 104. Authority

Section 1. The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall exercise the right of decision on all matters pertaining to Club affairs.

Bylaw 105. Laws of the Game

Section 1. FIFA Laws of the Game as modified for youth and small sided games shall apply and be administered by the club and league rules.

Bylaw 106. Fiscal and Seasonal Soccer Year

Section 1. The Club's financial year shall be from April 1st through March 31st.

Section 2. The seasonal soccer year shall extend from September 1st through August 31st of the following year.

Bylaw 107. Colors

Section 1. The colors of the Club shall be Forest Green and White.

Bylaw 108. Rules of Order

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt.

Bylaw 109. Dissolution of Club

Section 1. Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be equally disbursed to Gladstone Soccer Association, Milwaukie Soccer Club and North Clackamas Soccer Club for programs promoting youth soccer.

Section 2. Should the club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

Part II – Membership

Bylaw 201. Equal Opportunity

Section 1. The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.

Bylaw 202. Eligibility

Section 1. Membership is open to any youth soccer players ages 9-18, and to coaches, trainers, managers, administrators and officials who are not serving a suspension from participation by USSF or any of their member organizations. Parents and interested persons assisting in any official capacity must be a registered member.

Bylaw 203. Membership

Section 1. Membership is open to interested players U10-U19 and adults who register to participate in club activities. The club membership shall consist of registered persons participating in the activities of the club.

Section 2. Adults who volunteer/work on behalf of the club or with the players must register their intent to participate with the Board of Directors, be supervised by an Adult Member or apply for Adult Membership.

Section 3. Participant Members are individuals desiring to play soccer in the Club and register as defined in section Bylaw 204 section 3.

Section 4. All registered members shall be registered with Oregon Youth Soccer and the appropriate fees paid. The Club may not accept an application if the individual is restricted or suspended from participation, if there is not space on a team for the player, or a need for the adult applicant.

Section 5. Members shall abide by the rules and regulations of the Club and OYSA.

Bylaw 204. Membership Categories

Section 1. Board Members - Board members are adults elected to fill positions on the Board of Directors and become members because of their elected position, subject to a satisfactory background check result.

Section 2. Adult Members - Registered adult members are coaches, trainers, managers and administrators who work on behalf of the Club, or individuals selected to serve in other appointed capacities on behalf of the club. Adult members shall submit a Disclosure Form and a background check will be completed. Acceptance by the Club shall be subject to approval of the application and receiving a satisfactory background check result. The Club may not accept an application from an individual restricted or suspended from participation by any sports organization.

Section 3. Participant Members - Are registered players under the age of 19 and do not have voting privileges on matters pertaining to Club affairs. They shall submit an application to the Registrar in the format prescribed by the Club. An annual fee established by the Club, payable to the Club, due by the date specified. Acceptance by the Club is based upon tryout and selection and shall constitute approval of the application provided space is available on a team for the player. Participants shall not have a vote in club activities

Section 4. Parent Members - Are parents, guardians or representatives of players who offer no official assistance and do not have a vote in club activities.

Section 5. Voting members are elected Board members. One representative selected by each team has voting privileges at the Annual General Meeting only.

Part III – Organization and Board

Bylaw 301. Board

Section 1. The Board shall be the representative governing authority of the Club. The Board shall have the right of decisions on matters pertaining to Club affairs. The Board will conduct the business of the Club and shall be composed of elected officers, and elected coordinators.

Section 2. Club officers elected by plurality vote at the Annual General Meeting or elected by a majority vote of the Board to fill vacancies occurring during the Club fiscal year, shall have full voting membership and may vote on all Club matters at all general and/or special Board meetings and during Annual General Meeting.

Section 3. Executive Committee shall consist of the elected officers which may conduct business on behalf of the Board between meetings of the full Board. Such actions shall be subject to ratification by the full Board at the next regular business meeting.

The Executive Committee shall consider:

- a. Such matters of management or operational interest to the Club or Board as are brought before it.
- b. Shall serve as a review committee for protests or concerns regarding conduct of coaches, spectators, parents, officials and/or players.
- c. Minutes will be kept and all activities of the Executive Committee will be reported to the full Board for ratification.
- d. A quorum of the Executive Committee shall consist of 2/3 members.

Section 4. The term of office for elected Board members shall be two years (2), all terms to begin immediately following the conclusion of the Annual General Meeting. The President, Registrar, Head Coach, Field Coordinator and Equipment/Uniform Coordinator shall be elected in even numbered years. The Vice President, Treasurer, Secretary, Director of Coaching and Communications Coordinator shall be elected in odd numbered years.

Section 5. All presidential candidates shall have served on the Board the year prior to the election.

Section 6. Members of the same family, individuals residing outside our service area and Board members of the same recreational clubs shall not be eligible to simultaneously hold the positions of President and Vice President, Secretary and Treasurer.

Bylaw 302. Club Officers and Duties

Section 1. President

The President shall supervise all activities of the Club and Board. This member shall chair the Executive Committee and shall be the presiding Officer at all club meetings. They shall be the registered agent for the corporation with the State of Oregon. The President shall be the ex-officio member of all committees, shall appoint committees as needed or when charged to do so by a majority of the elected officers. The President shall investigate all injuries and maintain a file of insurance claims. The President or his/her designated alternate shall act as the Club's voting representative at the Oregon Youth Soccer Association's Annual General Meeting.

Section 2. Vice President

The Vice President shall assume the duties of the President in his/her absence and otherwise assist the President as required. The VP shall serve as Club Parliamentarian, is a voting member of the Board, and shall serve on the Executive Committee.

Section 3. Secretary

The Secretary shall act as Business Manager and attend to all correspondence, records, reports, and mail. They shall also record and prepare all meeting minutes to be read or distributed at subsequent meetings. The Secretary shall be a voting member of the Board and shall serve on the Executive Committee.

Section 4. Treasurer

The Treasurer shall keep a financial record of all monetary transactions, including all incoming and outgoing monies. They shall maintain checking account(s) with signature authority vested in no fewer than three (3) of the Club officers with dual signatures required for any expenditure in excess of \$5,000. The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed. The Treasurer shall be a voting member of the Board and shall serve on the Executive Committee.

Section 5. Registrar

The Registrar shall be responsible for registering all participant member applicants within the club with OYSA, pending approval in accordance with bylaw 204 sec3. The Registrar shall also be responsible for registering all Adult member applicant within the club with OYSA pending approval in accordance with bylaw 204 sec2. They shall certify birth dates as necessary and accept required forms and fees pertaining to registration from Club participants.

All registration fees shall be given to the Treasurer for deposit. The Registrar shall be a voting member of the Board and shall serve on the Executive Committee. The Board may appoint assistant registrars to assist the Registrar with his/her duties. Appointed Assistant Registrars have no voting authority nor sit on the Executive Committee.

Section 6. Director of Coaching

The Director of Coaching shall oversee the selection process for the clubs' coaching staff. This includes chairing the clubs' selection committee for coaches. In addition the Director of Coaching is responsible for developing and the carry out of a Coach Development Program including scheduling and/or providing training clinics, conducting meetings for the coaches, providing policy and training related to acceptable behavior, and other activities as appropriate. The Director of Coaching will work with the Head Coach Coordinator to educate team head and assistant coaches as needed, such as the implementation and maintenance of the Club's Coaching Manual. The Director of Coaching may work with the Head Coach Coordinator to develop tryout guidelines and evaluation criteria. The Director of Coaching may also work with local recreational programs as needed to promote coach education and development. The Director of Coaching shall be a voting member of the Board and shall serve on the Executive Committee.

Bylaw 303. Elected Coordinators and Representatives

Section 1. Head Coach Coordinator

The Head Coach Coordinator assists in the selection of all coaches for each age group. They also assist in the selection and training of evaluator for tryouts. The primary responsibilities of the Head Coach Coordinator will be to assist and oversee team head coaches and assistant coaches for either boys or girls teams as coordinated with Director of Coaching. The Head Coach Coordinator may be required to coach a specific age group team as determined by the needs of the Club. In conjunction with the Field Coordinator, the Head Coach Coordinator shall coordinate assignment of practice fields and times. The Head Coach Coordinator shall be a voting member of the board.

Section 2. Equipment/Uniform Coordinator

The Equipment/Uniform Coordinator shall be responsible for the purchase of all uniforms and equipment for coaches. This will include equipment for playing fields. They shall also conduct inventories, issuing, accountability, disposition of all uniforms, and coaches equipment. The Equipment/Uniform Coordinator shall be a voting member of the Board.

Section 3. Field Coordinator

The Field Coordinator shall be responsible for coordinating Club needs regarding field usage for practices and games. The Field Coordinator shall maintain relationships with various agencies, area recreation clubs and arrange for usage of fields with park and school agencies. In addition, to ensuring fields are safe and prepared including field lining. The Field Coordinator will coordinate with Team Head Coaches and Head Coach Coordinator on the setup and removal of goals and nets. In conjunction with the Head Coach Coordinator, the Field Coordinator shall coordinate assignment of practice fields and times, designating and monitoring of game fields and adjusting field usage on an as needed basis in addition to notifying O.Y.S.A. of necessary field changes. The Field Coordinator shall be a voting member of the Board.

Section 4. Communication Coordinator

The Communication Coordinator shall oversee the marketing, publicity and fundraising for the Club. The Communications Coordinator shall be responsible for the Club website, media reporting, corporate and individual sponsorships and various fundraising activities. The Communications Coordinator shall be a voting member of the Board.

Section 5. Recreational Representatives

Report to the recreation clubs current events within Thelo United Futbol and the classic soccer community. Recreational Representatives also inform the classic club on current events within their respective recreational clubs. They will help promote the growth of soccer at all levels within the community through open lines of communication between their respective clubs and Thelo United Futbol board. The Recreational Representative shall be a voting member of the Board.

Bylaw 305. Removal of Board Members

Section 1. A board member may be suspended or removed from office for his/her failure to meet his/her responsibilities as described in Bylaw 302 or 303, or for otherwise acting in a manner detrimental to the interests of the Club. Such suspension or removal shall require a two-thirds affirmative vote of the Board members. Such vote shall be taken following a fact-finding hearing before the Board.

Section 2. The President or Vice President shall appoint an impartial committee of fact-finders to review allegations within 15 days and they present a report to the Board at the next Board meeting or within 30 days of being appointed.

Bylaw 306 Board Vacancies

Section 1. Vacancies occurring subsequent to elections shall be filled by a majority vote of the Board within 60 days of the vacancy occurring. During this period, the responsibilities of the vacant position will be temporarily distributed among elected board members.

Part IV – Meetings

Bylaw 401. Board of Directors Meetings

Section 1. Regular Board Meetings shall normally be held on the third (3) Sunday of every month. Meetings may be delayed or rescheduled due to holidays or conflicts.

Section 2. Executive or Special Board Meetings shall be held at a time and place specified by the President, or by the Board or Executive Committee by a majority vote.

Section 3. The Board shall set the order of business for all business meetings.

Section 4. A quorum of the Board shall consist of 2/3 voting members of the Board including the presiding officer. No member of the board may have more than one vote.

Bylaw 402. Annual General Meeting

Section 1. The Annual General Meeting (AGM) shall normally be held January of each year. At this meeting election of officers will occur. Voting members shall consist of one [1]

verified representative or alternate from each team and each member of the Board. No member may have more than one vote.

Section 2. Special Membership Meetings shall be called by a majority vote of the Board. Special Membership Meetings shall be subject to providing members at least 14 days notice before the meeting. Voting members shall consist of one [1] verified representative or alternate from each team and each member of the Board. No member may have more than one vote.

Section 3. The Board shall set the order of business for the Annual General Meeting. Voting members shall consist of one [1] verified representative or alternate from each team and each member of the Board. No member may have more than one vote.

Section 4. A quorum for the Annual General Meeting shall be a quorum of the Board plus those members present and ballots shall carry a majority vote of all present or as otherwise required.

Part V - Administrative

Bylaw 501. Budget

Section 1. The Board shall establish a budget for each year within the first two months of the new fiscal year.

Section 2. The Board shall cause review of financial statements by an independent source every five years to ensure current accounting practices are being met.

Section 3. The Board shall cause tax reports be prepared and submitted to the IRS annually by May 15th per IRS rules for non-profit and tax exempt organizations.

Section 4. The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

Part VI – Grievance, Protest, and Appeals

Bylaw 601. Grievance, Protest, and Appeals

Section 1. The Club and its Board of Directors shall enforce procedures for handling protest and appeals in accordance with the principles of due process.

Section 2. Submission of a Grievance, Protest or Appeal shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.

Section 3. Oregon Youth Soccer Policies and Procedures shall be adhered to.

Bylaw 602. Hearing Procedures

Section 1. Hearings shall begin within 30 days of receiving a formal written notice of the grievance, protest, or appeal. The hearing date and time shall be publicized to all parties involved, and all parties shall have a chance to be heard.

Section 2. Hearings shall be conducted by an impartial group of 3-5 fact finders.

Section 3. Persons involved in the incident shall be provided ample opportunity to be heard, to present witnesses and confront witnesses through written and oral testimony.

Section 4. All rules will be fairly and evenly applied.

Section 5. A written finding shall be issued to all parties within 90 days of receiving the initial notice, or within 15 days of completing the formal hearing process, whichever is first.

Section 6. Hearing results shall be sent via registered mail with a return receipt requested to the primary parties involved.

Bylaw 603. Hearing Procedures - Concerning matters of Player Eligibility at a Tournament

Section 1. Where the matter involves a dispute regarding eligibility to participate or where continuing to participate in play during a tournament, hearing the dispute and reaching a resolution in a timely matter is critical. The intent is to reach a solution before any restriction in play would result.

Section 2. The Club President or Director of Coaching shall conduct a review and reach a decision prior to the next scheduled match.

Section 3. The Club President or Director of Coaching may request the advice of others who have no affiliation with the outcome of the decision to participate.

Section 4. Laws of the Game, Tournament Rules, or other rules that apply shall be used in making a determination on the eligibility of the player(s) to participate in the competition.

Section 5. The decision of the review President or Director of Coaching shall be final and shall be verified in writing and retained in the club records.

Bylaw 604. Appeals Process

Section 1. Appeals of hearing results must be submitted within 14 days of receiving results of the hearing. Appeals of club findings shall be made to Oregon Youth Soccer per Oregon Youth Soccer Bylaws and Policies.

Section 2. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

Part VII – Amendments

Bylaw 701. Bylaw Changes and Amendments

Section 1. Changes or amendments to these bylaws may be effected at the Annual General Meeting upon two-thirds (2/3) majority vote of the accredited voting representatives present. One vote may be cast per registered delegate.

Section 2. A proposed change or amendment must be submitted in writing to the President or Secretary of the Club not later than thirty (30) days before the Annual General

Meeting. Such changes shall be transmitted to Board Members and registered delegates by the Secretary not later than fifteen (15) days prior to said meeting.

Bylaw 702. Provisional Changes

Section 1. The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 601 as a proposed Bylaw amendment at the next Annual General Meeting.

Bylaw 703. Severability and Precedence

Section 1. Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

Section 2. Any case in which these Bylaws are in conflict or become in conflict with the Oregon Youth Soccer Association Bylaws, the Bylaws of Oregon Youth Soccer Association shall take precedence and the Club bylaws shall be amended at the next Annual General Meeting to eliminate the cause of the conflict.

The Board of Directors adopted the above Bylaws on April 18, 2006.

Jessica Carl
Interim Board President
Thelo United Futbol