

BYLAWS

Groton Soccer Association Bylaws

I. Membership and voting rights

- A. The General membership of the Groton soccer Association shall consist of all adults, eighteen (18) years or older, who are actively participating in the Groton soccer program.

The membership shall include, but not be limited to:

1. Parents/guardians of registered players.
2. Head coach of each team or his designated replacement of voting purposes.
3. Board of Directors.
4. Referees recognized by the Groton Board of Directors for membership purposes.
5. Other adults recognized by the Groton Board of Directors for membership purposes. Membership granted by recognition of the Groton Board of Directors is renewable on August 1st of each year. Adults qualifying for membership are considered registered adults.

- B. Each registered adult, head coach, and each officer of the Groton Soccer Association, in good standing shall have one vote on matters acted upon by the general membership.

- C. The seasonal year (fiscal year) of the Groton Soccer league shall begin on August 1st and end on July 31st of the current calendar year. These Bylaw, Rules and Regulations are in effect during the 12 months of the seasonal year.

II Duties of the Board of Directors

- A. The Board of Directors shall be responsible for setting the policy for the transaction of all business of the Groton Soccer Association in accord with these Bylaws and shall be responsible for the declaration of the standing (good or bad) of teams.

- B. In the event of the permanent absence of an officer of the Groton Soccer Association due to illness, resignation, or other cause the Board of Directors shall appoint a replacement in an acting capacity until a permanent replacement is named by the General Membership in accord with voting procedures for elected officers. An officer absenting himself from three successive meetings of the Board of Directors without explicit just cause may have his office declared vacant by the Board of Directors (BOD).

- C. The BOD shall, upon recommendation of the President, approve additional rules and regulations for governing operations and competitions not explicitly covered by the rules and regulations specified in the Bylaws.

- D. A member of the BOD may not vote on an issue explicitly concerning his own team.

- E. During the fiscal year, additional BOD position(s) may be created as necessary for operations of the GSA by a two-thirds majority of the BOD vote. The position will be filled by presidential appointment and is subject to review by and contingent on approval of the General Membership at the Annual General Membership Meeting.

III. Duties of Officers

- A. President

The President shall direct the officers, committees, and board, and shall act as the presiding officer at all meetings of the BOD and General Membership. The President shall be responsible for conducting business of the Groton Soccer Association (GSA), for making rulings which interpret policy of the BOD, for coordinating the activities of the GSA, for general administration, and for other duties as the BOD may approve or direct.

- B. First Vice-President

The first Vice-president shall assume the duties of president in the absence of the President. This individual shall be responsible for long-range projects and goals for the betterment and growth of the GSA, playing fields, lighting, and maintenance of fields, construction of facilities such as concession stands, storage sheds, bleachers.

C. Second-Vice President

The Second Vice-president shall assist the First Vice-president and the President in all relevant administrative duties that may include, but are not limited to: grant research, training, coaches packets, registration, information dissemination, equipment bids, and league organization.

D. Treasurer

The Treasurer shall oversee the collection of all dues and fees, shall have charge of all monies, issue bills and receipts for dues or fees, and pay all bills due of the GSA including the payment of referees. The Treasurer shall maintain checking and savings accounts in the reputable bank in the name of Groton Soccer Association, with such signature authority requiring both the President and the Treasurer. The Treasurer shall keep a detailed record of income and expenditures and submit a written, detailed report of income & expenditures to the BOD as requested by the President and a written general report at each Annual General Membership Meeting.

E. Secretary

The Secretary shall record the minutes of all meetings and shall maintain and distribute meeting minutes, notices of meetings, and a calendar of events. With input from the BOD, the Secretary shall prepare, for the approval of the President, the calendar of events, including GSA and SDSSA deadlines and milestones, and shall update the calendar as necessary. The Secretary shall assist the Presiding Officer at all meeting in determining and maintaining the agenda, and shall perform other duties as directed by the President.

F. Equipment Manager

The Equipment Manager, under the direction of the BOD and the President, shall be responsible for determining the requirements of/and purchasing of all equipment for the GSA, and for distribution and collection of all equipment (i.e. uniforms, nets, balls, corner flags, cones).

G. Field Manager

The Field Manager shall be responsible for procuring and preparing playing fields and practice locations and coordinating with appropriate sources to ensure space as such.

H. Boy's League Commissioner

This person shall be responsible for organization and communication for all boys' teams in our league. This person will work closely with the Groton Soccer Association and the Aberdeen Soccer Association.

I. Girl's League Commissioner

This person shall be responsible for organization and communications for all girls' teams in our league. This person will work closely with the Groton Soccer Association and the Aberdeen Soccer Association.

J. Risk Manager

This person shall deal with all safety issues, insurance forms, medical releases which includes working with the association and the state to make sure all requirements are made.

K. Publicity/Marketing Director

The Publicity/Marketing Director shall be responsible for maintaining communications between the GSA and the Media including, but not limited to, scores, standings, and information on upcoming events. The Publicity Director will correlate with local entities and coordinate publicity and advertising to promote any and all GSA events as specified by the BOD. This person will also raise team and/ or corporate sponsorship as needed.

L. Volunteer coordinator:

This person will coordinate all volunteers especially the team Parent's to make sure that all teams get their equipment, forms, fundraising information, and to make sure all items are returned in a timely manner.

M. Fundraising Director

The Fundraising Director shall research and determine feasibility on possible fundraising projects, and shall inform/advise the BOD as to specific recommendations. In addition, the Fundraising Director will also implement, manage, and coordinate any fundraising activities chosen by the BOD that the GSA may participate in. This function shall include responsibility for any other endeavors that may generate funds, such as concessions. The Fundraising Director can utilize an assistant (s) if so desires.

N. Aberdeen Soccer Association Representative

A representative from the ASA shall be invited to sit on the GSA BOD for the purpose of assistance and advisement on issues related to the development of the GSA. This individual will be the liaison between the two boards and will hold voting right on both boards.

O. City Liaison:

This person shall work with the City of Groton to maintain communication pertaining to the grounds and any other issues that may need attention. This person shall work closely with the First Vice President.

P. Member at Large

The Member at Large is a position that may or may not be filled, depending on the activity and needs of the association. Furthermore, there may be more than one Member at Large at a time. The purpose of this position is to assist with special projects. This position will include full voting rights for the duration of the appointment. This position will be appointed by the board and will be for a period no longer than one year. After one year, the board will review the need for the appointed position and determine whether it should be renewed.

IV. Committees and their duties

- A. An appointed rules and regulation committee shall review the Bylaws, Rules and Regulations in view of the conduct and competition and the operation of the GSA and shall make recommendations for amendment and change. At least one report shall be submitted to the BOD each seasonal year at the BOD meeting prior to the Annual General Membership Meeting.
- B. The President, as necessary may appoint additional committees.

V. Meetings

- A. The officers shall meet monthly or as necessary for the purpose of reviewing the operations of the GSA. The presiding officer shall, at each meeting, reserve a suitable portion of time for the BOD to conduct appropriate business. Additional meetings shall be held as deemed necessary by the President.
- B. The general Membership is welcome at any BOD meeting, as nonvoting members, and may address business from the floor.
- C. An annual general membership meeting shall be held between the spring and fall season. Members of the BOD shall be elected at this meeting for an approximate twelve-month.
- D. A majority of vote's cast is required to decide any questions except where explicitly stated otherwise.

VI. Meeting procedure and order of business

- A. The order of business at all officers and general membership meetings, exception special meetings shall be:
 - Meeting called to order
 - Roll call
 - Recognition of guests and visitors
 - Approval of minutes of previous meeting
 - Treasurer's report

New business from the floor
BOD reports
Unfinished business
New business
Miscellaneous
Adjournment

B. "Robert's Rules of Order" shall govern the procedure of any meeting. The President, as needed, may appoint a parliamentarian.

VII. Administration

A. The GSA shall be administrated as a nonprofit educational organization.

B. The GSA shall maintain itself as a member in good standing of the South Dakota State Soccer Association, and will comply with the Constitution, Bylaws, and Rules and Regulations of the United States Youth Soccer Association and the South Dakota State Soccer Association.

C. The Board of Directors consisting of the elected officers of the GSA shall determine the policies of the GSA. The BOD will assume the execution of the provisions in all matters, of these Bylaws, Rules, and Regulations, in good conscience and be answerable only to the general membership as a whole.

D. The President shall administer the affairs of the GSA in accordance with these Bylaws, Rules, and Regulations, and execute the policies directed by the BOD.

E. The elected officers of the GSA shall be: President, First Vice-President, Second Vice-President, Treasurer, Secretary, Equipment Manager, Field Manager, Publicity/Marketing Director, Fundraising Director, Risk Manager, Volunteer Coordinator, City Liaison, Boy's League Commissioner, Girl's League Commissioner, to be elected during the annual General Membership Meeting for an approximate twelve-month period commencing on the first subsequent meeting following the election. The order of succession as presiding officer follows the order of the above list. The President will not have a vote on the BOD except in the case of a tie when the President only will vote.

F. A decision required by the BOD which in the judgement of the President can not wait for a regularly scheduled meeting of the BOD shall be rendered by the majority of the BOD members by polled vote.

G. The assets of the GSA, in case of dissolution, will be turned over to a non-profit organization as determined by the BOD.

VIII. Amendments and Modifications

A. Amendments and modifications to the Bylaws may be made only at the annual General meeting or at a special general membership meeting called for the particular purpose. Simple majority of vote's cast is required to decide such questions.

B. Amendments and modifications to the Rules and Regulations may be made only by a simple majority vote of the BOD.

C. Amendments and modifications to the Bylaws, Rules, and Regulations shall take effect immediately, but shall not be applied retroactively.

IX. Removal of Officers

A. Removal of elected officers for cause may be done at any General Membership Meeting. A two-thirds majority of votes cast is required for removal.

B. The BOD may suspend any of its members by two-thirds majority vote pending removal proceedings as in (A) above. If a presiding officer is suspended, the order of succession shall be invoked.

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