

Greene Futbol Club By-Laws

Adopted: August 30, 2015

ARTICLE 1: Name

This organization shall be known as the Greene Futbol Club. Herein Greene Futbol Club may also be referred to as GFC or “the Club”.

ARTICLE 2: Mission

Promote youth soccer in Greene County through programs that focus on sportsmanship, hard work, teamwork, dedication and community. The Club is committed to providing an opportunity for youth to participate and develop to their potential in high quality and competitive soccer programs that allow individual goals to be achieved; ultimately encouraging participation in higher levels of competition.

ARTICLE 3: Affiliation

Greene Futbol Club is an affiliated member of the Skyline Club Soccer League, a sanctioned travel league of the Virginia Youth Soccer Association. Skyline Club Soccer League is a program of the Soccer Organization of the Charlottesville Area. The Club will maintain membership in good standing within these organizations, comply with their constitutions, by-laws, rules and regulations.

ARTICLE 4: Governing Authority

The governing authority of the Greene Futbol Club shall be the Board of Directors. The powers of the Board of Directors are delegated by the club by-laws as approved or amended by the club’s Board of Directors until such time that another process is approved and set forth by these by-laws. The members of the Board of Directors are the club’s Officers and are made up of team Coaches, Assistant Coaches and those specifically spelled out in Section 6. The Club's Trustees are the President, Vice President, Secretary and Treasurer.

ARTICLE 5: Board Of Directors

SECTION 1: Board Of Directors Meetings

The Board of Directors shall conduct official business meetings no less than quarterly throughout the year. A simple majority of the Board of Directors shall constitute a quorum;

a quorum is required for an official business meeting. Official business meetings may also be called by the President or a simple majority of the Board of Directors.

SECTION 2: Term Of Office

Unless otherwise noted Terms of Office are for as long as the individual has an active player in the Club or is an active coach or assistant coach and is a member in good standing.

1. Board Members must attend a majority of the quarterly meetings during the current seasonal year to remain in good standing.
2. Failure to attend the required number of meetings will result in dismissal from the Board of Directors
3. Board Members may seek an attendance exemption from the President

SECTION 3: Selection of Board Members

The Board of Directors shall be selected and appointed from the existing pool of Coaches, Assistant Coaches and Club Executives until such a time that another process is approved and implemented according to the club by-laws.

1. Candidates for selection or appointment must be members in good standing. Good standing is defined as:
 - Club dues are paid through the current season
 - Coaches must be certified and assistant coaches must be certified after 1 year
 - Has not been suspended from coaching at other clubs or GFC for a minimum of 6 months
 - Has not been convicted of any Federal, State or Local laws and pass a VYSA background check
 - Has attended in the appropriate number of club meetings (described below)
2. Candidates for the position of president must have been a club member for at least one year.
3. Voting on candidates may be by voice vote, roll call vote or written ballot as determined by the Board of Directors.
4. Candidates may attend Board meetings if approved by the President
5. Each Board Member receives one vote per open position.
6. Coaches and Assistant Coaches may decline participation in the Board of Directors. Entry will only be allowed by simple majority vote by the Board of Directors at the next Board meeting.

SECTION 4: Temporary Board Positions

From time to time a Board position may be vacated or open. The President has the authority to appoint a temporary board member to fill the position. Temporary positions may not exceed 12 months in length.

SECTION 5: Responsibility And Authority

All actions of the Board of Directors require the affirmative vote of a simple majority at an official business meeting. The Board of Directors shall have the following responsibilities and authorities:

1. Implement and enforce all provisions of the club's by-laws, policies and procedures. In addition, the Board of Directors shall recommend changes and/or amendments to the by-laws.
2. Conduct the ongoing day-to-day operations of the club. To this end, personnel actions, operating rules, policies and procedures not specifically stated in the by-laws may be implemented upon approval of a simple majority of the board members present at an official Board of Directors meeting. All actions, rules, policies and procedures must be consistent with all provisions of the club's by-laws.
3. Represent the club at meetings of any affiliated organizations.
4. Approve the appointment of Head Coaches and Assistant Coaches of teams. Coaches and assistant coaches are appointed for terms of one season and will be reassessed at the end of each season. This authority includes the authority to remove and/or replace a coach or assistant coach at any time. These actions must be voted on at an official Board of Directors and require a simple majority for affirmation.
5. Approve the appointment of a Referee Coordinator and a Goalkeeper Coach. Each position is appointed for a term of one season and will be reassessed at the end of each season. This authority includes the authority to remove and/or replace a Referee Coordinator or Goalkeeper Coach at any time. These actions must be voted on at an official Board of Directors meeting and require a simple majority for affirmation.
6. Maintain the right and authority to suspend, bar completely, or otherwise discipline any player, coach, assistant coach, referee, manager or adult member for due cause. Due cause includes, but is not limited to; failure to comply with rules and regulations, failure to fulfill membership requirements, any violent or abusive action / language or any action that is disruptive to club operations or hinders the fulfillment of club objectives. These actions must be voted on at an official Board of Directors meeting and require a simple majority for affirmation. Any person disciplined by the club may appeal/request reconsideration no earlier than 30 days after receiving the verdict of the club, unless the Board of Directors believes that new facts have emerged causing such reconsideration.
7. Maintain the right to remove a board member. A board member may only be removed from office via a two-thirds vote of the Board of Directors.
8. Approve recommendations submitted by sub-committees. Approval is by a simple majority of the Board of Directors at any Board meeting.
9. Approve the formation of member teams. This includes determining the number and makeup (age groups and specific members) of member teams.
10. Approve the applications of all youth desiring participation in club programs.
11. May create standing or temporary sub-committees as need for facilitating specific club activities

12. Develop the club's budget, approve budgeted operating expenditures and determine registration fees and special assessments. All of these actions must be approved at an official board meeting. With regard to expenditures, the President may authorize non-budgeted expenditures up to \$500 without a vote by the Board of Directors. The President is responsible for reporting such an action to the Board of Directors at the next regularly scheduled meeting of the Board of Directors.
13. Maintain the Problem Resolution Procedure handling any adverse decision.

SECTION 6: Positions And Specific Assignment Of Duties

The Board of Directors shall be made up of the President, Vice President, Secretary, Treasurer, Director of Operations, Communications Director and a Member at Large. The specific duties and responsibilities assigned to each position follows:

President

- A. Organizes and presides at official Board of Directors meetings and general membership meetings.
- B. Responsible for the overall management of the club's operations. May make operational decisions with respect to specific situations, including but not limited to the authority to temporarily suspend any appointed club official, when it is impractical to solicit full Board of Directors approval. Any such action must be reported to the Board of Directors in a timely manner (within 45 days) and is subject to their review and approval. Only the Board of Directors has the authority to make permanent policy, personnel or operational changes.
- C. Overall responsibility for the implementation of decisions by the Board of Directors.
- D. Signs checks as an alternate for the Treasurer.
- E. Appoints temporary Board of Directors members.
- F. Acts as the club's primary representative at mandatory affiliate meetings.
- G. Participates in the evaluation of coaches.
- H. During the fall/spring seasons, in coordination with the Director of Operations, verifies that game fields are in a safe and playable condition.
- I. Overall responsibilities for club public relations.
- J. Participates in developing the annual club budget
- K. Liaison with local government and school officials on various matters affecting the club.
- L. President may only vote to break a deadlock.
- M. The President is a Trustee of the club.

Vice-President

- A. Assumes all powers of the President in their absence.
- B. Represents the club at Skyline League meetings and functions as backup club contact.
- C. Participates with the Director of Operations and President in coaching evaluation.
- D. Participates in developing the annual club budget
- E. Performs responsibilities as assigned by the President.
- F. The Vice-President is a Trustee of the club.

Secretary

- A. Takes and maintains the minutes of all meetings of the Board of Directors. Upon approval of the Board of Directors, these minutes become the official record of actions taken by the Board of Directors.
- B. Maintains the by-laws and by-law amendment proposals, policies and procedures.
- C. Handles correspondence not otherwise assigned.
- D. Maintains files of all official club correspondence, generated by any member of the Board of Directors.
- E. Sends out meeting notifications and other official correspondence as assigned.
- F. Manages and coordinates player and team registration. This includes working directly with league officials and Skyline League contact to ensure all registration activities are completed in a timely and thorough manner.
- G. Maintains official player and team registration documents and records.
- H. Maintains coaches licenses and all other required certifications.
- I. Participates in developing the annual club budget
- J. The Secretary is a Trustee of the club.

Treasurer

- A. Develops the annual club budget and submits same to the Board of Directors for approval. The budget is developed to coincide with the club's fiscal year.
- B. Maintains a record of all club expenditures. Keeps the Board of Directors advised of the status of expenditures against the budget.
- C. Manages the club's checking and other accounts.
- D. Maintains the club's financial and tax records and documents.
- E. Files and maintains the articles of incorporation with the state of Virginia.
- F. Responsible for coordinating and managing all club fund raising activities.
- G. Prepares the annual budget for fundraising activities and submits to the Board to be included in the annual club budget.
- H. The Treasurer is a Trustee of the club.

Director of Operations

- A. Develops and manages programs that improve and enhance the knowledge and skill of the club's coaches. Ensures coaches meet league and club licensing and training requirements.
- B. Responsible for developing coaching licensing levels, training criteria, performance requirements and evaluation criteria.
- C. Coordinate the distribution of information on tournaments, coaching clinics and licensing courses.
- D. In association with the President and Vice President, evaluates coaches and/or referees and recommends appointment, developmental actions or removal of individual coaches. Recommendations are made to the full Board of Directors for approval.
- E. Organizes and manages tryouts.
- F. Organizes and facilitates the Coaching and Referees Sub-Committee

- G. Ensures that the game and practice fields are in safe and playable condition.
- H. Coordinates all activities associated with maintaining and preparing fields/equipment for games and practices.
- I. Prepares an annual budget for field maintenance, club and/or coach equipment needs and submits same to the Treasurer, to be included in the annual club budget.
- J. Schedules all practice locations with the County Parks and Rec. Department and manages games with the Skyline League.
- K. Responsible for timely procurement of club equipment.
- L. Responsible for the timely procurement of team uniforms and coaching equipment.
- M. Prepares competitive bidding presentations for large purchases on an ongoing basis for Board of Directors review.
- N. Organizes and facilitates the Facilities and Equipment Sub-Committee
- O. Manages and accounts for all club equipment, uniforms and accessories vendors

Member at Large

- A. Acts as an advisor to the Board of Directors representing the interests of all club members.

Communications Director

- A. Gathers, organizes and distributes Club information for distribution at the beginning of each season.
- B. Prepares and distributes periodic bulletins on newsworthy items, including significant Board decisions, players and coaches accomplishments, etc.
- C. Timely utilization of the website, local print, TV, social media and other media to disseminate information about club events.
- D. Assists various Board members in assembling communication needs for various Board sanctioned activities, including meetings, fundraisers, picnics, tryouts, training schedules, etc.
- E. Become a strong advocate of Greene Futbol Club, including its mission.
- F. Build positive relationships with the County Board of Supervisors, School Board, Parks & Rec. Department and local businesses who support the club.
- G. Help to develop a sponsorship program.
- H. Coordinates publicity for club activities and accomplishments within the community.

Coaches and Assistant Coaches

- A. Head coaches shall be licensed (E License or higher) by VYSA before they can coach or run their first practice. Head coaches will ideally have spent two previous season as an Assistant Coach to a Head Coach in good standing.
- B. Assistant coaches shall be licensed (F License or higher) within one year of becoming an assistant.
- C. Head Coaches and Assistant coaches are required to pass a Kids Safe background check
- D. Will collaborate on player selection and team assignments
- E. Plan and run weekly practices

- F. Ensure players and families are communicated with regarding club requirements and deadlines, such as registration payments and uniform ordering instructions
- G. Plan game day activities such as player arrival time and communication with opposing team coaches or managers
- H. May assign a team manager to perform communication duties

Referee Coordinator

- A. Will be chosen and voted into position by a simple majority vote of the Board.
- B. Is not a member of the Board
- C. Responsible for scheduling referees for home games
- D. Relay referee payment information to the Treasurer
- E. Communicates upcoming clinics and training to club and referees
- F. Other duties as assigned by the Board

Goalkeeper Coach

- G. Will be chosen and voted into position by a simple majority vote of the Board.
- H. Is not a member of the Board
- I. Responsible for developing a goalie training program and schedule
- J. Communicates upcoming clinics and training to club
- K. Other duties as assigned by the Board

ARTICLE 6: Membership

SECTION 1: Extending Club Membership

Membership in the Greene Futbol Club shall be by invitation of the Board of Directors. Membership shall be extended to coaches, youth players and their parents or guardians, via the invitation to play on one of the teams sponsored by the club. The Board of Directors may extend membership to other individuals at its discretion.

SECTION 2: Voting

As required, certain items may be put to a "Club Vote". Voting privileges are extended to members who are at least 18 years of age. Each member household, regardless of the number players within that household, will have one (1) vote.

SECTION 3: Eligibility

Extension of membership shall in no way be influenced by an individual's race, sex, creed or national origin. The physical and mental abilities of a youth player to safely play the game must, and will, be taken into consideration.

SECTION 4: Affiliate Leagues

Youth players must fulfill the registration requirements of the affiliate league(s), Skyline League and Virginia Youth Soccer Association. This includes the timely payment of all registration fees and assessments associated with these organizations.

SECTION 5: Registration Fee

The registration fee is determined by calculation from the annual budget. The fee is intended to cover the cost of running the program and meet the club's financial obligations to the affiliate organizations. This is a nonprofit organization.

SECTION 6: Conduct

Membership is contingent upon compliance with the by-laws/ constitutions, policies and procedures of the Virginia Youth Soccer Association and the Greene Futbol Club. Members accept the responsibility to review and understand such by-laws/constitution, policies and procedures. In addition, members are expected to conduct themselves in a sporting like manner at all times; exhibiting respect for the game, officials, players and spectators. Any abusive or violent behavior by a player or adult member may constitute grounds for the cancellation of membership or suspension of membership.

ARTICLE 7: Sub-Committees

SECTION 1: Responsibilities

1. Assists the Director in charge of the Committee with his/her specific responsibilities in a timely manner
2. Performs specific tasks assigned by the Board of Directors that are not spelled out in the by-laws
3. Gathers information and makes recommendations in their realm of responsibility for approval by the Board of Directors
4. A Committee may not directly adopt, amend or repeal the club by-laws.
5. Have the option to confer upon the Board for direction
6. Subject to the approval by the Board of Directors, all committees shall have power to make rules proper and procedures necessary to the functioning of the facilities in their respective jurisdiction.

SECTION 2: Composition

Sub-committees will consist of:

1. The sub-committee Director
2. A minimum of 2 coaches, assistant coaches or Board members not including the Director
3. A minimum of 2 club members
4. The Coaches and Referees sub-committee will also include the Referee Coordinator and the Goalkeeper Coach

ARTICLE 8: Fiscal And Seasonal Year

SECTION 1: Fiscal Year

The fiscal year begins on July 1st and ends on June 30th.

SECTION 2: Seasonal Year

The seasonal year is defined by the Virginia Youth Soccer Association

ARTICLE 9: Budget

A balanced budget shall be prepared by the Treasurer for each fiscal year for approval by the Board of Directors.

SECTION 1: Approved budget

1. Must be available before player registration commences in order to permit a per-player fee to be calculated.
2. Shall, as much as possible, identify separate expense items and the total divided by the projected number participants to determine the fee.
3. Ensures that current expenses are paid out of current fees.

SECTION 2: Provisions

The Board may create or remove provisions in the fee structure to fund club activities and the like. Approval of such provisions will be by a simple majority vote.

Current Provisions

1. Major expenses shall be provided for by including in the current fee structure a provision to build a Capital Equipment and Facilities Reserve Fund.

SECTION 3: Fee Structure

The current fee structure shall include expenses for:

1. Skyline League team entry fee
2. Team participation in seasonal tournament
3. General field and equipment maintenance
4. Game or practice field rental fees and expenses
5. Team equipment purchases ie. Coaches shirts, game balls, training hurdles, etc.
6. Referee pay
7. Provisions described in Article 9 Section 2

ARTICLE 10: Amending the By-Laws

Amendments to the by-laws require the approval of a two-thirds majority vote of Board Members at any quarterly board meeting.

- A. Voting must be in person.
- B. Any club member in good standing can submit a proposed amendment to the by-laws, requesting a vote by the Board at the next club meeting. Any such proposal must be submitted to the club Secretary in writing, at least 45 days before the Board meeting.

- C. All proposed amendments to the by-laws must be available to the general membership and Board of Directors at least 30 days prior to the meeting.

These by-laws shall be in effect as of the 30 day of August 2015