

## **BY-LAWS**

Twinsburg Athletic Club Soccer Association, Inc.

### **ARTICLE 1 EXECUTIVE BOARD**

- 1.1 The Twinsburg AC will be governed by an Executive Board referred to herein as the "Board." The Board may consist of up to nine Officers consisting of a President, Vice President Boys, Vice President Girls, Coaches Rep Boys, Coaches Rep Girls, Secretary/Treasurer, Club Registrar, Club Manager and Field & Equipment Manager. The President and Board shall make further appointments as they deem necessary. The Officers shall assume their duties upon election for the term of one year or until their successors are duly elected.
- 1.2 Board Meetings. The Board shall meet on a regular basis, and shall have general supervision of the affairs of the Club. Regular or Special meetings of the Board shall be called by the President. Special Board meetings may also be called upon written request by three Board members. The Board shall fix the time and place for Regular Club Meetings, make recommendations to the Club Members, and perform such other duties as specified in these by-laws. The Board shall be subject to the orders of the Club, and none of its acts shall conflict with action taken by the Club.
- 1.3 Quorum for a meeting of the Board shall consist of a majority of the members of the Board being present.
- 1.4 Nominations for positions on the Board shall be determined by a Nominating Committee, which shall consist of at least two Club Members who are not members of the Executive Board. The Nominating Committee shall be appointed by the Board at the first scheduled Board Meeting following the AGM. The Nominating Committee shall contact Club Members during the year, in order to obtain their acceptance of the nomination and assurance that they will serve in the specified office if elected. Nominations shall be presented in writing to the Board and included in a mailing to the Club Members at least two weeks prior to the AGM.
- 1.5 Elections. The Executive Board shall be elected at the Annual General Meeting, and shall assume the office from the date of election, and shall remain in office until resignation, removal, or until a successor has been elected. Members elected to the Board shall serve one-year terms.
- 1.6 Any Twinsburg AC Board member who also holds a Board or Officer position with any other Ohio youth soccer club, regardless of affiliation with the OYSAN, will forfeit his/her voting rights in all matters relating to the Club. The Board member must immediately notify the President whenever this situation becomes effective. Failure to make the proper notification may be cause for removal from the Board or Officer position.
- 1.7 Any Officer may be removed by a 2/3 majority vote of the Executive Board at a meeting duly called and specified for such action. The Officer shall be given a minimum of two weeks notice of the intent to vote for removal.

- 1.8 Any vacancy in an office may be filled by a majority vote of the remainder of the Board for the unexpired term.
- 1.9 The Board will be responsible for developing and maintaining written job descriptions for each Board position, coaching level position and team manager. The Board may also create written job descriptions for other position(s) as they become necessary. Job descriptions shall be posted on the club website and incorporated by reference into these By-Laws. Job descriptions may only be changed, modified and/or deleted during any General Business Meeting as defined in the club Constitution.
- 1.10 The Board may create certain Committees, from time to time, to address any issue the Board may deem relevant to the stated purpose of the Club. Management of any Committee in all phases shall remain vested with the Board.
- 1.11 The Board shall be responsible for and have sole authority for being familiar with, interpreting, implementing and enforcing the Constitution, By-Laws, General Procedures and Policy Interpretation Memoranda of the Club and all applicable Rules and Regulations of the Associations with which the Club is affiliated.

## **ARTICLE 2 CONDUCT OF MEMBERS**

- 2.1 The conduct of members, coaches and players shall be set in guidelines of the Code of Conduct. City of Twinsburg ordinances and policies are always in effect within the City, at City facilities and on City fields utilized by the Club. Members, coaches and players are expected to abide by all local rules and regulations while attending away games.
- 2.2 Disciplinary matters shall be addressed by the Board. All members, coaches and players shall abide by the Code of Conduct and are subject to the disciplinary rules and consequences established by affiliated memberships of the Club. Any member, coach or player may be suspended or expelled from membership by virtue of actions contrary to the purpose or rules of the Club, by resolution passed by not less than two-thirds of the Board.

## **ARTICLE 3 FINANCIAL RESPONSIBILITY**

- 3.1 Twinsburg AC shall not assume, nor be liable for, the debts and/or the financial responsibilities, either implied or incurred, of any director, officer, member, coach, player or other volunteer without prior approval of the Board.
- 3.2 The Board shall insure all directors, officers, coaches and other volunteers against personal liability claims arising out of the scope of their responsibilities. Coverage shall be obtained from the Ohio Youth Soccer Association North or privately obtained insurance. The Club shall not be held responsible for any director, officer, coach or other volunteer acting outside their scope of responsibility without prior written approval of the Board.

## **ARTICLE 4 AMENDING THE BY-LAWS**

- 4.1 The Executive Board may propose amendments to the By-Laws. Such proposals require a 2/3 majority vote of the Board, at a meeting duly called and specified for such action. Such recommended changes to

the By-Laws must be presented to the Club Membership for approval at a Regular or Special Club Meeting.

- 4.2 The By-Laws may be amended, altered, or repealed by a 2/3 majority vote of total membership when a quorum is represented. Any proposals or motions to amend or change the By-Laws must be presented to the membership in writing at least two-weeks prior to the meeting scheduled for that purpose. The revised By-Laws and/or any amendments shall become effective after the adjournment of the meeting upon which it was voted, providing there is no other date specified for the effective date.