

OOLOGAH-TALALA SOCCER CLUB

Bylaws

The OTSC 2024 Board is represented by the following individuals:

President: Jonathan Scace
Vice President: Travis Hutchinson
Treasurer: Steven Dyer
Registrar: Danelle Garey

These bylaws have been approved and updated as of August 11th, 2024

Article I

The name of this organization shall be the Oologah-Talala Soccer Club, (hereinafter referred to as OTSC or the Club.)

Article II

The object of OTSC shall be to organize youth soccer teams in order to promote the sport of soccer, to provide training in the sport of soccer, both youth and adult, and to receive gifts or donations to promote the health, welfare and recreation of the general public through the sport of soccer.

OTSC shall be affiliated with Oklahoma Soccer Association (OSA), United States Youth Soccer Association (USYSA), and the Federation Internationale de Football Association (FIFA). Through these affiliations, OTSC becomes an officially sanctioned youth soccer program for OSA. OTSC is a nonprofit organization.

Article III

Section 1 The Membership of OTSC shall consist of the Board of Directors, Coaches, Referees, Parents or Legal Guardians of registered players and Registered Players.

Section 2 Members must remain in good standing with regard to payment of fees and dues.

Section 3 Membership may be terminated by a two-thirds vote of the eligible votes at a membership meeting.

Article IV

Section 1 The Board of Directors (hereinafter referred to as Officers) shall be composed of five Officers, duly elected by members of the Club. The Officers may

appoint (by quorum vote) three (3) additional Members of the Board which shall consist of one (1) Risk Management Director, and two (2) At-large Committee Members for volunteers committed to advancement of the OTSC program in a role not outlined in Section 4 below, for a minimum of five (5) and maximum of eight (8) Board Members. When the Board deems necessary Board Officers and Members may have multiple roles within OTSC, but will still maintain only one vote per person. The Board of Directors shall have general supervision of the Club, its business meetings, fix the hour and place of meetings, and shall perform such other duties as are specified in these bylaws. Any items that require a vote need a quorum of the members of the Board of Directors. Any member of the Board may be suspended or removed from office by two-thirds vote of the Board of Directors.

Section 2 The Officers of OTSC shall be elected on even or odd years as follows: (unless otherwise approved by the board)

A. President	odd
B. Vice President	odd
C. Secretary	even
D. Treasurer	even
E. Registrar	odd

Section 3 All Officers shall be elected by the membership at the Annual Meeting by a majority vote of the members in attendance. All Officers shall serve for a term of two (2) years. A one (1) year term can be approved in advance prior to the election of new officers.

Section 4 The duties of the Officers and Members shall be as follows:

- A. The President shall determine all meeting dates and preside at said meetings, shall be in charge of equipment and fields, and shall be General Manager of OTSC. The President shall develop in conjunction with the Treasurer, an annual budget for approval by the Board, serve as official representative of OTSC, perform such duties as required by members of the Board of Directors, and shall also cast the deciding vote on any issue that results in a tie vote otherwise.
- B. The Vice Presidents shall act in the absence of the President with the same authority and shall act as President until the next Annual meeting or other specially scheduled election meeting should the President become permanently and completely unable to perform in his/her office as determined by the Board or resignation. He/She shall be in charge of concessions and fundraising, with authority to delegate those duties to At-large Committee Members, according to OTSC Policies and Procedures. The special duty of the Vice President shall be to oversee and facilitate the workings of At-Large

Committees and other committees of the board, and to perform such duties as required by members of the Board of Directors.

1. Two Vice Presidents will also represent:

1. Little Kickers thru U8,
2. U10 and older.

- C. The Secretary shall be responsible for all communications, both internal and external, and shall keep the official records of OTSC, including minutes of all meetings. The Secretary shall make minutes of meetings available by mail or e-mail and insure that all Board Members receive them in a timely manner, and also perform such duties as required by members of the Board of Directors.
- D. The Treasurer shall receive, disburse, and account for all funds of OTSC which shall be kept in a bank designated by the Officers. The Treasurer, in conjunction with the President, shall be responsible for developing a budget. He/She shall have charge of all finances of OTSC, including those related to fundraising activities and purchasing, subject to the Board policies and procedures, and shall report on the condition of same at all Board and General Meetings. The Treasurer shall submit a written report at the Annual General Meeting covering the prior year's activities, and shall be authorized to sign checks and ensure timely payments required to and/or by any local, state or national organizations and vendors, and perform such other duties as required by the Board.
- E. The Registrar shall be responsible for registration of players and coaches, all programs and events related to registration, determining registration periods, and formation of teams according to OTSC Policies and Procedures. The Registrar shall also be responsible for providing upon request and in a timely manner provide an accurate, up-to-date list and provide for any changes in the rosters to all appropriate parties, and shall keep accurate records of all members of OTSC who are players, coaches, and/or members of the Board of Directors. The Registrar shall also perform such other duties as required by the Board.
- F. The Risk Management Officer shall be responsible for background checks, safety of equipment and fields, and assessment of weather-related playing conditions to determine field closings, according to OTSC Policies and Procedures. The Risk Management Director shall be appointed at the Annual Meeting maintain his/her appointment a period of two (2) years.
- G. Reporter will help promote and support the club through concession stand coordination, newspaper, website and Facebook.

- H. At-Large Committee Members shall perform duties outlined and specified by the Vice President and approved by the Board, to include recruiting volunteers to participate in committees as requested by the Board. At-Large Committee Members shall be appointed at the Annual Meeting and maintain appointment for a period of one (1) year.

Section 5 Any Officer failing to attend meetings (of which at least twenty-four hour notice has been given), in such a manner as to consistently cause a quorum to not be established shall have his/her continued tenure subjected to a vote of the membership in no less than ten nor more than thirty days from the last meeting of Officers where a quorum was not established. Any Officer may be removed from office by a two-thirds vote of the membership present at a membership meeting.

Section 6 Any Officer failing to attend at least one-half of meetings (of which at least twenty-four hour notice has been given) in one year, shall have his/her continued tenure subjected to a vote of the membership at the meeting normally held in the month of May, also called the "Annual Meeting".

Article V

Section 1 Meeting of the membership shall be held at the call of any Officer provided that at least one meeting be held quarterly, generally scheduled to be held the 3rd Monday of February, May, August, and October .

Section 2 The meeting normally held in the month of May shall be called the Annual Meeting and shall be for the election of officers and presentation of the budget.

Section 3 A quorum of Officers is required at all meetings to conduct business. A quorum is defined as three (3) or more Officers present.

Article VI

Committees may be appointed as needed by the President, to be advised by the Vice President, and with the consent of the Board of Directors for an active life to be specified in the appointment.

Article VII

Section 1 Each Officer shall have one vote. The President's vote shall be counted as two votes in order to break a tie.

Section 2 Membership voting: each household shall have one vote.

Section 3 For purposes of voting procedures, "Members" shall be defined as all members present at a meeting wherein a vote is required.

Article VIII

Section 1 The Board shall decide all matters pertaining to the finances of the Club, bearing the responsibility to conduct the financial affairs of the Club in a sound business-like manner. Although not limited to these financial functions alone, the Board shall:

- Determine membership and/or registration fees in accordance with the costs associated with maintaining the Club.
- Authorized signers on bank account include: President, Treasurer, VP's.
- Plan or recommend the raising or accumulation of revenue from sources other than those stated in this article.
- Equalize the benefits of the Club for all participants by ensuring that solicitation of funds shall be for the Club treasury and contributions to individuals or teams shall be subject to approval by the Board.
- Branded merchandise orders or edits to club brand must be authorized by the Board.

Section 2 The Fiscal Year of the Club shall be July to June.

Article IX

Section 1 Organization of Teams

Terms:

Coed-team that includes both male and female players

Random Placement-Computer generated or manual selection by Registrar as approved by the Board

Draft-selection method in which players are placed by equitable coach selection, wherein players within a coach's household will be automatically placed with said coach and returning coaches will maintain the option to retain a limited number of former team players as designated below. Coaches will draw numbers to determine order of selection and rounds will alternate in a serpentine fashion (i.e. 1,2,3,4,4,3,2,1) Coaches with children or those choosing the option to retain players will forego selection for draft rounds equal to the number of players retained (including coach's children), at which point they will join draft rounds to choose players from remaining pool. Draft Meeting date shall be determined by the Board, with at least forty-eight (48) hours' notice to participating coaches, and at least two (2) Officers shall be present to conduct and preside at Draft Meeting.

Special Requests-requests by player to be placed on team with sibling, friend, family member, etc. Also includes request to play on a coed team vs. same-sex team, when available. May also include request NOT to be placed with a specific coach, wherein in reason for request is specified and approved by Registrar/President.

Coaches

- Any volunteer who is of eighteen (18) years of age and is approved by the Risk Management officer shall be eligible to coach or a team with OTSC, either as a coach or assistant coach.
- Coaches shall generally be assigned to coach a team for one (1) Fall season and following Spring season.
- Coaches shall abide by terms set forth in these Bylaws, the Bylaws of OSA, and Policies & Procedures of both OSA and OTSC. Wherein there is a conflict between the Bylaws or Policies & Procedures of OTSC and OSA, those of OSA shall take precedence.

U6

- Goals of the program: Provide an introduction to soccer; social interaction.
- Team Formation: Coed; Random placement; child must be 5 years of age by August 1st.
- Special Requests (placement with friend, sibling, etc.) will be accepted only with registration before July 1st in the Fall or January 1st in the Spring.
- Teams created in the Fall will be maintained in the Spring season, with new registrants to be placed equitably among existing teams or upon newly created teams when possible.

U8

- Goals of the program: Provide an introduction to soccer; develop basic understanding of rules; develop basic skills (dribbling, throw- ins, etc) in a non-competitive environment; limited travel; social interaction.
- Team Formation: By gender when possible; Random placement
- Special Requests (placement with friend, sibling, etc.) will be accepted only with registration before July 1st in the Fall or January 1st in the Spring.
- Teams created in the Fall will be maintained in the Spring season, with new registrants to be placed equitably among existing teams or upon newly created teams when possible.

U10

- Goals of the program: Provide an introduction to soccer; develop basic understanding of rules; more skill oriented than U8 (ball control, passing, shooting, position play, etc.); social interaction; travel; team play
- Team Formation: By Gender when possible; Draft; Coach option to retain up to two (2) players from said coach's team from season immediately preceding present season
- Special Requests (sibling only) will be accepted only with registration before July 1st in the Fall or January 1st in the Spring.
- Teams created in the Fall will be maintained in the Spring season, with new registrants to be placed equitably among existing teams or upon newly created teams when possible.

U12

- Goals of the program: More skill oriented than U10; competitive, social interaction; team play; strategic aspects of the game.
- Team Formation: By Gender; Draft; Coach option to retain up to three (3) players who were rostered on said coach's team during season immediately preceding present season
- Special Requests (sibling or same-sex/coed only) will be accepted only with registration before July 1st in the Fall or January 1st in the Spring. Special requests will not be allowed for players who are "playing up".

- Teams created in the Fall will be maintained in the Spring season, with new registrants to be placed equitably among existing teams or upon newly created teams when possible.

U14-U19

- Goals of the program: More skill oriented than U12; competitive, social interaction; team play; strategic aspects of the game
- Team Formation: By Gender; Draft; Coach option to retain up to two (2) players from said coach's team from season immediately preceding present season
- Special Requests (sibling or same-sex/coed only) will be accepted only with registration before July 1st in the Fall or January 1st in the Spring. Special requests will not be allowed for players who are "playing up".
- Teams created in the Fall will be maintained in the Spring season, with new registrants to be placed equitably among existing teams or upon newly created teams when possible.

Secondary Player Passes and Guest Player Passes

- OTSC shall apply Oklahoma Recreational Secondary Player Policy as defined by OSA.

Club Player Passes (CPP)

Club Philosophy: CPP will allow for more realistic and fluid movement of players between teams and levels of play. This fluid movement allows the player to be challenged at the appropriate level based on their current level of development. This movement can help reduce the 'win at all cost' team-first attitude and put the focus of player development back on the individual player. CPP should never be used to improve a team's standing in league play and should not typically be used to make sure a team has enough players for a game.

- CPP can be utilized for the following reasons:
 - a) Allowing a Recreational player to move to a Recreational Plus team in their age group.
 - b) Moving a Recreational or Recreational Plus player to a Recreational Plus team one-age division higher.
 - c) Moving a Recreational player to a higher ranked same age team or Recreational team one-age division higher.
- CPP shall only be used for League games.
- The maximum number of CPP players that can be used for any League game are below.

U9-U10 Two Secondary Players

U11-U12 Two Secondary Players

U13-U14 Three Secondary Players

U15-U19 Four Secondary Players

- CPP cannot be utilized to allow a Recreational player to move to a team more than one-age division higher unless expressly approved by the Risk Management Officer and the President.
- CPP players are required to provide the Registrar with a signed Secondary Player Permission Form and/or a Recreational Playup Request Form.
- Coaches utilizing CPP players will be responsible for informing the Registrar of roster changes no later than Tuesday preceding a Saturday game.
- Situations in which CPP will not be allowed are (but not limited to):

a) Recreational Plus player moving to a Recreational team in the same age division.

b) Recreational Plus player moving to another Recreational Plus team in the same age division.

c) If the CPP Player(s) will miss their assigned team's game.

- CPP may not be used to allow Recreational or Recreational Plus players to play for other teams in the club or teams from another club for tournament play.
- CPP approval is determined at the discretion of the Registrar, in conjunction with the Board if necessary.

Article X

Conduct

The Board of Directors shall have the authority to suspend, temporarily or permanently, the privileges of membership in OTSC of any member, player, or coach whose actions or conduct (either on or off the field) are considered unsportsmanlike, unethical, or detrimental to the reputation or well-being of the Club or any of its members.

Refund Policy

Before the start of the season, a refund, minus a \$25 administration fee, will be issued only for a medical reason or a family moving out of town.

After the start of the season (after player has been assigned to a team and coach has been in contact with parent) refunds are permissible with Registrar and President Consent less a \$25 processing fee. In the event of a player moving or medical emergency, full refund eligibility to be determined by Registrar and President.

Refunds will be issued to a coach in the amount equal to one (1) player registration fee per season.

Refunds will be issued to an Officer or Board Member in the amount equal to one (1) player registration fee per season. Refunds shall typically be issued within thirty (30) days of beginning of season.

Hardship Eligibility

Oologah-Talala Soccer Club intends that no child be denied the opportunity to participate in the soccer program due to family financial problems. Portions of player registration fees may be waived if special situations warrant such action. Hardship registrations must be approved by the Registrar, with input from the President as needed. Other Board Members do not have the authority to approve hardship registrations but may submit a request to the Registrar. The full registration fee will be charged unless a lesser fee is pre-approved. A refund will be issued if a hardship case is approved after registration.

Article XI

Any procedure, policy, or other designation not expressly identified or addressed in these bylaws, or amendment thereof, shall be determined by applicable procedures,

policies, or bylaws of Oklahoma Soccer Association (OSA), provided they do not conflict with these bylaws.

Article XII

These bylaws may be amended by a two-thirds vote of the Board provided that the amendment has been presented in writing at the previous meeting.

Article XIII

These Bylaws constitute a complete revision of any previous Bylaws and amendments of the Club and are intended to replace any previous Bylaws and amendments adopted by the Club.

Article XIV

The rules contained in the current edition of Roberts Rules of Order shall govern OTSC in all cases in which they are applicable and do not conflict with these bylaws.

Article XV

OTSC refers to the bylaws attached regarding the code of conduct for players, coaches, referees, parents and any other individual involved in the club. These policies have been set forth by the Oklahoma Soccer Association and US Youth Soccer.

Article XVI

These bylaws shall be in effect as of the 12th day of July, 2021

Mutually agreed and adopted on this day by all board members.