BYLAWS OF PONCA CITY SOCCER, INC.

ARTICLE I - NAME

The name of this organization shall be Ponca City Soccer, Inc. It shall also be referred to as “PCSI” or “Club.”

ARTICLE II - PURPOSE

The purpose of which PCSI is organized, is to provide Not-For-Profit, public, educational soccer competition for the youth.

ARTICLE III - BOUNDARIES

The Boundaries of PCSI shall be the surrounding areas generally referred to as “Ponca City” by mailing address, in addition to the areas within the city limits of Ponca City. These boundaries may include other towns within Kay County, Oklahoma, and the western areas of Osage County, Oklahoma, that may wish to participate in PCSI by petitioning the Board of Directors of PCSI and obtaining approval to join PCSI or to participate as guest team(s).

ARTICLE IV - AFFILIATION

Ponca City Soccer, Inc. shall be an Affiliated Member of, and comply with, the principles and authority of the Oklahoma Soccer Association (OSA), The United States Youth Soccer Association (USYSA), The United States Soccer Federation (USSF), and the International Federation of Association Football (FIFA).

ARTICLE V - ANNUAL GENERAL MEETING (AGM)

1. The Annual General Meeting of PCSI shall be held at the Spring Coaches meeting, if needed a secondary AGM will be held during the fall coaches meeting. The exact date and location shall be determined and published by the Board of Directors with a minimum of thirty (30) days public notice.
2. The Procedures and Debate shall be in accordance with PCSI Bylaws, Rules and Regulations, and Rules of Parliamentary Law, known as “Roberts Rules of Order.” (Abbreviated Current Edition)
3. The presence of a majority of voting members shall constitute a quorum for the transaction of business at the AGM.
4. The Order of Business at the AGM shall be as follows:
5. Call to Order
6. Roll Call of Voting Delegates
7. President and other Officer’s Reports (Example Standing Resolutions)
8. Annual Financial Report and Budget
9. Proposals for Amendments/Changes to Bylaws
10. Election of New Members of Board of Directors
11. Adjournment
12. The Minutes of the AGM will be posted for public view on PCSI website and at the PCSI Club House for 5-10 days following the AGM for inspection, and any corrections are to be forwarded to the Secretary of PCSI in written form within 14 days of the AGM. Any proposed corrections or additions will be examined for accuracy at the next regular Board Meeting after the 14 day period. Following approval, the minutes will be deemed approved and entered into the PCSI records.

ARTICLE VI - MEMBERSHIP AND VOTING

There shall be two types of memberships in this club. They shall be known as Regular (Delegate Voting) and Members and Associate (Non-Voting) Members.

1. Regular Membership shall consist of each registered team having one vote at the AGM for the purpose of voting on Amendments and/or Changes of the Bylaws, election of the members of the Board of Directors or other business that may require a vote of the regular membership. The coach of each registered team shall furnish a designated delegate for the purpose of voting, and that delegate shall properly identify him/herself to the person responsible for registering Voting Delegates at the AGM. No person may cast more than one registered team vote. Each registered team must have a separate delegate for voting purposes.
2. Association Membership in PCSI will be accepted for all persons who are parents or guardians of children participating as soccer players in PCSI or for any other persons who wish to be a member for the purposes stated in Article II.

ARTICLE VII - ADMINISTRATION

1. A Board of Directors shall govern Ponca City Soccer, Inc. Subject to the limitations set forth by Affiliate Membership and the Laws of the State of Oklahoma, all this club’s powers shall be exercised by or under the Authority of the Board of Directors, and all business and other affairs of the PCSI, shall be controlled by the Board of Directors. No Director or Spouse shall serve on the Board of Directors at the same time. Neither director nor their spouse, shall receive reimbursement for any services rendered, other than for officiating at games as a registered referee, paid directors, and paid coaches as approved in the standing resolutions. The Board of Directors and the Executive Director can spend up to $200 with approval from the Executive Director or another Board members approval.
2. The Board of Directors shall consist of nine (9) directors, or which three (3) will be elected each year by the General Membership at the Spring AGM, to serve for a three (3) year term and will be installed in office at the second meeting after the AGM. Vacancies on the Board of Directors may be deemed to exist in the event of death, resignation, or disqualification for failure to attend three (3) consecutive meetings without prior written notification and approval of the presiding officer of the Board of Directors. Directors may also be removed from office for illegal, immoral, or any other actions, which would be deemed to be contrary to the purposes stated in Article II of these Bylaws, by a two-thirds (2/3) majority vote of the Board of Directors. Vacancies that occur on the Board of Directors may be filled for the remainder of the term by person(s) appointed by the President, to serve for the remainder of the term for which the person vacating was elected and receive a two-thirds (2/3) majority vote by the Board of Directors.
3. The Officers of the Board shall be elected by the current Board of Directors at the meeting following the AGM, with the outgoing directors not being reconsidered for office. Vacancies in the Executive Committee may be filled by election from the current Board of Directors at the next meeting after the vacancy is deemed to exist. The officers and their duties shall include, but not be limited to, the following:
4. PRESIDENT – The President shall conduct regular meetings and preside over all the meetings of the Board of Directors. The President will ascertain that a quorum of at least two thirds majority members of the Board of Directors to be present at all times during the meeting, for the purpose of transacting business. In the absence of a Quorum, he/she shall table further business until the next meeting. Special meetings may be called by the President, or in his/her absence or refusal to act, by any three (3) members of the Board of Directors. The President shall be an Ex-Officio Member of all committees and shall appoint, subject to the approval of the Board of Directors, the Ex-Officio Members of the Board responsible for their areas of control within PCSI, except for the Recreational and Competitive Division Commissioners, who will be selected by their respective divisions, subject to Board approval.
5. VICE-PRESIDENT – In the absence of the President, the Vice-President shall preside at meetings of the Board of Directors and assume the duties of the office of President, until the Presidents return, or until the office is filled in accordance with Section C above. The Vice-President shall also chair the Disciplinary and Appeals Committees.
6. SECRETARY – The Secretary shall keep an accurate record of the Minutes of all meetings and shall prepare a copy of said Minutes for each member of the Board of Directors for acceptance into the records at the next meeting. The Secretary shall be responsible for maintaining all records of PCSI. In the absence of the President and Vice-President, the Secretary shall assume the duties of the Office of President until either return or the office is filled in accordance with Section C above.
7. TREASURER – The Treasurer shall be responsible that all monies of PCSI are being properly accounted for, deposited, and disbursed in a timely, and proper fashion. The Treasurer shall be responsible for developing the Annual Budget to be presented to the Board of Directors and regular membership at the AGM. In the absence of the President, Vice-President, and Secretary; the Treasurer shall assume the duties of President until either of the three (3) return or the office is filled in accordance with Section C above.
8. Ex-Officio members of the Board of Directors shall be appointed by the President, to serve for the length of time for which their duties may require, subject to the approval of the two-thirds (2/3) majority of the Board of Directors. Ex-Officio members, if not elected Board Members, shall include, but not be limited to, the following: Field Commissioner, Concessions Commissioner, Recreational Division Commissioner, Player Development Commissioner and Competitive Division Commissioner. The Recreational and Competitive Division Commissioners will be selected by their Respective Divisions, subject to the approval the two-thirds (2/3) majority of the Board of Directors. If a Divisional Commissioner is not selected by their Respective Divisions, the President will appoint a Divisional Commissioner, subject to approval of the two-thirds (2/3) majority of the Board of Directors. Commissioners will attend meetings of the Board of Directors and will furnish full accountability for the operation of their respective areas of control to the Board.

ARTICLE VIII – EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall consist of the President, Vice-President, Secretary, and Treasurer. The Executive Board shall serve between Board of Directors meetings for either emergencies and/or for duties bestowed upon them by the Board of Directors. The Board of Directors at their next scheduled meeting must ratify all actions by the Executive Committee after such Executive Committee meeting (s).

ARTICLE IX – EXECUTIVE DIRECTOR

The Executive Director may be an individual or a Corporate Entity represented by an individual, employed by PCSI under contract, to serve as directed by the Board and Persons specifically appointed and directed by the Board to act in its behalf. The Executive Director shall maintain care and custody of all monies and records. The Central Office of PCSI shall furnish a Financial Report to the Board at each monthly meeting and shall furnish an Annual Report to the regular membership at the AGM. The Executive Director shall hold an Ex-Officio Position on the Board of Directors and shall attend all meetings of the Board.

ARTICLE X – FEES

The Board of Directors will determine the amount of fees required for participation for all registered Teams/Players at least thirty (30) days prior to Registration, so that the Divisional Commissioners can present the fee requirements to the membership of their Respective Divisions at, or prior, to registration.

ARTICLE XI – RULES AND REGULATIONS

1. The Rules and Regulations for the Executive Committee, the Recreational Division, the Developmental Division, the Competitive Division, and the Amateur Division; shall serve as the basis for the standard operating procedures of this Club and may be amended by a two-thirds (2/3) majority of the Board of Directors.
2. The Secretary will furnish all changes and/or amendments to the Rules and Regulations of the Executive Committee for the purpose of conducting the business of the Board to the Board of Directors for approval at the next meeting. Unless otherwise specified, any amendments/changes shall become effective at the beginning of the subsequent seasonal year.
3. Their respective Commissioner will furnish all changes and/or amendments to the Rules and Regulations of the Recreational and Competitive Divisions to the Board of Directors for approval at the next meeting. Unless otherwise specified, any amendments/changes shall become effective at the beginning of the subsequent seasonal year.

ARTICLE XII – COMMITTEES

DISCIPLINARY COMMITTEE- Members of the Disciplinary Committee will be appointed by the Board of Directors at the second meeting following the AGM for the purpose of resolution of misconduct or conflicts from the lower authorized bodies of PCSI. The Disciplinary Committee will be chaired by the Vice-President and will consist of two other members of the Board of Directors that are not part of the appeal committee. All decisions of the Disciplinary Committee will be final unless overturned by the next higher authority.

APPEALS COMMITTEE – Members of the Appeals Committee will be appointed by the Board of Directors at the second meeting following the AGM for the purpose of hearing appeals from the lower authorized bodies of PCSI. The Appeals Committee will be chaired by the Vice-President and will consist of two other members of the Board of Directors. All decisions of the Appeals Committee will be final unless overturned by the next higher authority.

1. The Disciplinary Committee will only hear issues as recommended by the Board (see above).
2. Procedure for filing a grievance with the Board is as follows:
3. The concerned individual shall present to a Board member, the Recreational Commissioner, or the League Commissioner, the issue in writing and signed to be considered. Issues can also initiate from Board members, the Recreational Commissioner, or league Commissioner.
4. The Committee may deal with these issues as deemed in the best interest of the organization and can include probation and/or suspension of team(s), player(s), coach(es), and forfeiture of games(s).
5. A verbal decision will be given following the hearing, followed by a written confirmation within four (4) days of the hearing.
6. Decisions and actions of this Committee can be appealed to the full Board if the appeal is presented in writing to the PSCI President within five (5) days after the hearing.

ARTICLE XIII – AMENDMENT OF BYLAWS

1. Any Team Representative may present proposed amendment changes to the Board of Directors for replacement on the agenda of the next AGM. The Proposed Amendment or Change to the Bylaws must be presented to the Board of Directors in writing prior to January 15th.
2. All such proposed amendments shall be listed with the notice of AGM to the Voting Membership of PCSI at least thirty (30) days prior to the AGM at which such amendments will be considered.
3. An Amendment or Change to the Bylaws shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the voting membership present at the AGM, provided a Quorum is present.
4. Any amendment to these Bylaws adopted at the AGM shall become effective at the beginning of the subsequent seasonal year.

ARTICLE XIV – RATIFICATION

The Ratification and signature of seven (7) members of the 2022/2023 PCSI Board of Directors shall be sufficient for the Establishment of these Bylaws.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SUBSCRIBED OUR NAMES THIS \_\_\_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

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