**Bylaws of the**

**Pea Ridge Thunder Soccer Club**

 **Pea Ridge**, **AR**

**ARTICLE I. NAME**

The name of the organization shall be the Pea Ridge Thunder Soccer Club (PRTSC).

**ARTICLE II. PURPOSE**

The Pea Ridge Soccer Club (hereafter referred to as the Club or PRTSC or Pea Ridge Soccer Club) shall function as a non‐profit organization of the Arkansas Soccer Association. The Club will elect Officers, Officers, and enlist the help of coaches, referees, and parents to meet its purpose. All positions in this organization are voluntary; there are no salaried positions. The Club shall collect membership fees to support soccer activities and abide by the bylaws and rules of the Arkansas State Soccer Association.

The purpose of the Club is to promote and advance recreational and classic soccer programs in the city of Pea Ridge and the surrounding community.

**ARTICLE III. MEMBERSHIP**

All administrators, coaches, and players who are residents or who are in neighboring communities to Pea Ridge are eligible for membership in the PRTSC. All players are required to be registered with the Arkansas State Soccer Association.

Any interested person who is not an administrator, coach or player may, for a nominal membership fee to be determined by the Board of Directors, become a voting member.

**ARTICLE IV. OFFICERS**

SECTION 1. Officers: There shall be at least 5 and no more than eleven (11) Officers who are elected by a simple majority vote of the general membership. The Officers shall meet at regular monthly meetings and any necessary called special meetings, and administer the business of the Club and enforce all rules and regulations of the Club and/or ASSA. The Officers shall determine Club policies and enlist coaches and parental‐community support for Club activities.

The following officers will make up the Board of the PRTSC: President, Vice President, Secretary, Treasurer, Equipment and Field Officer, Coaching and Referee Officer

a) No Officer shall hold more than one office at a time.

b) Officers shall serve one‐year terms. Officers may succeed themselves in office upon re‐election by the General Membership. Officers may not serve more than three consecutive years in any one position.

c) Officer vacancies shall be filled through a simple majority vote of the remaining Officers and shall serve until the next annual club election.

d) Any Officer shall be removed from office by a full‐consensus vote of the Officers excluding the Officer being removed.

e) Any Officer not attending three consecutive meetings without a reasonable cause shall have his/her office declared vacant by the Board. The President shall then appoint a new member to fill the vacancy until the next annual election.

f) Four Officers shall constitute a quorum at Board meetings and a majority of votes shall decide all issues.

g) Meetings shall be conducted using Robert’s Rules of Order

**ARTICLE V. DUTIES OF THE OFFICERS**

Five of the Officers shall hold the following offices: President, Vice President, Treasurer, Secretary, Equipment and Field Officer, Coaching and Referee Officer

a) The President shall be the presiding officer for the Club and shall serve ex‐officio on all Club Committees. The President shall oversee and coordinate all Club activities. Along with the Treasurer, the President shall administer the Club's financial accounts, resources and equipment. The President shall insure that the Club bylaws, list of Officers and League Policies are updated annually and that they are on file and comply with our governing bodies such as City of Pea Ridge and ASSA regulations.

The President elect shall have served a minimum of one (1) full term as a former or current Officer when possible. The President will also represent the PRTSC at meetings with other associations.

b) The Vice President shall act in the absence of the President with the same power and authority, and shall perform such administrative duties as may be assigned to him/her by the President. The Vice-President shall appoint the members to the Standing Committees in Article V.

c) The Treasurer shall act in the absence of the President and Vice President with same power and authority and shall perform such duties as may be assigned by the President. The Treasurer shall keep a detailed account of all income and expenditures and provide a financial report at each meeting. The Treasurer shall have the authority to pay bills as long as all checks are co-signed by the President or Equipment Manager.

The Treasurer will make out an annual budget for approval by the Board. The Treasurer will submit all tax forms and file all tax records

The Treasurer will be the liaison and organize any Finance Committees which may include: Booster, fundraising, concessions and sponsorship.

d) The Secretary shall record and maintain the minutes of the Club's monthly, special, and annual meetings. The Secretary shall keep the Records of the PRTSC. Records shall include various Club data bases, registrar reports, secretary reports, treasurer reports, approved minutes, agendas, correspondence, and any official business records. The Secretary shall prepare the Club agenda before each meeting, secure meeting locations, documented, and post meeting notifications.

With the Board’s approval, the Secretary shall appoint a Registrar or act as the Registrar for the PRTSC. The Registrar shall keep all registration records and administer all insurance claims. The Registrar shall insure that the Spring/Fall player enrollments meet ASSA Registrar’s formation guidelines. The Registrar shall be responsible for attending the ASSA Registrar’s workshop, providing player registration forms, collecting player registrations, player fees, player passes, overseeing the setting of team rosters and adding players. Monthly registrar reports shall be presented to the Officers and governing bodies at the special monthly and annual meetings.

f) The Equipment and Field Officer shall oversee the nets, flags, and other property of the PRTSC and shall appoint assistants when necessary. The Officer shall oversee field maintenance as required. This includes mowing, marking the fields prior to games, maintaining nets and goals, security of marking equipment, coaching equipment, maintenance of bathrooms, and opening and locking of gates. The Officer shall supervise the purchase of all equipment, including: uniforms, medals, trophies, balls, goals and nets.

g) The Coaching and Referee Officer shall oversee recruitment of the volunteer coaches. The Officer shall also oversee the coaching training and that coaching background checks are completed.

With the Board’s approval, The Coaching and Referee Officer shall appoint or act as the Referee Assignor. The Referee assignor shall have the responsibility of recruiting and assigning all referees and assistant referees for the PRTSC Referee Unit and shall represent all referees in meetings. The Referee Assignor shall attain certification through Arkansas Soccer Association and be responsible for monitoring the seasonal schedule.

**ARTICLE VI. STANDING COMMITTEES**

Standing committees of the SFC shall include: coaching committee, appeal and discipline committee, referee committee. All committee members are appointed by the vice president and approved by the Officers.

Section 1 – Coaching Committee. The coaching committee shall be comprised of no less than three persons who will be responsible for recruiting coaches for the recreational and classic programs as well as scheduling coaching clinics on a regular basis or as need arises. The chair of the coaching committee shall possess a D license or higher.

Section 2 – Appeal & Discipline Committee. The appeal & discipline committee shall be comprised of no less than three members and no more than five members of which, one person must represent players. The purpose and power of the appeal & discipline committee is to consider protests and appeals from players, coaches, and membership as well as to investigate situations and incidents that were left unresolved by players, coaches, or membership. In the event, a party disagrees with the decision of the appeal & discipline committee; the case may be appealed to the executive board within 5 working days after the decision is received. The appeal should include $100 and a justification of the appeal. Documentation considered for such an appeal must be the identical documentation considered in the appeal & discipline committee’s decision.

Section 3 – Referee Committee. The referee committee shall be comprised of no less than three certified referees, one of which is responsible for scheduling referees for the recreation and classic programs. The other two referees shall be responsible for regular assessment of referees as well as the scheduling of new referee clinics, re-certification clinics, and in-service sessions.

**ARTICLE VII. AFFILIATIONS**

The Club shall be a member of the Arkansas State Soccer Association (ASSA) and abide by all the rules and regulations of the United State Soccer Federation of which the ASSA is affiliated.

**ARTICLE VIII. ELECTIONS**

The Club will have an Annual General Meeting, in which all members (players, parents, and officials) can attend. Elections will be held at the Annual General Meeting. All members are eligible to cast one vote per family. Members must be present to vote. A member is a registered coach or referee, Officer, parent of a registered player, or a registered player that is 18 years of age or older.

**ARTICLE IX. AMENDMENTS**

These bylaws can be amended at any Annual General Meeting by a two-thirds vote of the voting membership present. All amendments must be submitted in writing to all officers no less than three weeks prior to the meeting and made public to all membership. It is the responsibility of the person proposing the amendment to deliver the proposed changes to the officers no less than three weeks prior the meeting.

**Amended and adopted**

**June 18, 2015**

**Signed**

**President: Corey Sears**

**Vice President: Levi Staten**

**Secretary: Taryn Jones**

**Treasurer: Virginia Force**