



Graves County Soccer Association, Inc
P. O. Box 5059
Mayfield, KY 42066

GCSA By-Laws
Revised 03/05/07

Approved Andrew Henden

Graves County Soccer Association
By-Laws

Article I Name & Mission

- A. The name of this organization shall be Graves County Soccer Association, Inc., to be hereinafter known as GCSA.
- B. The mission of the GCSA is to foster, promote and advance the cause of soccer in Graves County, Kentucky and to guard the interests of its members.
- C. GCSA shall be a non-profit organization and shall have no salaries paid to its officers.

Article II Administration

- A. The affairs of GCSA shall be administered by a Board of Directors to be hereinafter known as The Board.
- B. The Board shall consist of President, Vice President, Secretary, Registrar, Referee Assigner, Programs Manager, Scheduler, Coach Coordinator and Competitive Coordinator.
- C. The official business of The Board shall be conducted if a quorum of officers is present at any meeting. A quorum shall consist of a Majority of the standing officers.
- D. Program advisors to the Board consist of the following positions: Director of Operations, Director of Player Development, TOPS Coordinator, Kinder Soccer Coordinator, Adult Coordinator, Field Manager, Maintenance Manager, and Area Coordinators. These positions are advisory, non-voting positions and are appointed by the President.

Article III Membership

- A. A member is defined as a family living at one residence who has a child/children registered to play soccer with GCSA for at least one playing season of the fiscal year. Each family has one vote to be cast in election of The Board by an adult member of the family. Voting by proxy shall not be allowed.
- B. Elections shall be held annually at the end of spring recreational season to fill vacancies of The Board.
- C. Board meetings shall be held at least once per month, at least 10 months of the year, on the 2nd Monday of the month at 6:30 pm. locations shall be determined by the President and shall be available upon request.

Article IV Affiliation

GCSA shall be an affiliated branch of and comply with the authority of the United States Soccer Federation (USSF) and the United States Youth Soccer Association (USYSA) and the Kentucky Youth Soccer Association (KYSA).

Article V Election of Officers

The officers shall be elected by nomination and /or ballot at an annual election to be held at the end of the spring recreational soccer season. Offices are to be held for a 2 year term. Nominations shall be accepted to fill positions prior to the election date. Elections by ballot will be held to decide the position when multiple names are submitted for one position. In the case of only one nominee for a position, the position will be considered filled with no election necessary for that office. Positions filled (either by single nominee or ballot election) shall be entered into the board meeting minutes at the June meeting. Positions with no nomination will be appointed by the President at the June board meeting, subject to approval of majority of Board Members.

Elections shall be held each year to fill one slate of officers and vacant positions.



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The following shall be listed on slate one (elected in odd years): President, Registrar, Scheduler and Coach Coordinator.

The following shall be listed on slate two (elected in even years): Vice-President, Secretary, Referee Assigner, Competitive Coordinator and Program Manager.

Section 1. Officers of GCSA

A. Officers of GCSA shall consist of the President, Vice-President, Secretary, Registrar, Scheduler, Coach Coordinator, Referee Assigner, Competitive Coordinator and Programs Manager.

B. These officers shall constitute The Board. No person shall be elected to more than one office concurrently.

Section 2. Duties of the President

- Preside over Board Meetings
- Appoint vacancies in Board, subject to approval of Board Members
- Oversee all activities of GCSA

Section 3. Duties of the Vice President

- Solicit donations for GCSA
- Organize fundraising events as directed by the Board
- Assume the duties of the president when the president is unable to perform his/her duties.

Section 4. Duties of the Secretary

- Record minutes of all meetings of The Board
- Attend to official correspondence of GCSA
- Maintain the official records of GCSA
- Document attendance of board members at official meetings
- Organize media coverage/advertising of GCSA activities

Section 5. Duties of the Director of Operations

- Oversee daily operations of GCSA
- Record the financial business of GCSA
- Submit financial reports to The Board at each monthly meeting
- Authorize payment of bills incurred by GCSA
- Service as purchasing agent for GCSA
- Coordinate bank accounts for the business of GCSA
- Submit a budget to The Board upon request
- Ensure the timely submittal of tax returns for GCSA
- Ensure all accounting records are properly retained
- Communicate with The Board concerns/complaints from membership

Section 6. Duties of the Registrar

- Submit registration guidelines, registration forms, and materials for approval by The Board
- Coordinate registration for each soccer season
- Organize and preside at team formation according to guidelines approved by GCSA and in accordance with KYSA guidelines
- After registrations have been balanced, turn all registrations funds over to the Director of Operations
- Submit to KYSA rosters and player information as required
- Maintain a database of GCSA members to include information on administrators, players and coaches
- Oversee Area Coordinators



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Section 7. Duties of Director of Player Development

- Coordinate training sessions for players and coaches
- Train players in all aspects of soccer skills

Section 8. Duties of the Coach Coordinator

- Maintain a list of people who are interested in serving as coaches/assistant coaches
- Organize coach development programs/clinics as approved by The Board
- Oversee the enlistment of coaches for each soccer season
- Arrange for and preside at coaches meetings each season to explain the philosophy of the program, the expectations of The Board
- Clarify matters pertaining to the organization of teams, practices and/or games
- Insure coaches understand their responsibility to notify Scheduler of all scheduled games as well as scheduled modifications and game cancellations

Section 9. Duties of the Referee Assigner

- Maintain a list of qualified people who are interested in serving as referees and/or linesmen
- Submit recommendations as to development of registered and club referees
- Arrange for and preside at referee/linesmen meetings each season
- Schedule referees for all home game for GCSA at Hamilton Park
- Submit request for payment of referees to the Director of Operations at least twice a month during playing season
- Schedule recertification clinics for referees

Section 10. Duties of the Scheduler

- Proposes for Board approval the annual schedule of playing sessions for GCSA programs
- Maintains the master schedule of all events at Hamilton Park
- Schedules games for recreational teams for GCSA outdoor playing season
- Provides field schedules for Hamilton Park to Competitive Coordinator/Teams prior to competitive scheduling
- Maintains the field schedule throughout the season
- Forwards the completed schedules to Webmaster for publication on the Web page
- Forwards the completed schedules to the Coach Coordinator for distribution
- Forwards the completed schedules to the Referee Assigner

Section 11. Duties of the Program Manager

- Oversee Promotion of soccer in local community, school systems and government agencies

Section 12. Duties of the Competitive Coordinator

- Recruit coaches for competitive teams
- Organize tryouts in cooperation with coaches
- Provide information-contacts, tournaments, field availability, etc to competitive teams
- Notify competitive coaches of scheduling meeting
- Ensure all teams are in compliance with KYSA competitive guidelines
- Have player passes stamped by State Officer

Section 13. Duties of the Maintenance and Field Managers

- Arrange for the maintenance of the physical property under their authority
- Recommend to The Board needed improvements/repairs for the physical property under their authority



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Section 14. Duties of TOPS, Kinder Soccer, and Area Coordinators

- Assist Registrar with registration for their program
- Assist Registrar with team formation for their programs if applicable
- Promote the soccer program for their program
- Publicize and organize registration according to GCSA guidelines for their programs
- Serve as a contact for other board members and GCSA business for their programs

Article VI Powers of Direction

- A. The Board shall transact all business of the GCSA and shall have power to enforce the Bylaws and Policies subject to the approval of the membership.
- B. Specific powers of The Board shall be as follows:
- To propose rules and regulations governing competitions consistent with GCSA Bylaws and Rules and Regulations
 - To coordinate inter-league, State and National competition within GCSA boundaries
 - To appoint, suspend or remove any officer of The Board by prescribed methods
 - To select GCSA representative teams, coaches and managers for all GCSA representative games
 - To designate the time and location of board meetings which shall be made known to the board members beforehand
 - To appoint committees and define the scope of their activities within GCSA bylaws
 - To act on instances which may occur during competitions and which are not covered by specific Rules and Regulations
- C. Official business of The Board shall be conducted when a quorum of The Board is present.
- D. Board members absenting themselves from three (3) consecutive meetings without cause shall have their office declared vacant at the discretion of The Board. The vacant office shall be filled by appointment, subject to approval by a majority of The Board, until the next regular election of officers shall be held.
- E. Meetings of The Board shall be open to the membership of the organization and to the public with the exceptions of meetings or Portions of meetings which shall be declared closed to address issues of disciplinary action.

Article VII Amendments to the Bylaws, Rules and Regulations

- A. Amendments to the Bylaws, Rules and Regulations shall be made during general/special meetings of The Board.
- B. Amendments shall be by two-thirds (2/3) majority vote of the members present.
- C. Proposed amendments by members must be made in written motion no less than thirty (30) days prior to a scheduled Board Meeting to the secretary.

Article VIII GCSA Board of Directors (Voting Members):

Andrew Herndon, President
Chris Green, Vice President
Sharla Herndon, Secretary
Melissa Haley, Scheduler
Ron Conyee, Program Manager

Teresa Herndon, Coach Coordinator
Zan Damell, Referee Assigner
Stacy Overby, Registrar
Brad McAlpin, Competitive Coordinator

Article IX Conclusion

These bylaws, as set forth above, will be adhered to by the Association as failure to comply can result in disciplinary action being taken against any person not in compliance. This document became effective 6-2-98; last revised 3-5-07.