

ALMADEN VALLEY SOCCER CLUB BYLAWS

ARTICLE I. REGISTRATION

Section 1. Applicants to the Almaden Valley Soccer Club shall submit:

- A. Completed appropriate player registration form.
- B. Full payment of all fees.
- C. Proof of date of birth.
- D. Any required identification.
- E. Additional information as may be required.

Section 2. Refund requests shall be administered according to the Refund Policy provided at the time of Registration. The Board of Directors shall reserve the right to issue refunds in exceptional circumstances.

Section 3. No applicant shall be allowed to participate in an Almaden Valley Soccer Club ("AVSC", "Club" or "Organization") activity until officially registered.

ARTICLE II. PROGRAMS

Section 1. The League will administer programs that align with the Purpose Statement and Core Values. The primary club colors of AVSC are dark green, gold, black and white.

Section 2. The Club shall provide a recreational soccer program. This program will create opportunities for the youth of the Bay Area to play soccer at a development level of play.

Section 3. The Club shall provide a tiered competitive soccer program that allows players to increase their skills in a more challenging and rigorous environment. This program will be administered according to the rules and procedures of the governing body of the league or competition of which the competitive teams will participate.

Section 4. Other programs shall include tournaments, camps, clinics and school based programs,

ARTICLE III. DUTIES OF OFFICERS

Duties of the Board of Directors of this Organization are as follows:

President

The President shall conduct all meetings of the Board of Directors and cast a vote only in case of a tie. Appoint at the beginning of the season, as appropriate and subject to the approval of the Board of Directors, Club Coordinators and Directors and the standing committees and/or the committee chairmen, who do not fall under the jurisdiction of a member of the Board of Directors. Shall represent or assign a representative of AVSC at all related activities and functions of affiliated district and state associations, San Jose Community Services, and San Jose Unified School District.

Vice President

The Vice President shall succeed to the powers of the President in the absence of the President. Shall review and update as necessary the Policies and Procedures. Shall lead the Disciplinary and Grievance Committee.

Secretary

The secretary shall be responsible for the accuracy and promptness of all AVSC administrative communications. Including, records of all meetings, maintaining minutes and scheduling all AVSC Board Meetings.

Treasurer

The treasurer shall be responsible for the accuracy and promptness of all AVSC financial transactions and record keeping. The Treasurer shall prepare books for tax returns by March 31st and will be responsible for processing payroll and paying all associated taxes and insurance.

Optional Directors

Shall be responsible for a defined Almaden Valley Soccer Club function as determined by the Planning Committee and ratified by the Board of Directors.

Duties of Non-Voting Positions of this Organization are as follows:

Past President

Shall be responsible for assisting the President with the running of the Organization, especially at the beginning of his/her term of office. Shall act as historian, providing congruity from one term to another.

Executive Director

The Executive Director shall be appointed and approved by the Board of Directors. The Executive Director shall manage and operate the Organization on a day-to-day basis, subject to contractual agreement, the authority granted by these Bylaws, and such authority that may be granted from time-to-time by the Board of Directors. The Executive Director shall present annual objectives for the Organization. These objectives will be agreed upon and approved by the Board of Directors at the end of each calendar year. Changes to the Executive Director's duties and scope shall be approved by the Board of Directors.

ARTICLE III. STANDING COMMITTEES

The following are standing committees (with number of Members) and general responsibilities. Other committees may be appointed by the President following notification to the general membership when feasible and confirmed by the Board of Directors.

Disciplinary and Grievance Committee: Responsible for hearing protests or grievances and determining Club disciplinary action, in accordance with CYSA and/or NorCal guidelines for allegations or grievances within its authority. The Disciplinary and Grievance Committee may initiate proceedings against any player, parent, guardian, coach, manager, team assistant, employee, club officer, or spectator, or, in the case of a referee, employed by this Organization. The proceedings may be initiated based on information brought to the attention of the Board of Directors or the Disciplinary and Grievance Committee through complaints, reports of incidents, or information obtained during the course of protest. Notice of a Disciplinary and Grievance hearing must contain a brief statement of the reasons for the initiation of the proceedings. Parties against whom such proceedings have been brought may, with a proper hearing, be suspended, barred completely, or otherwise disciplined. This committee shall consist of the Vice President and two (2) additional Board Members.

Policies and Procedures Committee: The Policies and Procedures Committee may be formed and shall meet as directed by the Board of Directors. The AVSC President shall appoint a Chairman and members for the Committee. A minimum of two (2) AVSC Board Members shall participate on the Committee when called to meet. Membership on the committee may rotate among the Board Members. The Committee shall be governed by AVSC's Bylaws and Policies and Procedures.

Planning Committee: Shall be composed of the President, Vice President, Secretary, Treasurer, Executive Director, and any other Officers who choose to participate. Shall meet no later than September 30 to establish organizational needs for the coming calendar year, including any necessary Optional Officers board positions and/or modifications to existing roles.

Compensation Committee: Shall be composed of the President, Vice President, Treasurer, and up to one (1) additional Officer at the discretion of the President. Shall be responsible for establishing the salary and incentive plan for the Executive Director, and provide consultation and guidance for compensation of other senior staff positions. Shall evaluate and determine the achievements of goals specified in the annual incentive plan, and report results of compensation actions to the Board.

ARTICLE IV. FINANCIAL AND SEASONAL YEAR

The financial year shall be the same as the calendar year. The seasonal year shall be from August 1st through to July 31st with insurance coverage for the same time period.

ARTICLE V. RESPONSIBILITIES

Members shall abide by all AVSC governing documents. A plea of ignorance to the Constitution, Bylaws, Policy and Procedure of this Club is not sufficient defense and violators may expect appropriate action by the Board of Directors. The Club shall not assume, nor be liable for, the debts nor financial responsibilities, either implied or incurred, of any of its members.

All fundraising activities require AVSC Board of Directors approval. Fundraising proposals shall include specific information on the nature of the fundraising activity and how the proceeds will be used.

The Board of Directors shall make policies regarding the use of the Corporation's Tax ID. No one shall use the Tax ID of the AVSC for any financial transaction or fundraising effort without prior approval by the AVSC Board of Directors.

Amended December 2024