

LAREDO HEAT YOUTH SOCCER CLUB
BY-LAWS

BOARD OF DIRECTORS

President – Shashi Vaswani
Vice President – Priya Vaswani
Secretary – JJ Vela
Treasurer – Edith Ortiz
Board Member – Rishi Vaswani

ADVISORY DIRECTORS

LAREDO HEAT STAFF

Director of Administration – Edith Ortiz
Director of Communication – Rishi Vaswani
Director of Operations – Horacio De La Torre
Director of Coaching – Memo Sifuentes

TABLE OF CONTENTS

ARTICLE I: ELECTIONS & APPOINTMENTS	3
Section 1: Qualifications	
Section 2: Voting Eligibility	
Section 3: Board Term or Appointment	
ARTICLE II: BOARD OF DIRECTORS DUTIES	4
Section 1: President	
Section 2: Vice President	
Section 3: Secretary	
Section 4: Treasurer	
Section 5: Board of Directors General Duties	
Section 6: Advisory Directors General Duties	
ARTICLE III: APPOINTED DUTIES	6
Section 1: Director of Administration	
Section 2: Director of Communication	
Section 3: Director of Operations	
Section 4: Director of Coaching	
ARTICLE IV: REGISTRATION	8
Section 1: Forms	
Section 2: Player Compliance & Eligibility	
Section 3: Player Fees & Payments	
ARTICLE V: CONDUCT & GRIEVANCES	9
Section 1: Conduct	
Section 2: Grievances	
ARTICLE VI: VISION & MISSION STATEMENT	10
Section 1: Vision Statement	
Section 2: Mission Statement	
Section 3: Core Values	
ARTICLE VII: BUDGET & FINANCE	11
Section 1: Annual Budget	
Section 2: Cash Handling	
Section 3: Concessions Agreements	
Section 4: Sponsorship Agreements	
ARTICLE VIII: AMENDMENT OF BY-LAWS & SUSPENSION OF THE RULES	12
Section 1: Amendments of By-Laws	
Section 2: Suspending the Rules	

ARTICLE I:

ELECTIONS & APPOINTMENTS

Section 1: Qualifications

- a. An individual seeking a Board and/or Appointed Director position shall have complete one active (or affiliated) previous season with the Laredo Heat SC. This may be a member, parent/legal guardian of participants and/or coaches, volunteers and persons who are associated with the daily activities of the Laredo Heat SC;
- b. An individual seeking a position on the Board of Directors shall complete a Laredo Heat application and meet the minimum requirements;
- c. The Director of Administration and Vice-President will make accessible the Board application form on the Laredo Heat SC website;
- d. Individuals must be in good standings with Laredo Heat SC;
- e. Must pass and maintain a clean criminal background check during their term of office or appointment. A candidate entitled to appeal board decision by submitting a written letter of appeal to the Board of Directors for review and evaluation on a case-to-case basis;
- f. Must not have any disciplinary or unresolved pending actions with the Laredo Heat SC or any organization which the Laredo Heat SC may be affiliated;
- g. Must not have any pending criminal cases;
- h. Must pass and maintain certification as applicable;
- i. Must not owe monies, fines, equipment, or dues to the Laredo Heat SC or any governing Association Laredo Heat SC may be affiliated;
- j. Must not have been arrested, or have charges involving moral turpitude or related offenses.

Section 2: Voting Eligibility

- a. Must be on Board of Director's in good standing;
- b. Must be 18 years of age to vote;
- c. Only one ballot per Director will be allowed to the cast;
- d. Must not owe any monies, fees, dues or equipment to Laredo Heat SC.

Section 3: Board Term or Appointment

- a. Board of Director term of office shall be four years and may be reappointed for additional terms;
- b. Advisory Directors term shall be for two program season years, and may be reappointed for additional terms;
- c. Appointed Directors shall be for two program season years and may be reappointed for additional terms.

ARTICLE II:BOARD OF DIRECTORS DUTIES

Section 1: President

- a. Shall preside at all regular, closed and retreat meetings of the Board of Directors;
- b. Shall provide leadership for the promotion of all Laredo Heat SC activities;
- c. Shall communicate to the Board of Directors on such matters deemed appropriate and make suggestions to promote the welfare of the Laredo Heat SC;
- d. Shall have the authority to investigate complaints, irregularities, and condition detrimental to the Laredo Heat SC and defer those warranting further investigation;
- e. Shall have authority to appoint standing and special committees and will notify the Board of Directors of such Committees;
- f. Shall have the authority to purchase items on behalf of the Laredo Heat SC in accordance to the Laredo Heat SC By-Laws;
- g. Shall serve as the Board representative at all governing organization meetings involving Laredo Heat SC;
- h. Shall have the authority to recommend to the Board of Directors the suspension or removal of any appointed director and/or team parent not adhering to the By-Laws, Code of Conduct, or Game Day Rules. Shall bring all recommendations to the Board for approval.

Section 2: Vice President

- a. Shall preside at all meetings as listed under the President in the absence of the President;
- b. In case of incapacitation or resignation of the President, the Vice President shall assume the duties of the President for the remainder of the term;
- c. Shall have the authority to investigate complaints, irregularities, and conditions detrimental to the Laredo Heat SC and defer those warranting further investigation
- d. Shall have the authority to recommend to the Board of Directors the suspension or removal of any appointed director and/or team parent not adhering to the By-Laws, Code of Conduct, or Game Day Rules. Shall bring all recommendations to the Board for approval;
- e. Shall have the authority to purchase items on behalf of the Laredo Heat SC;
- f. Shall oversee and will assist the President (and designee) for the supervision of appointed directors.

Section 3: Secretary

- a. Shall keep a record of the procedures and minutes of each board meeting, and provide a copy for each Board of Directors member at each board meeting;
- b. Copies of the board meeting minutes and any reports needed at meetings

- c. Shall keep, store and record all official correspondence for the Laredo Heat SC;
- d. Shall oversee and is responsible to work with the Director of Administration for event and activities within the year approved by the Board of Directors;
- e. Shall oversee and be responsible for sending correspondence on behalf of the Laredo Heat SC, approved by the board.

Section 4: Treasurer

- a. Shall keep an accurate record on all Laredo Heat SC sponsorships, financial aid, and fees
- b. Shall be responsible for maintain and tracking a complete listing of Laredo Heat SC membership dues;

Section 5: Board of Directors General Duties

- a. All elected Board of Directors are voluntary positions
- b. An Annual Budget shall be approved prior to any financial transaction by the academy each year;
- c. All checks will be signed off by President;
- d. The Board of Directors shall approve the monthly salaries for all paid positions at annual meeting.
- e. Shall raise a minimum of \$2,000

Section 6: Advisory Directors General Duties

- a. Shall be appointed and approved by the Board of Directors;
- b. Shall serve a 2-year term;
- c. Shall be appointed at the annual meetings;
- d. Advisory Directors do not have voting authority;
- e. Shall be invited to all Board Meetings;
- f. Shall be allowed to provide advice and comment at Board meetings when recognized by the President;
- g. Shall raise a minimum of \$1,000 on an annual basis.

ARTICLE III:

APPOINTED DUTIES

Section 1: Director of Administration

- a. Is a non-voting member;
- b. Works on behalf of the Board of Directors to implement the policies and vision approved by the Board;
- c. Oversees and manages the day to day administration of Laredo Heat SC;
- d. Acts as "Registrar" for all Laredo Heat SC with the aid of the Board of Director Secretary;
- e. Will place players in the appropriate teams by birth year;
- f. Shall be responsible to uphold the By-Laws, Code of Conduct at all Laredo Heat events, games, and activities;
- g. May represent Laredo Heat SC at public and community events;
- h. Shall work in collaboration with Director of Communication, Director of Operations, and Director of Coaching.

Section 2: Director of Communication

- a. Works on behalf of the Board of Directors to implement the policies and vision approved by the Board;
- b. Oversees and manages the day to day communications of Laredo Heat SC;
- c. Shall be responsible for all communications within the organization, including players, parents, and coaches
- d. Shall be responsible for the Laredo Heat SC organization Application
- e. Shall be responsible for attendance of Laredo Heat SC
- f. May represent Laredo Heat SC at public and community events;
- g. Shall work in collaboration with Director of Administration, Director of Operations, and Director of Coaching.

Section 3: Director of Operations

- a. Works on behalf of the Board of Directors to implement the policies and vision approved by the Board;
- b. Oversees and manages the day to day operations of Laredo Heat SC;
- c. Shall be responsible to uphold the By-Laws, Code of Conduct at all Laredo Heat events, games, and activities;
- d. Organizes and coordinates practices, scrimmages, games, leagues, and tournaments;
- e. Shall assure all Laredo Heat SC equipment is purchased prior to first day of use as decided by Board of Directors;
- f. Shall be responsible for equipment inventory and assess equipment needs for Laredo Heat SC;
- g. May represent Laredo Heat SC at public and community events;
- h. Shall work in collaboration with Director of Administration, Director of Communication, and Director of Coaching.

Section 4: Director of Coaching

- a. Works on behalf of the Board of Directors to implement the policies and vision approved by the Board, reporting to the Director of Administration, Director of Communication, and Director of Operations;
- b. Oversees and manages the day to day coaching of the Laredo Heat SC;
- c. Shall be responsible to uphold the By-Laws, Code of conducts at all Laredo Heat events, games, and activities;
- d. Shall be responsible being the open line of communication within all levels of Laredo Heat SC;
- e. Shall be responsible for the development of coaching staff, parents, and players within Laredo Heat SC;
- f. Shall consistently keep the Board of Directors informed of Laredo Heat SC;
- g. May represent Laredo Heat SC at public and community events;
- h. Shall work in collaboration with Director of Administration, Director of Communication, and Director of Coaching.

ARTICLE IV

REGISTRATION

Section 1: Forms

- a. Each player of Laredo Heat SC shall be provided the following forms on Laredo Heat SC website
 - a. Application
 - b. Financial Aid
 - c. Medical Release
 - d. Media Release
 - e. Code of Conduct
 - f. About Soccer, Inc. Waiver
 - g. Texas A & M International University Waiver

Section 2: Player Compliance & Eligibility

- a. Each player must complete all required forms;
- b. Player parents/guardians must complete and sign all required forms, players tryout for non-pay-to-play teams must sign all waivers prior to participation,
- c. All parents/guardians must pay Registration Deposit and commit to Registration Fee payments.
- d. Any player with outstanding balance or non-compliant status from a previous program season/year is not eligible to register for a new season, until player is in full compliance;
- e. Financial Aid may be granted to eligible players during each program year. Financial Aid will be determined based on recommendation and approval of the Board of Directors;
- f. Proof of age must be documented during registration by providing a copy of birth certificate or another verifiable document;
- g. Players must demonstrate passing grades in all school classes; and have 95% attendance average or better to be eligible for competitive teams;
- h. Players, parents/guardians, and family members must abide by the By-Laws and Code of Conduct;
- i. Failure to meet any of the above requirements may result in a player, parent/guardian, family member being banned from Laredo Heat SC.

Section 3: Player Fees & Payments

- a. There is a \$60 monthly fee unless player is chosen to be part of one of three competitive teams whom are under non-pay-to-play teams;
- b. Failure to make payments, parent/player will be given thirty days to zero their balance and the implementation of "NO PAY – NO PLAY" will be instated.

ARTICLE V

CONDUCT & GRIEVANCES

Section 1: Conduct

- a. All players, parents/guardians, supporters, coaches, directors, and board members shall abide by the Laredo Heat SC By-Laws and Code of Conduct;
- b. The Code of Conduct will be posted on the Laredo Heat SC website;
- c. A violation of the By-Laws and/or Code of Conduct will constitute a breach and will be subject the violator to be reprimanded, forfeiture and/or removed from the organization;
- d. All individuals of Laredo Heat SC shall display good sportsmanship during all activities and abide by all Code of Conduct rules.

Section 2: Grievances

- a. Any individual of Laredo Heat SC who violates the By-Laws and/or Code of Conduct will be served with written charges by any of the Directors: Director of Administration, Director of Communication, Director of Operations, Director of Coaching;
- b. The person charged in a written violation will be given, and after notified of the charge, 48 hours to prepare his/her defense;
- c. Every individual charged and notified of written charges will be afforded a hearing before any justifiable action, if any, is executed by the Board of Directors;
- d. Prior to accepting a written grievance, the Directors shall ensure proper protocols were followed through the proper chain of command within the Laredo Heat SC prior to submitting to the Board of Directors;
- e. If the grievance involves any of the Directors, the written grievance shall be submitted to the Board of Directors;
- f. After a written grievance is submitted, the Board President will appoint a three-member Grievance Committee and Chair (Vice-President);
- g. The Grievance Committee Chair will establish a hearing date and time to review the charge and facts of the Grievance;
- h. The Grievance Committee may interview anyone during the hearing;
- i. The Grievance Committee shall allow the person charged with the violation, fifteen minutes to present their defense;
- j. The Grievance Committee will make a recommendation to the Board of Directors on the grievance;
- k. The Board of Directors will accept or reject recommendation.

ARTICLE VI

VISION & MISSION STATEMENT

Section 1: Vision Statement

- a. Laredo Heat SC seeks to become the example of providing a tuition free U.S. Soccer Development Academy and demonstrate to the soccer community nationwide there can be success without a pay-to-play system and be the epicenter for the underprivileged youth in Laredo and Webb county.

Section 2: Mission Statement

- a. Laredo Heat SC is a non-profit organization fully committed to provide a professional, safe, and positive environment to empower youth players through their player development process of reaching their full potential, on and off the soccer field.

Section 3: Core Values

- a. Character
 - a. Integrity
 - b. Respect
 - c. Responsibility
 - d. Sportsmanship
 - e. Servant Leadership
- b. Academic
 - a. Players must show their progress reports and report cards throughout the season. The Directors will oversee the implementation of this requirement. If player is not meeting minimum academic and attendance thresholds at school and may be placed on probation, or develop an intervention, plan until grade/s and/or attendance improves. If Coach is not enforcing thresholds their monthly compensation may be adjusted and/or placed on probation or removed from training.

ARTICLE VII

BUDGET & FINANCE

Section 1: Annual Budget

- a. An Annual Laredo Heat SC Budget shall be adopted by the Board of Directors at the yearly meeting;
- b. The Board Treasurers responsible to provide monthly updates to the Board of Directors on the status of the budget;
- c. Only the Board of Directors, through majority vote, may amend the annual budget for Laredo Heat SC

Section 2: Cash Handling

- a. Receipt books and/or duplicate tickets shall be used for all cash handling activity;
- b. All cash collected during any Laredo Heat SC event and/or activity shall be deposited into the Laredo Heat SC bank account within 36 hours of collection;

Section 3: Concessions Agreements

- a. A written Concessions Agreement between Laredo Heat SC and a vendor must be approved by the Board of Directors for any concessions supporting Laredo Heat SC.

Section 4: Sponsorship Agreements

- a. The Board of Directors may enter into Sponsorship Agreements at any time.

ARTICLE VIII

AMENDMENT OF BY-LAWS & SUSPENSION OF THE RULES

Section1: Amendment of By-Laws

- a. The By-Laws of Laredo Heat SC may be amended at any time during the year;
- b. Amendments to the By-Laws must garner two-thirds or more for approval;
- c. An amendment report shall be prepared by the Director of Communications and is to be posted onto the Laredo Heat SC website;
- d. The Board of Directors shall be keepers of the By-Laws;
- e. A copy of the By-Laws shall be included on the Laredo Heat SC website.

Section 2: Suspending the Rules

- a. The Board of Directors by a two-thirds majority vote may dispense with certain rules. Special rules of order, the standing rules of the assembly, and rules of order contained in the bylaws may be suspended.