

GLEN ELLYN PARK DISTRICT
GLEN ELLYN TRAVEL SOCCER ORGANIZATION
BY-LAWS

1.00 Purpose

The name of this organization shall be known as the Glen Ellyn Travel Soccer Organization (hereinafter referred to as GETSO.) It is a youth athletic advisory committee of the Glen Ellyn Park District, located in Glen Ellyn, Illinois 60137.

2.00 Founders

In May 1997, the Glen Ellyn Park District established two soccer organizations to conduct activities in Glen Ellyn. Glen Ellyn Youth Soccer Organization (GEYSO) will focus on the in-house program. Glen Ellyn Travel Soccer Organization (GETSO) will focus on the traveling program.

The Glen Ellyn Travel Soccer Organization will assist the Glen Ellyn Park District with the administration of the traveling soccer program and develop, promote, conduct and supervise the traveling soccer organization.

3.00 Mission

The Glen Ellyn Travel Soccer Organization has identified as central to its mission the need to provide a positive environment which encourages the development of skilled athletes who understand, enjoy and are motivated to be successful at the most competitive levels of soccer appropriate to their age.

We believe that a positive environment is achieved through the integration of superior coaching and training with flawless execution of the many activities necessary to administer the organization.

We believe that the development of athletic skill is achieved through qualified coaching and training appropriate to the age of the player.

We believe that the development of athletic enjoyment is achieved through the creation of passion toward soccer.

We believe that the development of athletic understanding and motivation are achieved through education, communication, teamwork, participation and good sportsmanship.

We define being successful at the sport of soccer as the ability to play with both a physical and an emotional understanding of the spirit of the game while showing respect for teammates, opponents, coaches, officials and spectators.

4.00 By-Laws

GETSO shall be governed by its Committee of Directors and shall have its own set of By-Laws which will define the duties and responsibilities of the Executive Committee Officers and Sub-Committees.

5.00 Affiliations

GETSO may be affiliated with the following organizations.

- a. Federation of International Football Association (FIFA)
- b. United States Soccer Association (USSA)
- c. United States Youth Soccer Association (USYSA)
- d. Illinois Youth Soccer Association (IYSA)
- e. Northern Illinois Soccer League (NISL)
- f. Illinois Women’s Soccer League (IWSL)
- g. United States Soccer

6.00 Membership

Membership in GETSO shall be any resident eighteen years of age or older, or as defined as below.

A. General Membership

Membership in GETSO shall be any volunteer, or parent of a youth participating in the Travel Soccer program.

B. Committee Membership

Committee membership shall be any volunteer or parent of a youth participating in the Travel Soccer program who resides within the Park District boundaries. One non-resident may also serve on the Committee.

C. Good Standing

A member is considered in good standing if they have not missed three (3) consecutive meetings.

7.00 Rights of Members

- A. GETSO members in good standing March 1st shall be entitled to vote in the election of Committee Directors to be held in June of that calendar year.
- B. Any GETSO member in good standing is eligible to run for election to the Committee of Directors.

8.00 Committee of Directors

A. Responsibility and Authority

- 1. In accordance with Sections 13.00 and 16.00, the Committee Directors of GETSO shall have the responsibility and direction of the organization’s affairs within the rules and policies of the Glen Ellyn Park District. The GETSO Committee shall propose programs, policies, plans and guidelines; advise in the disbursement of Glen

Ellyn Park District funds; actively oversee all activities, volunteers and participants; and assure consistency with policies, rules and regulations of the Glen Ellyn Park District. The Committee may, as necessary, adopt rules and regulations for the conduct of its business and appoint agents, in accordance with Sections 13.00 and 16.00.

2. All Directors of the Committee, excluding the Executive Committee, must be active members of at least one sub-committee during their term. Available sub committee assignments shall be determined thirty days following the election of the Executive Committee and approved by the Co-Chairpersons.

B. Election of Directors

1. The Committee shall be comprised of a maximum of eighteen and a minimum of seven, such number to be subject to change by resolutions of the Committee and a change in the By-Laws after final approval of Glen Ellyn Park District Board of Commissioners.
2. GETSO shall hold an election in June of each year to fill Director seats. The term of office for Directors shall be two years. Director seats shall be staggered as to expiration, with approximately half of the seats expiring in odd numbered years and the other half expiring in even numbered years.
3. All GETSO members in good standing shall be entitled to vote and such voting privilege shall be solely for the purpose of the election of Directors.
4. Director candidates must be GETSO members in good standing as of the date of the election and must submit to the Co-Chairpersons a letter of intent. Letters of intent from each candidate shall be made available to members for review prior to election. Completed profiles for each candidate shall be made available to members for review prior to election. Members of the Committee of Directors shall assume their official duties following the close of the meeting in June.

C. Removal of a Director

A Director who is absent from four (4) consecutive Committee meetings will automatically and immediately thereupon forfeit his or her seat, subject to immediate review of the Committee of Directors. A Director may also be removed from the Committee at any time during a term by a majority vote of the Committee provided a quorum exists.

D. Vacancy

A Committee vacancy created by death, resignation or other reason may be filled at the earliest possible date and for the unexpired term by a GETSO member in good standing appointed by the Co-Chairpersons and approved by the GETSO Directors by a majority vote of a quorum of the Committee.

E. Meetings

As a Committee of the Board of Commissioners of the Glen Ellyn Park District, the GETSO is required to abide by the State of Illinois "Open Meetings Act". Regular meetings of this organization shall be held on the second Monday of the month, unless otherwise provided for by the Executive Committee. Special meetings may be called by the Co-Chairpersons or the Committee of Directors, three (3) day notice having been given. No items may be added to the agenda of a Special Meeting once it has been noticed. The notice must be posted at Spring Avenue Recreation Center and provided to any news media which has filed an annual request for notice with the Board Secretary.

F. Quorum

In order to conduct business, the Committee must make decisions at official meetings with a quorum of committee members present. A majority of the members of the Committee constitutes a quorum.

G. Public Notice

The Committee must give public notice of the schedule of regular meetings at the beginning of each fiscal year. The notice shall contain the regular dates, times and places of such meetings. If a change is made in regular meeting dates, at least ten (10) days notice of the change shall be given by publication in a newspaper of general circulation in the & District. Notice of the change shall also be posted at Spring Avenue Recreation Center. Notice of such change shall be supplied to any news media which has filed an annual request for notice with the Board Secretary.

H. Public Attendance

All meetings are open to the public except for purposes wherein the Committee may legally adjourn to Closed Session.

I. Closed Session

In the event the Committee moves to close its session, a motion declaring the statutory reason must be made and a voice vote of the Committee taken in open session before the meeting may be closed. Proper notice of the Closed Session must be made at least 48 hours prior to meeting date.

1. No votes on substantive matters may be taken in closed session, but must be made in open session.
2. The Committee must return to open session before adjourning its meeting.
3. If there is a question as to whether the Committee may go into closed session, its designee shall first consult with the Glen Ellyn Park District Executive Director or Board Secretary.

9.00 Officers

A. Election of Officers and Removal of Officers

1. Immediately following the annual election of Directors, the newly seated Committee shall elect from among its members, by majority vote, Co-Chairpersons, Vice Chairperson/Secretary, and Treasurer, Co-Rec Travel Team Coordinator, Girls Travel Team Coordinator and Field Coordinator (hereinafter referred to as the Executive Committee) to serve for a term of one year. An individual who does not reside within the boundaries of the Glen Ellyn Park District may not hold any position on the Executive Committee.
2. By majority vote the officers (Executive Committee) have the power to make emergency decisions in matters within the scope and purpose of the GETSO with notification given to the Directors at the next regularly scheduled meeting. The Committee is bound by such decisions.
3. An officer may be removed from office prior to completion of a term by a “three-fourths majority” vote of the full Committee (which shall mean one whole number more than three-fourths of the number of Directors elected for the term).

10.00 Responsibilities and Duties of Officer

A. Co-Chairpersons

Co-Chairperson (Volunteer) shall coordinate with the Co-Chairperson (Park District Staff) on all matters pertaining to the Executive Committee and will run the meetings accordingly. In the absence of either Co-Chairperson, the Co-Chairperson present will preside solely over the Committee meetings. Co-Chairpersons shall:

1. Preside over all Committee Meetings of the organization and be a member ex-officio of all committees.
2. Bring before the Committee any business which requires Committee approval.
3. Make appointments as necessary, subject to Committee approval, help define tasks of Committee Members and coordinate the activities of Committee Members.

4. Provide input for the soccer program budget in conjunction with the other members of the Executive Committee.
5. Formulate monthly agenda.
6. Only vote at Committee meeting when a tie occurs
7. Be responsible for the official calendar of events
8. Designate a member of the GETSO to act as a liaison to the Glen Ellyn Youth Soccer Organization.

B. Vice Chairperson/Secretary

1. Serve as acting Chairperson in absence of Co-Chairpersons.
2. Assist Co-Chairpersons with agenda.
3. Be chairperson of the By-Laws Committee.
4. Keep an accurate record of all meetings of the organization and arrange for distribution of minutes to all Committee members and the Glen Ellyn Park District. Minutes must include date, time and place of meeting, members of the Committee and Park District staff recorded as present or absent, summary of discussion of all matters proposed, discussed or decided and record of any votes taken.
5. Keep Park District informed of current mailing lists of Committee members, Travel Team Coordinators, and coaches.
6. As a member of the Executive Committee provide input in creating the soccer budget.
7. Conduct the correspondence of the organization.
8. Work with the Park District representative in coordinating appropriate correspondence.
9. Keep attendance records.

C. Treasurer

1. Serves as Acting Chairperson in absence of Co-Chairpersons and Vice Chairperson/Secretary.
2. In conjunction with the Executive Committee members propose a budget and present it to the Directors at the soccer committee meeting scheduled for the month of November, with final approval in December.
3. Account for all revenues and expenses incurred in the operation of the program.
4. Submit a report of all receipts and expenses to the Committee on a monthly basis.
5. Work with the Park District to secure funds.

6. Within guidelines declared by the Committee, recommend to make such expenditures as are necessary to fulfill the purpose of the program within guidelines of Glen Ellyn Park District purchasing procedures with final approval of staff.

D. Co-Rec Travel Team Coordinator

1. Assist in organizing and overseeing team tryouts with the GEPD and the Contracted Training Group.
2. Act as representatives to their respective leagues.
3. Submit team and players registration material to their respective division.
4. Recommend coaching slate (for Committee approval) for the following soccer year.
5. Keep the Committee and coaches updated on relevant league issues.
6. Keep the coaches of their respective divisions updated on all relevant issues and Committee decisions.
7. Monitor the Head Coaches of their division.

E. Girls Travel Team Coordinator

1. Assist in organizing and overseeing team tryouts with the Glen Ellyn Park District and the Contracted Training Group.
2. Act as representative to their respective leagues.
3. Submit team and players registration material to their respective division.
4. Recommend coaching slate (for Committee approval) for the following soccer year.
5. Keep the committee and coaches updated on relevant league issues.
6. Keep the coaches of their respective divisions updated on all relevant issues and Committee decisions.
7. Monitor the Head Coaches of their division.

F. Field Coordinator

1. Assign game times, fields and coordinate with the referee assigner for the assigning of games.
2. Work with the House League Coordinators and the Park District representative in laying out field configuration for the upcoming soccer season.
3. Work with the Park District representative in laying out field configuration for all tournaments.

11.00 Responsibilities and Duties of Sub-Committees

- A. The GETSO shall have sitting at all times the following sub-committees:
- Webmaster/Pictures
 - Training

Equipment & Uniforms

Tournaments

- B. Sub-committees shall consist of at least one (1) Director. All Sub-Committees shall be permanent committees unless amended by a change to the By-Laws. Temporary committees may be established by the Co-Chairpersons with approval of the Directors.
- C. All sub-Committees shall be appointed by the Co-Chairpersons.
- D. The leadership, composition, functions, duties, responsibilities and authority of these committees shall be established by Committee resolution.
- E. All officers and sub-committees shall perform the duties prescribed in the parliamentary authority of the organization and those assigned from time to time. They shall deliver to their successors all official material within five (5) days following the meeting at which their successors take office.

12.00 Fund Raising, Donations, Spending Requests and Special Requests

Proposals or requests shall be submitted to the Executive Committee for review. Co-Chairpersons will share information with the Directors at the next scheduled Committee meeting, or if the Executive Committee deems necessary, may call a special meeting of the Board of Directors. Approval requires a majority vote of a quorum of the Committee. All actions are pending with approval of Glen Ellyn Park District staff in accordance with Park District financial policies and governing ordinances.

13.00 Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the GETSO in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

14.00 Amendments

Amendments to the By-Laws must be approved by the GETSO Directors and the Glen Ellyn Park District Board of Commissioners. Recommendations for changes will be discussed and proposed at a regularly scheduled GETSO Committee meeting and voted upon at a subsequent regularly scheduled Committee meeting. Committee approval of proposed changes requires a majority vote of a quorum of the GETSO Committee. By-laws shall be reviewed every November and voted on in January.

15.00 Resolutions

Any resolution or other action maybe adopted by a majority vote of a quorum of the GETSO Committee.

16.00 Fiscal Year

The fiscal year of the GETSO shall begin on May 1st and end on April 30th.

17.00 GETSO Policies and Procedures and By-Laws

Any GETSO policy or procedure must comply with the Glen Ellyn Park District's Program Advisory Committee Policy (see attachment). This attachment is a permanent part of the GETSO By-Laws.

18.00 Safety

GETSO will support the Park District's loss control program by promptly reporting in writing all unsafe actions, practices or conditions to the Recreation Supervisor and cooperate and assist in the investigation of accidents to identify causes and corrective measures to prevent their recurrence.

Approved by Board of Commissioners: May 20, 1997

Approved by the GETSO Committee February 14, 2005

Revised and Approved by Board of Commissioners: April 7, 1998, August 19, 2003, March 15, 2005