

Richmond Hill Soccer Club / Surge Bylaws (amended May 18, 2026)



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RICHMOND HILL SOCCER / SURGE CLUB BYLAWS

Article 1: Name

The organization shall be known as the Richmond Hill Soccer Club / Surge, hereinafter referred to as “RHSC” or “the Club.” The Club is recognized in the State of Georgia as a Public Charity 509(a)(2) organization and maintains tax-exempt status under 501(c)(3) of the Internal Revenue Code of the United States.

The logos of the Club shall be illustrated as shown in Appendices A & B.

The official colors of RHSC shall be Carolina blue, navy blue, and white (see Appendix A).

The official colors of Surge shall be sunshine orange, navy, Carolina blue, and white (see Appendix B).

Article 2: Purpose, Mission, & Vision

The purpose of RHSC shall be to develop, promote, and administer a regional soccer program for players, teams, coaches, and officials to learn and experience the game of soccer. This purpose will be accomplished through recreational and competitive soccer programs for youth, as defined by RHSC.

RHSC primarily serves Richmond Hill, Savannah, Fort Stewart, Hinesville, Jesup, Pooler, Hunter AAF, Effingham, and other surrounding areas; however, membership or service within the club is not limited to these boundaries.

Mission Statement: The mission of RHSC is to be a community based soccer club that is committed to providing players of all levels and social backgrounds with opportunities to play the “beautiful game.” RHSC will play a significant role in the development, leadership, and personal growth of our players and staff by being an active member of our community through service, dedicated partnerships, and outreach programs. Our goal is to provide a safe, inclusive, enjoyable, and competitive environment for players of all skill levels. The mission of RHSC will be focused on the club’s key values:

- *Community*
- *Positive Attitude = Positive Outcome*
- *Collaboration*
- *Good Leaders Inspire Themselves / Great Leaders Inspire Others*
- *Character*
- *Perseverance*
- *Commitment*

Ultimately, RHSC's goal as a club is to encourage, inspire, and empower each player, coach, and official to be able to reach the highest level possible within the game and in life, while helping create leaders and individuals that will inspire others to do the same.

Vision Statement: To serve as many people within Richmond Hill and the surrounding areas with a quality and enjoyable soccer club experience. RHSC will provide players, coaches, and referees the resources and opportunities necessary to reach their full individual potential within the sport. The focus of RHSC will always be on what is best for the development of the individuals participating in the Club's program.

Article 3: Affiliations

To assist RHSC in achieving its stated purpose, the Club will maintain affiliations with the following organizations: South Carolina Youth Soccer (SCYS), US Club Soccer, US Soccer Federation (USSF), and the US Youth Soccer (USYS). RHSC shall be governed by its Bylaws, rules, procedures, and policies, except where superseded by the authority of SCYS, USYS, US Adult Soccer, and USSF. The Club reserves the right to seek affiliations with any organization from which a benefit may be obtained. The Club also reserves the right to terminate any affiliation that does not provide a benefit. These actions may be implemented by the Board of Directors through the obtainment of a majority vote amongst the board members. The club also maintains an adjudication process (USSF Bylaw 701, Hearing Procedures).

RHSC is an independent, self-directed organization with its own Board of Directors, responsible for the governance and operations of the Club. All funds collected for and by RHSC are held in the Club's financial accounts, and these funds are used for normal operating expenses within the Club. All use of funds are provided by and directed by the Board of Directors and/or the Board's appointed/hired representative(s).

Article 4: Whistleblower Policy

General

RHSC's Code of Ethics and Conduct ("Code") requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of RHSC, directors, officers, and employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within RHSC prior to seeking resolution outside of the organization.

Reporting Violations

This policy addresses RHSC's open-door policy and suggests that employees share their questions, concerns, and suggestions or complaints in writing with someone who can address them properly. In most cases, RHSC's Executive Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Director, or you are not satisfied with his/her response, you are encouraged to speak with the RHSC Secretary or President. All board and /or staff members receiving a written concern or complaint are required to report suspected violations of the Code of Conduct to the RHSC Secretary, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud or when you are not satisfied or uncomfortable with following RHSC's open-door policy, individuals should contact the Secretary, directly.

RHSC Secretary

RHSC's Secretary is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and shall advise the RHSC President and/or Executive Director. The Secretary has direct access to the Board of Directors and is required to report at least annually on compliance activity. The RHSC Secretary shall serve as RHSC's Compliance Officer.

Accounting and Auditing Matters

RHSC's Treasurer shall address all reported concerns or complaints regarding accounting practices, internal controls, or auditing. The Treasurer shall immediately notify the President of any such complaint and work with the Executive Director and appropriate staff to resolve all accounting problems/issues.

Acting in Good Faith

Anyone who is filing a complaint, a violation, or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Handling of Reported Violations

The Secretary will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Article 5: Document Retention

Federal and state laws require the retention of certain documents and electronic records. Nonprofit organizations should have a written retention policy. The board is responsible for assuring that the organization is properly securing and retaining documents and electronic records in accordance with the organization's policy and retention schedule. **Table 1** illustrates the minimum retention time for various types of documents. Retention should be governed by the statute of limitations in your state that sets out the time period that a potential claimant has to bring a claim as well as requirements set out in contracts and agreements.

Article 6: Seasonal Year

The seasonal year of RHSC shall begin the 1st day of January and end the last day of December, the same calendar year.

Article 7: Membership

RHSC will not discriminate against any individual on the basis of race, color, religion, age, gender, national origin, or sexual orientation.

7.1 Definition of "Member"

RHSC membership is defined as:

- a. All registered players 18 years of age or older.
- b. The legal parent or guardian of any player that is under the age of 18 and is registered with RHSC as either a recreational or Academy/Select player.
- c. Any person 18 years of age or older who has served as a coach within the recreational or Academy/Select program for a minimum of three consecutive years.

7.2 Eligibility

To be eligible for RHSC membership, individuals must qualify and meet the following terms: 1) be registered or have a player registered on an active RHSC roster, 2) be current on all applicable dues and fees, 3) not be subject to disciplinary action by RHSC or any affiliated governing body of soccer, 4) or be serving for their fourth consecutive year as a recreational or Academy/Select coach.

Table 1 – Document Retention Requirements		
3 Years	7 Years	Permanently
Bank reconciliations	Accounts payable ledgers and schedules	Audit reports
Bank statements	Expense analyses / expense distribution schedules	Checks (for important payments and purchases)
Duplicate deposit slips	Inventories of products, materials, and supplies	Depreciation schedules
Correspondence (general)	Invoices (to customers, from vendors)	Correspondence (legal and important matters)
Employment applications	Payroll records and summaries	Insurance policies, records, accident reports, claims, etc.
Insurance policies (expired)	Personnel files (terminated employees)	Board policies and resolutions
	Timesheets	Bylaws and articles of incorporation, including amendments, revisions
	Contracts, notes, and leases	Copyrights
	Withholding tax statements	IRS application for tax-exempt status (Form 1023)
		IRS determination letter and correspondence related to it
		Real estate deeds, mortgages, and bills of sale
		Minutes from board and committee meetings
		Minutes from annual meetings of members
		Tax returns and worksheets (all jurisdictions)

7.3 Adherence to Standards

Each member of the Club will adhere to the Bylaws, the Player Code of Conduct, the Parent Code of Conduct, the Coach Code of Conduct, and other policies and procedures set forth by RHSC. The Club and its members will also adhere to the rules and regulations put forth by any of the Club's state or national affiliations [i.e., SCYS, US Youth Soccer, US Club Soccer, and USSF].

7.4 Termination

The termination of an individual's, guardian's, parent's, or coach's status as a member of RHSC may be withdrawn by a majority vote of the Board of Directors. The vote would be called based on recommendation by the Ethics and Grievance Committee. The members of this committee will be appointed as a joint effort by the Board President and the appointed/hired personnel responsible for the day-to-day operations of the Club. Actions by a member that may result in the need for a Grievance Committee review include, but are not limited to the following:

- a. Failure of the member to comply with Board and Club directives.
- b. Inappropriate behavior by a member and/or acting in an absence of the best interests of the Club, in the opinion of the Board.

Any violation that may affect a player's right to participate or compete will require a hearing. The hearing will be held in accordance with USSF Bylaw 701, Hearing Procedures. The hearing panel will consist of the board members who served on the Grievance Committee, and the President shall preside over the proceedings.

7.5 Voting Rights

All members (see Article 5.2) who are in good standing with the Club are eligible to cast a vote at the Annual General Meeting (AGM). These same members are also eligible to cast a vote at any special meetings called by the Board of Directors. Members are afforded one vote per family registered with RHSC. Votes may be submitted in-person or via an official ballot, but only one voting format per family will be accepted. The Board of Directors is responsible for verifying the eligibility of each vote cast by the membership.

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Article 8: Membership Meetings

8.1 Annual General Meeting (AGM) of Members

The Club shall have an AGM of its members in the Third Quarter (July – September) of the Club’s fiscal year unless the Board of Directors votes via a 2/3 majority vote to postpone/reschedule the AGM. The Board of Directors shall determine the date, time, and location of the AGM no later than June 15th. Written notification by email, posting on the Club’s website and/or posting on social media and/or at the playing fields shall be made at least thirty (30) days prior to the AGM. If the AGM is to be postponed/rescheduled, RHSC will notify its membership at least 30 days prior to the new date and time of the rescheduled AGM.

Business at the AGM will include the election of representatives to the Board of Directors and any other business set forth by the Board. The newly elected Officers will take office on October 1st (the 1st day of the Fourth Quarter of the Club’s fiscal year) unless the Board has voted to postpone/reschedule the AGM. If the election occurs at a later date, the newly elected Officer(s) will take office beginning on the date of the next regularly scheduled board meeting.

8.2 Special Meetings

The Board of Directors may call a special meeting of the membership at any time the Board of Directors deems necessary. Written notice of the meeting by email, posting on the Club’s website and/or posting at the playing fields must be attempted in good faith to all members at least 24 hours in advance of the special meeting.

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Article 9: Board of Directors

9.1 General Authority

The business, property, and affairs of the Club shall be managed and controlled by a Board of Directors. All authority of the Club shall be vested in a Board of Directors, unless specified otherwise in these Bylaws or in violation of the rules and regulations of affiliated governing bodies. The Board of Directors shall be responsible for voting on matters related to the Club's management using the fifteen (15) points outlined in the following "responsibility and authority" as its guiding principles.

The Board of Directors is responsible for developing, reviewing, amending, and enforcing the Club's Bylaws. It will be responsible for reviewing the Bylaws on an annual basis. The RHSC President will appoint a committee headed by the Secretary and composed of no fewer than three (3) board officers to serve on the Bylaws Review Committee. This committee will be assigned at the January board meeting. The Review Committee will prepare a report that presents recommendations for changes to the Bylaws no later than 60 days prior to the AGM.

The Board shall have vested the responsibility and authority to:

1. Interpret and enforce the Club's Bylaws, Guidelines, Policies, and Procedures.
2. Formulate and amend Bylaws, Guidelines, and Policies and Procedures in order to best serve the interests and objectives of RHSC.
3. Board needs to exercise duty of care and loyalty, acting only in the best interest of the Club.
4. Each board member should be prepared to report on his/her activities and areas of responsibility at the board meetings.
5. Each board member shall follow the Club's financial policy regarding budget proposals, expense reports, and handling of RHSC revenue.
6. The Board will be required to vote on any finance expenditures that exceed \$2,000.00. This vote can be performed at regularly scheduled board meetings or by proxy.
7. Each board member shall be familiar with and abide by the rules of the Club, SCYS, US Youth Soccer, US Club Soccer, and USSF.
8. Adopt temporary rules and regulations for situations not provided for in the Bylaws, Guidelines, Policies and Procedures but are deemed necessary and desirable in order to best serve the interests and objectives of RHSC.

9. Reprimand, suspend, expel, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Club's Bylaws, Guidelines, or Policies and Procedures.
10. Budget for and administer the funds of RHSC.
11. Maintain the recreational program as the primary and fundamental function of RHSC.
12. The Board shall hear, decide, and respond to all protests and appeals, as well as decide appropriate disciplinary actions for incidents of misconduct.
13. The Board has the authority to develop special committees with defined functions and duration if it deems appropriate.
14. The Board may delegate special duties to its board members when in the best interest of the Club.
15. Hire, contract out, supervise, and terminate staff employees or independent contractors.

9.2 Conflicts of Interest

No board member may experience financial gain because of any activity of RHSC or be associated with any company or organization contracting or doing business with the Club. If the potential for a conflict of interest exists, the board member must provide full disclosure and receive authorization, approved or ratified, by a majority vote of non-interested members of the Board.

9.3 Delegation

The Board of Directors may delegate responsibility, under separate contract, for the day-to-day operations of the Club. The Board of Directors may also delegate the responsibility, under separate contract, for maintaining the financial records, member registration, and other administrative tasks of the Club. If the Board decides to delegate responsibilities of the Club to a third party, the decision must pass with a majority vote of the Board Officers.

9.4 Board Composition

There shall be five (5) elected Officers of RHSC, six (6) if a Registrar is necessary. The number of Officers serving on the Board may vary from time to time depending upon the availability of volunteers to serve on the Board. The number of Officers may be increased or decreased by resolution adopted by not less than a majority of the Board of Directors, subject to the limitation that the Board of Directors shall never be reduced to less than five (5) nor increased to more than nine (9) Officers. All members of the Board of Directors shall have and be subject to the same and equal qualifications, rights, privileges, duties, limitations, and restrictions.

The Board of Directors of RHSC shall consist of the following voting members:

1. President
2. Treasurer
3. Secretary
4. Director of Volunteers / Special Events Coordinator
5. Director of Maintenance

Directors of the Club shall not receive compensation for their board services but may be reimbursed for expenses related to their service on the Board.

9.5 Powers and Duties of Directors

The powers and duties of the Officers shall be as follows:

9.5.1 President

The President shall set a leadership tone that confers to all board members the primary purpose of RHSC, which is to “develop, promote, and administer a regional soccer program for players, teams, coaches, and officials to learn and experience the game of soccer.” The President shall be the presiding Officer at all Club meetings and prepare an agenda for each of these meetings. The President will be responsible for ensuring that each Officer is fulfilling the duties of their elected position.

The President shall be responsible for the appointment of all committees, as needed or when charged to do so by a majority of the elected Officers. The President shall be the official representative of the Club in all interactions with the public, except when another individual has been appointed that authority by the Board. The President shall act as the Risk Management Coordinator for the Club or may appoint another volunteer or staff member to serve in that role. The President is also responsible for working with any hired/appointed third party responsible for the day-to-day operations of the Club in order to ensure that the Club is functioning properly and serving the purpose of its mission, as defined in Article 2 of these Bylaws.

Respond in a timely and appropriate manner to all emails and phone calls received directly from membership. Troubleshoot issues between board members and Club members. Review budget proposals, including the development of contracts for vendors, employees, and subcontractors. Together with the Board, regularly review and update, as needed, RHSC’s Mission, Vision, and Policies and Procedures. Periodically, review goals and objectives with each Officer, and assign tasks to board members as required by the Club.

9.5.2 Treasurer

In the absence of the President, or in the event of their inability or refusal to act, the Treasurer shall perform all the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions on the President.

The role of Treasurer in the Club is to:

- 9.5.2.1 Assume leadership responsibilities in absence of the President.
- 9.5.2.2 Monitor the fiscal health of RHSC.
- 9.5.2.3 Work with the President and fellow board members to ensure that key initiatives are fiscally sound.
- 9.5.2.4 Work with any third party (Administrative Assistant) delegated the responsibility of maintaining the financial records of the Club, to ensure that RHSC is in a good financial position.
- 9.5.2.5 Reviewing and approve all financial scholarship applications received by the Club.
- 9.5.2.6 Determine the monetary value of each scholarship to be awarded to applicants.
- 9.5.2.7 Recommend and oversee budget planning.
- 9.5.2.8 If a qualified third party is not on staff with RHSC, the Treasurer will ensure accurate and timely accounting of all the Club's financial dealings:
 - 9.5.2.8.1 Recreation funds.
 - 9.5.2.8.2 Academy/Select funds.
 - 9.5.2.8.3 Coaches Pay.
 - 9.5.2.8.4 Material and equipment expenses.
 - 9.5.2.8.5 Trainer/Contractor payments.
 - 9.5.2.8.6 Sponsorship revenue.
 - 9.5.2.8.7 Development and oversight of budgets for the Recreational and Academy/Select programs.
 - 9.5.2.8.8 Monitor adherence to corporate tax status.
 - 9.5.2.8.9 Receive and give receipt for monies due and payable to the Club from any source.

- 9.5.2.8.10 Have charge and custody of, and be responsible for, all funds and securities of the Club, and deposit all such funds in the name of RHSC in such banks, trust companies, or other depositories, as shall be selected by the Board of Directors.
 - 9.5.2.8.11 Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
 - 9.5.2.8.12 Keep and maintain adequate and correct amounts of the Club's properties and business transactions, including amounts of its assets, liabilities, receipts, disbursements, gains, and losses.
 - 9.5.2.8.13 Exhibit at all reasonable times the books of account and financial records to any Director of RHSC, or to his or her agent or attorney, on request.
 - 9.5.2.8.14 Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
 - 9.5.2.8.15 Render to the President and Officers, whenever requested, an account of any or all his/her transactions as Treasurer and of the financial condition of the Club.
- 9.5.2.9 In general, perform all duties incident to the office of Treasurer and such other duties as may be required by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

9.5.3 Secretary

The role of Secretary in the Club is to:

- 9.5.3.1 Record and archive pertinent club data, including but not limited to meeting minutes, contracts, policies, leases, contacts, etc.
- 9.5.3.2 The Secretary shall certify and keep at the principal office of the Club or at such place as the Board may determine, the records, the original, or a copy of the Bylaws as amended or otherwise altered to date.
- 9.5.3.3 Keep at the principal office of the Club or at such other place as the Board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees, recording therein the time and place of holding, whether regular or

special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

- 9.5.3.4 See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- 9.5.3.5 Be custodian of the records as authorized by law or the provisions of these Bylaws, to duly executed documents of RHSC. The Board may vote to have a different staff member be the custodian of the records.
- 9.5.3.6 Exhibit at all reasonable times to any director of RHSC, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the Club.
- 9.5.3.7 Validate ballots cast by membership at the AGM and/or special meetings.
- 9.5.3.8 Responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Conduct.
- 9.5.3.9 Serve as the Club's Compliance Officer.
- 9.5.3.10 In general, perform all duties incident to the office of Secretary and such other duties as may be required by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

9.5.4 Director of Volunteers / Special Events Coordinator

The role of Director of Volunteers / Special Events Coordinator in the Club is to:

- 9.5.4.1 Plans and directs a Volunteer Program to augment the services of the regular staff and Board of Directors.
- 9.5.4.2 Oversees the recruiting, training, and scheduling of volunteer workers.
- 9.5.4.3 Responsible for working with fellow board members to develop a volunteer program for players / families who are awarded financial assistance.
- 9.5.4.4 Track volunteer hours provided to RHSC by club members and issue certificates to those who may need them.
- 9.5.4.5 Promote the Club's programs within the community.
- 9.5.4.6 Work with fellow Board members on the organization and promotion of the Club's fund raising activities and other Special / Social events.

- 9.5.4.7 Work with fellow board members to advertise to the Club's membership the details of the AGM and any Special Meetings called by the Board.
- 9.5.4.8 In general, perform all duties incident to the office of Director of Volunteers and such other duties as may be required by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

9.5.5 Director of Maintenance

The role of the Director of Maintenance in the Club is to:

- 9.5.5.1 Work with the fellow members of the Board and any appointed third party to determine priorities for the Club's maintenance activities.
- 9.5.5.2 Perform regular inspections of the goal frames and nets.
- 9.5.5.3 Replace and/or repair goal frames and nets, as needed.
- 9.5.5.4 Organize field set up, as needed.
- 9.5.5.5 Inventory and make requests to the Board any additional/new needs of field equipment.
- 9.5.5.6 Stay up to date with all aspects of maintenance activities/requirements and be prepared to report on the status.
- 9.5.5.7 Work with the Director of Volunteers / Special Events Coordinator to develop volunteer workdays to assist the Club in performing necessary maintenance activities.
- 9.5.5.8 In general, perform all duties incident to the office of the Director of Maintenance and such other duties as may be required by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

9.6 Nominations and Elections

- a. All open Board positions will be advertised by the Club throughout the community no later than June 1st.
- b. The President will designate a minimum of three (3) reigning board members to serve on a Board Officer candidate Nominating Committee.
- c. The Nominating Committee will be constructed no later than May 1st.
- d. The Nominating Committee shall report to the Board a list of recommended candidates no later than August 1st.
- e. Any Member in good standing may make additional nominations for each position at least thirty (30) days prior to the AGM.

- f. New Officers elected to the Board of Directors shall take office on October 1st, after their official election at the AGM. New Officers may take their position, immediately upon appointment by the Board in order to fill a vacancy. If the AGM is postponed/rescheduled, the newly elected officials will take office at the next scheduled board meeting.
- g. Directors will be staggered to allow for continuity of oversight.
- h. Directors shall serve two-year staggered terms of office.
- i. An initial term schedule, approved by the Board of Directors, will be used to establish staggered terms. Directors may not serve any more than three (3) consecutive full terms.
- j. Directors will be asked to fill two-year staggered terms.
- k. The terms of the Directors 1, 3, and 5 be elected in even years.
- l. The terms of the Directors 2 and 4 will be elected in odd years.

9.7 Restrictions on Service

Two members of the same family/household shall not be allowed to serve as Officers on the Board of Directors at the same time. The Board of Directors will be constructed of members of the Club that are in good standing with RHSC. An individual currently serving or is up for consideration to serve on the Board of Directors is considered to be in good standing with the Club if the following conditions are met:

- a. They are at least 21 years of age.
- b. Must have attended at least three (3) consecutive regularly scheduled board meetings throughout the same calendar year.
- c. Have no felony convictions within the previous ten (10) years.
- d. Notwithstanding the previous sentence, in no event shall a person serve as a member of the Board if he or she has been convicted of a sex crime: or a crime involving the abuse of a child.

9.8 Grounds for Suspension or Termination of Service

- a. Any person who is charged with a criminal act shall be suspended from the Board, pending the outcome of the charges.
- b. Any person missing three (3) consecutive regularly scheduled Board meetings or four (4) regularly scheduled board meetings in any preceding twelve (12) months shall be deemed to have immediately resigned as a member of the Board. Absences may be excused by the Board and noted in the meeting minutes. The Board's preference is to receive 24 hours' notice if an Officer will not attend any regularly scheduled board meeting.

9.9 Regular Board Meetings

The Board shall hold regularly scheduled meetings. The President shall determine the time and location of these meetings and give reasonable notice of the meetings. Reasonable notice as it relates to “regular meetings” shall mean no less than seven (7) business days. Such notice shall include but not be limited to the agenda, date, time, and place of the meeting. The Board of Directors reserves the right to enter into an Executive Session (e.g., Board Officers, only) if the topics being discussed/reviewed by the Board is sensitive in nature (i.e., personnel, finances, ethics and grievance issues, etc.). Any board member may request that the meeting be entered into the Executive Session, as voted on by a majority of the Officers.

9.10 Meeting Minutes

The recorded meeting minutes will serve as the official record of every board meeting. Meeting minutes will be taken by the Club’s Secretary, the President if the Secretary is unavailable, or an appointed/hired third party. All meeting minutes will be distributed to board members at least 24 hours prior to the next regularly scheduled board meeting. Board members will be responsible for providing comments on the meeting minutes before the Board votes to record the minutes into the official Club record. Meeting minutes will also be taken and considered the official record of the AGM and Special Meetings.

9.11 Written Consents In Lieu Of Meetings

Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if, prior to such action, a written consent thereto is signed by a majority of the members of the Board (either on a single document or in counterparts), and such written consent is filed with the minutes of the proceedings of the Board.

9.12 Teleconferencing and other Electronic Meetings

A Board Officer may participate in and be considered present at any meeting by any means of communication that the participating Officers may simultaneously hear each other during the meeting.

9.13 Reports

All meeting minutes and monthly financial reports shall be maintained in the Club Notebook or via online files managed by the Club Secretary.

9.14 Quorum and Voting Requirements

- a. A quorum for conducting business at any board meeting shall consist of fifty-one percent (51%) of the voting members of the Board.

- b. The affirmative vote of a majority of the eligible voting members of the Board shall be required to adopt or amend Club policies.
- c. Voting by written proxy shall be allowed for elected Board Officers.
- d. Hired/appointed staff may attend meetings, participate in discussions, and provide advice to the Board but SHALL NOT have voting privileges at board meetings.

9.15 Vacancies

Vacancies during the term of any Officer shall be filled by appointment by the President, within twenty-one (21) days. Any appointment will be subject to ratification by a majority vote by the Board. A vacancy in the Office of the President shall be filled by appointment by the Board, requiring a majority vote by the Officers. Any person appointed to fill an Officer vacancy shall serve for the balance of the term of the vacated position.

Article 10: Committees

RHSC shall have the following standing committees and may establish additional special committees as desired. The Board President shall appoint all standing and special committee chairs, subject to Board approval, except that the Treasurer shall serve as the chair of the Finance Committee and the Secretary shall serve as the chair of the Nominating Committee. The Chair of the committee may select the other members of the committee.

10.1 Finance Committee

The Treasurer is Chair of the Finance Committee which includes at least two (2) members of The Club. The Finance Committee is responsible for developing and reviewing fiscal procedures and annual budget with staff and other board members. The Board must approve the budget, and all expenditures must be within the budget. The Board must approve any major change in the budget.

Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members and the public, if requested. The Finance Committee will also recommend the selection of the outside auditor and oversee the relationship with the auditor, including responding to the auditor's recommendations.

10.2 Nominating Committee

The Secretary is Chair of the Nominating Committee which includes at least two (2) members of the Club and is responsible for the preparation of priorities for Board composition. The committee will meet with prospective board members, recommend candidates to the Board, recommend a slate for the Annual General Membership meeting to the Board, conduct orientation for new board members, and suggest non-board members for special committees formed by the Board.

10.3 Ethics and Grievance Committee

The Board President shall appoint the Chair of the Ethics and Grievance Committee, chosen from the Board of Directors. The Ethics and Grievance Committee shall be composed of five (5) members of the Club (limited to no more than 1 family member of any particular team associated with the grievance), to be appointed and confirmed by a 2/3 vote of the Board of Directors. It shall be the responsibility of this committee to hear all grievances and questions of an ethical nature involving any player, coach, manager, league member, or team official.

The Committee shall make recommendations on these matters to the RHSC Board after hearing all charges and reviewing any evidence regarding such matters. The Committee chairperson shall be responsible for submitting their recommendations in writing to the RHSC Board for final determination.

Grievance Procedure

If a grievance cannot be resolved between a player, parent, coach, and appointed/hired third party, a formal grievance can be filed by any member in writing to the Ethics and Grievance Committee within ten (10) days of the event/incident.

An initial meeting of the Ethics and Grievance Committee shall be held within five (5) days of receipt of a written formal grievance. The Ethics and Grievance Committee will submit their recommendations to the RHSC Board within three (3) days after their meeting.

Article 11: Team Organization

11.1 Recreational Teams

All recreational teams for both the Fall and Spring seasons will be organized through a system that is described in their registration information. The number of teams will ALWAYS be determined by the number of qualified coaches available per age group. No player evaluations will be held for any team within the Recreational Program.

11.2 Academy/Select Teams

Academy/Select Teams will be organized based on the registrations and player evaluations for each age group. All Academy/Select Teams must follow the rules and regulations set forth by the SCYS Guidelines.

a. Player Evaluations

Player Evaluations will be scheduled by the Executive Director, per SCYS guidelines and recommendations. Player Evaluations will be published and advertised at least thirty (30) days prior to the event. Player Evaluations will be conducted by coaches and staff of RHSC, or any other appointed individuals.

b. Coaches

Any individual interested in serving as a coach may submit a resume to the Executive Director, the Associate Executive Director, the RHSC Board, or the appointed/hired third party. All coaches at RHSC shall adhere to the following standards:

- i. Act with and encourage fairness and sportsmanship.
- ii. Interact with players, referees, board members, and other coaches in a positive manner.
- iii. Communicate with parents.
- iv. Comply with RHSC policies and procedures.
- v. Comply with Georgia Risk Management Guidelines.

All coaches are not guaranteed to keep their positions through both the Fall and Spring seasons and may be replaced, as recommended by the Executive Director or Board.

Article 12: Parliamentary Authority

The Modern Version of "Robert's Rules of Order" may govern the Club in all cases where they are not inconsistent with these Bylaws or any special rules of the order the Club may adopt, as well as State law.

Article 13: Dissolution

Dissolution: In the event the RHSC dissolves any relationship in these Bylaws or if the RHSC itself disbands, after liabilities and obligations are satisfied in accordance with government regulations, any remaining monies shall be distributed to one or more organizations, as determined by the Board of Directors. These funds will be used exclusively to accomplish the purpose for which RHSC is organized.

Article 14: Amendments to Bylaws

The Board of Directors maintains the authority to amend the Club's Bylaws at any time. Any proposed amendment(s) shall be reviewed by the entire Board of Directors and must be approved by a 2/3 majority vote in order to be adopted. The amended Bylaws shall be shared with the Club's membership at the next AGM.

Any amendment(s) to the Club's Bylaws proposed by a club member who is not a serving on the Board of Directors shall be submitted in writing to the Board at least sixty (60) days prior to the AGM, at which time the proposed amendment(s) will be submitted for a vote.

Notice of any proposed Bylaw amendment(s) proposed by non-board members must then be given to the Club's membership at least thirty (30) days prior to the AGM. In order to adopt the proposed Bylaw amendment(s), the Board must vote in favor of the proposed amendment(s) by a 2/3 majority vote or 2/3 of the votes collected at the AGM must vote in favor of the proposed amendment(s). Any proposed Bylaw amendment which is approved in accordance with these Bylaws will become effective on the date specified by the Board in the notice given to the membership.

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Article 15: Effective Date

The Richmond Hill Soccer Club Bylaws herein are hereby amended and are approved by a majority vote of the Board of Directors, this the 18th day of May 2026.

Board of Directors as of May 18, 2026:

President
Paul Condit, Sr.

Treasurer
Dana DuBois

Secretary
Vacant

Director of Volunteers / Special Events Coordinator
Nadja Beverage

Director of Maintenance
Vacant

APPENDIX A – RHSC Logo



APPENDIX B – Surge Logo

