



**TEXAS UNITED FUTBOL CLUB**  
P.O. Box 842125, Houston, TX 77284  
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E-mail: [www.texasunitedfc.com](http://www.texasunitedfc.com)  
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## **Texas United Futbol Club Constitution and Bylaws**

### **ARTICLE I. NAME AND PURPOSE**

- A. The name shall be Texas United Futbol Club (hereinafter called TUFC)
- B. Our mission is to create a first-class, affordable and competitive soccer club to help the youth of our community maximize their soccer experience with a safe atmosphere for practice & play, quality professional training, and well-organized game competition at ALL levels. Through this process, we will do our best to build personal Character, teach how to compete with Courage, and share the value of Commitment to yourself, your family, your team, your Club, and your community.

The goal of TUFC is to fully develop the maximum potential of each soccer player playing at all levels of competition. TUFC is organized and operated exclusively for charitable and educational under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

TUFC adopts the rules and regulations set forth by the South Texas Youth Soccer Association (STYSA), the Houston Youth Soccer Association (HYSA), Eastern District Division One Association (EDDOA), and any other league in which teams affiliated with NUU may participate, except of unless otherwise modified, changed or superseded in the TUFC Constitution and Bylaws.

- C. No Director, officer or member of a committee or any person connected with TUFC or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operation of TUFC, provided that this shall not prevent the reimbursement of reasonable expenses to such persons that are expended on behalf of TUFC.
- D. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, Directors, Officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code

Revision 10/28/2020



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## **ARTICLE II. AFFILIATION.**

- A. TUFUC shall be a member of the United States Youth Soccer Association, the South Texas Youth Soccer Association (STYSA) and the Houston Youth Soccer Association (HYSA) and shall be governed by the By-Laws of these organizations.

## **ARTICLE III. MEMBERSHIP.**

- A. TUFUC shall be made up of member teams that will consist of registered youth players, the parents/legal guardian of a youth player, and the coaches. It shall be the parent organization for the member teams and shall have the authority to levy fines and disciplinary actions on member teams to carry out its purpose.
- B. Player Eligibility shall be extended to any person applying for membership, paying the appropriate membership dues and fees, and qualifying as set forth in the TUFUC Policies.

## **ARTICLE IV. OFFICERS AND ELECTIONS**

- A. The TUFUC leadership hierarchy shall consist of a Board of Directors (BOD)—known as Officers, voted on via general election. A Leadership Team—appointed by the Board consisting of Directors, Managers, & Coordinators. A Staff—hired by the Board to perform duties necessary to run the Club.
- B. The Business, property and activities of TUFUC shall be managed by a 6-member Board of Directors. These positions, known as Officers, shall be President, Vice President, Controller, Secretary, Director of Competitive, and Director of Recreational. No paid contractors to the Club or to the Teams can be an elected officer.
- C. No person convicted of a felony within the previous five (5) years may serve as a member of the board. 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. Any person who is charged with a criminal act shall be removed from the board regardless of outcome of pending charges.



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- D. Elected officers shall serve a two (2) year term beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. To assure continuity of the leadership, the officer elections should be staggered as follows: President, Director of Recreational and Director of Competitive elected in odd numbered years, Vice President, Controller and Secretary elected in even numbered years.
- E. Each team in TUFC has one vote. This vote shall be cast by the team's Head Coach. A team's Head Coach may give a signed proxy only to the President of TUFC. Each Director shall be elected if he/she receives a majority of the votes casted. The current officers may be reelected for consecutive terms if nominated for reelection.
- F. No elected board member may serve in more than one (1) position or serve on any other board at any given term. No exceptions will be considered.
- G. Nominations for the six (6) Board of Director positions shall be made by a nominating committee which will consist of at least three members appointed by the Board of Directors at the March meeting and will report its list of candidates at the April Club meeting. Nominations from the membership can be made at the April meeting. No nominations can be made on election night.
- H. The officers of TUFC shall be elected by majority vote of the members of TUFC at the May Club meeting. Coaches or alternates must be in attendance to place a vote.
- I. The authority to determine breaches of duties of care, loyalty or candor shall rest with the board of directors.
- J. Upon death, resignation, or removal from office of any elected officer, the Board of Directors shall appoint a new person to fill the vacancy for the unexpired term remaining. In the event the President is removed, the Board of Directors must appoint a new person to assume the position for the unexpired term remaining within three (3) days of removal.
- K. Any officer may be removed from office by a two-thirds majority vote of the members present for any of the following reasons: Inability to function due to health reasons; malfeasance; neglect of duty; inefficiency. This action shall be taken only after the Director has had the opportunity to be heard by the Board.
- L. Other types of actions that will cause board members to dismiss one of their peers is unethical behavior; misusing of club funds, committing fraudulent activities, disclosing confidential information to the public.
- M. Any board member removed for any reason other than for health reasons will no longer be eligible for reelection or allowed to serve in future board vacancies.



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- N. Any board member that resigns his or her position for any reason other than for: medical, not able to full fill duties at this current time or to assume duties in a higher role, will no longer be eligible for reelection or allowed to serve in future board vacancies.
- O. The President or Chairman will only cast his or her vote in the event of a tie as the deciding vote during any regular, special or emergency meeting.
- P. TUFC shall have paid positions that are hired and appointed by the Board. Examples of these positions are Competitive Administrator, Recreational Administrator, Field Manager, Director of Referees and Director of Coaches & Trainers.
- Q. The General Manager is the only paid position allowed to voice and advice the Board of Directors of all Texas United FC day to day operations. Therefore, granting voting rights to the General Manager at all Board of Directors meetings is warranted for fulfillment of his roles and responsibilities to the highest potential.

## **ARTICLE V. DUTIES OF OFFICERS**

### **PRESIDENT.**

- To preside at all Board of Director Meetings.
- To supervise the activities of the officers, directors, coordinators, and administrative staff.
- To appoint such committees as may be required for proper operation of the club.
- To nominate individuals to fill vacancies in any of the offices, and leadership team roles of the club.
- To represent TUFC at meetings of the Houston Youth Soccer Association (HYSA), and the South Texas Youth Soccer Association (STYSA).
- To represent TUFC at public functions requiring our attendance.
- To present annual report on the operation and condition of the club at the January Board Meeting.

### **VICE PRESIDENT.**

- To act in the absence of President with the same powers and authorities.
- To supervise all TUFC tournaments.
- To supervise TUFC Referee Program

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- To coordinate and manage all logistical functions of the administration in accordance with the direction of the President, including but not limited to, location of meeting places and sending notices.
- To assume the position of President in the event of the Presidents absence, resignation or removal from office.
- To be an alternate representative of TUFC at meetings of Houston Youth Soccer Association (HYSA), and South Texas Youth Soccer Association (STYSA) if the President is not able to attend.

#### CONTROLLER.

- To supervise the Discipline & Protest procedures of TUFC.
- To supervise all policy and procedures of TUFC.
- To manage and supervise the insurance program of TUFC.
- To maintain the By-laws or as required by law for TUFC.
- To be the custodian of records for TUFC.
- To oversee all process of TUFC.
- To sign and deliver with the President in the name of TUFC any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of TUFC.
- To study and keep current the financial status of TUFC and report the status at each Board of Directors meeting.
- To be an alternate representative of TUFC at meetings of Houston Youth Soccer Association (HYSA), and South Texas Youth Soccer Association (STYSA) if the President is not able to attend.

#### SECRETARY.

- Shall complete and keep minutes of all board meetings for TUFC.
- Provide notice of all called meetings, two weeks in advance of meeting date and purpose of the meeting shall be stated.
- Provide agendas for all meetings
- Make all necessary arrangements for meetings, meeting locations and keep TUFC members informed of upcoming changes.
- Notify TUFC members in advance of all open board meetings, Annual General Meeting, and any Special General Meetings.
- Shall keep accurate record of the proceedings of all scheduled TUFC meetings.
- Keep record of all correspondence for TUFC.
- Preserve all record, reports, and official documents of TUFC except those specially assigned to other board members.
- To be an alternate representative of TUFC at meetings of Houston Youth Soccer Association (HYSA), and South Texas Youth Soccer Association (STYSA) if the President is not able to attend.

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**DIRECTOR OF COMPETITIVE.**

- To develop and administer the training of TUFC.
- To develop and administer TUFC competitive soccer try outs.
- To develop and administer a program to recruit the necessary coaches for TUFC.
- To develop and administer a competitive program to provide skills training for competitive teams.
- To supervise all soccer camps for competitive soccer.
- To supervise all TUFC competitive teams.
- To be an alternate representative of TUFC at meetings of Houston Youth Soccer Association (HYSA), and South Texas Youth Soccer Association (STYSA) if the President is not able to attend.

**DIRECTOR OF RECREATIONAL.**

- To develop and administer a program to recruit the necessary coaches for TUFC.
- To develop and administer a Youth Academy Program.
- To develop and administer a program to provide skills training for recreational teams.
- To supervise all soccer camps for recreational soccer.
- To supervise all recreational soccer teams.
- To be an alternate representative of TUFC at meetings of Houston Youth Soccer Association (HYSA), and South Texas Youth Soccer Association (STYSA) if the President is not able to attend.

**ARTICLE VI. COMMITTEES**

- A. For the purpose of carrying out the program of TUFC, the President, with the approval of the Board, may appoint such committees as deemed necessary, giving them such authority as deemed advisable. Such committees may be appointed from year to year and may be discharged at the will of the Board.
- B. All committees will follow all written policies and guidelines provided by Texas United FC and report directly to the General Manager of Texas United FC. If no policies are in affect the HYSA and STYSA policies will govern said committee(s).
- C. No one (1) person may serve on more than one (1) committee at any time, no exceptions will be considered.



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## **ARTICLE VII. MEETINGS**

- A. The annual meeting of the Board of Directors and General Membership shall be held in May for the purpose of electing officers. The official year of the Board shall run from July 1<sup>st</sup> to June 31<sup>st</sup>.
- B. Regular meetings of the Board of Directors and membership shall be held monthly at such time and place in Harris County, Texas as the Board shall designate.
- C. The Board of Directors shall meet within thirty (30) days of taking office and at least once every two months thereafter.
- D. Special meeting may be called by the President or three (3) of the board members acting jointly. At least ten (10) days written notice of any special meeting shall be given to all Board members. Only the business for which the special meeting was called may be conducted at such meeting.
- E. Emergency meeting may be called by the President. At least two (2) days written or telephonic notice shall be given to all Board members.
- F. For a Board of Directors meeting, three members will constitute a quorum.
- G. All meetings will be conducted in accordance with the current version of Roberts Rule of Order.
- H. The order of business for all meetings shall be:
  - a) Roll Call
  - b) Minutes of previous meeting
  - c) Unfinished business
  - d) Report of the officers
  - e) Report of committees
  - f) Special reports and communication
  - g) Financial reports
  - h) New business
  - i) "Good of the Game"
  - j) Adjournment
- I. Minutes shall be kept at every meeting and shall be made available upon request from any Board member.
- J. Board members unable to attend any regular, special or emergency meeting may participate telephonically in said meeting if permitted to do so by the Board of Directors.
- K. Any person missing four (4) consecutive regularly scheduled board meetings or six (6) regularly scheduled board meetings in a twelve (12) month period shall be deemed to have immediately resigned as a member of the board. Absences may be excused by the board on case by case basis.

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#### **ARTICLE VIII. AMENDMENTS**

A. Amendments may be proposed by any member of TUFC. Amendments may be adopted at any meeting of TUFC provided that official notice of the proposed amendment has been given by emailing a copy of the proposed amendment to each Board member at least two (2) weeks prior to said meeting. A two-third majority vote of the total voting members present shall be necessary to amend.

#### **ARTICLE IX. OTHER**

A. The fiscal year of this corporation shall end on the 31<sup>st</sup> day of June of each calendar year. As of that date in each year, the financial accounts of its corporation shall be audited by a qualified committee, or by a Certified Public Accountant, as appointed by the Board of Directors, who will render their report to the incoming President for review by the Board of Directors.

#### **ARTICLE X. DISSOLUTION**

A. In the event of the dissolution of TUFC or in the event it shall cease to carry out the objectives and purpose herein set forth all the business, property, and assets of the corporation shall be distributed to a non-profit charitable corporation or corporations as may be selected by the Board of Directors, so that the business, properties, and assets of the corporation shall in such event be used for and devoted to the purposes of promoting the game of soccer; and in no event, shall any of the assts or property of the corporation or the proceeds of any such property or assets in the event of dissolution, go or be distributed to members either of the reimbursement of any sum subscribed, donated or contributed by such members or for any other such purpose. It being the intent that in the dissolution of the corporation upon its ceasing to carry out the objectives and purpose herein set forth, the property and assets then owned by the corporation shall be devoted to carrying on the functions and purpose of such nonprofit organization as the Board of Directors shall determine and direct.



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