

## BYLAW I. GOVERNING BODY

### A. GOVERNING AUTHORITY

The governing authority of the Association shall be vested with the Board of Directors or Executive Committee of the Association whose powers shall be delegated in the Bylaws.

### B. BOARD OF DIRECTORS

The Board of Directors shall be comprised of no fewer than seven (7) and no more than twenty (20) Directors, each having one vote. The following offices must be filled:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Coaching and Player Development Coordinator
- g. Risk Management Coordinator

In addition to those core officers the Board may elect or appoint one or more members from the board or from general membership to fill the following offices:

- h. Referee Coordinator
- i. Uniform/Picture/Trophy Coordinator
- j. Concessions Coordinators
- k. Fields and Equipment Coordinator

### C. EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall be comprised of the President, Vice-President, Secretary, Treasurer and Registrar.

### D. ELECTION AND TERM OF OFFICE

1. Core Officers shall be elected by majority vote of the membership at the January Meeting of the Association if candidates exist. Mid-Term elections for specific offices may be allowed if approved by the majority vote of the board and if there were no opposing candidates for the offices in the last regular election. If unopposed, officers continue to hold office until such time as a candidate is found and elections are arranged.
2. All officers shall be elected for a two-year term and shall not be restricted to a single term of office.
3. Candidates for association offices may be nominated by any voting member of the Association.
4. The President, Secretary, and Registrar shall be elected in even number years and shall assume office immediately following the adjournment of the meeting of their election.
5. The Vice President, Treasurer, Coaching and Player Development Coordinator, and Risk Management Coordinator shall be elected in odd numbered years and

shall assume office immediately following the adjournment of the meeting of their election.

E. MEETINGS OF THE BOARD OF DIRECTORS

1. Regular meetings of the Board of Directors should normally be held monthly, but shall not be held fewer than ten (10) times per year.
2. Meetings of the Executive Committee shall be called by the President as needed.
3. The Board of Directors or Executive Committee shall hold other meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting, in writing, by three or more members of the Board of Directors.
4. At all meetings of the Board of Directors, five (5) members shall constitute a quorum for the transaction of business unless this number is less than half the voting membership in which case the president has the power to declare the meeting invalid. At meetings of the Executive Committee, three (3) members shall constitute a quorum.
5. If a meeting is called for the purpose of filling a vacancy in office, the quorum shall be reduced by one-half the number of vacancies to be filled.
6. Minutes of meetings shall be recorded by the Secretary.

F. DUTIES OF BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

The Board of Directors and Executive Committee shall have vested the responsibility and authority to:

1. Interpret and enforce the Association's Constitution, Bylaws, and Playing Rules
2. Formulate and amend Rules in order to serve the best interests and objectives of Association
3. Reprimand, suspend, bar completely, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Association's Constitution, Bylaws, and Rules
4. Budget for and administer the funds of the Association subject to ratification and approval of the membership
5. Hire, supervise, and terminate employees
6. Form standing and special committees and appoint individuals to serve on such committees
7. Appoint individuals to fill vacancies on the Board of Directors until the next regular election
8. Maintain the recreational program as the primary and most important function of the Association and the club team program as part of the natural progression and advancement resulting from player development
9. The Executive Committee shall hear and decide all protests and appeals and shall decide appropriate disciplinary actions for incidents of misconduct.

BYLAW II. DUTIES OF DIRECTORS

A. GENERAL DUTIES OF ALL DIRECTORS

1. Each director shall carry out his or her duties in a responsible manner, acting only in the best interests of the Association and its membership.
2. Each director shall be prepared to report on his or her activities and areas of responsibility at meetings of the Board of Directors and general membership.
3. Each director shall follow the Association's financial policy regarding budget proposals, expense reports, and handling of Association monies.
4. Each director shall be familiar with the rules of the Association, TS, USSF, and its divisions.

## B SPECIFIC DUTIES OF DIRECTORS

1. President
  - a. Serves as Chairman of the Board of Directors and Executive Committee
  - b. Presides at all meetings of the Executive Committee, Board of Directors, and membership
  - c. Serves as an ex-officio non-voting member of all Association committees
  - d. Appoints committee chairmen and committee members as required
  - e. Votes only in case of a tie vote
2. Vice President
  - a. Assists the President with relationships with other groups, paperwork, and matters outside the organization of teams and the play of the game
  - b. Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President
3. Secretary
  - a. Records and distributes minutes of all meetings of the membership, Board of Directors, and Executive Committee
  - b. Maintains lists of members in good standing and voting eligibility for meetings
  - c. Maintains all permanent records of the Association
  - d. Responsible for all written communications of the Association, meeting notices, communication with TS, and contact with other leagues
4. Treasurer
  - a. Prepares the annual association budget and submits it to the Board of Directors and general membership for approval
  - b. Maintains records and receipts of all money to be deposited in a recognized bank in the name of the Association
  - c. Pays all accounts by check with his or her signature
  - d. Submits financial reports at least quarterly to the President and general membership
  - e. Produces all financial records when required by the Board of Directors or Executive Committee, properly balanced, and reflecting the current financial status of the Association
  - f. Prepares and files tax returns in a timely manner
  - g. Prepares any and all documents pertaining to the Association's Charter of Incorporation and tax exempt status and is authorized to obtain the services of an accountant or attorney, as appropriate; arranges for periodic audit of the Association's books

- h. Serves as a member of the Executive Committee
  - i. Must be bonded
5. Registrar
- a. Arranges for and oversees the seasonal registration of players
  - b. Maintains communications with TS concerning procedures for registration of players
  - c. Responsible for collecting fees and player forms; submitting all registration data to the state association in a timely manner; and ensuring that all players are properly registered
  - d. Assists the Team Roster Committee and Bracket Commissioners as needed with assigning of players to teams
  - e. Registrar and any assistants who handle money must be bonded.
7. Coaching and Player Development Coordinator
- a. Works with the Team Roster Committee and Bracket Commissioners to procure qualified coaches for all teams
  - b. Responsible for supervising and evaluation of Association coaches
  - c. Arranges for periodic training and certification of coaches
  - d. Represents the interests of the Association's coaches on the Board of Directors
9. Risk Management Coordinator
- a. Serves as manager for the Association's Risk Management Program
  - b. Communicates and distributes educational material on risk management
  - c. Obtains signed Employment/Volunteer Disclosure Statements for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the Association
  - d. Submits completed disclosure statements to the state office
  - e. Certifies in writing that all goals, fields and grounds utilized by the Association are in compliance with TS Goal/Field Inspection Forms requirements
  - f. Submits annually Goal/Field Inspection forms to state office
10. Referee Coordinator
- a. Responsible for recruiting, assigning, supervising, and evaluating referees for the Association
  - b. Responsible for arranging periodic training and assessment of referees and assistant referees
  - c. Ensures that referees are properly registered annually with USSF through the state association
  - d. Represents the interests of the Association's referees on the Board of Directors
11. Uniform/Picture/Trophy Coordinator
- a. Responsible for securing and distributing the uniforms for all teams and other team equipment, as approved by the Board of Directors
  - b. Responsible for all uniforms, goalkeeper shirts, and any other items of clothing issued to teams and in inventory.
  - c. Responsible for securing bids and selecting based on those bids a vendor to do team photography annually.
  - d. Responsible for securing bids and selecting based on same a vendor for trophies annually.

- e. Maintains proper records of these activities as required by the Board of Directors.
- 12. Concessions Coordinator
  - a. Responsible for the maintenance of the Associations Concessions facilities.
  - b. Maintains proper certifications for Concessions facilities.
  - c. Oversees directly employees and volunteers who work in the concessions area.
  - d. Acts as the agent of the Association for the purchase and maintenance of proper inventory for the concession needs.
  - e. Records and reports inventory and sales to the Board of Directors.
  - f. Makes and reports deposits generated from concession sales.
  - g. Must be bonded.
- 13. Fields and Equipment Coordinator
  - a. Responsible for the maintenance of the Association's match and practice fields and field equipment
  - b. Maintains lining equipment and supplies for marking fields and makes certain that match fields are properly marked before scheduled games
  - c. May serve as liaison in dealing with owners of practice and playing fields
  - d. Responsible for items of equipment issued to teams and in inventory.
  - e. Maintains proper records of these activities as required by the Board of Directors.

### BYLAW III. STANDING COMMITTEE

#### A. GENERAL

- 1. The Association's Board of Directors shall annually confirm the appointment of chairmen and members to serve on standing committees.
- 2. Specific duties and responsibilities of each committee, procedures for selecting committee members, and job descriptions for committee members shall be established by the Board of Directors and detailed in these Bylaws and the Association's Rules.
- 3. Committee members who fail to carry out their duties in a responsible manner or whose actions are detrimental to the Association and/or its programs may be removed from their position by the Board of Directors.

#### B. COMMITTEE RESPONSIBILITIES

Standing Committees and their general areas of responsibility shall be as follows:

- 1. Appeals and Discipline: The Executive Committee, with the President as Chairman, serves as the Association's Appeals and Discipline Committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.
- 2. Awards: Chaired by the Uniform/Picture/Trophy Coordinator; handles the pricing, ordering, and distribution of trophies, patches, medals, or other awards to be given.

3. Budget and Finance: Chaired by the Treasurer; responsible for preparation of the Association's annual budget and presentation of the proposed budget to the Board of Directors
4. Coaching: Chaired by the Coaching Coordinator; responsible for establishing and administering programs for coaches
5. Concessions: Chaired by the Concessions Coordinator; make decisions on what, when, and where to sell concession items. The Chairperson may organize the league's teams (through the team managers/ mothers) so that many parents take turns manning the concession stands.
6. Field/Equipment Maintenance: Chaired by the Field Coordinator; responsible for maintaining the game and practice fields, goals, and nets as necessary; must be thoroughly familiar with how to lay out a field including the proper dimensions for each age group; responsible for lining the fields and maintenance of the lining equipment and supplies of chalk or other lining material. Responsible for coordinating all maintenance of fields and equipment
7. Insurance: Chaired by the Risk Management Coordinator; is familiar with the Association's insurance programs and claim procedures; answers questions about the coverage, maintains a supply of claim forms, and assists in filing claims with TS.
8. Long Range Planning: Chaired by the President or his appointee to set long-range goals for the Association and formulate plans for accomplishment
9. Membership: Chaired by the Vice President, encourage non-member organizations and individuals to affiliate with the Association; reviews applications for membership and recommends appropriate action to the Board of Directors
10. Nominating Committee: Formed annually prior to the Association elections to recruit qualified individuals to serve as officers and committee members
11. Publicity: Maintains a good working relationship with the local newspapers, radio and TV stations, getting maximum coverage for special soccer events and for player registration
12. Team Roster Committee: Chaired by the Coaching Coordinator, the committee is comprised of the Bracket Commissioners and the Registrar; handles all matters related to the recreational teams and play of the game including assignment of players to teams, scheduling and rescheduling of games and practices, settling problems between coaches in each group, finding coaches, arranging for coach and player instruction; enforces the philosophy of the Association and coach and parent (spectator) conduct on the field and at practice; assists the Board of Directors in planning, establishing, and administering the Association's rules and regulations related to play of the games
13. Referee: Chaired by the Referee Coordinator; responsible for establishing and administering programs for referees of the Association
14. Rules and Regulations: Chaired by the President or his or her appointee; annually reviews current and proposed rules of the Association and recommends changes in the Association's Constitution, Bylaws, and Rules including any that may be required by state or national rules.

15. Special Events: Chaired by the President or his or her designee, arranges for all tournaments, skills contests, annual meetings, or other special events of the Association; responsible for submitting applications to the state soccer association for any tournaments.

#### BYLAW IV. MEMBERSHIP

##### A. GENERAL

1. The voting membership of the Association shall include individuals currently active in the association's programs.
2. Non-voting membership may be granted to other organizations or individuals interested in the advancement of the sport of soccer and the Association.

##### B. CLASSES OF MEMBERSHIP

1. Players
  - a. Shall include players currently registered with and participating in soccer programs under the jurisdiction of the Association.
  - b. Shall be accorded one vote per player.
  - c. Parents shall cast votes for youth players. Adult players shall cast their own votes.
2. Officials
  - a. Shall include all currently active coaches, assistant coaches, team managers, and referees.
  - b. Shall be accorded one vote for each affiliated individual.

##### C. RIGHTS OF MEMBERS

1. Members in good standing are granted various rights and privileges as defined by the Board of Directors in the Association's Rules.
2. Rights of players and officials in good standing shall include the right to vote at the Association's general membership meetings.

##### D. TERM OF MEMBERSHIP

1. Term of membership shall be one seasonal year beginning on August 1 and ending on July 31.
2. Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, and is actively participating in the programs of the Association.

#### BYLAW V. GENERAL MEMBERSHIP MEETINGS

##### A. DATES

The Association shall hold general membership meetings semi-annually in the months of January and July.

B. PARLIAMENTARY PROCEDURES

Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings of the Association, unless otherwise agreed to by the participants by a two-thirds vote.

C. VOTING ELIGIBILITY

1. Voting eligibility at general meetings of the Association by affiliated voting members is determined by the class of membership.
2. Only those voting members of record, duly affiliated, with all fees paid and in good standing, shall be entitled to vote.

D. VOTING BY DIRECTORS

1. Each member of the Board of Directors shall be entitled to one vote, except the President, who shall cast a vote only in the case of a tie.
2. Directors shall not vote in an election except as the representatives of an affiliated member.

BYLAW VI. AMENDMENTS

A. APPROVAL OF AMENDMENTS

1. Amendments to the constitution and bylaws must be approved by two-thirds of the voting members at a general membership meeting.
2. Members and directors may vote by proxy.

B. AMENDMENT OF PROPOSALS

1. Proposed amendments may be submitted by any affiliated member.
2. Proposals should include the number and text of the current rule, the text of the proposed new or revised rule, and the reason for the change.
3. Proposals to revise or amend the Constitution and Bylaws shall be submitted, in writing, to the President at least 30 days in advance of the general meeting.
4. Amendment proposals shall be published for study by affiliated members at least 14 days prior to the general meeting at which the proposal will be considered.