# Cheatham County Soccer Association

# By Laws

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## BYLAW I. GOVERNING BODY

A. **GOVERNING AUTHORITY**

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

B. **BOARD OF DIRECTORS**

1. The Board of Directors shall be comprised of the following officers: each having one vote.

a. President/Commissioner
b. Vice President
c. Secretary
d. Treasurer
e. Recreational Director
f. Registrar
g. Referee Administrator
h. Field & Equipment Administrator
i. Concessions Administrator
j. Public Relations Administrator
k. Special Events Administrator
l. Field & Equipment Associate Administrator
m. Concession Associate Administrator

2. The immediate past president of the Association may be an ex-officio member of the Board of Directors upon the approval of the executive committee and that the past president is in compliance with the Board of Directors Code of Conduct and Ethics policies.

C. **EXECUTIVE COMMITTEE**

1. The Executive Committee of the Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer and Registrar.
2. The Executive Committee shall set long-range goals of the Association and formulate plans for accomplishment.
3. The Executive Committee shall review annually current and proposed rules of the Association and recommend changes in the Association's Constitution, Bylaws, Policies and Procedures, including any that may be required because of state or national rules

## D. **ELECTION AND TERM OF BOARD OF DIRECTORS**

1. The Executive Committee shall be elected by majority vote of the general membership by the Association members by the end of each spring season.
2. The Executive Committee shall be elected for a two-year term.
3. Any voting member of the Association may nominate candidates for Executive Committee and Board of Director offices.
4. Board of Directors shall be voted on by the entire Board of Directors.
5. Board of Directors shall be appointed for a two-year term.
6. The President and Secretary shall be elected in even numbered years and shall assume office on June 1 of the year in which they are elected. Concessions Administrator, Special Events Administrator and Field & Equipment Associate Administrator, shall be appointed in even numbered years and shall assume office on June 1 of the year in which they are appointed.
7. The Vice President, Treasurer and Registrar shall be elected in odd numbered years and shall assume office on June 1 of the year in which they are elected. The Recreational Director, Referee Administrator, Field & Equipment Administrator, Concession Associate Administrator and Public Relations Administrator shall be appointed in odd numbered years and shall assume office on June 1 of the year in which they are appointed.

## E. **MEETINGS OF THE BOARD OF DIRECTORS**

1. Regular monthly meetings of the Board of Directors shall be held at least monthly, excluding December.
2. The President as needed shall call meetings of the Executive Committee.
3. The Board of Directors shall hold other meetings whenever the President deems it necessary.
4. Meetings of the Board of Directors and Executive Committee may be held in the form of telephone conference calls.
5. At all meetings of the Board of Directors, the simple majority of members shall constitute a quorum for the transaction of business. At meetings of the Executive Committee, three members shall constitute a quorum.
6. If a meeting is called for the purpose of filling a vacancy in office; the quorum shall be reduced by one-half of the number of vacancies to be filled.
7. 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

## BYLAW II. DUTIES OF DIRECTORS

### A. DUTIES OF BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

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

1. Interpret and enforce the Association's Constitution, Bylaws, Policies, and Procedures.
2. Formulate and amend Policies and Procedures in order to serve the best interests and objectives of Association.
3. Adopt temporary rules and regulations for situations not provided for by the Constitution, Bylaws, Policies and Procedures or deemed necessary and desirable in order to serve the best interests and objectives of the Association.
4. Reprimand, suspend, and bar completely, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Association's Constitution, Bylaws, Policies and Procedures.
5. Budget for and administer the funds of the Association.
6. Hire, supervise and terminate staff employees.
7. Form standing and special committees and appoint individuals to serve on such committees.
8. Appoint individuals to fill vacancies on the Board of Directors as needed. Appoint individuals to fill vacancies on Executive Committee until the next regular election. 9. Maintain the recreational program as the primary and most important function of Association. Promote the select team program as part of the natural progression and advancement resulting from player development.
10. The Executive Committee may appoint a disciplinary hearing committee of three (3) to five (5) people to hear and decide all protests and appeals and shall decide appropriate disciplinary actions for incidents of misconduct.
11. Each director shall carry out his duties in a responsible manner, acting only in the best interests of the Association and its membership.
12. Each director shall be prepared to report on his activities and areas of responsibility at meetings of the Board of Directors and general membership.
13. Each director shall follow the Association's financial policy regarding budget proposals, expense reports, and handling of Association monies.
14. Each director shall be familiar with the rules of the Association, TSSA, USSF, and its divisions.
15. Each director shall recruit qualified individuals to serve as officers and committee members.

B. **SPECIFIC DUTIES OF DIRECTORS**

1. **President**
   a. Shall be the chief executive officer of the Association.
   b. Serves as Chairman of the Board of Directors and Executive Committee.
   c. Presides at all meetings of the Executive Committee, Board of Directors, and general membership
   d. Serves as an ex-officio non-voting member of all Association committees upon approval of the executive committee.
   e. Appoints committee chairmen and committee members as required by the Association's policies.
   f. Submits an annual report in writing to the membership at the annual general meeting. g. Votes only in the case of a tie vote.
   h. Serves as spokesman for the league to local, civic and governmental bodies.
   i. Sets the tone for the league and enforces the philosophy of play adopted by the league.
   j. Serves as a member of the Executive Committee.
2. **Vice President**
   a. Assists the president in handling relationships with other groups, paperwork, and matters outside the organization of teams and play of the game
   b. Presides at meetings of the Executive Committee, Board of Directors, and general membership in the absence of the president
   c. Serves as manager for the Association's Risk Management Program
   d. Communicates and distributes educational material on risk management
   e. Submits completed disclosure statements to the state office
   f. Serves as a member of the Executive Committee
3. **Secretary**
   a. Records and distributes minutes of all meetings of the Board of Directors and Executive Committee and have available to general membership upon written request
   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 communication of the Association, notices of meetings, communications with the state soccer association, and correspondence with other leagues
   e. Is thoroughly familiar with the various insurance programs and claim procedures, answers questions about the coverage, maintains supplies of claim forms, and assists in filing claims with the state association
   f. Serves as a member of the Executive Committee

4. **Treasurer**
    a. Prepares the annual Association budget and submits it to the Board of Directors 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/her signature or that of his/her designee in a timely manner
    d. Submits financial reports at each monthly board meeting to the Board of Directors
    e. Produces all financial records when required by the Board of Directors properly balanced and reflecting the current financial status of the Association
    f. Prepares and files tax returns in a timely manner
    g. Responsible for preparing any and all documents pertaining to the charter of Incorporation and the tax exempt status of the Association and is authorized to obtain the services of an accountant or attorney to adequately protect the Association in such matters, arranges for periodic audit of the Association's books
    h. Serves as a member of the Executive Committee
    i. It is required that the Treasurer is bonded
5. **Registrar**
    a. Arranges for and oversees the annual (fall and spring seasons) registration of players including the on-line registration process.
    b. Maintains communications with TSSA concerning procedures for registration of players
    c. Responsible for collecting fees and player forms, submitting all registration data to the state soccer association in a timely manner, and ensuring that all players are properly registered
    d. The Registrar and any assistants who handle money must be bonded
    e. Obtains signed Employment/Volunteer Disclosure statements for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the Association
    f. Responsible for securing and distributing the uniforms for all teams as approved by the Board of Directors.
    g. Serves as a member of the Executive Committee
6. **Recreational Director**
    a. Oversees and directs the recreational program with assistance from the age group coordinators
    b. Responsible for game schedules and coordinates any changes in the schedule.
    c. Works with the Board of Directors to procure qualified coaches for all recreational teams.
    d. Responsible for supervising and evaluation of recreational coaches.
    e. Arranges for periodic training and certification of coaches.
    f. Represents the interest of the Association's coaches on the Board of Directors.
    g. Responsible for establishing and administering programs for the recreational coaches of the Association.
    h. Maintains contact with other leagues for exchanges of games.
    i. Works with the Field & Equipment Director on field assignments.
7. **Referee Administrator**
    a. Responsible for recruiting, assigning, supervising and evaluation of referees for the Association
    b. Responsible for arranging periodic training and assessment of the referee program.

8. **Field & Equipment Administrator, Field & Equipment Associate Administrator**
    a. Responsible for the maintenance and safekeeping and inventory of the Association's match and practice fields and field equipment
    b. Maintains lining equipment and supplies for marking fields. Coordinates the lining of fields with the age group coordinators and/or coaches to make 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 field assignments and works with the Recreational Director and the Select Director to coordinate field availability.
    e. Coordinators field workdays, prior to each season, with the Board of Directors, age group coordinators, coaches and volunteers.
    f. Submits annually Goal/Field Inspection forms to state office
    g. Certifies in writing that all goals, fields and grounds utilized by the Association are in compliance with TS Goal/Field Inspection Forms requirements
9. **Concessions Administrator, Concession Associate Administrator**
    a. Makes decisions on what, when and where to sell concession items
    b. Coordinates volunteers through the age group coordinators to man the concession stand on game days.
    c. Maintain accurate inventory and records of the concessions
    d. Purchase and order concession inventory
    e. Maintain stock
10. **Special Events Administrator**
    a. Handles the pricing, ordering and distribution of trophies, pictures, patches, medals, or other awards given by the Association.
    b. Coordinate and chair special events
    c. Maintains proper records of bids received and accepted
    d. Maintains records and is responsible for safekeeping of all uniforms, goalkeeper shirts, and any other items of clothing issued to teams and in inventory
11. **Public Relations Administrator**
    a. Maintains a good working relationship with the local newspapers, radio and TV stations, getting maximum coverage for special soccer events and for player registration
    b. Responsible for acquiring sponsors and maintaining current sponsorships for the Association
    c. Responsible for developing, creating and distribution of the newsletter each season, with a minimum of 3 newsletters per season.
    d. Responsible for maintaining and updating the web site in a timely manner.

## 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 the Association's policies and procedures
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 program may be removed from their position by the Board of Directors
4. Policies and Procedures for each committee will be developed 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 A&D committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.
2. Recreation Committee: Chaired by the Recreational Director, the committee is comprised of one age group coordinator for each age group in the recreational program. Age group coordinators will be appointed for a year (a fall and a spring season). This committee handles all matters related to the recreational teams and play of the game, 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 and establishing policies, scheduling coaches/volunteers for field work days, weekly lining of the game fields and volunteers to work the concession stand.
3. Mike Burke Soccer Grant Committee: Chaired by the Treasurer. The committee is comprised of five adult members from the association, excluding board members. The committee shall be appointed by the Board of Directors. Each committee member office will be for two years. The committee will be responsible for working with the Special Events Administrator to coordinate the annual fundraiser to provide funds for individual and team grants. They are responsible for reviewing and approving grant applications.

## BYLAW IV. MEMBERSHIP

### A. **GENERAL**

1. The voting membership of the Association shall include individuals currently registered in the Association's program
2. Membership shall not vote by proxy

### B. **CLASSES OF MEMBERSHIP**

1. Youth Players:
   A. Shall include youth 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
2. Non-Players:
   A. Shall include all currently active coaches, assistant coaches, referees, and committee members.
   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 policies.
2. Rights of players and officials in good standing shall include the right to vote in elections.

### 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 renew each seasonal year provided the member is in good standing, has paid all applicable fees, and is actively participating in the programs of the Association.

## BYLAWS V. GENERAL MEMBERSHIP MEETINGS

A. **DATES**

The Association shall hold general membership meetings before the close of each season, to be determined by the Executive Committee.

B. **PARLIAMENTARY PROCEDURES**

Roberts 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 membership 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**

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. The President may vote in the elections each spring season.

## BYLAW VI. AMENDMENTS

1. **APPROVAL OF AMENDMENTS**

Amendments to the constitution and bylaws must be approved by two-thirds of the voting members at a general membership meeting.

2. **AMENDMENT PROPOSALS**

A. A registered member may submit proposed amendments.

B. 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.

C. Proposals to revise or amend the Constitution and Bylaws shall be submitted in writing to President at least 30 days in advance of the general meeting.

D. Amendment proposals shall be published and available to registered members for study at least 14 days prior to the general meeting at which the proposal will be considered.