

# **Bylaws of Burleson Independent Soccer Association (Revised November 2013)**

## **Article I: Name**

The name of this Association is the Burleson Independent Soccer Association, which hereinafter referred to as the 'Association' or "BISA"): This Association is located in Burleson, Texas.

## **Article II: Objective**

The object of BISA is to carry out the business of soccer set forth by the North Texas State Soccer Association.

## **Article III: Policies**

**Section 1:** The BISA is to adhere to these Bylaws and the attached Policies and Procedures of the BISA. If none of these sources are applicable then BISA shall follow procedures set forth in Robert's Rules of Order, Newly Revised.

**Section 2:** The BISA shall operate as a non-profit, non-commercial, non-sectarian, and non-partisan organization. The Association shall exclusively be for charitable purposes under Section 501(c) (3) of the Internal Revenue code or corresponding section of any federal tax code.

**Section 3:** This Association shall not participate in any activities not permitted by Federal Income Tax under Section 501(c)(3) of the Internal Revenue code or by an organization whose contributions are deductible under Section 170(c)(3) of the Internal Revenue code.

**Section 4:** The name of this Association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or purpose not related to the directives set forth in these bylaws. However, these bylaws give the Board the right to promote issues that would benefit BISA

**Section 5:** No part of the net earnings of this Association shall inure to the benefit of; or distribute to its members, officers, or other private person except to pay reasonable compensation for services rendered and make payments and distributions.

**Section 6:** All property acquired by BISA shall be owned and controlled by BISA and shall be made available to its members for proper use subject to the approval of the Board or a designated representative.

**Section 7:** The Association shall have two accounts established at a Board approved financial institution; a general operating account and a savings account. The general operating account shall carry sufficient funds to fulfill the association's obligations with the balance of the funds being deposited in the savings account except that the Board may cause such funds to be invested. The Treasurer will advise the Board as to the investment of funds in excess of current operational needs and will invest those excess funds in accordance with the directions of the Board. Investment of the Association's funds shall be made only in:

- a. Certificates of Deposit in United States FDIC insured banking institutions.
- b. Federal Securities which are secured or backed by the United State Government and are FDIC insured.

**Section 8:** Purchases made in excess of \$2,000 will require signature of two Executive Committee Board Members. Contracts or capital improvements exceeding \$5,000 shall go through a bid process with a minimum of three bids presented to the Board for approval.

**Section 9:** Board member travel to officially represent BISA at any meeting may be reimbursed at a fair rate comparable to what is being given by the IRS. When such travel is undertaken, a claim showing the date and the mileage traveled shall be given to the Treasurer prior to payment. Lodging and meals must be approved by the Board before payment will be disbursed

**Section 10:** Upon the dissolution of this Association, the Executive Committee shall, after paying or providing for debts and obligations of this Association, transfer the remaining assets to another similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1954, as amended. This dissolution is decided by a majority vote of the board.

## **Article IV: Membership**

**Section 1:** Membership in this Association is available without regard to sex, race, color, creed, or national origin. Membership in this Association is obtained by paying the registration fee for the current season as an adult player or parent of a player, or by serving the Association in a Board or coaching capacity. Other interested parties may become members by submitting an application and background check for membership. It must also be accompanied by an initiation fee for \$15.00 and the annual dues of \$25.00, both of which shall be returned if the application is denied.

**Section 2:** Each household in which the member(s) reside may have two votes provided the votes are made by two separate adults (voting member must be 14 years or older). No proxy votes allowed.

**Section 3:** The Board reserves the right to revoke memberships.

- a. Membership may be revoked by a three-fourths majority vote of the members present at any scheduled or advertised meeting;
- b. A petition may be filed for reconsideration by the Board;
- c. A petition for reconsideration and a favorable majority vote of the members present may overturn the Board's action when said petition is in accordance with the bylaws.

Any member of this Association (or coach, team or official) may be expelled for a violation of the Association's Bylaws, Policy and Procedures, or for conduct prejudicial to the interests of the Association. Their membership may be canceled, forfeited or suspended unilaterally by the Association's Board of Directors and/or through the recommendation of the Appeals and Disciplinary Committee. A red card

shall not be considered an expulsion for these purposes.

The Association will honor all orders of suspension of players, coaches and/or referees issued by this Association or any other North Texas State Soccer Association Member and/or United States Soccer Federation Member Organization.

A copy of the Bylaws and Policy and Procedures will be available at each registration or by request.

## **Article V: Government of Association**

This Association shall be governed by its members who shall consist of the Board of Directors and each registered member in good standing.

### **Affiliation with the North Texas State Soccer Association**

This Association shall be directly affiliated with and comply with the authority of the North Texas State Soccer Association and shall represent all its members and respective interests in and before the North Texas State Soccer Association

### **Fiscal Year**

The fiscal year of the Association is June 1 through May 31.

### **Books and Records**

The Association shall keep correct and complete books of approved minutes, record of accounts, and shall keep minutes of all meetings at its principal place. These books and records shall be made available at each meeting and upon written request (with the exception of Article VI, Section 6). The Board reserves the right to limit the detail of information provided to protect existing contractor's pricing quotes. A complete summary of financial information will be made available to the general membership. The request will be honored within a ten business day period.

### **Resignation**

Any director, committee member officer may resign by giving written notice to the President. The resignation shall take affect at the time specified therein, or immediately if no such time is specified. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **Amendments to Bylaws**

These Bylaws may be altered, amended, or repealed. New Bylaws may be adopted at any meeting of the Association by a majority vote, provided that the membership has been given ten days notice and the Association has posted the proposed changes. A written copy of the proposed changes will be available by request.

## **Article VI: Meetings**

**Section 1:** All meetings of the Association are to be held in such place by the President and approved by the Board of Directors. All meetings of the Association will be open to the members and the general public.

**Section 2:** A notice of meetings will be publicly posted at least ten days prior to meetings.

### **Annual Meeting**

An Annual Meeting of the Association shall be held each year in the spring, at which time officers will be elected in accordance with Article VII hereof; and transact such other business as may be properly brought before the meeting. A quorum is not required for this meeting.

### **Section 3: Order of Business**

1. Roll Call and (Voted Accreditation for annual meeting only)
2. Introduction of visitors
3. Approval of Minutes of Last Meeting
4. Agenda
5. Unfinished Business
6. Reports of Officers and Committees
7. Amendments to Bylaws and Policy and Procedures
8. Election of Directors/Officers
9. New Business
10. Adjournment

**Section 4:** A majority vote shall decide any questions brought before members of the Association.

**Section 5:** The President, unless otherwise prescribed by statute or by article of these Bylaws, may call special meetings of the Association for any purpose. The purpose of the meeting is stated in the notice of the meeting. A quorum is not required for this meeting so long as notices of such meeting were given in advance.

**Section 6:** All meetings are “open” to members except in special instances where the President shall declare a “closed” meeting. A meeting shall be designated “closed” only when an “open” meeting would be detrimental to individuals or to the welfare of the membership at large. The information covered in a closed meeting will not be available for public review.

**Section 7:** The President of BISA shall not vote under any circumstances except to break a tie or in the case of a ballot vote.

### **Board of Directors Meeting**

The date, time and location of the monthly meeting of the Board of Directors shall be posted on the BISA website. A notice of meetings will be publicly posted at least ten days prior to meetings. If a member wishes to present at the board meeting mail, email agenda item(s) directly to any Board Member. Item(s) must be received ten days prior to a scheduled Board Meeting. A quorum is required for this meeting. A quorum is established once 2/3 of the Board of Directors is present at the meeting. *Example: with 12 Board Members it will take 8 to form a quorum at a general or special meeting.*

Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting had not been previously legally adjourned.

### **Emergency Action**

Any three (3) voting members of the Board of Directors may call an emergency meeting on matters demanding immediate action.

## Article VII: Board of Directors

The business and affairs of the Association are managed by its Board of Directors, which shall consist of the Directors of this Association, each of whom will be entitled to one vote. The Board of Directors shall transact all business of the Association. The Board shall have the power to enforce the Laws of the Game. This includes the Rules of the North Texas State Soccer Association, the United States Soccer Federation and its respective members, and the Bylaws and Policy and Procedures of this Association. The Board of Directors shall also hear appeals of the Appeals and Disciplinary Committee.

### Election of Board of Directors

The Board of Director shall be elected to a term of (2) two years. They may succeed themselves in office. Any Director that desires to seek election to another office must first resign the office he or she is holding before the election. Elections shall be at the Annual Meeting with one-half of the Board of Directors elected each year in the following manner:

President	(Even years)
Vice President/A&D Director	(Odd years)
Secretary/Registrar	(Odd years)
Treasurer	(Even years)
Boys Director	(Even years)
Girls Director	(Odd years)
U4-U6 Boys Director	(Odd years)
U4-U6 Girls Director	(Even years)
Co-ed Adult Director	(Even years)
Coaches Director	(Odd years)
Facilities Director	(Even years)
Referee Director	(Odd years)
Tournament/Uniform Director	(Even years)
Immediate Past President Ratified	(Even years)

The members and/or Board of Directors shall elect all Directors/officers.

### Removal

Any member of the Board of Directors shall be required to resign following a vote of no confidence in his or her ability to remain in office. The vote of no confidence must be passed by a two-thirds majority of all the Board of Directors. If an officer receives this vote of no confidence, they are automatically removed from the Board. Serious complaints against a Board Member will be submitted in writing to the A&D Chair. In case of the complaint being against chair, the written complaint should be submitted to the President.

### Attendance at Meetings

A Board Member not attending two consecutive meetings, including a regular meeting of this Association, Board of Directors meetings, special meetings, or emergency meetings, may have their office declared vacant unless the Board of Directors excuses such absences. This office shall be filled in accordance with procedures under Vacancies.

### **Vacancies**

Any Board member may find a candidate and present this person to the Board of Directors for a majority Board approval if a Board position is vacated prior to the end of its natural term.

### **Compensation**

The Board of Directors shall serve without salary for their position. Any Board of Director member may be reimbursed for expenses pertaining to the Association.

### **Parliamentarian**

The Chairman of Appeals and Disciplinary shall act a Parliamentarian, using "Roberts Rules of Order, Newly Revised" as a guide.

### **Minutes**

The Board of Directors shall keep regular minutes of its proceedings. The approved minutes shall be placed in the minute book of the Association. Minutes shall be approved at the next Board of Directors Meeting.

## **Article VIII: Officers, Powers and Duties**

The Executive Committee shall consist of the President, Secretary/Registrar, Vice President/Director of Appeals and Disciplinary, and the Treasurer to handle emergencies that may arise.

### **President**

The President of the Association shall preside at all Association meetings. The President will serve as ex-officio voting member of such committees. The President shall cast the deciding vote in case of a tie at any meeting, or may waive the right to do so. The President may appoint delegates to any meetings of the members. The President shall submit an annual written report at the Annual Meeting and said report shall become part of the minutes of such meeting. The President is empowered to take prudent and reasonable action in cases not covered in these Bylaws, and such authority is implicit in the office.

### **Secretary/Registrar**

The Secretary/Registrar shall keep minutes of all Board of Directors meetings, Annual Meeting, and Special meetings. The Board of Directors will approve the minutes. The Secretary/Registrar will keep all approved minutes in a binder and have this binder available for review by all Board of Directors and Association members. The Secretary/Registrar will be responsible for all correspondence for the Association, pick up mail for the Association, notify officers and committee members of all meetings, and reserve the meeting place. The Secretary/Registrar shall be responsible for the registration and eligibility of all players and teams with the Association, shall be responsible for the Risk Management forms, and submitting forms to the North Texas State Soccer Association. They shall also serve on the Executive Committee.

### **Vice President/Director of Appeals and Disciplinary**

The Vice President/Director of Appeals and Disciplinary shall be Chairman of the Appeals and Disciplinary Committee and shall report the activities of this Committee at each regular meeting of this Association.

The Chair shall succeed to the powers of the President in the absence of the President and shall maintain a file of each appeal and disciplinary action and shall be Chair of the Policy and Procedures and Bylaw Committee and shall be responsible for overseeing the administrative policies and operations executed by this Association. They shall also serve on the Executive Committee.

#### **Treasurer**

The Treasurer shall serve as the financial officer of the Association and shall be responsible for coordinating budget appropriations, complete financial reconciliation and report to each scheduled Board of Directors meeting a balance sheet and income statement. The reporting will be the activity during the month. The treasurer shall chair the Budget and Finance Committee and shall review and initial all contracts by this Association. All financial records are available for review by any Member, with the exception of Section V, "Books and Records". The Treasurer will chair the Fundraiser Committee and Concession Committee. They shall also serve on the Executive Committee. Financial or accounting degree or equivalent work experience preferred.

#### **U4-U6 Boys Director**

The U4-U6 Boys Director will be responsible for team formation of all children in the U4, U5 and U6 boys division and assist in coordinating the draft after registration. The U6 Commissioner will serve as co-chair on the Uniform / Trophy / Photography committee, serve on the Policy and Procedures and Bylaw Committee, shall schedule all games, and reschedule any games as necessary. The U4-U6 Boys Commissioner will be responsible for arbitration of issues involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature are sent in writing to the Appeals and Disciplinary Committee.

#### **U4-U6 Girls Director**

The U4-U6 Girls Director will be responsible for team formation of all children in the U4, U5 and U6 girls division and assist in coordinating the draft after registration. The U6 Commissioner will serve as co-chair on the Uniform / Trophy / Photography committee, serve on the Policy and Procedures and Bylaw Committee, shall schedule all games, and reschedule any games as necessary. The U4-U6 Girls Director will be responsible for arbitration of issues involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature are sent in writing to the Appeals and Disciplinary Committee.

#### **Boys Director**

The Boy's Director shall be responsible for team formation of U7 and above boys within the Association and assist in coordinating the draft after registration. The Boy's Director shall serve as Chair on the Uniform / Trophy / Photography Committee. The Director may serve as a representative of BISA to the Metroplex Alliance. The Director may schedule Division games for non-traveling teams and advise on team divisions for Metroplex. They serve on the Policy and Procedures and Bylaw Committee. They shall be responsible for arbitration of issues / infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. The Boys Director shall appoint such Assistant Commissioners (U7-U19) deemed necessary to carry out functions related to their age group, delegated by the Boy's Director, after approval of the Board of Directors.

### **Girls Director**

The Girl's Director shall be responsible for team formation of U7 and above girls within the Association and assist in coordinating the draft after registration. The Girl's Director shall serve as co-chair on the Uniform / Trophy / Photograph Committee. The Director may serve as a representative of BISA to the Metroplex Alliance. The Director may advise on team divisions for Metroplex. They serve on the Policy and Procedures and Bylaw Committee. They shall be responsible for arbitration of issues / infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature are sent in writing to the Appeals and Disciplinary Committee. The Girls Director shall appoint such Assistant Commissioners (U7-U19) deemed necessary to carry out functions related to their age group, delegated by the Girls Director, after approval of the Board of Directors.

### **Co-ed Adult Director**

The Co-ed Adult Director shall be responsible for team formation with the Association. They shall coordinate the draft after registration, schedule Division games, and serve on the Policy and Procedures and Bylaw Committee. The Director shall be responsible for arbitration of issues/infractions involving registered players, team representatives, and /or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee.

### **Coaches Director**

The Director of Coaches shall be the Chairman of the Coaches Committee and shall report activities of this Committee at each regular meeting of this Association. They shall be responsible for arbitration of issues / infractions involving coaches, assistant coaches in collaboration with the appropriate Commissioner. The Coaching Director shall be responsible for organizing summer camps and skills clinics for BISA, organizing licensing clinic for current coaches, and maintaining a database of coaches with contact information. Problems of a more serious nature are sent in writing to the Appeals and Disciplinary Committee. Minimum of F coaching license or equivalent experience preferred.

### **Facilities Director**

The Director of Facilities shall be the Chairman of the Facilities Committee and shall report the activities of this Committee at each regular meeting of this Association. They shall be responsible for obtaining and reviewing bids on maintaining of fields and equipment to bring before the board for approval. The Chair will be responsible for scheduling use of fields (other than game days). Will serve on Concession Committee and will be responsible for maintenance, upkeep and stocking of concession stand.

### **Referee Director**

The Director of Referees shall be a licensed referee (grade 8 or above). They shall serve as Chairman of the Referee Committee and shall report the activities of this Committee at each regular meetings of this Association. They shall be responsible for maintaining a record of Association referees and the status of their license. The Director of Referees shall be responsible for the training and advancement of all interested referees.

### **Tournament/Uniform Director**

The Tournament/Uniform Director shall be responsible for filing all sanctioning and insurance forms required by NTTSA for hosting tournaments. They shall be responsible for promoting, advertising and scheduling all tournaments. They shall be responsible for coordinating, ordering and distributing all uniforms needed for the association. They shall serve as Chair on the Uniform Committee.

### **Field Marshall**

The Field Marshall may be a Board Director who is available at designated times to maintain a safe environment during soccer games. Non-Board Members may be paid for this service pending Board Approval.

### **Immediate past President**

The Immediate past President shall be ratified by the membership at the Annual Meeting. They will assist the President.

## **Article IX: Standing Committees**

The following Standing Committees shall be appointed by the appropriate Chairman and approved by a 2/3 majority of the Board of Directors at the first Board of Directors Meeting following the Annual Meeting of each year. Vacancies on such committees will be filled by appointment, within thirty (30) days of occurrence of such vacancy. All committee meeting/hearings are open to the membership with the exception of closed-door meetings.

### **Appeals and Disciplinary Committee**

It shall be composed of the Chairman of Appeals and Disciplinary and three members, who shall constitute a quorum. This Committee shall hear serious complaints of alleged violations of by-laws, alleged violations of Board Members, and alleged violations occurring before, during, or after soccer games. The Chairman shall notify those parties involved in an Appeals and Disciplinary hearing with three (3) days, in writing, of the ruling of this Committee. Referee Director will serve as an advisor to the Appeals and Disciplinary Committee. All reports shall be heard in a timely manner by the Committee and in no event shall this time period exceed fourteen (14) days.

### **Budget and Finance Committee**

The Committee shall be composed of the Treasurer as Chairman and two (2) members. It shall submit a proposed budget for the Association for the upcoming fiscal year to the Board of Directors two (2) months before the Annual Meeting. The Committee shall report the status of the budget to the Members at the Annual Meeting.

### **Bylaw and Rules & Regulations Committee**

The Committee shall be composed of the Director of Appeals and Disciplinary as Chairman, Boys, Girls and Coed Adult Director and Referee Director. The Committee shall be responsible for annually reviewing the Association's Policy and Procedures and Bylaws and proposing changes as required to such at the meeting immediately preceding the Annual Meeting of this Association. All proposed changes will be presented to the Board for approval. The Association at any meeting will vote the proposed changes. The Committee shall maintain a list of rules and regulations enacted by the North Texas State Soccer Association. The Chairman shall provide all coaches and commissioners with a copy of the Association's Policy and Procedures and Bylaws upon request.

### **Coaches Committee**

The Coaches Committee shall be composed of the Director of Coaches as Chairman and two (2) members. The objective of this committee is to provide the highest quality coaching standards throughout the Association. The purpose is to implement and administer the coaching system of the North Texas State Soccer Association in compliance with the United States Soccer Federation coaching system. This committee shall administer coaching clinics periodically.

### **Concession Committee**

The Committee shall consist of the Facilities Director as Chairman and the Treasurer as Co-Chairman and three (3) members. Its purpose is to be responsible for inventory control, stocking of the concession stand and contacting local businesses for donations. They shall post a schedule for the concession stand to be open and prepared at proper times. The Treasurer will insure that monies are picked up and received within three (3) days. They shall also maintain food licenses.

### **Facilities Committee**

The Committee shall be composed of the Director of Facilities as Chairman and two (2) members. Its purpose shall be to acquire and maintain the facilities and equipment used by this Association.

### **Fundraising Committee**

The Committee shall consist of the Treasurer as Chairman and three (3) members; its purpose is to coordinate all fundraising activities. They shall present two (2) fundraising companies to the Board of Directors for final selections. They shall keep a record of all monies received through fundraising. They will be responsible for sponsorships.

### **Nominating Committee**

The President shall appoint the Nominating Chair. It shall consist of a Board Member as the Chairman and of two (2) Association members. The Board of Directors shall approve the Association members of this committee. They shall present a slate of candidates in good standing, in writing, ten days before the Annual Meeting. During the Annual Meeting nominations from the floor are taken. Elections will be by paper ballot at the Annual meeting. Counting of votes shall consist of the nominating committee and one (1) Association member to oversee.

### **Publicity Committee**

The Committee shall consist of the Secretary/Registrar as Chairman and two (2) members. The committee's purpose will be to handle all publicity for the Association, print, and distribute newsletter periodically, and maintain the upkeep of the Webpage.

### **Referee Committee**

It shall consist of the Director of Referees as Chairman and minimum of one (1) USSF registered referee from the Association and the Referee Assignor. The Referee Committee shall organize the programs for instruction, registration, and administration of all USSF referees with the Association in compliance with the programs and policies of NTSSA and USSF National Referee Committees along with Metroplex and local Associations.

### **Trophy / Photography Committee**

This committee shall consist of the Girls Commissioner as Chairman along with Boys and U6 Commissioners. They shall be responsible for obtaining annual bid proposals for Board approval. This committee will be responsible for ordering awards and distribution of such.

## **Article X: Procedure for Appeals**

In no event shall any person, persons, or organization under the jurisdiction of this Association resort to the Courts until all appeal procedures are exhausted. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines set forth by NTSSA . They shall be liable for all expenses incurred by the Association and its officers and members in defending each court action. This includes but not limited to court costs, attorney fees, reasonable compensation for time spent by the Association officers and members responding to and defending against allegations in the actions. Including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

### **Procedure for Filing Appeals:**

Procedure for filing appeals shall be as follows:

1. All appeals to the Appeals and Disciplinary Committee must be submitted in writing and received within five (5) days of the appealed decision
2. This Committee, at its discretion, may, when requested in writing to do so, waive the time limit for filing appeals but in no case shall an extension of more than ten days be granted.
3. All appeals to this Committee are in writing to the Chairman of the Committee. In cases of controversy, the postmark date (postage meter not acceptable) will govern.
4. Upon receipt of appeal, properly submitted, the Chairman of the Committee shall set a time and place for the hearing and will serve notice to all appropriate parties. Such hearing settings are solely the responsibility of the Committee. But all such hearings must be scheduled within ten days of receipt of the appeal and the appealing party is bound to present all information and evidence relative to the appeal at the hearing.
5. Decisions of the Appeals and Disciplinary Committee may be appealed to the Board of Directors of this Association. Procedures for filing appeals with the Board of Directors shall be exactly (including time limit and filing fee) as for filing with the Appeals and Disciplinary Committee. All material is submitted to the President, who shall serve notice to all concerned parties of the receipt and the time and place for the hearings.
6. Any decision of a Board Member or Standing Committee may be appealed to the Appeals and Disciplinary Committee.

7. Decisions of the Board of Directors may be appealed to the North Texas State Soccer Association. Appeals must be submitted, in writing, to the North Texas State Soccer Association within five (5) days of the Board of Directors decision. This appeal Accompanied by the fees set forth in the Bylaws of the North Texas State Soccer Association.

8. All decisions at all levels of the appeal process shall stand and be in full force and effect until changed by a higher authority.

### **Article XI: Rules and Regulations**

Except as otherwise specifies under the Rules and Regulations of this Association, The Laws of the Game of the United States Soccer Federation and its National Association, of which North Texas State Soccer Association and this Association is a member, will apply in all competitions.