

Bylaws of Burleson Independent Soccer Association (Revised September 2020)

Article I: Name

The name of this Association is the Burleson Independent Soccer Association, which here in after 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.*

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 the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation 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 these Articles.

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 (2) 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 States Government and are FDIC insured

Section 8: Purchases made in excess of \$2,000 will require signature of two (2) Executive Committee Board Members. Contracts or capital improvements exceeding \$5,000 shall go through a bid process with a minimum of three (3) bids presented to the Board for approval.

Section 9: Board Member travel to officially represent BISA at any meetings 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 of \$15.00 and the annual dues of \$25.00, both of which shall be returned if that application is denied.

Section 2: Each household in which the member(s) reside may have two (2) votes provided the votes are made by two (2) separate adults (voting members must be 18 years or older). No proxy votes are allowed.

Section 3: The Board reserves the right to revoke memberships

A. Membership may be revoked by a three-fourths (3/4) majority of the board members present at any regular or special meeting;

B. A petition may be filed with the President or Vice President for reconsideration by the Board;

C. A petition for reconsideration and a favorable majority vote of the association members present at a regular or special meeting may overturn the Board's action to revoke membership when said petition is in accordance with the Bylaws.

Any member of this Association (board member, official, coach, player, parent, spectator, etc.) may be expelled for violating the Association's Bylaws, Policies and Procedures, or for conduct prejudicial to the interests of the Association. Membership revocation and/or suspension will be conducted as outlined in these Bylaws and associated Policies and Procedures.

The Association will honor all orders of suspension of board members, players, coaches and/or referees issued by this Association or any other NTSSA member and/or USSF member organization. A board seat will be declared vacant upon suspension from all soccer activities by this Association, NTSSA or USSF.

A copy of the Bylaws and Policy and Procedures will be available 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 North Texas State Soccer Association: This Association shall be directly affiliated with and comply with the authority of NTSSA. The Association shall represent its members and their respective interests in all dealings with NTSSA.

Fiscal Year: The fiscal year of the Association is June 1 thru 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 principle 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 membership at the annual general meeting. All other requests will be honored within a ten (10) business day period

Resignation: Any director or committee member officer may resign by giving a written notice to the President. The resignation shall take effect immediately. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Amendment to Bylaws: These Bylaws may be altered, amended or repealed by the Board at any regular or special meeting, provided that the membership has been given ten (10) day notice of the proposed changes and they have been posted in a publicly viewable place. 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 regular 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 (10) days prior to meeting.

Section 3: Order of Business

1. Roll Call and (Voter Accreditation for annual meeting only)
2. Introduction of visitors
3. Approval of minutes of last meeting
4. Reports of officers and committees
5. Agenda
6. Unfinished business
7. New business
8. Adjournment

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

Section 5: 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 (10) days prior to meetings. If a member wishes to address the

board at the board meeting, mail or email agenda item(s) directly to the President. Item(s) must be received 3 days prior to a scheduled board meeting. A quorum is required for this meeting. A quorum is established once two-thirds (2/3) of the Board of Directors (filled positions) 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.

Section 6: 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 7: An annual general meeting of the BISA 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. Newly elected Board of Director seats will be installed at the first meeting after the spring season has concluded.

Section 8: All meetings are "open" to members except in special instances where the President shall declare a "closed" meeting. A meeting may be designated "closed" when discussing financial bids, etc. that public input is not warranted. A meeting shall be designated "executive" only when an "open" or "closed" meeting would be detrimental to individuals or to the welfare of the membership at large. The information covered in an "executive" session will not be available for public review.

Section 9: The President of BISA shall not vote under any circumstances except to break a tie, in the case of a ballot vote or in a vote of no confidence.

Emergency Action: Any three (3) voting members of the Board of Directors may call an emergency meeting on matters demanding immediate action. A notice to all board members must be given. A quorum is not required for this meeting and actions will be determined by majority board vote during the meeting. Actions shall be summarized and reviewed at the next regular or special meeting. This type of meeting shall be called only in situations of true emergency.

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 Policies 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 Directors 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)
U6 Boys Director	(odd years)
U6 Girls Director	(even years)
Boys Director	(even years)
Girls Director	(odd years)
Co-ed Adult Director	(even years)
Coaches Director	(odd years)
Facilities Director	(even years)
Referee Director	(odd years)

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

Removal: In order to hold a vote of no confidence, a board member must notify all board members of their intent to do so at least 48 hours prior to the meeting they wish to hold the no confidence vote or ask for a special meeting to do so. Discussion of the vote may be done in "executive" session if the board chooses to do so. The vote itself will be conducted in an open or closed session so minutes will be subject to public review. Any member of the Board of Directors will be removed immediately 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 Board of Directors, including the President. The board member removed by a vote of no confidence may not run in a subsequent election and may not hold any board or committee position unless approved by 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 the A&D 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 Director 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 it's natural term or becomes vacant during an election.

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

Parliamentarian: The Chairman of Appeals and Disciplinary shall act as Parliamentarian, using "Robert's 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 A&D, 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 General 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. They shall also serve on the Executive Committee.

The President is the Chief Executive Officer of BISA and, subject to the direction of the BOD, shall have general supervision and control of its business.

Duties and Responsibilities

- Shall ensure that BISA is managed in accordance with its bylaws, policies and guiding principles
- Shall ensure that all decisions and/or directives of the BOD are implemented in a timely manner
- Shall act as the principle representative of BISA
- Will have signature authority, in addition to the Treasurer for club expenditures
- Notify officers and committee members of all meetings and reserve the meeting place
- Responsible for leading the BOD in a manner that supports and guides the

organization's mission.

- Responsible for the fiscal integrity of the organization.
- Responsible for ensuring a positive and collaborative board environment.
- Responsible for delegating tasks not covered under these bylaws or when additional support is needed.

Special Knowledge and Skills

Must have served on the BISA board for a minimum of 2 years- a 2/3 majority board vote may waive this requirement

- Ability to take directions and provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Ability to manage and lead meetings
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail
- General knowledge of Robert's Rules of Order
- Preferred to have undergraduate degree in business administration, finance, marketing, human resources, etc.

Vice President/Director of Appeals and Disciplinary: The Vice President/Director of Appeals and Disciplinary shall be Chairman of the Appeals and Disciplinary Committee. 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. They shall be responsible for overseeing the administrative policies and operations executed by this Association. They shall also serve on the Executive Committee.

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

Duties and Responsibilities

- Monitor the progression of the season, ensuring that the age groups operate per BISA's policies.
- Be Chairman of the Appeals and Disciplinary Committee and shall report the activities of this committee at each regular meeting of this Association
- Be Chair of the Policies and Procedures and Bylaws committee

Special Knowledge and Skills

- Must have served on the BISA board for a minimum of 1 year- a 2/3 majority board vote may waive this requirement
- Must attend NTX AGM and attend the A&D classes
- Ability to provide direction to others

- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Ability to manage and lead meetings
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail
- General knowledge of Robert's Rules of Order

Secretary/Registrar: The Secretary/Registrar shall keep minutes of all Board of Directors meetings, Annual Meetings, 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 general correspondence for the Association as well as the registration and eligibility of all players and teams with the Association. They shall also be responsible for the Risk Management eligibility with North Texas State Soccer Association. They shall also serve on the Executive Committee.

The Secretary/Registrar has overall responsibility for BISA's player registration and affiliation with NTSSA. He or she is also responsible for recording, maintaining and distributing records of BISA business.

Duties and Responsibilities

- Implement and/or maintain the BISA registration process to ensure an accurate and timely registration of the BISA membership for Spring and Fall
- Maintain and update as necessary the BISA registration form and provide for the efficient distribution of the forms
- Maintain a database of all currently registered players as well as past players
- Coordinate resolution of incomplete registrations
- Be responsible for the registration and eligibility of all players and teams with the Association in accordance with BISA/NTSSA requirements
- Verify rosters and verify/print/ coaches/player cards as requested
- Produce mailing lists for the registration database, as required
- Distribute meeting minutes within one week of each club meeting
- Be responsible for all official records/correspondence for the Association

Special Knowledge and Skills

- Must have served on the BISA board for a minimum of 1 year- a 2/3 majority board vote may waive this requirement
- Ability to capture key discussion points in clear, concise manner and "ask for clarity" in situations where discussion points are not clear
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail

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 statements. 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". They shall also serve on the Executive Committee.

Duties and Responsibilities

- The treasurer manages the board's review of, and action related to, the board's financial responsibilities. The treasurer may work directly with the bookkeeper, accounting firm, law firm, insurance agency, or other staff in developing and implementing financial procedures, products, and systems
- The treasurer ensures the appropriate financial reports are made available to the board. Regular reports to the board on key financial events, trends, concerns, and assessment of fiscal health. The treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting
- The treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. The treasurer shall cause to be deposited in a regular business bank or trust company a sum necessary to operate the organizations's business, and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in this state. In the event a surplus is reported during a monthly or quarterly report, the Treasurer is responsible for making recommendations to the board on the best ways to reinvest that surplus.
- The treasurer must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
- The treasurer will make timely payments of the organizations bills and debts.
- The treasurer shall ensure that documents pertaining to the organization's assets are in order and remain in compliance with insurance and tax guidelines. The treasurer may work directly with the accounting firm and legal firm and is responsible for ensuring all government tax and reporting documents are within regulation and are filed in a timely manner.
- The treasurer will recommend to the board whether the organization should have an audit. If so, they shall select and meet with the auditor in conjunction with the Finance and/or Audit Committees.
- The treasurer shall exercise all duties incident to the office of Treasurer.
- Pick up all mail for the Association.
- Shall submit required affiliation and other fees due to NTSSA in Spring and Fall.
- Overseeing the concession stand whether run by an independent concessionaire or the Association, which will be determined by the BOD on an annual basis.

Special Knowledge and Skills

- Must have served on the BISA board for a minimum of 1 year - a 2/3 majority board vote may waive this requirement
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail
- Preferred to have an undergraduate degree in business, economics, or finance

Boys Director: The Boys Director shall be responsible for all U7 and older boys team formations with the Association. The Boys Director shall serve as Chair on the Uniform/Trophy/Photography 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 and older) deemed necessary to carry out functions related to their age group, delegated by the Boys Director, after approval of the Board of Directors

The Boys Director has overall responsibility for the U7 and older age group and will have over-sight responsibility for the age group as well as the activity involved in coach and player placement process. The Boys Director is BISA's primary champion and principle point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and players in the age group.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- 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
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development
- Shall be responsible for ordering uniforms for their respective teams

Special Knowledge and Skills

- Ability to provide direction to others

- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

Girls Director: The Girls Director shall be responsible for all U7 and older girls team formations with the Association. The Girls Director shall serve as Co-Chair on the Uniform/Trophy/Photography Committee. They serve on the Policies and Procedures and Bylaws 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 Girls Director shall appoint such Assistant Commissioners (U7 and older) deemed necessary to carry out functions related to their age group, delegated by the Girls Director, after approval of the Board of Directors

The Girls Director has overall responsibility for the U7 and older age group and will have over-sight responsibility for the age group as well as the activity involved in coach and player placement process. The Girls Director is BISA's primary champion and principle point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and players in the age group.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- 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
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development
- Shall be responsible for ordering uniforms for their respective teams

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement

- Skilled in the use of Microsoft Word and electronic mail

U4-U6 Boys Director: The U4-U6 Boys Director has overall responsibility for the U4-U6 age boys and will have over-sight responsibility for the age group as well as be actively involved in the coach and player placement process. The U4-U6 Boys Director shall serve as Co-Chair on the Uniform/Trophy/Photography Committee. They serve on the Policies and Procedures and Bylaws 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 U4-U6 Boys Director shall appoint such Assistant Commissioners (U4-U6) deemed necessary to carry out functions related to their age group, delegated by the U4-U6 Boys Director, after approval of the Board of Directors. The U4-U6 Boys Director is BISA's principle point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and parents.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- 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
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development
- Shall be responsible for ordering uniforms for their respective teams

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

U4-U6 Girls Director: The U4-U6 Girls Director has overall responsibility for the U4-U6 age girls and will have over-sight responsibility for the age group as well as be actively involved in the coach and player placement process. The U4-U6 Girls Director shall serve as Co-Chair on

the Uniform/Trophy/Photography 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 U4-U6 Girls Director shall appoint such Assistant Commissioners (U4-U6) deemed necessary to carry out functions related to their age group, delegated by the U4-U6 Girls Director, after approval of the Board of Directors. The U4-U6 Girls Director is BISA's principle point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and parents.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- 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
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development
- Shall be responsible for ordering uniforms for their respective teams

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

Co-ed Adult Director: The Co-ed Adult Director shall be responsible for Co-ed team formations within the Adult Player League. They shall coordinate the Co-ed Adult draft after registration ends and serve on the Policies and Procedures and Bylaws Committee. The Director shall be responsible for the arbitration of issues/infractions involving registered players, team representatives, and/or teams within the Adult Player League. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee.

Duties and Responsibilities

- Be responsible for team formation with the Association

- Shall appoint such Assistant Commissioners deemed necessary to carry out functions related to their age group, after approval by the Board of Directors
- Act as the primary liaison between the BISA and players and ensure that all BISA information is passed along in a timely fashion to the players as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to players as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new players and champion player development

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

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 Coaches Director shall be responsible for organizing camps and skills clinics for BISA, organizing licensing clinic for current coaches, and maintaining a database of coaches with contact information. This position is also responsible for any youth tournaments BISA presents. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. Minimum of two (2) grassroots coaching licenses or equivalent experience preferred. Any coach without all 4 grassroots coaching licenses will obtain those within one (1) year of joining the board in this position.

The Director of Coaches has overall responsibility for establishing the strategic framework for coach development/education for the BISA. The incumbent is the club's champion for coach and player development, and is responsible for ensuring that coach education is designed, developed, and delivered to meet the needs of BISA

Duties and Responsibilities

- Shall provide and support a clear philosophy about player development and coach behavior including such issues as age appropriate coaching and positive relations with parents, other coaches, referees, and sportsmanship
- Shall develop a coherent program for education of coaches
- Shall communicate coach education initiatives and activities to the club's coaches utilizing the club's structure
- Shall develop a repository of coach education information/tools for the BISA coaches

- Shall facilitate, with other club leaders, a strong youth-in-sports and youth soccer culture that is focused on age appropriate coaching
- Shall participate in Youth Soccer Development/coaching symposiums, and transferring the lessons learned back to the BISA
- Shall ensure, with age group directors, that every coach is equipped with the necessary coaching aids/tools
- Ensure that the club philosophy, divisional approach, and important current events are communicated to all Age Group Directors for distribution to parents/guardians/coaches before the season and during the season as appropriate
- Shall be the chairperson of the Tournament committee

Special Knowledge and Skills

- Knowledge of current coaching youth-in-sports and youth soccer development paradigms
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

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).

The Director of Facilities is responsible for the overall management and operation of all facilities used by BISA. The Facilities Director shall also ensure that the BISA soccer fields are properly maintained and available for the soccer season.

Duties and Responsibilities

- Monitor field conditions before and during season and close fields as required if fields are deemed unplayable
- Supervise the development and maintenance of soccer fields for BISA and expend funds appropriated by the BOD for such development and maintenance
- Coordinate with the BOD to ensure that any equipment required for the field maintenance and preparation is procured
- Be responsible for ensuring that game fields are properly set up at the beginning of the season, maintained during the season, and equipment is stored at the end of the season

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to establish and manage execution of plans

- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

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 meeting of this Association. They shall be responsible for maintaining a record of the Association's referees and the status of their license. The Director of Referees shall be responsible for the training and advancement of all interested referees.

Duties and Responsibilities

- Maintain current referee pool and recruit new referees when needed
- Be responsible for new referee training as well as ongoing training for existing referees
- Work in coordination with the referee assignor to ensure there are the proper referees on the proper games
- Be the first line of discipline for all referees. All major offenses by referees will be forwarded to the Vice President in writing.

Special Knowledge and Skills

- Knowledge of current (coaching) youth-in-sports and youth soccer development paradigms
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgement
- Skilled in the use of Microsoft Word and electronic mail

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. All adult members of the association in good standing are eligible to serve as committee members. Vacancies on such committees will be filled by appointment within thirty (30) days of occurrence of such vacancy. All committee meetings/hearings are open to the membership with the exception of closed meetings.

Appeals and Disciplinary Committee: It shall be composed of the Chairman of Appeals and Disciplinary and three (3) members and two (2) alternates; the chairman and three (3) members shall constitute a quorum. This committee shall hear serious complaints of alleged violations of Bylaws, 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 within three (3) days, in writing, of the ruling of this committee. The 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 General Meeting. The committee shall report the status of the budget to the members at the Annual General Meeting.

Bylaw and Rules and Regulations Committee: The committee shall be composed of the Vice President as Chairman, U4-U6 Boys Director, Girls Director, Co-ed Adult Director and Referee Director. The committee shall be responsible for annually reviewing the Association's Policies 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 Policies 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 of coaching standards throughout the Association. The purpose is to implement and administer the coaching system of the NTSSA in compliance with the United States Soccer Federation coaching system. This committee shall administer coaching clinics periodically.

Facilities Committee: The committee shall be composed of the Director of Facilities as chairman and a minimum of two (2) members. The committee's purpose shall be to acquire and maintain the facilities and equipment used by this Association.

Publicity Committee: The committee shall consist of the Secretary/Registrar as chairman and a minimum two (2) members. The committee's purpose will be to handle all publicity for the Association and maintain the upkeep of the website and social media (Facebook, Twitter, etc.).

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 local associations.

Tournament Committee: This committee shall consist of the Coaches Director as chairman and a minimum two (2) members. The committee's purpose is to perform all duties necessary to run a successful tournament, whether for BISA only teams or to expand to teams outside BISA.

Uniform/Trophy/Photography Committee: This committee shall consist of the Boys Director as chairman and Girls Director, U6 Boys and Girls Directors. They shall be responsible for selecting a minimum of two (2) uniforms to bring before the board for approval, ordering, checking, and distributing uniforms to teams. They shall be responsible for obtaining annual bid proposals for photography 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 allegation 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:

1. All appeals to the Appeals and Disciplinary Committee must be submitted in writing and received within five (5) days of the appealed decision. A \$100.00 fee (cash or Cashier's check) shall accompany all appeals. If the committee upholds the appeal, the fee will be returned. If the appeal is denied, the fee will be forfeited to the treasury of this association.
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 (10) 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 must be scheduled within ten (10) 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 NTSSA within five (5) days of the Board of Directors decision. This appeal must be accompanied by the fees set forth in the Bylaws of the NTSSA.
 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 specified 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.