

10/3/2021 Bylaw Committee Meeting Minutes

6:13pm

Kat, Janine, Joel, and Amanda in attendance

Policies and Procedures

1. Registration Fees and Refunds

1.3 insert the word "all" All registration fees are set...

1.4 Remove "via the online form"

1.4 Remove "For the request to be considered by the board, the requestor must be present at the board meeting to"

1.4 add "Requestor should be willing to answer any questions or provide further documentation to the board if needed"

2. Registration of Coaches

Add "2.5 Coaches will not receive player/team information until approve background check and completed safe sport certification."

4. Discipline

4.3 Remove from discipline and place in different section

5. Drafting

5.1.2 change the word "will" to "may"

5.1.3 "Players having never played before may request to play on the same team as a friend if a spot is available".

5.1.5 remove "at the draft"

5.1.6 remove "in the U6 and under age groups only."

5.1.6 add "or has not played with BISA for ___ consecutive seasons."

5.1.7 Remove (A) and (B)

5.1.7 (C) remove "if draft hierarchy does not cover the need"

9. Payment of Referees

Add 9.5 Pay scale evaluated before each fall season

16. Weather

16.2 add play/practice “If a lightning strike is detected within 10 miles of the facility, then play/practice will be...

16.2 *Do we add something about using the BRiCk warning system as a backup?*

Add 16.3.5 If the heat index is above 105, play/practice will be canceled until heat index lowers

17. Change “Concussions” to “First Aid”

17.1 Concussions

17.1.1-3

17.2 add AED – Each BISA facility will have an AED onsite

17.3 add General First Aid – *Board work on working*

Bylaws of Burleson Independent Soccer Association

Section 8

Change \$2,000 to \$150

Add “or 14 days publicized”

Section 9

Add mile radius of 100 miles

Article V

Resignation

Add that a board member will forfeit and board member courtesies if not an active member for the upcoming season

Article VI: Meeting

Section 3 Order of Business

1. Roll Call
2. Introduction of visitors
3. Approval of minutes
4. Unfinished business
5. Reports of officers
6. New business
7. Adjournment

Emergency Action

Add ... demanding immediate action “and is time sensitive”

Article VII: Board of Directors

Add Voting: Electronic voting is allowed and requires all BOD must cast a vote prior to going into effect. All electronic votes will be documented in the next monthly board meeting. Any BOD can request discussion which will result in 1) a special meeting 2) held until next regular meeting vote

Add General Responsibilities:

- 1) Monitor field conditions before and during season and close fields as required if fields are deemed unplayable in conjunction with facility director.
- 2) Fulfill board member on duty shifts. Amount of shifts may vary.
 - a. Board members are required to be at the field during soccer games.
 - b. Add from policies and procedures 4.3.1
 - c. Add from policies and procedures 4.3.2
 - d. Add from policies and procedures 4.3.3
 - e. Add from policies and procedures 4.3.4
- 3) Assist with opening and closing of practice facility.
- 4) Maintain their BISA email and correspondence in a timely manner.
- 5) Yearly background check and safe sport certification

Add BOD Courtesies

- 1) One additional practice space when opening/closing practice facilities
- 2) Waive/Discount registration fee *board members pay at cost*

Vice President of Appeals and Disciplinary – Remove “/director”

Secretary/Registrar: Split of duties

Secretary – The secretary shall keep minutes of all Board of Directors meetings, Annual Meetings, and special meetings. The Board of Directors will approve the minutes prior to making them public. The Secretary 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 will be responsible for general correspondence for the association. The Secretary 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

Distribute meeting minutes within one week of each club meeting

Be responsible for all official records/correspondence for the association

Special Knowledge and Skills

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

Registrar – The Registrar will work directly under the secretary. All registrar duties will fall back to secretary as needed. The registrar does not have voting or board of director privileges. The registrar will be responsible for 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.

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

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

Boys Director: Change to U9

Girls Director: Change to U9

U4-U6 Boys Director: Change to U8

U4-U6 Girls Director: Change to U8

Coaches Director: VP of Player Development (match NTSSA)

Must have served on the BISA board for a minimum of 1 year – a 2/3 majority board vote may waive this requirement

Will serve on the executive committee

Referee Director: Remove (grade 8 or above) insert with experience and knowledge of current laws

Adjourn: 9:26pm