

**BYLAWS OF  
COLUMBIA SOCCER ASSOCIATION, INC.**

**BYLAW 1. GOVERNING BODY**

**A. GOVERNING AUTHORITY**

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

**B. BOARD OF DIRECTORS**

1. The Board of Directors shall be comprised of 16 Directors, each having one vote (except for the Treasurer).

- a) President
- b) Vice-President, Boys
- c) Vice-President, Girls
- d) Vice-President, Travel
- e) Secretary
- f) Registrar (nonvoting position)
- g) Treasurer (nonvoting position)
- h) Boy's Coach Administrator
- i) Girl's Coach Administrator
- j) Referee Administrator
- k) Coach and Player Development Director
- l) Sponsor Director
- m) Uniform Administrator
- n) State Representative
- o) (2) Field/Equipment Administrator

2. The immediate past president of the Corporation may be an ex-officio member of the Board of Directors.

**C. EXECUTIVE COMMITTEE**

The Executive Committee of the Board of Directors shall be comprised of the President, Secretary, Treasurer, Boy's Vice-President, Girl's Vice-President, Travel Vice-President, and Registrar.

#### D. ELECTION AND TERM OF OFFICERS

1. Officers shall be elected by majority vote of the general membership at a regularly called meeting of the Corporation.
2. Officers and Directors shall be elected for a two-year term and shall not be restricted to a single term of office.
3. Candidates for corporate offices may be nominated by any voting member of the Corporation.
4. The President, Treasurer, Coach and Player Development Director, State Representative, Uniform Administrator, Field and Equipment Administrators and Travel Vice-President shall be elected in even numbered years and shall assume office on June 1 of the year in which they are elected.
5. The Boy's Vice-President, Girl's Vice-President, Secretary, Referee Administrator, Risk Management Director, Boy's Coach Administrator, Girl's Coach Administrator, and Registrar shall be elected in odd numbered years and shall assume office June 1 of the year in which they are elected.
6. All positions within the Corporation shall be elected by the membership at the first meeting of the Corporation. These positions in paragraph four (4) shall serve for one year and those positions in paragraph five (5) for two years with rotation thereafter as set forth in paragraphs four (4) and five (5).

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

1. Regular meetings of the Board of Directors shall be held at least bimonthly.
2. Meetings of the Executive Committee shall be called by the President as needed.
3. The Board of Directors or Executive Committee shall hold other meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting, in writing, by three or more members of the Board of Directors.
4. At all meetings of the Board of Directors, five (5) members shall constitute a quorum for the transaction of business. At meetings of the Executive Committee, three (3) members shall constitute a quorum.
5. If a meeting is call for the purpose of filling a vacancy in office, the quorum shall be reduced by one-half the number of vacancies to be filled.

6. Minutes of meetings shall be recorded by the Secretary.

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

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

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

### BYLAW II. DUTIES OF DIRECTORS

#### A. GENERAL DUTIES OF ALL DIRECTORS

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

## B. SPECIFIC DUTIES OF DIRECTORS

### 1. President

- a) Serves as Chairman of the Board of Directors and Executive Committee
- b) Presides at all meetings of the Executive Committee, Board of Directors, and membership.
- c) Serves as an ex-officio nonvoting member of all Corporation committees.
- d) Appoints committee chairmen and committee members as required.
- e) Votes only in the case of a tie vote.

### 2. Vice-President, Boys

- a) Assists the President and relationships with other groups, paperwork and matters outside the organization of teams and the play of the game.
- b) Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President.

### 3. Vice-President, Girls

- a) Assists the President and relationships with other groups, paperwork and matters outside the organization of teams and the play of the game.
- b) Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President and Boys President.

#### 4. Vice-President, Travel

- a) Assists the President and relationships with other groups, paperwork and matters outside the organization of teams and the play of the game.
- b) Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President, Boys Vice President, and Girls Vice President.
- c) Responsible for all aspects of the travel team program.
- d) Responsible for compliance of all travel teams with the Corporation's Constitution, Bylaws, and Playing Rules.
- e) Insures the fairness of the evaluation and selection process in choosing players for competitive teams.
- f) Works with the Player and Coach Development Coordinator in procuring experienced, qualified players and coaches for all travel teams.
- g) Works with travel coaches in coordinating field availability.
- h) Provides the Referee Administrator with game schedules and notification of any changes in the schedule.

#### 5. Secretary

- a) Records and distributes minutes of all meetings of the membership, Board of Directors, and Executive Committee.
- b) Maintains lists of members in good standing and voting eligibility for meetings.
- c) Maintains all permanent records of the Corporation.
- d) Responsible for all written communications of the Corporation, meeting notices, communication with TSSA, and contact with other leagues.

#### 6. Treasurer

- a) Formulates the annual Corporation budget and submits it to the Board of Directors and general membership for approval.
- b) Maintains records and receipts of all money to be deposited in a recognized bank in the name of the Corporation.
- c) Pays all accounts by check with his or her signature.
- d) Submits financial reports at least quarterly to the President and general membership
- e) Produces all financial records when required by the Board of Directors or Executive Committee, properly balanced, and reflecting the current financial status of the Corporation.

- f) Prepares and files tax returns in a timely manner.
- g) Prepares any and all documents pertaining to the Corporation's Charter of Incorporation and tax exempt status and is authorized to obtain the services of an accountant or attorney, as appropriate; arranges for periodic audit of the Corporation's books.
- h) Serves as a member of the Executive Committee.
- i) Require that the Treasurer be bonded.

#### 7. Boys and Girls Coach Administrators

- a) Oversees and directs the recreational program with assistance from age group coordinators.
- b) Works with each age group coordinator in assignment of players and coaches to teams and the scheduling of games in a fair and equitable manner.
- c) Works closely with other directors and administrators as well as the coaches to see that players are properly registered and assigned to teams, that they receive uniforms, that games are scheduled, and that referees are assigned to all games.
- d) Works with either the Boys or Girls Coach Administrators in coordinating field availability.
- e) Provides the Referee Administrator with game schedules and notification of any changes in the schedule.

#### 8. Registrar

- a) Arranges for and oversees the annual registration of players.
- 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) Registrar and any assistants who handle money must be bonded.

#### 9. State Representative

- a) Serves as the Corporation's voting delegate to TSSA district and state meetings.
- b) Must be familiar with all Corporation programs in order to properly represent the Corporation.

- c) Informs the Corporation and its Board of Directors of district, state, and national activities and those of other leagues as appropriate.
- d) May serve as the Corporation's liaison or representative to local civic and governmental bodies and for other functions as deemed necessary by the President or Board of Directors.

#### 10. Coaching and Player Development Director

- a) Works with the Vice President of Travel, Girls and Boys Program Directors, and Age Group Coordinators to procure qualified coaches for all teams.
- b) Responsible for supervision and evaluation of Corporation coaches.
- c) Arranges for periodic training and certification of coaches.
- d) Represents the interests of the Corporation's coaches on the Board of Directors.

#### 11. Referee Administrator

- a) Responsible for recruiting, assigning, supervising, and evaluating referees for the Corporation.
- b) Responsible for arranging periodic training and assessment of referees and linespersons.
- c) Ensures that referees are properly registered annually with USSF through the state association.
- d) Represents the interests of the Corporation's referees on the Board of Directors.

#### 12. Uniform Coordinator

- a) Responsible for securing and distributing the uniforms for all teams and other team equipment, as approved by the Board of Directors.
- b) Maintains proper records of bids received and accepted.
- c) Maintains records of all uniforms, goalkeeper shirts, and any other items of clothing or equipment issued to teams and in inventory.
- d) Responsible for safekeeping of uniform inventory and team equipment between seasons.

#### 13. Field and Equipment Administrator

- a) Responsible for the maintenance of the Corporation's match and practice fields and field equipment.
- b) Maintains lining equipment and supplies for marking fields and makes certain that match fields are properly marked before scheduled games.
- c) May serve as liaison in dealing with owners of practice and playing fields.

## BYLAW III. STANDING COMMITTEES

### A. GENERAL

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

### B. COMMITTEE RESPONSIBILITIES

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

1. Appeals and Discipline: The Executive Committee, with the President as Chairman, serves as the Corporation's Appeals and Discipline committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.
2. Awards: Handles the pricing, ordering, and distribution of trophies, patches, medals, or other awards to be given.
3. Budget and Finance: Chaired by the Treasurer. Responsible for preparation of the Corporation's annual budget and presentation of the proposed budget to the Board of Directors.

4. Coaching: Chaired by the Director of Coaching and Player Development.  
Responsible for establishing and administering programs for coaches.
5. Concessions: Make decisions on what, when and where to sell concession items.  
The Chairperson may organize the league's teams (through the team managers/mothers) so that many parents take turns manning the concession stands.  
The committee may decide to contract out the sales of concessions with approval of the Board.
6. Field Maintenance: Chaired by the Fields and Equipment Administrators.  
Responsible for maintaining the game and practice fields, goals, and nets as necessary; must be thoroughly familiar with how to lay out a field including the proper dimensions for each age group; responsible for lining the fields and maintenance of the lining equipment and supplies of chalk or other lining materials. (In some situations, this committee will be responsible for mowing the fields or applications of seed and fertilizer.)
7. Insurance: Chaired by the Risk Management Administrator. Is familiar with the Corporation's insurance programs and claim procedures; answer questions about the coverage, maintains a supply of claim forms, and assists in filing claims with TSSA.
8. Long Range Planning: Chaired by the President, or his or her appointee.  
Encourages nonmember organizations and individuals to affiliate with the Corporation; reviews applications for membership and recommends appropriate action to the Board of Directors.
9. Membership: Chaired by the Vice President. Encourages nonmember organizations and individuals to affiliate with the Corporation; reviews applications for membership and recommends appropriate action to the Board of Directors.
10. Nominating Committee: Formed annually prior to the Corporation elections to recruit qualified individuals to serve as officers and committee members.
11. Publicity: Maintains a good working relationship with the local newspapers, radio and TV stations, getting maximum coverage for special soccer events and for player registration.
12. Recreation Committee: Chaired by the Boys and Girls Vice Presidents. The committee is comprised of one age group coordinator for each age group in the recreational program and may include separate coordinators for boys and girls

programs; handles matters related to the recreational teams and play of the game including assignment of players to teams, scheduling and rescheduling of games and practices, settling problems between coaches in each group, finding coaches, arranging for coach and player instruction; enforces the philosophy of the Corporation and coach and parent (spectator) conduct on the field and at practice; assists the Board of Directors in planning, establishing and administering the Corporation's rules and regulations related to play of the games.

13. Referee: Chaired by the Referee Administrator. Responsible for establishing and administering programs for referees of the Corporation.
14. Rules and Regulations: Chaired by the President or his or her appointee. Annually reviews current and proposed rules of the Corporation and recommends changes in the Corporation's Constitution, Bylaws, and Rules including any that may be required by state or national rules.
15. Special Events: Chaired by the President or his or her appointee. Arranges for all tournaments, skills contests, annual meetings, or other special events of the Corporation; responsible for submitting applications to the state soccer association for any tournaments.
16. Team Organization: Each coach will be expected to organize his or her team and it's parents to handle the various tasks related to the team itself. Positions to fill may include: Team Manager (Team Mother) as right-hand to the coach and coordinator of all assignments not related to coaching; Assistant Coaches to help the head coach in instructing players; Club Linesmen to help officials (referees) at the games; Telephone Chairperson for contacting players; Refreshment Chairperson to arrange for water and other drinks for games and practices; Transportation Coordinator to arrange carpools; Uniform Chairperson to wash and distribute uniforms for each game; and any others that may be appropriate for the team's structure.

## BYLAW IV. MEMBERSHIP

### A. GENERAL

1. The voting membership of the Corporation shall include individuals currently active in association programs.

2. Nonvoting membership may be granted to other organizations or individuals interested in the advancement of the sport of soccer and the Corporation.

## B. CLASSES OF MEMBERSHIP

### 1. Players

- a) Shall include players currently registered with and participating in soccer programs under the jurisdiction of the Corporation.
- b) Shall be accorded one vote per player.
- c) Parents shall cast votes for youth players. Adult players shall cast their own votes.

### 2. Officials

- a) Shall include all currently active coaches, assistant coaches, team managers, and referees.
- b) Shall be accorded one vote for each affiliated individual.

## C. RIGHTS OF MEMBERS

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

## D. TERM OF MEMBERSHIP

1. Term of membership shall be one seasonal year beginning on September 1 and ending on August 31.
2. Membership shall automatically 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 Corporation.

## BYLAW V. GENERAL MEMBERSHIP MEETINGS

### A. DATES

The Corporation shall hold general membership meetings semiannually in the months of March and September.

#### B. PARLIAMENTARY PROCEDURES

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

#### C. VOTING ELIGIBILITY

1. Voting eligibility at general meetings of the Corporation 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, and each qualified member shall be entitled to one vote.

#### D. VOTING BY DIRECTORS

1. Each member of the Board of Directors shall be entitled to one vote, except the President, who shall cast a vote only in the case of a tie.

#### E. VOTING BY PROXY

1. Regular voting members and directors may vote at general membership meetings by proxy.
2. The proxy must designate in writing the name of the assistant to represent the member at the general meeting.
3. The proxy for any member must bear the name of the member wishing to vote by proxy, the person designated to vote, and the signature of the member.

## BYLAWS VI. AMENDMENTS

#### A. APPROVAL OF AMENDMENTS

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

2. Members and Directors may vote by proxy.

**B. AMENDMENT PROPOSALS**

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

The Undersigned certify that they have adopted the foregoing Bylaws as the Bylaws of Columbia Soccer Association, Inc.

**COLUMBIA SOCCER ASSOCIATION, INC.**