

## BYLAWS

**APPROVED & ADOPTED  
DECEMBER 12, 2000  
AMENDED May 16, 2006**

### **AUBURN SOCCER ASSOCIATION AUBURN, ALABAMA**

**Article I.** **NAME.** The name of this association shall be the Auburn Soccer Association (ASA).

**Article II.** **PURPOSE.** The association is organized as a municipal, recreational, and educational organization to advance and foster the game of soccer among players and community, as well as to promote sportsmanship and the development of the individual soccer player. The Association exists to allow all players the opportunity to participate in organized soccer activities at their appropriate skill level.

**Article III.** Colors will be determined by ASA Policy and Procedures.

**Article IV.** **MEMBERSHIP.**

- A. Membership of the Association consists of individual players, coaches, parents and associate members who have the right to participate in all the sponsored activities of this Association. There shall be two classifications of membership - voting member and nonvoting member. Voting rights of members may be exercised at the Annual Membership Meeting, as set forth in Article IX.
- B. Voting Members. Voting members of the Association shall consist of adult players, parents of youth players properly constituted and affiliated with ASA, and the ASA Board of Directors. Any one family has one (1) vote.
- C. Non-voting Members. Individual youth players, Association employees, coaches and referees shall not be entitled to vote, unless qualified under Article IV. B.
- D. Associate Members. Organizations or individuals devoted to soccer, but not soccer Associations, may be affiliated with the Association as associate members. They will be non-voting, but will be able to partake in the services offered by the Association under conditions determined by the Board of Directors. The Board shall have the power to grant Associate membership.
- E. The operation of the Association shall be guided by a Board of Directors as defined in Article V.
- F. Censuring, Suspending or Removing a Member. Any member (voting or non-voting) in violation of Policies and Procedures of this organization and/or AYSA may be censured, suspended or removed from this Association by a majority vote of the ASA Player/Personnel Committee. The suspended member has the right to appeal as per the grievance procedure.

**Article V. BOARD OF DIRECTORS.**

- A. The Board of Directors of the Association shall consist of nine (9) members who should be selected from a pool of voting and nonvoting members of the Association. The Board shall include an Executive Director, Past President, President, Vice-President, Director of Coaching, , Secretary, Treasurer, Rec Leagues Director, and an Advanced Teams Director. The Past President shall only vote in the event of a tie.
- B. All of the affairs of the Association shall be managed by the Board of Directors in accordance with these Bylaws. These duties shall include the following:
  - 1. Govern the affairs of the Association in accordance with these Bylaws, consistent with the Bylaws of AYSA , USSF and FIFA.
  - 2. Communicate with Association members, the media, and regional and national regulatory bodies, regarding programs and operations.
  - 3. Sanction interstate and local tournaments.
  - 4. Raise funds to support the Association operations.
  - 5. Approve the annual budget.
  - 6. Hear appeals.
  - 7. Formulate, interpret and enforce the policies and procedures of the Association.
- C. The Board of Directors shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.
- D. All members of the Board of Directors are regular voting members of the Association.
- E. Conflict of Interest. Any member of the Board who has any conflict of interest must provide full disclosure of the fact to the Board of Directors and abstain from voting on related issues.
- F. Disability. In the event of the absence or inability of any Director to act, the Board of Directors may delegate the powers or duties of such director to any other director.
- G. Loans. No loans shall be made by the Association.
- H. Removal from Office. Any Director may be removed from office for just cause after proper hearing by the Board of Directors. A majority vote of the Board of Directors shall be required to remove a director. If any Director misses any three (3) of the monthly Board Meetings they are automatically subject to removal from office pending inquiry of the Board of Directors.
- I. Election of Board of Directors.
  - 1. With the exception of the Executive Director, Past President, Director of Coaching and Treasurer, the Board of Directors shall be elected by a ballot with majority vote of the Voting Members.
  - 2. The ballot shall be constructed by the Nominating Committee.
  - 3. Each Director shall have a one (1) year term.
- J. Vacancy. The Board of Directors will elect a new Director by a majority vote of the Board of Directors to fill any vacancy until such a time that the next general election is to take place at the next Annual Membership Meeting.

- K. Meeting of the Board.
  - 1. Regular business meetings of the Board of Directors shall be held monthly, at a location to be determined by the Board of Directors. All meetings will be publicized.
  - 2. Special Meetings. Special meetings of the Board of Directors may be called at any time by the Executive Director, President or Director of Coaching. Notice of such meetings shall be mailed to the last known addresses of the Board of Directors. Notice can also be given by telephone. These notices must be given at least forty-eight (48) hours in advance of said meeting.
  - 3. In case of emergency, notice of meetings outlined in Article V. K.1 and Article K.2 may be waived if all of the Board of Directors are present.
  - 4. The business to be transacted at any special meeting of the Board of Directors must be specified and only that business transacted.
  - 5. Quorum: A quorum at all meetings of the Board of Directors shall consist of a simple majority of the number of Board of Directors. The act of the majority of the Board of Directors present at a properly called meeting when a quorum is present shall be the act of the Board of Directors.
  - 6. Items of Business:
    - a. Items of business for consideration by the Board of Directors should be submitted by any member of the Association to the Treasurer of the Association no later than seven (7) working days prior to the meeting.
    - b. Order of Business.
      - 1. Call to Order
      - 2. Minutes
      - 3. Citizen Communication
      - 4. Financial Report
      - 5. Board of Directors member reports
      - 6. Reports of Committees
      - 7. Unfinished Business
      - 8. New Business
      - 9. Adjournment
  - 7. Roberts' Rules of Order. All meetings of the Board of Directors shall be conducted using Roberts' Rules of Order, latest edition.
  - 8. All meetings of the Board of Directors will be open to the public. A request to be included on the agenda must be made at least 1 week in advance to the Treasurer.

**Article VI. DUTIES OF THE BOARD OF DIRECTORS.** The Board of Directors of the Association shall exercise and perform their respective powers, duties and functions as stated below and as may be assigned to them by the members of the Board of Directors.

- A. Executive Director.
  - 1. The Executive Director shall be the Director of the City of Auburn Parks & Recreation.

2. The Executive Director shall represent the interest of the City of Auburn and serve as chief executive officer in regard to municipal affairs.
  3. The Executive Director shall appoint the Treasurer and the League Sports Coordinator (city employee).
  4. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
  5. Shall serve as a general representative of the Association.
  6. Shall co-sign the Association's bank drafts/checks when needed.
- B. Past President
1. The Past President shall Chair the Bylaws, Policies and Procedures Committee.
  2. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
  3. Shall serve as a general representative of the Association
- C. President
1. The President shall be the chief executive officer of the Association in regard to ASA affairs and Chairperson of the Board of Directors.
  2. Shall preside at all meetings of the members and of the Board of Directors.
  3. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
  4. Shall sign all legal documents where appropriate or delegate an appropriate individual to do so. These shall be approved by a majority vote of the Board of Directors.
  5. Shall serve as a general representative of the Association.
- D. Vice-President.
1. In the absence or disability of the President, the Vice-President shall perform all duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions of the President.
  2. Shall have other such powers and perform other duties as may from time to time be assigned by the President or the Board of Directors.
  3. Shall serve as president for the year following the term as vice-president.
  4. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
  5. Shall serve as a general representative of the Association.
- E. Director of Coaching
1. Recruit prospective ASA Staff.
  2. Administer training of coaches and offer training for teams.
  3. Manage coaching staffs.
  4. Evaluate state of player and coach development and report monthly to the Board of Directors. Develop literature and make presentations for the Association to the public.

5. Shall register all players and teams with ASA and AYSA in accordance with their rules and procedures as well as those of ASA.
6. Shall be responsible for assisting in the mailing and recording registrations of individual players for ASA.
7. Shall be responsible for assisting in the collection of individual fees, which shall be turned over to the Treasurer.
8. Develop literature and make presentations for the Association members.
9. Shall co-sign the Association's bank drafts/checks when needed.
10. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
11. Shall perform other duties as needed for the effective operation of ASA.
12. Shall serve as a general representative of the Association.

F. Secretary

1. Shall keep accurate minutes of all meetings of the members and the Board of Directors and receive minutes from committees having authority of the Board of Directors.
2. Shall publicize all meetings.
3. Shall perform all duties commonly incidental to the office and such other duties as may from time to time be assigned by the President or Board of Directors.
4. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
5. Shall serve as a general representative of the Association.

G Treasurer.

1. The Treasurer shall oversee the maintenance of all financial accounts of the Association.
2. Shall present statements of financial conditions using generally accepted accounting methods at monthly Board of Directors meetings.
3. Shall present, for the previous fiscal year, the annual statement prior to the Annual Membership Meeting of the Association.
4. Shall oversee construction of and submit a proposed budget to the Board of Directors by the May Board of Directors meeting.
5. Shall ensure that each member of the Board of Directors has an agenda prior to any regular Board of Directors meeting.
6. Shall provide oversight of all bank and financial accounts. Checks shall bear two of the following signatures: the Executive Director, Treasurer, or Director of Coaching.
7. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
8. Shall serve as a general representative of the Association.
9. Shall ensure the Association's record of the names and addresses of its members (voting and non-voting) is kept current by the Registrar.
10. Shall be custodian of the records.

- H. Recreation League Director
  1. Shall serve as liaison between their designated League and the Board of Directors.
  2. Shall appoint Commissioners. Each Commissioner shall be a parent of a player within that league.
  3. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
  4. Shall serve as a general representative of the Association.
  
- J. Advanced Teams Director.
  1. Shall serve as liaison between Advanced Team Managers and the Board of Directors.
  2. Shall be familiar with the Bylaws, Policies and Procedures of the Association and the Alabama Youth Soccer Association.
  3. Shall serve as a general representative of the Association.

**Article VII. STAFF.**

- A. The ASA Staff shall consist of all support staff.
- B. The ASA Staff shall perform the duties prescribed by these Bylaws and by the Board of Directors under the supervision of the Director of Coaching according to the specific duties outlined in their respective contracts.
- C. Conflict of Interest. Any ASA Staff member, who has any conflict of interest, must provide full disclosure of the fact to the Director of Coaching.
- D. Contracts. All ASA Staff members shall work under contract with ASA and/or the City of Auburn.

**Article VIII. DUTIES OF THE ASA STAFF.**

The ASA Staff, under the supervision of the Director of Coaching shall exercise and perform their respective powers, duties and functions as stated below and as may be assigned to them by the Board of Directors

- A. Support Staff
  1. Coaching Staffs. The senior and junior Coaching Staff members shall be hired by the Director of Coaching and perform the specific duties named in their contracts.
  2. Head Coaches. Head Coaches shall be appointed as per the ASA Policies and Procedures.
  3. Team Managers. Team Managers shall be appointed as per the ASA Policies and Procedures.

**Article IX. MEETINGS OF THE MEMBERSHIP.**

- A. Date. The general meeting of the membership will be held annually at a date and time to be set by the Board of Directors, but no later than May 31 of that calendar year.
- B. Location. The location of the annual meeting shall be determined by the Board of Directors.
- C. Meetings will be publicized.

**Article X. FISCAL YEAR.** The fiscal year of the Association shall be from June 1 to May 31.

**Article XI. DUTIES OF STANDING COMMITTEES.**

- A. All Committees shall be chaired by at least one of the Board of Directors and shall include Association staff and/or members as set forth below. Members shall include voting, non-voting, and associate members. Committee Chairs shall be appointed by majority vote of the Board of Directors. Committee members shall be nominated by the Committee Chair and approved by a majority vote of the Board of Directors.
- B. **Nominating Committee.** Shall be chaired by the Past President of the Board of Directors and shall include five (5) or more members from the membership of the ASA Soccer Association. Shall convene at least sixty (60) days prior to an election. It shall be the duty of this committee to secure the nominations for each vacant Board of Directors position with an attempt to have representatives from different areas of the Association and at least one (1) candidate for each office. Elections are to occur at the annual meeting, therefore the membership shall receive written notice at least fourteen (14) days prior to the Annual Membership Meeting. If the ballot is to be returned by mail, voting members shall have at least fourteen (14) days to respond. (Review the last two sentences)
- C. **The Bylaws/Policies Committee.** Shall be co-chaired by two (2) members of the Board of Directors, one of which shall be the Past President and shall include three (3) or more members from the membership of the ASA Soccer Association. This committee shall review the Bylaws and Policies of this Association and make any recommendations for changes to the Board of Directors as deemed necessary.
- D. **The Player/Personnel Committee.** Shall be co-chaired by the Director of Coaching and one (1) member of the Board of Directors. It shall include three (3) or more members from the membership of the ASA Soccer Association. This committee shall review player , personnel, and/or referee issues and appeals as requested by the Board of Directors, and make recommendations as appropriate. The Director of Coaching will not take part in a meeting that presents a conflict of interest. The Player/Personnel Committee shall meet monthly following Board of Directors Meetings.
- E. **The Facilities, Equipment and Concessions Committee.** Shall be chaired by one (1) member of the Board of Directors. It shall include three (3) or more members from the membership of the ASA Soccer Association. The Facilities, Equipment and Concessions Committee shall make recommendations to the Board of Directors in regard to the procurement, maintenance and development of ASA Facilities, Equipment and Concessions.
- F. **The Fund Raising and Sponsorship Committee.** Shall be chaired by one (1) member of the Board of Directors, and shall include three (3) or more members from the membership of the ASA Soccer Association. The Fund Raising Committee shall be responsible for identifying and coordinating Fundraising activities and Sponsorship for the Association

- G. **The Tournament Committee.** Shall be chaired by one (1) member of the Board of Directors, and shall include three (3) or more members from the membership of the ASA Soccer Association. The Tournament Committee shall be responsible for all duties in regard to planning, advertising and hosting Association tournaments.
- H. **The Community Service Committee.** Shall be chaired by one (1) member of the Board of Directors, and shall include three (3) or more members from the membership of the ASA Soccer Association. The Community Service Committee shall act as liaison between the Board of Directors, teams and organizations offering opportunities for community service.
- I. **Recreation League Committees.** Shall be chaired by the Rec League Director. Shall consist of the Rec League Director and Commissioners. It shall be the duty of these committees to discuss issues regarding the Rec League teams and bring recommendations to the Board of Directors.
- J. **Advanced Teams Committee.** Shall be chaired by the Advanced Teams Director. Shall consist of Advanced Director and the Team Managers of the Advanced teams. It shall be the duty of this committee to discuss issues regarding the Advanced teams and bring recommendations to the Board of Directors.
- K. **Youth Players Council.** Shall be chaired by the Director of Coaching. Shall consist of the Director of Coaching and at least three (3) youth player representatives. Effort will be made to include youth players from different programs and age groups. This committee will make recommendations to the Board of Directors from the perspective of youth players within the program

**Article XII. ASSOCIATION FINANCES.**

- A. Banking. The moneys for the Association shall be deposited in the name of the Association in such bank(s) or trust company(s), as the Board shall designate and may be drawn out only on checks signed in the name of the Association by the Executive Director, Treasurer, or Director of Coaching in accordance with Article VI. H. 6.

**Article XIII. AMENDMENTS.**

- A. Any modification affecting the Bylaws of this Association must be approved by 2/3 of the entire Board of Directors.
- B. Amendment proposals. Any proposal or motion to amend the Bylaws of the Association may be submitted by a voting member, by the Board of Directors, the Director of Coaching, or the Bylaws, Policies/Policies Committee.
- C. Advance Notice. Any proposal or motion to amend the Bylaws of the Association must be made in writing to the Treasurer of the Board of Directors at least sixty (60) days in advance of a regular Board meeting or a special meeting called for the purpose of Amending these Bylaws.