



**Lindale Soccer Association
By-Laws 2018 - 2019**

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ARTICLE I. REPLACE ALL PRIOR BY-LAWS

These by-laws shall replace all prior by-laws of the Association.

ARTICLE II. ULTIMATE POWERS IN REGISTERED MEMBERS

All powers of the Association shall be vested in the registered members of the Association. The membership shall, in turn, elect the Board of Directors of the Association annually from the registered members and by so doing shall delegate to the Board of Directors the authority to run the affairs of the Association to promote the best interest of the soccer teams and the Soccer Association in the Lindale area. The Board of Directors shall consist of five officers of the Executive Board: President, Vice President of Appeals and Disciplinary, Director of Operations, Director of Communications, and Director of Finance. The Board of Directors shall also include Fields Manager, Community Development Manager, Registrars, Concession Manager, Social Media Manager, Website Manager, Volunteer Coordinator, Coaching Managers for U6/U8 U10/U12 and U14/U16, all of whom shall be elected annually by the Executive Board of Directors at their first meeting after the annual general membership meeting or special general membership meeting.

ARTICLE III MEMBERSHIP AND MEETINGS

I. Membership

The membership of the Lindale Soccer Association shall be the parents, guardians, or sponsors of the youth registered with the Lindale Soccer Association, any person eighteen (18) years of age or older who is registered with the Lindale Soccer Association, any head coach of a team, any registered volunteer in the Lindale Soccer Association who pays the annual registration fee required by the Board of Directors for joining the Association. Territory is defined as the area set by Lindale Independent School District.

Lindale Soccer Association Bylaws v 1.2.2019

2. *General Membership Meeting*

There shall be an annual general membership meeting to be held at the time designated by the Board of Directors prior to or during the fall season of each year. Special general membership meeting may be called at any time by the Board of Directors of the Association or by the President of the Association. Any three (3) members of the Association may request in writing that the Board of Directors or President call a special general membership meeting, stating in writing the purpose or purposes for which the meeting is to be held, and the President or Board of Directors shall call such meeting within thirty (30) days after the request. If the President or Board of Directors fails to call the special general membership meeting within thirty (30) days, the members making such request shall have the right to call a special general membership meeting by giving ten (10) days written notice to the membership stating the purpose or purposes for which the meeting is to be held, and at such special general membership meeting any action taken by a majority of the members present and voting shall be binding upon the Association.

3. *General Membership Meeting Quorum*

A quorum to transact business at any general membership meeting, including special general membership meetings, shall consist of either ten (10) members in good standing or one-third (1/3) of the registered members in good standing, whichever is less. At any such general membership meeting, the parents, guardians, or sponsors of the youth are entitled to one vote per family and all other registered members of the Association shall be entitled to one vote per family. Proxies shall not be allowed at any such general membership meeting. Meetings will occur on the 3rd Sunday of the Month.

ARTICLE IV. DIRECTORS

1. Election of Directors

The Executive Officers of the Board of Directors shall be elected for a term of two (2) years by majority vote of the members present at any annual general membership meeting. Officers shall be elected as follows:

President	Even Years
VP – A&D	Odd Years
Director Operations	Odd Years
Director Communications	Odd Years
Director Finance	Even Years

In addition to the Executive Officers, the following positions on the Board of Directors shall be elected annually by the Executive Officers as stated in Article II., and shall serve within their specific areas of responsibility, to coordinate and facilitate activities of the Association.

- Fields Manager
- Coaching Manager
- Registrars
- Concession Manager
- Volunteer Coordinator
- Social Media Manager
- Website Administrator
- Community Development Manager

In addition to the Executive Officers as stated above, the outgoing President may elect to serve on the Board of Directors as President Ex-Officio for a two-year term.

The conditions under which he/she may serve in this position are:

- A. The President Ex-Officio must have served at least one (1) full year in the position of President prior to resignation; or
- B. Must have completed his/her two-year term in office; or
- C. Must not have been removed from office by majority vote of the membership.

Should the office of President Ex-Officio be vacated by resignation or removal, in accordance with the by-laws, the office shall remain vacant and filled only by an outgoing President in accordance with the requirements set forth for this position in these by-laws.

2. *Removal of Directors*

Any or all members of the Board of Directors may be removed by majority vote of the membership present at any annual or special general membership meeting where the purpose of such meeting has been stated in notice to the membership.

- A. Any Board of Director not attending three (3) consecutive regularly scheduled meetings will have his office declared vacant unless such absences are excused by the Executive Board of Executives
- B. Any vote of no confidence as in accordance with NTSSA Article 2.4.3

3. *Resignation of Directors*

Any director may resign at any time by giving written notice to the President.

4. *Vacancies on the Board of Directors*

Any vacancy on the Board of Directors shall be filled through nomination by any Board Member with approval of a majority of the Board of Directors.

5. *Quorum for Board of Directors Meeting*

A majority of Board of Directors shall constitute a quorum for the transaction of business, and the act of majority of the director's present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless otherwise specifically required by law of these by-laws.

6. *Meetings of the Board of Directors*

The regularly scheduled meeting of the Board of Directors shall be held monthly, at a time and place to be designated by the Board of Directors. The regularly scheduled meeting shall be adjourned two hours after the call to order unless a motion is made to extend the time to complete the agenda.

7. *Motions and Reports Before the Board*

All motions and reports must be presented in writing prior to the call to order by the presiding officer. A copy must be available for each board member present.

8. *Proxy*

No proxy allowed.

9. *Budget*

Every fiscal year, starting September 1 and ending August 31, the Board of Directors shall adopt a budget for the operation of the Association for the coming year and the Association shall abide by the budget limits unless changed by a two-thirds (2/3) majority Board of Directors.

ARTICLE V. NOTICES OF MEETING

Whenever under the provision of the statutes of these by-laws notice is required to be given to any member of the association and no provisions are made as to how such notice shall be given, the notice means written notice by U.S. Mail, postage paid, addressed to the member at the address appearing on the records of the Association. Any notice required or permitted to be given by mail shall be deemed given at such time when the same is

deposited in the U.S. Mail. Such written notice is also necessary for any special meeting of the Board of Directors. Written waiver of notice may waive any notice required by these by-laws.

ARTICLE VI. DUTIES OF OFFICERS AND OTHER BOARD MEMBERS

Executive Officers of Association

The officers of the Association shall consist of a President, Vice President of A&D, Director of Operations, Director of Communications, and Director of Finance.

President

Any person wishing to run for election to the office of President is required to have (at any time in the past) served at least one (1) year as an Executive Officer of the Lindale Soccer Association Board prior to the filing as a candidate for the office.

The President of the Association will be charged with the overall administrative and executive function of the association, and will have the following additional duties:

- He/She will be the chairperson of the Board of Directors;
- Will preside at all general membership meetings;
- Will cast the deciding vote in the event of a tie at any meeting, or may waive the right to do so;
- Will assign duties to all officers as required;
- Will appoint such additional committees as the Board of Directors deems necessary to carry out the functions of the Association; and
- Will take prudent and reasonable action in cases not covered within the by-laws, and such authority is implicit in the office.

Vice President - A&D

The Vice President will assist the President in the performance of his duties, will assume and exercise all the powers of the President in his absence, and will perform any other duties deemed necessary by the Board of Directors, and the additional duties of:

- Will be responsible for initial drafting and subsequent changes to these by-laws and Co-Chair that committee.
- Will chair any Appeals & Disciplinary panel

- Acts as Parliamentarian using Roberts Rules of Order as a guide and enforce them.
- Coordinate all non-referee training.

Director of Operations

The Director of Operations. will assist the President and VP in the performance of his duties, will assume and exercise all the powers of the President in the absence of both President and VP, and will perform any other duties deemed necessary by the Board of Directors. With the additional duties of:

- Serve to recruit new coaches
- See that all Coaching Manager are fulfilling their job and back up if necessary.
- Coordinate practice sites and times
- Present Coaches list to the Board at first Board meeting at beginning of season
- Manage Association Timeline
- Serve as a Referee Representative and Assignor
- Recruit new referees
- Coordinate referee training

Director of Communications

The Director of Communications will drive the association's community relations, marketing, advertising, social media and public relations endeavor's. Additionally they will serve as the association secretary during meetings that require notes.

Director of Finance

The Director of Finance will collect all money of the Association and keep detailed accounting of all income, and expenditures. In addition, the Treasurer shall have the following duties:

- He/she will pay bills approved by the Board of Directors;
- Will submit a written financial report to the Board of Directors at their monthly meeting;
- Will administer all contributions in accordance with the Funds Management Policy contained within these bylaws; and
- Will perform any other duties deemed necessary by the Board of Directors.

Other Officers of the Association

In addition to the Executive Board, the following positions on the Board of Directors shall be elected annually by a majority vote of the Executive Officers at the first regular Board meeting of the year, and shall serve within their specific area of responsibility, to coordinate and facilitate activities of the Association.

Fields Manager

- Coordinate with the city mowing, watering, fertilizing of fields. Stripe fields as needed for games
- Maintain nets and other field equipment Order supplies through Treasurer as needed
- Responsible for all weather-related cancellations/postponements of games.

Registrar

The Registrar will be in charge of handling ballots in the general election, and will have the following additional duties:

- He/she will have the responsibility of registering all active players and coaches for a given season, and will keep a complete list of all registered players and coaches for that specific season;
- Will have the responsibility of changing or adding or deleting information regarding registration of players and teams and provide all necessary documentation as required by the NTSSA ;
- Will be responsible for safeguards to keep anyone from adding or deleting any information, whether by accident or design;
- Will keep a complete schedule for each playing team, which is to be provided prior to the playing season by the appropriate Coaching Manager.
- Will perform any additional duties deemed necessary by the Board of Directors.
- Will perform initial team assignments (to be approved by the Executive Committee).

Coaching Managers

Coaching Managers shall represent the coaches and teams in their respective age division. They will assist the Registrar in his/her duties, will coordinate scheduling in their specific age divisions and perform any other duties as deemed necessary by the Board of Directors.

Concessions Manager

- Responsible for the administration and scheduling of the concession stand
- Management of money
- Ability to work with people
- Trustworthy and capable of collecting and distributing monies
- Handling possible conflict or shortfalls in coverage

Website Manager

- Responsible for look and feel of the association website.
- Always looking for ways to improve the user experience.
- Responsible for providing up to date and useful content on the site.

Social Media Manager

- Responsible for maintaining all social media accounts for the association.
- Responsible for proofing and creating new content for the all sites.

Volunteer Coordinator

- Recruits new volunteers
- Manages and facilitates training for coach's/player clinics. (does not actually train anyone)
- Works to retain current volunteers.
- Manage Soccer Camps from recruitment to coaches housing.
- Backup to the Community Relations Manager on all matters related to the tournament.

Community Relations Manager

- Acts as a liaison between the association and the city.
- Constantly looking for ways to further our brand locally.
- Manages local tournaments.

President Ex-Officio

The President Ex-Officio will serve to aid in the transition of the office and responsibilities of the presidency, and may only serve under the conditions as stated in Article I. He/She shall serve in an advisory capacity and shall have no voting power on the Board of Directors; Shall serve to promote goodwill and to help facilitate the activities of the Association; Will perform any additional duties as deemed necessary by the Board of Directors.

ARTICLE VII. COMMUNICATIONS

Email is the preferred method of communication. The Director Of Communications and the Registrar's will monitor the main association email account and distribute, as needed, emails to Directors of the Board.

Postal Mail shall be retrieved by the Director of Communications and Director of Finance and distributed, as needed, to Directors of the Board.

Social Media by-laws are currently being worked on

ARTICLE VIII. FISCAL YEAR AND FUNDS MANAGEMENT

The fiscal year of the Association shall begin on the 1st day of September each year and end on the 31st day of August each year.

Funds Management Policy

Following is a guideline for receiving funds or any other tangible goods, whether solicited or donated to any member of the Association:

- All participants of the Lindale Soccer Association are encouraged to participate in seeking contributions, donations, and/or gifts for the benefit of the Association. Contributions will enable the Association to provide proper equipment for players and continued growth in the game of soccer in Lindale;
- All request for donations will be approved by the Board of Directors. Such requests are to be presented in such a way as to raise awareness of our Association and maintain a cordial atmosphere with all. Funds may be solicited for uniforms, equipment, scholarships for players, sponsors for tournaments, and operating funds for the Association;

- Our tax-exempt status dictates that all contributions be made payable to Lindale Soccer Association. Contributions (funds or equipment) may be designated for use by a specific team, and individuals who solicit said items must make a clear definition of this designation prior to or at the time the contribution is received;
- Equipment that has been purchased (either directly by LSA, or due to a contribution) will remain the property of the Association. In the event a coach leaves a team, all equipment including uniforms (unless otherwise purchased by a player, parents, or a coach personally) is to be returned to the Association;
- NO TEAM (players or coaches) is to sell any items, or host events as a means to raise funds without specific written approval from the LSA Board of Directors;
- The Association will from time to time, have functions to raise funds and awareness of our organization.
- All teams will be invited to participate in these activities; and
- A copy of this policy shall be provided annually to each coach. Its terms agreed to and receipt of acknowledged by signature. Such acknowledgement will be returned to the Registrar.

Expenditure approval levels –

1. \$50 – Any executive board member
 2. \$100 – Treasurer
 3. \$150 - President
 4. \$250 – Treasurer and second executive board member
 5. \$500 – Executive Board
- Exceptions
 - o Concession Purchases: See Concession Spend Addendum
 - o Recurring expenses like pest treatment or registration fees. The treasurer may pay these providing they have been previously budgeted for.
 - o Referee Pay: The treasure shall pay referee weekly payments regardless of amount providing that the Director of Operations has signed off on Ref Sheet.

Debit Card Usage

1. Cash withdrawals or cash back are explicitly prohibited without Executive Board approval.
2. Who may use the debit card?
 - o Concession Manager (Contractor)
 - o Concession Manager (Board Member)
 - o Registrar
 - o Community Relations Manager
 - o Treasurer
 - o President
3. Recording Transactions: Anyone who uses the debit card will be required to document said transaction by either scanning or taking a picture of the receipt and providing it to the Treasurer. The purchaser is required to keep the receipt until the treasurer confirms it has been recorded.

Payment of Vendors/Contractors

1. Under no circumstances will vendors/contractors be paid VIA cash. They will always be paid VIA check if contractor or check/debit card if vendor.
2. The preferred method of payment for contractors with recurring payments (ie fields or referees) is the square app.

Concession Funds

1. All concession items must be purchased from Sam's Club. You must use the association Sam's Club card so that purchases can be tracked.
2. All orders must be placed online and approved by the concession manager and an executive board member.
3. From time to time out of necessity purchases may be made in person at Sam's or Walmart. In this situation a check or debit card must be used for payments. You may not use cash. If the amount is below \$25 and is deemed necessary and the need for this item dictates that you cannot wait for approval or a trip to Sam's you may proceed.
4. Under no circumstances will cash be used for concession purchases.
5. Petty Cash:
 - The President and the Treasurer will under no circumstances handle petty cash outside of distribution or deposits.
 - All workers both volunteer and paid are required to have a criminal background check prior to handling cash.
6. Concession Deposits:
 - Must be counted down and reported to the board FB page on the Saturday they are for.
 - Must be deposited to the bank within 5 business days of the date they were taken in. The deposit must be completed by a board member or the concession manager. Exceptions to this must be reported to the Executive Board.

ARTICLE IX. AMENDMENT TO BY-LAWS

These by-laws may be amended by two thirds (2/3) majority vote at any monthly meeting of the Board of Directors, provided all the directors have been given twenty-one (21) days written notice of the meeting including a written copy of the proposed changes. These by-laws may also be amended by a majority vote of the membership at any annual or special general membership meeting at which notice has been given that the amendment of the by-laws will be considered.

ARTICLE X. RULES OF ORDER

The rules contained in the current edition of Roberts Rules of Order newly revised shall govern in all cases in which they are not inconsistent with these by-laws and any special rules of orders adopted by the general membership.

ARTICLE XI. PROPOSED AMENDMENTS

No by-laws or proposed amendments to the by-laws will be in conflict with other governing bodies, i.e.; NTSSA

ARTICLE XII. RULES OF PLAY

The Lindale Soccer Association accepts its higher authority in its Rules of Play, in particular NTSSA and then FIFA.

League Standings

- League standings will be determined by total points accumulated as follows: three (3) points for a win, one (1) point for a tie, and zero (0) points for a loss. Teams are ranked according to the total number of points received during the regular season from greatest to least. League or Division ties shall be decided by the following tiebreakers, in order: head to head, net goals with a maximum of 3 per game, fewest caution points, and, finally, a coin toss.

Example: winning team goal count – losing team goal count = goal differential

This shall not exceed a goal differential of greater than 3 goals for tie breaker.

ARTICLE XIII. TEAM FORMATION

The Lindale Soccer Association has a two-step process for team formations.

Step 1 – Registrar initial assigns all players to teams.

Step 2 – Executive committee approves the team assignments.

This adheres to the NTSA guidelines that teams are formed by committee.