

Cedar Hill Soccer Association



Constitution & Bylaws

Amended April 25, 2012

Cedar Hill Soccer Association Constitution & Bylaws

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Article 1 - Name

The name of this organization shall be Cedar Hill Soccer Association Inc. (CHSA)

Article 2 - Purpose

This program is provided in order to organize soccer activities by which to foster and promote good sportsmanship, clean and healthy fun, development of athletic skills, and fellowship among players, coaches, and spectators. Cedar Hill Soccer Association is organized exclusively for charitable and educational purposes as a 501(C)(3) organization, defined by the Internal Revenue Code.

Article 3 - Authority

Cedar Hill Soccer Association is a member in good standing of the North Texas State Soccer Association (NTSSA); which in turn, is affiliated with the United States Soccer Federation (USSF) and Federation International de Football Association (FIFA), the official soccer governing bodies of the USA and the world, respectively. As such, CHSA is the official Cedar Hill soccer program recognized by the entire world, and has been given jurisdiction over organized soccer within the prescribed physical boundaries.

Article 4 - Boundaries

Section 4.1

The boundaries of the Cedar Hill Soccer Association shall consist of the entire Cedar Hill Independent School District.

Article 5 - Membership

Section 5.1

Members:

- All Board Members will be considered members.
- All teams will become members and will be entitled to one vote per team after applying to the board and upon the board's approval.

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Voting Members:

- All Board Members shall be entitled to one vote.
- Each team is entitled to one vote which may be cast by any member of that team as defined above.
- No individual may cast more than one vote.

Associate Members:

- Any resident of Cedar Hill wishing to promote soccer, but who is not a member as prescribed in Section 5.1, can become a member by application & Board approval. Such a member will have no voting rights and must abide by the Board rules.

Section 5.2

Termination of Membership:

1. Voluntary Termination - Any member has the right to terminate their membership at any time. Board members must do so in writing.
2. Censure - Termination by censure will require a simple majority of the Board for:
 - a) continuous violation of CHSA rules.
 - b) conduct that could jeopardize the welfare of CHSA

Article 6 - Government

Section 6.1

The Board of Directors shall transact all business of the Association and shall have the power to enforce the Laws of the Game, the rules of the United States Soccer Federation, the North Texas State Soccer Association, and the Constitution and Bylaws of the Association. Its meetings shall be held at the discretion of the President, or a majority caucus of the Board of Directors, guided by parliamentary procedures (Robert's Rules of Order) at the time and place designated by the President or Board.

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Section 6.2

1. The Board of Directors shall be composed of the following:
 - (a) Immediate Past President
 - (b) President elected on odd years
 - (c) First Vice President elected on even years
 - (d) Second Vice President elected on even years
 - (e) Secretary elected on odd years
 - (f) Treasurer elected on even years
 - (g) Registrar elected on odd years
 - (h) Age Division Commissioners appointed yearly
 - (i) Field Coordinator appointed even years
2. Each member of the Board of Directors shall have one vote in all Board matters with exception of the President who shall only vote in a tie and whose vote shall be the tie breaker.

Section 6.3

The responsibilities of the Board of Directors are:

1. Make policy decisions regarding association operations.
2. Approve budget for submission to the general membership.
3. Establish association registration fees.
4. Represent CHSA to City Parks Departments, and other official agencies.
5. Approved expenditures not included in the budget but for the support of the soccer activities within the Association
6. Approve necessary league fundraising activities in a manner consistent with the purpose and policies of CHSA.
7. Rule on protests and grievances filed with the Association not handled or on appeal by the A&D Board.
8. Approve and uphold the policies and rules of CHSA.

Section 6.4

Duties of each member of the Board of Directors:

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President - The President shall:

1. be the principal officer, and is charged with the overall administrative and executive functions of the Association.
2. appoint such committees as he deems necessary to carry out such functions.
3. preside at all meetings.
4. assign duties to all officers as required.
5. take prudent and reasonable actions in all cases not covered by Association laws.
6. be an ex-officio member of all committees.
7. represent CHSA at NTSSA meetings and functions and reports NTSSA information to the CHSA Board.
8. have authority to sign checks, under the same authorities and restrictions specified for the Treasurer.
9. be the representative to Cedar Hill All Sports.
10. act as field coordinator in determining when fields are closed for games and/or practices, maintain field equipment, and work with the city of Cedar Hill to ensure that the fields are kept in good condition.
11. purchase supplies for CHSA per CHSA budget with Board approval (including but not limited to: balls, nets, bags, stakes, and trophies.)

Immediate Past President - The Immediate Past President shall:

1. be a non-voting advisor to the board.
2. be charged with the transfer of office to the newly elected president and shall assist the President with the duties of the office.
3. perform such duties as may be assigned by the President.

First Vice President - The First Vice President shall:

1. shall, in the absence of the President, perform all the duties of the President, and when acting, shall have all the powers of the President and be subject to all restrictions upon the President.
2. perform such duties as may be assigned by the President.
3. assume the responsibilities of the President in the event that the office of President is vacated during that term.
4. have authority to sign checks, under the same authorities and restrictions specified for the Treasurer.

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5. act as chair of the Appeals and Disciplinary Committee (A&D Committee) who shall rule on all forfeits, suspension, and probations and have the power to see a disputes, appeals, or protests subject to rehearing by the Board of Directors.
6. represent the CHSA on the Best Southwest Appeals and Disciplinary Committee.
7. purchase supplies for CHSA per CHSA budget with Board approval (including but not limited to: balls, nets, bags, stakes, and trophies.)

Second Vice President - The Second Vice President shall:

1. act as coordinator of the age group commissioners.
2. perform such duties as may be assigned by the President.

Secretary - The Secretary shall:

1. record minutes of all Board and General Membership meetings and have copies of all such minutes available for inspection at all meetings.
2. maintain the official copy of the Constitution and Laws of the Association and all amendments thereto.
3. attend to and keep a record of all correspondence of the Association.
4. send a copy of all required paperwork (i.e. meeting agendas and special events announcements) to the City of Cedar Hill within the timeframe determined by the City of Cedar Hill.

Treasurer - The Treasurer shall:

1. receive all monies for the Association and deposit them to the Association's account in the bank approved by the Board.
2. keep detailed records of all receipts and disbursements in a manner mutually agreed upon with the Board, and have these records available for Inspection at all meetings.
3. maintain supporting documentation for the above records.
4. file appropriate forms with the Internal Revenue Service (IRS) according to IRS guidelines.
5. update the Secretary of State of Texas with any executive board changes annually (or as changes occur.)
6. purchase supplies for CHSA per CHSA budget with Board approval (including but not limited to: balls, nets, bags, stakes, and trophies.)

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Registrar - The Registrar shall:

1. acquire and maintain all registrations and player forms required for reporting.
2. maintain a record of verified ages of all players in the CHSA.
3. produce and maintain a record of team rosters and changes.
4. submit to NTSSA player registration and registration fees.
5. maintain and update current contact information of Board Members, coaches, and players.
6. notify the Board Members, coaches, and players of upcoming meetings, events, and field closures.
7. purchase supplies for CHSA per CHSA budget with Board approval (including but not limited to: balls, nets, bags, stakes, and trophies.)

Age Division Commissioners - The Age Division Commissioners shall:

1. be responsible for the efficient operation of their particular division.
2. work closely with team managers and coaches with regard to proper enforcement of rules.
3. not be involved in the building of their own team roster when they are also acting as a coach in the age division that they are responsible for.

Field Coordinator - The Field Coordinator shall:

1. be responsible for the assuring the maintenance of the fields.
2. act as the liaison between the CHSA and the City of Cedar Hill.

Section 6.5

The Board of Directors shall, not less than thirty days prior to the annual election meeting, take nominations for 5 persons to fill the nominating committee. No more than two of these persons may be a member of the Board of Directors for the current year. The nominating committee shall name one consenting candidate for each of the posts to be filled, and shall submit a list of the candidates to the Board of Directors for approval prior to the next annual election meeting. Additional nominations may be made from the floor prior to the election.

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Section 6.6

1. The term at office of the elected members of the Board of Directors shall be for two years. Election of the President, First Vice President, Second Vice President, Secretary, Treasurer, and Registrar shall be by the general membership.
2. Each team shall be entitled to cast one vote for each position.
3. Each Board Member shall be entitled to one vote for each position
4. No Individual shall cast more than one vote for each position.
5. Appointed positions shall be determined by majority vote of the Executive Board of Directors.

Section 6.7

Any member of the Board of Directors who is absent from three consecutive meetings may have their office declared vacant at the discretion of the Board Members and shall be notified in writing. After missing two meetings, the Board Member shall be notified of the next scheduled meeting and pending action by letter. A vacancy in any office (with the exception of the President) because of resignation, death, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Article 7 - Adult Criminal Background Checks

Section 7.1

1. Every person over the age of seventeen (17), who at any time could be expected in the performance of their duties to be alone with any registered youth player, must in the manner prescribed by NTSSA procedures, annually provide the necessary information required by NTSSA so that a Background Check may be obtained. By their participation, volunteers agree and consent to having Background Checks performed as deemed necessary by NTSSA.

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2. For purposes of this procedure, at a minimum, all coaches, assistant coaches, managers, trainers, referees, volunteer administrators, board members, and staff/employees are included. Others may be included if they may be alone with registered youth players.

Section 7.2

1. The CHSA shall direct volunteers identified to the NTSSA Risk Management portal where volunteers shall annually update their Volunteer Online Registration and Risk Management Disclosure Form.
2. Criminal Background Checks are required to be performed annually in the Fall season on each registered adult volunteer.
3. A background check response from the Texas Department of Public Safety or other agency/vendor that is deemed unacceptable by the Risk Management Committee will cause a written notice to be sent to the individual stating that the individual is not eligible to participate and of their rights to appeal.
4. Should any individual who has received a negative response wish to appeal the finding, an appeal may be filed with the NTSSA Risk Management Committee according to the NTSSA Procedure for Filing Appeals.
5. At such time as the NTSSA Risk Management Committee has heard an appeal and rules an individual ineligible, or when the appeal time has elapsed, a letter of notification will be sent by the NTSSA to all administrative organizations within NTSSA notifying them of the individual's suspension, but not the cause of the suspension.
6. All responses shall be kept in strict confidence.

Article 8 - Meetings

Section 8.1

The Board of Directors shall meet for the transaction of business at least eight times per year; public attendance may be included by appointment.

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Section 8.2

There shall be four general membership meetings held annually, posted 72 hours in advance. Additional membership meetings may be called by the President. Any member may request a general meeting for a specific purpose and the Board of Directors shall rule on whether such a meeting will be held.

Section 8.3

There shall be an annual election meeting during the first fifteen days of May.

Section 8.4

Each voting member will be notified of all general membership meeting at least seven days prior to such meeting. Electronic communication shall be considered notification as of the time sent or posted.

Section 8.5

Association meeting quorum - Voting members holding 25% of the votes entitled to be cast shall constitute a quorum. No proxies shall be allowed. If a quorum is not present, Association business may not be conducted.

Section 8.6

A simple majority (as defined in Roberts Rules of Order) of the voting members of the Board of Directors shall constitute a quorum at any regular Board meeting, and a simple majority of the quorum, unless specified elsewhere in the bylaws, may transact business.

A special Board meeting may be called to take emergency action on matters demanding immediate attention. Action may be taken at a special meeting by any three (3) Board Members (including the President) provided all board members were notified of the emergency meeting on or before the day prior to the meeting.

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Section 8.7

All meetings of the Association may be guided by Robert's Rules of Order, unless otherwise specified.

Article 9 - Amendments

Section 9.1

This Constitution or any Section may be amended or repealed at any regular meeting by 75% of the voting members present provided that:

1. the amendment was proposed at a prior general membership meeting;
or
2. voting members were notified at least thirty days prior to such meeting that amendment to the Constitution would be voted on. Electronic communication of such notice shall be considered notification as of the time sent or posted.

Article 10 - Rules, Regulations, Procedure for Appeal

Section 10.1 - Rules of Play

1. Except as otherwise specified herein, Rules of Play of the North Texas State Soccer Association (NTSSA), Federation International de Football Association (FIFA), and/or the Best Southwest Playing League (BSW) will apply in all competitions under the jurisdiction of the CHSA. However, the Executive Board shall have the right to approve special Rules-of-the-Competition within CHSA.

Section 10.2 - Procedure for Appeal

CHSA will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. The procedure for filing appeals with the Appeals and Disciplinary Committee shall be as follows:

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1. All appeals to the Appeals and Disciplinary Committee must be submitted in writing and received within five (5) days of the appealed decision.
2. This Committee may, at its discretion, 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 must be made in writing to the Chairman of the Appeals and Disciplinary Committee.
4. Upon receipt of appeal, properly submitted, the Chairman of this Committee shall set a time and place for the hearing and will advise all appropriate parties. Such hearing settings are solely the responsibility of the Committee, but all such hearings 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 NTSSA, according to NTSSA guidelines.

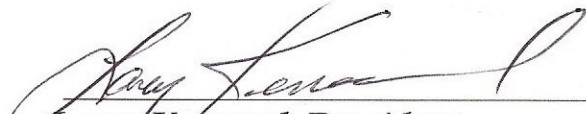
Article 11 - Asset Liquidation

Section 11.1

In the event of dissolution or disbandment of CHSA, all remaining funds will be transferred to The Friends of the Library, Inc. (a 501(C)(3) non-profit association supporting the Zula B. Wylie Public Library in Cedar Hill, Texas.)

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Cedar Hill Soccer Association Executive Board of Directors:



Larry Kennard, President

4-25-2012
Date



Shawn Ray, First Vice President

4/25/2012
Date




Christy Drum, Second Vice President

4-25-2012
Date



Robert Johansen, Treasurer

4-25-12
Date



Jill Emery, Registrar

4-25-2012
Date