

# **CARROLLTON-FARMERS BRANCH SOCCER ASSOCIATION**

## **BY LAWS**

**As amended August 17, 2010**

### **Article I. NAME AFFILIATION AND PURPOSE**

#### **Section 1.**

The name of this organization shall be the CARROLLTON-FARMERS BRANCH SOCCER ASSOCIATION, herein referred to as the Association or CFBSA. This Association is a nonprofit corporation; the period of its duration is perpetual.

#### **Section 2.**

This Association is affiliated with the North Texas State Soccer Association (NTSSA). Ultimate affiliation is with United States Youth Soccer (USYS).

#### **Section 3.**

CFBSA geographic boundaries are the Corporate City Limits of Carrollton and Farmers Branch and/or the Carrollton - Farmers Branch Independent School District. CFBSA geographic boundaries shall also include residents of Castle Hills between SH121 and Josey Lane.

#### **Section 4.**

The Executive Board of the Association will appoint at least two members of the Association to represent and cast the vote of the Association at any meeting of the North Texas State Soccer Association.

#### **Section 5.**

The purpose of the association is to foster and advance the cause of soccer within the territory under the jurisdiction of the Association.

#### **Section 6.**

Robert's Rules shall govern at all CFBSA Meetings.

### **Article II. MEMBERSHIP**

#### **Section 1.**

The members of the association shall consist of players and sustaining members. Only sustaining members are allowed to vote.

#### **Section 2.**

Sustaining members shall be those parents or guardians of those players registered in or through the CFBSA, CFBSA rostered coaches, assistant coaches or team managers, CFB Referee Association members 18 years of age or older, and all duly elected CFBSA board members. Voting privileges, at any and all CFBSA meetings, are limited to those members whose residency is within the boundaries as defined in Article I

#### **Section 3.**

Further qualifications and requirements for membership shall be determined by the Executive Board.

Section 4.

Each player will pay a membership fee at the time of registration. This fee is for the soccer year, defined as September 1 of the current year to August 31 of the following year.

Section 5.

A player will register based upon the player's age on July 31. A player must be three years old or older on July 31 of the preceding soccer year to register for the current soccer year.

Section 6.

All current and future fees will be determined by the Executive Board.

Section 7.

All CFBSA members will be registered with North Texas State Soccer Association and United States Youth Soccer.

**Article III. GENERAL MEMBERSHIP MEETING**

Section 1.

The Annual General Meeting shall be held during August or September. The Annual general meeting's date shall be set each year by the CFBSA Executive Board. (SEE Art. I Section 6)

Section 2.

Addition General Meetings may be held when called by the President.

Section 3.

Any member of the Association may request in writing, that the President call a General Meeting for a specific purpose. The Executive Board shall require a vote of the Executive Board by which a majority vote is required in order to call a General Meeting. If the request for a General Meeting is denied, the President shall instruct the Secretary to notify the requesting member, in writing, of the reason or reasons for the denial.

Section 4.

A quorum to transact business at a General Meeting shall be forty members in good standing. Resolutions and decisions by a majority vote of members present at any General Meeting will be binding upon all affiliated members, provided there is a quorum.

Section 5.

The privilege of holding an office, introductions, debating and voting shall be limited to members of the Association.

Section 6.

Notice of all General Membership meetings will be given to the local media to be published at least 10 days prior to said meetings. Additional notice may be placed in local and parent association newsletters and also by notification by League Directors to coaches during the 10 day period.

**Article IV. EXECUTIVE BOARD MEMBERS AND THEIR ELECTION**

## Section 1.

The Officers of the Association shall be composed of three levels: Officers who are elected Voting Members who are elected or appointed, and nonvoting members who are appointed and approved by the Executive Board. The Officers of the Association are as follows:

### **EXECUTIVE BOARD:**

President  
Executive Vice President-Full Sided  
Executive Vice President-Small Sided  
Executive Vice President-Services  
Executive Vice President-Coaches/Referees  
Executive Vice President-A&D/Ethics  
Executive Vice President-Cups & Games  
Treasurer  
Secretary

### **FULL SIDED BOARD:**

(Voting members)  
Executive Vice President-Full Sided

League Director (Numbers sufficient to manage conference)

### **SMALL SIDED BOARD:**

(Voting Members)  
Executive Vice President-Small Sided  
Girls Commissioner  
Boys Commissioner  
League Director (Numbers sufficient to manage conference)

### **NON VOTING MEMBERS:**

NTSSA Representative  
Registrar

## Section 2. Duties of Executive Board

The Executive Board Members, whose duties are stated in Article V – Section 1, shall serve two year terms with no limitation of terms served and shall be alternately elected by a majority vote of the members present at the Annual General Meeting, provided there is a quorum.

Elections will be held in even years for President, Executive Vice President-Services, Executive Vice President Small-sided and Treasurer. Elections will be held in odd years for Executive Vice President Full-sided, Executive Vice President Coaches/Referees, Executive Vice president-A&D/Ethics, Executive Vice President Cups & Games, and Secretary.

To qualify for a position of the Executive Board, a candidate must have served at least one year as a member of the Full or Small Sided Board, or a candidate (being a member of CFBSA in good standing) may be nominated by the general membership at the Annual General Meeting.

When any member of the Executive Board is absent from three (3) consecutive meetings, it shall be construed as a voluntary resignation. After the office is declared vacant, the President will then fill the vacancy by appointment, subject to ratification by the Executive Board. The appointment will continue until the term of office expires.

A member of the Executive Board may be removed by 4/5's vote of no confidence by the remaining members of the Executive Board. The person subject to the no confidence vote shall not vote.

A member of the Executive Board may be removed by a vote of no confidence by a simple majority of the membership at a General Membership meeting as defined in Article III.

### Section 3. Duties of Full-Sided and Small-Sided Board

The board of directors for both the full-sided and the small-sided divisions, whose duties will be to administer the soccer program of their respective leagues, will be elected for a term of one year with no limitation of terms and shall be elected by a majority vote of members present at the Annual General Meeting, provided there is a quorum.

There will be a League Director for each division of the designated age groups to administer the soccer program in each age group of the boys and girls. In the event, any league is comprised of too many teams to administer effectively, that league will be comprised of conferences, each administered by its own League Director.

When any board member for either full-sided or small-sided divisions is absent for three (3) consecutive meetings, it will be construed to be a voluntary resignation. In the event, of a Board vacancy for either division. The vacancy will be filled by appointment until that term expires. Such appointments shall be made by the appropriate Executive Vice President (subject to ratification by the appropriate sided board) and must be made within thirty (30) days. Any Full-Sided or Small-Sided board member may be removed from office by a 4/5's vote of no confidence of the Executive Board.

## Article V. **DUTIES OF EXECUTIVE OFFICERS**

Section 1. The Executive Board will be the governing body of the CFBSA and will consist of the President, Executive Vice President Full-sided, Executive Vice President Small-sided, Executive Vice President Services, Executive Vice President Coaches/Referees, Executive Vice President A&D/Ethics, Executive Vice President Cups & Games, Treasurer, and Secretary/Registrar. The Executive Board has the sole authority to transact and direct all business of the CFBSA, has the sole right of responsibility in making all contractual agreements for and on behalf of CFBSA, and has the power to enforce the laws of the game, as well as the By-Law's of the United States Soccer Federation, North Texas State Soccer Association and the Carrollton Farmers Branch Soccer Association. The Executive Board will establish the strategy, guidelines and direction for the full-sided and small-sided divisions and empowers the divisional board of directors to govern the players and teams in their respective divisions.

The Executive Board will coordinate with the referee pool established by North Texas State Soccer Association and will be the authority over referee assignment responsibilities as authorized by North Texas State Soccer Association Referee Committee, as well as to have the authority to implement the procedure by which to disburse funds for such.

A quorum shall consist of five (5) Board Members. If the Board drops below 9 members due to resignation or otherwise, then the quorum shall consist of half of the remaining members, less any fraction-plus one.

## Section 2. Duties of Executive Board

- A. President—As chief executive officer, the president is charged with the overall administration and executive functions of the CFBSA. The president will appoint such committees, as he deems necessary to carry out such functions. As chief executive officer, he is empowered to take prudent and reasonable action in cases not covered by the by-law or rules and policies of CFBSA as such authority is implicit. In the event of a tie vote only, in a meeting in which the president is the presiding officer, the president shall cast the deciding vote or may waive the right to do so. The president will attend to the duties of affiliation with the North Texas State Soccer Association or will appoint his proxy as the CFBSA representative for this duty. The president shall be the chairperson for the executive board meetings.
- B. Executive Vice President of Small-sided shall assist the president in the performance of his duties, shall be the chairperson of the small-sided division board of directors and shall preside in the absence of the president. The Executive Vice President of Small-sided shall be responsible for the management of the small-sided division and shall be its chief officer. He/she shall report the activities of that office in writing at each monthly meeting of the Executive Board.
- C. Executive Vice President of Full-sided shall assist the president in the performance of his duties, shall be the chairperson of the Full-sided division board of directors and shall preside in the absence of those above. He/she shall be responsible for the management of the full-sided division and shall be its chief officer. He/she shall report the activities of the office in writing at each monthly meeting of the Executive Board. The Executive Vice President of Full-Sided shall attend all Inter-Association meetings and provide a written report to all representatives and the association office of all agreements that Inter-Association has made.
- D. Executive Vice President of Coaches/Referees shall preside in the absence of those above. He/she shall be responsible for the implementation of the overall program development for coaches including the badge certification courses for coaches and general coach's clinics as approved by the Executive Committee. He/she will register and maintain applications for all adult rostered members of the Association as well as maintain rosters of approved skill/training coaches. He/she will coordinate with the scheduler, divisional commissioners for field monitors, and to attempt maximum game coverage. He/she will recommend and coordinate further training opportunities for junior linesman, associate

referees, and referees with the appropriate State or Local Association. He/she shall report the activities of his office in writing at each monthly meeting of the Executive Board.

- E. Executive Vice President of Services shall be responsible for overall services including maps, awards, civic activities, equipment, publicity, and the like and shall preside in the absence of those above. The Executive Vice President of Services shall report the activities of his office in writing at each monthly meeting of the Executive Board.
- F. Executive Vice President of A&D/Ethics shall be chairperson of appeals and disciplinary committee for the association and shall chair the committee for ethics violations. He/she shall maintain and forward all paperwork of the committee, including player/team point totals and suspensions, as required by North Texas State Soccer Association. He/she shall report activities of his office in writing monthly to the Executive Board.
- G. Executive Vice President of Cups & Games shall be responsible for Tournaments, camps, and other duties as designated by the Executive Board and shall preside in the absence of those above. The Executive Vice President of Cups & Games shall report the activities of his office in writing at each monthly meeting of the Executive Board.
- H. Treasurer shall be responsible for all moneys collected by CFBSA and shall keep detailed accounts of all income and expenditures. No money shall be disbursed without proper authority from the Executive Board. All checks must be accompanied by a check request. And each check request shall require a counter signature of at least 2 Executive Board members. The Treasurer shall be notified of all expenditures prior to disbursement. And in the event the Treasurer is not available, the President shall be notified of disbursement and notification shall be given to the Treasurer as soon as possible. If the check is payable to an Executive Board Member, then such member may not co-sign the check if counter signature is required. The Treasurer has the sole responsibility for submitting all necessary reports to North Texas State Soccer Association as required for tax reporting purposes and sole responsibility for all required tax reports to the Internal Revenue Service and any other governmental agency. He/she shall provide a detailed report of all CFBSA account activities in writing each month to the Executive Board and present a financial statement with a proposed operating budget at the Annual General Meeting, to the general membership. The Treasurer shall be chairperson of the Way and Means Committee.
- I. Secretary shall record the minutes of all meetings of the Executive Committee. Shall attend to all correspondence and keep the records of CFBSA.

### Section 3. Full-Sided and Small-Sided Board of Directors

A separate Board of Directors shall exist and be the governing body of each division of CFBSA. Each division shall consist of the Voting Members of the Board of Directors which include the Chairperson (who is an Executive Vice President and a member of the Executive Board) and shall include the league directors for each league in that division. The Board of Directors will administer the soccer program of its division and empowered by the Executive Board and has the power to enforce the law of the game, as well as the constitution, organizational rules and playing rules of CFBSA.

#### Section 4. Duties of the Full-Sided and Small-Sided Board of Directors

- A. Executive Vice President of each sided board is charges with the overall administration and management of policy set by the Executive Board ans it pertains to their board. The Executive Vice President will assign duties to all members of the Board of Directors as required. The Executive Vice President may take immediate disciplinary action against coaches, assistant coaches, managers, trainers, and registered players of teams within the division, and must report all actions to the Executive Board.
- B. Boys/Girls Commissioner shall be responsible for the conduct of their respective leagues. The commissioner(s) shall be the liaison between the League Directors and the Executive Vice President of Full Sided. The commissioner(s) shall be responsible for coordination the requirements of their respective league and shall assist in scheduling league games. The commissioner(s) shall work with the Registrar and the League Directors on player/team assignments.
- C. League Directors are voting members of their respective sided boards. The League Director shall be responsible for assisting the Executive Vice President of their respective sided board and/or the Girls and Boys Commissioner in administering the overall leagues. The League Directors shall keep a complete list of teams including coach's names, phone numbers and addresses as well as team colors, within their respective leagues. They will recruit coaches and forward all coached paperwork to their respective commissioners, and they will assist in the planning of schedules for their leagues and conferences. The League Director will be responsible for all matters within their divisions and will be liaison with the teams and the association. League Directors shall not be coaches or parents of players in their respective leagues, without approval of the Full and Small-Sided Board and the simple majority vote of that leagues coaches. No more than two (2) representatives may be affiliated with any one (1) club or team.

#### Section 5. Non Voting Members

- A. North Texas State Soccer Association Representative is appointed by the President and reports to the Executive Board. The NTSSA Representative represents the CFBSA at the State level with direction from the Executive Board and is the liaison between NTSSA and CFBSA.
- B. Registrar shall implement the player registration program as approved by the Executive Board. The Registrar shall maintain all team rosters and player information, will attend to and keep records of all player/team releases. He/she will insure proper registration with the North Texas State Soccer Association. He/she will also coordinate with the divisional league directors on player/team assignment.

#### Section 6. Committees

The following standing committees shall be appointed immediately following the elections. Membership on each committee will be apportioned to represent the Girls and Boys Leagues in all age groups and divisions as much as possible. When any committee member is absent

from three (3) consecutive meetings, it will be constructed as a voluntary resignation. Vacancies on such committees shall be filled by appointment by its ruling bodies.

The Chairperson of each committee shall be appointed by the President or as stated under the committee description as applicable. The Committee Chairperson shall present a report in writing at the regular monthly meetings of its ruling body.

#### Executive Committees

1. Appeals and Disciplinary/Ethics Committee. The committee shall be composed of the Chairperson (Executive Vice President of A&D) and no fewer than three members appointed by the Chairperson. No two members, including the Chairperson shall be from the same team and no more than two (excluding chair) shall be a referee. Chairperson will call meetings as needed and in the event of tie vote only, shall cast the deciding vote or waive right to do so. A majority of the committee constitutes a quorum.
2. Ways and Means Committee shall be composed of a Chairperson, who will be the Treasurer and up to five (5) members appointed by the Chairperson. It shall be responsible for all fundraising activities of CFBSA, including the annual fund-raiser, except for player registration, tournaments, and camps. The committee will coordinate all fundraising events approved by the Executive Board. The Ways and Means Committee with the approval of the Executive Board shall determine all scholarship awards.
3. Nominating Committee shall be composed of a Chairperson appointed by the President of CFBSA and up to five (5) members appointed by the chairperson, who will notify the Executive Board of the appointments. It shall present a slate of persons nominated for each elected position one month prior to the Annual General Meeting. The committee shall prepare written ballots for the elections.
4. Audit Committee shall be composed of a Chairperson appointed by the President of CFBSA and confirmed by the Executive Board. The Chairperson shall appoint four (4) members to the committee and will notify the Executive Board of the appointments. The committee shall conduct periodic examinations of CFBSA records and shall provide a semi-annual report to the Executive Committee.

#### Section 7. Meetings

- A. Executive Board shall meet each month. Additional meetings may be called by the President or any member of the Executive Committee whenever deemed necessary. The President shall be responsible for order at all meetings. Each member of the Executive Board may cast one vote at the Executive Board meetings. All meetings shall be open to the general membership and notification shall be posted. The presiding officer may close any portion of any Executive Meeting to the General Membership at his discretion. Having made a written request to the Executive Board, an Association Member may have a topic addressed during the Executive Board meeting. The member will be notified of the date and time of the meeting enabling only one spokesman to represent the topic to be addressed. The presiding officer may place limits on discussions. Any decision made by

the Executive Board may be appealed to NTSSA, with final appeal to the United States Youth Soccer Federation.

- B. Full-Sided and Small-Sided Board Meetings. Meetings may be called by the presiding officer of their respective Boards, as deemed necessary. Parliamentary procedure shall govern all meetings and the presiding officer shall be responsible for order at all meetings. The Sided Executive Vice President shall be the presiding officer. All meetings shall be open to the general membership and shall be posted. The presiding officer, at his/her discretion may close any portion of the meeting to the general membership. Having made a written request, any member may have a topic addressed during a Board Meeting. The member will be notified of the date and time of the meeting, allowing for one spokesperson only to represent the topic to be addressed. The presiding officer may place limits on discussion. Any member may appeal the decisions of the respective boards to the Executive Board of CFBSA.

#### **ARTICLE VI. AMENDMENTS**

These By-Laws may be amended by a two-thirds majority vote of the members present at any general meeting, provided there is a quorum.

#### **ARTICLE VII ASSOCIATION RECORDS**

The Association shall safely keep correct and complete books and records of all accounts and minutes of all meetings of which will be kept at the CFBSA Office, with accessibility of the financial records to all CFBSA members during regular office hours by appointment. Information that could be deemed by the Executive Board as confidential to any member of the association will not be released.

#### **ARTICLE VIII. COMPENSATION**

No part of the net earnings of the Association shall inure to the benefit of any private individual, member, or officer of the association (except that reasonable compensation within budgetary guidelines may be paid for services rendered to or for the Association affecting one or more of its purposes), and no private individual member or officer of the Association shall be entitled to a share in the distribution of any of the corporate assets on dissolution of the Association.

#### **ARTICLE IX. FISCAL YEAR**

The fiscal year for CFBSA shall coincide within the fiscal year for North Texas State Soccer Association.