



COLLIERVILLE SOCCER ASSOCIATION CONSTITUTION AND BYLAWS

Article I Collierville Soccer Association Incorporated

The name of this association will be the Collierville Soccer Association (CSA).

Article II Purpose

It is the purpose of CSA to educate youth in the rules, skills and tactics of soccer. CSA will develop, operate and regulate youth soccer and govern league play within CSA for Collierville residents. (Page 6 -- Appendix "A")

Article III Address

The address of CSA is P.O. Box 441, Collierville, TN, 38027. The geographical area of CSA will include the city of Collierville, TN and the surrounding area within the discretion of the CSA Executive Board.

Article IV Affiliations

CSA will affiliate with the Tennessee State Soccer Association (TN Soccer), the United States Soccer Federation (U.S.S.F.), the United States Youth Soccer Association (U.S.Y.S.A.), the Federation International Football Association (F.I.F.A.), the United States Senior Soccer Division (U.S.S.S.D.) and the Memphis Shelby Soccer Federation (M.S.S.F.).

Article V Membership

1. All who participate in the following CSA activities are considered members of CSA and may vote on CSA membership matters:

- A. Parents whose child is rostered on any CSA team.
- B. Members of the Executive Board and subordinate committees.
- C. Coaches and assistant coaches of any CSA team.
- D. Adult referees who officiate CSA recreational games.

2. All who participate in the following CSA Recreation activities are considered members of the CSA recreation program and may vote on CSA recreation matters:

- A. Parents whose child is rostered on any CSA recreation team.
- B. Members of the Recreation Committee.
- C. Coaches and assistant coaches.

3. All who participate in the following CSA youth competitive team (LOBOS) activities are considered members of the CSA LOBOS club and may vote on CSA LOBOS membership matters:

- A. Parents whose child is rostered on any CSA LOBOS team.
- B. Members of the Competitive Committee.
- C. Coaches and assistant coaches.

4. Membership matters include but are not limited to election of officers. The Executive Board and subordinate committees may, with a two-thirds majority vote, conduct a membership vote on issues they deem important enough to let the membership decide. Such a vote will be decided by simple majority and must be all inclusive, not requiring a member's physical presence at a meeting. Such a contingency must be a budget line item and will carry over each year not used.

Article VI **CSA Meetings**

1. The annual CSA Officer election/Annual membership meeting will be held on the second Monday of July each year. Other CSA meetings may be held as directed by the Executive Board president.
2. The Recreation and Competitive Committees may hold their own officer election/membership meetings but they must occur on or before the CSA Executive Board election/membership meeting.
3. Any officer election/membership meetings must be announced to the respective membership as to location, date and time no later than two weeks prior.
4. Any CSA meetings where votes or binding decisions occur must be open to the membership and will be recorded in official minutes.
5. Regular monthly meetings of the Executive Board and Committees, also known as governing bodies, will be scheduled by the President/Chairpersons. Meetings will be scheduled to provide maximum attendance by the officers.
6. A quorum of one-half (1/2) the officers of the governing bodies is required to conduct the business of the governing body. The use of proxy is encouraged.
7. A simple majority of votes shall decide all rulings, requests and questions except amendments to Constitution and Bylaws, Playing Rules and player/coach dismissal that requires approval by a two-thirds majority of the respective governing body. Any dissenting votes to any ruling, request or question will be recorded in official minutes and, at the request of those dissenting, reasons for that dissent will be recorded. Policies and Procedures will be under the authority of the respective governing body but must not conflict with the Constitution and Bylaws.
8. Any officer missing three successive scheduled meetings without cause will have his/her position vacated. The President/Chairperson will appoint a successor.
9. In case of doubt as to procedure at any meeting Robert's Rules of Order will govern.

Article VII **Government**

1. The CSA will be administered by the Executive Board chaired by the CSA President. The Executive Board will have the authority to:
 - A. Conduct all business of the Executive Board.

- B. Enforce the CSA Constitution and Bylaws, Executive Board Policies and Procedures, Recreation /LOBOS Policies and Procedures, Playing Rules and any other rules adopted by CSA.
- C. Fill any vacancy among the members of the Executive Board.
- D. Enforce the Laws of the Game and rulings of M.S.S.F., T.S.S.A., U.S.S.F., U.S.Y.S.A., and F.I.F.A.
- E. Settle all appeals of Recreation/ Competitive Committee decisions unless appeal is made to the Collierville Parks and Recreation Department, M.S.S.F., T.S.S.A., U.S.S.F., or U.S.Y.S.A.
- F. Make decisions on all CSA matters not covered by the Constitution and Bylaws, Policies and Procedures, Playing Rules or other rules adopted by CSA.
- G. Administer the finances of CSA to include:

- 1) Develop the annual budget.
- 2) Approve by majority vote any expense that exceeds the budgeted amount by 5% or any other expense that exceeds \$200.00.
- 3) Develop a marketing plan for the express purpose of seeking additional funding sources for the association.

2. Each youth soccer program will *each* be administered by a *committee* chaired by an *elected* Chairperson. *Each* Committee will have the authority to:

- A. Conduct all business of *their respective program/club and Committee*.
- B. Vote on all issues requiring a Committee decision. The Chairperson will not vote except to cast the deciding vote , in case of a tie, or in cases of player/Coach dismissal.

C. Administer the finances of *their respective program/club* to include:

- 1) Setting yearly player fees.
- 2) Development of an annual budget.
- 3) Approval by majority vote any expense that exceeds the budgeted amount by 5% or any other expense exceeding \$200.00.

3. The organization of CSA will, as a *minimum*, consist of the following:

EXECUTIVE BOARD

- President
- Vice-President
- Secretary / Treasurer
- Director of Marketing
- Recreation Chairperson
- Competitive Chairperson
- Trustee (Past President)
- Recreation Committee Chairperson Competitive Committee Chairperson*
- Vice-Chairperson Vice-Chairperson*
- Secretary Secretary*

A. *The respective Committees will determine their organizational needs, beyond the minimum, by Policy and Procedure so as to operate effectively.*

Article VIII Duties of Officers

1. The CSA President will:

- A. Be responsible for the overall operation of CSA and will preside over all

Executive Board meetings.

B. Serve ex-officio on all committees.

C. Appoint special committees as necessary to enhance operation of CSA.

D. Represent or appoint a delegate to represent CSA at all meetings of CSA affiliates or organizations with which CSA has affairs.

E. Cast the deciding vote at Executive Board meetings.

F. Ensure line item expenses exceeding 5% of budget or, other expenses exceeding \$1,000.00, are approved by the Executive Board.

G. Must be a resident of Collierville or the Collierville surrounding area (per Article III).

2. The CSA Vice-President will:

A. Succeed to the duties of the President in his/her absence or at the President's discretion.

B. Coordinate the practice field requirements for the association.

3. The Secretary will:

A. Will provide a report for all scheduled Executive Board meetings.

B. Be responsible for the minutes at all Executive Board meetings and functions.

C. Be responsible for By Laws, Committee Policies and Service Providers Agreement

D. Be responsible for coordinating recording, retaining and publishing all operational committee minutes (Recreation & Competitive)

4. The Treasurer will:

A. Be responsible for the Executive Board financial records.

B. Be responsible for all Executive Board accounts. Advise on policies and procedures for internal financial controls. Maintain current signature cards for disbursement of Board funds. Authorized check signers may be any of the following: President, Vice-President, Secretary, Treasurer, Trustee or Executive Director (designated and limited per CSA board approved policies).

C. Coordinate the preparation of the annual budget.

D. Be responsible for filing or assist in filing taxes, any necessary government report.

E. Be Responsible for execution and oversight of all external and governmental audits.

4. The Director of Marketing will:

A. Prepare and execute an annual marketing plan to promote and support CSA operations and growth.

B. Will manage distribution of all communications to the public for the entire association. This information will may include but not limited to press releases, tryout packets for competitive, game schedules and scores and tournament dates and results. He/she will distribute this information via multiple media and social media channels including newspaper, web-site, community organizations (e.g. schools), facebook, etc.

C. Be responsible for fund raising and sponsorship activities to support CSA operations.

5. The Recreation Chairperson will:

A. Be responsible for the operation and administration of the Recreation Program of CSA and represent the interests of the Recreation Committee

at Executive Board meetings.

B. Must be a resident of Collierville or the Collierville surrounding area (per Article III).

6. The LOBOS Chairperson will:

A. Be responsible for the operation and administration of the LOBOS Club of CSA and represent the interests of the Competitive Committee at Executive Board meetings.

7. The Trustee will:

A. Aid and assist the CSA President by providing continuity and execute any other tasks as required.

9. The National Affiliations Liaison will:

A. Provide a liaison with any and all national/state/local organizations (such as USSF Development Academy, ECNL, National League, Rush National, et al) and report to the Executive Board any developments as they pertain to CSA.

B. Work to secure grants and assistance for national partners (in coordination with the Executive Board's Director of Marketing)

C. This position is a temporary position starting Aug 1, 2012 lasting no more than 2 years.

Article IX **CSA Elections**

1. Election of CSA officers will be conducted at annual membership meetings. Executive Board and Committee officer elections may occur simultaneously or the respective Committees may hold separate elections. Separate elections must be held prior to the Executive Board election. Elections will occur on the second Monday of July each year. Membership must be notified, by mail, of date, location and time of the meetings.

2. New officers of CSA will assume office no later than August 1st. of each year for a term of one year. No term limits are in effect.

3. Certain officers are required to be Collierville residents per duties of officers.

4. The Executive Board and Committee Chairpersons are responsible for recruiting/nominating the best possible candidates for officer positions.

5. All nominations for CSA officers must be submitted to the cognizant Board President or Committee Chairperson within two (2) weeks of Elections to be considered for the ballot. Write-ins will not be allowed.

6. Member must be present to vote. Proxies will not be allowed.

Article X **Funding**

1. CSA will be a not-for-profit Tennessee Corporation.

2. CSA will be funded by registration fees, sponsorships, contributions and fund raising events/functions.

3. Each Committee will determine their funding requirements and set their

registration fees.

4. The purposes for which CSA is organized are exclusively educational within the meaning of Section 501c(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

5. Notwithstanding any other provision of these articles, CSA will not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501c(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

6. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501c(3) and 170c(2) of the Internal Revenue Code, or to the Federal, State or local government for exclusive public purposes.

Article XI **Amendments**

1. Amendments to the CSA Constitution and Bylaws and Playing Rules require approval by two-thirds majority of the Executive Board. Policies and Procedures of Each Committee may be adopted or amended by the Committees so as to adhere to the spirit, intent and letter of the CSA Constitution and Bylaws.

Article XII **Emergency Committee**

1. The Executive Board President, Vice-President and Secretary / Treasurer constitute the Emergency Committee. The Emergency Committee will meet over matters demanding immediate attention when it is impractical or impossible to call an Executive Board meeting. All actions of the Emergency Committee are temporary until review by the Executive Board.

Article XIII **Appeals and Disciplinary Committee**

1. The Executive Board President, Vice-President, Secretary / Treasurer and respective Committee Chairperson will constitute the Appeals and Disciplinary Committee. The Committee will review and rule on all protests and appeals submitted. The Executive Board President will vote only in case of a tie.

APPENDIX "A"
**COLLIERVILLE RESIDENT
AS DEFINED BY**

COLLIERVILLE PARKS, RECREATION, & CULTURAL ARTS

COLLIERVILLE RESIDENT --- a person who lives in the town's city limits; or a person who lives in an adjacent area AND is in the Collierville school district, this would exclude anyone crossing the state or county line.

A post office box or a place of business does not establish one's residence.

This definition is for the purpose of determining the ratio of residents versus nonresidents in the Service Provider Agreement between the Town of Collierville and CYAA and / or CSA. Also, for the purpose of who is eligible to participate in any developmental / intermediate program that is offered by CYAA or CSA