

**BYLAWS OF THE
DICKSON COUNTY SOCCER ASSOCIATION**
(Amended May 25, 2013)

BYLAW I. GOVERNING BODY

A. GOVERNING AUTHORITY

The governing authority of Dickson County Soccer Association, Inc. shall be vested with the Board of Directors of Dickson County Soccer Association, Inc. whose powers shall be delegated in the Bylaws.

B. BOARD OF DIRECTORS

The President shall vote only in the case of a tie vote.

1. The Board of Directors shall be comprised of eight (8) Directors, each having one (1) vote.
 - a. President
 - b. Vice President/Risk Management Coordinator
 - c. Secretary/Treasurer
 - d. Director of Coaching
 - e. Referee Administrator
 - f. Uniforms Administrator
 - g. Fields and Equipment Administrator
 - h. Recreational Director

C. ELECTION AND TERM OF OFFICE

1. Officers shall be elected by majority vote of the general membership at the Association's annual meeting.
2. All officers, except the President, shall be elected for a two (2) year term and shall not be restricted to a single term of office. Vice President, Treasurer/Secretary, Referee Administrator, Recreational Director and Fields & Equipment Administrator. Director shall be elected on even number years.
Secretary, Director of Coaching, and Uniforms Administrator shall be elected on odd number years.
3. Candidates for association offices may be nominated by any voting member of the Association.
4. Officers shall assume their duties and offices on July 1 of the year in which they are elected.
5. The President will be elected to a one (1) year term and shall not be restricted to a single term of office. In order to run for President, and individual must serve 1 full successful year as an active Board Member of DCSA for the prior year.

D. MEETINGS OF THE BOARD OF DIRECTORS

1. Regular meetings of the Board of Directors shall be held at least semi-annually.
2. The Board of Directors shall hold other meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting, in writing, by three (3) or more members of the Board of Directors.
3. At all meetings of the Board of Directors, four (4) members shall constitute a quorum for the transaction of business.
4. If a meeting is called for the purpose of filling a vacancy in office, the quorum shall be reduced by one-half (1/2) the number of vacancies to be filled.
5. Minutes of meetings shall be recorded by the secretary or person designated by the President in case of office vacancy or absenteeism.

E. DUTIES OF BOARD OF DIRECTORS

1. Interpret and enforce the Association's Constitution, Bylaws, Policies and Procedures.
2. Formulate and amend Policies and Procedures in order to serve the best interests and objectives of the Association.
3. Adopt temporary rules and regulations for situation not provided for by the Constitution, Bylaws, Policies and Procedures or deemed necessary and desirable in order to serve the best interest and objectives of the Association.
4. Reprimand, suspend, bar completely, or otherwise discipline any member, player, coach Referee, administrator, parent, current Board of Director or affiliated team for violations of the Association's Constitution, Bylaws, Policies and Procedures.
5. Budget for and administer the funds of the Association subject to ratification and approval of the membership.
6. Hire, supervise, and terminate staff employees.
7. Form standing committees and appoint individuals to serve on such committees.
8. Appoint individuals to fill vacancies on the Board of Directors until the next regular election.
9. Approve the affiliation applications of prospective members.
10. Maintain the recreation program as the primary function of the Association, and provide support to the club team program as a part of the natural progression and advancement resulting from player development.
11. The Board of Directors shall determine based on nomination committee Recommendations, what type of election voting method will be used.

BYLAW II. DUTIES OF DIRECTORS

A. GENERAL DUTIES OF ALL DIRECTORS

1. Each director shall carry out his or her duties in a responsible manner, acting only in the best interests of the Association and its membership.
2. Each director shall be prepared to report on his or her activities and areas of responsibility at meetings of the Board of Directors and general membership.
3. Each director shall follow the Association's financial policy regarding budget proposals, expense reports, and handling of Association monies.
4. Each Board of Director shall attend a minimum of 80% of all regularly scheduled Board of Director's meetings during the fall season and must attend 80% of all regularly scheduled Board of Director's meetings during the Spring Season. Each board member shall attend at a minimum 50% of all called meetings during any one combined Fall/Spring Season. Failure to attend the required number of regularly scheduled Board of Directors meetings will constitute immediate resignation from the Board of Directors to be effective at the next called or regularly scheduled Board of Director's meeting.

B. SPECIFIC DUTIES OF DIRECTORS

1. President

- a. Shall be the Chief Executive Office of the Association;
- b. Serves as Chairman of the Board of Directors.
- c. Presides at all meetings of the Board of Directors and general membership
- d. Serves as an ex-officio non-voting member of all Association committees;
- e. Appoints committee chairmen and committee members as required by the Association's policies
- f. Submits an annual report in writing to the membership at the annual general meeting;
- g. Votes only in case of a tie vote;
- h. Serves as spokesman for the league to local civic and governmental bodies; and
- i. Sets the tone for the league and enforces the philosophy of play adopted by the league.

2. Vice-President/Risk Management Coordinator

- a. Assists the President with relationships with other groups, paperwork, and matters and matters outside the organization of teams and the play of the game
- b. Presides at meetings of the Board of Directors, and membership in the absence of the President
- c. Ensures that all coaches have signed the risk management forms
- d. Responsible for any fundraising program the association wishes to undertake
- e. Coordinates the selection of photography vendors for league pictures
- f. Responsible for the enforcement of concession worker policies should any volunteer not show up to work his or her scheduled time
- g. Along with the secretary, is responsible for the collection of any unpaid registration fees and associated banking charges
- h. Serves as manager for the Association's Risk Management Program
- i. Communicates and distributes educational material on risk management
- j. Obtains signed Employment/Volunteer Disclosure statements for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the Association
- k. Submits completed disclosure statements to the state office
- l. Certifies in writing that all goals, fields and grounds utilized by the Association are in compliance with TS Goal/Field Inspection Forms requirements
- m. Submits annually Goal/Field Inspection forms to the state office
- n. Is thoroughly familiar with the question about the coverage, maintains supplies of claim forms, and assists in filing claims with the state association

3. Secretary/Registrar

(**duties may be divided between a Recording Secretary and a Corresponding Secretary may be handled by one individual. Division of the duties will require revision of this and other sections of the Bylaws.)

- a. Records and distributes minutes of all meetings of the membership and Board of Directors
- b. Maintains lists of members in good standing and voting eligibility for meetings
- c. Maintains all permanent records of the Association
- d. Responsible for all communications with the State Soccer Association
- e. Arranges for and oversees the annual registration of players
- f. Maintains communications with TSSA concerning procedures for registration of players
- g. Responsible for collecting fees and player forms; submitting all registration data to the State Soccer Association in a timely manner; ensuring that all players are properly registered
- h. Assists the Club Team Director with assigning players to club teams, and the Director

of Coaching and Recreational Director as needed with assigning of players to recreational teams

i. any assistant who handles money must be bonded

j. Completes and submits the Corporation Annual Report (SS-4444) to the Tennessee Secretary of State prior to October of each year.

4. Treasurer (can be combined with secretary position)

a. Formulates the annual membership association budget and submits it to the Board of Directors and general membership for approval

b. Maintains records and receipts of all money to be deposited in a recognized bank in the name of the Association

c. Pays all accounts by check or debit card with his or her signature or that of his designee

d. Submits financial records when required by the Board of Directors, properly balanced, and reflecting the current financial status of the Association

f. Prepares and files tax returns in a timely manner

g. Prepares any and all tax exempt status and is authorized to obtain the services of an accountant or attorney, as appropriate, to adequately protect the Association in such matters; arranges for periodic audit of the Association's books

h. Is required to be bonded

5. The Directors of Coaching

a. Works with the Club Team Director to procure qualified coaches for club teams and the Recreational Director to procure coaches for recreational teams

b. Responsible for supervising and evaluation of Association coaches

c. Arranges for periodic training and certification of coaches; and

d. Represents the interests of the Association's coaches on the Board of Directors

e. Responsible for the primary investigation into any complaints of misconduct or unsportsmanlike behavior of any coach. After said investigation is complete, will report the findings, if any, to the Board of Directors for further disposition.

f. Works with the Recreational Director in assigning players to the recreational teams

6. Referee Administrator

a. Responsible for recruiting, assigning, supervising, and evaluating referees for the Association

b. Responsible for arranging periodic training and assessment of referees and assistant referee

c. Ensures that referees are properly registered annually with USSF through the state association

d. Represents the interests of the Association's referees on the Board of Directors

e. Is encouraged to be a certified Assignor but is not required to be certified per state guidelines

f. Has responsibility of re-scheduling any makeup games and coordinating the availability of referees for said makeup games

7. Uniforms Administrator

(if not Available- duties are to be divided by acting board members)

a. Responsible for securing and distributing the uniforms for all teams and other team equipment, as approved by the Board of Directors

b. Maintains proper records of bids received and accepted

c. Maintains records for all uniforms, goalkeeper shirts, and any other items of clothing or equipment issued to teams and in inventory; and;

d. Responsible for safekeeping of uniform inventory and team equipment between seasons

e. Secures bids or estimates on trophies or other items of recognition to be given out

each season to the players. Selection of trophies or other recognition items should be made available to all board members for their approval

8. Fields and Equipment Administrator

- a. Responsible for the maintenance of the Association's match and practice fields and field equipment
- b. Maintains lining equipment and supplies for marking fields and makes certain that match fields are properly marked before scheduled games
- c. May serve as liaison in dealing with owners of practice and playing fields
- d. Responsible for lining other practice fields that DCSA acquires or is allowed to use during any season
- e. Responsible for vendor selection for field improvement (grass, fertilizer) to ensure that our playing fields are playable throughout the seasons. Said vendor would either charge for their labor only or barter for a sponsorship.

9. Recreational Director

- a. Oversees and directs the recreational program with assistance from the Director of Coaching
- b. Works with each Age Group Coordinator in assignment of players and coaches to teams and the scheduling of games in a fair and equitable manner
- c. Works closely with the Secretary and Director of Coaching in the assignment of players to rosters for recreational teams and the Club team Director in the assignment of players to club teams or adult recreational teams to ensure fairness in the selection of teams
- d. Works with the Club Team Director in coordinating field availability; and;
- e. Provides the Referee Administrator with game schedules and notification of any changes in schedule
- f. Works with the Field and Equipment Administrator to determine if the fields are playable during times of inclement weather
- g. Responsible for notification of the coaches of any recreational tournaments that our association hosts, or from association registered with the State of Tennessee Soccer Association
- h. Works jointly with the Referee Administrator and Director of Coaching and other members who have expressed interest in the scheduling of games for all recreational teams. Said schedules will be developed via joint meeting between those positions mentioned above
- i. Responsible for maintaining contact with other area soccer associations relative to engaging other associations to play our local teams.

BYLAW III. STANDING COMMITTEES

****Standing committees are only used if the volunteers are available****

A. GENERAL

1. The Association's Board of Directors shall annually confirm the appointment of chairmen and members to serve on the standing committees.
2. Specific duties and responsibilities of each committee, procedures for selecting committee members, and job descriptions for committee members shall be established by the Board of Directors and detailed in these Bylaws and the Association's Policies and Procedures.
3. Committee members who fail to carry out their duties in a responsible manner Or whose actions are detrimental to the Association and /or its programs may be Removed from their position by the Board of Directors.

B. COMMITTEE RESPONSIBILITIES

DCSA Standing Committees and their general areas of responsibility shall be as follows:

1. Appeals and Discipline: The Board of Directors, with the President as Chairman, serves as the Association's Appeal and Discipline Committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.
2. Awards: Handles the pricing, ordering, and distribution of trophies, Patches, medals, or other awards to be given by the Association
3. Budget and Finance: Chaired by the Treasurer; responsible for preparation of the Association's annual budget and presentation of the proposed budget to the Board of Directors and general membership
4. Coaching: Chaired by the Coaching Administrator; responsible for Establishing and administering programs for coaches of the Association
5. Concessions: Make decisions on what, when, and where to sell concession items. The Chairperson may organize the league's teams (through the teams managers/mothers) so that many parents take turns manning The concession stands.
6. Credentials: Chaired by the Secretary, responsible for determining the eligibility and voting strength of representatives at all general meetings
7. Field Maintenance: Chaired by the Field Coordinator; responsible for maintaining the game and practice fields, goals, and nets as necessary; must be thoroughly familiar with how to lay out a field including the proper dimensions for each age group; responsible for lining the fields and maintenance of the lining equipment and supplies of chalk or other lining material. In some situations this committee will be responsible for mowing the fields or applications of seed and fertilizer.
8. Insurance: Is familiar with the Association's insurance programs and claim procedures; answers questions about coverage, maintains a supply of claim forms, and assists in filing claims with TS. (may be the Registrar.)
9. Long-Range Planning: Chaired by the President or his appointee to set long-range goals for the Association and formulate plans for accomplishment
10. Membership: Chaired by the Vice-President, encourages non-member organizations and individuals to affiliate with the Association; reviews applications for membership and recommends appropriate action to the Board of Directors
11. Nominating Committee: Formed annually prior to the Association elections to recruit qualified individuals to serve as officers and committee members. The Nominating Committee shall be appointed by the Board of Directors and shall not include any current board of director who will be running for another term in the same position or other position. Any member of said Board of Director shall appoint another association member to replace him or herself on the selection committee. The Nomination Committee shall be responsible for advertising the election, establishing deadlines for submissions of nomination forms or ballots.
12. Publicity: Maintains a good working relationship with the local newspapers, radio and TV stations, getting maximum coverage for special soccer events and for player registration
13. Referee: Chaired by the Referee Administrator, responsible for establishing and administering programs for referees of the Association
14. Rules and Regulations: Chaired by the President or his or her appointee; annually reviews current and proposed rules of the Association and recommends changes in the Association's Constitution, Bylaws, and Rules including any that may be required because of state or national rules
15. Special Events: Chaired by the President or his or her designee, arranges

For all tournaments, skills contests, annual meetings, or other special events of the Association; responsible for submitting applications to the state soccer association for any tournaments.

16. Team Organization: Each coach will be expected to organize his/her team and its parents to handle the various tasks related to the team itself.

Positions to fill include: Team Manager (Team Mother) as right-hand to the coach and coordinator of all assignments not related to coaching; Assistant Coaches to help the head coach in instructing the players; Club Linesman to help officials (referees) at the games; Telephone Chairperson for contacting players; Refreshment Chairperson to arrange for water and other drinks for games and practices; Transportation Coordinator to arrange carpools; Uniform Chairperson to wash and distribute uniforms for each game; and any others that may be appropriate for the team's structure.

BYLAW IV. MEMBERSHIP

A. GENERAL

1. The voting membership of the Association shall include individuals currently active in the association's programs.
2. Non-voting membership may be granted to other organizations or individuals interested in the advancement of the sport of soccer and the Association.

B. CLASSES OF MEMBERSHIP

1. Players

- a. Shall include players currently registered with and participating in soccer programs under the jurisdiction of the Association.
- b. Shall be accorded one (1) vote per player.
- c. Parents shall cast votes for youth players. Adult players shall cast their own votes.

2. Officials

- a. Shall include all currently active coaches, assistant coaches, team managers, and referees.
- b. Shall be accorded one (1) vote for each affiliated individual
- c. If said official is a minor, such as referee, then the parent or legal guardian of said official shall cast one (1) vote for each official.

3. Associates

- a. Shall include paid sponsors for the DCSA for the current one-year term
- b. Shall be given one-half vote.

C. RIGHTS OF MEMBERS

1. Members in good standing are granted various rights and privileges as defined by the Board of Directors in the Association's policies.
2. Rights of players and officials in good standing shall include the right to vote at the Association's general membership meetings.

D. TERM OF MEMBERSHIP

1. Term of membership shall be one (1) seasonal year beginning on September 1 and ending on August 31.
2. Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, and is actively Participating in the programs of the Association.

BYLAW V. GENERAL MEMBERSHIP MEETINGS

A. DATES

The Association shall hold general membership meetings semi-annually in the months of May and November.

B. PARLIAMENTARY PROCEDURES

Robert's Rules or Order, latest edition, shall be the parliamentary authority for all meetings of the Association, unless otherwise agreed to by the participants by a two-thirds (2/3) vote.

C. VOTING ELIGIBILITY

1. Voting eligibility at general meetings of the Association by affiliated Voting members is determined by the class of membership.
2. Only those voting members of record, duly affiliated, with all fees paid And in good standing shall be entitled to vote.

D. VOTING BY DIRECTORS

1. Each member of the Board of Directors shall be entitled to one vote except the President, who shall cast a vote only in the case of a tie.
2. Directors shall not vote in an election except as the representatives of an affiliated member.

BYLAW VI. AMENDMENTS

A. APPROVAL OF AMENDMENTS

Amendments to the constitution and bylaws must be approved by two thirds of the voting members at a general membership meeting.

Note: Any such policies and procedures added to this section would become the official position of the Board of Directors going forward until such time as the policy or procedure was removed by a duly held vote. Said vote would be deemed binding where all board members were notified of a meeting to discuss policies and procedures. In order to add or delete a policy or procedure, the motion to add or delete must have an affirmative of 2/3 of current members duly elected to the office of Board of Directors AND present at the time of said meeting. Furthermore, no fewer than 4 total board members must be at the meeting before a vote can take place. In addition, any proposed policy or procedure must be made known to the board of directors 21 days before said vote can be taken. Said notification of proposed policy or procedure must be made to all current members of the Board of Directors either in person, phone, or email.

1. DISCIPLINE-Any member of the soccer association to include players, coaches, parents, board members, or any other parties connected to the soccer league shall be notified of any discipline for such actions as unsportsmanlike behavior, fighting, cursing, or other behavior deemed not to be in the best interest of promoting Dickson County Soccer Association league play. Such discipline shall be administered by the Board of Directors. A first infraction shall carry a minimum of verbal and written reprimand for said action. A second offense shall carry a minimum of game suspensions to be determined by the Board of Directors. A third offense shall carry an automatic season suspension. Any behavior so deemed to be detrimental in nature to the recreational play of our league will be dealt with in a timely manner after a complete investigation is done. Said behavior may warrant suspensions for the first offense and therefore the Board of Directors shall administer the appropriate punishment.

2. TOURNAMENT PLAY-Any coach or coaches, parents, or other league volunteers, board members, or other parties associated shall NOT solicit, invite, nor allow to participate in a recreational tournament where the coach is taking players from more than one team to fill out their roster. Said behavior goes outside the scope of recreational play and gives the perception or appearance of our league allowing teams to “stack” a team thereby making the team a “select” versus a recreational team for which our association participates. If a coach or other party associated with the DCSA knowingly violates this rule, it will constitute unsporting behavior and therefore will result in league suspension.

3. CONCESSION STAND DUTY- The Concession stand is staffed & appointed by the Board of Directors. The Board of Directors will also maintain inventory & will have at least 1 board member on hand in the concession stand every Saturday for the majority of all regularly scheduled game days.

4. GAME RESCHEDULING-Any game that needs to be reschedule due to conflicts, the coach of the team initiating the request for rescheduling, must contact the Referee Administrator (dcsaraf@gmail.com) by Thursday of the week the game was to be originally played. Failure to notify the Director of Referees by the time specified could result in disciplinary action due to the increased expense incurred by the DCSA for payment of the referees.