

# **TIMBERLINE YOUTH SOCCER ASSOCIATION**

## **BYLAWS**

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Each person having any responsibility whatsoever for any Member Club or team participating in the Timberline Youth Soccer Association is responsible for reading and understanding these Bylaws. In the event charges of infraction of any of the regulations contained herein are made against a club, team, coach or any other team representative, claims by said accused person of ignorance of these regulations will not be considered an available defense to said charges. It is each Member Club's responsibility to see to it that any person having responsibility for any team receives a copy of these Bylaws.

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### **MEMBER UNITED STATES SOCCER FEDERATION**

Adopted June 2, 1993  
Revised November 3, 1993, October 1, 1997,  
July 1, 2002 and revised significantly on

May 7, 2008

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The defined terms used herein shall have the meanings ascribed to such terms in the Association's Constitution.

**SECTION 1 - BOARD POWERS AND ADMINISTRATION**

- 1.1 The Board shall transact all business of the Association and shall have the power to enforce the Constitution, these Bylaws and Rules of Competition of this Association, the Sponsor and the USSF.
- 1.2 A quorum will exist if a simple majority of the votes held by the members of the Board are represented at such meeting.

**SECTION 2 - DUTIES OF OFFICERS AND DIRECTORS**

- 2.1 The President shall:
  - 2.1.1 preside at all meetings of the Board;
  - 2.1.2 appoint individuals to fill vacant offices on the Board except vacancies in the office of President;
  - 2.1.3 supervise the activities of the Elected Officers and the Administrator;
  - 2.1.4 provide guidance to Member Clubs regarding rules and regulations contained in the Association's Constitution and these Bylaws;
  - 2.1.5 appoint, subject to Board approval where required, such committees as may be required for the proper operation of the Association;
  - 2.1.6 represent the Association at all meetings of the Sponsor;
  - 2.1.7 represent or appoint a representative of the Association to appear at all public functions requiring Association attendance;
  - 2.1.8 present a report on the operations and financial condition of the Association at the last quarterly meeting of the Fiscal Year; and
  - 2.1.9 perform such other duties as may be appropriate for the office of the President.

2.2 The Executive Vice President shall:

- 2.2.1 act in the absence of the President with the same powers and authority;
- 2.2.2 supervise the activities of the Association relative to publicity, awards, tournaments, camps and any other activities in which the Association may participate;
- 2.2.3 organize and serve as chairperson of the Discipline and Protest Committee unless a matter involves his/her home Member Club, in which case he/she shall appoint a chairperson from the Discipline and Protest Committee who does not represent the Member Club in question;
- 2.2.4 act as chairperson of the Association scholarship committee so long as scholarships are offered by the Association;
- 2.2.5 direct the members of the Board to assist as needed in accomplishing the above activities; and
- 2.2.6 perform such other duties as may from time to time be assigned by the President.

2.3 The Vice President Coaches shall:

- 2.3.1 organize, develop and supervise a coordinated training program for all Association coaches;
- 2.3.2 organize, develop and supervise a coordinated skills program for Association players;
- 2.3.3 serve on the Discipline and Protest Committee, in matters involving Association coaches;
- 2.3.4 act as the liaison between the Sponsor and the Association regarding matters relative to Sponsor's approved coaches' training; and
- 2.3.5 perform such other duties as may from time to time be assigned by the President.

2.4 The Vice President At Large shall:

- 2.4.1 promote Association and Member Club programs through advertising of registration dates, tournaments, tryouts, etc., as directed by the Board;
- 2.4.2 publish an Association newsletter for all Association registrants, on a quarterly basis or as otherwise directed by the Board;
- 2.4.3 develop press releases and submit such press releases to local and national media to promote the Association in the community;

- 2.4.4 submit a publicity and fundraising budget to the Board; and
  - 2.4.5 coordinate activities with the Board and Member Clubs to further the goals of the Association and the Member Clubs, including solicitation of contributions for youth soccer programs throughout the region from foundations, businesses, government agencies, and individuals through fundraising events, direct solicitations, and contracting with third parties to raise funds on behalf of the Association and the Member Clubs.
- 2.5 The Vice President Scheduling/Scorekeeping shall:
- 2.5.1 organize and coordinate the scheduling of each age division throughout the Association;
  - 2.5.2 prepare schedules for all inter-club and Association playoff play;
  - 2.5.3 act as a liaison between the USSF, the Sponsor and the Association in matters relative to State, Regional and National competitions;
  - 2.5.4 coordinate and disseminate all necessary information relating to inter-club play and play-offs to all coaches and/or Member Club schedulers;
  - 2.5.5 collect game reports, verify scores, keep accurate records and distribute standings of all inter-club play on a regular basis;
  - 2.5.6 submit a list of all cautions and ejections recorded on the game reports to the chairperson of the Discipline and Protest Committee;
  - 2.5.7 coordinate the purchase of awards and/or patches to be distributed to Association teams; and
  - 2.5.8 perform such other duties as may from time to time be assigned by the President.
- 2.6 The Secretary/Treasurer shall:
- 2.6.1 prepare the Association budget for the coming Fiscal Year and present it to the Board for approval at the last quarterly meeting of the Association's Fiscal Year;
  - 2.6.2 maintain all financial records of the Association;
  - 2.6.3 provide monthly financial statements to all Officers and Directors;
  - 2.6.4 coordinate the filing of all state and federal tax returns;
  - 2.6.5 account for all receipts and disbursements of the Association. The Secretary/Treasurer shall keep the financial books and records of the Association in accordance with generally accepted accounting principles.

Payment shall only be made for expenses approved by the Board pursuant to the Association's Constitution, and all checks in excess of \$250 drawn against an Association account shall bear the signature of any two of the Administrator, Secretary/Treasurer, Executive Vice President or the President.

- 2.6.6 with the approval of the Board, retain the services of a certified public accountant to prepare at least once every two (2) years a review of the books and records of the Association; and
- 2.6.7 perform such other duties as may from time to time be assigned by the President.

### SECTION 3 - STANDING COMMITTEES

The following shall be standing committees of the Association:

#### 3.1 Discipline and Protest Committee

- 3.1.1 The committee shall be appointed by the Executive Vice President and shall be composed of a representative appointed by each Member Club and the Vice President Coaches;
- 3.1.2 the committee shall maintain records of all disciplinary offenses and enforcement of any sanctions of any such offenses;
- 3.1.3 the committee shall report at each regular meeting of the Association on rulings and violations occurring since the last regular meeting;
- 3.1.4 the committee shall investigate all formal complaints against Member Clubs, Officers or Directors, which are not in accord with the Association's purpose as set forth in its Constitution;
- 3.1.5 the committee shall present the results of its investigation and its recommendations of sanctions relative to complaints against Member Clubs, Officers or Directors for Board approval;
- 3.1.6 the committee shall make the final ruling on all game forfeits, protests, grievances, appeals and disciplinary matters within its jurisdiction;
- 3.1.7 the committee shall make recommendations to the Board as to the settlement of disputes between Member Clubs;
- 3.1.8 the committee shall establish and administer a program to monitor sportsmanship of players, parents and coaches, quality of refereeing and conduct of coaches; and
- 3.1.9 the committee shall conduct such other investigations as shall be directed by the President and approved by the Board.

### 3.2 Referees Committee

- 3.2.1 The committee shall be comprised of referees who shall represent the referees providing services for Association-sanctioned games;
- 3.2.2 the committee shall coordinate a program to recruit, train, and retain referees to officiate Association-sanctioned play;
- 3.2.3 the committee shall develop a coordinated system to assure that all Association-sanctioned play is properly officiated; and
- 3.2.4 the chairperson of the committee shall serve as a member of the Discipline and Protest Committee;
- 3.2.5 the Association shall provide operating funds for equipment, training and services of the referees serving in the Association, based upon a budget proposed by the Referees Committee and approved by the Association. The Referees Committee shall provide for the Association's approval a proposed annual budget as well as an annual accounting of all funds provided to the Referees Committee by the Association; and
- 3.2.6 each Member Club will provide the Association with the name of an individual who will act as the Member Club's referee scheduler. Such individual will be the liaison between the Association, the Referees Committee and the individual Member Club.

### SECTION 4 - FINANCES

- 4.1 The Association shall have an annual budget, formulated by the Board and approved by the Member Clubs by a vote of a Supermajority of the Member Club Presidents.
- 4.2 The Association shall have the authority to determine assessments on Member Clubs necessary for the Association's operations. Assessments will cover items including, state and national registration fees; administrative expenses authorized by the Board; the cost of Association-provided equipment and awards; insurance for players, coaches, referees, officers and directors and such other expenses as may from time to time be approved by the Board. Unless otherwise determined by the Board, assessments for any Member Club shall be made on a per capita basis, based on the number of registered players in a Member Club. Assessments will be determined prior to registration and will be collected at the time of registration.
- 4.3 The Association shall maintain its non-profit status with the Internal Revenue Service and the State of Texas. Additionally, the Association shall obtain and maintain exempt status from Texas Sales Tax.
- 4.4 As set forth in Section 2.6, the Secretary/Treasurer of the Association shall arrange for an annual review of the books and records of the Association by an independent certified

public accountant. In addition, the Secretary/Treasurer shall arrange for an audit of the Association's books and records at least once every two (2) years.

## SECTION 5 - MEMBER CLUBS

- 5.1 Each Member Club shall adopt an official name and register such name with the Association. Each Member Club shall choose a name that is not confusingly similar to the Association's name or the name of another Member Club.
- 5.2 Each Member Club shall adopt a constitution and bylaws to be filed with the Association. Such constitutions and bylaws shall not conflict with the Association's Constitution and Bylaws.
- 5.3 Each Member Club shall incorporate in the State of Texas.
- 5.4 Each Member Club shall abide by the Association rules and regulations in effect at the time of its application for membership or as may be subsequently adopted by the Association. Reasonable sanctions, up to and including the expulsion of a Member Club, may be imposed by the Board, upon a vote of a Supermajority of the Member Club Presidents, for such Member Club's failure to comply with Association rules and regulations.
- 5.5 Member Clubs shall strive to field both boy's and girl's teams in all divisions of play sponsored by the Association. A minimum of ten (10) teams shall be required for admission to membership in the Association. Such membership shall be considered probationary for a period of one (1) year after acceptance into the Association. If a Member Club's participation should fall to fewer than ten (10) teams, such Member Club will be considered to be in a probationary status for one (1) year. If at the end of the probationary period, either for a prospective new member or for a Member Club, participation has not increased substantially, the probationary member will be required to withdraw from the Association or combine with an existing Member Club.
- 5.6 Member Clubs may divide into two or more clubs provided that each new club meets the membership provisions of the Association's Constitution and Bylaws and obtains all necessary approvals from the Association. The affirmative vote of a Supermajority of the Member Club Presidents is required to approve the division of an existing Member Club. Such division of an existing Member Club shall not result in one of the Member Clubs being placed in a probationary status, as defined above, due an insufficient number of teams.
- 5.7 Membership in the Association shall not be transferable or assignable.
- 5.8 Each Member Club shall be responsible for registering its own players. A player shall be considered "registered" when all required fees have been paid to the Member Club by the player, all required paperwork has been completed and presented to the Club and the player's date of birth has been verified by a Member Club official. Member Clubs shall be responsible for forming teams from registered players in accordance with applicable Association rules and procedures.



- 5.9 Each Member Club shall establish its own schedule of fees for its players. Each Member Club shall be responsible for the prompt payment of Association levies and fees. Such fees shall be due when the player is registered with the Association.
- 5.10 Each Member Club shall provide and maintain a sufficient number of playing fields to support its intra-club play. Such fields shall be of the proper size dictated by the age of the players. Fields shall be marked in accordance with Association guidelines.
- 5.11 Member Clubs shall maintain and promote good sportsmanship and conduct at all games.
- 5.12 Each Member Club is expected to provide at minimum one uniform to each registered player.
- 5.13 Each Member Club may engage in promotions, solicitations for sponsorships and fundraising activities.
- 5.14 Each Member Club shall provide the Association Vice President Scheduling/Scorekeeping and the Administrator a list of teams and affiliated referees prior to the start of the second half of each playing season.
- 5.15 Each Member Club must maintain, one (1) active certified referee for every two (2) Under 7 and above team that is registered and playing.
- 5.16 Member Clubs not complying with the criteria in Section 5.15 will be limited as to the number of Association playoff slots allocated to the Member Club in direct proportion to the percentage of active certified referees available relative to the required number of referees provided by such Member Club. Member Clubs exceeding the above requirements will be allocated the unfilled slots based on criteria developed by the Vice President Scheduling/Scorekeeping.

## SECTION 6 - AMENDMENTS

- 6.1 Any proposal or motions to amend these Bylaws must be made in writing to the Administrator for distribution to the Board. In addition, twenty-eight (28) days prior written notice to each Board member of a meeting to amend these Bylaws shall be required. Such notice shall contain the proposed amendments, as well as, the time and place of the meeting. Amendments to these Bylaws shall be approved by a Supermajority of the Member Club Presidents.

## SECTION 7 - COMPETITION RULES

- 7.1 The Association's Rules of Competition shall govern play of the game within the Association. The Association shall provide the Rules of Competition to each of its Member Clubs for dissemination to the members of such Member Clubs or otherwise make such document available on the Association's website.