

# CHAPTER 1

## HEART OF TEXAS SOCCER ASSOCIATION CONSTITUTION

### 1.1 NAME

1.1.1 The name of this organization shall be the Heart of Texas Soccer Association.

### 1.2 PURPOSE

1.2.1 The Heart of Texas Soccer Association's purpose shall be to foster and advance a youth soccer program which will promote the ideas of good sportsmanship, honesty, loyalty and courage through organized athletic competition.

### 1.3 BOUNDARY LINES

1.3.1. This Association shall represent all members falling within the boundary lines of McLennan County, Texas.

### 1.4 MEMBERSHIP

1.4.1 Members of the Association will include players, managers, coaches, parents/ guardians of Association players, the Board of Directors and those who subscribe to membership.

#### A. SUBSCRIPTION TO MEMBERSHIP

- (i) To qualify for subscription to membership, an applicant must have interest in, and sympathy with, the purposes of the Heart of Texas Soccer Association and adhere to its Constitution, Bylaws, Rules and Regulations.
- (ii) Subscription to membership shall require the affirmative vote of the Board of Directors. The Board of Directors of the Association shall prescribe membership fees, the full payment of which shall be a prerequisite to membership and continuation of participation in the affairs of the Association.

#### B. VOTING MEMBERSHIP

- (i) Voting membership in the Heart of Texas Soccer Association shall be composed of the Board of Directors and, as to matters specifically authorized by the Bylaws of the Association or this Constitution, each Head Coach of a duly registered team or their designee.
- (ii) A voting member shall only be entitled to one vote, and must be present at a meeting to cast their vote. Voting by written proxy is prohibited.

#### C. FORFEITURE OF MEMBERSHIP

- (i) Any member may be expelled or have their membership forfeited, or be censured, for a serious violation of the Association's Constitution, Bylaws, or other rules adopted by the Board, or for conduct prejudicial to the best interest of the Association.
- (ii) A majority vote of the members of the Board of Directors in attendance shall be necessary for any such action, and a quorum is required.

## 1.5 GOVERNMENT

### A. BOARD OF DIRECTORS

- (i) The Association shall be governed by a Board of Directors.
- (ii) The members of the Board of Directors shall be elected for a period of one year and (if re-elected) may succeed themselves in office. Elections shall be held at the Annual Meeting.
- (iii) The duties and responsibilities of the Board of Directors shall be as assigned by the Bylaws of the Association.

### B. OPERATIONS

- (i) Nine or more Directors present at any meeting of the Board of Directors shall constitute a quorum. If a quorum exists at the call to order of any duly organized meeting of the Board of Directors, the Board may continue to transact business until adjournment, as if a quorum existed until adjournment, despite the departure of a sufficient number of Directors as to leave less than a quorum in attendance at the meeting.
- (ii) The Board of Directors shall adopt rules for conducting business of the Heart of Texas Soccer Association. Parliamentary procedure, as specified by Robert's Rules of Order, Revised, or such simplified or modified version thereof as may be approved by the Board of Directors, shall govern all meetings of the Association.

## 1.6 ELECTIONS

### A. NOMINATING COMMITTEE

- (i) The President shall appoint seven (7) individuals as a Nominating Committee at least (60) days prior to the upcoming Annual Meeting, and shall also appoint one of those seven (7) individuals the chairman of the Nominating Committee. Five (5) of these individuals shall be Board members. Two (2) of these individuals shall be "members at large", i.e. members of the association who are not also members of the Board of Directors. The "members at large" shall be approved by the Board.
- (ii) The Board of Directors will determine and instruct the Nominating Committee as to the number of positions to be filled, as prescribed in the Bylaws. The Nominating Committee shall submit at least one consenting name for each specified position and shall present the list of names to the Board of Directors and full voting membership, i.e. the Board of Directors and each head coach of a duly registered team or their designee, at least thirty (30) days prior to the next Annual meeting.
- (iii) Additional names of candidates for the Board of Directors may be nominated by petition of ten (10%) percent of the full voting membership, i.e. the Board of Directors and each head coach of a duly registered team or their designee, of the Association. Such a petition shall be filed with the Nominating Committee within ten (10) days after notice of the Annual Meeting has been mailed to the full voting membership. Names of candidates so certified by the Committee shall be listed on the ballot in alphabetical order.

B. ELECTION OF DIRECTORS AND OFFICERS

- (i) Election of the Board of Directors shall be by ballot. Each voting member shall be entitled to cast one vote for each position to be filled on the Board. The persons receiving the plurality of votes shall be declared elected.
- (ii) The newly elected Heart of Texas Soccer Association Board of Directors shall elect from the elected Board of Directors the following officers: President, Vice President, Secretary, and Treasurer, to serve for the upcoming year.

C. FISCAL YEAR/TERM OF OFFICE

- (i) The fiscal year of the Heart of Texas Soccer Association will be August 1 – July 31.
- (ii) The term of office for Directors will begin on July 1 each year and end on June 30 of the following year.

**1.7 ANNUAL MEETING**

- 1.7.1 Notice of the date designated for the Annual Meeting will be submitted in writing to the full voting membership (i.e. the Board of Directors and each head coach of a duly registered team or their designee) at least thirty (30) days prior to the Annual Meeting.

**1.8 BYLAWS AND CONSTITUTIONAL CHANGES**

- 1.8.1 This Constitution may be amended at any Annual Meeting or at any other meeting called by the Board of Directors for that purpose, with thirty (30) days written notice to the full voting membership and a two-thirds (2/3) majority vote of the full voting membership present. The Bylaws may be changed by two-thirds majority vote of the Board of Directors.

## CHAPTER 2

### BYLAWS OF THE HEART OF TEXAS SOCCER ASSOCIATION

#### 2.1 MEMBERS

2.1.1 Classification of Members. The Heart of Texas Soccer Association (“HOT Soccer”) shall consist of the following three classes of members:

##### A. GENERAL MEMBERS

- (i) All parents and guardians of duly registered HOT Soccer players under the age of eighteen, all parents and guardians of duly registered HOT Soccer referees under the age of eighteen, all duly registered HOT Soccer players and referees eighteen years of age or older, and all HOT Soccer coaches and managers shall be General Members.
- (ii) General Members shall have no voting privileges, except as specifically authorized by these Bylaws and by the Constitution.
- (iii) General Members shall have limited speaking privileges during meetings of the HOT Soccer Board of Directors, as determined by the Officer or Board Member presiding.

##### B. ASSOCIATED MEMBERS

- (i) All persons not qualifying as General Members who wish to participate in the affairs of HOT Soccer may be Associate Members if they subscribe to membership and:
  - (a) have an interest in, and sympathy with, the purposes of HOT Soccer;
  - (b) adhere to the Constitution, Bylaws and other rules and regulations of HOT Soccer; and
  - (c) are approved for membership by a majority of the Board of Directors.
- (ii) Associate Members must pay the full associate membership fee, as determined by the Board of Directors, as a prerequisite to membership and participation in the affairs of HOT Soccer.
- (iii) Associate members shall have limited speaking privileges during meetings of the HOT Soccer Board of Directors, as determined by the Officer or Board Member presiding.
- (iv) Associate Members shall have no voting privileges.

##### C. BOARD MEMBERS

- (i) Members of the Board of Directors must first qualify as a General Member or Associate Member.
- (ii) Members of the Board of Directors shall be elected to office for a one (1) year term.

- (iii) Members of the Board of Directors shall constitute the managing body of HOT Soccer.
- (iv) Members of the Board of Directors shall have full speaking privileges at Board meetings, and full voting privileges.

2.1.2 Forfeiture of Membership. Any member may be expelled, have his membership forfeited, or be censured for a serious violation of either the Constitution, Bylaws or other rules and regulations of HOT Soccer, or for conduct prejudicial to the best interest of HOT Soccer. A majority vote of the Board of Directors shall be necessary for any such forfeiture action.

## **2.2 BOARD OF DIRECTORS**

2.2.1 Purpose. The business and affairs of HOT Soccer shall be managed by the elected or appointed members comprising the Board of Directors, each of who is entitled to one (1) vote. The Board of Directors shall transact all business of HOT Soccer, and shall have the power to enforce the laws of the game, the rules of NTSSA, USSF and USYSA, and the constitution and Bylaws of HOT Soccer.

2.2.2 Number of Board Members. The Board shall consist of at least sixteen and not more than twenty-four members. At least sixty days prior to the Annual Meeting, the Board of Directors will determine, by majority vote, and advise the Nominating Committee of the number of Board positions for the upcoming fiscal year.

2.2.3 Duties of the Board of Directors. The powers and duties of the Board of Directors shall include, but shall not be limited to, the following:

- A. Enforce the Constitution of HOT Soccer.
- B. Establish, enforce, and amend, as required the Bylaws and other rules and regulations of HOT Soccer.
- C. Make all decisions regarding corporate operations, policies, and procedures.
- D. Sit as a Final Appeals Committee when required.
- E. Elect the Executive Committee.
- F. Veto, if deemed appropriate, any decision by a Committee or Board Member.
- G. Resolve questions and controversies not otherwise addressed by or adjustable under the Bylaws and other Rules and Regulations of HOT Soccer.
- H. Establish Special Board positions as needed.
- I. Approve the organizational chart.
- J. Approve all fees.
- K. Approve the annual budget.
- L. Approve any expenditure not included in the budget.
- M. Approve the location of all bank accounts.
- N. Approve the calendar for each season.

- O. Approve all mass mailings.
- P. Approve all scholarships.
- Q. Approve all fundraising activities.
- R. Approve all public relations campaigns.
- S. Approve all player recruitment campaigns.
- T. Approve the player refund policy.
- U. Approve the hiring of an Executive Administrator.
- V. Approve the referee assignor contract.
- W. Approve the referee pay scale.
- X. Approve the selection of uniforms and suppliers.
- Y. Approve all coach and referee clinics.
- Z. Approve and remove coaches and referees.

2.2.4 Nominating Committee.

- A. At least sixty (60) days prior to the upcoming Annual Meeting, the President shall appoint seven (7) individuals as a nominating committee, and shall appoint one (1) of those seven (7) individuals the chairman of the Nominating Committee. Five (5) of these individuals shall be Board members. Two (2) of these individuals shall be “members at large”, i.e. members of HOT Soccer who are members of the Board of Directors. The “members at large” shall be approved by the Board.
- B. The Board of Directors will determine and instruct the Nominating Committee as to the number of positions to be filled. The Nominating Committee shall submit at least one (1) consenting name for each specified position and shall present the list of names to the Board of Directors and full voting membership at least thirty (30) days prior to the next Annual Meeting.
- C. Additional candidates may be added to the list of nominees by obtaining the signature of at least ten (10) percent of those individuals entitled to vote in the annual election, i.e. Board Members and head coaches or their designated representatives, and presenting such a petition to the Nominating Committee no later than ten (10) days after notice of the Annual Meeting has been mailed to the full voting membership. Names of candidates so certified by the committee shall be listed on the ballot in alphabetical order.

2.2.5 Annual Election.

- A. A new Board of Directors shall be elected at the Annual Meeting. The time and place for the Annual Meeting shall be set by the President.
- B. Terms of office for the Directors of HOT Soccer shall be July 1<sup>st</sup> of each year through June 30<sup>th</sup> of the following year.

- C. Only the full voting membership (i.e. current members of the Board of Directors and each head coach of a duly registered team, or their designated representative) shall be eligible to vote at the Annual Meeting concerning election of a new Board of Directors.
  - D. A voting member shall only be entitled to one (1) vote, and must be present at the Annual Meeting to cast their vote. There shall be no voting by mail or written proxy. No person may cast more than one (1) vote at the Annual Meeting.
  - E. The election of the new Board shall be by private ballot with all nominees listed in alphabetical order on each ballot.
  - F. There shall be no more than one (1) vote per candidate as to each ballot, and no more votes per ballot than the number of Board positions designated for the upcoming physical year.
  - G. Those candidates receiving the plurality of votes shall be declared elected.
  - H. A vote to break the tie shall be taken only when two (2) or more persons are tied for the last available position on the Board.
  - I. Upon conclusion of the annual Election, the Board shall appoint a committee consisting of three (3) elected Board members to present at the July meeting a list of candidates for the Executive Committee. This committee shall submit to the Board, at its July meeting, names for each of the four (4) positions on the Executive Board.
  - J. A Board Member may make a specific written request for appointment to any position on the Executive Committee. However, any such request must be submitted to the committee charged with nominating candidates for the Executive Committee no less than ten (10) days prior to the July meeting.
- 2.2.6 Required Materials. The Secretary shall provide each newly elected Board Member with a personal copy of the HOT Soccer Administrative Rulebook consisting of BYLAWS and CONSTITUTION, and the NTSSA Administrative Rulebook. In addition, each member of the Executive Committee shall be provided with a copy of the FIFA RULEBOOK. The material that is provided shall remain the property of HOT Soccer, and must be surrendered to the Secretary upon departure from the Board.
- 2.2.7 Conflict of Interest. A Board Member may be a member of a team, club or other organization. In the event of any grievance involving such team, club or organization, he may not act in its behalf nor be entitled to vote concerning the grievance.
- 2.2.8 Resignation. Any officer, Board Member or Committee Chairman may resign by giving written notice to the President. The resignation shall take effect immediately if no time has been specified. Acceptance shall not be necessary to make it effective, unless otherwise stated in the resignation.
- 2.2.9 Vacancies. In the event a position on the Board of Directors becomes vacant, other than on the Executive Committee, the President shall make an appointment to fill such vacancy.
- 2.2.10 Removal of Board Members. The procedure for removal of a Board Member shall be as follows:
- A. If any Board Member receives a vote of “no confidence” by a majority of the Board, that Board Member shall immediately be suspended from membership on the Board. Any Board Member may call for a vote of confidence as to a fellow Board Member based upon allegations of conduct, which is grossly negligent, severely improper or seriously irregular.

- B. A Board Member who is absent from four (4) regular meetings during their current term of office may be suspended from membership on the Board. Any such Board Member may not be reinstated to any position on the Board of Directors for the remainder of that term of office.

2.2.11 Meetings.

- A. All regular business meetings of the Board of Directors shall be held at a time and place to be determined by the President. A list of meeting dates for the upcoming calendar year shall be provided. All meetings shall be open to the general membership, unless unusual circumstances compel the Chairman to allow only Board Members to be present.
- B. The Board of Directors shall hold a regular meeting on the first Monday of each month, except when such date falls on a legal holiday, at which time it shall be held on the following Monday. The order of business for monthly meetings, unless such meeting coincides with the Annual Meeting, shall be the following:
  - (i) Call to order.
  - (ii) Roll Call.
  - (iii) Approval of minutes of last meeting.
  - (iv) Introduction of guests.
  - (v) Directors' reports.
  - (vi) Committee reports.
  - (vii) Unfinished business.
  - (viii) New business
  - (ix) Announcements.
  - (x) Adjournment.
- C. A new Board of Directors shall be elected for the upcoming year at the Annual Meeting. Written notice of the time and place for the Annual Meeting shall be provided to the full voting membership (i.e. current members of the Board of Directors and each head coach for a duly registered team, or their designated representative) at least thirty (30) days prior to the Annual Meeting. Whenever possible, the Annual Meeting shall coincide with a regular monthly meeting. When the Annual Meeting coincides with a regular monthly meeting, the order of business for any such meeting shall be the following:
  - (i) Call to order.
  - (ii) Roll call and vote accreditation.
  - (iii) Approval of Minutes of the last meeting.
  - (iv) Election of Directors.
  - (v) Directors' reports.
  - (vi) Unfinished business.

- (vii) New Business
- (viii) Announcements
- (ix) Adjournment

- D. Special meetings of the Board of Directors for any purpose or purposes may be called by the President. Business transacted at such meetings shall be confined to the purpose stated in the notice of the meeting. Each Board Member shall be notified of the day, time, and place of any special meeting “no less than twenty-four (24) hours prior to commencement of such meeting. If notice is provided by mail, such notice shall be deemed to be delivered when deposited in the U.S. Mail, with appropriate postage affixed, addressed to the Board Member at such address as may appear on the records of HOT Soccer.
- E. Nine (9) Directors present at any meeting of the Board of Directors shall constitute a quorum. If a quorum exists at the call to order of any duly organized meeting of the Board of Directors, the Board may continue to transact business until adjournment, as if a quorum existed until adjournment, despite the departure of a sufficient number of Board Members as to leave less than a quorum in attendance at the meeting.

### **2.3 OFFICERS**

- 2.3.1 Required Positions. Officers shall be elected each year from the membership of the Board to fill the following four (4) positions: President, Vice President, Secretary, and Treasurer. These officers shall constitute the Executive Committee, and will perform the duties prescribed by the Bylaws of HOT Soccer, and by such parliamentary authority as may be adopted by HOT Soccer.
- 2.3.2 Special Positions. Other positions may be created as needed, by a majority vote of the Board of Directors. The Executive Committee shall appoint from the membership of the Board such officers as are needed for the special positions. All special positions shall automatically expire on June 30<sup>th</sup> of each year.
- 2.3.3 Limitations to one (1) office. Executive Members shall not hold more than one office at a time on the Executive Board.

### **2.4 EXECUTIVE COMMITTEE**

- 2.4.1 Composition. The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.
- 2.4.2 Powers and Duties. The Executive Committee shall aid the Board of Directors, but shall not exercise any powers other than those granted by these Bylaws and the Board of Directors. The Executive Committee shall exercise the following powers and duties:
  - A. Administer the business and operational affairs of HOT Soccer between meetings of the Board of Directors.
  - B. Enforce the Constitution, Bylaws and other rules and regulations of HOT Soccer.
  - C. Act as Board of Directors in emergency situations.
  - D. Review any grievances against Board Members.
  - E. Prepare issues to be brought before the Board of Directors.

- F. Hire an Executive Administrator when needed.
  - G. Appoint Board Members to special positions and committees as needed.
  - H. Approve all appointments made by the President.
  - I. Approve all appointments made by the Committee Chairman.
  - J. Define the duties of any officer or Committee.
- 2.4.3 Election of Executive Committee. At its regular meeting in July, the newly elected Board of Directors shall choose from among them four (4) officers (President, Vice President, Secretary, Treasurer) to make up the Executive Committee. A list of candidates for these positions, as determined by the committee appointed at the Annual Meeting, shall be presented for consideration, and additional nominations shall be taken from the floor during the course of the meeting. Voting shall be by private ballot, unless there is only one (1) candidate for a position. The past year's President or ranking officer, as available, shall officiate until all positions have been decided. The order of elections shall be as follows: President, Vice President, Secretary, Treasurer. In order to be nominated for the office of President, Vice President, Secretary, or Treasurer, a Board Member must have served previously on the Board for a minimum of two (2) consecutive soccer seasons, including the soccer season prior to election of officers for the upcoming fiscal year.
- 2.4.4 Special Elections. Vacancies on the Executive Committee shall be filled by special election at the next regular Board Meeting after said vacancy has occurred. The person so chosen shall serve in such capacity until the next Annual Election.
- 2.4.5 Regular Meetings. The Executive Committee shall meet once each month, at a time and place set by the President.
- 2.4.6 Emergency Meetings. The Executive Committee shall constitute a Board of Directors concerning urgent matters, when it is impractical or impossible to call a meeting of the entire Board. The Executive Committee shall report their actions in writing to the Board of Directors at the earliest possible time.
- 2.4.7 Veto of Executive Committee Action. The Board of Directors may veto any Executive Committee action by a majority vote of the Board Members present at the meeting immediately following the action.
- 2.4.8 Executive Administrator. The Executive Committee may hire an Executive Administrator who shall assist the President in his efforts to carry out the administrative functions of HOT Soccer. The Executive Administrator shall perform duties as determined by the President at a rate of pay and for a duration to be determined by the Executive Committee and approved by the Board of Directors.

**2.5 DUTIES OF EXECUTIVE OFFICERS, COMMITTEES, COMMISSIONERS, AND EXECUTIVE ADMINISTRATOR**

- 2.5.1 President. The President shall be the chief executive officer for HOT Soccer. The President shall exercise the following powers and duties:
- A. Set the time and place for all HOT Soccer meetings.
  - B. Preside at all HOT Soccer meetings.
  - C. Preside at all Executive Committee meetings.

- D. Officially represent HOT Soccer.
- E. Supervise the Executive Administrator.
- F. Insure that all policies of the Board of Directors are carried out.
- G. Appoint all service committees.
- H. Appoint all delegates to the North Texas State Soccer Association (NTSSA).
- I. Serve as member ex officio of all committees with the exception of the Nominating Committee.
- J. Submit an annual report to the membership of HOT Soccer.

2.5.2 Vice President. The Vice President shall assist the President in the performance of his duties, and shall succeed to the office of President in the event of absence or vacancy. The Vice President shall exercise the following powers and duties:

- A. Serve as a member of the Executive Committee
- B. Serve as Chairman of the Advisory Committee.
- C. Supervise the work of the Division Commissioners.
- D. Supervise team formation and player movement.
- E. Strive for equal competition in all age groups.
- F. Coordinate the scheduling of games.
- G. Submit a semi-annual report to the Board of Directors.
- H. Submit an annual report to the membership of HOT Soccer.

2.5.3 Secretary. The Secretary shall succeed to the office of Vice President in the event of absence or vacancy. The Secretary shall exercise the following powers and duties:

- A. Serve as a member of the Executive Committee.
- B. Keep a record of all proceedings of HOT Soccer.
- C. Keep on file all Committee reports.
- D. Call roll at all meetings of the Board of Directors.
- E. Make minutes available to the Board of Directors no less than two (2) weeks prior to the next Board meeting.
- F. Notify members of elections and appointments.
- G. Furnish Directors with whatever documents are required for the performance of their duties.
- H. Sign all certified copies of the official acts of HOT Soccer.

- I. Keep current the HOT Soccer Administrative Rulebook and have it available at all meetings.
  - J. Provide required notice of special meetings.
  - K. Conduct general correspondence on behalf of HOT Soccer.
  - L. Prepare the order of business for each meeting of the Board of Directors.
- 2.5.4 Treasurer. The Treasurer shall succeed to the office of Vice President in the event of the absence or vacancy of the offices of Vice President and Secretary. The Treasurer shall exercise the following powers and duties:
- A. Serve as a member of the Executive Committee.
  - B. Serve as a member of the Finance Committee.
  - C. Assume responsibility for all bank accounts.
  - D. Adhere to all financial policies and procedures of HOT Soccer.
  - E. Develop a budget for the following fiscal year and present that budget for approval at the Annual Meeting.
  - F. Manage the annual fundraiser.
  - G. Submit a monthly financial report to the Board of Directors.
  - H. Submit a semi-annual report to the Board of Directors.
  - I. Submit an annual report to the membership of HOT Soccer.
  - J. Supervise Concession Operations.
- 2.5.5 Executive Administrator. The Executive Administrator shall exercise the following powers and duties:
- A. Enter all player information into computer.
  - B. Provide NTSSA with official team rosters.
  - C. Compile game results and league standings.
  - D. Alert commissioners to complaints.
  - E. Deliver game results to Commissioners and to newspapers for publication.
  - F. Publish the HOT Soccer newsletter.
  - G. Help prepare letters and reports for Directors.
  - H. Maintain organized filing system.
  - I. Prepare mass mailings.

- J. Manage the sponsorship program.
  - K. Screen possible scholarship recipients and present nominations to the Board of Directors for approval.
- 2.5.6 Fields and Facilities Commissioner. The Operations Committee shall consist of the Chairman, and such other members as the Chairman desires, appointed by the Chairman with the approval of the “Executive Committee”. The Chairman of the Operations Committee (Fields & Facilities) shall exercise the following powers and duties:
- A. Serve as a member of the Development Committee.
  - B. Supervise field operations.
  - C. Provide for the maintenance of all HOT Soccer buildings, equipment and machinery.
  - D. Monitor all new construction at the HOT Soccer complex.
  - E. Submit a semi-annual report to the Board of Directors.
  - F. Submit an annual report to the membership of HOT Soccer.
- 2.5.7 Development and Grants Commissioner. The Development Committee shall consist of the Chairman and such other members as the Chairman desires, appointed by the Chairman with the approval of the Executive Committee. The Chairman of the Development Committee shall exercise the following powers and duties:
- A. Guide the long-term development of the complex.
  - B. Administer the player recruitment program.
  - C. Develop and maintain good public relations.
  - D. Solicit corporations and other business entities for large contributions.
  - E. Submit a semi-annual report to the Board of Directors
  - F. Submit an annual report to the membership of HOT Soccer.
- 2.5.8 Appeals and Discipline Commissioner. The Appeals and Discipline Committee shall consist of the Chairman and such other members as the Chairman desires, appointed by the Chairman with the approval of the Executive Committee. No member of the Appeals and Discipline Committee, other than the Chairman, may be a member of the Board of Directors. The Chairman of the Appeals and Discipline Committee shall exercise the following powers and duties:
- A. Serve as a member of the Rules and Bylaws Committee.
  - B. Schedule appeals hearings.
  - C. Schedule disciplinary hearings.
  - D. Schedule hearings of game protests.
  - E. Maintain records of disciplinary action on teams and individuals.
  - F. Administer punishment as prescribed by NTSSA.

- G. Provide records of action to NTSSA.
- H. Submit a semi-annual report to the Board of Directors.
- I. Submit an annual report to the membership of HOT Soccer.

2.5.9 Rules and Bylaws Commissioner. The Rules and Bylaws Committee shall consist of the Chairman and such other members as the Chairman desires, appointed by the Chairman with the approval of the Executive Committee. The Chairman of the Rules and Bylaws Committee shall exercise the following powers and duties:

- A. Serve as a member of the Advisory Committee.
- B. Continually review the Constitution, Bylaws, Articles of Incorporation, and other rules and procedures of HOT Soccer for compliance with NTSSA, USYSA, and USSF requirements.
- C. Recommend Rule Changes to the Board of Directors.
- D. Submit an annual report to the President, including any proposed changes to the Constitution, Bylaws, Articles of Incorporation or related rules and procedures, by May 1 of each year, for distribution to the membership of HOT Soccer.

2.5.10 Referee Commissioner. The Referee Committee shall consist of the Chairman and such other members as the Chairman desires, appointed by the Chairman with the approval of the Executive Committee. The Chairman of the Referee Committee shall exercise the following powers and duties:

- A. Serve as a member of the Rules and Bylaws Committee.
- B. Promote professionalism and integrity.
- C. Enforce Code of Conduct for USSF/NTSSA referees.
- D. Monitor the basic referee clinic for each session.
- E. Communicate with the assessors and assignor.
- F. Monitor referees in their advancement.
- G. Keep records of all referee advancement.
- H. Attend monthly referee scheduled meetings.
- I. Notify the Board of Directors of referees requiring removal.
- J. Submit a semi-annual report to the Board of Directors.
- K. Submit an annual report to the membership of HOT Soccer.

2.5.11 Coaches Commissioner. The Coaches Committee shall consist of the Chairman and such other members as the Chairman desires, appointed by the Chairman with the approval of the Executive Committee. The Chairman of the Coaches Committee shall exercise the following powers and duties:

- A. Serve as a member of the Rules and Bylaws Committee.

- B. Promote high standards of coaching.
- C. Enforce the NTSSA Code of Ethics for coaches.
- D. Appoint trainers and recruiters.
- E. Provide at least one (1) “G” clinic each season.
- F. Provide at least one (1) higher-level clinic each year.
- G. Develop a program for advancement of coaches.
- H. Assist coaches in their advancement.
- I. Maintain records of individual advancement.
- J. Schedule regular monthly coaches meetings as needed.
- K. Notify the Board of Directors of coaches requiring removal.
- L. Coordinate and schedule soccer camps.
- M. Submit a semi-annual report to the Board of Directors.
- N. Submit an annual report to the membership of HOT Soccer.

2.5.12 Age Group Commissioner. There shall be only one (1) Age Group Commissioner for each designated age group. Age Group Commissioners may not have a child playing in the age group for which they are responsible. Age Group Commissioners shall exercise the following powers and duties:

- A. Assign players to teams.
- B. Assign uniform colors.
- C. Distribute uniforms.
- D. Distribute schedules.
- E. Distribute awards.
- F. Maintain close contact with coaches.
- G. Observe each team in action at least once per season.
- H. Notify Vice President of any potential problems.

2.5.13 Fund-Raising Commissioner. There shall be no more than two (2) Co-Chairmen for the purpose of Fund-Raising. The Fund-Raising Commissioner shall exercise the following powers and duties:

- A. Make presentation to Board of Directors on number of coupon books to order.
- B. Obtain bids from 2 or 3 different printers and present bids to Board of Directors.

- C. Print all materials needed to be distributed with coupon books (forms and letters on computer in Soccer Office).
- D. Set incentive and make sure there are enough incentive checks available.
- E. Package all books to be received by coaches, 6 books per child and 2 per child for select teams. Make sure each coach checks the number of books received.
- F. Determine location, time and date of Coupon Book Turn-In Night.
- G. Put notice in weekly Soccer Newsletter for parents or players to sell all the coupon books they can; if they need additional books, they will be required to turn in the money they have collected for the original books received and then they can get additional books to sell.
- H. Select several locations where parents/players can pick up additional books.
- I. Collect all money from coaches and write incentive checks.
- J. Work with outside groups interested in selling the balance of coupon books, after HOT players have been allowed to sell for incentives.
- K. Work with Tournament Director to take care of T-Shirt Sales for tournaments.
- L. Assign workers for tournaments to sell T-Shirts.

2.5.14 Director/Assistant Director, Tournaments. There shall be one (1) Director in charge of the Heart of Texas Soccer Association sponsored tournaments per year. The Director shall be assisted by no more than two (2) Assistant Directors. The Director of Tournaments shall exercise the following powers and duties:

- A. Plan Tournament Dates.
  - (i) Get BOD approval of tournament dates.
  - (ii) Get NTSSA approval of dates.
- B. Coordinate with Executive Administrator the following:
  - (i) Blocking Hotel Rooms.
  - (ii) Preparing mailing list and applications for mail out.
  - (iii) Processing returned applications.
  - (iv) Determining accepted teams.
  - (v) Notifying accepted teams and declined teams.
  - (vi) Preparing packet for accepted teams.
  - (vii) Preparing winner's list.
  - (viii) Sending report to NTSSA.
- C. Notify grounds keeper of field set-up for tournament.

- D. Order Tents.
- E. Set up T-Shirts sales.
- F. Determine T-Shirt Design
- G. Coordinate with Referee Assignor
- H. Flight teams and schedule games
- I. Order trophies
- J. Schedule workers.

## **2.6 OTHER COMMITTEES**

- 2.6.1 Appointment. Such other committees, either standing or special, may be created as needed, by a majority vote of the Board of Directors as shall from time to time be deemed necessary to carry on the work of HOT Soccer. The President shall be a member ex officio of all such committees, except as otherwise provided by these Bylaws.
- 2.6.2 Standing Committees. The standing committees of HOT Soccer may include but are not limited to the following:
  - A. Office Committee
  - B. Finance Committee
  - C. Operations Committee
  - D. Development Committee
  - E. Appeals and Discipline Committee
  - F. Rules and Bylaws Committee
  - G. Referee Committee
  - H. Coaches Committee

## **2.7 APPEALS AND DISCIPLINE**

- 2.7.1 Levels of Appeal. Any appeals, except as otherwise provided in Rule 2.7.3 for game protest, or as otherwise provided by rules, regulations and Bylaws of NTSSA shall proceed through the following levels, in the order stated:
  - A. Age Group Commissioner
  - B. Vice President, HOT Soccer Association
  - C. HOT Soccer Appeals and Discipline Committee
  - D. HOT Soccer Board of Directors.
  - E. NTSSA Appeals and Discipline Committee

- F. NTSSA Executive Committee
- G. USYSA Region III Appeals Committee.
- H. USYSA National Appeals Committee.
- I. USSF National Appeals Committee.
- J. USSF National Council.

2.7.2 Appeal to Age Group Commissioner and Vice President, HOT Soccer

- A. There shall be no formal hearing at this level. No written statements or affidavits are required, other than a written complaint.
- B. The Age Group Commissioner shall represent the first level of the appeals process. Any appeals within a Division must first be presented in writing to the appropriate Age Group Commissioner for resolution, unless otherwise specified in these Bylaws.
- C. If the matter is not resolved to the satisfaction of the appealing party, the Age Group Commissioner shall refer the matter to the Vice President in writing for consideration.
- D. If the decision of the Vice President of HOT Soccer is not satisfactory to the appealing party, then the Vice President of HOT Soccer shall inform the appealing party of the procedure for filing an appeal with the HOT Soccer Appeals and Discipline Committee.

2.7.3 Game Protests. A coach shall be required to file a written protest within forty-eight (48) hours of the conclusion of any game being protested, and shall submit such written protest to the appropriate Age Group Commissioner. The protest shall include a brief summary of all points to be considered, along with the appropriate filing fee (Rule 2.5.8), payable to HOT Soccer. The Age Group Commissioner shall evaluate the protest, and shall forward it to the Appeals and Discipline Committee for review and action if he feels the basis for the protest is consistent with Section 3.13 of the NTSSA Bylaws. The Appeals and Discipline Committee, upon receipt of any such protest shall schedule a hearing within five (5) days.

2.7.4 Procedure for Hearings. All hearings of the appeals and Discipline Committee shall conform to NTSSA guidelines, and shall specifically conform to Rule 3.11, NTSSA Bylaws.

2.7.5 Procedure for Appeals to Appeals and Discipline Committee. Except as otherwise provided in Rule 2.7.3 for game protest, the procedure for filing an appeal with the Appeals and Discipline Committee shall be as follows:

- A. All Appeals must be submitted in writing to the Chairman, Appeals and Discipline Committee, and received within five (5) days of the decision or action being appealed, unless otherwise provided by the rules, regulations and Bylaws of NTSSA. All appeals shall be accompanied by the appropriate fee and must be paid by cash or by cashier's check, payable to HOT Soccer. Fees are as follows:
  - (i) Regular season games and playoffs .....\$25.00
  - (ii) Championship and tournaments .....\$100.00
  - (iii) All other matters .....\$25.00
  - (iv) These fees are non-refundable unless the appeal is sustained by the Appeals and Discipline Committee, in which case the fee shall be returned.

- B. The Appeals and Discipline Committee may, when requested in writing to do so, waive the time limit for filing appeals, but in no case shall an extension of more than five (5) days be granted, unless otherwise provided by the rules, regulations and Bylaws of NTSSA.
- C. Upon receipt of a properly submitted appeal, the Chairman, Appeals and Discipline Committee, shall set a time and place for the hearing, and will provide all appropriate parties three (3) days notice of the hearing. The time for such hearings is solely the responsibility of the Appeals and Discipline Committee, but all such hearings must be scheduled within five (5) days of receipt of an appeal, unless otherwise provided by the rules, regulations and Bylaws of NTSSA.
- D. All hearings of the Appeals and Discipline Committee shall conform to NTSSA guidelines, and shall specifically conform to Rule 3.11, NTSSA Bylaws.
- E. The appealing party is entitled to be present at any hearing, and shall present all pertinent information, evidence and argument relative to the appeal at the hearing. Any party as to which the appealing party complains shall also be entitled to present information, evidence and argument. The Chairman, Appeals and Discipline Committee shall determine and announce, at the commencement of the hearing, the amount of time provide all parties for their presentation. The Chairman and members of the Appeals and Discipline Committee shall be entitled to question any party at the hearing. The duration and conduct of the hearing shall in all respects be determined the Chairman or presiding member of the Appeals and Discipline Committee, in accordance with the rules, regulations and Bylaws of NTSSA.
- F. No recording devices of any sort are allowed at a hearing unless authorized by the Chairman, Appeals and Discipline Committee.
- G. No court reporter or stenographer shall attend a hearing for the purpose of transcribing the proceedings unless authorized by the Chairman, Appeals and Discipline Committee.
- H. Parties at the hearing are not authorized to appear with an attorney, and the Chairman, Appeals and Discipline Committee, shall be authorized to exclude from the hearing anyone representing or purporting to represent a party in that capacity.
- I. The Appeals and Discipline Committee shall, within five (5) days of the hearing, notify the parties to the appeal in writing of its decision. A copy of the decision shall be delivered to the Executive Committee, and shall be reported to NTSSA as required by the rules, regulations and Bylaws of NTSSA.
- J. Unless provided otherwise by the rules, regulations and Bylaws of NTSSA, decision of the Appeals and Discipline Committee may be appealed to the Board of Directors of HOT Soccer. The procedure for filing such an appeal with the Board shall be identical to that set forth above, except that material shall be submitted to the President, and the procedure described shall pertain to the Board of Directors rather than the Appeals and Discipline Committee.
- K. Decisions of the Board of Directors may be appealed in accordance with applicable NTSSA rules, regulations and Bylaws.
- L. All decision at all levels of the appeals process shall stand in full force and effect unless changed by a higher appellate authority.

- 2.7.6 Exhaustion of Remedies. In no event shall any member of HOT Soccer file a proceeding in a court of law until the entire appeals process has been exhausted, to include, if necessary, the annual meeting of the USSF National Council. For violations of this rule, an offending party shall immediately forfeit membership in HOT Soccer, and shall be suspended from membership for a minimum period of two (2) years. During this time, the party activities of HOT Soccer, and the Registrar shall not accept any registration form bearing the party's signature.
- 2.7.7 Assault or Abuse of Officials. Because NTSSA has exclusive jurisdiction with regard to assault or abuse of officials, to include referees and linesmen, such matters shall be referred directly to NTSSA, and shall not be within the jurisdiction of the HOT Soccer Appeals and Discipline Committee.

## **2.8 DEFINITIONS**

- 2.8.1 Soccer Seasons Defined. The soccer year shall consist of two (2) soccer seasons, defined as:
- A. Fall Season – July 1<sup>st</sup> through December 31<sup>st</sup>.
  - B. Spring Season – January 1<sup>st</sup> through June 30<sup>th</sup>.
- 2.8.2 Fiscal Year. The fiscal year for HOT Soccer shall be August 1<sup>st</sup> – July 31<sup>st</sup>.

## **2.9 SUPERSEDING AUTHORITY OF NTSSA**

- 2.9.1 HOT Soccer recognizes the superseding authority of the Bylaws, rules and regulations of NTSSA, USYSA, and USSF for those matters which are not covered in the constitution, Bylaws and rules, regulations and Bylaws of HOT Soccer, or as to which there may be a conflict of any sort.

## **2.10 PARLIAMENTARY PROCEDURE**

- 2.10.1 Robert's Rules of Order, Revised, or such simplified or modified version thereof as may be approved by the Board of Directors, shall govern all meetings and proceedings of HOT Soccer, unless otherwise inconsistent with these Bylaws and any special rules of order which may be adopted by the Board of Directors.

## **2.11 AMENDMENT OF BYLAWS**

- 2.11.1 The Bylaws of HOT Soccer may be amended at any meeting of the Board of Directors by a two thirds (2/3) vote of the Board Members present, providing a quorum exists. All proposed amendments should be submitted in writing to the Board of Directors not less than twenty-one (21) days prior to the meeting.

## **2.12 EFFECTS OF HEADINGS**

- 2.12.1 The division of these Bylaws into sections and the use of section headings is solely for convenience and has no legal effect in construing these Bylaws.

## **2.13 NOTICES**

- 2.13.1 When these Bylaws require that written notice be given such notice shall be deemed given, unless specifically provided otherwise by these Bylaws, upon the deposit of such notice in the U.S. Mail, in an envelope properly addressed and bearing sufficient postage.