

Arlington  
Soccer  
Association  
**Constitution and By-Laws**

Approved May 2017

# Arlington Soccer Association

## Constitution & By-Laws

### Article I: Name

The name of this organization shall be the Arlington Soccer Association and it will be known as the "ASA" for all purposes hereinafter set forth.

### Article II: Purpose

Its purpose shall be to foster and advance the cause of soccer within ASA and to guard the interest of its members. The ASA shall be a non-profit organization.

### Article III: Affiliation

The ASA shall be a member of the North Texas State Soccer Association (NTSSA). The ASA shall at all times recognize the authority, rulings and laws of that body, which comply with the authority of the United States Soccer Federation (USSF). The ASA shall represent all its members and their respective interests in and before the NTSSA.

### Article IV: Jurisdiction

A. The ASA has the authority to create leagues and to abolish any leagues that it has created. The ASA has jurisdiction over any and all leagues that it has created, not excluding all Arlington Recreational Leagues U-4 through U-10, U-11 through U-19 (ASU) Academy Leagues, Competitive Leagues and Adult Leagues.

B. The ASA has jurisdiction over ASA-sanctioned leagues, ASA teams participating in any NTSSA-sanctioned league, and all members and associate members of the ASA, this includes any A&D hearings on any Playing Rule violations that occur during League play regardless where the game is being played.

C. No youth or adult league affiliated with NTSSA may be formed or operate within the ASA boundaries, which are the same as the boundaries of the Arlington Independent School District, unless it has been sanctioned by, and has agreed in writing to be responsible to, the ASA. This includes both recreational and competitive leagues.

## **Article V: Membership**

Members and associate members of the ASA will, at all times, recognize the authority, Rules, Rulings, Constitution & By-Laws of the ASA that comply with those of the ASA's governing bodies. Requirements for membership or associate membership in the ASA shall be specified in the ASA Constitution & By-Laws, Article V, Section I.

### **Section I: Requirements of Membership**

**A.** A member of the ASA must be one of the following:

1. Registered player
2. Registered coach
3. Registered assistant coach
4. Registered manager
5. Member of the ASA Board of Directors
6. An appointed director
7. Another person who has paid the membership fee and has been approved by the Board of Directors

A registered individual is one who is on a current, accepted team registration form as prescribed by NTSSA for a team registered with the ASA as its home association.

**B.** A voting member of the ASA must be a member of the ASA who is all of the following:

1. One who has attained the chronological age of eighteen (18).
2. One whose membership has been approved by the Board of Directors. Members become eligible to vote fourteen (14) days after the Board of Directors approval.
3. One whose membership dues, if any are required, are paid.
4. One who is not under suspension from any Federation Internationale de Football Association (FIFA) affiliates.

**C.** An associate member of the ASA is a registered coach, registered assistant coach, or registered manager of a team that is registered to play in one of the ASA Competitive leagues but which team is not registered with the ASA as its home association. A registered individual is one who is on a current, accepted team registration form as prescribed by NTSSA. An associate member who meets the qualifications listed below is a voting member, but only for the purpose of voting to elect the Vice President of Competitive Leagues provided the team was registered to play in the playing season that started most recently before the date of the election:

1. One who has attained the chronological age of eighteen (18).
  2. One whose associate membership has been approved by the Board of Directors. Members become eligible to vote fourteen (14) days after the Board of Directors approval.
  3. One whose membership dues, if any are required, are paid.
  4. One who is not under suspension from any Federation Internationale de Football Association (FIFA) affiliates.
- D.** There shall be a maximum of three (3) voting members per team.
- E.** No member shall be entitled to cast more than one vote on any issue or in the election of any position.
- F.** Proxy voting is not allowed.

**Article VI: Board of Directors**

The Board of Directors shall be elected to transact the business of the ASA, at no time shall a member of the Board of Directors have more than one vote.

<b>A. OFFICER</b>	<b>ELECTED IN:</b>
President	Even Years
Executive Vice President	Odd Years
Second Vice President – Appeals & Discipline (A&D)	Odd Years
Third Vice President – Rules	Even Years
Fourth Vice President – Public Relations	Odd Years
Fifth Vice President - Development	Even Years
Sixth Vice President - Competitive Leagues	Even Years
Seventh Vice President - Recreational Leagues	Odd Years
Eight Vice President - Adult Leagues	Even Years

To be eligible for a position on the Board, a candidate must have previously served one (1) year as a member of a standing committee within the ASA or served on the ASA Board within the past three (3) years. Nominations must follow the approval process by the Nominating Committee for verification of qualifications and eligibility. In the event of a vacancy, Article VIII: Elections and Appointments, section C will take precedence over the above requirements.

**B. DIRECTORS**

Directors shall be appointed by the respective vice president subject to Board approval.

**C.** Members of the Board of Directors of the ASA will attend the annual general membership meeting in May and the Board of Directors meetings which are scheduled on a day of mutual agreement, in the first week of January, March, May, July, September, and November with a two week notice posted on the ASA website. Any member of the Board of Directors of the ASA who is absent from any Board of Directors meetings between June 1, and May 31, of the following year may be deemed to have vacated his or her office. A Board vote would need to be taken to waive any absents. In the event this vacancy occurs, the office shall be filled as prescribed in Article VIII, Section C.

**D.** Members of the Board of Directors and appointed Directors will serve as Board Member on Duty, as scheduled during the Spring and Fall soccer seasons. Board members who cannot work an assigned time slot are responsible for swapping shifts with another board member.

**E.** No member of the Board of Directors shall serve in more than one elected position simultaneously.

#### **Article VII: Duties and Responsibilities of the Board and of the Directors**

##### **A. President**

1. Shall be responsible for the overall administration and upholding of the Constitution & By-Laws of the ASA.
2. Shall preside at all ASA general membership and Board of Directors' meetings.
3. Shall represent the ASA at all NTSSA regular monthly and annual general membership meetings.
4. Shall arrange for an audit of the financial records of the ASA if requested for presentation to the membership at the May General Membership meeting.
5. Shall only vote in the event of a tie vote by the Board of Directors. May cast the deciding vote or table the issue for further study.
6. Shall appoint or remove the position of the Facilities Director subject to Board Approval.

The Facilities Director:

- a. Shall be responsible for the playing facilities and equipment.
- b. Shall have the authority to determine the playability of all fields up to game time.
- c. Shall be responsible to provide the Scheduler and /or League Directors field availability.
- d. Shall be responsible for submitting a budget for facility and equipment requirements to the Vice President – Finance and Board of Directors prior to the May and November general membership meetings.

- e. Shall act as the liaison with the City of Arlington Parks Department.
- 7. Shall appoint any special committees not defined in the Constitution & By-Laws with prior Board of Directors' approval.
- 8. Shall be responsible for scheduling ASA members to be present at the fields during all soccer activities.

**B. Executive Vice President**

- 1. Shall succeed to the office of the President upon the office of the President becoming vacant.
- 2. Shall serve as the Secretary of the corporation, including the duties to:
  - a. Give all notices as provided in the Constitution & By-Laws, or as required by law.
  - b. Take minutes of the meetings of the members and of the Board of Directors and keep the minutes as part of the corporate records.
  - c. Maintain custody of the corporate records and of the seal of the corporation.
  - d. Affix the seal of the ASA to all documents as authorized.
  - e. Keep a register of the mailing address of each member, Director, Officer, and employee of the ASA.
  - f. Perform all duties incident to the office of Secretary.
- 3. Shall be responsible for determining the financial needs of the ASA and the presentation of the semi-annual written budget at the May general membership meetings. Shall act as chairman of the Budget Committee or shall appoint the chairman of the Budget Committee.
- 4. Shall oversee that financial record accounting practices.
- 5. Shall present a written financial report and a written inventory of property report for presentation at the May and November general membership meetings.
- 6. Shall be responsible for the position of the ASA Referee Assignor.
  - a. The Referee Assignor shall:
    - b. Assign all league and tournament games as commissioned by the ASA Board of Directors.
    - c. Submit a post-season report to the Vice President to review any problems/concerns. Also included shall be a statement of fees due for services rendered. This report shall be due to the ASA Board of Directors thirty (30) days after completion of the season. Fees due will be payable sixty (60) days after report is received.
    - d. Shall be paid on a per game basis to be determined by the Board of Directors with recommendation from Vice President.

7. Shall appoint, oversee, or remove the Director of Referees subject to Board approval.

Director of Referees:

A. Must be a USSF Registered Referee.

B. Shall be responsible for contacting referees regarding any issues that may arise. I.e., incomplete or incorrect misconduct reports, failure to complete game assignments, reports from coaches/managers regarding referee misconduct, etc.

C. Will coordinate all referee training, including mentoring and recruitment, with the Arlington Soccer Referee Association (ASRA) and serve as a liaison between the ASA and ASRA.

1. Shall schedule all Referee classes.

2. Shall schedule and set up classroom for training.

D. Shall be responsible for submitting a budget for training to the Executive Vice President and Board of Directors prior to the May general membership meetings.

E. Shall receive all complaints regarding referees by coaches, players, or officials of the ASA with a copy forwarded to the ASRA.

F. Shall coordinate with the ASRA on all complaints of referee misconduct and call in said Referee for counseling, if needed.

G. Will represent ASA at ASRA Board & Training meetings and oversee ASRA activities.

8. Shall be responsible for the position of scheduler.

9. Shall be responsible for employing/supervising an Office Manager to administer the ASA office and office staff, and to assist the Vice President with the Vice President's administrative duties.

a. The Office Manager:

(1) may employ office staff, such as a registrar, a scheduling assistant, web master, or other office personal deemed necessary for the successful operation of the ASA office with the prior approval of the Vice President, subject to Board approval.

10. Shall be responsible for submitting budget for office expenditures to the Board of Directors prior to the Vice President – Finance semi-annual report.

11. Shall monitor the purchase of all trophies and awards, and submit budget for such trophies and awards to the Board of Directors prior to the Vice President – Finance semi-annual report.

12. Shall monitor the registration of all players with the ASA and the NTSSA.

13. Shall oversee the maintenance of permanent files of all records and ASA correspondence.

### **C. 2nd Vice President – Appeals & Discipline (A&D)**

Shall succeed to the powers of the President in the absence of both the President and the Executive Vice President.

1. Shall chair the A&D Committee. Chairman shall vote only in case of a tie. This committee shall meet to hear complaints regarding infringements of the ASA playing rules and policies and procedures adopted by the Board of Directors and the ASA Constitution & By-Laws by coaches, players or officers of the ASA.
2. Shall be responsible for players in matters concerning rights under the Rules, Regulations, Policies, Constitution & By-Laws of this ASA.
3. Shall be provided a copy of all referee's misconduct reports at the same time these reports are received by the ASA and forwarded to the ASA Disciplinary Committee.

### **D. 3rd Vice President - Rules**

Shall succeed to the powers of the President in the absence of the President, Executive Vice President, and 2nd Vice President - A&D.

1. Shall chair and appoint the Rules Committee, which shall be composed of six (6) volunteer members, including at least one representative from each recreational and each competitive league.
2. The Rules Committee will review all proposed rule, constitution, and by-law changes and present its recommendations to the ASA Board of Directors for their approval.

### **E. 4th Vice President - Public Relations**

Shall succeed to the powers of the President in the absence of the President, Executive Vice President, 2nd VP, and the 3rd VP.

1. Shall be a member of the Budget Committee responsible for determining the financial needs of the ASA. At the request of the Executive VP, the VP – Public Relations could chair the Budget Committee.
2. Shall oversee the financial activities for the promotion of the ASA.
3. Shall plan and implement programs for promotion of ASA, including promotion of the recreational league, finding volunteers to help distribute flyers, contacting merchants, visiting daycares, and talking to groups about forming teams.
4. Shall work to promote extended recreational training programs and to encourage Under Four Program players to register with ASA when they reach age four. This would include attending all recreational coaches meetings to promote the player/coach/parents sessions to the coaches

and attending the Under Four Program end of season session to encourage parents to register their child for the next season with ASA is the player is four years of age.

#### **F. 5th Vice President - Development**

Shall succeed to the powers of the President in the absence of the President, Executive Vice President, 2nd VP, 3rd VP and the 4th VP.

1. Shall appoint, oversee, or remove the positions of Director of Training, Director of Coaches, and Director of Players. Shall present the respective directors' reports to the Board of Directors.

2. May serve as one of the Directors of: Training; Coaches; or Players.

a. The Director of Training:

(1) Shall be responsible for the coordination of all coach and player training programs.

(2) Shall be responsible for submitting a budget for training to the Vice President – Development and Board of Directors prior to the May and November general membership meetings.

(3) Shall be responsible the establishment of a coach's evaluation and overseeing this evaluation.

(4) Shall establish a training program and requirements for all first- time coaches.

(5) Shall oversee the coach's library at the ASA office.

b. The Director of Coaches:

(1) Shall appoint and chair the Coaches Committee, which should be composed of coaches from a representative cross-section of teams.

(2) Will monitor complaints issued against coaches by attending games coached by these individuals and addressing the complaints to the coach.

(3) Act as an aid to the Director of Training in assisting new coaches and conduct training sessions for new teams or teams left without a coach until a new coach can be located.

c. The Director of Players:

(1) Shall monitor the recreational teams for number of returning players, and investigate circumstances involving teams losing a substantial number of players, independent of League Directors.

(2) Will monitor coaches where a potential problem arises, due to loss of players, and if deemed necessary coordinate efforts with Director of Coaches or League Directors.

(3) If necessary, shall present to the Vice President – Development and Board of Directors recommendations (with documentation) for the ASA to deny a coach’s application to coach in the ASA.

**G. 6th Vice President – Competitive Leagues**

Shall succeed to the powers of the President in the absence of the President, Executive Vice President, 2nd VP, 3rd VP, 4th VP, and the 5th VP.

1. Shall correlate, coordinate and develop all league activities.
2. Shall be responsible to see that all scores are reported for posting on the ASA website.
3. Shall appoint or remove Competitive League Directors subject to Board approval.
4. Shall oversee Competitive League Directors for each gender group:
  - a. The Competitive League Directors:
  - b. Shall respond to calls or letters regarding complaints or questions involving situations with teams in their respective league. When necessary complaints / reports should be made to the A&D Committee.
  - c. Directors will oversee and organize Try Out Tournaments and Spring Challenge Games
  - d. Shall provide a list of divisions and teams in each division to the Scheduler by the date indicated by the Scheduler
  - e. Shall be responsible for ordering trophies/awards for all divisions subject to approval.
  - f. Shall be responsible for submitting a budget for trophies/awards to the Vice President – Competitive and Board of Directors prior to the May and November general membership meetings.
  - g. Shall appoint, oversee, or remove Age Group Commissioners as necessary.
5. May serve as a Competitive League Director

**H. 7th Vice President – Recreational Leagues**

Shall succeed to the powers of the President in the absence of the President, Executive Vice President, 2nd VP, 3rd VP, 4th VP, 5th VP, and the 6th VP.

1. Shall correlate, coordinate and develop all age group programs.
2. Shall be responsible to see that all scores are reported for posting on the ASA website, if applicable.
3. Shall appoint or remove League Age Directors (aka League Directors) subject to Board approval.

4. Shall oversee League Age Directors for each of the following:

- a. Mini League – U4, U5, U6
- b. Minor League – U7, U8
- c. Junior League – U9, U10
- d. Arlington Soccer Unlimited (ASU) – U11 thru U19

The League Age Directors:

e. Shall respond to calls or letters regarding complaints or questions pertaining to situations involving: coach toward parent; parent toward coach; one team toward another. When necessary complaints / reports should be made to the A&D Committee or Director of Coaching. The Director of Coaching should be made aware of all complaints even if no action is necessary.

f. Directors will oversee and organize the City Tournament or play off games.

g. Shall provide a list of divisions and teams in each division to the Scheduler by the date indicated by the Scheduler

h. Shall be responsible for ordering trophies/awards for all divisions subject to approval.

i. Shall provide a list of divisions and teams in each division to the Scheduler by the date indicated by the Scheduler

j. Shall be responsible for ordering trophies/awards for all divisions subject to approval.

k. Shall oversee player releases and their movement within the player pool.

l. Shall appoint, oversee, or remove Age Group Commissioners as necessary

5. May serve as a League Age Director

#### **I. 8th Vice President – Adult Leagues**

Shall succeed to the powers of the President in the absence of the President, Executive Vice President, 2nd VP, 3rd VP, 4th VP, 5th VP, 6th VP and the 7th VP.

1. Shall correlate, coordinate and develop all adult league activities.

2. Shall be responsible to see that all scores are reported for posting on the ASA website.

3. Shall respond to calls or letters regarding complaints or questions involving situations with teams in their respective league. When necessary complaints/reports should be made to the A&D committee.

4. Shall provide a list of divisions and teams in each division to the scheduler by the date indicated by the scheduler:

5. Shall work with the ASA office regarding awards for all divisions subject to approval.
6. Shall be responsible for submitting a budget for trophies/awards to the Executive Vice President.
7. Shall appoint, oversee, or remove Divisional Commissioners as necessary

#### **J. IMMEDIATE PAST PRESIDENT**

The immediate past President of the ASA shall serve on the Board of Directors to provide the ASA with the benefits of his or her knowledge and experience. If the immediate past President is unable or unwilling to serve, then this position shall remain vacant and not be filled until a new President is elected, creating a new Immediate Past President. If the President of the ASA is reelected to a new term, then this position of immediate past President is vacant.

#### **Article VIII: Elections and Appointments**

##### **A. Election of all officers as defined in Article VI, Section A;**

1. All nominees shall be associated with the ASA.
2. Elections shall be held at a general membership meeting which shall take place in May of each year. The election shall be conducted by the Nominating Committee.
3. The candidate that receives the majority (50 percent plus one) of the votes cast shall be elected. If no candidate receives a majority, a run-off election will occur immediately between the two candidates receiving the highest number of votes.
4. The newly elected officers assume their office as of June 1.

##### **B. Appointment of all directors as defined in Article VI, Section B;**

1. Anyone associated with the ASA may be a candidate for Director.
2. Directors shall be appointed by their respective Vice President only, subject to the approval of the ASA Board.
3. Directors may be appointed after the June Board meeting, pending their approval.
4. The newly appointed directors shall assume their office immediately.

##### **C. In the event any position of the Board of Directors becomes vacant, for any reason, before the end of the term, that position shall be filled as follows:**

1. The Board of Directors shall elect a replacement, within thirty-one (31) days after the position is declared vacant, to serve until the next scheduled election.
2. The Nominating Committee shall provide a slate of candidates to the President according to ASA policies and procedures that may be established from time to time by the Board of

Directors. The candidate receiving the most number of votes from the Board of Directors shall be elected to fill the vacancy.

3. If the office vacated is not scheduled for election at the next regular election meeting, the membership shall elect a replacement at the next election meeting to serve for the balance of the un-expired term.

**D. Recall of Officers** - All recall proceedings shall be conducted by the Nominating Committee.

Recall of Officers, as defined in Article VI, Section A, is as follows:

1. A written petition shall be presented to the Board of Directors with no less than twenty five (25) signatures of current members.

2. The President shall call a membership meeting within ten (10) days. This meeting shall be held within twenty-one (21) days of receipt of this recall petition. Notifications of this meeting shall be mailed to the membership not less than ten (10) days prior to meeting date.

a. A written notice of the recall petition shall advise each Officer, designated for recall, of the date, time and place of such meeting.

b. A majority of the current-voting members present, in favor of the recall petition shall be required to recall the designated Officer.

3. The Executive Committee may call for a vote of no confidence on another member of the Committee whose actions have been resolved to be grossly negligent, or whose actions constitute severe un-ethical improprieties or other serious irregularities provided that a majority of all Executive Committee members present so vote. If an officer receives this vote of No Confidence, he is automatically suspended from the board until the next membership meeting. The matter must be submitted in writing to the membership and the voting members present must then concur with a majority of the vote for the removal to be effective.

#### **Article IX: Age Group Commissioners**

**A.** Shall be responsible to conduct all business for their respective age groups and shall represent the coaches to the League Age Directors.

**B.** The ASA shall have an Age Group Commissioner for each of the following recreational age groups: U4, U5, U6, U7, U8, U9, U10, U11, U12, U13, U14, U15, U16, U17, U19. An Age Group Commissioner shall not be appointed if there are no teams playing within an age group.

**C. Appointment of Age Group Commissioners**

1. The League Age Directors shall appoint Age Group Commissioners by December 1st for the spring season and June 1st for the fall season.

2. Age Group Commissioners shall assume their position immediately upon appointment.

3. No Age Group Commissioner shall serve in the same age group in which they or a relative participate or coach in.

**D. Duties of the Age Group Commissioner**

1. May, with the consensus of the coaches whom they represent, modify the ASA playing rules, the awarding of trophies, medals or sportsmanship awards, and make changes that will make the game of soccer more meaningful for the players. All programs shall be submitted in writing to the respective League Age Director and must be approved by the Board of Directors prior to implementation.

2. Shall conduct coaches/managers meetings to gather/disseminate information.

3. Shall establish new teams, as required, and place pool players on new or existing teams as per guidelines in the ASA policies and practices.

4. Shall be responsible to group team divisions based on general competitive equity. Criteria considered should be:

a. Won-loss record of prior season's play. First and second place teams should advance one (1) division. The last two (2) place teams should move down one (1) division.

b. The winner of the City Tournament, if not from first division should advance one (1) division.

c. Requests for assignment to another division by a coach.

d. Teams playing up an age group, which demonstrated superiority in their own age group, should play in first division.

e. Excluded from the criteria are the U5, U6, U7 and U8 teams playing under the USYSA modified rules of play.

5. Shall compile and maintain a record of team standings and furnish it to the respective League Age Director as required.

6. Shall serve on the Nominating Committee as specified in Section 4.

**Article X: Committees**

**A. Nominating Committee**

This committee shall solicit candidates for the offices of the Board of Directors due for election in May of each calendar year as specified in Article VI, Section A of the ASA Constitution & By-Laws.

1. Shall be activated at the February Board of Directors meeting by the President's announcement.

2. The committee chairperson, who may not hold one of the offices due for election, shall be appointed by the President with the Board's approval.
3. The chairperson may choose alternates to serve, if necessary, to a maximum of seven members.
4. Shall present the Board of Directors, by written report, a slate of candidates for office by the April Board of Directors meeting for the purpose of publication to the membership.
5. Shall conduct all general membership meeting elections and all recall meetings.
6. Shall provide the Board of Directors with a slate of candidates for election to an unexpired term of office.

**B. A&D Committee**

Shall review and act on all game-related misconduct reports filed against ASA registered coaches, players and spectators by USSF registered referees, and complaints submitted by ASA member regarding game-related misconduct by ASA registered coaches, players and parents. This committee shall be composed of volunteer members. The A&D Director shall act as chairman and shall vote only in case of a tie.

The chairman shall:

1. Appoint a vice chairman to serve in the absence of the chairman or to serve when the chairman deems it necessary to remove him/herself from the chair.
2. Appoint a secretary to keep appropriate records of all proceedings and distribute same to the appropriate personnel.
3. Insure that all personnel, the accuser or referee and the accused are notified and invited to attend the meetings if they so desire.

The committee shall:

1. Accept or return referee misconduct reports post marked within 48 hours of the incident as specified in the FIFA Laws of the Game, latest edition.
2. Assess discipline using the NTSSA administrative rulebook, discipline section, as a guideline.
3. Take action on all reports within ten (10) business days of receipt of the misconduct report or complaint.
4. Forward all appropriate copies of any and all proceedings to the NTSSA, the necessary personnel and/or officers of the ASA and whoever else shall need copies of said proceedings.

**C. Rules Committee**

1. Shall be responsible for reviewing the ASA's Rules, Constitution, and By-Laws and proposing changes as required. The proposed changes shall be voted on as outlined in the Constitution and By-Laws of the ASA.
2. Shall maintain a list of rules and regulations enacted by the governing bodies of this ASA and shall incorporate these changes into the ASA's Rules.
3. Shall insure that all teams of this ASA are provided with a copy of such Rules and any amendments or changes thereof.

#### **D. Cups and Games Committee**

1. Shall plan, establish, approve and administer all rules and regulations of all tournament play sponsored by and under this ASA. When such tournament play is conducted under the sanctions of the United States Soccer Federation (USSF) or its affiliated bodies, the rules and regulations of same shall not be super ceded by those of the Cups and Games Committee of this ASA.
2. Shall conduct all tournament play in accordance with the rules established for such tournament.
3. Shall submit a budget to the Vice President - Finance no less than thirty (30) days prior to a tournament.

#### **E. Coaches' Committee**

The chairman shall:

1. Appoint a vice chairman to serve in the absence of the chairman or to serve when the chairman deems it necessary to remove him/herself from the chair;
2. Appoint a secretary to keep appropriate records of all complaint proceedings and distribute same to all affected persons; and
3. Insure that all affected persons are notified and invited to attend meetings concerning complaints if they so desire.

The committee shall:

1. Develop a code of conduct for coaches consistent with the philosophy of ASA;
2. Define the process by which this code of conduct will be conveyed to all ASA coaches;
3. Evaluate coaches' understanding of the code of conduct;
4. In conjunction with the ASA Director of Training, provide education and support to all coaches in ASA;
5. Review and act on all complaints of violations of the code of conduct for coaches;

6. Take action on all complaints within ten (10) business days of receipt of the complaint; and
7. Forward appropriate copies of records of complaint proceedings to the affected persons to the appropriate officers of the ASA.

## **Article XI: Meetings**

### **A. Membership Meeting**

1. There shall be one (1) general membership meeting each calendar year.
2. These meetings shall be held in the month of May on a pre-determined day of the month.
3. Only recognized members will have the right to speak at a general membership meeting. Any member of the Board of Directors may introduce anyone to speak provided he has the permission of the Chair.
4. In the event that a ruling is required which applies specifically to either the Recreational or Competitive (select) membership of this ASA at any general membership meeting, then a separate vote shall be taken on the matter. The Board of Directors shall determine when a separate ruling of this nature is needed. In this situation, only the Recreational or Competitive (select) members present and the Board of Directors shall vote on that matter.
5. The President shall call additional ASA meetings upon request of at least three (3) members of the Board of Directors or at least ten (10) current voting members within ten (10) days of written request. This meeting shall be held within twenty-one (21) days of receipt of this written request.

### **B. Board of Directors' Meeting**

1. There shall be a minimum of six (6) Board of Directors' meetings each calendar year.
2. These meetings shall be held on the first Tuesday of each odd month, starting in January.

**C.** A recall meeting shall be a special called membership meeting in accordance with Article VIII, Section D.

**D.** Special meetings of the general membership or the Board of directors for any purpose or purposes unless otherwise prescribed by statute of the Constitution & By-Laws, may be called by the President. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting. Notice of special meeting must be written or printed stating the place, day, hour and purpose or purpose for which the meeting was called, shall be delivered not less than ten nor more than thirty days before the meeting, either personally or by mail, by or at the direction of the President, to each member of record entitled to vote at the meeting unless otherwise provided by the ASA Constitution & By Laws.

**E.** The President will preside and chair all general membership meetings, Board of Directors meetings, special and recall meetings. Should the President be absent or choose to remove him/herself from the chair, the remaining Board of Directors shall succeed to those powers in the order listed in Article VI.

**F.** Robert's Rules of Orders, Revised shall be the authority for the parliamentary practice of the ASA on all points not covered by the Constitution & By-Laws of the ASA.

**G.** Quorums:

1. Membership meetings:

Current voting members present at any ASA membership meeting shall constitute a quorum for transacting business.

2. Board of Directors meetings:

There shall be at least a majority of the current Officers present for transacting business.

3. Committee meetings:

There shall be at least a majority of all committee members present for transacting business.

4. Recall meetings:

Current voting members present at the recall meeting shall constitute a quorum for transacting business.

**H.** Notification of all meetings – if mailed, such notice shall be deemed delivered when delivered electronically or posted on the ASA website. In the event electronic delivery is not possible, notification will be delivered via United States Mail to the address on record and deemed delivered once deposited with the United States Post Office.

## **Article XII: Amendments**

The Board of Directors of the ASA shall determine matters not provided for in these By Laws, and decisions so made shall be final and binding.

**A.** The Constitution & By-Laws may be amended at any membership meeting of the ASA by majority (50 percent plus one) vote of the attending voting members.

**B.** Proposed amendments shall be in written form and presented to the membership prior to any membership meeting if the ASA either by electronic delivery or in writing. ds are maintained in the ASA office in accordance with accepted

**Approved May 2017**