



# **North Texas Co-ed Soccer Constitution and Bylaws**

**July 2025**

## **Chapter 1 -**

Constitution

## **Chapter 2 -**

Bylaws



## Chapter 1

### CONSTITUTION OF THE NORTH TEXAS CO-ED SOCCER ASSOCIATION (NTCSA)

#### ARTICLE I

The name of this organization shall be known as the North Texas Co-Ed Soccer Association (NTCSA) and will be referred to as the 'Association' for all purposes hereafter.

#### ARTICLE II

The purpose shall be to foster and advance the cause of soccer within the territory under the jurisdiction of this Association and to guard the interests of its members.

#### ARTICLE III

This Association shall be directly affiliated with and comply with the authority of the United States Soccer Federation and the North Texas State Soccer Association. It shall represent all its members in both organizations.

#### ARTICLE IV

The territory under the jurisdiction of this Association is defined as that part of Texas that includes Denton, Collin, Rockwall, and Dallas counties, along with all cities therein.

#### ARTICLE V

The headquarters of this Association shall be located within the boundaries of Dallas County, Texas.

A. All original documents pertinent to the operation of this organization shall be kept in the Association's Office of Record.

#### ARTICLE VI

This Association shall have jurisdiction over member teams, officials, referees, and players affiliated with it. Each member team shall adhere to the Constitution, By-laws, and Rules & Regulations of this Association and must comply with its authority.

#### ARTICLE VII

This Association shall be governed by its members, which shall consist of the Executive Officers, Division Commissioners, and the official delegates from each member team in good standing. Each delegate shall be entitled to one (1) vote. A list of official delegates will be maintained by the Secretary of NTCSA, and only the listed delegates or their written proxies will be entitled to cast votes for their team.

The official delegate may appoint a proxy for any given meeting by submitting a written notice to the Secretary prior to the commencement of the meeting. No delegate or proxy shall be entitled to vote on behalf of more than one team. Only the official delegate or their proxy shall have the right to speak at any Association meeting. Any Executive Officer, delegate, or proxy may introduce anyone to speak at the meeting with the approval of the presiding officer.

#### ARTICLE VIII

The Executive Officers, except the immediate past President, shall be elected for a term of two (2) years and may succeed themselves in office. No one officer may hold two (2) offices simultaneously. There shall be no

limit on the number of consecutive terms in the same position. Officers wishing to run for a different office before their tenure expires may do so. If elected to a second office, the officer must choose which office to hold and resign from the other immediately. Elections shall be held at the Annual Meeting, with half (1/2) of the Executive Officers being elected each year. The Executive Officers responsible for transacting the business of the Association shall include:

- President — elected in odd-numbered years
- Vice President — elected in even-numbered years
- League Commissioner — elected in odd-numbered years
- Referee Commissioner — elected in even-numbered years
- Secretary — elected in odd-numbered years
- Treasurer — elected in even-numbered years
- Field Commissioner — elected in odd-numbered years
- Social Media Coordinator — elected in even-numbered years
- Immediate Past President — ratified in odd-numbered years

No two officers shall serve on the board at the same time if they are related to each other.

These Executive Officers shall constitute the Executive Board. A quorum of fifty percent (50%) of the Board is necessary to transact the Association's business. Each officer may appoint a deputy if desired, to serve in conflicts of interest or other capacities within their responsibilities, subject to approval by the Executive Board. Any Division Commissioner or Member-At-Large present at an Executive Board meeting shall have voting privileges and a voice in all matters.

#### ARTICLE IX

The Annual Meeting of this Association shall be held during July or August, following the NTSSA AGM in July, in Dallas County, Texas. A semi-annual meeting shall also be held in January. Teams not represented by their captain and/or a written proxy will be subject to a \$50 fine and/or forfeiture of their first game of the season. The order of business shall be:

- Roll Call and Vote Accreditation
- Approval of Minutes of the Last Annual Meeting
- Unfinished Business
- Reports of the Chairman of Standing Committees
- Reports of the Auditing Committee
- Reports of Officers
- New Business
- Adjournment

#### ARTICLE X

Other than the Annual Meeting, meetings may be called by the Executive Board or by at least twenty percent (20%) of the Association membership. A quorum must be present to conduct business.

#### ARTICLE XI

Amendments to the Constitution may be made at any meeting of the Association by a two-thirds (2/3) vote of the members present, provided all members have received at least ten (10) days' written notice of the meeting and a copy of the proposed amendments. A quorum must be present.

#### ARTICLE XII

Thirty percent (30%) of the Association members in good standing shall constitute a quorum.

## ARTICLE XIII

### Seasonal Soccer Year

The seasonal soccer year for NTCSA shall run from September 1 to August 31 of the following year. Each season begins with registration and ends with the final game.

#### A. Fall and Spring Seasons

Each season shall consist of a maximum of eight (8) scheduled games.

#### B. Summer Season

The summer season may include a maximum of eight (8) scheduled games or a minimum of six (6) games if overlapping with the prior season.



## **Chapter 2**

### **BYLAWS OF THE NORTH TEXAS CO-ED SOCCER ASSOCIATION**

#### **ARTICLE I**

The President of this Association shall preside at all Association meetings. He/She shall appoint all service committees and will serve as an ex-officio member of any committee of the Association. He/She shall cast the deciding vote in the event of a tie at any meeting or may waive the right to do so. He/She may appoint delegates to any meeting of the Member Leagues. He/She may submit a report, written or verbal, at the Annual and Semi-Annual Meetings, and said report shall become part of the minutes of such meetings. He/She shall be responsible for ensuring that all members with check-signing authority are bonded. He/She shall be responsible for maintaining an adequate board and ensuring that the administrative policies and operations of the Association are carried out.

#### **ARTICLE II**

The Vice President shall be Chairman of the Appeals and Disciplinary Committee and shall report all functions of this committee, in writing or verbally, at the Annual and Semi-Annual Meetings of this Association. He/She shall succeed to the powers of the President in his/her absence. The Vice President shall also serve as an advisor to all standing committees and as the Co-Chairperson of the Rules and Regulations Committee. He/She shall keep a list of disciplinary actions taken against players, coaches, managers, and member teams.

#### **ARTICLE III**

The League Commissioner shall be responsible for the registration of all players. He/She shall be a Co-Chairperson of the Rules and Regulations Committee. He/She shall report the activities of this office, in writing or verbally, at the Annual and Semi-Annual Meetings of this Association. He/She shall maintain a list of all outstanding fees due to the Association. Eligibility of players with regard to registration shall also be the responsibility of this officer. This officer shall be responsible for conducting regular season play.

#### **ARTICLE IV**

The Referee Commissioner shall act as Chairman of the Referee Committee and shall be responsible for coordinating all referee affairs for this Association, subject to the approval of the Executive Board. He/She may submit a report, in writing or verbally, at the Annual and Semi-Annual Meetings of this Association.

#### **ARTICLE V**

The Secretary shall record the minutes of all meetings, attend to all correspondence, and keep the records of the Association. He/She shall maintain updated Rules and Bylaws of this Association when submitted and approved by the membership. He/She shall send written notice of meetings to all member teams.

## **ARTICLE VI**

The Treasurer shall keep a detailed account of all receipts and expenditures of this Association. He/She shall submit a written financial statement at the Annual and Semi-Annual Meetings of this Association. He/She shall pay all bills properly passed upon and approved by the Executive Board. He/She shall maintain a list of all property of this Association and shall be bonded. He/She shall also serve as Chairman of the Budget and Finance Committee.

## **ARTICLE VII**

The Field Commissioner shall represent the Association by serving as liaison to procure fields for the Association, apply for the Certificate of Liability Insurance from the State Association, and shall serve as the official designee for rescheduling games when needed. He/She shall also represent the Association at all field-related meetings. He/She shall have final responsibility for all non-regular season games. He/She may submit a written or verbal report of all non-seasonal activities at the Annual and Semi-Annual Meetings of this Association. This person shall approve all field-related invoices and submit them for payment.

## **ARTICLE VIII**

The Social Media Coordinator shall be responsible for all social media posted on Facebook, Instagram, and Twitter. He/She shall post updated information as given by the Executive Board when needed. This person shall send information to the membership through social media about upcoming events and any current Association updates. This person shall also be bonded.

## **ARTICLE IX**

The North Texas Co-Ed Soccer Association may appoint a representative who shall serve as an advisor to any of the above committees.

## **ARTICLE X**

The Executive Board shall transact all business of the Association and shall have the power to enforce the Laws of the Game, Rules of the United States Soccer Federation, the North Texas State Soccer Association, and the Constitution, Bylaws, and Rules and Regulations of this Association. Meetings may be called at the discretion of the President at a time and place appointed by him/her concerning any charge of a violation of rules of this Association.

Any Executive Board Member who misses three (3) consecutive board meetings or four (4) board meetings within a six (6) month period will have their office declared vacant unless such absences are excused by the Executive Board. The office will then be filled in accordance with Article XIII of the Association's Bylaws.

## **ARTICLE XI**

Any member of the Executive Board shall be requested to resign following a vote of no confidence in his/her ability to remain in office. Twenty percent (20%) of the Association members, simultaneously, may petition for such a vote. The petition must be submitted in writing to the Executive Board, which will review the petition and forward copies to all members within ten (10) days of receipt. The vote of no confidence must be passed by a three-fourth (3/4) majority of all Association members present and voting, after all members have been given ten (10) days' written notice of the pending petition. A quorum must be present.

## **ARTICLE XII**

A member of the Executive Board can be a member or official of a team, club, league, or association. No more than two officers shall play on the same team together. In the event of any grievance involving said organization, He/She may not act on its behalf nor be entitled to act on the grievance.

## **ARTICLE XIII**

Vacancies on the Executive Board shall be filled by appointment of the President with the Board's approval. The person so appointed shall serve until the next General Meeting following the announcement, at which time an election shall be held. Nominations shall be from the floor and election shall be by ballot.

## **ARTICLE XIV**

A majority of the voting power shall constitute a quorum at the Association meeting, and a majority of votes represented shall decide all questions except those involving amendments to the Constitution or removal of officers (no confidence votes).

The following Standing Committees shall be appointed or elected, as the case may be, at the regular monthly meeting following the annual meeting each year. Vacancies on such committees shall be filled by appointment or election. In the case of an emergency, the President shall have the power to fill any vacancies on any committee by appointment until such vacancy can be filled in accordance with normal procedures.

### **A. Executive Committee (All Standing Committees)**

#### **1. Appeals and Disciplinary Committee**

It shall be composed of the Executive Vice President as Chairperson, an Association Division Commissioner, and two (2) Association Members appointed by the Chairperson. The League Commissioner and the Association's Referee Commissioner shall be advisors. The Chairperson shall call all meetings of this committee and shall always cast his/her vote last. The advisors shall not have a vote. Any member voting at this level shall not vote at the next higher level of appeal. The Chairperson shall notify the Secretary of the League in writing of the rulings of this committee.

#### **2. Budget and Finance Committee**

It shall be composed of the Treasurer as Chairperson and two (2) members of the Executive Board. It shall submit a proposed budget for the upcoming year at the Annual Meeting each year. It shall report, at the regular monthly meetings, the status of the budget. The Executive Board must approve all plans for expenditure in excess of \$250.00. There should be a \$250.00 limit on spending commitment without prior approval of the Treasurer and President of this Association.

#### **3. Player Placement Committee**

It shall review the division placement of any questionable team due to the number of upper division players. It shall consist of the League Commissioner and the Appeals & Disciplinary Chairman as Co-Chairpersons, the appropriate division commissioner, and up to two members-at-large.

4. **Rules and Regulations Committee**

It shall be composed of the Vice President and League Commissioner as Co-Chairpersons. The remainder of this committee shall be made up of players, board members, or appointees. It shall provide guidelines concerning rules and regulations of League play.

5. **Referee Committee**

It shall consist of three (3) members, at least one of whom must be a licensed referee. The Chairperson of the committee shall be the Referee Commissioner. It shall adopt and present to the Executive Board, for approval, the regulations for referees providing service for this Association.

**B. Service Committees**

1. **Auditing Committee**

It shall review the accounts and accounting of this Association and submit a written report at the Annual Meeting and at other times as directed by the President, who shall appoint said committee.

2. **Nominating Committee**

It shall present a slate of officers one month prior to the Annual Meeting. It shall be appointed by the President.

**Procedures for filing appeals with the Appeals and Disciplinary Committee shall be as follows:**

A. All appeals to the Appeals and Disciplinary Committee must be submitted in writing within five (5) days of the incident being appealed. The appropriate fee shall accompany all appeals and be paid online:

- Regular Season Games and positioning rounds: \$50.00
- All other matters, including playoffs and tournament games: \$100.00

If the Committee upholds the appeal, the fees will be returned. If denied, the fee will be forfeited to the Association. In cases of appeals regarding individual suspensions, the Appeals & Disciplinary Committee may waive or request the appropriate fee.

B. This Committee, at its discretion, may waive the time limit for filing appeals when requested in writing, but in no case shall an extension of more than ten (10) days be granted.

C. All appeals must be made in writing to the Chairperson of the Committee, who will then notify the Secretary and all members of this Committee. In cases of controversy as to timely appeals, the postmark date (postage meter not acceptable) shall govern.

D. Upon receipt of a properly submitted appeal, the Committee shall set a time and place for the hearing and advise all appropriate parties. Such hearing settings are solely the responsibility of the Committee and must be sent to the appropriate party(s) in writing.

E. Decisions of the Appeals & Disciplinary Committee may appeal to the North Texas Co-Ed Soccer Association Executive Board. Any additional appeals may be heard through the North Texas State Soccer Association in accordance with procedures set forth by said Association. In no event shall any

person, persons, or organizations under the jurisdiction of this Association resort to the courts until all appeal procedures have been exhausted.

F. All decisions at all levels of appeal shall stand and be in full force and effect until changed by a higher authority. Therefore, players may not play while a decision is under appeal at any level.

#### **ARTICLE XV**

Amendments to the Bylaws and Rules and Regulations may be made at any meeting of this Association by a vote of the majority of its members present and voting, provided all members have been given ten (10) days' written notice, including a written copy of the proposed changes.