

SOUTHERN UTAH SOCCER ASSOCIATION BYLAWS

Bylaw 1:01

AFFILIATION

Bylaw 1:01:01

Players will be registered with the Southern Utah Soccer Association. Registration will be done online through Utah Youth Soccer Association.

Bylaw 2:01

MEMBERSHIP

Bylaw 2:01:01

Application for membership shall be made to the Board of Directors of SUSA and shall consist of:

- A. Submission of completed online player registrations through UYSA
- B. Submission of required team fees

Every player, coach, and team wishing to participate in programs and/or seasons sponsored by the SUSA must register with the league and UYSA. A copy of the SUSA Constitution and Bylaws will be provided to all teams upon registration. This shall be deemed sufficient notice of their responsibilities. All members of the league shall abide by and uphold the constitution and bylaws and specific rules as set forth by the board of directors and all other rules and regulations of the UYSA, USYSA and USSF to which the Southern Utah Soccer Association is affiliated.

The Board of Directors shall have the right to approve, disapprove, or challenge any teams, team member, or other representative requesting entrance into the league.

Bylaw 3:01

BOARD OF DIRECTORS

A. PRESIDENT

The president shall conduct all meetings of the board of directors and shall only cast a vote in the case of a tie. The president shall nominate the standing committee chairpersons subject to ratification of the board of directors. The president holds the ultimate responsibility for all positions in the League Board. The president shall have the authority to make decisions without having to call a League board meeting. Such decisions are subject to ratification of the League board not more than 30 days after the inception.

B. VICE PRESIDENT

The Vice President shall preside at meetings of the board of directors in the absence of the president. He/she shall be responsible to assist the president in the running of the league. This may include, but is not limited to: coaching, training, licensing, recruitment of coaching, support of League programs.

C. LEAGUE REGISTRAR

The league registrar shall be responsible for but not limited to, annual registration of players and teams to the league, coordinating with the league treasurer in all accounting of registration fees. The registrar can be a voting position, if they waive their right to payment. In that case, all payments will be given to any hired assistant or to the executive director. The rate will be no more than \$2 per player for KICKS or recreational player and \$5 per player for RCL. As a paid employee, the Registrar will answer directly to the Executive Director, with the Board having ultimate authority.

D. REFEREE ASSIGNOR

The referee assignor shall be USSF registered and certified. He or she will be responsible for providing and assisting in referee training and recruiting. He/she will assign referees to officiate games and will be directly responsible for the conduct of referees (behavior, promptness and overall professionalism). He/she will submit a report of game assignments made to the treasurer for payment to be made to the officials. This game report will also be used to pay his/her fee per game as set by the BOD. As a paid employee, the Referee Assignor will answer directly to the Executive Director, with the Board having ultimate authority.

E. LEAGUE SCHEDULE DIRECTOR

The league schedule director shall be directly responsible for assigning appointed fixture dates for seasonal play and any re-scheduling of matches, providing prior notice is given of a conflict. Reschedules will be at the discretion and direction of the Board of Directors.

F. LEAGUE TREASURER

The league treasurer shall report all finances to the league president and the Executive Director on a regular basis. He/she shall receipt all monies in or out of the league funds, and make deposits at the first immediate opportunity into the league's banking account in the name of the league. All accounts will be paid by check with two signatures required. Two of the following may sign on the account, president, vice president, treasurer, or secretary. The treasurer shall be responsible for balancing the account and be prepared to make an accounting at each board meeting in compliance with the League Budget. Articles of incorporation and tax exemption status are the responsibility of the treasurer.

G. LEAGUE SECRETARY

The league secretary shall record all meetings and keep the minutes. He/She shall handle all correspondence, send notices of meetings and maintain files of the league. He/She shall assist the league president in records of the league and all communications from the league.

H. BOYS COMPETITIVE (RCL) DIRECTOR

The boy's competitive director (RCL) shall assist all competitive boys' teams in the registration and team formation process. They should assist the scheduler in determining the proper alignment for teams, as well as with the actual schedule. They should be the primary liaison for all boys' competitive coaches. They should also actively recruit new teams/coaches from the KICKS league and other leagues in the area. They may recruit assistance from other volunteers as needed.

I. GIRLS COMPETITIVE (RCL) DIRECTOR

The girl's competitive director (RCL) shall assist all competitive girls' teams in the registration and team formation process. They should assist the scheduler in determining the proper alignment for teams, as well as with the actual schedule. They should be the primary liaison for all girls' competitive coaches. They should also actively recruit new teams/coaches from the KICKS league and other leagues in the area. They may recruit assistance from other volunteers as needed.

J. KICKS DIRECTOR

The KICKS Director shall assist all recreation teams and players in the registration and team formation process. They should assist the scheduler in determining the proper alignment for teams, as well as with the actual schedule. They should be the primary liaison for all recreation coaches and parents. They should also actively encourage all KICKS players to continue to pursue their soccer careers after they have mastered the recreation level of play. They must also coordinate the uniform order and the annual spring registration events. They may recruit assistance from other volunteers as needed.

K. FIELD COORDINATOR

The Field Coordinator is responsible for arranging for appropriate field space in the best possible locations. They should use their personal and professional contacts, as well as league funds, to guarantee the use of the fields for the entire season. They will also work to build and maintain an excellent working relationship with the school and government officials that are the decision makers for each field location.

L. TOURNAMENT DIRECTOR

The tournament director is responsible for all aspects of the Dixie Invitational including the website, appropriate advertising, schedules, referees, awards, communications, registrations, etc. It will be a paid position based on tournament profits. As a paid employee, the tournament director will answer directly to the Executive Director, with the Board having the ultimate authority.

M. EXECUTIVE DIRECTOR(S)

Executive Directors will be hired to provide leadership for SUSA. Their primary function is to promote soccer in Southern Utah and to coordinate the growth of the league by assisting all parents, coaches and board members with anything that is necessary. Pay will commensurate with experience. Duties include the following:

- A) Oversee and perform all coaching and licensing and training for SUSA
- B) Supervise and oversee day-to-day operations and functions of the SUSA recreation (KICKS) and competition (RCL) programs
- C) Implement SUSA strategic plans within the policies and procedures established by the BOD of SUSA
- D) Investigate all grievances or complaints submitted to SUSA and present findings and make recommendations as necessary
- E) Collaborate with the BOD on all legal matters for appropriate action
- F) Ensure SUSA is in compliance with affiliated soccer governing bodies i.e., UYSA, USYSA, USSF and FIFA, their constitution, bylaws, policies and procedures
- G) Ensure membership compliance with SUSA constitution, bylaws, policies and procedures.

H) Oversee the compliance and submission of insurance related issues. Ensure that all regulatory and compliance reporting deadlines are met (non-profit status, financial, etc).

I) Coordinate fundraising and sponsorship activities

J) Assist the BOD with long-range planning for programs, sponsorships, fundraising, marketing and member services

K) Assist BOD in preparing annual budget and provide fiscal oversight and control as directed by SUSA constitution, bylaws, policies and procedures.

L) Oversee public relations, marketing and program outreach activities to promote SUSA programs.

M) Act as liaison with other State Associations and governing bodies

N) Oversee the daily operations of SUSA. Hire, manage, evaluate, and terminate auxiliary and temporary personnel with BOD approval.

O) Attend BOD meetings, committee meetings, regional and national meetings.

P) Assist with all SUSA sanctioned tournaments.

Q) Perform other related duties as assigned.

R) Oversee and manage equipment and field maintenance personnel.

S) Coordinate league schedule/changes with the Referee Assignor.

T) Oversee SUSA phone, email and website communication.

U) Coordinate website updates with service provider technicians

V) Help to develop a SUSA ODP program in cooperation with Northern Utah ODP.

N. WEBSITE COORDINATOR

The website coordinator will maintain, update and manage the website. Information will be kept up to date with irrelevant notices being deleted as they expire. The website will be overseen by the Executive Director, and administered by the coordinator at the direction of the Executive Director. As a paid employee, the website coordinator will answer directly to the Executive Director, with the Board having the ultimate authority.

O. LATINO LIAISON

Represent the Latino community at BOD meetings and AGM's. Assist the Executive Director in the recruitment of Latino players and coaches. Provide an avenue of communication between the Latino soccer community and the SUSA BOD, to ensure that all players are given equal opportunity, without bias or prejudice.

P. ADVISORS

Advisors may be called by a vote of 2/3 of the board as deemed necessary to assist in various specialized positions.

Bylaw 4:01

BOARD OF DIRECTORS MEETINGS

Bylaw 4:01:01

The Board of Directors will hold an Annual General Membership Meeting in May or June. Nominations and votes will be taken for Board vacancies and the League treasurer will present an annual report of all accounting matters.

Bylaw 4:01:02

The Board of Directors will meet at least once a month during the soccer season, and as necessary in order to accomplish the goals of the league.

Bylaw 5:01

LENGTH OF SERVICE

Bylaw 5:01:01

Persons serving on the Board of Directors for the league will serve for two years. The positions of President, Treasurer, Girls RCL Director and KICKS Director will be voted in on odd years. The position of Vice President, League Scheduler, Secretary, Boys RCL Director and Latino Liaison will be voted in on even years. Nominations and votes will be taken at the Annual General Membership meeting.

Bylaw 6:01

BOARD OF DIRECTORS VOTING

Bylaw 6:01:01

All decisions for the League will be made by a vote of the Board of Directors. The President may only vote in the event of a tie. 2/3 of the Board of Directors must vote in the affirmative in order to pass any resolution that will be binding on the SUSA. Emailed votes will be accepted if the president initiates the vote. All emailed votes should be sent to the Secretary to be tallied and the results will be sent to all board members.

Bylaw 7:01

GENERAL RULES

Bylaw 7:01:01

The board of directors shall have authority over the following:

- a. Enforcing and interpreting the league constitution and bylaws, general policy and procedures and specific rules.
- b. Approving affiliated teams.
- c. Evaluating the rules, policies and procedures for compliance with UYSA.

Bylaw 7:01:02

Standing committees and chairs serve for 1 year as appointed by the league board. Removal of the League officers will be considered upon valid complaint and a hearing by the board including the member who may be subject to removal. A discussion on reasons for the complaint will be considered and defense by the member in question. The board will decide whether to present grievance to the league meeting for a vote of confidence or no confidence by board majority vote. A board member or officer of the league may be requested to resign for good cause before any meeting is scheduled. Any vacancy in the board through removal or resignation, the remaining members of the board may submit names for appointment to the vacancy and upon majority vote shall ask the president to make the appointment within 30 days of the vacancy.

Bylaw 8:01

DISCIPLINARY COMMITTEE

Bylaw 8:01:01

Two Year Term – The Discipline Committee, made up of three individuals, may adopt policies and procedures as it may determine to be appropriate to fulfill its responsibilities. Any objection to the policies and procedures for this committee must be raised before the

committee in order for grounds of appeal. The Discipline Committee will adopt the authority of the UYSA rules of discipline directives.