



# Irving Soccer Association

## CONSTITUTION AND BY-LAWS

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Constitution last amended on 02/27/2006

By-laws last amended on 02/27/2006

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# CONSTITUTION

## **ARTICLE I Name**

The name of this organization shall be the Irving Soccer Association and will be known as the Association for all purposes hereinafter enumerated.

## **ARTICLE II Purpose**

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

## **ARTICLE III Boundary**

This Association will co-ordinate all soccer activities falling within the jurisdiction of the City of Irving and Irving Parks and Recreation department.

## **ARTICLE IV Membership**

Membership shall be open to all parents or guardians of any registered Irving Soccer Association (ISA) player who has an interest in the purposes of this organization, and who shall abide by the Constitution and By-laws. Eligible voters will be Executive Board Members, Commissioners, and one recognized delegate from each team in good standing. The team representative must be the Head Coach, Assistant Coach, Manager or Parent/Guardian registered on the team. No delegate shall be entitled to vote on behalf of more than one team. Only the eligible voters will have the right to speak at the meeting. Any eligible voter may introduce anyone to speak provided he has the permission of the chair. A voter must be present at the time the vote is taken. Proxy voting is not permitted. To be eligible to vote Executive Board members and commissioners must have been present at the previous meeting. A team is not eligible to vote if it did not have a recognized delegate at the previous meeting.

## **ARTICLE V Meetings**

The Association will meet monthly, with the exception of June and December. The April meeting shall be for the purpose of elections. Parliamentary procedure, as specified by Roberts Rules of Order, revised, shall govern all meetings of the Association.

## **ARTICLE VI Government**

This Association shall be governed by an Executive Committee. The officers shall be elected for a term of (2) years and may succeed themselves in office. Elections shall be held during the April meeting with one-half (1/2) of the officers elected each year. The new officers will assume their duties after the Awards of the Spring Season.

## **ARTICLE VII        Officers**

The officers of this Association constituting the Executive Committee are:

1. President (elect in odd-numbered years)
2. Vice-President, A&D (elect in even-numbered years)
3. Director of Coaching (elect in even-numbered years)
4. General Manager (elect in even-numbered years)
5. Recording Secretary (elect in odd-numbered years)
6. Treasurer (elect in odd-numbered years)
7. Director of Special Events (elected in odd-numbered years)
8. Commissioner Chairman (elected in odd numbered years)
9. Registrar (elected in even-numbered years)
10. Referee Liaison Officer .. (elected by Referees Assoc. every other year)

## **ARTICLE VIII Affiliations & Amendments**

This Association shall be affiliated with and a member of the North Texas State Soccer Association, and through it, affiliated with and a member of the United States Soccer Federation, and will abide by the Rules and Regulations as set forth by those parent organizations.

In the interest of promoting soccer, this Association will work closely with the Olympic Soccer Football Committee and the Texas Amateur Athletic Federation and all other groups involved in soccer.

The Constitution, By-laws, and League Rules may be amended at any regular monthly meeting of the Association (General Membership) by a two-thirds vote of the eligible voting members present, provided that the proposed amendment was submitted in writing at the previous regular monthly meeting of the Association.

The rules of soccer should not be altered, unless approved and not contrary to this Constitution, with exception: to the betterment and protection of the beginners, and younger boys and girls. Whenever the rules are altered or changed, it should be clearly explained to whomever it may concern.

## **BY-LAWS**

### **ARTICLE I Duties & Responsibilities**

The officers of the Irving Soccer Association and their duties:

1. PRESIDENT:  
The president shall appoint all committees. He can, whenever he thinks that an officer needs to be replaced, call an Executive Committee meeting and present the case for a vote. There should not be any officer who cannot fully do their duty assigned. The president should preside over all meetings and call the meetings order. He should have the power to call a meeting at any time, whenever he thinks it is necessary. He shall cast the deciding vote in the event of a tie or he may waive the right to do so. The president is an Ex-officio member of all committees.

2. VICE-PRESIDENT, A&D:  
The Vice-President A&D should preside over all meetings and call the meeting to order whenever the president is not able to attend. Shall represent this Association at the North Texas State Soccer Association and report the proceedings to the Executive Committee. Shall be Chairperson of the Appeals and Discipline Committee and Vice-Chairperson of the Coaching Committee. Shall serve as parliamentarian and will be responsible for order at all meetings of the Association.
3. DIRECTOR OF COACHING:  
The Director of Coaching represent this Association at the Irving All Sports Association and report the proceedings to the Executive Committee. Shall be Chairperson of the Coaches Committee and Vice-Chairperson of the A&D Committee. Shall serve as chairperson of the Nominating Committee.
4. GENERAL MANAGER:  
The General Manager will be in charge of the nets, flags and other property of the Association. He can appoint whomever he sees fit to help with the putting up of the nets, flags, and see that all the teams have practice balls. Whenever it is necessary, the General Manager will be responsible for scheduling the playing fields. Represent this Association at the Irving All Sports Association and report the proceedings to the Executive Committee.
5. RECORDING SECRETARY:  
The Recording Secretary shall record the minutes of all meetings and keep the records of this Association; shall maintain all records necessary for the Association and its Officers; shall be the Chairperson of the Membership Committee.
6. TREASURER:  
The Treasurer shall collect all fees and monies and have charge of all monies of the Association; shall keep a detailed account of income and expenditures of the Association; shall have the power to pay all bills up to \$25.00 with these and all other expenditures being approved by the Executive Committee; shall co-sign with the President all checks for payment; shall give an oral report at the regular general meetings; shall be able once a year to have this Association's records audited by IPAR or any auditor appointed by IPAR; shall be chairperson of the Budget and Finance Committee; and shall assist the Registrar in maintaining a Registry of Players.
7. DIRECTOR OF SPECIAL EVENTS:  
The Director of Special Events shall be in charge of all special events, this includes but is not limited to tournaments, all-star games, indoor soccer, skill events and other special events as the Executive Committee desires. Shall be the Vice Chairperson of the Tournament Committee. May be appointed as chairperson of the Tournament Committee. Shall with the consent of the Executive Committee, appoint such committees and volunteers as is necessary. May appoint someone to act as coordinator of Special Events, with the approval of the executive committee, to help with these duties.

The Director of Special Events shall be a member of the Membership Committee. Shall be a member of the nominating committee. Shall assist the coaches committee in recruiting new coaches. Shall assist in the recruitment of new commissioners and Referees. Shall

maintain a Registry of Volunteers categorized by type of services. Document the approximate number of volunteer hours provided to the community by ISA volunteers. May appoint someone to act as Volunteer Coordinator, with the approval of the executive committee to help with these duties.

The Director of Special Events shall attend to all correspondence; shall serve notice to all Association Officers, Commissioners, Coaches, and the local newspapers relative to the business of the Association; and shall be Chairperson of the Publicity and Publications Committee. The Director of Special Events may appoint someone to help with these duties.

8. COMMISSIONER CHAIRMAN:

The Commissioner Chairman shall organize, train and supervise the commissioners of each age division. Shall represent the Commissioners on the Executive Committee. Review the playing divisions. Review the schedules of the age divisions. Keep the Commissioners up to date on current policies and procedures.

9. REGISTRAR:

The Registrar shall collect all players contracts and fees; shall authenticate player contract information; shall release all money, along with a list of registered players, to the Treasurer; shall release all player contracts to the Recording Secretary; shall keep a record of all transactions; shall be a member of the Budget and Finance Committee.

10. REFEREE LIAISON OFFICER:

The Irving Soccer Referee's Association shall elect a representative from the Referee's Association who shall represent the Referees Association at all Irving Soccer Association Board meetings, General meetings, and shall also represent the referee involved in any protest hearing held before the Committee of Commissioners. The Referee Liaison Officer shall be a member in good standing with the Irving Soccer Referees Association. He must be registered for the current soccer year as a referee with the North Texas State Soccer Association and the United States Soccer Federation.

11. COMMISSIONERS:

The Coaches in each age division shall elect a Commissioner who should not be a coach nor an assistant coach in that division. A coach or assistant coach may serve as Commissioner, in his own division if he is elected with at least a two-thirds majority vote of the coaches in said division.

The Commissioner shall organize the teams, set the playing divisions, review all registrations and transfers, make sure all players are properly rostered, keep coaches informed, represent their divisions at meetings, and hear and rule on all game protests or other disputes which may arise. Make sure that current copies of the rules are available to the coaches. Vice-Commissioners may be appointed by the Commissioners. Vice-Commissioners must be approved by the Committee of Commissioners. Commissioner elections will be held annually at the following times:

- a. Elections for U-6, U-10, U-14, U-19 will be held on the 2nd Monday of May each year.

- b. Elections for U-8, U-12, U-16, Indoor will be held on the 2nd Monday of November each year.
- c. Coaches will be notified at least one week prior to the election by the current Commissioner.

12. The President shall appoint all committees which may include:

- a. TOURNAMENT COMMITTEE:  
Shall have charge of matters pertaining to North Texas State Soccer Association or Irving Soccer Association tournaments. The Chairman shall be the Association's representative to the North Texas State Soccer Association's Cup and Games Committee.
- b. BUDGET AND FINANCE COMMITTEE:  
Shall prepare seasonal and annual budgets and submit to the Executive Committee for approval, and shall direct ways and means projects including concessions.
- c. REFEREE COMMITTEE:  
Shall handle all matters pertaining to Referees.
- d. NOMINATING COMMITTEE:  
Shall present a slate of officers at the March CCR meeting and will be chaired by the Director of Coaching of the Association.
- e. MEMBERSHIP COMMITTEE:  
Shall maintain a current membership list and issue membership cards and will be chaired by the Recording Secretary of the Association.
- f. COACHES COMMITTEE:  
Shall be in charge of recruiting, training, classification, certification and evaluation of all Association Coaches. The Chairperson of this committee may appoint members to this committee with the approval of the executive committee. The Director of Coaching shall be the chairperson of this permanent committee.
- g. APPEALS AND DISCIPLINE COMMITTEE:  
Any reports of serious misconduct or violations should be forwarded to this committee. The Referee Liaison shall serve as advisor to this committee. The Chairperson of this committee shall appoint members to this committee with the approval of the executive committee. Shall notify the Executive committee, in writing, of rulings of this committee. The Vice-President A&D shall be the chairperson of this permanent committee.

13. REMOVAL FROM EXECUTIVE BOARD:

Any Executive Board Member shall be required to resign immediately following a vote of no confidence in his ability to execute the duties of his office. Any three members, simultaneously, may petition for such a vote. The petition must be submitted in writing to the Executive Board. A two-thirds majority vote of the Executive board will automatically suspend the officer until the matter is submitted to the membership at the next General Meeting. A two-thirds majority of the voting members present is required for the removal to be effective.

14. REMOVAL OF A COMMISSIONER:

Any Commissioner shall be required to resign immediately following a vote of no confidence in his ability to execute the duties of his office. Any three Coaches in the affected age division, simultaneously, may petition for such a vote. The Petition must be submitted in writing to the Commissioner Chairman of the age division. The Commissioner Chairman shall call a meeting of the coaches of the affected age division within five days. A two-thirds majority of the coaches present is required for the removal to be effective.

15. REMOVAL OF A COACH:

Any Coach shall be required to resign immediately following a vote of no confidence in his ability to execute the duties of his office. Any three families of the affected team, simultaneously, may petition for such a vote. The Petition must be submitted in writing to the Commissioner of the age division. The Commissioner shall call a meeting of the team parents within five days. A two-thirds majority of the families present is required for the removal to be effective.

The Commissioner and the Commissioner Chairman of a coach simultaneously, may petition for a vote of no confidence of the coaches ability to remain in office. The petition must be submitted in writing to the A & D Committee. The A & D Committee will hold a hearing within five days. A two-thirds majority of the A & D Committee members present is required for the removal to be effective.

## **ARTICLE II Executive Committee**

A member of the Executive Committee may be a member of any team, club, any division or association, but in the event of any grievance involving said organization, he may not act in its behalf nor be entitled to vote on the grievance. A person can only hold one Executive Committee position at a time. Executive Committee members may server on other committees and hold other positions such as Commissioner, or Tournament Director.

## **ARTICLE III Authority**

The Executive Committee shall transact all business of the Association and shall have the power to enforce the Laws of the Game, the rules of the United States Soccer Federation, the North Texas State Soccer Association, and the Constitution, and by-laws of this Association. It shall have the power to settle all disputes, appeals, or protests subject to rehearing by this Association. Its meetings may be held at the discretion of the President at the time and place appointed by the President or at the request of any three (3) members of the Executive Committee.

## **ARTICLE IV Disputes**

The Executive Committee shall have the final decision regarding rules governing the division, competitions, tournaments, and special competitions within its own structure.

## **ARTICLE V Attendance**

Any Executive member not attending for three (3) consecutive meetings without an excuse, recognized by the executive board, shall have his or her office declared vacant. (see article XI for filling a vacancy)

Any Commissioner not attending three (3) consecutive meetings without an excuse, recognized by the executive board, shall have his or her office declared vacant. (see article XI for filling a vacancy)

## **ARTICLE VI Quorum**

A majority of the eligible voters shall constitute a quorum at Executive Committee meetings and a majority of votes represented shall decide all questions.

The quorum of a general meeting consist of the eligible voters who attend the meeting. A majority of the eligible voters present shall decide all questions unless specified otherwise in the Constitution or By Laws.

## **ARTICLE VII Age Divisions**

Age brackets for juvenile division play shall be:

Under 6, Under 8, Under 10, Under 12, Under 14, Under 16, Under 19

## **ARTICLE VIII Seasonal Registration**

Players must register prior to each season. Unregistered players shall not be permitted to play. A registration fee will be established by the Executive Committee at the time of registration.

## **ARTICLE IX Unregistered League Play**

Junior and Senior players who participate in unregistered league play (other than friendly games) shall be required to request to be reinstated to registered play before registering with any team. Such requests shall be in writing (an approved form may be used) and directed to the attention of the NTSSA who shall rule on reinstatements. all previous registrations become null and void once a player participates in unregistered play.

## **ARTICLE X Registration**

Friendly games shall be defined as games which:

- a. Are not associated with any other games either played or to be played and that do not lead to any championship.
- b. Do not lead to any trophy or other award.
- c. Do not require a fee to be paid by any player or sponsor.
- d. Are organized in a spontaneous fashion.

## **ARTICLE XI Vacancy**

The President may appoint someone to fill a vacancy until elections are held to fill the unexpired term of an office. Notice of the vacancy and that elections will be held to fill the vacancy will be made at the next



general meeting after the vacancy and Elections will be held at the general meeting after notice has been made. Should a vacancy occur during a general meeting notice of elections will be given before the end of the meeting. If the vacancy is a commissioner the Commissioner Chairman of that age group will conduct the election.

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## CHANGE HISTORY

- V1.1 11/ /81 BL I: Set commissioner & comm. chairman election dates.
- V1.2 01/ /82 a) BL I: Give referee liaison vote on executive board.  
b) BL V: Require attendance of commissioners.
- V1.3 05/27/86 a) BL V: move June meeting to July discontinue Dec meeting.  
b) BL 1: move election of mbr at large to July meeting.
- V1.4 01/11/88 a) bl 1: add removal of board mbr, commissioner, coach.
- V1.5 11/14/88 a) bl ix deleted (covered by lr 6.a  
b) bl x deleted (covered by lr 3.e
- V1.5 bl xi deleted (covered by lr 1,2, and 3
- V1.5 bl xii deleted (covered by lr 14.d
- V1.5 bl xiii deleted (covered by la 5.b
- V1.5 bl i.9 add approval of vice commissioners
- V1.6 06/21/89 move to pc.
- V1.7 08/13/90 a) add vp coaching
- V1.7 b) add volunteer coordinator
- V1.7 c) add commissioner chairman indoor.
- V1.7 d) add a&d committee description.
- V1.7 e) chg coaches committee description.
- V1.7 f) chg election dates for commissioners and com chair
- V1.7 g) designate representative to IASA and NTSSA.
- V1.8 01/14/91 a) add to viii vote on rule changes.
- V1.9 08/10/92 add ISD.
- V1.9 06/14/93 modify constitution modify membership, voters and change procedure.
- V1.10 Con VIII mail changes to teams was removed and other undocumented changes.
- V1.11 7/14/97 con iv clarify no proxi voting, require attendance at previous meeting to vote.  
con vi eliminate duplicate definition of quorum.  
con vii eliminate parliamentarian & move duties to vp a&d  
con vii eliminate mbr @ large & move duties to vp coaching  
con vii eliminate Vol Coordinator & move duties to director of special events.  
con viii change con bl or lr requires 2/3 vote.  
bl ii a person can hold only one board or commissioner position at a time.  
bl v define acceptable excuse for absence.  
bl new define procedure for filling a vacancy  
bl vi clarify quorum
- V1.12 5/07/03 combine corresponding secretary and director of special events.  
Update article I commissioners duties.  
Update article II executive committee member can hold other positions.
- V1.13 10/13/03 combine commissioner chairman u6-8-10 and commissioner chairman u12-14-16-19.  
Change vp coaching to director of coaching
- V1.14 02/27/06 Remove Info. Svc Board position.