

ADA SOCCER ASSOCIATION BYLAWS

DRAFT — For Board Review
Not yet adopted by the Board of Directors

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ARTICLE I – NAME

The name of this organization shall be the Ada Soccer Association ("Association").

ARTICLE II – PURPOSE

The purpose of the Association is to:

1. Promote youth soccer in a safe, positive, and educational environment.
2. Develop sportsmanship, teamwork, leadership, and character among players.
3. Provide recreational and competitive soccer opportunities for youth participants.
4. Support coaches, referees, volunteers, and families in fostering player development.
5. Operate as a nonprofit organization for the benefit of youth soccer participants.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility

Membership shall consist of:

- Registered players
- Parents or legal guardians of registered players
- Coaches and assistant coaches
- Board members
- Approved volunteers

Section 2. Good Standing

Members must comply with League policies, codes of conduct, and applicable rules.

Section 3. Voting Rights

Each member household shall be entitled to one vote at membership meetings.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Authority

The Board of Directors shall govern the affairs of the Association.

Section 2. Composition

The Board shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Director of Coaching
- Director of Referees
- Director of Field and Facility Management
- At-Large Directors (as determined by the Board)

Section 3. Eligibility

Board members must be at least 18 years of age and in good standing with the Association.

Section 4. Term of Office

Board members shall serve two-year terms and may be re-elected.

Section 5. Vacancies

Board vacancies may be filled by majority vote of the Board until the next election.

ARTICLE V – DUTIES OF OFFICERS

President

The President shall:

- Preside over meetings
- Serve as the chief executive officer of the Association
- Appoint committee chairs
- Represent the Association in official matters

Vice President

The Vice President shall:

- Assist the President
- Perform duties of the President when absent
- Coordinate special projects as assigned

Secretary

The Secretary shall:

- Maintain meeting minutes
- Maintain official records of the Bylaws
- Provide meeting notices

Treasurer

The Treasurer shall:

- Maintain financial records
- Prepare financial reports
- Manage budgets and banking activities
- Present financial statements to the Board

ARTICLE VI – MEETINGS

Section 1. Regular Meetings

The Board shall meet at least quarterly.

Section 2. Annual Meeting

An annual membership meeting shall be held each year for elections and Association business.

Section 3. Special Meetings

Special meetings may be called by the President or a majority of the Board.

Section 4. Quorum

A majority of Board members shall constitute a quorum. This prevents a small minority from making major decisions without the rest of the group being informed or involved. If a quorum is not met, any votes or actions taken will be considered invalid.

ARTICLE VII – ELECTIONS

Section 1. Purpose

The purpose of the election process is to ensure that individuals elected to the Board of Directors have demonstrated a commitment to the mission of the Ada Soccer Association, understand the operation of the Association, and are prepared to govern in the best interests of the Association and its members.

Section 2. Eligibility for Board Service

To be eligible for election to the Board of Directors, a candidate must:

1. Be at least eighteen (18) years of age.
2. Be a Member in Good Standing, defined as an individual who is eligible for membership, has complied with the Association's Bylaws, policies, and Code of Conduct, has satisfied all required registration, volunteer, or financial obligations owed to the Association, and is not currently suspended or otherwise restricted from participation by Board action.
3. Be a Qualified Volunteer, defined as an individual who:

- Has completed all required volunteer registration, background checks, and training required by the Association;
- Has actively served in one or more approved volunteer roles for one (1) complete soccer season immediately preceding the election; and
- Has completed a minimum of twenty (20) documented volunteer hours during that season.

Approved volunteer roles include, but are not limited to: Head Coach, Assistant Coach, Referee, Team Manager, Concessions, Field Maintenance, Equipment Management, Registration Assistance, Fundraising, Committee Service, Tournament Operations, and other Board-approved volunteer assignments. Volunteer service shall be documented by the Association's volunteer records.

4. Have attended at least two (2) regular Board meetings as a non-voting observer within the twelve (12) months preceding the election.
5. Agree in writing to comply with the Association's Bylaws, Code of Conduct, Conflict of Interest Policy, and all Board Member responsibilities.

Section 3. Nominations

The Board shall appoint a Nominating Committee no later than sixty (60) days before the annual election. The Nominating Committee shall:

- Verify that all candidates satisfy the eligibility requirements established in these Bylaws.
- Solicit qualified candidates from the membership.
- Confirm each candidate understands the responsibilities and expectations of Board service.
- Present a slate of qualified candidates to the membership.

Qualified nominations may also be submitted by petition signed by five (5) Members in Good Standing no later than fourteen (14) days before the election.

Section 4. Candidate Statements

Each qualified candidate shall submit a written statement not exceeding three hundred (300) words that includes:

- Relevant volunteer experience with the Association.
- Professional, leadership, or technical skills relevant to Board service.
- Reasons for seeking election.
- Goals and priorities if elected.

The Association shall distribute every candidate statement to the membership using the same method and at the same time. The Association shall not endorse or promote any candidate through official communication channels.

Section 5. Candidate Forum

Whenever practical, the Association shall conduct a candidate forum before the election. Each candidate shall receive equal time to present their qualifications and respond to questions submitted by members. The forum shall be moderated by an individual who is not a candidate for office.

Section 6. Voting

Each Member Household, defined as one or more parents, legal guardians, or custodial adults responsible for one or more registered players within the same family unit, shall be entitled to one (1) vote. Each registered player shall be associated with only one Member Household for each seasonal year. Each

Member Household shall designate one Voting Representative, defined as the individual authorized to cast the household's single ballot, during player registration or before ballots are distributed.

Voting may occur in person, electronically, or by another secure method approved by the Board. Electronic voting systems shall reasonably verify voter eligibility, prevent duplicate voting, preserve ballot secrecy, and maintain an auditable record of election results. Voting shall be conducted by secret ballot whenever practical. Candidates receiving the highest number of valid votes for the available positions shall be declared elected.

Section 7. Election Administration

The election shall be administered by the Nominating Committee or an Election Committee consisting entirely of individuals who are not candidates for office. The Election Committee shall:

- Verify voter eligibility.
- Prepare and distribute ballots.
- Count ballots.
- Certify election results.
- Resolve procedural questions arising during the election.
- Maintain election records.

Election results shall be reported to the membership within seven (7) days following certification.

Section 8. Vacancies

Any vacancy occurring between annual elections shall be filled by a majority vote of the remaining Board members. The appointed individual shall serve until the next regular election, at which time the unexpired term, if any, shall be filled by election.

Section 9. Campaign Conduct

Candidates shall conduct themselves professionally and respectfully throughout the election process. The use of Association funds, Association-owned property, membership lists, official email accounts, social media accounts, or other Association resources for campaign purposes is prohibited. Negative campaigning, harassment, intimidation, or knowingly false statements regarding another candidate are prohibited. Any alleged violation of this section shall be reviewed by the Election Committee. A candidate may be disqualified only upon a two-thirds (2/3) vote of the Board of Directors, excluding any Board members who are candidates in the election.

Section 10. Tie Vote

If two or more candidates receive an equal number of votes for the final available position, a runoff election shall be conducted as soon as reasonably practical using the same voting procedures established in these Bylaws.

Section 11. Election Challenges

Any Member in Good Standing may submit a written challenge to the election process within seven (7) calendar days following certification of the election results. The challenge must identify the alleged procedural violation and include any supporting information. The Election Committee shall review the challenge and issue a written decision within fourteen (14) calendar days. The decision of the Election Committee may be appealed to the Board of Directors, whose decision shall be final.

ARTICLE VIII – COMMITTEES

The Board may establish committees including:

- Finance Committee
- Coaching Committee
- Field and Facilities Committee
- Fundraising Committee
- Disciplinary Committee
- Tournament Committee

Committee chairs shall report to the Board.

ARTICLE IX – FINANCES

Section 1. Fiscal Year

The fiscal year shall begin January 1 and end December 31.

Section 2. Budget

The Board shall approve an annual budget.

Section 3. Expenditures

All expenditures must be approved by a majority vote from the Board.

Section 4. Audit

The Board may conduct periodic financial reviews or audits.

ARTICLE X – CODE OF CONDUCT

All participants, parents, coaches, officials, and volunteers shall:

- Demonstrate good sportsmanship
- Respect players, officials, coaches, and spectators
- Refrain from abusive language or behavior
- Follow Association rules and policies

Violations may result in disciplinary action.

ARTICLE XI – CONFLICT OF INTEREST

Board members shall disclose any actual or potential conflicts of interest and shall abstain from voting on matters where such conflicts exist.

ARTICLE XII – INDEMNIFICATION

To the fullest extent permitted by law, the Association shall indemnify Board members, officers, and volunteers acting in good faith on behalf of the Association.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Board of Directors, provided notice of the proposed amendment has been provided at least fourteen (14) days prior to the vote.

ARTICLE XIV – DISSOLUTION

Upon dissolution of the Association, any remaining assets shall be distributed to a nonprofit organization serving youth sports or charitable purposes as determined by the Board and applicable law.

CERTIFICATION

These bylaws were adopted by the Board of Directors of the Ada Soccer Association on:

Date: _____

President Signature: _____

Secretary Signature: _____

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