



## BYLAWS OF SAN ANGELO SOCCER ASSOCIATION (SASA)

### Article I – Name, Purpose, and Affiliation

1. The name of this organization shall be the San Angelo Soccer Association (SASA).
2. SASA is a nonprofit organization operating under Section 501(c)(3) of the Internal Revenue Code.
3. The purpose of SASA is to promote youth soccer in Tom Green County and surrounding areas through organized programs that develop sportsmanship, teamwork, and physical fitness.
4. SASA is a member of the North Texas State Soccer Association (NTSSA) and United States Youth Soccer (USYS) and shall comply with their rules, policies, and directives.

### Article II – Membership

1. Membership is open to all players, coaches, referees, volunteers, and administrators without discrimination based on race, color, religion, sex, age, disability, or national origin.
2. Players are considered members upon completion of registration through SASA's official platform and payment of applicable fees.
3. Parents/guardians are considered affiliated members for communication purposes only and must acknowledge SASA's communication policy at the time of registration.
4. SASA does not recognize or enforce legal custody arrangements and will only communicate with adults listed in the official player registration.

### Article III – Board of Directors

1. The governing body of SASA shall be the Board of Directors.
2. Board members must complete annual background checks and SafeSport training as required by NTSSA.
3. The Board shall consist of elected and appointed members, including: President, Vice President, Secretary, Treasurer, Registrar, Coach Representative, Referee Coordinator, Appeals and Discipline Chairperson, Director of Field Operations, and Commissioners.
4. Only individuals who have served on the Board for a minimum of 6 months are eligible for the Executive Committee.
5. No two related individuals may serve on the Executive Committee concurrently.
6. Board members are expected to complete 25 hours of service per season, including at least 15 hours on the field and 1–2 hours of administrative support weekly during the season.

7. Failure to fulfill three duties in a year places the member up for a vote of no confidence and possible dismissal by a majority of the Board.
8. Missing a “significant scheduled event” without a valid excuse may result in removal by a majority of the Executive Committee. A “significant scheduled event” includes the seasonal coaches’ meetings, field setup days, tournament (playing days, not planning), and other major all-board events designated by the Executive Committee at the beginning of each season. A “valid excuse” includes documented illness or family emergency.

## Article IV – Executive Officers

1. The Executive Officers of SASA shall consist of the President, Vice President, Secretary, and Treasurer, and Registrar.
2. All Executive Officers must be board members in good standing and have served a minimum of 6 months on the Board of Directors.
3. Executive Officers shall be elected by the Board for two-year terms and may serve unlimited terms if re-elected.
4. No two individuals with a familial relationship may serve on the Executive Committee concurrently.
5. Executive Officers are responsible for overseeing operations, upholding bylaws and policies, and facilitating decision-making between meetings of the full Board.
6. A Playbook shall be developed and maintained annually by the Executive Board in coordination with the Registrar and Commissioners. The Playbook shall provide operational guidance for team formation, season logistics, and expectations for coaches, referees, and families.

### **President**

The President shall preside over all board meetings and serve as the primary liaison between SASA, NTSSA, and USYS. They are responsible for setting meeting agendas, appointing committee chairs (subject to Board approval), overseeing the implementation of Board policies, and ensuring the mission and operations of SASA are fulfilled. This position does not have a vote, unless there is a tie and then shall serve as the tie breaking vote.

### **Vice President**

The Vice President shall assist the President and assume their duties in their absence. The Vice President shall support operational oversight, serve as a point of contact for committee chairs, and assist with conflict resolution and ethics compliance. This position does have a vote on all matters.

### **Secretary**

The Secretary shall be responsible for maintaining accurate records of all Board meetings, including attendance and minutes. They shall distribute meeting agendas and minutes to the Board, maintain historical organizational documents, and ensure timely notice of meetings and bylaws amendments. The Secretary shall ensure that meetings of the Board and Executive Committee are conducted in accordance with Robert’s Rules of Order (latest edition) and shall provide procedural

guidance as needed to maintain orderly and fair deliberation. This position does have a vote on all matters.

### **Treasurer**

The Treasurer shall oversee all financial activities of SASA. This includes preparing monthly financial reports, monitoring the budget, ensuring appropriate accounting procedures, and coordinating any financial reviews or audits as directed by the Board. All disbursements must follow Board policies for approval and documentation. This position does have a vote on all matters.

### **Registrar**

The Registrar shall be appointed by the Board and shall serve on the Executive Committee. They are responsible for managing all aspects of player registration, including maintaining the official registration platform (e.g., GotSport), managing registration-related forms, and maintaining the Player Database. The Registrar builds rosters each season based on approved buddy and special circumstance requests, team balance, and prior experience. They manage changes in registration status, monitor team sizes, and maintain records of all official rosters. Following team formation, the Registrar generates the seasonal game schedule based on the number of teams and available field space.

The Registrar does have a vote but does not participate in reviewing or voting on Special Circumstance Requests and receives only the names of approved requests from the Office Manager after Board decisions. The Registrar communicates solely with individuals listed in the official registration and is recommended not to have a child registered and is prohibited from coaching while serving in this role.

## **Article IV – Appointed Non-Board Positions and Coordinators**

All appointed roles described in Article IV shall be filled by a majority vote of the Executive Committee. Appointments may be based on the individual's prior experience, subject-matter knowledge, and availability to fulfill the responsibilities outlined for the position. The Executive Committee may solicit volunteers, request applications, or directly nominate individuals at its discretion. Appointed individuals may be removed at any time by majority vote of the Executive Committee for failure to perform duties or for conduct unbecoming of their role.

### **Coach Representative**

The Coach Representative is an appointed position by the Executive Committee and shall act as a liaison between the coaching community and the SASA Board. They are responsible for gathering feedback from coaches, communicating concerns and suggestions to the Board, and supporting the

implementation of SASA's coaching standards and ethics. The Coach Representative shall assist new coaches with onboarding and serve as a point of guidance. This position reports to the Vice President. This position does have a vote on all matters.

### **Referee Coordinator**

The Referee Coordinator is a contracted position and shall manage referee assignments and ensure alignment with SASA's policies and NTSSA standards, including enforcement of the Referee Abuse Policy (NTSSA Policy 531-9). Responsibilities include scheduling referees, serving as the point of contact for the referee assignor, and addressing referee-related concerns. This position reports to the Director of Operations or President. This position does not have a vote on any matters.

### **Appeals and Discipline (A&D) Chairperson**

The Appeals and Discipline Chairperson is an appointed position by the Executive Committee and shall oversee the disciplinary process in accordance with SASA and NTSSA policies. This position convenes the A&D committee as needed, facilitates fair hearing processes, and maintains disciplinary records. Recommendations for sanctions shall be presented to the Executive Committee. The A&D Chairperson is appointed by the Executive Committee and reports to the Vice President. This position does not have a vote on any matters.

### **Director of Field Operations**

The Director of Operations is an appointed position by the Executive Committee and shall oversee the logistical needs of the league, including field preparation, equipment coordination, and safety compliance. This role works closely with the Registrar and Referee Coordinator to manage scheduling and ensure game-day readiness. The Director of Operations is appointed by the Executive Committee and reports to the President. This position does have a vote on all matters.

### **Commissioners (Age Group Coordinators)**

Commissioners shall serve as the primary point of contact for teams within their assigned age group. Their duties include supporting coaches, distributing rosters, responding to team concerns, and helping with field logistics such as setup and tear-down. Commissioners are appointed by the Executive Committee and report to the Director of Operations or Vice President. This position does have a vote on all matters.

## **Article V – Terms of Service and Elections**

All board positions, including Executive Committee members and appointed roles, shall serve terms of two (2) years. This includes both elected board members, appointed members, contracted members, and non-voting appointed roles such as Referee Coordinator, and Appeals and Discipline Chairperson. All terms shall begin after being voted in either following the election or appointment unless otherwise determined by the Board.

Elections for Executive Committee positions (President, Vice President, Secretary, and Treasurer) shall occur in June of odd-numbered years. Evaluations for contracted and appointed positions must take place during May of odd numbered years so that they can be reaffirmed in June during elections for the Executive Committee. Commissioners' elections shall occur in even-numbered years during the AGM or as needed.

There shall be no automatic term limits. However, if an individual has served two consecutive terms (four years total) in the same role, continuation in that position beyond the fourth year shall require a unanimous vote of the Executive Committee.

Vacancies may be filled by the Executive Committee appointment, with the replacement serving the remainder of the unexpired term.

## Article VI – Meetings and Voting

1. Regular board meetings shall be held monthly during the off-season and twice per month during the spring and fall seasons.
2. A quorum for any board meeting shall consist of 50% of active board members.
3. Voting on official matters shall require a simple majority, unless otherwise stated in these bylaws.
4. A majority of the full Board is required for the following: board member removal, bylaws amendments, playbook updates, approval of board compensation, and procurement decisions involving board members.
5. Virtual voting via electronic means (e.g., GroupMe, email, or similar platforms) is permitted for all official votes. Only Executive Committee members and voting Board members, as defined in these bylaws, are eligible to participate in official votes. The method of virtual voting must allow for transparency, documentation, and confirmation of each vote. All votes must be submitted within forty-eight (48) hours of the initial request unless a majority of the Executive Committee approves a shorter timeframe due to urgency. The outcome of all virtual votes shall be recorded in the official meeting minutes or Board records.

## Article VII – Committees

SASA shall maintain several standing committees to support its operations and promote the organization's goals. Standing committees include the Event Committee, Marketing Committee, Appeals and Disciplinary (A&D) Committee, Scholarship Committee, Uniform Committee, and Ad Hoc Committees as needed. Each committee shall report regularly to the Board and operate under guidelines approved by the Board.

### **Event Committee**

The Event Committee must be composed of at least 3 members and is responsible for planning and executing SASA-hosted events, including but not limited to Opening Day, seasonal tournaments, and fundraising activities. Committee duties include developing event timelines, coordinating logistics

(e.g., volunteers, supplies, permits), and supporting setup and takedown. Key recurring responsibilities include:

- Support opening day planning (typically held at the start of each fall and spring season): confirm vendors, waivers, and tent setup.
- Secure sponsors, vendor coordination, and promotion for tournaments.
- Work with board members to coordinate, assign, and track volunteer shifts for significant events.
- Initial event planning should begin at least 6–8 weeks before any SASA event. Final logistics must be confirmed and submitted to the Board for approval at least 14 days before the event date.
- The President is the head of the Event Committee.

### **Marketing Committee**

The Marketing Committee must be composed of at least 3 members and manages internal and external communications to support SASA's community engagement, recruitment, and branding.

Responsibilities include:

- Promoting player registration through graphics, social media, and flyers.
- Creating seasonal registration campaigns and reminders for key dates (especially for U4/U5 programs).
- Highlighting coach recruitment, volunteer spotlights, and tournament results via social media.
- Coordinating with the Secretary to maintain brand consistency and promote board-approved content.
- Registration promotion should begin no later than 6 weeks before the registration deadline, with recurring weekly posts until the deadline closes. Social media posts should follow a consistent calendar based on the key milestones and events of each season.
- The Head of this committee will be appointed by the President at the time of the formation.

### **Appeals and Disciplinary (A&D) Committee**

The Appeals and Disciplinary Committee (A&D) is responsible for addressing violations of SASA's Code of Ethics, rules of conduct, player safety, and referee or coach misconduct. The committee ensures fair, consistent application of discipline across the organization in accordance with the SASA Bylaws and the North Texas State Soccer Association (NTSSA) Appeals and Disciplinary Handbook. The A&D Committee shall be chaired by the Appeals and Discipline Chairperson and consist of four additional members, recommended by the Chairperson and approved by a majority vote from the Board. The Committee must include one referee, one coach, one parent or legal guardian, and one Board member not currently serving on the Executive Committee. All A&D Committee members must be at least 18 years old and in good standing with SASA and its affiliates. Committee members may serve one-year terms, renewable by reappointment and Board majority approval.

Vacancies may be filled at any time using the same process. The Chairperson must maintain a list of qualified alternates to ensure that situations requiring temporary replacements can be met.

- The Committee shall review all written complaints, referee reports, and misconduct claims submitted in accordance with SASA policy.
- A quorum shall consist of three members, one of whom must be the Chairperson of Appeals and Discipline. No member may participate in the review or vote on any matter in which they have a personal or professional conflict of interest. If a quorum cannot be reached, the Chairperson may appoint impartial temporary members to fulfill quorum requirements.
- During any SASA-hosted or sanctioned tournament, the Committee shall be on call to respond to incidents and make immediate rulings on conduct violations as needed.
- Complaints must be submitted in a sealed envelope labeled "A&D" and delivered to the SASA office.
- The Committee will follow the rules and procedures outlined in the NTSSA A&D Handbook.
- Rulings shall be submitted in writing to the Board. The Chairperson shall promptly send any decisions requiring escalation to NTSSA to the NTSSA office.

### **Scholarship Committee**

The Scholarship Committee must be composed of at least 3 members and oversees all scholarship applications and award processes. It ensures the distribution of assistance is fair, transparent, and based on need. Board members and their immediate families are ineligible to apply.

Responsibilities include:

- Updating (as necessary), reviewing, and evaluating scholarship applications each season.
- Maintaining confidentiality and fairness in selection.
- Coordinating with the Office Manager to confirm eligibility and notify recipients.
- The Head of this committee will be appointed by the President at the time of the formation.

### **Uniform Committee**

The Uniform Committee must be composed of at least 3 members and establishes and maintains a standardized uniform package for all SASA teams. The committee recommends approved vendors and pricing each season to ensure equity and branding consistency. Responsibilities include:

- Reviewing and updating the uniform package annually.
- Recommending vendors and pricing to the Board for approval.
- Coordinating with the Office Manager to share uniform expectations with teams.
- The Head of this committee will be appointed by the President at the time of the formation.

### **Adhoc Committees**

Ad Hoc Committees may be created by a majority vote of the Board as needed to address specific projects or short-term goals and must be composed of at least 3 members. These committees are temporary and shall dissolve upon completion of their assigned responsibilities unless extended by a majority vote of the Board.

## Article XIII – Volunteer and Board Expectations

1. All SASA Board members are expected to actively contribute to the success of the organization by fulfilling volunteer service responsibilities throughout each season.
2. Board members must complete a minimum of 25 volunteer hours per season (spring and fall). Of these, at least fifteen (15) hours must be performed on the field, such as supporting game days or events. The remaining hours may be fulfilled through administrative tasks or committee involvement.
3. Board members are also expected to respond to communications, attend meetings, and support scheduled events.
4. Failure to fulfill three significant responsibilities during a single calendar year may result in a vote of no confidence and possible removal from the Board. This decision requires a majority of the full Board.
5. Additionally, if a Board member fails to attend a significant event without a valid excuse, the Executive Committee may vote to remove that member from their position. Such a decision also requires a two-thirds majority vote of the Executive Committee.
6. Board members may receive a reimbursement of 75% of their registration fees upon completion of service requirements, as tracked and verified by the Office Manager.
7. Board compensation beyond registration reimbursement must be approved by a majority of the full Board. Compensation must align with SASA's nonprofit mission, be structured as a flat seasonal rate, and be paid within thirty (30) days of the completion of all assigned duties.
8. The Registrar, as a key administrative position, is strongly recommended not to have a child registered in SASA programs and is prohibited from serving as a coach in any SASA league during their term.

## Article IX – Player Registration and Rostering

1. Player registration is open to all youth in Tom Green County and surrounding areas, subject to Board approval for out-of-area exceptions.
2. Registration shall be conducted through the official SASA platform and include accurate contact information for all guardians wishing to receive team communications.
3. SASA is not responsible for enforcing legal custody agreements or court orders; communication will be based solely on registration information provided.
4. The seasonal Playbook outlines SASA's team placement process, buddy policy, and request forms. The Board and not the Registrar shall review special circumstance requests confidentially.
5. Buddy/team requests are **only allowed for:**
  - U4 & U5 players (freely)
  - U6 players **if new to soccer**
6. U7+ requests are **only considered** via the **Special Circumstance Request Form**
  - Must be submitted by dates decided by the Registrar at his/her discretion depending on the dates chosen for the Spring and Fall soccer season, unless otherwise extended by a majority vote of the board.



- Transportation issues alone are not valid reasons
  - These requests are reviewed confidentially by the Board at a designated meeting. Registrar is not involved in the review or decision-making process and is only provided with the names of approved requests
7. Rosters are built by the Registrar based on:
    - Approved buddy/special requests (via spreadsheet)
    - Team balance (previous experience, even roster sizes)
    - Finalized before coaches' meetings each season
  8. Scholarship Process
    - Managed by the Scholarship Committee
    - Board members are not eligible to apply
    - Scholarships may not cover full cost; families are notified of balances due
    - Forms include documentation of income and explanation of financial hardship
  9. Once registration is complete, the Registrar will build rosters based on the previous season's teams, any approved buddy or special circumstance requests, and an effort to maintain team balance by skill and experience level. Returning players who request to stay with their previous team may do so without submitting a buddy form.
  10. Following roster creation, the Registrar will distribute rosters to the Commissioners and prepare printed copies for coaches to collect at the seasonal Coaches Meeting. The Registrar will continue to maintain the accuracy of rosters throughout the season, including changes due to drops or transfers.
  11. The Registrar will also generate and manage the season schedule within the official registration platform, based on the number of teams and available fields per age group. The Registrar will handle schedule modifications as needed throughout the season.
  12. Coaches and parents must acknowledge that leaving mid-season for non-emergency reasons may result in the player's registration being denied for up to two future seasons, upon a majority of the Board.

## Article X – Conflict of Interest and Procurement

1. All SASA Board members are required to complete a Conflict-of-Interest Disclosure Form annually. This disclosure ensures transparency and accountability regarding any potential personal or financial interests in matters before the Board. The Secretary shall retain these forms in the official SASA records.
2. Any financial transaction involving a Board member, their immediate family, or an affiliated business must be presented to the Board in full and approved by a two-thirds (2/3) vote of the full Board before execution
3. In situations where a Board-affiliated business is being considered for a transaction, at least one (1) alternate price estimate must be obtained and reviewed by the Board before making a final decision.
4. All purchases exceeding one thousand dollars (\$1,000), regardless of vendor affiliation, must be approved by a majority vote of the Board. This threshold includes one-time purchases or multiple related purchases aggregated to exceed \$1,000.

## Article XI – Finance

1. The fiscal year of SASA shall begin on January 1 and end on December 31.
2. Monthly financial reports shall be presented to the Board by the Treasurer and include income, expenses, and account balances.
3. All expenditures must be documented and aligned with the approved budget or authorized by a majority vote of the Board.
4. Checks or payments over \$500 shall require dual approval by designated officers.
5. An annual financial review or audit shall be conducted by an independent party, as determined by the Board.

## Article XII – Conduct and Discipline

1. All players, coaches, and parents/guardians must acknowledge and agree to the SASA Code of Ethics as a condition of registration or team participation. These Codes are provided during the online registration or onboarding process, and signatures are collected electronically. The Registrar shall maintain these records in the Player Database. The Board may review and update the Code of Ethics annually, and any amendments must be approved by a majority vote.
2. Although other spectators may not fall under one of these three roles, they are expected to maintain good order and discipline. Spectators are subject to removal from a current or future practice and game if deemed necessary for the safety and well-being of individuals in the SASA organization, as voted on by the Executive Committee.
3. Violations of conduct by players, coaches, and parents/guardians may be referred to the Board or A&D Committee for review and action.
4. The Board reserves the right to suspend or remove coaches, board members, or volunteers for misconduct or failure to comply with ethics expectations.
5. Referee abuse will not be tolerated and must be reported per NTSSA Policy 531-9. Coaches or parents found violating this policy may be suspended.
6. Players may not be removed from teams except through Board-approved disciplinary processes.
7. Concerns related to communication, behavior, or safety must be elevated to the Board. Coaches may not alter team communication rosters without Board approval.

## Article XIII – Amendments

1. These bylaws may be amended by a majority of the Board of Directors at any regular or special meeting.
2. Notice of proposed amendments must be provided to all board members at least seven days prior to the vote.
3. No amendment shall conflict with the governing documents or policies of NTSSA or USYS.
4. Operational policies and seasonal procedures shall be maintained in a separate Playbook, which a majority of the Board may amend.

## Article XIV – Dissolution

5. Upon dissolution of the organization, all remaining assets shall be transferred to the City of San Angelo or another nonprofit entity designated by the Board and approved by the applicable lease agreement.

## Article XV – Compliance with NTSSA and USYS

1. SASA shall comply with the rules, regulations, and policies of the North Texas State Soccer Association (NTSSA) and United States Youth Soccer (USYS).
2. In case of any conflict between SASA policies and NTSSA/USYS directives, the latter shall prevail.
3. SASA shall adopt NTSSA and USYS updates related to risk management, discipline, registration, and governance as applicable unless otherwise voted on by the Board.
4. SASA shall adopt Robert's Rules of Order Newly Revised as the authority for conducting meetings unless inconsistent with SASA, NTSSA, or USYS policies.

### Board Adoption of Bylaws

We, the undersigned members of the Board of Directors of the San Angelo Soccer Association (SASA), hereby certify that these Bylaws were reviewed and adopted by a two-thirds (2/3) majority vote on the date indicated below. These Bylaws are effective as of that date and shall remain in force until amended in accordance with Article XIII.

Adoption Date: June 16th, 2025