



# **COLLINSVILLE AREA SOCCER ASSOCIATION (CASA) BYLAWS**

Adopted July 21, 2025

## **Part 1 – General**

### **Bylaw 101. Name**

Section 1. This organization shall be known as Collinsville Area Soccer Association (CASA), hereinafter referred to as the Club.

Section 2. The Club will register with the Illinois Secretary of State as a Public Benefit nonprofit organization. The Board and Officers of the corporation will take all steps necessary to maintain its nonprofit status under the laws of the State of Illinois.

Section 3. The Club shall engage in lawful activity, none of which is for profit. The Club will apply to the Internal Revenue Service for recognition as a tax-exempt charitable organization under §501(c)(3) of the Internal Revenue Code. After receiving that designation, the Board and Officers of the corporation will take all steps necessary to maintain its exempt status under the Internal Revenue Code of the United States.

Section 4. The Club serves the general area of Collinsville, Illinois, but membership is not limited to within those boundaries.

### **Bylaw 102. Purpose**

Section 1. The Club provides opportunities to its youth players, coaches, and officials to learn and experience the game of soccer. This is accomplished through recreational youth soccer programs as defined by Illinois Youth Soccer Association.

### **Bylaw 103. Memberships in Other Organizations**

Section 1. The Club shall be a member of, and comply with the Bylaws and Policies of, Illinois Youth Soccer Association (IYSA). The Club may also elect to be an affiliate of United States Youth Soccer (USYS), and the United States Soccer Federation (USSF).

Section 2. The Club shall maintain its bylaws and policies in compliance with the bylaws and policies of IYSA, USYS, and/or the USSF. In the event of any conflict between the bylaws and policies of the Club and the bylaws and policies of

the organizations of which it is a member, the provisions of the organizations of which the Club is a member shall take priority.

*(The affiliations with USYSA and USSF are maintained by the affiliation with and through dues paid to IYSA. The Ted Stevens Amateur Sports Act has given the USOC governing authority over all amateur athletic competitions which are included in the Olympic games. The USOC has in turn appointed USSF as the governing authority of soccer in the United States. The USSF is also a national association member of FIFA. Because of USSF's relationship with the USOC and FIFA, rules of those organizations also apply to IYSA and its member clubs.)*

- A. To the extent permissible under applicable law, the USSF articles of incorporation, bylaws, its binding rules and policies, including interplay, take precedence over and supersede the governing documents and decisions of the Club, and the Club shall abide by the USSF articles of incorporation, its bylaws, and its approved binding rules and policies.
- B. To the extent permitted by governing law, the Club will respect and enforce the statutes, regulations, directives, and decisions of FIFA and CONCACAF.

*(Sections A and B are required for organizations affiliated with the USSF and must be included as stated.)*

#### **Bylaw 104. Authority**

The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall manage all Club affairs. The Board is elected in a democratic process by current Board members and volunteer appointed coordinators who have a right to vote more than once for the persons on the Board—that reflect the interests of the community of participants in the club.)

#### **Bylaw 105. Laws of the Game**

FIFA Laws of the Game as modified for youth and small sided games shall apply and be administered by the club and league rules.

#### **Bylaw 106. Fiscal and Seasonal Soccer Year**

Section 1. The Club's financial year shall be from January 1 through December 31.

Section 2. The seasonal soccer year begins in August of the calendar year and ends in November of the same calendar year.

#### **Bylaw 107. Colors**

The colors of the Club shall be purple, gray, gold and white, unless otherwise determined by a majority vote of the Board.

#### **Bylaw 108. Rules of Order**

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt. When the bylaws do not specify a different procedure or result, the Rules of Order will provide governing authority.

## **Bylaw 109. Dissolution of Club**

Section 1. Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to (Name a soccer club, city, parks department, or name a sports or Educational Foundation that is a 501(c)(3) qualified organization), or to another IRS tax-exempt charitable organization for programs promoting youth soccer in (provide name of the city, organization, School District, etc. that includes the Club's service area).

*(This section is required for any organization that is, or wishes to become, a qualified tax- exempt charitable organization under IRC §501(c)(3).)*

Section 2. Should the club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

## **Part II – Membership**

### **Bylaw 201. Equal Opportunity**

Section 1. The Club will comply with all applicable state and federal laws governing non-discrimination and will be open to participation by any individual, without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, gender identity, or veteran status.

*(These terms are required by USSF Policy 601-5, Section 6 and apply to the Club through its affiliation with the USSF. These terms may also need to be included to be eligible for some grants.)*

Section 2. The Club does not tolerate any form of physical or sexual abuse.

### **Bylaw 202. Participation**

Section 1. Participation is open to any youth soccer players ages 4-13, and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by IYSA or any organization of which it is a member, or by any amateur soccer organization in its territory.

Section 2. Participants are registered players age 13 and under. They shall submit an application to the Registrar in the format prescribed by the Club. An annual fee established by, and payable to, the Club shall accompany all applications, with the exception of players on scholarships who must still submit an application. Acceptance by the Club shall constitute approval of the application provided space is available on a team for the player.

Section 3. Every player, coach, assistant coach, team manager, programs administrator, club officer, board member, club employee, and volunteer who acts as an official representative of the Club must be registered with the Club and IYSA, and the appropriate fees paid.

Section 4. Both Youth Participants and Adult Participants shall be subject to IYSA's bylaws and policies as well as the Club's bylaws and policies.

Section 5. All Adult Participants (coaches, volunteers, etc.) must submit to annual background checks and required safety certifications in accordance with IYSA policies.

### **Bylaw 203. Membership**

The members of the club are the persons who are permitted to vote in elections for club officers and other members of the Board of Directors.

Section 1. Adult Members - Are the registered volunteer Board Members and coordinators of the club.

Section 2. Voting by Members - At the Annual General Membership Meeting and any Special General Membership Meetings, all Adult Members shall be eligible to vote on matters that are brought before the meeting, subject to the following limitations:

- A. The President shall chair the meeting and may not vote on any issue before the meeting other than election of officers and directors.
- B. Adult Members are limited to not more than 2 voting persons per family.
- C. Each voting person is limited to one vote; regardless of the number of offices that person may hold.

*(The voting participation by Parent Members ensures that athletes are represented in Club governance as required by the Ted Stevens Amateur Sports Act. It also ensures that the Club's actions represent the views of the Club's entire community of users.)*

## **Part III – Organization and Board**

### **Bylaw 301. Board of Directors**

Section 1. The Board of Directors (Board) shall be the representative governing authority of the Club, consisting of Officers and Coordinators. The Board will conduct the business of the Club and shall be composed of the elected officers, and other elected positions (e.g., coordinators, directors, etc.). The number of board members may be modified from time to time, but the number shall never be fewer than five (5). With the exception of emergency coverage during temporary vacancies, board members should be five (5) different individuals, so no individual holds more than one (1) position as an elected officer. The officers typically include the President, Vice President, Secretary, Treasurer, and Registrar. Dual signatures are recommended on all club checks. Check signing authority shall not include two members of the same family signing on the same check, although two members of the same family may have check signing authority. Financial details should be included in a financial policy that is adopted by the Board.

Section 2. The Board shall be comprised of the officers specified in Bylaw 302 and coordinators specified in Bylaw 304. All elected officers and elected directors/coordinators are eligible to vote on any matter before the Board.

Section 3. Elected coordinators and other ex officio members of the Board may attend meetings, participate in discussions, provide advice to the Board, and have voting privileges at Board meetings.

Section 4. Directors/Coordinators of the Club shall not receive compensation for their Board services but may be reimbursed for the actual out-of-pocket expenses they incur related to Board service. Expenses may include such things as mileage reimbursement, parking, transit fares, purchase of Club-related supplies, and the like.

Section 5. An individual is not eligible to serve as a member of the Board of Directors if the person has:

- A. A felony conviction of any kind;
- B. Any conviction (misdemeanor or otherwise) for sexual abuse or sexual assault of any kind or for a hate crime; or
- C. Served a period of ineligibility for a SafeSport Code violation as defined by the U.S. Center for SafeSport.

### **Bylaw 302. Club Officers and Duties**

#### **Section 1. Officers**

The club shall have the following elected officers:

- A. President

- B. Vice President
- C. Secretary
- D. Treasurer

Section 2. No one person may simultaneously hold the offices of president, secretary, or treasurer – with the exception of emergency coverage during a critical vacancy.

#### Section 3. President

The President shall supervise all activities of the Club and Board. The President shall be the presiding Officer at all Club meetings. The President shall appoint committees as needed or when charged to do so by a majority of the elected officers and shall be an ex officio member of all committees. The President shall be the official representative of the Club in all interactions with the public, except when another person has been given that authority by the President with the approval of the Board. The President shall act as the Risk Management Coordinator for the Club.

#### Section 4. Vice President

The Vice President shall assume the duties of the President in the President's absence and otherwise assist the President as required. The VP shall serve as Club Parliamentarian and be a voting member of the Board.

#### Section 5. Secretary

The Secretary shall keep and publish an accurate record of all meetings, maintain the files of the Club and be responsible for the preparation of the annual report, and be a voting member of the Board.

#### Section 6. Treasurer

The Treasurer shall be in charge of the financial affairs and activities of the Club, shall keep an accurate, informative, timely and verifiable record of all moneys received and disbursed by the Club, all assets owned or controlled by the Club and all debts owed by the Club. The Treasurer shall maintain checking account(s) with signature authority vested in no fewer than three (3) Club officers with dual signatures required (for any expenditure in excess of **(select an amount)**; or simply state on all checks). The Treasurer shall disburse funds for authorized purposes in accordance with authorized procedures, prepare and submit annual financial information to the general membership at the AGM, and shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed. The Treasurer shall prepare, or cause to be prepared, all documents required to allow the Club to maintain its tax-exempt status under the Internal Revenue Code and the laws of the State of Illinois.

*Note: A Fidelity Bond is recommended for the club officers with check signing authority. Such a bond lists all members with check signing authority. The higher the \$ amount of the bond and the higher the number of signers, the higher the cost of the bond. The amount of the bond is typically recommended to be about equal to the annual average of the club treasury.*

#### **Bylaw 303. Ex-officio Members of the Board**

*(Ex-officio members of the board are on the board because of the position to which they have been appointed or for which they were hired. Appointed board members are non-voting.)*

#### **Section 1. TBD**

#### **Section 2. TBD**

#### **Bylaw 304. Appointed Coordinators**

Section 1. The Board may elect coordinators to manage the programs that the Club provides. Coordinators shall serve for the seasonal year in which they are elected, unless the Coordinator and Board mutually agree to a longer term of service. Coordinators serve at the pleasure of the Board and may be removed by a majority vote of the Board at any

Board meeting. Coordinators shall attend regular Board meetings, shall advise the Board on all matters pertaining to the programs under their jurisdiction, and may participate in Board discussions. Coordinators shall be entitled to vote on issues before the Board and shall be considered in determining whether a quorum is present for conducting business at a Board meeting.

Section 2. The Board will establish in policy any coordinator positions and their duties. The Board is authorized (but not required) to elect coordinators to manage the programs described in the following sections.

### Section 3. Registrar/Registration Coordinator

The Registrar/Registration Coordinator shall be responsible for registering all accepted applicants within the Club, and registering those individuals with IYSA. The Registrar/Registration Coordinator shall certify birth dates as necessary and accept required forms and fees from Club participants. All fees shall be given to the Treasurer for deposit. The Board may appoint assistant registrars to help in performing the registration duties.

### Section 4. Director of Coaching

The Board may elect a Director of Coaching to manage the Club's coaches. If elected, the Director of Coaching shall attend regular meetings of the Board and shall advise the Board on all issues relating to player and coach development. The Director of Coaching shall be responsible for establishing a program of player and coach development and will be responsible for the following functions:

- A. Develop and carry out a Coach Development Program including scheduling and/or providing coaching clinics, conducting meetings for the coaches, setting policy and providing training related to acceptable behavior and other activities as appropriate to facilitate the training of the coaches and the players.
- B. Communicate to coaches information on programs, Club policies and general information relating to Club activities and team organization.
- C. Coordinate the recruitment and selection of coaches, subject to approval by the Board.
- D. Coordinate with the Registrar the assignment of coaches to teams.
- E. Report to the Board on all matters relating to coaching.

### Section 5. Tots/Mites Division Coordinator

The Tots/Mites Division Coordinator shall:

- A. Organize all teams in the Tots/Mites Division.
- B. Establish a program to distribute information about the program to Tots/Mites students and coaches in the Club's service area.
- C. Communicate to coaches information on programs, Club policies, and general information relating to Club activities and team organization.
- D. Coordinate the recruitment and selection of coaches with the Director of Coaching.
- E. Coordinate with the Registrar/Registration Coordinator on the assignment of coaches for teams, depending on approval.
- F. Create teams using applicable recreational guidelines.

### Section 6. Girls Division Coordinator

The Girls Division Coordinator shall:

- A. Organize all teams in the Girls Division.
- B. Establish a program to distribute information about the program to students and coaches in the Club's service area.

- C. Communicate to coaches information on programs, Club policies, and general information relating to Club activities and team organization.
- D. Coordinate the recruitment and selection of coaches with the Director of Coaching.
- E. Coordinate with the Registrar/Registration Coordinator the assignment of coaches for teams, depending on approval.
- F. Create teams using applicable recreational guidelines.

#### Section 7. Boys Division Coordinator

The Boys Division Coordinator shall:

- A. Organize all teams in the Girls Division.
- B. Establish a program to distribute information about the program to students and coaches in the Club's service area.
- C. Communicate to coaches information on programs, Club policies, and general information relating to Club activities and team organization.
- D. Coordinate the recruitment and selection of coaches with the Director of Coaching.
- E. Coordinate with the Registrar/Registration Coordinator the assignment of coaches for teams, depending on approval.
- F. Create teams using applicable recreational guidelines.

#### Section 8. High School Coordinator

The High School Coordinator shall: (In the event that there is a high school division; Boys 9-12<sup>th</sup> grade; Girls 10-12<sup>th</sup> grade)

- G. Organize a High School Program.
- H. Establish a program to distribute information about the program to high school students and coaches in the Club's service area.
- I. Communicate to coaches' information on programs, Club policies, and general information relating to Club activities and team organization.
- J. Coordinate the recruitment and selection of coaches with the Director of Coaching.
- K. Coordinate with the Registrar/Registration Coordinator the assignment of coaches for teams, depending on approval.
- L. Create teams using applicable recreational guidelines.

#### Section 9. Referee Coordinator

The Referee Coordinator shall establish acceptable qualifications for game officials hired by the Club. The Referee Coordinator shall arrange training to develop referees for the club. The Referee Coordinator will either be a USSF certified referee assignor or will arrange for the services of a certified assignor to schedule referees for Club games. The Referee Coordinator will maintain records for referee payroll as needed. The Referee Coordinator shall report to the Board on all matters and activities concerning referees. *(Note: USSF Policy requires that all referees used by its members and affiliates be certified by the Federation. USSF Policy also requires that only a USSF certified referee assignor may assign USSF certified referees.)*

#### Section 10. Equipment Coordinator

The Equipment Coordinator shall be responsible for the purchase, distribution, and management of uniforms and equipment for the Club. The Equipment Coordinator shall conduct inventories and maintain appropriate records regarding distribution and storage of all uniforms, and equipment belonging to the Club.

#### Section 11. Field Coordinator

The Field Coordinator shall be responsible for arranging with facility owners for access to and use of fields for practices and games, including applying for and obtaining field permits from park departments and/or school districts for all fields that will be used by the club's teams. The Field Coordinator will also be responsible for providing an inventory of available game times and locations to the game schedulers for all leagues and tournaments in which the club's teams will be hosting any home games. If the club is responsible for maintaining fields used by the club, the Field Coordinator is responsible for purchasing field maintenance equipment and supplies, organizing, and overseeing field maintenance activities, including field lining and goal placement. The Field Coordinator will provide for goal maintenance and replacement, nets, and goal anchoring needs. The Field Coordinator will arrange for fields to be lined and set up for matches with goals, nets, and flags in place, and will inspect goals and field equipment for condition and safety.

#### Section 12. Communication Coordinator

The Communication Coordinator will publish a club newsletter and prepare flyers and communications announcing registration, leagues and seasons to members and potential members. The Communication Coordinator will maintain a current mailing file to include Board members, coaches, assistant coaches, referees, and players.

#### Section 13. Sponsor/Fund Raising Coordinator

The Sponsor/Fund-Raising Coordinator shall be responsible for carrying out any and all fund-raising activities approved by the Board, including recruiting paid sponsorships from local businesses.

#### Section 14. Team Parent Coordinator

The Team Parent Coordinator will work with the Team Parents selected to represent each team and coordinate activities and information distribution to the team coaches, players and parents.

#### Section 15. Parent/Player Liaison

The Parent Liaison shall enhance communications between the parents and the coaches, Team Parents, and the Board by relaying information, concerns and needs among those concerned.

#### Section 16. Tournament Coordinator

The Tournament Coordinator coordinates all aspects of club tournaments and paperwork required for travel to tournaments hosted by other organizations.

### **Bylaw 305. Election of Officers and Directors.**

Section 1. All members of the Board shall be elected at the AGM.

Section 2. The term of office shall be at the discretion of the elected board members, with new vacancies filled by a majority vote during the AGM.

Section 3. A majority of the votes cast in a specific contest shall be required to elect a person to the Board. (Note: This is not necessarily the same number as a majority of the eligible voters present. A voter may abstain.)

- A. If there are more than two (2) candidates for a seat on the Board and no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be eliminated and another round of ballots shall be cast.
- B. Voting shall continue until a candidate receives a majority of the votes cast.



## **Bylaw 306. Removal of Officers or Directors**

### **Section 1. Suspension/Removal**

- A. A board member may be suspended or removed from office for failure to meet responsibilities or for otherwise acting in a manner detrimental to the interests of the Club.
- B. Appointed Coordinators may be removed from office by a majority vote of the eligible voting members of the Board at any Board meeting.
- C. Ex officio members of the Board may be removed from office by a majority vote of the eligible voting members of the Board at any Board meeting unless an applicable employment agreement provides for a different method of terminating the employment relationship.
- D. Elected members of the Board may only be removed from office under this section following a disciplinary hearing held in accordance with the procedures of the applicable IYSA procedural manual and Section 2 of this Bylaw 306.

Section 2. If the Board receives a complaint regarding the conduct of an elected Officer or other Board member or otherwise becomes aware of allegations of misconduct regarding a Board member,

- A. The President or Vice President shall appoint an impartial committee of fact-finders to review allegations within 15 days.
- B. The committee shall conduct a hearing in accordance with the procedures outlined in the applicable OYSA procedural manual.
- C. The committee will present a report on the findings of the hearing to the Board within 30 days following appointment.
- D. If the committee's report recommends removal from office, the Board shall vote whether to call a special membership meeting to consider removal of the elected director.
- E. If the Board votes to call for a special meeting of the members, the Board shall set the time and place for the meeting and shall direct the Secretary to send notice of the meeting to all eligible members of the club.
  - a. The notice shall be sent at least 7 days prior to the date of the scheduled meeting.
  - b. The notice shall state the date, time, and place of the meeting and shall also state that the purpose of the meeting is to consider the removal of the named officer or director from the Board.
- F. The vote of a majority of the eligible voting members present at the special membership meeting shall be sufficient to remove a person from office.

Section 3. If an elected office is made vacant by the removal of a person from the Board in accordance with either Section 1 or Section 2, above, the vacant office shall be filled as described in Bylaw 307.

Section 4. Any Board member who is barred from participation in IYSA or its member clubs as a result of a risk management decision of the IYSA Risk Management Coordinator shall not participate in any activity on the Board during the period of ineligibility. If the banned individual does not resign, the Board shall either remove the non-elected Board member or shall call for a special meeting of the members to remove the person from office in accordance with Section 2 E and F, above.

## **Bylaw 307. Filling Vacant Offices**

Section 1. If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position until the next scheduled election.

## **Bylaw 308. Committees**

Section 1. The Board may create committees for the purposes established by the Board. The duration of such ad hoc committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.

Section 2. The President shall be an ex-officio member of all committees established by the Board, although the Board may appoint another person to chair the committee.

## **Part IV – Meetings**

### **Bylaw 401. Board of Directors Meetings**

Section 1. Regular Board Meetings shall be held monthly at the time and place designated by the Board. The Board shall publicize to club members the time and location of regular Board meetings. Meetings may be rescheduled due to holidays or conflicts.

Section 2. Executive Committee or Special Board Meetings shall be held at a time and place specified by the President, or by a majority vote of the Board or Executive Committee. Special meetings may be called upon with a minimum 2 days notice to board members.

Section 3. The President shall set the order of business for all Board Meetings.

Section 4. A quorum for conducting business at any Board meeting shall consist of 51% of all Board members in office and eligible to vote. In no case shall a quorum be fewer than three (3) board members. The affirmative vote of a majority of all eligible voting members of the Board shall be required to adopt or amend Club policies.

Section 5. Any action required by law to be taken at a meeting of the board, or any action which may be taken at a board meeting, may be taken without a meeting if a unanimous consent in writing, setting forth the action to be taken or so taken, is signed by all of the Directors.

### **Bylaw 402. General Membership Meeting**

Section 1. The Annual General Membership Meeting (AGM) shall normally be held in November. At this meeting, election of officers will occur. Voting shall be by the eligible voters as specified in Bylaw 203, Section 3.

Section 2. Special Membership Meetings may be scheduled or called by a majority vote of the Board.

Section 3. The Board must provide not less than seven (7) days notice to eligible voting members prior to any membership meeting.

Section 4. The Board shall set the order of business for General Membership Meetings. Bylaw revisions shall be submitted to the eligible voting members as provided in Bylaw 801, Section 2.

Section 5. A quorum for action at a membership meeting shall consist of the eligible voting members present at the meeting. A majority vote of those eligible members present at any membership meeting shall be required for approval of any issue brought to a vote at such meeting.

## **Part V - Administration**

### **Bylaw 501. Policies**

Section 1. The Board may adopt policies to govern the operations of the Club at any Board meeting. A majority of vote of all eligible voting members of the Board is required to adopt, repeal, or amend a policy.

Section 2. Once adopted, a policy will govern the operations of the Club until amended or repealed.

Section 3. The Board shall make appropriate provisions to inform its members of Club policies.

### **Bylaw 502. Financial Policies**

Section 1. The Board shall adopt financial control policies that provide details for the handling of the club's financial affairs. Such policies shall be reviewed annually and modified as required by the club's auditors.

Section 2. The Board shall establish a budget for each year prior to the beginning of the new fiscal year.

Section 3. The Board shall cause an annual review of financial statements by an independent source. This may or may not include a full audit of the books. A review may be done by a responsible individual while preparing the tax statement for filing with the IRS, or it may include an actual audit, which is recommended at least every 3-5 years to ensure current accounting practices are being met. IRS tax filing is due annually on the 15th day of the 5th month after the close of the corporation's taxable year - May 15th for organizations that have a December 31 fiscal year end.

Section 4. The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax-exempt organizations.

Section 5. The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

### **Bylaw 503. Referees**

Section 1. Referees selected by the Club shall serve as independent contractors.

Section 2. Any individual referee receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

Section 3. All referees shall complete the IYSA Referee Training Course, and certified referees are preferred.

## **Part VI – Grievance, Protest, and Appeals**

### **Bylaw 601. Complaints**

Section 1. The Club and its Board of Directors shall follow procedures for handling complaints in accordance with the principles of due process.

Section 2. Submission of a complaint shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.

Section 3. All club procedures shall comply with IYSA policies and procedural manuals.

Section 4. The Board shall adopt policies that specify any additional procedures not provided in applicable IYSA manuals.

#### **Bylaw 602. Hearing Procedures**

Section 1. Hearings will be conducted in accordance with the rules of the applicable IYSA procedural manual.

Section 2. The Board will adopt policies as needed to supplement applicable IYSA manuals.

Section 3. Grievances will be heard by the Board as scheduled by the President. Procedures for conducting the hearing will be set by the Board based upon the nature of the issues presented in the Grievance.

#### **Bylaw 603. Hearing Procedures - Sponsored Competition**

Section 1. The Board shall approve Rules of Competition for any tournaments or leagues sponsored by the Club.

Section 2. Copies of the Rules will be distributed to participating teams when they register for the event.

Section 3. Any protests or complaints arising from the sponsored event will be heard by the event director (or designee) in accordance with the Rules. The Rules will provide for a final decision on any complaint or protest before the next scheduled match of the affected parties.

Section 4. The decision of the event director shall be final and shall be verified in writing and retained in the club records.

Section 5. Complaints of referee abuse or assault will be promptly forwarded to IYSA.

Section 6. The event director shall submit a complaint to the Club regarding the conduct of any Club member participating in the event if the event director believes that the conduct that is the basis of the complaint merits disciplinary action greater than a ban from participation in the current event session. Referrals from the event director will be handled as a misconduct complaint in the manner specified in the applicable IYSA manual.

#### **Bylaw 604. Appeals Process**

Section 1. Appeals of the results from any hearing conducted by the Club must be submitted to IYSA as required by the applicable IYSA procedural manual. There shall be no appeals of Club hearing decisions heard by the Club.

Section 2. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

#### **Bylaw 605. Exhaustion of Remedies**

Section 1. No member or participant of the Club, be it an official, league, team, player, coach, administrator, or referee may invoke the aid of the courts in the United States, or of a state, without first exhausting all available remedies within the Club and organizations of which the Club is a member.

Section 2. For violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to the Club for all expenses incurred by the Club and its officers and members of the Board of Directors in defending each court action, including the following:

- A. Court costs
- B. Attorney fees

- C. Reasonable compensation for time spent by Club officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances
- D. Travel expenses
- E. Expenses for holding special Club meetings necessitated by court action

## **Part VII - Risk Management**

### **Bylaw 701. Risk Management Policy**

Section 1. The Club will comply with the provisions of the IYSA Risk Management Policy and the IYSA Risk Management Manual.

Section 2. The President shall be the Club's Risk Management Coordinator.

Section 3. The President shall have authority to enter into a Conditional Approval Agreement with the IYSA Risk Management Coordinator only upon approval of the Board.

Section 4. The President will consult with the IYSA Risk Management Coordinator regarding any concerns about the criminal history of any person who is, or has applied to become, a registered Adult Participant in the Club.

Section 5. The President shall promptly notify the IYSA Risk Management Coordinator upon learning that any Adult Participant in the club has been formally charged with, or has been convicted of, a crime.

Section 6. The Board will adopt policies that comply with the USSF Safe Sport Framework, USSF Policy 212-3, and IYSA Policies 801-4 through 801-8.

Section 7. The Board may adopt a risk management policy that provides guidance to the club regarding the suitability of accepting a person to be a club Administrator. Any such policy shall not allow acceptance of a person who is disqualified by IYSA, but it may provide for the disqualification of a person who has been approved by IYSA.

Section 8. The Board recognizes that the SafeSport Code published by the U.S. Center for SafeSport on April 15, 2019, and as it may be amended in the future, is binding on the Club. The Club will comply with all applicable provisions of these protocols.

Section 9. The Club will recognize, and enforce, the disciplinary actions of SafeSport, USSF and other organizational members of the Federation that have been included in a Disciplinary Action Report.

## **Part VIII – Amendments**

### **Bylaw 801. Bylaw Changes and Amendments**

Section 1. Changes or amendments to these bylaws may be adopted at any General Membership Meeting upon two-thirds (2/3) majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.

Section 2. A proposed change or amendment must be submitted in writing to the President or Secretary of the Club not later than thirty (30) days before the General Membership Meeting. Such changes shall be transmitted to Board Members and eligible voting members of the Club not later than fifteen (15) days prior to said meeting.

**Bylaw 802. Provisional Bylaw Changes**

Section 1. The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 801 as a proposed Bylaw amendment at the next General Membership Meeting.

**Bylaw 803. Severability and Precedence**

Section 1. Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

Section 2. The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next General Membership Meeting to eliminate the cause of any conflict.