

Bylaws of the Vicksburg Soccer Organization, Inc

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Bylaw 101 VSO Council

1. Members: The authority of the VSO, except that which is herein otherwise delegated, shall be vested in a council consisting of the elected officials and the director or his/her designated representative of the referee association (normally the Head Referee). The elected officials shall consist of members of the Executive Council (President, Vice-President for Division I/II, Vice- President for Division III, Secretary, Treasurer, Registrar, Director of Coaching, Academy Director, and Field Commissioner), the Concession Manager, Public Relations/Sponsorship Coordinator, uniform coordinator, Tournament Coordinator, Age Group Coordinators (a coordinator for each U4, U5, and U6 recreational league, and TOPS coordinator), and Webmaster. The Head Referee shall be considered a full voting member of the Executive Council. The Executive Council is established to provide a mechanism for deliberation and recommendation to the Council. All resolutions approved by the Executive Council shall be presented to the Council for approval.

2. Voting Policies: The Council practices will ensure that:

- a. In all matters, which are properly presented to the council, each council member shall have the right to cast one (1) vote. Voting in all matters except when designated herein will be determined by a majority vote. In the absence of any council member, that right shall be vested in an alternate (designated in writing or e-mail to the council by the absent member). The officers shall have no alternates at the Annual General Meeting.
- b. If any officer or director gives notice to the President that he or she is temporarily unable to discharge the powers and duties of his or her office, the President shall appoint a temporary officer or Director to discharge temporarily the powers and duties of his or her office until the officer or Director is able to resume the office.
- c. A council member may be a member of any team, but in the event of any grievance involving that team the council member may not act in its behalf nor be entitled to vote on the grievance.

3. Authority: The VSO shall have jurisdiction over all leagues, clubs, officials, referees, coaches, and players affiliated with it. The Council shall:

- a. Transact all business of this Organization.
- b. Delegate its authority to such person or persons whom it may determine should accomplish one or more of its delegated responsibilities.
- c. Enforce the Constitution, By-Laws, and Administrative rules or policies of the USSF, USASA, USYSA, MSA, and VSO.
- d. Arrange games of any nature whatsoever in its own name, and to that end, it may request the memberships support and/or their affiliated organizations and personnel.
- e. Create and manage the establishment of special funds such as injured players, trips, and/or any organization that it may deem expedient for the welfare of The Game. This authority may be delegated to others under the direction of the Council.

- f. Suspend, expel, and/or impose such fines or penalties upon any organization and/or person under its jurisdiction who violates or breaches the Constitution, By-laws, and Administrative Rules of USSF, USASA, USYSA, MSA, and /or VSO.
- g. Settle all disputes between two or more VSO Members.
- h. Make the final decision on all controversial matters subject to the MSA, USYSA, and USASA, USSF Appeals and Decisions Process.
- i. Review, ratify, alter, or reject decisions and policies of any person or persons within the organization except in those cases herein provided or specified from time to time to the contrary by action of the council.
- j. Demand and to make available such papers, books, documents, and accounts of its members and personnel for the council's review which it may deem expedient for the welfare of the game.
- k. May bestow the title of Honorary Commissioner upon any person who has performed meritorious service to VSO. The Council may vest in that person such rights and privileges as it deems appropriate. This individual will have one vote at the VSO Annual General Meeting, or any other matter brought before the full membership.
- l. The VSO Council with recommendations from the Vicksburg Soccer Referee Association (VSRA) will select the Head Referee to serve on the VSO Council as an advisor and liaison between the organizations.

4. Limitations on Authority: The Council shall not have the following authority:

- a. To remove any affiliated organization officer. This authority is vested in the organization's membership.

Bylaw 102 VSO Officers

1. Term of Office: Officers shall take office immediately following the meeting in which they were elected. All officers shall hold office for one (1) year or until their successors have been elected. Any elected officer, who must vacate their office temporarily during the Seasonal Year, may assume the position's duties from their duly appointed successor at the end of the temporary period.

2. Election of Officers: The President, Vice-President for Division I/II, Vice-President for Division III, Secretary, Registrar, Field Commissioner, Treasurer, Director of Coaching, Academy Director, Concession Manager, Public Relations/Sponsorship Coordinator, Uniform Coordinator, Tournament Coordinator, Webmaster, Age Group Coordinators and TOPS Coordinator shall be elected by ballot at the annual meeting by the membership of the VSO. At this meeting each officer, age group coordinator, and each team (coach or asst. Coach on record) is entitled to one (1) vote. It shall be necessary for any candidate to receive a majority of the vote cast to be elected to office. Age Group Coordinators shall be elected by all members of the organization unless a motion is made and duly passed to restrict voting to the teams within a given league.

a. The President shall select a nominating committee consisting of at least 3 Council members no later than four weeks prior to the Annual General Meeting. That committee shall provide a slate of potential officers to be elected at the Annual Meeting in May or June, at least one week prior to that scheduled meeting.

b. Nominations may be accepted from the floor during the Annual Meeting. A majority vote by those present may preclude nominations other than those of the nominating committee.

c. All teams registered with the organization of the previous year are eligible to vote at the annual meeting. No individual may have more than one (1) vote.

3. Removal from Office: Any council member absent without good cause from three consecutive meetings of the council shall thereby forfeit without additional formality, the right to hold their respective office for the unexpired term. When an absence from a meeting is necessary, the council member(s) will contact the Secretary or send a proxy with a written note identifying the person. The Secretary will advise the council of said absence or proxy at the beginning of each meeting. Absences/proxies will be recorded in the minutes. Special meetings may be called at any time for the impeachment of any officer or director. A two-thirds (2/3) vote of all members is necessary in order to remove an officer or director from office by impeachment.

4. Officer Duties: Each officer shall accomplish the tasks described in the following Sections.

Bylaw 103 VSO President

1. The President shall:

a. Preside at all VSO meetings.

b. Pass upon and approve all incurred VSO bills, except the Council shall approve from payment any bill in the amount of \$500.00 or more.

c. Appoint all VSO non-elected VSO Council positions, committees, and Appeal boards.

d. Serve and cast one vote as an ex officio member of all appointed MSA committees and Appeal boards.

e. Establish and conduct meetings of the Executive Council and of the Executive Council in combination with the Age Group Coordinators (i.e., the full Council) for the purpose of administering the VSO.

f. Appoint a temporary successor for any vacant officers' position (except the President) until the next general membership business meeting when the membership shall fill the position in the manner prescribed for officer elections.

g. Submit an annual report on the operation of the organization for presentation at the annual meeting.

h. Annually appoint an audition committee to review that Treasurer's books and certify the financial account in the presence of the Treasurer.

i. Serve as delegate (or appoint a board member to serve as delegate) at MSA's Annual General Meeting.

j. Serve as Chairperson for the Disciplinary and Protest Committee

Bylaw 104 VSO Vice President for Division I / II

1. The Division I/II Vice-President shall:

a. Be responsible for administration of the VSO Division I/II program under VSO Division I/II policy and procedures and applicable MSA Division I/II policy.

b. Work directly with the Academy Director to insure age-group-wide organizational meetings are held to inform members of the intent of the goals and objectives of the Division I/II program.

c. Develop information pertaining to anticipated costs and budget plans for uniforms, tournaments, coaching fees for the particular age group, etc.

d. Work with the Director of Coaching to secure qualified coaches and coordinate practice times in regard to Division I/II team practices and other age group training that may be offered.

e. Work with Director of Coaching/ Academy Director and members of each age group to formulate Division I/II developmental pool and team concepts to be employed. This position shall be the initial point of contact for clarification of all Division I/II age-group questions and concerns from members.

f. Work with Academy Director, VSO Registrar, and MSA to insure of proper registration of players with MSA on VSO Division I/II developmental pool and team rosters to meet specified MSA deadlines and assure that player and coach passes are in order.

g. Make recommendations to the VSO Council on changes or modifications to VSO Division I/II policy.

h. Ensure that all all policies related to safety and risk management, including programs like US Youth Soccer's "KidSafe" program are adhered to within his/her division.

i. Serve on the following Standing Committees:

- Rules and Revisions Committee
- Disciplinary and Protest Committee

Bylaw 105 VSO Vice President for Division III**1. The Division III Vice-President shall:**

- a. Assume the duties of the President in his/her absence.
- b. Assist the Age Group Coordinators (U4, U5, and U6 leagues) in all team formation within their respective leagues; notify referee assignor when each age group has met all league requirements and is cleared for play; notify the Registrar of any changes to rosters.
- c. Form academy teams (through Blue Sombrero) based on rankings and date of birth.
- d. Work directly with the Age group Coordinators to insure they understand their duties and provide support when needed.
- e. Schedule all academy games and communicate the location of the game schedule (where to find on website) to coaches and parents. The following time slots are recommended:
 - U8 Boys (9am to 10am)
 - U8 Girls (11am to 12 noon)
 - U10 Girls (10 am to 11 am)
 - U10 Boys (12 noon to 1pm)
- f. Communicate to coaches and parents expectations about playing time, positions, running up the score/blowouts; rules and regulations of the league (e.g. where to sit during games).
- g. Advise coaches NO training sessions outside of academy training (for U8 and U10), except for the 1-hour free time/field allocated before each game on Saturday. U12 can have one session outside of Coerver training during the week, provided they consistently attend the Coerver session as it is their primary training opportunity (ALL coaches are required to attend Coerver sessions --- these are NOT optional. They need to be present and engaged so they can learn, as well!)
- h. Settle all disputes and protests within his/her division with the assistance of the council if necessary.
- i. Ensure that all all policies related to safety and risk management, including programs like US Youth Soccer's "KidSafe" program are adhered to within his/her division.
- j. Serve on the following Standing Committees:
 - Rules and Revisions Committee
 - Disciplinary and Protest Committee

Bylaw 106 VSO Secretary**1. The Secretary shall:**

- a. Record the minutes of all meetings. The minutes shall be sent to the Council within one week of the conclusion of the meeting and posted to the club's website.
- b. Attend to the correspondence and maintain files.
- c. Give permits for all games played under the jurisdiction of the organization.
- d. Serve as the Chairperson for the Rules and Revisions Committee.

Bylaw 107 VSO Treasurer**1. The Treasurer shall:**

- a. Keep records on all of the property of the organization and maintain a detailed account of the income and expenditures thereof.
- b. Deposit all funds upon receipt in a bank account in the name of the organization and/or as otherwise directed by the council, when requested submit a full report of all financial transactions of the organization and of the balance which is on hand and sign all checks of the organization; however, all checks must be co-signed by individuals approved by the Executive Council. The approved individuals may include members of the Executive Council or Board.
- c. Ensure that all sponsors have paid sponsorship fees and mail an invoice if needed.
- d. Be responsible for insuring that all tax documents are filed in a timely manner.
- e. Perform any duties of a financial nature as requested by the Executive Council.
- f. Present a Treasurer's report at each regular meeting.
- g. Submit an annual report at the end of each year at the AGM.

Bylaw 108 VSO Registrar**1. The Registrar shall:**

- a. Be responsible for the proper registration of all players and act as official registrar in the organization and shall have custody of the records pertaining to the registration, transfer, and release of any and all players under the organization and shall administer the rules and regulations pertaining to such matters, make sure all players have paid their registration fees, and shall receive all reports of the referees concerning the conditions of the games, playing fields, and players ordered off the field.
- b. Respond to all routine correspondence about registration matters.
- c. Request player passes from MSA for all Division I/II players and coaches.
- d. Serve on the Disciplinary and Protest Committee

Bylaw 109 VSO Director of Coaching**1. The Director of Coaching (DOC) shall:**

- a. Oversee all aspects of coaching and player development for all players within the Association. The efforts of the DOC shall involve training, education, setting vision, administration, and serving as an ambassador not only for soccer, but for the Association as well.
- b. Provide in house coaches training for all recreation coaches.
- c. Observe recreation training sessions, provide mentoring and feedback to the coaches, and report status and progress to the Board of Directors on a quarterly basis.
- e. Recruit, retain and allocate paid coaches to all VSO Division I/II teams. The DOC has the authority to release a coach from the club.
- f. Set Division I/II coaching salaries in conjunction with the Executive Council.
- g. Determine the number of tournaments and/or games appropriate for every age group.
- g. Institute Academy "pool style" training opportunities recreational players as a bridge to a more competitive program.
- h. Implement and manage consistent training ideology across the Association.
- i. Embrace and enforce character development in all players and coaches.
- j. Specifically and/or additionally, the DOC shall assist the Academy Director to recruit interested individuals and provide instructional programs which will lead to their certification and increased level of coaching expertise. In this respect s/he shall be responsible for arranging or conducting coach's clinics to be held prior to the fall and/or spring season each year and as necessary during the year for all recreation coaches coordinating these training efforts with affiliated organizations. S/He shall disseminate coaching education information and distribute training supplies as necessary. The DOC shall facilitate overall transition of recreational program's focus towards individual player development and not on result driven, "win at all costs" approach to coaching that has proven to be detrimental to overall player development and is a major factor in player attrition.
- k. Coordinate efforts with the Vice President for Division I/II as per VSO Division I/II policy to assist in identification and recruitment of qualified coaches, help establish developmental player pools and teams, assist in developing Division II training efforts with the coaches, and assist in player evaluations.
- l. Possess a USSF National 'D' Coaching License, show successful experience teaching youth players 5 through 18 years old, and have a proven communication skills working with coaches, managers, volunteers, parents and players.

m. Organize the Division I/II tryout process and act as the final authority on player selection and placement.

n. Make all decision regarding player development issues such as playing up, playing format, training priorities, important club-wide standards and player development specific policies.

2. Recommended Duties of The Director of Coaching (DOC):

a. Design a set of coaches selection criteria for all Division I/II teams with establishment of minimum coaching criteria and recruit all the team coaches.

b. Designing a Coach's Code of Conduct.

c. Train and mentor the team coaches and help them plan and implement practice sessions.

d. Design and administer a continuing education program for the team coaches.

e. Conduct in house coaches clinics.

f. Design manuals (coaching curriculum) for the team coaches.

g. Bring experts such as state, regional, and national staff coaches, to present clinics.

h. Act as the technical liaison between the club and the State DOC.

i. Create a suitable library of books, videos and articles for all the team coaches to access.

j. Create long and short-term seasonal plans for the club and provide guidance to team coaches in designing their own team's seasonal plans.

k. Design and administer the team tryouts.

l. Design the playing format for the in-house academy programs, specifying the number of players on the field, the duration of games, the number of games, the size of fields, etc.

m. Design the training priorities for each age group and level.

n. Organize supplementary skill clinics and camps for the players.

o. Design and implement a Player Development Manual for the club.

p. Identify the most talented players in the club and alert the State ODP Coaches for possible inclusion in State and Regional Teams.

q. Assist the Division Vice Presidents in the design of a Code of Conduct for the players and for the parents.

- r. Help the club create a policy for team travel that will address logistical, supervision and behavior issues while traveling to tournaments away from home.
- s. Educate the players and the parents about the playing opportunities beyond the club level, such as the ODP, and encourage the best players to try out for the ODP.
- t. Design a player evaluation/feedback process that guides the team coaches in how and when to provide feedback to the players.
- u. Create a college recruiting information program and educate the players and parents on college playing opportunities.
- v. Assist in the design and implementation of a parent education program that would include parent meetings, parent handbooks, handouts, and occasional seminars.
- w. Help to promote the club within the community through various extracurricular programs and work with Public Relations Director and creating and fostering a positive image for the club.
- x. Represent the club at State, Regional, and National coaching seminars and workshops.
- y. Encourage ethics among club members and within the entire soccer community.

Bylaw 110 VSO Academy Director

1.The Academy Director shall:

- a. Recruit coaches for the Academy.
- b. Recruit volunteers to help with the Academy in addition to coaches.
- c. Assist (or run) training sessions in conjunction with Coerver® staff
- d. Communicate training session schedule and expected number of players for each session with Coerver® staff (with DOC as well). Obtain training plan for each session from Coerver staff and forward to volunteer coaches on a weekly basis.
- e. Assign teams/players to training sessions using the following guidelines:
 - o Work with coaches on session times but REFRAINS from allowing them to rank sessions in order of preference.
 - o ***Give first priority to U9 Developmental Pool (suggested: Monday for U10, Tuesday & Thursdays for U8, Friday for U12)
 - o Make trainings sessions based on ABILITY if possible, or gender at the very least, assignment while balancing numbers.
 - o Players assigned to coach's session while accommodating requests for different sessions due to scheduling conflicts where possible on CASE-BY-CASE basis

- f. Communicate the Academy philosophy and training session logistics (format, times, session plans for each training, cancellations) with coaches.
- g. Advise coaches on NO training sessions outside of academy training (for U8 and U10), except for the 1-hour free time/field allocated before each game on Saturday. ONLY U12 are allowed to have one additional training session per week with their respective coach, provided the U12 team(s) and their respective coach is present at the Coerver U12 training session!

Bylaw 111 VSO Field Commissioner

1. The Field Commissioner shall:

- a. Coordinate with the parks and recreation departments of Warren County concerning possible field closure and update the field status on the club's website no later than 12 noon everyday.
- b. Be responsible for identifying field and equipment needs and presenting it to the board for approval. He/she shall then be responsible for ordering and verifying receipt of said equipment.
- c. Keep current inventory of all equipment and property.
- d. Inspect all goals and complete MSA Report.
- e. Coordinate all workdays deemed necessary by the board.
- f. Coordinate with the parks and recreation departments of Warren County concerning field and equipment issues.
- g. Assign practice times for the teams and report field reservations on the Club's website.
- h. Serve as Chairperson for the Field Management Committee.

Bylaw 112 VSO Head Referee

1. The Head Referee shall:

- a. Provide guidance in all areas of referee recruitment, advancement, training, and mentoring within the VSO.
- b. Serve as a knowledgeable representative of the Vicksburg Soccer Referee Association (VSRA) to the VSO.
- c. Be a senior trained referee, capable of serving as referee for the highest level matches of the VSO.

d. Be considered to be a "Game Official" at all VSO matches when performing the official functions of the mentoring, training, advising or developing youth referees. (See USSF Referee Administrative Handbook, Policy 531-10, Section 1. Terms and References)

e. Serve on the Disciplinary and Protest Committee.

Bylaw 113 VSO Concession Manager

1. The Concession Manager shall:

- a. Be responsible for the day-to-day operations of the concessions during the playing year;
- b. Ensure that the concessions are stocked
- c. Inform the President of any needed repairs or service
- d. Seek approval from the Council for any expenditures
- e. Submit weekly to the Treasurer any proceeds and an accounting of expenses.
- f. Ensure that the complex restrooms are cleaned.
- g. Ensure that the restrooms are stocked.

Bylaw 114 VSO Public Relations Director

1. The Public Relations Director shall:

- a. Create and foster a positive image for the club.
- b. Publicize all activities of the organization including registration, team/player recognition, and all special events.
- c. Be responsible for disseminating all information to news and social media relative to this organization and its soccer program.

In the absence of the Public Relations Director, the Secretary will assume these duties.

Bylaw 115 VSO Sponsorship Coordinator

1. The Sponsorship Coordinator shall:

- a. Serve as the Chairperson for the Sponsorship Committee.
- b. Assist in securing sponsorships from businesses and individuals.
- c. Create and implement a fundraising program.
- d. Be responsible for acknowledging all donations and contributions to club in writing via email or regular mail.

Bylaw 116 VSO Uniform Coordinator**1. The Uniform Coordinator shall:**

- a. Obtain the detailed list of required uniforms from the Registrar and order those uniforms.
- b. Be responsible for getting each league their uniforms before the games start.

Bylaw 117 VSO Age Group Coordinators

1. Each Age Group Coordinator shall, with the assistance of the Vice-President for Division III be responsible for the administration of his or her league. Each Age Group Coordinator shall abide by the Constitution, By-Laws of the organization and duly constituted VSO League Policy and be responsible for the following:

- a. Form teams (through Blue Sombrero) based on rankings and date of birth.
- b. Selection of team coaches within his/her league and sponsors for each team.
- c. Participate in the registration of players for his/her league. Provide the Vice-President assurance that all players registered in their respective leagues are of the proper age and have paid the assigned players fee. Be responsible for the submission of required documentation and fees to the Vice President at the appointed time.
- d. Develop playing schedule for the appropriate seasons of play pursuant to the VSO By-Laws and League Policy. Submit game schedule to President, VP, Ref assignor, Registrar & Field Commissioner.
- e. Retrieve uniforms from the Uniform Coordinator and distribute them to the coaches of each team.
- f. Settle all disputes and protests within his/her league with the assistance of the Vice President for Division III if necessary.
- g. Represent the interests of the team in his/her league at council meetings.

Bylaw 118 VSO Tournament Coordinator**1. The Tournament Coordinator shall:**

- a. Serve as Chairperson of the Tournament Committee
- b. Works with the Tournament Director to recruit volunteers, contact food vendors and other administrative and organizational requirements of hosting a tournament.

- c. In the absence of a paid tournament director, be responsible for sanctioning, promotion, organization, and administration of any tournaments hosted by the club.

Bylaw 119 VSO Webmaster

1. The Webmaster shall:

- a. Manage the club's website ensuring its accuracy and it will be used as a central plank of the club's communications.
- b. Review the club's web presence and make recommendations for change.
- c. Manage the implementation of any web related changes
- d. Manage the updating of ad hoc details and documents.

Bylaw 120 VSO Meetings

1. Annual General Meeting: This meeting shall be held annually in either May or June. The purpose of this meeting shall be informational, training, adoption of proposals; election of officers, awards, and other such business as may be approved by the Executive Council. All teams registered with VSO for the previous year are eligible to vote at the annual meeting. No individual may have more than one (1) vote.

2. Monthly Meetings: This meeting will be held on the second Monday of each month (unless changed due to a conflict). Two thirds of the executive board will make a quorum to conduct the meeting and vote on any issues. Other board members can attend these meetings to give input and vote on issues. Each member will count as one vote. Without a quorum present, no business will be transacted and no votes made on any issues.

3. Notice of Meetings: Notice of regular meeting dates, times and places shall be announced on the website and to the board by e-mail a week ahead of time by the Secretary. Copies of the Minutes of the meeting shall be e-mailed to all board members and one copy shall be retained in the VSO records by the Secretary.

4. Special Meetings: This type meeting may be called at any time by the President or upon written demand of one third (1/3) or more of the total membership in good standing. The VSO President shall call any properly demanded membership meeting within two weeks of receipt of the mandatory registered demand letter legibly signed by at least the required number of members.

5. Conference Call Meetings: The President may authorize the Calling of Council or Committee Meetings through the use of a recognized reputable teleconferencing company for the purpose of handling urgent matters in an expedient manner.

6. Meeting Policies: All meetings shall conform to the following policies except for the appointment of a Parliamentarian.

- a. The Secretary shall give notice to all concerned parties. In the case of a Special Meeting, its specified purpose shall be embodied in the required notice, and no other matter shall be considered at the meeting.

- b. The President or a majority of the Council may allow guests to attend and/or speak.
- c. The latest edition of Robert's Rules of Order will be used to conduct meetings.
- d. The President will appoint a Parliamentarian for the Annual General Meeting to serve as an advisor on the application of Robert's Rules of Order.

7. The following order of business shall be followed at all regular meetings of the Association and the Council.

- a. Roll Call (Secretary)
- b. Minutes of the Previous Meeting (Secretary)
- c. Communications (Secretary)
- d. Financial Report of Treasurer
- e. Report of the President
- f. Reports of other Executive Council Members
- g. League Reports
- h. Reports of other Committees
- i. Unfinished Business
- j. New Business
- k. Miscellaneous Items
- l. Adjournment

Bylaw 121 Revisions to the Constitution, Bylaws and Policies

1. The Rules and Revisions Committee: is a Standing Committee of the VSO in accordance with the VSO Bylaws. The Committee will be appointed by the President and shall consist of a Chairperson and a representative from each Division. The Committee will review and make a recommendation on each proposal to be presented to the Annual General Meeting prior to the submission of the proposal for consideration by the membership at the Annual General Meeting, or if to policies; prior to the regularly scheduled Council Meeting. The Committee is empowered to submit its own proposals to the Annual General meeting and Council.

2. Revisions to the Constitution, Bylaws and Policies:

The Constitution and Bylaws shall only be changed by the membership at the annual General Meeting of the VSO. All other rules and regulations shall be deemed as "policies" and shall require a two thirds majority of the VSO Council to be changed. Members may propose revisions to policies through the Rules and Revisions process.

3. Revision Proposals: All Revision proposals must be submitted in compliance with these established procedures. Any submitted proposal, which does not meet the process requirements, shall not be considered by the Rules and Revisions Committee and the AGM delegates, or for policies; by the Council.

4. The proposals may be submitted by the following groups of the Association:

Executive Council Members, Age Group Coordinators, Ex-Officio Council Members, Immediate Past President, Head Referee Administrator, and Standing VSO Committees.

5. Revision Proposal Form: Proposals must be submitted in writing and must be completed in its entirety. Incomplete papers will not be considered. Such changes must be clearly identified, i.e., italicized, underlined or placed in brackets. If the proposed change contradicts, affects or modifies any other portion of the manual, a copy of such affected portions shall be likewise attached and the affected portions are identified in the same manner.

6. Due Date: All proposals must be uploaded before 4:00 PM 45 days prior to the Annual Meeting, 30 days prior to a VSO Council Meeting. Proposals received after 4:00 PM CST, will not be considered by the Committee, or the Annual General Meeting, or Council.

7. Committee Meeting: The Committee Chairperson will distribute a copy of each proposal to each Committee Member within five (5) days after the cutoff date. The Committee will convene no later than twenty five (25) days prior to the Annual General Meetings to jointly develop a Committee recommendation to the membership at the AGM, or 10 days prior to the VSO Council Meeting.

8. Proposal Distribution: The Committee will provide a copy of each proposal, including the Committee's recommendation, to the VSO Council no later than fourteen (14) days prior to the AGM, or 5 days prior to the VSO Council Meeting.

Bylaw 122 Discipline and Appeals

1. All protests, complaints, and disciplinary cases shall be resolved if possible by the Directors under the guidance of the Constitution and By-Laws of this organization or the rules put forth by the USSF. If the protest or grievance involves more than one League or the Coordinator or a judgment made by the Coordinator, it shall be handled by the Council or at a minimum a five (5) person committee appointed by the President and comprised of council members two of which shall be the Head Referee and the Secretary.

2. A protest of an affiliated team (in game disputes) shall be submitted in writing in duplicate to the Disciplinary and Protest Committee within seven (7) days of such grievance and the amount of \$50.00 enclosed. If the protest is upheld, the \$50.00 will be returned; otherwise it shall be forfeited to the VSO. The protesting party shall send a copy of the protest to the other party or parties involved. This protest shall be accepted by the Disciplinary and Protest Committee only if it is postmarked no later than the seventh (7th) day and the \$50.00 is enclosed. It then shall hear and rule on such a protest within ten (10) days. All parties involved shall be notified in writing of the committee's decision. This decision may be appealed to the VSO only by sending an appeal in duplicate to the VSO President. Upon decision of VSO Council, the decision then may be appealed to MSA. An amount set by MSA must accompany such an appeal. If it is upheld, the amount will be returned, otherwise, it shall be forfeited to the MSA. When it becomes necessary for the Disciplinary and Protest Committee of the MSA to expend money to consider and/or adjudicate a case, it may direct by whom and when such expenses shall be paid.

3. Protests of the game can only be based on the rules of the game as determined by the USYSA. Referee's judgment is not a protestable item.

4. Team, Player, Official, and Spectator Violation: Any team, player, coach, parent, or spectator being proven to the satisfaction of the committee to have been guilty of any violations of the laws of the game, VSO policy, or any misconduct detrimental to the game shall be dealt with appropriately by the Disciplinary and Protest Committee.

5. Complaints: Any player, coach, parent, or spectator may file a complaint about any misconduct, violation of the laws of the game and VSO policy, unsportsmanlike behavior, etc., by writing to the President within 7 days of the incident with an explanation of all circumstances. Superfluous criticisms or objections will be ignored, however, all substantive, germane complaints will be considered by the Disciplinary and Protest Committee.

6. Overview: At the end of each season of play, the Council will review the conduct of play for the preceding season. If, at the sole discretion of the Council, a player, coach, parent, or spectator has conducted himself/herself in a manner detrimental to soccer and VSO, then such player or coach shall be banned from participating in VSO for at least one (1) year, and such player, parent, coach, or spectator can be banned from the playing fields of VSO for at least one (1) year.

7. Appeal to VSO Council: Any League, team, coach or player, severally and collectively, herein after referred to as "aggrieved party," aggrieved by a decision of the Disciplinary and Protest Committee, shall have the right to an appeal of the decision. An appeal is initiated by making a written request to the President of the VSO within ten (10) days of such aggrieved party having received actual notice of such adverse and final decision. The written request for appeal must be accompanied by a check in the amount of \$100. The fee will be returned to the aggrieved party in the event that the Disciplinary and Protest Committee's decision is overturned, but will be forfeited to the VSO if the decision is upheld. The President shall bring the appeal to the attention of the Council at its next meeting or the President may call a special meeting of the Council for that purpose, at the sole discretion of the President. At such regular or special meeting of the Council the controversy shall be reheard, and additional relevant and material evidence may be received by the Council. Any aggrieved party may appeal the decision of the reheard matter through the Mississippi Soccer Association (MSA). Any aggrieved party may appeal the decision of the MSA to the Regional office having jurisdiction with the United States Youth Soccer Federation, and if unsuccessful there, to the United States Youth Soccer Association, where the decision may be deemed final and all administrative remedies may be deemed exhausted. Until overruled by higher authority, the decision of the President, or Council of this organization shall be deemed in full force and effect and binding on all parties interested. No legal action may be instituted by any aggrieved party unless and until all the administrative remedies prescribed in these By-Laws have been exhausted in the manner herein provided. The institution of aggrieved action by an aggrieved party without such aggrieved party having first exhausted the administrative remedies prescribed by these By-Laws shall constitute an immediate and automatic expulsion from this organization of the aggrieved party instituting the action and the fact there may exist a serious emergency situation which threatens irreparable injury to the party, or because of time factors the exhaustion of administrative remedies would be unavailing or, any other reason, insufficient to excuse the failure to exhaust such administrative remedies or to prevent automatic expulsion. An aggrieved party expelled or removed, or having its membership canceled, shall forfeit all monies paid to this organization as liquidated damages for committing the act which lead to expulsion or removal, or cancellation of membership, shall be deemed permanent or binding on the Council at any future meeting after such expulsion, removal, or cancellation, or was expelled or removed, may apply for reinstatement at any time as a new member.

8. Definitions: The Discipline and Protest Committee may impose any sanctions it deems fit, except that suspensions in excess of one calendar year may be imposed only by the Council, the MSA, or the USYSA. Sanctions that limit activities of penalized individuals are defined below.

9. Suspension: A suspended individual MAY NOT participate in any activities of the VSO during the period of suspension, except as specifically identified by the Discipline Committee or as approved by the VSO Council. This shall include, but not be limited to (1) service on the VSO Council; (2) service as a coach, assistant coach, or team manager, whether for games or for practices; and (3) service as a referee. A suspended individual MAY, however, attend practices, games, or other VSO functions as a spectator, provided said participation is limited to observation of the event. Any active participation shall be regarded as a violation of the terms of suspension and shall be remanded to the Discipline and Protest Committee for further sanction.

10. Probation: An individual under probation may participate in any activities of the VSO. While under probation, however, should the individual commit any act of misconduct, as determined by the Discipline and Protest Committee, the individual shall be summarily suspended from the organization for a period of one (1) year, and the case shall be automatically remanded to the MSA for further penalties. Misconduct shall include, but not be limited to, any act for which the individual is expelled from the game by a referee, and any action for which a complaint has been filed against the individual by any player, parent, coach, or other official, said complaint having been found valid by the Discipline and Protest Committee, and for which a penalty of suspension or probation would normally be issued.

Bylaw 123 Discipline and Appeals Committees

1. Discipline and Protest Committees shall adhere to the following operational policies.

2. An Organizational Committee shall:

- a. Consist of any individual organizational members.
- b. Only act on all appropriate disciplinary cases and protests which involve only their members and teams.
- c. Establish and follow a written operating process which implements all VSO established meeting policies and all VSO established Discipline and Appeal procedures within the VSO Bylaws and Policies.

3. The VSO Disciplinary/Appeals Committee shall:

- a. The Disciplinary and Protest Committee shall consist of, at a minimum, five (5) impartial members (one (1) being the chairman) who shall act in all disciplinary cases and protests. Members of the Committee shall be members of the Board and selected by the President. At least one (1) member of the five- (5) member committee will be the Head Referee, or a substitute who is a member for the Vicksburg Soccer Referee Association (VSRA).
- b. The Disciplinary and Protest Committee will meet on a designated day and time at the designated place to hear cases involving members of the Vicksburg Soccer Organization (VSO). The referee may appear with a copy of his report. All grievances shall be submitted within 7 days of the occurrence or incident to be considered. The Disciplinary and Protest Committee will read the charges and hear the statement of the accused. The committee may then ask questions of either the accused or the referee or other persons/witnesses involved in question and then retire to reach a decision, which will be final. No committee member shall sit on any case if he/she

were directly or indirectly involved in the incident. The committee shall send a written report of the decision to the player, team official, and copies to the President and Secretary. No VSO member or team member may be suspended for one (1) year or more without approval of the Council.

Bylaw 124 VSO Administration

1. This Organization shall abide by the following operating policies.

- a. The reimbursement of Council and VSO Committee members' official business expenses if VSO funds warrant it.
- b. One third (1/3) of voting Members shall constitute a quorum to conduct VSO business.
- c. This Organization's dissolution for any reason shall result in its assets distribution in accordance with the vote of the full membership.
- d. Where a club has more than one team, the word "club" shall be replaced with the word "team" in the Constitution, Bylaws, and Policies.
- e. The Council shall determine the extent of the Treasurer's and President's bond.
- f. This Organization may establish and maintain a mandatory member organization disciplinary reporting system for any or all games played in any or all VSO levels of competition. Member teams shall fulfill all of their responsibilities for all such established systems. The format and requirements for each level of competition's reporting system must be approved by the Annual General Meeting delegates prior to implementation of such a reporting system.
- g. A bonafide member of concerned VSO teams shall not participate in the decision-making process of a VSO dispute, claim, protest, or appeal. The decision making process includes the deliberations and votes of the VSO responsible resolution body.

2. Auditing Committee: The Auditing Committee shall consist of three (3) members and shall audit all records of the organization at the direction of the President and submit a written report and recommendations, if any, following its examination. One such report shall be available at the Annual Meeting in May or June.

3. Penalties, Debts, and Assessments: A debt of any person, team, or league to this organization shall be paid within fifteen (15) days of such notification. Failure to comply shall result in forfeiture of membership until the debt is paid in full.

4. Benefit Game for The Association: This organization may designate certain date(s) for the playing of a game(s) for the benefit that this organization may designate. On this occasion(s) all players, teams, clubs, leagues or organizations under the jurisdiction of the organization shall be at the disposal of this organization, and no player or club may participate in any other game on such date, except as may be authorized by this organization.

5. Operating Procedures: The normal VSO operating procedures will be described in the VSO Policy which will be reviewed and updated at least annually. If information in the Policy

conflicts with the MSA, U.S. Youth Soccer, or USSF Constitution, Bylaws, and/or Administrative Policies, these documents will take precedent over the Policy Manual.

6. Enforcement of Other States' Actions: This Organization shall recognize suspensions and other rulings of all USSF and U.S. Youth Soccer sanctioned organizations when it receives official notification of such action.

7. Tournaments: The Council shall have the authority to determine the site and structure for all VSO sponsored tournaments.

8. Standing Committees: The President with Council approval shall appoint two standing committees. They are the Disciplinary and Protest Committee and the Rules and Revisions Committee. The Council may create additional committees as it deems necessary.

9. Player's Right: This Organization may not prevent any high school student from VSO participation because the individual is playing a school sport, i.e., soccer or any other school played sport.

10. Meeting Reports: Reserved

11. Automatic Disciplinary Actions: The Council may automatically discipline a team which violates established VSO policies within the prescribed disciplinary action(s). They have established the following penalties for the stated violations.

a. Any team playing nonaffiliated teams without VSO permission following Council notification of this team's status may be fined up to fifty dollars (\$50.00) by MSA.

b. Any team who plays knowingly against suspended teams or clubs may be fined fifty dollars (\$50.00) by MSA.

c. A team or club who knowingly uses a suspended player or players may be fined up to fifty dollars (\$50.00) for each such player and shall forfeit every game in which the player or players participated. This penalty may be applied by VSO and MSA

d. A team that competes in any tournament in a competition classification lower than the actual competition class or Division of which that team is formed, without the knowledge and permission from the Tournament Committee; the coaches and managers of that team shall be suspended from all play for one year from the notice of suspension. The suspension shall include all activities with that team. Any suspension pursuant to this provision may be appealed directly to the MSA Council subject to all applicable Protest and Appeals policies. This suspension is in addition to any other sanctions imposed by the organization of which the team is a manager.

12. Any person/s or group in an attempt to circumvent the policies and rules of MSA affiliates with a competing association of USYSA will upon re-affiliation with MSA will not be allowed to hold a position of influence within MSA, at the local or state level for a period of two (2) years. A position of influence is an administrator, an officer, a coach, or team manager/trainer.

Bylaw 125 Membership

1. Membership - The membership of VSO shall be open to any soccer players, coaches, trainer's managers, administrators and officials not subject to suspension under section 4 of Bylaw 241, and to any Adult soccer organization in its territory. VSO will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin. Individuals registered with the Federation shall be members of the Federation with the rights accorded to them under these bylaws

2. Reserved

3. Reserved

- a. **Risk Management Requirements:** The following items must be performed annually prior beginning seasonal play:
- a. KidSafe Disclosure documentation on proposed Officers, Directors and known Coaches.
 - b. Presentation of proposed budget and playing schedule
 - c. Examination of playing sites and goals/equipment by the State SYRA or his designee
 - d. Minimum Standards -
 - 1. Playing sites must be permanent athletic facilities or fields and must have a signed letter giving permission to use said sites, if outside the VSO complex.
 - 2. Goals/Equipment must conform to MSA Goal Inspection criteria

Bylaw 126 Full Member

1. Full Member: VSO is a full member of MSA and will meet all specified membership obligations in order to remain in good standing and retain the specified rights and privileges of this type membership. These obligations and rights are listed herein.

2. The Full Members' obligations are: To complete and submit the following items to the Council for file and/or their approval in accordance with the established deadlines:

- a. Data for all required KidSafe risk management background checks
- b. A signed, dated organization approved Constitution, or an affidavit that there has been no change to the organizations Constitution or Bylaws since the date on the copy on file in the MSA E-organization database. If there is any conflict over versions in use, the version in the MSA database shall be considered official. It is incumbent on each organization to insure that their most current version is on file at MSA.
- c. The organization shall have a Board of Directors (or similar body) selected through an open and democratic election process.

- d. Actions and policies adopted by the Board of Directors (or similar body), or Executive Committee, or Officers of the local organization shall be reported to its membership, with notice and agenda of the meeting at least 15 days in advance of the meeting.
- e. The local organization shall provide to the Treasurer of MSA an annual report on the activities of the association and a current annual financial statement as a part of its member in good standing requirements.
- f. The local organization will provide copies of any changes to their Constitution, Bylaws or Playing rules within 10 days of adoption of those changes.
- g. The local organization will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to compete. These procedures shall follow the hearing and appeals policies set forth in these bylaws.
- h. A statement of its territorial boundaries. A member organization may also submit a Boundary Revision request.
- i. Organization approved team assignment procedures for Division III and II teams
- j. Current officers list by position with names, mailing addresses, fax, e-mail and telephone numbers (Home and Work)
- k. The official mailing address for MSA documents. This address must be a permanent Post Office Box or Street Address.
- l. A statement of intent with a specified registration period to conduct open registrations for all interested children or Amateurs, if the organization sanctions Amateurs in its membership, within the claimed organizational boundaries and to field teams in all playing divisions and age groups where there is sufficient player interest, personnel resources, and facilities. Organizations must publicize spring registration procedures to ensure that all fall registrants are advised of the new season and makes restoring team strength the responsibility of league officials.
- m. The annual membership fee as determined at the AGM.
- n. To pay all dues and fees as required herein.
- o. To obtain player medical insurance through MSA.
- p. To actively encourage participation of all youth within it's claimed territorial boundaries.
- q. To submit its annual player registrations and team rosters in the MSA-required format. MSA will provide each organization access to the Registration Software.
- r. To send a voting delegate to at least fifty percent (50%) of all Seasonal Year MSA business meetings.
- s. To furnish annually a minimum of one MSA committee member if requested by the President

t. To maintain a minimum of four (4) certified referees per one hundred (100) registered players up to a required maximum of twenty (20) per organization. Any organization that does not provide these minimum numbers will be placed on probation. Such an organization shall have one (1) year to correct this violation or face additional MSA action.

u. To pay MSA all bond and registration fees for all their teams entering any MSA sponsored tournament.

v. To meet all other established MSA Council requirements as outlined in the MSA Administrative Manual and other pertinent MSA documents like the periodic newsletter.

w. Upon a board decision to remove itself from MSA, the organization shall convene a special called general membership meeting for the purpose of voting on a membership decision on whether to remove itself from MSA. The calling of such meeting shall require 10 days written notice to all general organization members and the MSA President, specifying the date, time and place of the meeting. Each member and the MSA President shall have the right to participate. A decision to remove the organization from MSA membership shall require a majority vote of the entire general membership. The vote shall be reported to MSA and shall include a list specifying those members present and voting, and the final decision of the general membership. Each organization should consider amending its Bylaws to include this proposition.

3. The Full Members' rights are:

a. To cast one vote at all membership business meetings.

b. To have qualified teams participate in all MSA sponsored and sanctioned tournaments.

c. To have qualified individuals hold MSA Council offices if elected in accordance with the provisions of these bylaws.

d. To participate fully in all MSA programs for which the organization is eligible.

Bylaw 127 Associate Member (Reserved)

Bylaw 128 Membership Dues to MSA

1. Membership Dues: The annual dues policies for each membership category are:

a. The Full Member dues shall be determined by the MSA AGM membership.

b. The Associate Member dues shall include the cost of insurance, USSF, USASA and U.S. Youth Soccer player registration fees, and any appropriate MSA administrative charges, which are deemed proper by the MSA Council.

c. All dues shall be paid on demand by the MSA Council.

d. Any member, who does not pay their annual dues as provided herein, shall give cause for immediate suspension of its membership after a fifteen (15) day period.

Bylaw 129 Player Registration

1. Player Registration: The registration policies for either type MSA member are:

- a. To register all players on the appropriate MSA forms in accordance with the established MSA directives and policies as interpreted by the Council.
- b. To register one hundred percent (100%) of its affiliated players and teams with MSA.
- c. To forfeit its MSA membership if it fails to register one hundred percent (100%) of its affiliated players and teams with MSA.

Bylaw 130 Territories

1. Organizational Boundary: The Organization boundaries of VSO are defined to be Warren County, Mississippi. All players domiciled within this boundary must register with VSO except under the four following conditions.

- a. A home organization approves a Player Release to another MSA organization prior to the registration and/or rostering of this player by the other organization.
- b. The player's age and/or gender group has been removed from territorial restraints by an MSA adopted policy.
- c. A home organization has released the player in some previous Seasonal Year through an MSA approved Player Release or Player Transfer action. Such a player remains the player resource of the other organization who obtained either the player release or transfer action from the player's home organization. When the player decides to discontinue play with their other controlling organization, the territorial boundary policy and its exceptions applies to them.
- d. The MSA Executive Council exercises its authority to void the home organization's player release action when it believes the player's participation in the other organization is not in the competitive interest of soccer. All actions involved with permitting players to play in organizations other than the Organization within whose territory the player resides must be submitted in writing to the MSA Executive Director for Executive Council review.
- e. Domicile requirements: The address of the dwelling at which the player resides the greater portion of a seasonal year shall be deemed the players domicile. P.O. Boxes may be used for mailing purposes only. A player shall not be considered registered unless a domicile address is included.
- f. Boundary Revisions: All changes to a member organization's boundaries must be submitted on a Boundary Revision Request form. This form states the proposed revision, effective date, reason for the request, indicates any other organization that might be affected by the revision, and other pertinent information to the revision

request. No revision may be accomplished until the revision is submitted to the Council for review, approved or rejected and the member organization has received written acknowledgment of that approval or rejection.

2. Districts: The Association may form political and playing districts and sub-districts as needed to accomplish its objectives. When possible, district boundaries should follow county boundaries (refer to the MSA Policy Manual) and reflect relatively equal player registrations among the established districts. However, deviations are acceptable when approved by the Council. Each established political district will elect a District Director who will represent it on the Council.

3. Territorial Restrictions: VSO boundaries are defined to be Warren County, MS. Boundaries start at the northwest corner of Warren County, the boundary is as follows, MS 465 east to US 61, north along Floweree Road and US 61 to the county line hence east along the county line to MS 3. Following the county line south, then east to Youngstown Road and continuing south along the Big Black River to the confluence with the Mississippi River then North along the Mississippi River until reaching the county line and MS 465.

Any player participating on a team outside his/her organization territory must receive permission to do so, in writing, from VSO. The VSO Executive Council has the power to void such permission if it believes the players' participation is not in the competitive interest of soccer. All actions involved with permitting players to play in Organizations other than the Organization within whose territory the player resides must be submitted in writing to the VSO Secretary for Executive Council review.

4. There are no boundary restraints for Adult and bonafide Under-19 players playing in any division (I, II or III). There are no boundaries restrictions on any Division I player whose age group is in contention for National Cup Competition.

Bylaw 131 Disaffiliation, Savings Clause and Amendments -

1. Disaffiliation: The MSA shall enforce the following policies in order to promote the growth of The Game throughout the State.

a. Any member organization, which does not actively promote The Game in a portion of its VSO approved boundaries, risks losing this portion of its territorial boundaries. The VSO Council shall grant a provisional membership to another group of interested individuals if the member organization does not implement a corrective plan of action as soon as possible after Council verification and notification of this failure to fulfill its membership obligation(s). This action must be approved at the next AGM.

b. Any member organization, which disbands or withdraws from MSA, shall give written notice of such intent to the Association. If such notice is not received and is believed to be warranted, the MSA Council shall request, by certified mail, the membership status of the organization. If this organization fails to respond in writing to the VSO request within thirty (30) calendar days of its receipt, it shall abandon its franchise and make it available for reassignment to another group within its MSA approved territorial boundaries.

2. Savings Clause: If any word, phrase, sentence, or other provision of these by-laws or its application to any person or circumstances is held invalid, this finding shall not affect the other words, phrases, clauses, sentences, or provisions and/or applications of these by-laws, and to this end, the provisions of these by-laws are declared to be severable. In the

event that any provision of the Constitution, By-Laws or Rules shall be deemed in illegal or contrary to; or amended by FIFA, USSF, USYS or USASA, or MSA, such portions shall be changed administratively.

3. Amendments: These by-laws shall be made only at an Annual General Meeting by, a simple majority of the votes allowed under a duly constituted quorum. Proposed amendments must be submitted in accordance with the established VSO Rules and Revisions Process. Except where provided in the VSO Constitution, any additions or amendments to this Constitution, By-Laws, or Policies shall not be effective until they are set down in writing and physically appended to those documents as a part thereof.