

LIVINGSTON PARISH SOCCER ASSOCIATION BYLAWS

ARTICLE I: Name

The official name of this organization is the Livingston Soccer Association, d.b.a. the Livingston Parish Soccer Association (LPSA).

ARTICLE II: Purpose

The purpose of this Association shall be to develop, promote and administer the game of soccer in Livingston Parish, Louisiana, with an emphasis on serving the needs of the community's youth players (i.e., those under 18 years of age at the start of the seasonal year, as defined in Article IV), but furthering that purpose for players of all ages by:

- A. Promoting soccer and physical fitness through instructional and educational programs designed to meet the needs of all players in the Association.
- B. Promoting the education of the players in sportsmanship, leadership, self-confidence and self-achievement.
- C. Supporting the training and licensing of coaches and referees for soccer activities.
- D. Organizing and providing the necessary support for the activities listed above.
- E. And, through the above activities, combating juvenile delinquency.
- F. Consistent with its status as a charitable non-profit, ensuring that the benefits of participating in the above activities are not denied to Livingston Parish residents of limited means.

ARTICLE III: Affiliation with state association; Rules authority

- A. This Association shall be affiliated with the Louisiana Soccer Association, Inc.(LSA). This Association shall be subject to the Constitution, Rules, and Standing Orders of the LSA, insofar as it affects the game of soccer and prescribes the function of the Livingston Parish Soccer Association. Determination of league classifications (e.g., recreational, Division I, premier, etc.) shall be in accordance with the provisions of LSA.
- B. For non-tournament play and all competitive situations not addressed by official rules of LSA, the authority for the conduct of games of any age group shall be the rules, standards and recommendations of the United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF) and FIFA. In case of a conflict between the rules of USYSA, USSF and FIFA, those of USYSA shall govern for competition involving players under the age of eighteen, and those of USSF shall govern otherwise.

- i. Exceptions and/or augmentations to the rules and standards of USYSA, USSF and/or FIFA may be adopted by the LPSA Board of Directors only when circumstances or conditions indicate such exceptions and/or augmentations are necessary to further the purposes enumerated in Article II of these Bylaws.
- ii. Tournaments shall be administered in accordance with the Constitution and Rules of LSA.

ARTICLE IV: Seasonal Year/Fiscal Year

The seasonal year of this Association shall begin on August 1 and end on July 31 of the following year. These Bylaws and this Association's rules are in effect during the twelve (12) months of the seasonal year.

The Association may choose to provide for up to two seasons of games each year for youth recreational. The fall season shall typically begin in September and conclude no later than November. The spring season shall typically begin in February and conclude in April. Competitive league play is a year commitment and will follow LSA time lines.

ARTICLE V: Membership, Member meetings and voting privileges

- A. The membership of this association shall be composed of all association officials, both elected and appointed; coaches, committee members, and volunteers serving in any capacity; players, players' parents and referees affiliated with the association. An individual's membership shall be terminated upon the earlier of one full season elapsing since that person's most recent involvement with the association, or any fees due the association from that individual becoming more than 60 days delinquent.
 - i. Fees – Amounts charged for registration fees and related fees shall be determined by the Board of Directors.
 - ii. Jurisdiction – Persons residing outside Livingston Parish may be members of the Association, provided they are not also members of another association affiliated with LSA.
- B. The supreme legislative authority of this association shall be held by the voting members and may be exercised at any duly called and conducted meeting of the General Membership.
 - i. Voting Privileges – Voting privileges at meetings of the General Membership shall be extended to all members of the association 18 years of age or older which is composed of association officials, coaches, committee members, and volunteers, players, player's parents and referees affiliated with the association.
 - ii. Annual Meetings – an annual meeting of the General Membership shall be held following the spring youth recreational season and prior to May 1.
 - iii. Special Meetings – the President of the Association shall call a special meeting of the General Membership if there are issues of vital importance to the Association to be presented which he/she deems to require addressing in an expeditious manner that would not be possible if such issues were to be presented at the next Annual Meeting OR upon receipt

- of a request for such a meeting signed by five or more voting members, at least one of whom must be a coach or assistant coach.
- iv. Notice of Meetings – the President and Secretary shall cause notice of all meetings of the General Membership to be disseminated in writing (though other means may be used in addition to written notice) to all voting members through any such means as may be appropriate to ensure at least 80% of all voting members receive said notice (U.S. mail, e-mail, fax, hand delivery, etc.) provided there is no effort to deliberately exclude any voting member from receiving said notice. Such notice shall be disseminated at least ten days prior to the date of an Annual Meeting and at least five days prior to the date of a Special Meeting.
 - v. Quorum – All eligible voting members in attendance at a General Membership meeting shall constitute a quorum.

ARTICLE VI: Administration/Board of Directors

The governance authority of this association shall be vested in a Board of Directors who shall make and cause to be implemented such policies as are necessary to conduct the business of the Association and shall otherwise manage and oversee the association's affairs. The Board shall be comprised of all the elected officers, plus as many directors as are elected in accordance with the provisions of Section B of this Article.

- A. Powers and Duties (General) – In addition to assuming other responsibilities that are enumerated elsewhere in these Bylaws or are consistent with its governance authority, the Board of Directors shall:
 - i. Set policies pertaining to finances, competition, administration, registration, public relations, personal conduct, ethics, governance, training and other matters as necessary to facilitate the smooth operation of the Association.
 - ii. Pass on all expenditures of all monies belonging to this Association. The Board may authorize certain officers or committees to expend monies for specific purposes and the routine expenses of this Association. The Board of Directors shall have full control of all funds of this Association.
 - iii. Develop an annual budget.
 - iv. Ensure that sufficient manpower is employed and properly trained to execute all planned events (games, registration, meetings, etc.)
 - v. Receive reports from councils and committees and in turn report and make recommendations to the General Membership.
 - vi. Determine the time, date and place of the annual meeting of the General Membership.
- B. Directors – all directors shall serve two-year terms, and all terms shall commence on July 1. The following Director positions shall be elected in odd number years: Director/Coaching. The following Director positions shall be elected in even number years: Director/Marketing and Communications. The Directors title and duties shall be:
 - i. Director/Coaching – shall preserve and promote soccer skill development by training coaches, developing programs to enhance the player's learning experience, and advising the Board of Directors in manners applicable to player development. In conjunction with Council chair(s),-he/she shall

coordinate the activities of all coaches, recruitment and retention of coaches, coaches' training and communications to and between coaches. Subject to final approval by the Board of Directors, he/she shall be in charge of team and roster assignments, with which he/she shall receive assistance from League Council chairs. He/she shall coordinate with coaches to manage the registration of returning players.

- ii. Director/Marketing and Communications – shall coordinate all external communications and mass internal communications of the association and shall facilitate communications among individual members as appropriate. He/she shall be responsible for promoting the association and registration as well as for the promotion, administration and recognition of sponsorships. He/she shall cause news of the association's activities to be disseminated to the membership on a regular basis and to the media as warranted.

C. Meetings – The Board shall meet at the call of the president.

- i. The Board may meet as often as deemed necessary, but no less than twice per seasonal year.
- ii. Quorum – If 50% of the voting members of the Board of Directors are present at a meeting, it shall constitute a quorum and a majority of those present shall be required for any action.

ARTICLE VII: Officers and Their Duties

All officers of this Association shall be members of the Board of Directors and shall serve without compensation. The following positions shall be elected in odd number years: President, Vice President/Recreational League, Vice President/Properties, and Secretary. The following positions shall be elected in even number years: Vice President/Operations, Vice President/Competitive League, and Treasurer. All terms shall commence on July 1.

A. President – Shall be the Chief Executive Officer of this association and shall be in charge of the association's day-to-day activities, subject to those policies approved by the governing bodies of this Association. Among his/her specific responsibilities, he/she shall:

- i. Preside at all meetings of the Board of Directors and the General Membership. The President shall only vote to break a tie.
- ii. Serve as the Association's representative at LSA meetings.
- iii. Act as the Association's spokesperson before the press, public, related organizations, etc. with language and information approved by the board.
- iv. Appoint members to all councils and committees, including tournament committees, with approval of the board, except as otherwise provided for in these Bylaws.
- v. Serve as an ex-officio member of all councils and committees.
- vi. Coordinate all matters pertaining to soccer in the Association.
- vii. Be authorized to sign for all accounts and funds of the Association.
- viii. Act as chair of the Executive Committee.
- ix. Serve one additional term as Immediate Past President upon completion of his/her tenure as President.

- B. Vice President/Operations – shall be responsible for administration and execution of all day to day activities of the association. He/she shall be informed of all aspects of the association, administer the scheduling of LPSA resources, such as fields and referees, and obtain necessary product essential to operations, such as concessions and uniforms. He/she shall be authorized to sign for all accounts and funds of the Association. He/she shall assume the duties of the President in the case of the President’s absence or incapacity and shall serve as the Association’s parliamentarian in the event the office of Immediate Past President is unfilled. He/she shall serve as chair of the Concessions Committee.
- C. Vice President/Competitive League – shall be responsible for the oversight of the Competitive program. He/she shall serve as the secondary registrar for the Association and shall coordinate with the Secretary-Treasurer to ensure all registrations are accurately recorded and accounted. He/she shall serve as chair of the Competitive League Committee.
- D. Vice President/Recreational League – shall be responsible for the oversight of the Recreational program. He/she shall serve as the secondary registrar for the Association and shall coordinate with the Secretary to ensure all registrations are accurately recorded and accounted. He/she shall serve as chair of the Recreational League Committee.
- E. Vice President/Properties – shall be responsible for assisting the President in obtaining land use rights, planning and preparing soccer fields, and improving facility appeal. He/she shall be responsible for filing all necessary paperwork with LSA related to the condition and safety of LPSA fields. He/she shall have a budget for the repair and maintenance of fields and equipment and shall make recommendations to the Board of Directors regarding expenditure of funds for new equipment. He/she shall serve as chair of the Facilities Committee.
- F. Secretary – shall be responsible for administration of all records of the association, including the updating of these Bylaws as they may be amended from time to time, and for the filing of required documentation with LSA, government entities, insurers, etc. He/she shall be responsible for planning the annual meeting of the General Membership. He/she shall maintain a database of members and coordinate all print correspondence. He/she shall take minutes at all meetings of the Board of Directors and the General Membership, cause a record of such proceedings to be disseminated to the Board, and maintain such meeting records.
- G. Treasurer - shall be responsible for the administration of all funds and financial affairs of the Association, provide an accounting of all assets of the association, and provide for the deposit of Association funds in a bank with offices in Livingston Parish. He/she shall collect and disburse the funds of the association and cause a receipt to be given for all monies disbursed. He/she shall be responsible for annually preparing a draft budget for the board’s consideration, for managing the budget during the year, and for all matters related to taxes and the non-profit, tax-exempt status of the Association. He/she shall be authorized to sign for all accounts and funds of the Association. He/she shall assume the duties of the President in the absence of both the President’s and Vice President of Operations.

- H. Immediate Past President – shall coordinate with the President and Director/Communications Coordinator to support the public relations and sponsor development efforts of the Association, and shall assist in other duties as requested by the President. He/she shall serve as the Association’s parliamentarian. The office of Immediate Past President may go unfilled should the President be elected to more than one consecutive term.

ARTICLE VIII: Councils and Committees

- A. Councils – There shall be a League Council with jurisdiction for each classification of teams (Youth Recreational, Competitive, Adult Amateur) that includes two or more teams. Council members shall serve one-year terms commencing with the start of the seasonal year, but shall have no limit on the number of terms served. Council members shall receive no compensation for their service.
- i. Council Chair – Each Council shall be chaired by a member elected by the coaches or team representatives (one vote per team) of those teams falling under that Council’s jurisdiction. Any member may serve in this capacity provided he/she is not concurrently serving in any capacity (coach, assistant coach, team parent, etc.) for a team under the jurisdiction of another League Council. The chair shall preside at all Council meetings and report to the corresponding board member at least once per month.
 - ii. Composition – Each Council shall be comprised of a minimum of two and maximum of seven members other than the chair, with no two members on the same Council (including the chair) having affiliation with the same team. Council members shall be appointed by the President, with approval of the board, upon recommendation from teams under the jurisdiction of that Council. Board members shall not serve concurrently on Councils or as Council chairs, except for the President serving in an ex-officio capacity. There shall be no such prohibition against coaches serving on Councils.
 - iii. Duties – Each League Council shall function as a forum for discussing and addressing issues related to the conditions and experience of play in that league. Council members shall formulate recommendations to the Board of Directors on such issues, including roster assignments, league divisions, field layout, coaches’ training, etc. as they pertain to that league, and may be directed to implement some of those recommendations that receive approval from the Board. Each Council shall also serve as the initial forum for reviewing protests and complaints originating within that league. Council chairs shall act as the representative of that league before the Board and shall coordinate scheduling for that league in cooperation with the appropriate league Vice President and Vice President of Operations, and shall assist in assigning and teams and rosters for that league as well as in recruitment and retention of coaches.
- B. Committees – There shall be five standing committees, interest and numbers allowing, with specific areas of responsibility as described in this section. Additional committees may be created as deemed necessary by majority vote of the Board of Directors. The President shall appoint all members and chairs of new committees not specifically provided for in these Bylaws, subject to approval by the Board of Directors.

- i. Executive Committee – the President, Vice President of Operations, Immediate Past President, Secretary and Treasurer shall serve as the Executive Committee. The Executive Committee shall have authority to manage the Association’s day-to-day affairs as necessary and to set interim policy when it is not practical to convene the entire Board of Directors. The Executive Committee shall also act as the Nominating Committee.
- ii. Facilities Committee – Under the direction of the Vice President of Properties, the Facilities Committee shall provide assistance with maintenance of LPSA fields and with the storage and maintenance of all field-related equipment. Any member wishing to volunteer for service on the Facilities Committee may do so, and the Facilities Manager may appoint other members to the committee at his/her discretion. Committee members shall serve one-year terms commencing with the start of the seasonal year, but shall have no limit on the number of terms served. Committee members shall receive no compensation for their service.
- iii. Concessions Committee – Under the direction of the Vice President of Operations, the Concessions Committee shall provide assistance with all activities related to the sales of concessions or merchandise and shall operate the concession stand. Committee members shall serve one-year terms commencing with the start of the seasonal year, but shall have no limit on the number of terms served. Committee members shall receive no compensation for their service.
- iv. Recreational League Committee - Under the direction of the Vice President of Recreational League, the Recreational League Committee shall assist with all aspects of the Recreational League. The Committee shall also serve as an advisory panel to the Board of Directors. The Committee shall be comprised of Age Group Coordinators that oversee their respective age groups. Age Group Coordinators can be combined or separated based on the different needs of each age group.
 1. U5/U6 Age Group Coordinator – shall administer day to day activities such as forming teams, recruiting coaches, and scheduling games for U5/U6 teams
 2. U7/U8 Age Group Coordinator– shall administer day to day activities such as forming teams, recruiting coaches, and scheduling games for U7/U8 teams
 3. U9/U10 Age Group Coordinator– shall administer day to day activities such as forming teams, recruiting coaches, and scheduling games for U9/U10 teams
 4. U11/U12 Age Group Coordinator– shall administer day to day activities such as forming teams, recruiting coaches, and scheduling games for U11/U12 teams
 5. U13+ Age Group Coordinator– shall administer day to day activities such as forming teams, recruiting coaches, and scheduling games for U13+ teams

- v. Competitive League Committee - Under the direction of the Vice President of Competitive League, the Competitive League Committee shall assist with all aspects of the Competitive League. The Committee shall also serve as an advisory panel to the Board of Directors. The Committee shall be comprised of Team Representatives from each competitive team.

ARTICLE IX: Elections

All officers and directors listed under Articles VI and VII shall be elected as a regular item of business on the agenda at the annual meeting of the General Membership by majority vote of the eligible members with voting privileges who are present and voting. However, no election shall be held for the office of Immediate Past President. Instead, the President shall automatically assume this office for a one-year term upon completion of his/her tenure as President.

- A. Qualifications for office – Any member of the association may serve as an officer or director of the Association provided he/she is not affiliated with any other local soccer association or club, with the following restrictions:
 - i. Nominees for President shall have previously served on the Board of Directors or as a coach. However, if no willing candidate can be identified among those who fit this criterion, this qualification can be waived and any member nominated.
 - ii. The Director/Coaching shall have sufficient knowledge of soccer to confer with and coordinate the provision of information and training to coaches. Whenever possible, nominees for this office shall come from the ranks of current and former coaches.
- B. Nominations – The Executive Committee, acting in its capacity as the Nominating Committee, shall endeavor to identify and nominate one candidate for each officer and director position and to present a full slate of candidates to the General Membership at its annual meeting.
 - i. Additional nominations must be submitted to the Board of Directors seven (7) days prior to the General Membership Meeting.
 - ii. Should the Nominating Committee be unable to identify a qualified nominee for a particular office or offices such that the slate of candidates is incomplete, nominations may be accepted from the floor during a meeting of the General Membership from any member with voting privileges for any office for which the Nominating Committee does not present a nominee.
- C. Special Elections – Special elections shall be required to fill the unexpired term of an officer or director removed for cause and may be used to fill offices left vacant for other reasons. Special elections shall generally follow the same requirements for a regular election except that there need not be advance notification of the nominations. Nor will advance notice that the election will be on the agenda of the meeting be required for a special election if two-thirds of the members with voting privileges who are present and voting choose to waive that requirement.

ARTICLE X: Removal of Officers

- A. Officers and Directors, Removal for Cause – may be removed from office by an affirmative vote of two-thirds of the members with voting privileges who are present and voting at a duly called meeting of the General Membership. Officers and directors may also be removed by a two-thirds vote of the Board of Directors for the following causes:
- i. Misappropriation of funds/embezzlement.
 - ii. Indictment on felony charges or misdemeanor charges involving moral turpitude. (Person shall be reinstated upon dismissal of charges or a not guilty verdict being rendered.)
 - iii. Willful failure to uphold the tenets of these Bylaws.
 - iv. Deliberate and unwarranted obstruction of the Board's execution of its duties.
 - v. Missing three consecutive meetings without providing a proper excuse to the president no later than 48 hours following the scheduled meeting time.
- B. Council Chairs, Removal for Cause – will face a recall election if at least one-third of the coaches over which that League Council has jurisdiction petition the President in writing requesting such an action. The President shall call a meeting of the coaches for that League to occur no more than two weeks following receipt of the request, whereupon the chair may be removed from office upon an affirmative vote of two-thirds of the coaches or team representatives (one vote per team) present and voting.
- C. Committee Chairs – Chairs of committees other than those provided for in these Bylaws and that may be created by action of the Board of Directors serve at the pleasure of the President and may be removed at his/her discretion, subject to approval of the Board of Directors.
- D. Replacement – The Board of Directors shall make interim appointments to fill all elected positions vacated through resignation or any other reason besides removal for cause. Appointees in such circumstances may serve for the duration of the unexpired term. However, a special election may be conducted to fill the remainder of the unexpired term should a majority of the members eligible to vote for said office who are present and voting at the next duly called meeting of the appropriate body opt to do so. In the event of removal for cause, the Board shall make interim appointments only when the office has not been filled at the same meeting at which the vote for removal took place. In such circumstances, another meeting shall be called as soon as practicable for the purpose of electing a permanent replacement.

ARTICLE XI: Protests

- A. Basis for protests – There are only three acceptable bases for protesting the outcome of a game:
- i. Ineligible players – a team knowingly plays an unregistered, ineligible or suspended player.
 - ii. Misinterpretation of the rules – There has been an obvious error made in the application of the FIFA Laws of the Game, USYSA rules, LSA rules or LPSA rules and/or policy, as applicable, that directly affects the outcome of the game. No protests can be entertained if they are based on judgment decisions made by the referee during play.

- iii. Field Conditions (Grounds, Goalposts, etc.) – any protest related to field conditions shall not be entertained unless an objection has been lodged with the referee prior to the game. The referee shall require the responsible team (typically, the home team) to ameliorate the cause of the objection, if possible, without unduly delaying the game. Should the referee subsequently deem conditions safe and acceptable for play, the protesting team may not withdraw without being subject to possible forfeit.
- B. Submission of protests – Within four days of the protested game, the protesting coach must submit in writing to his/her League Council chair his/her reasons for the protest, based solely on those causes outlined in Section A of this Article.
- C. Hearings and Decisions – Protest shall be heard by the appropriate League Council and shall include the referee for the game being protested.
- i. All parties involved in the protest shall receive notice of the meeting at which the protest will be heard by the appropriate League Council. Teams not represented at the meeting will forfeit the protest.
 - ii. Any member of the Council having a direct interest in the game under protest (he/she coaches one of the teams, has a child on one of the teams, or the team with which he/she is affiliated has a great deal at stake in the outcome of the protest) shall recuse himself/herself from the proceedings. If the chair recuses himself/herself, a temporary chair shall be named by the President.
 - iii. Upon hearing all the relevant available evidence concerning the protest, the Council must choose to either:
 - 1. Deny the protest and allow the game results to stand.
 - 2. Uphold the protest and nullify the game results.
 - iv. The Council may not order the game replayed. However, the Council chair, with permission from the President, may order the game replayed if the outcome would have a significant material affect on league standings.
- D. Appeals – Either team may appeal the decision of the Council to the Board of Directors. The appealing coach must notify the Board and the Council chair in writing within four days of the Council's decision. The Board shall hear the appeal at its next meeting, with all parties involved receiving notice of the date and time of the next meeting. Teams not represented at the meeting will forfeit the appeal. The Board shall be restricted in its decision to the same options available to the League Council in Section C.3 of this Article. Any Board decision regarding a protest may be appealed to LSA.

ARTICLE XII: Judicial Proceedings Against Members

Complaints about the conduct of any LPSA member at official LPSA events may be lodged informally, but not anonymously, with the Board of Directors at anytime by anyone. The Board may refer such complaints to the appropriate Council or Committee for review and report, but shall retain full authority to take appropriate action should the complaint's validity be confirmed. The Board shall further have full authority to sanction any member with disciplinary action up to and including expulsion from the Association.

- A. Hearings – Serious disciplinary action involving suspension, prohibition from attending specified games, expulsion or similar may be invoked until the Board has conducted a hearing on the matter at which time the member facing said action may offer a defense. The

member shall receive at least two weeks' notice of such a hearing, with said notice to include notification of the member's right to present witnesses and documentation in his/her defense. The hearing may be rescheduled one time should the member be unable to attend at the originally appointed time, but only if the member informs the board in advance that he/she is unable to attend. The President and Secretary shall cause a written record of the hearing that includes all relevant information to be generated.

- B. Appeals – Disciplinary decisions of the board may be appealed to the General Membership. Appeals must be submitted to the board in writing, whereupon the President shall call a special meeting of the General Membership as soon as practicable, unless the appeal is received 45 days or less prior to a previously scheduled meeting of the General Membership. The membership body shall be heard and/or be provided copies of the written record of the hearing. However, neither the Board nor the defendant may introduce additional evidence unless it constitutes vital information introduced at the hearing but left out of the written record or new information that has come available only after the hearing.

ARTICLE XIII: Amendment of Bylaws

- A. The Bylaws of this Association may be amended or repealed at any meeting of the General Membership by a two-thirds (2/3) majority vote of the members with voting privileges who are present.
- B. The Secretary shall publish proposed amendments received in written form from:
 - i. The Board of Directors
 - ii. Any Council or Committee of LPSA
 - iii. Five or more voting members; provided all have signed the proposal.

ARTICLE XIV: Parliamentary Authority

The latest edition of Robert's Rules of Order shall govern this Association on all points of Parliamentary Procedure not covered by these Bylaws or the Bylaws of LSA.

ARTICLE XV: Dissolution

Should LPSA be dissolved, all assets remaining after payment of all debts shall be handled in accordance with the guidelines of LSA and USSF, and in accordance with LPSA's status as a non-profit, tax-exempt organization.