



BY-LAWS

Revised March 2016

ARTICLE I – NAME

The name of this organization shall be the Sedgwick County Soccer Association, Inc. hereinafter referred to as SCSA. The offices of SCSA shall be in Wichita in Sedgwick County, Kansas.

ARTICLE II – PURPOSE

SCSA is established as a soccer league solely for educational purposes of developing and promoting programs for teaching the skills and enjoyment of the game of soccer.

ARTICLE III – EARNINGS

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as set forth in Article Two hereof. No substantial part of the activities of the corporations shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidates for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section of the International Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c)(2) of the International Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV – MEMBERSHIP

MEMBERS: This organization shall consist of all persons and teams in good standing with SCSA, KSYSA (Kansas Youth Soccer Association), USYSA (United States Youth Soccer Association), USSF (United States Soccer Federation) who make application for membership prior to the registration deadline established before the start of each season.

1. Membership shall be open to soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under USSF By-Law 241.
2. SCSA will not discriminate against any individual on the basis of age, pregnancy, national origin, race, ethnic background, religious beliefs, or sexual orientation.
3. The Federation Articles of Incorporation, By-laws, Policies and requirements take precedence over and supersede the governing documents and decisions of this Association. The members agree to abide by those Articles, By-laws, Policies and requirements.
4. The association will provide equitable and prompt hearing and appeal procedures per USSF By-Law 701, 702, 703 and 705.
5. The Association shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the Federation.
6. The Association shall not discriminate against the participation of players or teams on the basis of that player or team's membership in, or affiliation with, another organization.
7. The Association and Members are subject to USSF By-Law 707 – Sections 1 and 2.

APPLICATION FOR MEMBERSHIP: Application for membership must be made in writing by the duly authorized agent of the applicant and must be directed to the Registrar of SCSA.

QUALIFICATIONS AND ACCEPTANCE: The Board of Directors shall have final authority to determine the qualifications of, and to accept or reject, membership into SCSA.

ARTICLE V – GOVERNMENT

SCSA shall be governed by its By-Laws as presently constituted, or as amended or altered from time to time, and by such rules and regulations, which from time to time be promulgated by the Board of Directors.

ARTICLE VI – BOARD OF DIRECTORS

COMPOSITION: The Board of Directors of SCSA shall consist of the five elected officers (President, Premier Administrator, Recreational Administrator, Secretary and Treasurer) and three officers (League Registrar, Director of Officials, Field Administrator, and Director of Coaches) appointed by the President with the approval of the Board of Directors. The President with the approval of the Board of Directors shall appoint the position of Referee Assignor(s). The Referee Assignor position shall be a non-voting position on the Board of Directors. There shall be no limit of consecutive terms a member may hold.

BOARD OF DIRECTORS DUTIES: The Board of Directors shall:

1. Transact all of the business of this organization directly or by delegation of its authority through committees or other means.
2. Enforce the Laws of the Game, the By-Laws and the Operational Manual rules of SCSA.
3. Approve or reject applicants for membership.

RIGHT TO VOTE AND VOTING POWER: In all matters which are properly presented to the Board of Directors, each elected and appointed officer shall have the right to cast one (1) vote. If an individual is serving on the Board of Directors in more than one capacity, that individual may only cast a total of one (1) vote.

QUORUM REQUIRED: A quorum shall be necessary to decide any issue, which is presented to the Board of Directors. (See also Article XI)

ABSENCE AND REMOVAL FROM OFFICE: Any officer who is absent without an excusable cause for three (3) consecutive meetings of the Board of Directors shall forfeit his/her right to continue in that office. An officer can be removed from office by a 2/3 majority vote of the Board of Directors.

VACANCIES: Should a vacancy occur on the Board of Directors, the vacant office shall be filled by Presidential appointment, with the approval of the Board, for the remainder of the term; the one exception being in the case of vacancy in the office of the President. In that event, the Premier Administrator becomes the President and then selects a new Premier Administrator, with the approval of the Board, for the remainder of the term.

ARTICLE VII – OFFICERS

The officers shall be the President, Premier Administrator, Recreational Administrator, Secretary, Treasurer, League Registrar, Director of Officials, Field Administrator and Director of Coaches.

The President, Premier Administrator, Recreational Administrator, the Secretary, and the Treasurer shall be elected by a ballot of the Executive Committee and all member teams in good standing with SCSA. The President, Recreational Administrator and the Secretary shall be elected in even number years. The Premier Administrator and the Treasurer shall be elected in odd numbered years. Their terms of office shall be for a period of two (2) years, unless they resign or are removed from office.

The President, with the approval of the Board of Directors may appoint the positions of League Registrar, Field Administrator, Director of Coaches and Director of Officials. The League Registrar, Field Administrator, Director of Coaches and Director of Officials terms shall be for one year.

The President, with the approval of the Board of Directors may appoint the position(s) of Referee Assignor(s). This position shall be a non-voting position on the Board of Directors. The term of office shall be for one (1) year and will expire each July, on the date corresponding to the election of officers, unless they resign or are removed from office.

PRESIDENT: The President shall be the Chief Executive Officer of SCSA. The President shall:

1. Preside at all meetings of SCSA.
2. Appoint all committee members, subject to the approval of the Board of Directors.
3. Vote only in case of a tiebreaker.
4. Act as chairperson of the Board of Directors.
5. Enforce the By-Laws, Rules and Regulations of SCSA.
6. Act as Ex-Officio member of all committees.
7. Perform such duties as the Board of Directors may from time to time direct.

PREMIER ADMINISTRATOR: The Premier Administrator shall:

1. Perform all duties and exercise all the powers of the President during the President's absence or incapacity.
2. Assist the President in all necessary matters, as requested or assigned.
3. Be responsible for all matters of operation of the Premier teams.
4. All other such duties as may be requested or assigned.

RECREATIONAL ADMINISTRATOR: The Recreational Administrator shall:

1. Perform all duties and exercise all of the powers of the President during his and the Premier Administrator's absence or incapacity.
2. Assist the President in all necessary matters, as requested or assigned.
3. Be responsible for all matters of operation of the Recreational teams.
4. All other such duties as may be requested or assigned.

SECRETARY: The Secretary or board delegate shall:

1. Record all minutes of proceedings as called by the organization and maintain such records.
2. Conduct all correspondence as directed by the Board of Directors.
3. Maintain copies of correspondence brought to the Board's attention: recognition, complaints, suggestions, etc.
4. Serve as insurance person for the League: record or cause to be recorded all scrimmages and reports of injuries in the insurance logbook and assist with claims via KSYSA secondary medical insurance.
5. All other such duties as may be requested or assigned.

TREASURER: The Treasurer or board delegate shall:

1. Deposit or cause to be deposited, all monies in the name of the organization in a depository designated by the Board of Directors.
2. Keep all financial accounts of the organization.
3. File all tax and corporate forms on behalf of the organization.
4. Liquidate all bills against the organization after the Board of Directors has approved.
5. Ensure all teams are current in their fees to the organization. Send billing notices as necessary.
6. Give a Treasurer's report at all meetings.
7. All other such duties as may be requested or assigned.

LEAGUE REGISTRAR: The League Registrar shall:

1. Receive and process all applications for membership in SCSA.
2. Distribute and receive all registration materials for member teams and submit such material to KSYSA in such a manner as is required to ensure that member teams and their players are correctly registered with KSYSA/USYSA.
3. Issue all USYSA membership passes and official team rosters.
4. Responsible for collection of documents and verification of proof of age.
5. Responsible for collection of documents and verification of coach licensing.
6. Responsible for loan agreements and other such player needs.
7. Verify, interpret and clarify registration rules.
8. Be the liaison to the State Registrar on behalf of SCSA
9. All other such duties as may be requested or assigned.

DIRECTOR OF OFFICIALS: The Director of Officials shall:

1. Be responsible for the recruiting, training and evaluation of all SCSA referees.
2. Be responsible for the SCSA mentoring program in coordination with the State Director of Assessment.
3. Be responsible for coordinating clinics with the State Director of Instruction.
4. Be the liaison to the State Youth Referee Administrator on behalf of SCSA
5. Review send off reports from referees for possible disciplinary action.
6. Be responsible for distribution of current certified referee lists to the Assignors.
7. All other such duties as may be requested or assigned.

FIELD ADMINISTRATOR: The Field Administrator shall:

1. Be responsible for coordinating with city personnel the use of SCSA equipment.
2. Be responsible for maintaining a log of all people who have a key to the storage areas.
3. Conduct an inventory of all equipment and supplies after each season and submit a written or typed inventory report within 30 days after the season.
4. Complete weekly field payroll sheets and submit them to the Treasurer on a weekly basis.
5. Be responsible for and have complete discretion in making changes at the fields involving scheduled games to facilitate the progression of play for all scheduled games.
6. All other such duties as may be requested or assigned.

DIRECTOR OF COACHES: The Director of Coaches shall:

1. Be responsible for scheduling certification and other training for the League coaches.
2. Act as a representative for the League coaches at all board meetings.
3. All other such duties as may be requested or assigned.

REFEREE ASSIGNOR(S): The Assignor(s) shall:

1. Be responsible for assigning certified referees for all matches.
2. Be responsible for communication and coordination with the Director of Officials regarding league referee issues.
3. All other such duties as may be requested or assigned.

ARTICLE VIII – EXECUTIVE COMMITTEE

FUNCTION: The Executive Committee shall carry out the normal operations of SCSA, under the rules, regulations, and guidelines set up by the SCSA Board of Directors.

COMPOSITION: The Executive Committee shall consist of the elected officers of SCSA.

VOTING POWER: Each Executive Committee member shall have the right to cast one vote for the election of the President, the Premier Administrator, the Recreational Administrator, the Secretary and the Treasurer.

ARTICLE IX – MEETINGS

Meetings of the Board of Directors or the Executive Committee may be held at any time upon the call of the President of SCSA and must be at least as often as is necessary to satisfy all requirements. The President of SCSA, when requested by two or more Board of Directors, shall call an emergency meeting of the Board of Directors. All meetings shall be conducted in accordance with the latest authorized edition of Robert’s Rules of Order except as otherwise provided. No new agenda item may be started after 11:00 PM of a board meeting without a 2/3 vote of the Board.

ARTICLE X – ELECTIONS

ELECTION SCHEDULE: An election shall be scheduled on the second Wednesday in July of each year for the purpose of election of officers whose terms expire that year.

ELECTION NOTICES: Notices shall be mailed to each Executive Committee Members and to the Coach of single teams not affiliated with a named clubs in good standing with the association sixty (60) days prior to the election. The notice will include a request for nominations for the officers affected by the current election. These nominations must be returned in writing to the SCSA Secretary no less than 30 days prior to the election.

RIGHT TO VOTE:

1. Each SCSA Board Member shall have the right to cast one (1) vote for the election of the President, Premier Administrator, Recreational Administrator, Secretary and Treasurer.

2. The following formula shall be used to determine the number of votes a named club, or team if not affiliated with a named club in good standing, shall be entitled to cast at the SCSA Elections during the annual AGM. All clubs and/or teams must be registered and carded with SCSA to be eligible to vote.

- a. 1 vote - Individual teams not aligned with any clubs
- b. 2 votes - Clubs with 2 to 5 teams
- c. 3 votes - Clubs with 6 to 10 teams
- d. 4 votes - Clubs with 11 to 15 teams
- e. 5 votes - Clubs with 16 to 20 teams
- f. 6 votes - Clubs with 21 to 25 teams
- g. 7 votes - Clubs with 26 to 30 teams
- h. 8 votes - Clubs with 31 or more teams

3. Voting strength for a seasonal year will be based on paid registrations as of March 1st each year prior to the start of the Annual General Meeting. A list of the named club or teams not affiliated with any named club will be distributed with the election notices sixty (60) days in advance of the Annual General meeting.

4. In all matters properly presented to the voting membership, it would be a club decision if the delegate of a named club or single teams not affiliated with any named club shall have the right to cast all votes for one candidate or they can split the votes. That same delegate will not be allowed to cast votes for any other member organization or individual at the same meeting. In no case shall the total number of votes cast be more than the number to which that member is entitled.

ABSENTEE OR PROXY VOTING: All votes for any SCSA Elections must be made in person by the designated club representative or their named delegate as defined below.

DELEGATE VOTING: A delegate is defined as a duly elected or appointed representative from a named club, or team, if single teams not affiliated with any club. If the delegate is anyone other than the President/Coach of that organization, he/she must present a signed and notarized letter from the President/Coach of their organization, including the name of the Club/team Affiliated and verification that the delegate carrying the vote(s) is a bona fide member of said member organization.

This notarized delegate letter must be received a minimum of seven (7) days prior to an election, and may be revoked by the President/Coach at any time. Votes received by delegates that have not been authorized through the procedure above, will be refused.

ELECTION RESULTS: The results of the election and the number of votes received by each candidate shall be posted after the election is completed, and shall be recorded by the SCSA Secretary for permanent record.

ARTICLE XI – INDEMNIFICATION

SCSA shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of SCSA by reason of the fact that such person is or was a director, officer, employee or agent of SCSA, against expenses, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, including attorney fees, if such person acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of SCSA; and with respect to any criminal action or proceeding, had no reasonable cause to believe such person's conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which such person reasonably believed to be in or not opposed to the best interests of SCSA, and with respect to any criminal action or proceeding had reasonable cause to believe that such person's conduct was unlawful.