

**BYLAWS**

**OF THE**

**OKLAHOMA SOCCER ASSOCIATION, INC.**

**PART I—GENERAL**

**Bylaw 101. INCORPORATION AND NAME**

This organization is incorporated under the laws of Oklahoma as a nonprofit, charitable corporation as the “Oklahoma Soccer Association, Inc.”.

**Bylaw 102. PURPOSES**

The purposes of the Association are—

- (1) to promote the development of the sport of soccer through organization, training and education;
- (2) to develop standards of training and physical conditioning and coaching for soccer players in Oklahoma,
- (3) to encourage participation in national and international soccer competitions;
- (4) to promote the growth of soccer through the establishment and development of soccer programs for minors and adults;
- (5) to secure sponsorship for the development of soccer and for soccer activities in Oklahoma; and
- (6) to receive gifts, legacies, and donations from any source to be used solely to promote the health, welfare, and recreation of the general public through the Association for the development of the sport of soccer.

**Bylaw 103. DEFINITIONS**

Except as otherwise provided, these definitions apply to these bylaws and all policies of the Association:

- (1) “**Association**” means the Oklahoma Soccer Association, Inc.
- (2) “**bad standing**” means not permitted a voice, vote or participation in the affairs of the Association until the cause of being placed in bad standing is removed or membership is terminated.
- (3) “**Executive Board**” means the Executive Board of the Association referred to in Bylaw 311.

- (4) “**Federation**” means the United States Soccer Federation, Inc.
- (5) “**good standing**” means permitted a voice, vote, and participation in the affairs of the Association.
- (6) “**probation**” means the withholding of a penalty for an offense with the warning that if another offense of any kind occurs during the period of probation, then the penalty for the first offense will be added to the penalty for the second offense.
- (7) “**Adult Division**” means the Adult Division of the Association referred to in Bylaw 301.
- (8) “**suspension**” means the removal of all rights and privileges of membership during the period of suspension.
- (9) “**USASA**” means the United States Adult Soccer Association, Inc.
- (10) “**USYSA**” means the United States Youth Soccer Association, Inc.
- (11) “**Youth Division**” means the Youth Division of the Association referred to in Bylaw 301.

#### **Bylaw 104. MEMBERSHIP IN NATIONAL ORGANIZATIONS**

**Section 1.** The Association shall be a member of the Federation, USASA, and USYSA.

**Section 2.** As a member of the Federation, the following requirements apply and the following provisions take precedence over and supersede any provisions entered herein to the contrary:

- (1) The Association will comply with all bylaws, policies, and requirements of the Federation that apply to a State Association. The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Association and its members to the extent applicable under the law of Oklahoma.
- (2) The Association will—
  - (A) submit to the Federation annually copies of the Association’s bylaws and other governing documents;
  - (B) submit to the Federation any amendments to the articles of incorporation, bylaws, rules, and regulations **for approval** not later than 90 days after its adoption, and
  - (C) make copies of those governing documents available to its members.
- (3) The Association will submit to the Federation its most current annual reports and financial statements within 90 days after the start of the Federation’s seasonal year.
- (4) The Association will register with the Federation at least once each seasonal year the names and addresses of its players, coaches, referee and team and organization administrators.
- (5) The Association will pay fees due the Federation by the deadline the fees are required to be paid.
- (6) The Association will comply with the Ted Stevens Adult Sports Act, to the extent applicable.

(7) Membership in the Association shall be open to all soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under section 4 of the U.S.S.F. Bylaw 241 and to any adult soccer organization within the territory of the Oklahoma Soccer Association.

(8) The Association will not discriminate against an individual on the basis of race, color, religion, age, sex, or national origin.

(9) The Association will not join any organization that has requirements that conflict with the Federation's articles of incorporation, bylaws, policies, and requirements.

(10) The Association and its members will abide by the Federation's bylaws, policies and requirement on interplay.

(11) The Association will provide equitable and prompt hearing and appeals procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the Federation and the Association and its members may be appealed to the Federation's Appeals Committee that shall have jurisdiction to approve, modify, or reverse a decision.

(12) The Association shall maintain its tax-exempt status under the Internal Revenue Code.

(13) The Association shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the Federation (subject to any contrary requirements of the state or local law of Oklahoma).

(14) The Association will allow the Federation to review its documents and procedures, on request of the Federation at least once every 4 years, to determine compliance with the Federation bylaws.

#### **Bylaw 105. LIMITATION OF AUTHORITY**

No one has the authority to bind or obligate the Association for any expense or concur in any action that is contrary to the express, written consent of the Association.

#### **Bylaw 106. ROBERT'S RULES OF ORDER AND QUORUM**

**Section 1.** Except as otherwise provided in these bylaws or any special rule of order the Association may adopt, all meetings of the Association shall be conducted in accordance with the latest authorized edition of Robert's Rules of Order.

**Section 2.** A quorum at any meeting of the Association shall be a majority of the total number of eligible votes.

#### **Bylaw 107. AMENDMENTS**

These bylaws may be amended at any meeting of the membership of the Association by a two-thirds vote, if the amendment was submitted in writing to the membership at the prior membership meeting.

## **Bylaw 108. USE OF NAME AND LOGO**

The name and logos of the Oklahoma Soccer Association may not be used except as provided under these bylaws or except with the express written consent of the Association.

## **Bylaw 109. SEASONAL AND FISCAL YEAR**

The seasonal year and the fiscal year of the Association begins on September 1 of one calendar year and ends on August 31 of the following calendar year.

## **PART II—MEMBERSHIP**

### **Subpart A—General**

## **Bylaw 201. OPENNESS TO MEMBERSHIP**

Membership in the Association may not be denied based on race, creed, sex, or religion.

### **Subpart B—Regular Membership**

## **Bylaw 211. ADMISSION TO MEMBERSHIP**

Section 1. Any soccer team or organization of soccer teams in Oklahoma that desires to be a member of the Youth Division of the Association must submit a written application annually for membership to the Executive Board.

It shall also provide that the club

1. maintain a Board of Directors or governing authority that is independent of any other sports organization
2. maintain its own checking, bank account, or has direct control over its finances, except where evidence is provided that the sponsoring entity by ordinance, statute, charter or policy prohibits the applicant from having direct control over its finances (e.g., governmental sponsored organizations). The club shall apply for and provide evidence to support the request for waiver of this requirement.
3. register 100% of all players, coaches, administrators and volunteers (who will have direct interface with is player) each with OSA.

The Executive Board shall refer the application to the Youth Division for recommendation. The recommendation shall be submitted to the members. Membership is approved by a majority vote at a membership meeting.

Section 2. Any soccer team or organization of soccer teams in Oklahoma, based on geographic boundaries, that desires to be a member of the Senior Division of the Association must submit a written application for membership to the Executive Board. The Executive Board shall refer the

application to the Senior Division for recommendation. The recommendation shall be submitted to the members. Membership is approved by a majority vote at a membership meeting.

Section 3. On admission to membership, the member shall receive a Charter of Membership from the Executive Board as evidence of membership in the Association.

## **Bylaw 212. RESPONSIBILITIES OF MEMBERS**

Section 1. A member of the Association may participate in Association competitions and meetings only as long as the member is in good standing with respect both to the payment of dues and fees and the requirements of administrative rules of the Association. If a member fails to pay dues or to abide by the administrative rules of the Association, it shall result in the member being placed in bad standing.

Section 2. Each member of the Association shall annually apply for renewed affiliation with the Association by:

Submitting an application annually for review and approval. Affiliates shall be held responsible for actions of its members. Failure to exercise supervisory control and oversight may be grounds for denial of affiliation at annual review and approval. Approval of the Affiliate may be denied by the Executive Board if (a) the Affiliate is or has been “not in good standing” during the previous year or (b) the Affiliate has proven to be in violation of OSA, USYSA, or USASA or the Affiliate’s By-Laws and/or Rules. The application must include:

1. Completed affiliation form.
2. If the organization operates under additional By-Laws and Rules, a copy must be attached to the Affiliation form annually.

## **Bylaw 214. TERMINATION OF MEMBERSHIP**

The membership of a member of the Association may be terminated by a two-thirds vote at a membership meeting.

### **Subpart C—Honorary Membership**

## **Bylaw 231. HONORARY MEMBERSHIP**

Honorary non-voting membership in the Association may be granted to any person by a two-thirds vote at a membership meeting.

### **Subpart D—Membership Authority and Meetings**

## **Bylaw 241. STATUS AND AUTHORITY**

Meetings of the members of the Associations shall be the representative membership body of the Association. The memberships have the following authority:

- (1) the election of officers of the Association
- (2) the approval of the Association budget
- (3) the approval of dues and fees
- (4) the adoption of amendments to these bylaws
- (5) granting honorary membership
- (6) approve memberships
- (7) adopt policies and rescind or amend policies adopted by the Executive Board

#### **Bylaw 242. VOTING**

**Section 1.** At a meeting of the members of the Association, voting is as follows:

- (1) The Youth Division shall have a maximum of 7 votes, consisting of one vote for each of the 7 geographical countries as specified in Bylaw 302.
- (2) The Adult Division shall have a maximum of 7 votes allocated as follows:
  - (A) Members shall have 7 votes, with each member having a vote equal to its proportion of the total number of votes under section 2 of Bylaw 302.
- (3) The maximum vote at a meeting may not be more than 14. If there is a tie vote, the Executive Board has one vote to break the tie.
- (4) The number of votes shall be determined at each meeting of the members based on the adopted credentials report.

**Section 2.** Each voting delegate must be a member of the country/association he/she represents. The voting delegate for a meeting at a meeting of the member of a Division must be an officer of the member or a member who has written authorization from the Secretary of the member. Absentee or Proxy voting is not permitted.

#### **Bylaw 244. SPECIAL MEETING**

A special meeting of the members of the Association shall be called on the request of 3 members of the Youth or Adult Division or the Executive Board. The purpose of the special meeting shall be stated in the request and in the notice of the meeting. Except in the case of an emergency, at least 15 days notice of the special meeting must be given.

### **PART III—ORGANIZATION**

#### **Subpart A—Youth and Adult Divisions**

#### **Bylaw 301. ESTABLISHMENT**

The Association has a Youth Division and an Adult Division.

#### **Bylaw 302. VOTING**

**Section 1.** At meetings of members of the Youth Division, voting is as follows:

(1) Each member of the Division shall be certified by the members of the Division to represent one of the following 7 countries:

- (A) Green Country
- (B) Frontier Country
- (C) Red Carpet Country
- (D) Great Plains Country
- (E) Fun Country
- (F) Red River Country
- (G) Kiamichi Country

(2) Each country shall have the following number of votes, based on the number of players that the members certify had registered through its country the prior year. Country votes may not be split.

- (A) 1– 999 players: 1 vote.
- (B) 1,000 – 2,499 players: 2 votes.
- (C) 2,500 – 9,999 players: 3 votes.
- (D) 10,000 and over: 4 votes.

**Section 2.** At meetings of the members of the Adult Division, each member has the following number of votes:

- (1) 1-5 teams: 1 vote.
- (2) 6-10 teams: 2 votes.
- (3) 11-25 teams: 3 votes.
- (4) 26 teams and over: 4 votes.

**Section 3.** Each voting delegate must be a member of the country/association he/she represents. The voting delegate for a meeting at a meeting of the member of a Division must be an officer of the member or a member who has written authorization from the Secretary of the member. Absentee or Proxy voting is not permitted.

## **Bylaw 303. MEETINGS**

### **Section 1.**

(a) Regular meetings of the members of the Youth and Adult Divisions shall be held each year in July/August and at a Winter Midyear meeting which may be held in conjunction with the Annual workshop. The membership will receive a notice and agenda of the meeting at least 15 days in advance of the meeting.

(b) The regular meeting of each Division in the Winter meeting is the annual meeting of the members of the Division. The items of business at the annual meeting shall include the following:

- (1) the election of officers of the Division
- (2) reports from the officers and committees of the Division

(c) The regular meeting of each Division in July/August shall include the following business:

- (1) approval of the annual budget

**Section 2.** A special meeting of the members of a Division shall be called on the request of 3 members of that Division, the Division's Board of Directors, or the Executive Board. The purpose of the special meeting shall be stated in the request and in the notice of the meeting. Except in the case of an emergency, at least 15 days notice of the special meeting must be given.

### **Subpart Executive Board and Officers**

#### **Bylaw 311. COMPOSITION AND AUTHORITY**

**Section 1.** The Association has an Executive Board composed as follows:

(1) voting members:

- (A) a Chairman
- (B) a Vice Chairman
- (C) a Secretary/ Treasurer
- (D) a President of the Youth Division
- (E) a President of the Adult Division
- (F) a State Referee Administrator

(2) non-voting members:

- (A) an Advisor who is the Immediate Past Chairman of the Association.
- (B) Committee chairman

**Section 2.** Except as otherwise provided in these Bylaws, the Executive Board shall:

- (1) govern the Association;
- (2) control and manage all properties of the Association;
- (3) administer the affairs of the Association between meetings of the members of the Association;
- (4) prepare and submit a proposed budget of the Association to the members of the Association;
- (5) supervise the State office and employ staff
- (6) approve applications for membership;
- (7) secure sponsorships;
- (8) ensure that each member of the Association is in compliance with the bylaws, policies, and requirements of the Federation, USYSA, USASA and the Association; and
- (9) develop long-range planning for the Association.

#### **Bylaw 312. MEETINGS**

**Section 1.** The Executive Board of the Association shall meet at least 6 times each year, at times and places determined by the Executive Board.

**Section 2.** If any member of the Executive Board is absent for 3 consecutive meetings of the Board, the Executive Board shall declare the position of the member vacant.

## **Bylaw 313. OFFICERS**

**Section 1.** The officers of the Association are the Chairman, the Vice-Chairman, the Secretary/Treasurer, the President of the Youth Division, the President of the Adult Division and the Immediate past Chairman.

**Section 2.** The officers are elected for terms of 2 years as follows:

- (1) the Chairman: by the members of the Association in even-numbered years.
- (2) The Vice Chairman and Secretary/Treasurer: by the members of the Association in odd-numbered years.
- (3) The President of the Youth Division: by members of the Youth Division in even-numbered years.
- (4) The President of the Adult Division: by members of the Adult Division in odd-numbered years.

**Section 3.** The Chairman, Vice Chairman and the Secretary/Treasurer shall be elected by ballot at the applicable annual meeting of the members of the Association at its annual Winter meeting. The officer takes office 30 days following the election at the Winter meeting.

**Section 4.** An officer may succeed himself or herself. An individual may only hold one office of the Association at the same time. An officer may not be a salaried employee of the Association or any member of the Association.

**Section 5.** If a vacancy occurs in the office of Chairman, Vice Chairman, or Secretary/Treasurer, the remaining members of the Executive Board shall elect a successor, by majority vote, to fill the balance of the term of office remaining.

**Section 6.** The chairman, Vice Chairman, or Secretary/Treasurer may be removed from office by a 2/3's vote of the total eligible votes at a meeting of the members of the Association.

## **Bylaw 314. RESPONSIBILITIES OF THE CHAIRMAN, VICE CHAIRMAN, AND SECRETARY/TREASURER**

**Section 1.** The Chairman of the Association shall—

- (1) preside at meetings of the members of the Association and the Executive Board,
- (2) provide a written report at the annual meeting of the members of the Association;
- (3) appoint, with the advice and consent of the Executive Board, the chairmen of standing and special committees
- (4) be the head of the Association's delegation to the Federation's National Council;

(5) serve as a non-voting member of the Boards of Directors of the Youth and Adult Divisions

**Section 2.** The Vice Chairman of the Association shall-

- (1) act as the Chairman in the absence of the Chairman, and
- (2) be Chairman of the Appeals and Disciplinary Committee and submit a written report at each meeting of the members of the Association on all reviews by the Committee

**Section 3.** The Secretary/Treasurer of the Association shall—

- (1) keep permanent records of the minutes of all the members of the Association and the Executive Board;
- (2) have custody of all money of the Association;
- (3) keep the books of the Association;
- (4) disburse money within the limits of the approved budget of the Association,
- (5) make a written financial report at each regular meeting of the members of the Association and the Executive Board; and
- (6) be the Chairman of the Finance Committee.

### **Subpart C—Youth Division Board of Directors and Officers**

#### **Bylaw 321. COMPOSITION AND AUTHORITY**

**Section 1.** The Youth Division has a Board of Directors composed as follows:

- (1) voting members
  - (A) a President of the Division
  - (B) a 1st Vice President.
  - (C) a 2nd Vice President.
  - (D) a 3rd Vice President.
  - (E) a 4<sup>th</sup> Vice President
  - (F) a Secretary/Registrar
- (2) non-voting members who are chairmen of committees appointed by the Board.

**Section 2.** The Youth Division Board of Directors shall—

- (1) supervise all matters related to youth soccer;
- (2) promote the development of youth soccer;
- (3) secure sponsorships; and
- (4) prepare and submit to the Executive Board an annual budget of the Division.

#### **Bylaw 322. MEETINGS**

**Section 1.** The Youth Division Board of Directors shall hold meetings to conduct the affairs of the Division. It shall meet at least quarterly at times and places determined by the Board.

**Section 2.** If any member of the Board of Directors is absent for 3 consecutive meetings of the Board, the Board shall declare the position of the member vacant.

### **Bylaw 323. OFFICERS**

**Section 1.** The officers of the Youth Division are the President, 1st Vice President, 2nd Vice President, 3rd Vice President, 4<sup>th</sup> Vice President, and Secretary/Registrar.

**Section 2.** The officers are elected for terms of 2 years by the members of the Youth Division as follows:

- (1 ) the President, 2nd Vice President, and Secretary/Registrar, in even numbered years.
- (2) The 1st Vice President, 3rd Vice President, and 4<sup>th</sup> Vice President in odd-numbered years.

**Section 3.** The officers shall be elected by ballot at the applicable annual meeting of the members of the Youth Division at the Winter meeting.

**Section 4.** If a vacancy occurs in an office of the Youth Division, the remaining members of the Board of Directors shall elect a successor, by majority vote, to fill the balance of the term.

**Section 5.** An officer of the Youth Division may be removed from office by a 2/3's vote of the total eligible votes at a meeting of the members of the Division.

### **Bylaw 324. RESPONSIBILITIES OF OFFICERS**

**Section 1.** The President of the Youth Division shall—

- (1) serve on the Executive Board;
- (2) be recognized as the Youth Commissioner for all business with USYSA,
- (3) be the head of any delegation representing the Association at any meeting, convention, or assembly of USYSA or other youth organizations, and may appoint another member to serve in the President's place;
- (4) supervise all activities of the Division Board of Directors;
- (5) preside at all meetings of the members of the Youth Division and the Board of Directors;
- (6) appoint, with the advice and consent of the Board of Directors, chairmen of committees of the Division.

**Section 2.** The 1st Vice President of the Youth Division shall—

- (1) act as the President in the absence of the President; and
- (2) be responsible for the Olympic Development Team/ Select Team Program.

**Section 3.** The 2nd Vice President of the Youth Division shall be the Chairman of—

- (1) the Competitive Program of the Division; and

(2) the State Youth Open Tournament.

**Section 4.** The 3rd Vice President of the Youth Division shall be the Chairman of—

- (1) the Recreational Program of the Division; and
- (2) the State Youth Recreational Tournament.

**Section 5.** The 4<sup>th</sup> Vice President of the Youth Division shall be the Chairman of—

- (1) the Risk Management Program of the Division; and
- (2) establish risk management policies.

**Section 5.** The Secretary/Registrar of the Youth Division shall—

- (1) keep a permanent record of the minutes of all meetings of the members of the Division and its Board of Directors;
- (2) record the registration of all youth players;
- (3) establish registration policies;
- (4) collect and transmit all dues and fees to the Association Secretary/Treasurer; and
- (5) certify youth credentials and voting privileges.

#### **Subpart D—Adult Division Board of Directors**

#### **Bylaw 331. COMPOSITION AND AUTHORITY**

**Section 1.** The Adult Division has a Board of Directors composed as follows:

- (1) voting members:
  - (A) a President of the Division.
  - (B) a 1st Vice President
  - (C) a 2nd Vice President
  - (D) a Secretary/Registrar
- (2) non-voting members who are chairmen of committees appointed by the Board.

**Section 2.** The Adult Division Board of Directors shall—

- (1) supervise all matters related to adult soccer;
- (2) promote the development of adult soccer;
- (3) secure sponsorships; and
- (4) prepare and submit to the Executive Board an annual budget of the Division.

#### **Bylaw 332. MEETINGS**

**Section 1.** The Adult Division Board of Directors shall hold meetings to conduct the affairs of the Division. It shall meet at least quarterly at times and places determined by the Board.

**Section 2.** If any member of the Board of Directors is absent for 3 consecutive meetings of the Board, the Board shall declare the position of the member vacant.

### **Bylaw 333. OFFICERS**

**Section 1.** The officers of the Adult Division are the President, 1st Vice President, 2nd Vice President, and Secretary/Registrar.

**Section 2.** The officers are elected for terms of 2 years by the members of the Adult Division as follows:

- (1) the President and 2nd Vice President, in odd-numbered years.
- (2) the 1st Vice President and the Secretary/Registrar, in even-numbered years.

**Section 3.** The officers shall be elected by ballot at the applicable annual Meeting of the members of the Adult Division at the Winter meeting.

**Section 4.** If a vacancy occurs in an office of the Adult Division, the remaining members of the Board of Directors shall elect a successor, by majority vote, to fill the balance of the term.

**Section 5.** An officer of the Adult Division may be removed from office by a 2/3's vote of the total eligible votes at a meeting of the members of the Division.

### **Bylaw 334. RESPONSIBILITIES OF OFFICE**

**Section 1.** The President of the Adult Division shall—

- (1) serve on the Executive Board;
- (2) be recognized as the Adult Commissioner for all business with USASA,
- (3) be the head of any delegation representing the Association at any convention, meeting, or assembly of USASA or other adult organizations, and may appoint another member to serve in the President's place;
- (4) supervise all activities of the Division and the Board of Directors;
- (5) preside at meetings of the members of the Adult Division and the Board of Directors; and
- (6) appoint, with the advice and consent of the Board of Directors, committees of the Division.

**Section 2.** The 1st Vice President of the Adult Division shall—

- (1) act as the President in the absence of the President; and
- (2) be responsible for the Select Team Program.

**Section 3.** The 2nd Vice President of the Adult Division shall be the Chairman of the College League.

**Section 4.** The Secretary/Registrar of the Adult Division shall—

- (1) keep a permanent record of the minutes of all meetings of the

- members of the Division and its Board of Directors;
- (2) record the registration of Adult players;
- (3) establish registration policies;
- (4) collect and transmit all dues and fees to the Association Secretary/Treasurer; and
- (5) certify Adult credentials and voting privileges.
- (6) establish risk management policies.

## **PART IV—COMMITTEES**

### **Subpart A—Standing Committees**

#### **Bylaw 401. STANDING COMMITTEES**

**Section 1.** The Association has the following standing committees:

- (1) the Appeals and Disciplinary Committee.
- (2) the Coaching Committee.
- (3) the Finance Committee.
- (4) the Financial Review Committee.
- (5) the Nominating Committee.
- (6) the Olympic Development Committee.
- (7) the Referee Committee.
- (8) the Select Team Committee.
- (9) the State Championship Committee.

**Section 2.** The Executive Board shall appoint members of the standing committees. Except as otherwise provided in these bylaws, the chairman of the Association shall appoint, with the advice and consent of the Executive Board, one of the members of each standing committee as the chairman of the committee.

#### **Bylaw 402. APPEALS AND DISCIPLINARY COMMITTEE**

**Section 1.**

- (a) The Appeals and Disciplinary Committee shall serve under the Executive Board and shall hear all appeals to the Association. The Committee may discipline any player, team, coach, spectator, or other persons involved in the sport.
- (b) The Vice Chairman of the Association—
  - (1) is the Chairman of the Committee; and
  - (2) shall appoint a nonpartisan committee as needed for each hearing.

**Section 2.** Each appeal must conform to the standing resolutions of the Association.

#### **Bylaw 403. COACHING COMMITTEE**

**Section 1.** The Coaching Committee shall serve under the Executive Board and is responsible for the education and training of coaches.

**Section 2.** The Committee shall include—

- (1) at least one member from each of the Divisions; and
- (2) the State Director of Coaching whom shall be a non-voting member of the Committee.

#### **Bylaw 404. FINANCE COMMITTEE**

**Section 1.** The Finance Committee shall serve under the Executive Board and is responsible for preparing a budget for the fiscal year for consideration by the Executive Board and the approval of the members of the Association at the August meeting. Each Division shall submit its proposed budget to the Committee not later than July 15 of each year.

**Section 2.** All matters concerning finances of the Association shall be referred to the Committee for its recommendations.

**Section 3.** The Committee shall be composed of the following:

- (1) the Secretary/Treasurer of the Association who shall be its Chairman; and
- (2) one member from each of the Divisions, appointed by the Divisions.

#### **Bylaw 405. FINANCIAL REVIEW COMMITTEE**

The Financial Review Committee shall be appointed by the Executive Board to review the Secretary/Treasurer's accounts at the end of the fiscal year and report to the members of the Associations on its review.

#### **Bylaw 406. NOMINATING COMMITTEE**

**Section 1.** The Nominating Committee is responsible for nominating candidates for the offices of the Association and its Divisions.

**Section 2.** The Committee shall be composed of one member appointed from the Executive Board and the 2 members appointed from each of the Divisions at their November meetings.

**Section 3.** The members of the Executive Board and the 2 members from a Division on the Committee shall nominate individuals for offices of the Division. All 5 members of the Committee shall nominate individuals for offices of the Association.

**Section 4.** The Committee shall notify the members of the Association in writing at least 30 days prior to the annual meeting of its nominations. Before the election at the annual meeting, additional nominations may be made from the floor.

#### **Bylaw 407. OLYMPIC DEVELOPMENT COMMITTEE**

The Olympic Development Committee shall be under the Youth Division and supervise the Olympic Development Program. The Chairman of the Committee shall be the 1st Vice President of the Division. The Division Board of Directors shall appoint the other members of the Committee.

#### **Bylaw 408. REFEREE COMMITTEE**

The Referee Committee shall be under the Executive Board and shall supervise all matters related to referees under Federation bylaws, policies, and requirements. The State Referee Administrator is the Chairman of the Committee and may appoint a nonvoting representative to each Division Board of Directors. The State Referee Administrator (SRA) shall be appointed according to the by-laws and policies of the USSF.

#### **Bylaw 409. SELECT TEAM COMMITTEE**

The Select Team Committee shall be under the Adult Division and supervise the Select Team Program. The Chairman of the Committee shall be the 1st Vice President of the Division. The Division Board of Directors shall appoint the other members of the Committee.

#### **Bylaw 410. STATE CHAMPIONSHIP TOURNAMENT COMMITTEE**

There shall be a State Championship Tournament Committee under each Division to supervise the selection of teams to represent the Association in regional competitions. The Board of Directors of the Division shall appoint the members of each Division Committee.

### **Subpart B—Special Committees**

#### **Bylaw 421. SPECIAL COMMITTEES**

The Executive Board and the Board of Directors of each Division may appoint special committees, as each of the Board considers necessary.

## **PART V—FINANCES**

#### **Bylaw 501. BUDGET**

**Section 1.** Prior to the beginning of each fiscal year, the Finance Committee shall prepare a budget of estimated income and expenses of the Association for the next fiscal year. The proposed budget shall be mailed to the members with the notice of the regular meeting in August of each year for approval by the members at the meeting.

**Section 2.** On approval, the budget is the limit of expenditures for the purpose specified. Additional expenses, whether in excess of the budget or for a purpose not included in the budget, shall not be made without the prior approval of the Executive Board. After approved by the Executive Board, the additional expenses shall be submitted to members of the Association for approval.

**Bylaw 502. MONETARY SET-ASIDES**

The Executive Board may set aside money for special committees, Division Boards of Directors, or both. The chairman of the committee or the President of the Board for whom the money is set aside may disburse the money. If the money is set aside for a Division, the amount shall be budgeted to that Division with disbursement by the Secretary/Treasurer of the Association and the Division President out of a separate account. The committee chairman or Division President shall make an accounting of the money set aside monthly to the Secretary/Treasurer.

**Bylaw 503. AUTHORIZING ACCOUNTS AND BONDING**

**Section 1.** The Secretary/Treasurer of the Association in an account or accounts to be designated by the Executive Board shall deposit money of the Association.

**Section 2.** All officers and committee chairmen handling Association monies shall be bonded.

**PART VI—APPEALS AND EXHAUSTION OF REMEDIES**

**Bylaw 601. RIGHT TO APPEAL**

Any decision of the Association may be appealed to the Federation, USYSA, or USASA, as the case may be, following the bylaws, policies, and procedures of the organization being appealed to.

**Bylaw 602. EXHAUSTION OF REMEDIES**

**Section 1.** No official, club, team, referee, coach, league, organization, player, or parent may invoke the aid of the courts of any state of the United States without first exhausting all available remedies with the appropriate organization.

**Section 2.** If a person violates section 1 of this bylaw, the offending party is subject to suspension and shall be liable to the Association for all of its expenses, including attorney fees, incurred by the Association and its officers in defending each court action.