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Florence Soccer Association

Bylaws

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BYLAWS

NAME:

The name of the organization shall be the Florence Soccer Association (FSA).

AFFILIATION:

FSA shall be affiliated with relevant regional organizations operating in conjunction with the South Carolina Youth Soccer Association (SCYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF), and the Federation International de Football Association (FIFA).

As a condition of our affiliation with the above organizations, the FSA is required to abide by their requirements and philosophies. Where there is conflict, the requirements of higher organizations will take precedence over those set forth by the FSA.

ARTICLE I: MISSION

FSA is committed to developing each player as an individual. We will strive to create a culture of excellence both on and off the field of play. We will develop our club, our community, and we will create a pathway for future players to be successful in all walks of life.

ARTICLE II: MEMBERSHIP OF ASSOCIATION

The Membership of FSA is open to all persons who, in addition to aspiring to the above philosophy and objectives, are past or present serving members of the Governing Board or who are current adult participants or the parent/guardian of current minor participants in the Association's soccer programs.

ARTICLE III: GOVERNING BOARD

The Governing Board of the Florence Soccer Association (FSA) shall consist of the following Executive board members and the At-Large members shall include some or all listed below:

Executive Board

President

Vice-President

Secretary

Treasurer

Director of Marketing/Public Relations

At-Large Members Board

Recreation (2 members)

Select (1 member)

Community (1 member)

REVISED AND/OR MAINTAINED SEE (APPOINTED CLUB OFFICERS/DIRECTORS):

Recreation Registrar
Commissioner for Officials

Classic/Academy Registrar

The Florence Soccer Associations officers shall consist of the President, Vice-President, Secretary, Treasurer, and Director of Marketing/Community Relations as stated above in the Executive Board. The At-Large Members Board as above, will consist of no less than two and no more than four members appointed by the Executive Board as deemed necessary by a simple majority vote of the current serving members of the Executive Board.

The Governing Board will establish and maintain the rules and regulations for the FSA and in accordance with the Affiliation organizations. An annual report on the status of the Association shall be presented by the President to the Governing Board at the annual general meeting in December. Meetings may be called at any time by the President or Vice-President. Notwithstanding any special meetings called as herein provided, the Association shall hold regularly scheduled bi-monthly meetings on the first Monday of the scheduled month. The bi-monthly meetings shall commence in February of the calendar year at the location and time set forth in the previous meeting at which all members of the Governing Board are expected to attend. The date of the next meeting may be changed to avoid falling on a holiday or conflicting with another event. Any active FSA Executive Board member may exempt all or a portion of costs associated with standard registration fees for their child(ren) as set forth by the Florence Soccer Association.

ARTICLE IV: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Officers of the Association as defined in Article III above. Additional members may be seconded to the Executive Committee on a temporary basis as requested and approved by the Governing Board.

The Executive Committee will be empowered to transact business on behalf of the FSA within the policies approved by the Governing Board.

ARTICLE V: VOTING MEMBERS

All members of the Governing Board (Executive Officers and At-Large board members inclusive), shall be eligible to vote on FSA matters. A quorum shall consist of at least five current serving governing board members with at least one of those being the President or Vice-President.

ARTICLE VI: DUTIES OF OFFICERS

PRESIDENT:

The President shall be the principal executive officer of the Organization and shall in general supervise and control all of the business and affairs of the Organization. He shall preside at all meetings of the members and of the Board. He may sign, with the Secretary or any other proper officer of the Organization authorized by the Board, any deeds, mortgages, bonds,

contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these bylaws or by statute to some other officer or agent of the Organization; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time. Specifically, the President shall serve as a liaison between any soccer associations the Organization affiliates with and the Organization, establish committees and appoint committee chairpersons in order to administer and manage Organization. The president shall present a financial budget at the first meeting for that fiscal year. The budget report shall include all projected revenue and expenses for that fiscal year.

VICE-PRESIDENT:

In the absence of the President or in the event of his death, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President will be the Organization's Risk Management officer.

SECRETARY:

The Secretary shall keep the minutes of the meetings of the general membership, the officers and of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the Organizational records and of the seal of the Organization and see that the seal of the Organization is affixed to all documents, the execution of which on behalf of the Organization under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post-office address of each Governing board member which shall be furnished to the Secretary by such person; and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board.

TREASURER:

If required by the Board, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Organization; receive and give receipts for moneys due and payable to the Organization from any source whatsoever, and deposit all such moneys in the name of the Organization in such banks, trust companies or other depositories as shall be selected in accordance with the provisions in **Article VIII** of these bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board. The treasurer and club administrator shall work together to submit a financial budget in January to the president. The budget report shall include all projected revenue and expenses for that fiscal year.

DIRECTOR OF MARKETING/COMMUNITY RELATIONS:

Marketing duties shall include in accordance with the Executive Board the recruitment of sponsors by the relevant date as determined by the Executive Board for both recreation and select programs operating during the season. The design and preparation of a standard sponsorship agreement compatible with the requirements of the Association in accordance with the Executive Board and the Association's legal representative. The timely collection of all executed sponsor agreements and relevant sponsor fees to meet the Association's requirements. The supervision of sponsor acknowledgment and recognition including the provisions to sponsors of relevant pictures, plaques, news coverage, etc. The communication with sponsors, as required, to maintain their familiarity with the Association's programs on an on-going basis.

The preparation and circulation of all approved publicity information regarding registration for the Association's soccer programs. The establishment of media methods, formats, and time scales regarding the communication of the Association's programs to the public.

Publication via the website or other methods of all publicity information relevant to the membership of the Association. The liaison with the public media in the greater Florence area with a view to maximizing the exposure of the FSA to the public at large.

REVISED OR MAINTAINED SEE (APPOINTED CLUB OFFICERS/DIRECTORS):

RECREATION REGISTRAR (Administrator/Registrar)

CLASSIC/ACADEMY REGISTRAR (Administrator/Registrar)

DIRECTOR OF COACHING

FIELD MARSHALL PRO-TEM (Field Marshall)

DIRECTOR OF OFFICIALS

AT-LARGE MEMBERS:

Recreation (2):

Select (1):

Community (1):

****Duties/Responsibilities to be determined per Executive Board****

APPOINTED CLUB OFFICERS/DIRECTORS:

Appointed Club Officers may include but are not limited to the following:

- A. Technical Director of Soccer Operations (See Policies/Procedures)
- B. Director of Coaching (See Policies/Procedures)
- C. Administrator/Registrar (See Policies/Procedures)
- D. Tournaments Director (See Policies/Procedures)

- E. Field Marshall (See Policies/Procedures)
- F. Director of Concessions (See Policies/Procedures)
- G. Director of Soccer programming (See Policies/Procedures)
- H. Director of Officials (See Policies/Procedures)

and such other or fewer Appointed Club Officers as shall be recommended by the Executive Board in its discretion from time to time. Furthermore, if it is determined to be in the best interests of the Organization, one or more of the above listed positions may be combined or eliminated without resort to amendment of these Bylaws as the Executive Board deems appropriate with exception to the Club Administrator/Registrar.

Removal of Appointed Club Officers appointed under this Section. Subject to any contractual provisions, if any, governing their service to the Corporation, Appointed Club Officers may be suspended or terminated by the Board at any time for any reason or for no reason.

Compensated Employees and Independent Contractors:

The Organization may compensate employees and pay for the services of independent contractors. Subject to any contractual provisions, if any, governing their service to the Organization, positions to be filled by compensated employees and independent contractors may be created or eliminated at the discretion of the Board. Unless otherwise contracted for by the Board, compensated employees and independent contractors shall be appointed to annual terms, and the amount of their compensation and payment for service shall be determined on an annual basis, by the Board. Such appointments shall be renewed, or not, and, if renewed the amount of the renewed employee's compensation or independent contractor's payment shall be set, annually by the Executive Board. Discharge of a compensated employee or termination of the services provided by an independent contractor during the term of their employment or independent contractor contract shall be effective only after approval of such discharge by the Executive Board.

*****SEE POLICIES AND PROCEDURES MANUAL FOR DESCRIPTION AND DUTIES OF OFFICERS/DIRECTORS POSITIONS*****

ARTICLE VII: LEGAL REPRESENTATIVE

The Legal Representative's duties shall include:

The provision of advice, as required, to the Association in respect of any legal matters concerning its relationship with third parties.

The provision of advice, as required, in respect of any contract or negotiations entered into by the Association or its duly authorized representatives.

ARTICLE VIII: FINANCIAL ARRANGEMENTS

The authorization and responsibility for the commitment of expenditure by the Florence

Soccer Association shall be vested in the Executive Committee. All expenditures will be paid from the FSA's account. The account shall be administered by the following Executive Officers: President, Vice-President, Treasurer and other governing board member/employee as stipulated in writing by the Executive Board.

Registration fees shall be established prior to each season by the members of the Executive Board.

The FSA Fiscal calendar year shall run from January 1 through December 31.

ARTICLE IX: ELECTION OF OFFICERS

Election of Executive Officers shall take place at the Association's annual general meeting in the fourth quarter of the calendar year. Nominations must be submitted in writing, and written nominations will be accepted until the 20th day of the month preceding the meeting. No new nominations will be accepted at the meeting unless there have been no nominees submitted prior to the deadline. Nominations for selection shall be seconded from the floor at the annual meeting as above, and any eligible nominee must have a proposer and a seconder.

Terms of Positions:

The Executive Officers shall serve **two (2)** year terms limited to **two (2)** consecutive terms. If no other candidate is nominated or the position is unopposed following **two (2)** consecutive terms, the current serving executive officer may continue serving until the next election period. The election terms of the Executive Officers shall take place as follows:

Odd Years: (President, Secretary, Director of Marketing/Public Relations)

Even Years: (Vice-President, Treasurer)

All members of the Florence Soccer Association, per **ARTICLE II**, shall be eligible to vote on the election of Executive Officers. Successful candidates shall be those who receive a simple majority of the votes cast by members present at FSA's annual general meeting.

ARTICLE X: VACANCIES

In situations where positions on the Governing Board become vacant during the serving term, the following procedures will apply:

1. The Vice-President shall assume the position of the President when vacated.
2. All other Executive Officer vacancies due to resignation, removal, disqualification or otherwise shall be filled by election of Association members voting as per **ARTICLE IX (ELECTION OF OFFICERS)** but without requirement for notice, at the next scheduled FSA meeting.
3. Any other vacancy on the Governing Board shall be filled by the Executive Board after consultation.

ARTICLE XI: REMOVAL OF GOVERNING BOARD OFFICERS

Any member of the Governing Board or Executive Board who demonstrates a NO CONFIDENCE behavior without justifiable reason (to be approved by the Executive Board), may be asked by the President of FSA to relinquish his/her duties effective immediately. Shall the President of the Executive Board demonstrate a NO CONFIDENCE behavior as above, He/she may be asked by a simple majority of the remaining members of the Executive Board to relinquish his/her duties effective immediately.

ARTICLE XII: SPECIAL MEETINGS

Special meetings may be called by a group of **twenty (20)** or more members of the FSA by the submission of a petition in writing to the Executive Committee identifying the reason for such meeting. On receipt of the petition, the Executive Committee shall set a date and time for the special meeting which must be held within **twenty-eight (28)** days of the petition being received. Voting procedures at special meetings shall conform with those required for AMENDMENTS TO BY-LAWS (**ARTICLE XIV**).

ARTICLE XIII: SEASONAL YEAR

The seasonal year of the Florence Soccer Association shall run from June 1st to May 31st of the following year.

ARTICLE XIV: AMENDMENTS TO BY-LAWS

Any changes/amendments to the Association's bylaws shall be effected by a simple majority vote of all Association members present and eligible to vote at the meeting at which the bylaw change is discussed. In respect of such changes, all members of the Association shall be eligible to vote. Proposed amendments to the bylaws must be submitted to the Executive Committee in writing, signed by a proposer and seconded. The proposal for any changes/amendments will be brought before the board **twenty-eight (28)** days prior to voting. The membership will be notified of the proposed changes and the voting date.

The Associations's bylaws should be reviewed and revised once every **three (3)** years by the Executive Committee.

*****In addition to the FSA Bylaws, Articles XV (Rules and Guidelines for play) and XVI (FASC – Over 30 League Rules and Guidelines for Play) shall be removed and located in a POLICIES AND PROCEDURES Manual. The DOC shall collaborate with the Administrator any and all changes related to the above leagues as required per SCYSA, USYSA, SCASA, USASA, and amend such changes in the Organizations POLICIES AND PROCEDURES MANUAL.*****

ARTICLE XV: RULES AND GUIDELINES FOR PLAY (SEE POLICIES AND PROCEDURES MAUNUAL)

Unless otherwise stated, the rules of the FSA shall be applicable without exception to all

participants (i.e. both Classic and Recreational levels) operating under the auspices of the Association's soccer programs. Unless contravened by the Rules below, the FSA will operate under the rules of FIFA as modified by the SCYSA and USYSA.

The FSA may modify Rules and Guidelines for Play with regards to the recreation program as needed to accommodate changes related to the availability of registered players and coaches.