

CONSTITUTION

July 1, 2002

NORTHWEST CINCINNATI SAY SOCCER ASSOCIATION

ARTICLE 1 NAME, TAX STATUS, AND AUTHORITY

- SECTION A. THIS ORGANIZATION SHALL BE KNOWN AS THE NORTHWEST CINCINNATI SOCCER ASSOCIATION.
- SECTION B. THIS ASSOCIATION SHALL BE NON-PROFIT. ALL ASSETS SHALL BELONG TO THE ASSOCIATION AND SHALL NOT INURE TO THE BENEFIT OF ANY MEMBER OR GROUP OF MEMBERS. ALL DISBURSEMENTS SHALL ADVANCE THE PURPOSES OF THE ASSOCIATION.
- SECTION C. THE AUTHORITY TO CONDUCT BUSINESS AND TO ADMINISTER ASSOCIATION PROPERTY IS VESTED IN ITS BOARD.
- SECTION D. THE BOARD SHALL ABIDE BY THE OHIO REVISED CODE AS IT PERTAINS TO ORGANIZATIONS NOT FOR PROFIT.
- SECTION E. THE BOARD SHALL OPERATE IN SUCH A MANNER AS TO NOT JEOPARDIZE ITS STATUS AS A FRANCHISE HOLDER OF S.A.Y. - U.S.A. SOCCER.

ARTICLE II PURPOSE

- SECTION A. TO UNIFY AREA SOCCER DISTRICTS WITH THE COMMON INTERESTS OF PROVIDING STANDARDIZED PLAYING RULES, BENEFICIAL ADMINISTRATION, AND CONSISTENT INTERPRETATION OF PROCEDURES.
- SECTION B. TO PROMOTE SOCCER PROGRAMS FOR AREA YOUTH AS AN AID TO FOSTERING THE DEVELOPMENT OF SPORTSMANSHIP AND THE BETTERMENT OF PLAYER'S PHYSICAL AND SOCIAL WELL BEING.
- SECTION C. TO RECEIVE AND ADMINISTER FUNDS, GIFTS, BEQUESTS, AND DEVICES USEFUL TO ADVANCING SOCCER FOR CHILDREN FROM ANY PERSON, FIRM, OR CORPORATION.

ARTICLE III MEMBERSHIP

- SECTION A. THE ASSOCIATION SHALL BE COMPOSED OF THE S.A.Y. - U.S.A. DISTRICT REPRESENTATIVES FROM EACH OF THE DISTRICTS FIELDING FIVE TEAMS AT THE END OF THE PRIOR SEASON AND WHICH COMPRISE THE FRANCHISE AREA AS DEFINED BY S.A.Y.-U.S.A. SOCCER.

- SECTION B. ADDITIONAL MEMBERS OF THE ASSOCIATION MAY BE APPOINTED BY DISTRICTS MEETING THE FOLLOWING TESTS:
1. 31 THROUGH 60 TEAMS PLAYING AT THE END OF THE PRIOR SEASON: MAY APPOINT ONE OTHER VOTING REPRESENTATIVE IN ADDITION TO THEIR DISTRICT REPRESENTATIVE.
 2. 61 THROUGH 90 TEAMS PLAYING AT THE END OF THE PRIOR SEASON: MAY APPOINT TWO OTHER VOTING REPRESENTATIVES IN ADDITION TO THEIR DISTRICT REPRESENTATIVE.
 3. 91 THROUGH 120 TEAMS PLAYING AT THE END OF THE PRIOR SEASON: MAY APPOINT THREE OTHER VOTING REPRESENTATIVES IN ADDITION TO THEIR DISTRICT REPRESENTATIVE.
 4. DISTRICTS MAY APPOINT ONE ADDITIONAL VOTING REPRESENTATIVE FOR EACH 30 TEAM INCREMENT OVER 120 TEAMS.

SECTION C. IF AN ORGANIZATION IS RECOGNIZED BY THE ASSOCIATION BUT FAILS TO FIELD AT LEAST FIVE TEAMS AT THE END OF THE PRIOR SEASON, IT SHALL BE CONSTITUTED A COLONY. THE ORGANIZATION'S FAILURE TO MEET THE MINIMUM REQUIREMENTS SHALL PLACE IT IN A PROBATIONARY STATUS WITH A VOICE BUT NO VOTE IN ASSOCIATION BUSINESS. RECOGNITION CAN BE WITHDRAWN FROM A COLONY AS THE ASSOCIATION DEEMS NECESSARY.

ARTICLE IV THE BOARD

SECTION A. TO ASSIST THE MEMBERS OF THE ASSOCIATION, OFFICERS SHALL BE ELECTED AT THE NOVEMBER REGULAR MEETING FOR A TERM OF OFFICE OF ONE YEAR COMMENCING WITH ADJOURNMENT OF THE MEETING OF THEIR ELECTION.

SECTION B. THESE ELECTED OFFICERS SHALL BE ENTITLED TO VOTE IF PRESENT, EXCEPT THAT NO INDIVIDUAL IS ENTITLED TO MORE THAN ONE VOTE ON ANY QUESTION BEFORE HE ASSOCIATION NOR ARE OFFICERS ENTITLED TO VOTE BY REASON OF THEIR OFFICE FOR OFFICERS TO SUCCEED THEM.

SECTION C. THE OFFICERS AND MEMBERS OF THE ASSOCIATION SHALL COMPRISE ITS BOARD.

SECTION D. A QUORUM FOR ACTION BY THE BOARD SHALL BE THAT ONE HALF OF THE DISTRICTS IN THE S.A.Y. - U.S.A. FRANCHISE AREA SHALL BE PERSONALLY REPRESENTED BY THEIR DISTRICT REPRESENTATIVE OR PROXY BY ONE OF THAT DISTRICT'S MEMBERS.

SECTION E. DISTRICT REPRESENTATIVE AND VOTING REPRESENTATIVE MEMBERS OF THE BOARD SHALL HAVE THE RIGHT TO VOTE BY PROXY ON ANY PREESTABLISHED MATTER BEFORE THE BOARD. THIS PROXY MAY STIPULATE A PROXY REPRESENTATIVE WHO MAY VOTE ON ALL MATTERS BEFORE THE BOARD AND SHALL BE IN WRITING AND SHALL HAVE BEEN SUBMITTED TO THE PERSON CHAIRING THE MEETING OF THE BOARD AT THE TIME OF VOTING ON THE MATTER BEFORE THE BOARD. NO INDIVIDUAL IS ENTITLED TO MORE THAN ONE VOTE ON ANY QUESTION BEFORE THE ASSOCIATION.

SECTION F. IF A QUORUM IS PRESENT, A SIMPLE MAJORITY OF THOSE BOARD MEMBERS PRESENT IS ENOUGH TO PASS MEASURES. AN ACTION BY THE BOARD SHALL NOT BE EFFECTIVE UNLESS IT RECEIVES THE VOTING SUPPORT OF MORE THAN ONE HALF OF THE MEMBERS OF THE BOARD AT THE MEETING WITH NOT LESS THAN NINE AYE VOTES.

SECTION G. THE OFFICERS OF THE BOARD SHALL BE AS FOLLOWS:

1. PRESIDENT
2. VICE-PRESIDENT
3. SECRETARY
4. TREASURER
5. FRANCHISE REPRESENTATIVE TO S.A.Y. - U.S.A. SOCCER
6. REFEREE COORDINATOR

ARTICLE V MEETINGS

SECTION A. THERE SHALL BE TEN REGULAR MEETINGS PER YEAR OF THE BOARD. A MEETING SHALL BE HELD IN EACH CALENDAR MONTH, EXCEPT DECEMBER AND JANUARY, AT TIMES AND PLACES ACCEPTABLE TO THE BOARD AT THE TIME OF THE PREVIOUS MEETING. THE MEETING FOR THE FOLLOWING MONTH MAY BE CANCELLED AT ANY REGULAR MEETING.

SECTION B. SPECIAL MEETINGS MAY BE CALLED BY ANY MEMBER OF THE BOARD ON 24 HOUR NOTICE, BUT ANY DECISION AT SUCH A MEETING SHALL NOT BE EFFECTIVE UNLESS IT RECEIVES THE VOTING SUPPORT OF MORE THAN ONE HALF OF THE MEMBERS OF THE BOARD. THE NOTICE FOR THE MEETING SHALL STATE THE PURPOSE OF THE SPECIAL MEETING.

SECTION C. NOTICE OF MEETINGS SHALL BE GIVEN TO EACH MEMBER OF THE BOARD IN AN EQUAL FASHION.

SECTION D. MEETINGS SHALL BE CHAIRED BY THE PERSON CALLING A SPECIAL MEETING OR BY THE DESIGNEE OF THE BOARD AT A REGULAR MEETING.

SECTION E. MEETINGS SHALL NORMALLY BE OPEN WITH A VOICE GIVEN TO THE PUBLIC. SHOULD THE BOARD WISH TO DO SO IT MAY, BY A TWO THIRDS VOTE OF A QUORUM, CLOSE THE MEETING SUCH THAT ONLY MEMBERS MAY SPEAK FURTHER.

ARTICLE VI PARLIAMENTARY AUTHORITY

THE RULES CONTAINED IN ROBERT'S RULES OF ORDER REVISED SHALL GOVERN THE ASSOCIATION IN ALL CASES TO WHICH THEY ARE APPLICABLE, AND IN WHICH THEY ARE NOT INCONSISTENT WITH ANY BY-LAWS OR SPECIAL RULES OF ORDER OF THIS ASSOCIATION.

ARTICLE VII REMOVAL

ANY OFFICER OF THE BOARD CAN BE REMOVED FROM OFFICE BY AT LEAST A TWO-THIRDS VOTE OF THE MEMBERSHIP AT A MEETING WHERE NOTICE OF SUCH INTENT HAS BEEN GIVEN WITH THE NOTICE OF THE MEETING.

**ARTICLE VIII
AMENDMENT**

THIS CONSTITUTION CAN BE AMENDED BY A TWO-THIRDS VOTE OF THE MEMBERS AT ANY MEETING WHERE NOTICE OF THE MEETING INCLUDED AN OUTLINE OF THE CHANGES CONTEMPLATED.

By - Laws

July 1, 2002

NORTHWEST CINCINNATI SAY SOCCER ASSOCIATION

ARTICLE I DUTIES OF OFFICERS

SECTION A: **PRESIDENT**

1. THE PRESIDENT SHALL PRESIDE OVER REGULAR MEETINGS OF THE BOARD WHICH HE ATTENDS.
2. THE PRESIDENT SHALL BE RESPONSIBLE FOR OVERALL ADMINISTRATION OF FRANCHISE ACTIVITIES.
3. THE PRESIDENT, UPON ELECTION, SHALL EXECUTE THE "TERRITORIAL FRANCHISE AGREEMENT" REQUIRED BY THE NATIONAL BOARD, ON BEHALF OF THE NORTHWEST CINCINNATI SOCCER ASSOCIATION FOR SUBMISSION TO THE FRANCHISE REPRESENTATIVE.
4. THE PRESIDENT SHALL MONITOR THE VALIDITY OF ELIGIBLE VOTERS AT EACH MEETING.

SECTION B: **VICE-PRESIDENT**

1. THE VICE-PRESIDENT SHALL PRESIDE OVER REGULAR MEETINGS OF THE BOARD WHEN THE PRESIDENT IS UNABLE TO ATTEND OR WHEN IT WOULD BE INAPPROPRIATE FOR THE PRESIDENT TO DO SO.
2. IN THE EVENT THAT A REGULAR MEETING IS NOT ATTENDED BY EITHER THE PRESIDENT OR VICE-PRESIDENT, THE BOARD SHALL SELECT A PERSON TO CHAIR THAT MEETING.
3. THE VICE-PRESIDENT SHALL CO-ORDINATE THE ANNUAL TOURNAMENT WITH THE WISHES OF THE BOARD.

SECTION C: **SECRETARY**

1. THE SECRETARY SHALL KEEP A WRITTEN RECORD OF ALL BOARD MEETINGS IN THE FORM OF MINUTES.
2. THE SECRETARY SHALL ATTEMPT TO HAVE THE MINUTES PREPARED AND A COPY MAILED TO EACH BOARD MEMBER WITHIN THREE WEEKS AFTER THE MEETING. IF THIS IS NOT ACCOMPLISHED, THE SECRETARY WILL HAVE COPIES OF THE MINUTES

PREPARED FOR HAND DELIVERY AT THE SUBSEQUENT MEETING. MINUTES NOT DELIVERED PERSONALLY SHALL BE MAILED AS SOON AS POSSIBLE. THE MINUTES OF THE PREVIOUS MEETING SHALL ANNOUNCE THE NEXT REGULAR MEETING.

3. THE SECRETARY SHALL KEEP AN ATTENDANCE RECORD AS PART OF THE MINUTES.
4. THE SECRETARY SHOULD FORWARD A COPY OF THE MINUTES TO THE FRANCHISE COMMITTEE OF THE NATIONAL BOARD AT THE SAME TIME AS THEY ARE FORWARDED TO THE MEMBERS.
5. AT THE EXPIRATION OF THE SECRETARY'S TERM, THE SECRETARY SHALL DELIVER TO THE DULY ELECTED SUCCESSOR, ALL PAPERS AND PROPERTY RELATING TO THE DUTIES OF SECRETARY.

SECTION D: TREASURER

1. THE TREASURER SHALL PROCESS THOSE FUNDS RECEIVED FOR THE ASSOCIATION AS DIRECTED BY THE BOARD.
2. THE TREASURER SHALL MAKE TIMELY PAYMENT OF ALL WRITTEN INVOICES RELATING TO ASSOCIATION BUSINESS OR SHALL REPORT NONPAYMENT AT THE NEXT REGULAR MEETING.
3. THE TREASURER, AT EACH REGULAR MEETING, SHALL SUBMIT A REPORT, IN WRITING, TO THE SECRETARY. THIS REPORT SHALL CONTAIN AT LEAST THESE ITEMS:
 - A. FUNDS RECEIVED DETAILED BY ACTIVITY SOURCE.
 - B. DISPOSITIONS OF FUNDS BY CHECK DETAIL.
4. THE TREASURER SHALL MAKE MONTHLY PAYMENT OF ALL WRITTEN INVOICES SUBMITTED BY THE SECRETARY FOR ASSOCIATION BUSINESS.
5. THE TREASURER SHALL PREPARE A WRITTEN REPORT SUMMARIZING THE FINANCIAL ACTIVITIES OF THE NORTHWEST CINCINNATI SOCCER ASSOCIATION ANNUALLY BY FEBRUARY 1 FOR THE PREVIOUS CALENDAR YEAR. THIS REPORT IS TO BE SUBMITTED TO THE FRANCHISE REPRESENTATIVE FOR INCLUSION AS PART OF THE ANNUAL FRANCHISE RENEWAL PROCEDURE.

SECTION E: FRANCHISE REPRESENTATIVE

1. THE REPRESENTATIVE SHALL ATTEND MEETINGS OF THE NATIONAL BOARD.
2. THE REPRESENTATIVE SHALL REPORT ON ALL MEETINGS OF THE NATIONAL BOARD TO THE NEXT SUBSEQUENT FRANCHISE BOARD MEETING.
3. THE REPRESENTATIVE SHALL FORWARD THE FRANCHISE AGREEMENT AND INFORMATION FOR THE NATIONAL BOARD'S ANNUAL REPORT TO THAT BOARD BEFORE THE ANNUAL MEETING OF THE NATIONAL BOARD.
4. WHEN CALLED UPON, THE FRANCHISE REPRESENTATIVE SHALL REPORT TO THE NATIONAL BOARD INFORMATION HE HAS REGARDING QUESTIONS BEFORE THAT

BOARD. HE SHALL REPORT EACH CALL AS A PART OF HIS REGULAR REPORT TO THE FRANCHISE.

SECTION F: REFEREE COORDINATOR

1. THE REFEREE COORDINATOR SHALL ACCEPT ALL PAYMENTS RELATING TO INTERDISTRICT PROTESTS ON BEHALF OF THE BOARD FOR SUBMISSION TO THE TREASURER.
2. THE REFEREE COORDINATOR SHALL CHAIR ALL HEARINGS OF PROTESTS.
3. THE INITIAL PROTEST HEARING SHALL CONSIST OF A PANEL OF THREE NON-INVOLVED DISTRICT REPRESENTATIVES. THE VOTE OF TWO OF THIS PANEL SHALL DECIDE THE PROTEST UNLESS THAT DECISION IS APPEALED TO THE BOARD.
4. THE REFEREE COORDINATOR SHALL REPORT IN WRITING THE FACTS, CONSIDERATIONS, AND RESULTS OF EACH HEARING TO THE BOARD AND THE S.A.Y. NATIONAL REFEREE COUNCIL OF THE NATIONAL BOARD BY THE TIME OF THE NEXT BOARD MEETING EXCEPT THAT ONE WEEK SHALL AT LEAST BE ALLOWED FOR THE PREPARATION OF THIS REPORT.
5. THE REFEREE COORDINATOR SHALL MAINTAIN A COMMITTEE OF DISTRICT REFEREE COORDINATORS.
6. THE REFEREE COORDINATOR SHALL PROMOTE UNIFORMITY IN RULES INTERPRETATION.
7. THE REFEREE COORDINATOR SHALL OVERSEE TRAINING CLINICS FOR REFEREES.
8. THE FRANCHISE REFEREE COORDINATOR SHALL CONTACT THE DISTRICT REFEREE COORDINATOR OR THE DISTRICT REPRESENTATIVE FOR A LIST OF REFEREES TO REFEREE IN THE FRANCHISE TOURNAMENT AND ASSIGN REFEREES FROM THAT LIST.
9. DISCIPLINARY PROBLEMS WILL BE HANDLED IN THE SAME MANNER AS ITEM 3.
10. THE FRANCHISE REFEREE COORDINATOR SHALL NOTIFY THE PRESIDENT OF EACH PROCEEDING UNDER ITEMS 3 AND 9.

**ARTICLE II
DUTIES OF THE SENIOR'S COMMISSIONER**

SECTION A: ASSIGNMENT OF PLAYERS TO SENIORS TEAMS WILL BE SUBJECT TO ALL S.A.Y. RULES AND TEAMS WILL REGISTER THROUGH THE LOCAL DISTRICT REPRESENTATIVE OR THROUGH THE FRANCHISE BOARD, IF IT IS NECESSARY TO DRAW PLAYERS FROM MORE THAN ONE DISTRICT TO FORM A TEAM.

SECTION B: A SENIORS COMMISSIONER WILL BE APPOINTED BY EACH FRANCHISE BOARD TO SCHEDULE AND ADMINISTER THE SENIORS LEAGUES, AND THIS COMMISSIONER WILL HAVE THE STATUS OF A DISTRICT REPRESENTATIVE.

SECTION C: LOCAL DISTRICTS CAN COMBINE TO FORM TEAMS FOR LEAGUE PLAY AS THEY DESIRE.

SECTION D: THE SENIOR'S COMMISSIONER SHALL CONSULT WITH NEIGHBORING FRANCHISES BEFORE FINAL LEAGUE FORMATION.

**ARTICLE III
AMENDMENT**

THESE BY-LAWS CAN BE AMENDED BY A MAJORITY VOTE OF A QUORUM AT ANY REGULAR MEETING.

Appendix to the By-Laws of the Constitution (Adopted April 11, 1990)

Whereas, Robert's Rules of Order Revised provides that "A rule or resolution of a permanent nature may be adopted by a majority vote at any session of a society and that it will continue in force until it is rescinded", and

Whereas, Robert's Rules of Order Revised provides that such a rule or resolution may be rescinded at a meeting without notice by a two-thirds vote or from a previous meeting with notice or in the notice of a meeting by a majority vote, and

Whereas, Annual revisiting of continuing issues contributes to a feeling of a lack of consistency of interpretation of procedures;

therefore,

Be it resolved, that resolutions whose application is not limited to one year may be printed as an appendix to the By-Laws if so ordered by The Board of the Northwest Cincinnati Soccer Association, and

Further, that resolutions to be included in the appendix shall contain validation as to the reason they are of a permanent nature before they are considered for addition, and

Further, that the President shall arrange related resolutions with the aid of an index of his choosing so that those resolutions treating the same topic may be jointly considered, and

Further, that this resolution shall be the first to be entered into such an appendix.

ACCEPTANCE OF PROCEDURES PASSED UNANIMOUSLY APRIL 11, 1990

DUE PROCESS PROCEDURE

(Approved on December 9, 1997)

This document describes a procedure for resolving disciplinary procedural or administrative problems involving either players, fans, parents, coaches, or administrators. The purpose of this procedure is to insure that all parties are dealt with fairly.

Intra-District

Each district shall have its own procedure to resolve intra-district problems in a timely manner. A district can forward a problem to the Franchise for deposition. The Franchise shall **not** resolve any intra-district problems until **either the district has rendered a decision, it has been sent to the Franchise by the district representative** in writing, or the district has failed to act in a timely manner.

Inter-District or Intra-District Appeals

1. Anyone wanting the Franchise to render a decision for either an inter-district problem or appeal **MUST** submit a Written letter to the Franchise President. This letter **MUST** contain the specifics of the problem and what decision is being requested of the Franchise.
2. The Franchise President shall call a hearing board meeting within 72 hours to resolve the problem. At the president's option he can either take taped telephone evidence or require the people to appear at the hearing. In either case the President shall decide who will give evidence to the hearing board.
3. The hearing board shall consist of 3 (three) non-involved district representatives and the Franchise President. The President shall chair the meeting but does not have a vote in deciding the issue.
4. Two of the three district representatives agreeing on a decision and a hearing board action is enough to decide the issue.
5. Within 72 hours the President shall notify in writing all parties involved, each Franchise board member, and the SAY National Office as to the hearing board's decision.

Hearing Board Appeals

1. A hearing board's decision may be appealed to the entire Franchise Board. This appeal **MUST** be in writing and given to the Franchise President within one week of the original hearing board's decision
2. The Vice President shall chair the Franchise Board appeal hearing but will not have a vote in deciding the appeal.
3. The Vice President shall decide if the appeal requires a special Franchise meeting or if it will be an item for the next regularly scheduled meeting.
4. The Vice President shall notify all interested parties at least 24 hours in advance of the Franchise Board Zeal hearing. The Vice President shall decide who will give evidence to the Franchise Board.
5. After hearing the evidence the Franchise Board shall vote to either uphold the hearing board's decision or render a new decision. Unless there are nine concurring votes the original hearing board's decision shall stand.
6. The Vice President shall notify in writing all parties involved each Franchise member, and the National Office of the appeal decision within one week.

National-Appeals

Franchise Board decisions may be appealed to the National Board. To determine the proper procedure for appealing to the National Board contact the National Office.