

NORTH CAROLINA ADULT SOCCER ASSOCIATION, INC.

BY-LAWS

Adopted August 19, 1984
Revised June 20, 1999
Revised January 3, 2004
Revised February 10, 2005
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Revised January 27, 2013
Revised January 25, 2015
Revised June 27, 2015
Revised June 11, 2016

ARTICLE I EXPENDITURES, DUES, AND ASSESSMENTS

- Section 1 The Executive Committee will annually draw up a budget based on projected expenditures such as (a) statewide play-offs (b) newsletter (c) travel for teams representing the state (d) telephone, postage and travel expenses of Executive Committee members. Based on this budget the Executive Committee will annually recommend to the Council the fees and dues required from affiliated Leagues. Special Assessments may be recommended at any time. These recommendations of the Executive Committee shall be forwarded in writing, to all affiliates and their Council representatives, at least fourteen (14) days prior to the Council Meeting, which will vote upon their acceptance.
- Section 2 Any request for reimbursement for budgeted expenses incurred during the normal operation of the Association or for Programs must be submitted to the Treasurer thirty (30) days after the date of the expense. Reimbursement for any expense that is not in the budget must be voted upon by the Executive Committee. Any expense not submitted within thirty (30) days of the date expense incurred will NOT be reimbursed.
- Section 3 All forms and applications (e.g. player registrations, travel clearances, tournament applications, etc.), that require payment to NCASA, are to be received at NCASA with complete payment to NCASA. Such items received without full payment will not be processed until full payment is received by NCASA or once 10 business days has transpired at which point such items will be returned to sender or league association for resubmission.

ARTICLE II ANNUAL GENERAL MEETING AND ELECTION OF OFFICERS

- Section 1 The Annual General Council Meeting of the North Carolina Adult Soccer Association will be held during such time that the Executive Committee deems it can attract the best attendance.
- Section 2 Notice of this meeting will be sent by the Secretary to each Council member thirty (30) days before the date of the meeting. It is the affiliate's responsibility to notify the Secretary of the names and addresses of their Council representatives.
- Section 3 The election of officers will take place at the Annual General Council Meeting (AGM). Officers will take office on the day after their election. They may succeed themselves in office. Their terms of office will be:
- President – 2 years
Executive Vice-President – 2 years
Secretary – 2 years

Treasurer – 2 years
Vice-President/League Support – 2 years
Vice-President/Women’s and Coed Competition – 2 years
Vice-President/Men’s Competition – 2 years
Vice-President/Membership and Development I - 2 years
Vice-President/Membership and Development II – 2 years
Vice-President/Membership and Development III – 2 years
Women’s Development Commissioner – 2 years

President, Secretary, Vice-President/Men’s Competition, Vice-President/Membership and Development I, and Women’s Development Commissioner are elected in odd numbered years.

Executive Vice-President, Vice President/League Support, Vice-President/Women’s and Coed Competition, Vice-President/Membership and Development II, Vice-President/Membership and Development III, and Treasurer are elected in even numbered years.

To be elected to office it shall be necessary to receive a majority of the votes cast. Nominees must be in good standing.

Section 4 At least sixty (60) days before the election, the Association President shall appoint a Nominating Committee with the advice and consent of the Executive Committee. It shall consist of a chairman and four other members.

Names and addresses of the members of this committee will be given to the delegates when they are notified of the Annual General Meeting.

Section 5 The Secretary will notify all Council members of the slate of officers submitted by the nominating committee ten (10) days before the election. Floor nominations will be allowed at the time of the election of any Executive Committee position.

Section 6 Actions and policies adopted by the Executive Committee, or officers of the State Association shall be reported at the Annual General Meeting Council Meetings to its membership.

ARTICLE III MEETINGS

Section 1 The Executive Committee of the North Carolina Adult Soccer Association shall hold a meeting at least twice a year.

Section 2 Council meetings shall be held a least once a year.

Section 3 Special meetings of this organization may be called at any time by the President or upon written demand of one-third (1/3) or more of the Council. The special meeting shall be called within two (2) weeks of such demand.

Section 4 For all meetings, the Secretary shall give notice, including an agenda to all parties concerned. In case of a special meeting, the purpose of the meeting shall be embodied in that notice, and no matter other than that specified should be considered.

ARTICLE IV DUTIES OF OFFICERS

Section 1 The President of the Association shall preside at all meetings. He or she shall have one vote in each committee. He or she shall render a written report at the Annual Council meeting each year.

Section 2 The Executive Vice-President shall assume the duties and responsibilities of the President in the absence of the latter. In the event the President resigns or is unable to complete his or her term of office, the Executive Vice-President shall succeed to that position and shall with the Executive Committee’s approval appoint another person to fill the unexpired term of the Executive Vice-President.

- Section 3 The Secretary shall record the minutes of all meetings, and attend to the correspondence. The Secretary will handle meeting arrangements including suitable notices to attendees.
- The Secretary shall also serve as Chairman of the Executive Committee in the absence of the President and the Executive Vice-President. He or she shall also assume such additional duties as the President shall assign that are not in conflict with the Constitution and By-Laws.
- Section 4 The Treasurer shall:
- (i) Keep records of all property and income of the Association.
 - (ii) Maintain a detailed account of the income and expenditures of the Association
 - (iii) Assure all Association funds are properly handled either by depositing them upon receipt in a bank account in the name of the Association or by making required transfer to the USSF.
 - (iv) Submit a full report of all financial transactions of the Association and of the balance that is in hand.
 - (v) Sign all checks of the Association
 - (vi) All Officers Handling Association Funds Shall Be Bonded!
- Section 5 The Vice-President/League Support shall be responsible for interacting with all member leagues and communicating with them regularly and to facilitate their access to services of NCASA, USASA, USSF and US Soccer Foundation. In addition, this office will work closely with the Vice-President/Membership and Development I, and the Vice-President/Membership and Development II.
- Section 6 The Vice-President/Women's and Coed Competition shall be responsible for organizing and overseeing the administration of all NCASA sponsored competitive women's and coed events. In addition, the Vice-President/Women's and Coed Competition will work closely with the Vice-President/Men's Competition.
- Section 7 The Vice-President/Men's Competition shall be responsible for organizing and overseeing the administration of all NCASA sponsored competitive men's events. In addition, the Vice-President/Men's Competition will work closely with the Vice-President/Women's and Coed Competition.
- Section 8 The Vice-President/Membership and Development I shall be primarily responsible for communicating with existing affiliated Leagues to provide assistance with league growth and to help assure access to membership benefits. Furthermore, this position will be responsible for identifying and meeting with non-affiliated adult soccer leagues throughout the State. The office will work closely with the Vice-President/League Support, the Vice-President/Membership and Development II, and the Vice-President/Membership and Development III.
- Section 9 The Vice-President/Membership and Development II shall be primarily responsible for communicating with existing affiliated Leagues to provide assistance with league growth and to help assure access to membership benefits. Furthermore, this position will be responsible for identifying and meeting with non-affiliated adult soccer leagues throughout the State. The office will work closely with the Vice-President/League Support, the Vice-President/Membership and Development I, and the Vice-President/Membership and Development III.
- Section 10 The Vice-President/Membership and Development III shall be primarily responsible for communicating with existing affiliated Leagues to provide assistance with league growth and to help assure access to membership benefits. Furthermore, this position will be responsible for identifying and meeting with non-affiliated adult soccer leagues throughout the State. The office will work closely with the Vice-President/League Support, the Vice-President/Membership and Development I, and the Vice-President/Membership and Development II.

- Section 11 The Women’s Development Commissioner shall be primarily responsible for activities associated with the growth of women participation in adult soccer for the NCASA. Responsibilities will include working with our member leagues to assist with issues related to women participation.
- Section 12 Responsibility for oversight of registration is assigned by the President.
- The individual responsible for oversight of registration will oversee all activities related to the registration of players, teams and leagues and will be responsible for the maintenance and appropriate distribution of records and reports related to these activities.
- Section 13 Responsibility for discipline and appeals activities is assigned by the President.
- The individual handling this responsibility will serve as the Chairman of Discipline and Appeals. He or she shall appoint a Board of Appeals and Consultation. It shall be the responsibility of this Board to hear appeals forwarded to the Association from decisions by affiliated bodies. It shall also serve to recommend courses of action to the Executive Committee in areas of controversy and to adjudicate these matters wherein jurisdiction rests with the Association.
- The Board of Appeals and Consultation shall conduct hearings concerning any alleged abuse and/or assault on a referee in accordance with applicable USSF rules.
- The Board of Appeals and Consultation will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individual to participate and compete. The procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the Federation and the State Association and its members may be appealed to the Federation’s Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.
- The Board should be comprised of individuals who do not actively participate in the direct affairs of any of the concerned affiliated organizations. While there is no limit to the number of individuals who may be appointed to the Board, there shall be at least three members present to hear any appeal or transact any other matter to come before the Board. Any Board member who is an interested party in any case shall be excused from the proceedings of that particular case. Any person discussing a case with a Board member with the intention of influencing the decision other than in the course of the investigation of the matter shall be subject to official censure and the Board member may disqualify himself from the case.
- All appeals shall be submitted in writing to the Chairman of the Board of Appeals and Consultation within thirty (30) days after notification of the decision by the affiliated group. The appeal shall be accompanied by a check of \$25.00, which shall be the appeal fee. In the event that the board upholds the appeal, the appeal fee shall be returned to the appellant.
- Section 14 Any Association officer or appointed Chairman or committee member absent from two consecutive meetings including those of a Committee or Association Council meetings at which his or her presence would normally be required, may thereby forfeit the right to hold the office for the unexpired term.
- Section 15 If a vacancy occurs in any office other than that of the President, the President with concurrence of the Executive Committee may appoint a temporary successor until the next meeting of the Council. The Council will then fill the position in the manner herein prescribed for the election of officers at the annual meeting.

ARTICLE V COMMITTEES

Section 1 The President shall have authority to appoint such committees as are necessary to fulfill the objects and purposes of this organization.

ARTICLE VI CERTIFIED REFEREE ASSIGNOR

Section 1 Every league shall have a United States Soccer Federation (“USSF”) certified referee assignor (“certified assignor”) who is properly and currently registered through the North Carolina Soccer Referees Association (“NCSRA”) responsible for assigning the officials to its matches.

Section 2 The certified assignor must be clearly identified in all applications for membership to the NCASA and must be clearly identified on all annual NCASA renewal forms.

If a league does not have a certified assignor, it must recruit a person who must successfully pass a USSF certified assignor course prior to the start of the league’s season. Failure to have a certified assignor prior to the start of the league’s playing season shall prohibit the league from playing.

ARTICLE VII AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the Council members present and voting at a meeting officially called.