



Connecticut State Soccer Association

The governing body of amateur soccer in the state of Connecticut, founded in 1914 and incorporated in 1993

The CSSA, its leagues, clubs and teams are members of the United States Soccer Federation (USSF) and the United States Adult Soccer Association (USASA)



CSSA Bylaws

Adopted at the CSSA AGM held February 13, 2010
(updates are bolded and italicized)



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CSSA BYLAWS **Adopted at CSSA AGM held February 13, 2010**

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BYLAWS OF THE CONNECTICUT STATE SOCCER ASSOCIATION, INC.

(1) PART 1—GENERAL

1. Bylaw 101. Name

This organization shall be incorporated as the "Connecticut State Soccer Association, Inc."

2. Bylaw 102. Purposes and Status

Section 1. Purposes:

The purposes of CSSA are:

- a. to develop, promote and administer the game of soccer within the State of Connecticut;
- b. to provide for National Cups and other competitions;
- c. to foster national and international amateur sports competition and to support and develop amateur athletes for national and international competition in soccer;
- d. to promote soccer and physical fitness for all ages through instructional and educational programs designed to meet the needs of each age group; and
- e. To support the training and licensing of coaches and referees for soccer.

Section 2. Status:

CSSA is established as a non-profit and educational organization.

3. Bylaw 103. Use of Name, Logos and Colors

Section 1. Use of Name, Logos:

No one may use the name or initials of CSSA or any of its logos except as provided under these bylaws or except with the express written consent of CSSA.

Section 2. Colors:

The colors of CSSA are blue and white.

4. Bylaw 104. US Soccer Federation Membership

CSSA is a State Association member of the United States Amateur Soccer Association (USASA), and will comply with the authority of the USASA and the United States Soccer Federation.

5. Bylaw 105. Season and Fiscal Year

The *seasonal and* fiscal year(s) of CSSA *shall coincide with the USASA, and USSF when applicable, seasonal and fiscal years.*

6. Bylaw 106. Robert's Rules of Order

Except as otherwise provided in these bylaws, all meeting of CSSA shall be conducted in accordance with the latest authorized edition of Robert's Rules of Order.

7. Bylaw 107. Definitions

Except as otherwise provided, the following definitions apply to these bylaws and all policies of CSSA.

- a. "Administrator" means the Administrator of CSSA as provided under Bylaw 601
- b. "Amateur Sports Act" means the Ted Stevens Olympic and Amateur Sports Act (chapter 2205 of title 36, United States Code).
- c. "Associate" means an organization formed to advance a particular aspect of amateur adult soccer, but not responsible for recruiting, training, fielding, and funding of players.
- d. "Board of Directors" means the collective Executive Board and the CSSA member leagues, and Referee Association, as defined by Bylaw 402.
- e. "Club" means an organization of one or more soccer teams, usually playing within a league.
- f. "CSSA" means Connecticut State Soccer Association.
- g. "Executive Board" means the Executive Board of CSSA established under Bylaw 401.
- h. "Federation" means the United States Soccer Federation, Inc.
- i. "FIFA" means the Federation International de Football Association of which the Federation is the national association member for the United States.
- j. "League" means an organization that conducts competition among soccer teams.
- k. "National Council" means the National Council of USASA as provided under Bylaw 311 of the USASA.
- l. "National Cups" mean those Cups provided for under the USASA policy on National Cup competitions.
- m. "Regional Council" means a council referred to in Bylaw 321 of the USASA.
- n. "State Association" means the administrative body within a territory determined by the National Council to carry out USASA's programs for amateur players.
- o. "Team" means a group of soccer players playing on the same side in soccer games.
- p. "USASA" means the United States Adult Soccer Association, Inc., USSF's governing body of adult amateur soccer.
- q. "USOC" means the United States Olympic Committee, the corporation established under the Amateur Sports Act to oversee all amateur athletic activity in the United States.
- r. "Youth Player" means an individual who has not reached 19 years of age prior to August 1, immediately before the start of any seasonal year. A player who reaches 19 years of age (A) during a seasonal year is allowed to complete that seasonal year, and (B) before August 1 of a seasonal year is allowed to complete all of that seasonal year.
- s. Postmarked – date of USPS postmark or date of an acknowledged (replied to within 72 hours) e-mail.
- t. ***Fee Schedule: A list of all CSSA fees, required by these bylaws or by stated policies, or incurred by teams for disciplinary reasons.***
- u. ***Policy Manual: directives to the membership that may change periodically throughout the year, based upon operational necessity, in order to provide***



***efficient service to the membership, compliance with governing bodies,
and smooth operation of the Association.***

(2) PART 2 – ORGANIZATION AND MEMBERSHIP

Subpart A – General

1. Bylaw 201. Eligibility

The membership of CSSA is open to all soccer organizations and all soccer players, coaches, trainers, managers, referees, administrators and officials without discrimination on the basis of race, color, religion, age, sex, or national origin.

2. Bylaw 202. Membership Categories

CSSA has the following categories of Organization Members:

- State Leagues
- ~~Regional League teams~~
- **Recreational clubs**
- Individual members as provided under bylaw 221
- Referee Associations

Subpart B – Organization Members

1. Bylaw 211. Admission to Membership

Section 1 – Application for membership: an organization desiring to become an Organization Member, including previous members re-applying for membership, must submit the following:

A written application for membership ***to the CSSA officer designated in the Policy Manual:***

1. The applicant shall specify the category of Organization Member being applied for.
2. The applicant shall include, with the application:
3. copies of its charter or articles of incorporation
4. bylaws, rules, or regulations
5. any rules of play
6. any other governing documents appropriate to understanding the structure and activities of the organization.
7. The CSSA officer designated to receive the application shall prescribe the number of copies of each document to be submitted.

Section 2. Application review:

- The CSSA officer designated shall refer the application to the Executive Board for consideration.
- The Executive Board shall immediately submit the application and accompanying documents to the Rules Committee.
- The Rules Committee may reject the application until the application and accompanying documents are changed to comply with the requirements of CSSA, USASA, and USSF.



Section 3. Eligibility. To be eligible to be a State League of CSSA, the applicant must:

- α. have at least six (6) teams **or 40 registered players;**
- β. Comply with standards established by the Executive Board **and stated in the Policy Manual.**

Section 4. Admission to membership:

- An applicant may be admitted as an Organization Member by majority vote of the Board of Directors, **or a majority vote of the Executive Board when a Board of Director quorum is not met at any Board of Directors meeting.**
- The Executive Board may provisionally recognize an applicant as an Organization Member pending the review of the application as stated in Section 2.

Section 5. Membership acceptance: Each Organization Member, upon acceptance as a member of CSSA, shall be furnished with a copy of these Bylaws, the Playing Rules, the Cup/Competition Rules & Regulations, **the Policy Manual**, and the Fee Schedule. These documents shall be deemed sufficient notice of their membership responsibilities.

Section 6. Resignation: Resignation of an Organization Member shall not be accepted unless the member is in good standing.

Section 7. Organization Members shall collect fees from their affiliated teams and clubs and shall remit them to the CSSA **Treasurer/Secretary.**

2. Bylaw 212. General Responsibilities

Section 1. Each Organization Member must do the following:

- Comply with all bylaws, **rules**, policies, and requirements of CSSA, USASA and the Federation, to the extent applicable to that classification of Organization Member;
- submit to CSSA any amendment to its charter or articles of incorporation, bylaws, rules, **policies**, and regulations not later than thirty (30) days after adoption of that amendment;
- pay fees due **the Association** by the deadline the fees are required to be paid
- **if an Organization Member is a State League, guarantee the Association access to its USSF match reports, for discipline purposes.**
- Comply with the Amateur Sports Act, to the extent applicable.

Section 2. Each Organization Member shall retain its own autonomy except as otherwise provided in these bylaws.

3. Bylaw 213. Member Responsibilities

In addition to other requirements of these bylaws, members shall be responsible for the following:

- a. Compliance with actions of Regional Councils;
- b. Compliance with matters pertaining to regional, interstate, national and international competition and other competitions approved of, or sponsored by, CSSA or its members;
- c. registration with CSSA at least once each seasonal year the names and addresses of its players, coaches, teams, and organization administrators;
- d. require that each member of CSSA register every soccer player and team that is sponsored, financed, coached, or administered by that member;
- e. The registration forms and fees of all players and coaches registered with the Association must be received by the Association no later than one (1) month after the date of registration, or the date of the first game played by the team.**
- f. ensure that each of its players, teams, divisions and leagues of the State Association ~~or Regional League~~ complies with the policy of USASA with respect to insurance.

4. Bylaw 214. Fees

Each Organization Member shall pay to CSSA annual fees recommended by the Executive Board, which shall be approved by the Board of Directors at the AGM by a majority vote.

Subpart C—Individual Members

1. Bylaw 221. Individual Members

An individual who is a player, coach, referee, or administrator is a member of CSSA—

- a. Through that individual's membership or association with an Organization Member;
- b. as an elected officer of CSSA; or
- c. As a committee member of CSSA.

Subpart D—Suspensions, Fines and Terminations

1. Bylaw 231. Suspensions, Fines, and Terminations

Section 1. An Organization Member failing to pay any fees due **The Association per stated deadlines** shall be provided notice of the delinquency:

- If those fees are not paid within thirty (30) days after the date specified in the notice of delinquency, the delinquent member shall be suspended from the Association.
- If the member's delinquent fees are fully paid to the **Treasurer/Secretary** or Administrator within ninety (90) days after the date specified in the notice of delinquency, the delinquent member will be automatically reinstated.
- Unless otherwise provided by the Executive Board, the membership of the member shall be terminated automatically if the member has failed to pay those fees for a period of ninety (90) days after the date specified in the notice of delinquency.

- In the notice of delinquency, the **Treasurer/Secretary, designated officer** or Administrator shall notify the member of suspension and the date on which membership will be terminated if the fees remain unpaid.

Section 2.

a. The Board of Directors may suspend or terminate (or any combination thereof) the membership of any member of CSSA if the Executive Board determines that:

- (1) the conduct of the member is adverse to the best interests of soccer or CSSA;
or
- (2) The member has not complied with the requirements of its membership in CSSA.

b. The Board of Directors may act under subsection (a.) of this section only after a hearing, reasonable notice to the member of the time and place of the hearing, and providing the member with a reasonable opportunity to present evidence in support of the member's position.

Section 3. Notwithstanding Section 1 of this bylaw, the membership of a member whose suspension is in effect on the last day of a seasonal year is terminated as of the first day of the next seasonal year unless the Board of Directors provides otherwise.

Section 4. A suspension or other disciplinary action imposed by CSSA in accordance with these bylaws shall be recognized by all members of CSSA upon notification by CSSA.

Section 5. Except as may be provided in Section 1 above, suspended or terminated members may apply to the Board of Directors for reinstatement.

(3) PART 3—MEETINGS

Subpart A – Voting

1. Bylaw 301. Organization Members

Section 1. At Annual General Meetings:

- a. each Executive Board officer shall have one vote
- b. each Organization Member shall be entitled to be represented by one (1) delegate who shall have one (1) vote.
- c. In addition, each League shall have as many votes as it has teams in good standing. Each League shall send representatives who will have six (6) votes each and only one representative may have less than six votes. Each league shall determine its own method for choosing its representatives and alternates.
- d. No person shall represent more than one Organization Member.
- e. The CSSA President shall vote only to break a tie.

Section 2. Within the limitations of Section 1, any member entitled to vote at any meeting may do so either in person, or by another representative authorized to vote by written proxy.

Section 3. At Board of Director meetings, each Executive Board officer and Organization Member shall be entitled to one vote, excepting the President, who will vote only to break a tie vote.

Section 4. At Executive Board meetings, a majority of the officers shall constitute a quorum. At Board of Director Meetings, one-third of the Organization Members and at least three (3) officers shall constitute a quorum. At the Annual Meeting, the presence of one-third of the voting membership shall constitute a quorum.

Section 5. A majority of the votes cast is required to accept an issue unless specifically stated elsewhere.

Section 6: At all meetings, an Organization Member who is also an Executive Board officer may only vote once on a given issue (one person/one vote).

Subpart B - Meetings

2. Bylaw 311. Annual General Meeting

Section 1. ***The Association*** shall have an Annual General Meeting that is composed of representatives of all Organization Members and the Executive Board.

Section 2. At the Annual General Meeting, members have the following authority:

- a. exclusive authority to amend the charter and bylaws of ***the Association***;
- b. adoption of the budget of CSSA;
- c. election of all officers of the Executive Board;
- d. approval of fees;
- e. approval of membership applications of Organization Members;
- f. adoption and amendment of policies adopted by the Executive Board.
- g. approval of grants to CSSA Executive Board officers and committee chairpersons.

Section 3. Actions and policies adopted by the Board of Directors, Executive Board, or officers shall be reported to the CSSA membership at the Annual General Meeting.

Section 4. The Annual General Meeting shall be held as close as possible to the USSF AGM.

Section 5. Amendments to the Bylaws, Playing and Administrative Rules, Cup Rules, and Fee Schedule of this Association shall be made only at the Annual General Meeting by a vote of at least two-thirds of all votes cast. Such amendments must be submitted to the office of the Association in writing at least one month in advance of the AGM and fifteen (15) days notice must be given to all members regarding all proposed amendments and/or changes.

Section 6. Notice and agenda of Annual General Meetings and amendment procedures shall be made forty-five (45) days prior to the meeting date.

Section 7. Unless temporarily modified by action of the members, the order of business for the Annual General Meeting shall be:

- a. Roll call.
- b. Acceptance of Minutes of the previous AGM.
- c. ***Treasurer/Secretary's*** financial report.
- d. Unfinished business and communications.
- e. Reports of committees.
- f. Rule changes.
- g. Election of officers.
- h. New Business and communications.
- i. Good of soccer.
- j. Adjournment.

3. Bylaw 312. Regular Meetings

Section 1. The Board of Directors shall hold at least **four (4)** regular meetings each calendar year.

Section 2. Notice of a regular Board of Directors meeting shall be emailed by the Secretary or Administrator to the designated representative(s) of each Organization Member, and the Executive Board.

Section 3. Unless temporarily modified by action of the members, the order of business shall be:

- α. Roll call.
- β. Acceptance of Minutes of the previous Board of Directors meeting.
- γ. **Treasurer/Secretary's** financial report
- δ. Unfinished business and communications.
- ε. Reports of committees.
- φ. Rule changes.
- γ. New Business and communications.
- η. Good of soccer.
- ι. Adjournment.

Section 4. Special meetings of the membership may be requested of the President at any time at the written request of **a majority** of Executive Board officers, or at the written request of **a majority** of the membership, giving detailed reasons for such. **The membership and the Executive Board** shall be given at least seven (7) days notice in advance of such meeting.

Section 5. Minutes of all meetings must be kept. Copies must be sent to the Board of Directors, Executive Board, and Committee Chairpersons **within one month after the meeting date.**

Section 6. A written notice of all regular and special meetings shall be given in advance by the **designated officer**, at the direction of the President, to each member. The notice shall be made not less than fourteen (14) days or more than thirty (30) days prior to the date of the meeting. The notice shall state the purpose for which the meeting is called and the place, day and time of the meeting.

Section 7. Meeting locations shall be determined by the Executive Board. **Meetings may be held via telephone or video conference at the discretion of the Executive Board.**

(4) PART 4—OFFICERS

1. Bylaw 401. Executive Board

The Executive Board will consist of the President, the 1st and 2nd Vice Presidents, **the Registrar**, and the **Treasurer/ Secretary**. The Executive Board will conduct any business between the Annual General Meeting and Board of Director Meetings. The Executive Board shall have the full authority to act for CSSA in all matters of business, operation, and administration and shall report to the Board of Directors on whatever business has been conducted. In addition, the Executive Board may appoint a non-voting President Emeritus, who shall have been a past CSSA President.

2. Bylaw 402. Board of Directors

The Board of Directors will consist of the President, 1st and 2nd Vice Presidents, **the Registrar**, the **Treasurer/Secretary**, the President Emeritus, and one representative from each member organization.

3. Bylaw 403. Election of Officers

Section 1. The Executive Board of the Association shall be elected for a period of two years at the Annual General Meeting. The President, 1st Vice-President and **Treasurer/ Secretary** shall be elected in odd-numbered years, and the 2nd Vice President and the **Registrar** shall be elected in even numbered years. They shall receive a majority of all votes cast. The right to vote of the officers being elected shall cease during that part of the Annual General Meeting, when a temporary chairperson shall be appointed to conduct the election of officers. Vacancies in existing offices may be filled at the AGM for the remaining term of that office.

Section 2. The President, prior to each Annual Meeting, shall appoint a Nominating Committee. It shall be the duty of this Committee to receive nominations of candidates in good standing. Nothing herein contained shall be deemed to prevent nominations from the floor.

4. Bylaw 404. Responsibilities of Officers

Section 1. The President

The President shall chair and conduct all meetings, excepting Committee meetings. He shall conduct the affairs of the Association and execute the policies established by the CSSA membership. He shall present a report of the condition of the CSSA at the annual meeting; shall communicate to the membership such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the CSSA. He shall be responsible for the conduct of the CSSA in strict conformity, to the policies, principles, rules and regulations as agreed to under the conditions of the charter issued. The President shall designate in writing, other officers if necessary to have power and to make and execute for / and in the name of the league such contracts and leases as may have received any prior approval of the membership; shall investigate complaints, irregularities and conditions detrimental to the league and report thereon to the Club Representatives as circumstances warrant.

The President is an ex-officio member of all committees. He shall appoint all committees not required to be elected, and shall appoint special committees as needed.

Section 2. The 1st Vice-President

In the absence of the President and provided he is authorized by the President or Executive Board to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of that office and shall have such other duties as from time to time may be assigned to him by the Club Representatives. The 1st Vice-President is the Chairperson of the Competition Committee.

Section 3. The 2nd Vice-President

In the absence of the President and 1st Vice-President, provided he/she is authorized by the President or the Executive Board to act, the 2nd Vice President shall perform the duties of the President and when so acting, shall have all the powers of that office and shall have such other duties as from time to time may be assigned to him/her by the Club Representatives. The 2nd Vice President is the Chairperson of the Appeals Committee.

Section 4. The Registrar

- Shall have full power in connection with the registration and release of all amateur, **and if applicable, professional players, and all bench personnel, as stated in the Playing Rules.**
- Shall make final, binding decisions pertaining to dates of registration, eligibility or qualifications of players, subject only to appeal by proscribed procedures.
- Shall have the right to recommend new registration regulations and policy, and/or change existing ones, in order to improve the efficiency of registration operations, subject to the approval of the Executive Board. Such new or changed regulations shall go into effect on the date specified in the notification from the Executive Board.
- **Shall have all registered players on an alphabetical master list, by league, created from the official registration forms, to enable the checking of all players registered in the Association.**
- **Shall perform any other registration-related tasks as instructed by the President.**

Section 5. The Treasurer/Secretary

The **Treasurer/Secretary** shall perform the following financial tasks:

- Maintain full and accurate accounts of income, expenses, receipts and disbursements of the Association.
- Produce financial or treasury reports for regular and annual meetings
- produce an annual budget, with necessary assistance from the Executive Board, for presentation to the membership at the AGM
- **oversee the filing and payment, if applicable, of all appropriate taxes**
- **Perform any other financial-related tasks as instructed by the President.**

The **Treasurer/Secretary** shall perform the following administrative tasks:

- keep minutes of AGM, regular, and special meetings
- **Provide accurate Association contact info to governing bodies**
- **Perform any other administrative tasks as instructed by the President.**

Section 6. Removal from Office

Any elected Executive Board officer may be removed at any time by the approval of three-fourths of the membership present, and the vacancy caused by the removal may be filled by a majority vote of the membership. The officer being removed has the right to be present at said meeting, and to respond to any charges presented against him/her.

Section 7. Succession of Officers

(a) If a vacancy occurs in an office of President or Vice President, the following order of succession applies:

- (1) the 1st Vice President for the President.
- (2) the 2nd Vice President for the 1st Vice President.
- (3) the 2nd Vice President will be appointed by the Executive Board to fill the office until the next AGM.

(b) The Executive Board shall appoint an individual to fill the vacancy of an unexpired term of the ***Treasurer/Secretary, Registrar*** or, if there is still a vacancy after applying subsection (a) of this section, the office of President or 1st Vice President or 2nd Vice President. Any such appointment is effective only through the next annual general meeting of the CSSA. At that meeting, the Board of Directors will conduct an election for the remainder of the unexpired term, if any.

Section 8. CSSA Representation

The President, or a representative authorized by the Executive Board, shall represent the CSSA at applicable national and regional conventions and meetings (e.g., Region I, USASA, USSF) and will submit reports from said meetings to the Board of Directors at Annual General and at Board of Director meetings.

Section 9. The President Emeritus

The President Emeritus shall serve as a non-voting advisor to the Executive Board. He may not be assigned any duty; however, he may volunteer to undertake any role that the Executive Board or the President shall offer, including, but not limited to, representing the Association at any official function, such as a national association meeting. There shall be only one President Emeritus, though more may be qualified.

Section 10. Roles and Responsibilities of Officers

The President shall also have the authority to shift responsibilities from one office to another, depending on the workload, the capabilities and skills of each officer, and office vacancies, if any. This authority is necessary in order to ensure the smooth operation of the Association and to better serve the Association membership.

(5) PART 5—COMMITTEES

1. Bylaw 501. Standing Committees

Section 1. The President shall appoint the following standing committees:

- a. Rules
- b. Coaching
- c. Discipline

Section 2. The following committees are chaired by the 1st and 2nd Vice Presidents, respectively.

- a. Competition
- b. Appeals

Section 3. Committee members shall continue in office until removed, or their successor is appointed.

Section 4. The President and Secretary shall be ex-officio members of all committees and entitled to vote.

2. Bylaw 502. Rules Committee

The Rules Committee shall:

- pass upon these Bylaws, Playing Rules, Competition/Cup Rules, and rules of leagues applying for membership
- shall have all matters of bylaws and rules referred to it, and shall have the power to revise and standardize the individual bylaws and rules governing all members of this Association (i.e., bylaws and rules of member leagues)
- pass upon all proposed amendments to the Bylaws, Playing Rules, and Competition/Cup Rules ***received from the membership***, and shall submit such amendments to the membership for review, with its comments and recommendations
- ***submit to the membership its own proposed amendments to the Bylaws, Playing Rules, and Competition/Cup Rules, for the Good of the Game, for the benefit of the membership, and to ensure the smooth operation of the Association.***

3. Bylaw 503. Appeals Committee

The Appeals Committee shall deal with all appeals from affiliated leagues, clubs, teams, players, or referees.

4. Bylaw 505. Coaching Committee

The Coaching Committee will manage all coaching courses and the men's and women's Select Team Program.

5. Bylaw 506. Discipline Committee

The Discipline Committee shall handle all matters dealing with violations of the *Laws Of The Game* by players and **bench personnel (managers, coaches, etc.)**. ~~clubs, teams, referees, and administrators. Suspension of clubs or teams handed down by the Discipline Committee must have the final approval of the Board of Directors.~~

6. Bylaw 507. Competition Committee

The Competition Committee will manage all competitions sponsored by the CSSA such as the CSSA Cups competition. They shall work in conjunction with the Rules Committee to publish the rules governing such play. They will enforce those rules with regard to team discipline. Player discipline will remain with the Discipline Committee.

7. Bylaw 508. Special Committees

The President may establish special committees as considered necessary, e.g. the Referee Committee; prescribe their responsibilities, and appoint members to the committee.

8. Bylaw 509. Committee Documentation

All committee chairpersons are required to keep minutes of all meetings, whether self-documented or assigned to a committee member, and all minutes are to be made available to the President, upon request. The **Treasurer/Secretary** will be responsible for minutes of committee meetings, that he/she attends.

(6) PART 6—ADMINISTRATIVE

Subpart A - Administrator

1. Bylaw 601. Appointment

CSSA shall have an Administrator, if deemed necessary, appointed by the Board of Directors. The Administrator is a paid position and is not entitled to vote at meetings.

2. Bylaw 602. Responsibilities

The Administrator shall be responsible for the following; in the absence of an Administrator, the duties will be delegated as noted:

(Treasurer/Secretary duties):

- a. Attend and be custodian of all perpetual trophies, office assets and correspondence.
- b. Give proper notice of all CSSA meetings;
- c. Compile and publish a CSSA directory;
- d. Shall keep minutes of the proceedings of the Executive Board meetings and all other meetings. There shall also be maintained at the principal office of the Association a record of the Association's members.
- e. Shall, in conjunction with the ***Treasurer/Secretary***, have charge of all moneys of CSSA and shall keep a detailed account on income and expenditures. He/she shall submit a financial report at regular and Annual General Meetings. He/she shall sign, together with the President or ***Treasurer/Secretary*** all checks of the Association. He/she shall file the appropriate reports to USSF, federal, state and local authorities. He shall be bonded as deemed necessary.
- f. Shall keep correct and complete books and records of account. At intervals of not more than twelve months the Association shall prepare a balance sheet showing its financial condition, which shall be deposited at the principal office of the Association and be kept for at least ten years from such date, and shall be subject to inspection by any member during business hours.

(Registrar duties)

- g. He/she shall have full power in connection with registration and release of all amateur players. Each league shall process the registrations and player passes of players in its own league. The administrator shall supervise and coordinate the operations of the league registrars and control the master file of all registered players in CSSA.
- h. He/she shall assist and coordinate activities involving professional players in affiliated leagues.

Subpart B—Grievances, Disputes and Appeals

1. Bylaw 611. Grievances

Section 1. Affiliated leagues clubs, teams, and/or their members may not obtain the aid of the courts without first having exhausted all remedies in organized soccer, including appeal to the Council of the United States Soccer Federation (USSF).

Section 2. This Association shall recognize official suspensions or rulings of coequal bodies. All such rulings must be submitted to the USSF for its approval. Pending action of the USSF, the ruling shall be in force.

2. Bylaw 612. Appeals

Section 1. All appeals taken to the Association from the decisions of an affiliated body or member:

- a. Initial request must be sent by Registered or Certified Mail to the Secretary or Administrator of this Association, accompanied by the amount specified in the current CSSA fee schedule, which shall be forfeited if the appeal is not sustained.
- b. Must be made within ten (10) days after the postmarked date on notice of the decision from an affiliated organization, and the action must be binding pending the appeal.
- c. Subsequent correspondence may include emails, which when acknowledged within 72hrs, shall have the force, of certified or registered mail. If emails are not acknowledged, surface mail will be used.
- d. The Association may, in the event of a special meeting called to consider the appeal, require the appealing league, club, or team, should the appeal not be sustained, to pay all or part of the expenses incurred during the appeal process. In the event that the appeal is sustained, the expenses shall be borne by the Association.
- e. If any of the league, club, or team, in dispute have a member serving on the Executive Board, the said member shall recuse himself/herself from any related Association business while said dispute is being considered.

Section 2. No lawyer and/or other player shall represent any league, club, team, or players at the hearing of any dispute of claim unless he is a bona fide member of the league, club, team, concerned.

Section 3. Appeals of decisions made by CSSA, including rulings on league competition, may be made to the United States Soccer Federation (USSF) in accordance with the USSF Rules and Regulations and/or guidelines. A club or team appealing to the USSF must also send a copy of its appeal to the CSSA Treasurer/Secretary or Administrator, and one copy to its own league Secretary or Administrator—in case the appeal relates to league competition. These copies are to be sent to league and State Associations the same day the appeal is mailed to the USSF.

3. Bylaw 613. CSSA Member Requirements

Section 1. Each Member shall have grievances, disputes and appeals provisions in its bylaws, rules or other document that clearly states the procedures under which adjudication of appeals and other disciplinary matters shall occur.

Section 2. If a Member does not have those procedures required by section 1 of this bylaw, the following procedures apply:

- a. All parties are entitled to a hearing with proper notification.
- b. Once a grievance, dispute, or appeal has been properly filed, the chairman of the appropriate entity of the Member shall notify all involved parties within five (5) days of receipt of the grievance, dispute or appeal the nature of the grievance, dispute or appeal the names of all parties; a copy of the grievance, dispute, or appeal; and, the date, time and place of the hearing.
- c. The conduct of the hearing shall be as determined by the rules of the Member.
- d. A written record (called the official record) shall be kept of the proceedings.
- e. A written notification of the decision shall be sent to all involved parties within seven (7) days of the hearing. This notice shall be sent by certified mail or email with acknowledgement of receipt.
- f. All hearings shall take place within thirty (30) days of notice of the grievance, dispute or appeal.

(7) PART 7—MISCELLANEOUS

1. Bylaw 701. Life Membership

Life membership may be conferred upon an individual by the Association at the Annual General Meeting for length of service or meritorious service. This is an honorary position and does not entitle the individual to vote.

2. Bylaw 702. Conformity to USSF

1. Membership: Membership to CSSA shall be open to all amateur soccer organizations functioning within the territorial jurisdiction of this corporation. Membership in all leagues, clubs, teams and organizations affiliated with this corporation and its member leagues shall be open to all soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under section 4 of USSF Bylaw 241.
2. Governing effect of USSF and USASA. The USSF and USASA articles of incorporation, bylaws, policies, rules, regulations and requirements take precedence over and supersede the governing documents and decisions of CSSA and its members to the extent applicable under state law, and the corporation and its members will abide by those articles, bylaws, policies, rules, regulations and requirements.
3. Associations with conflicts. CSSA will not join any organization that has requirements that conflict with the USASA and USSF articles, bylaws, policies, rules, regulations and requirement.
4. Registration with USASA/USSF. CSSA shall annually register all of its players, coaches, teams, referees, and administrators with USASA and/or USSF at least once each year and pay all fees due the USSF on a timely basis.
5. Interplay. CSSA and its members will abide by the USASA and USSF articles, bylaws, policies and requirements on interplay.
6. Annual reports. If necessary, CSSA shall provide to the USASA and/or USSF an annual report on the activities of the corporation and current financial statements within ninety (90) days after the start of the USSF season year.
7. Submission of documents. If necessary, CSSA will provide annually to the USASA and/or USSF, copies of the corporation's Articles of Incorporation, bylaws and other governing documents and submit changes to those documents to the USSF for approval not later than ninety (90) days after adoption. Copies of all of these documents will be made available to its members.
8. Grievances and appeals. CSSA will provide equitable and prompt hearing and appeal 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 USASA and USSF, the corporation and its members, may be appealed to the USSF Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.

9. Tax exempt status. CSSA shall at all times maintain its tax-exempt status under the Internal Revenue Code.
10. Policies against abuse. CSSA shall adopt and maintain policies prohibiting sexual and physical abuse. These policies shall conform to the minimum criteria established by the USSF, except to the extent such would violate state or local law.
11. USSF oversight. CSSA will allow the USSF to review the documents and procedures of the corporation, on request by USSF not less than once every four (4) years, to determine compliance with the bylaws and articles of USSF.