

**Amendments to the CSSA Bylaws – 2010  
Adopted at CSSA AGM, February, 2010**

**List of adopted amendments:**

Bylaw number	Proposed by:
<b>Bylaw 105</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 107</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 202</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 211</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 212</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 213</b>	<b>Shoreline Adult Soccer Lg.</b>
<b>Bylaw 231</b>	<b>Shoreline Adult Soccer Lg.</b>
<b>Bylaw 311</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 312</b>	<b>CSSA Rules Committee</b>
<b>Bylaws 401-404</b>	<b>Shoreline Adult Soccer Lg.</b>
<b>Bylaw 502</b>	<b>CSSA Rules Committee</b>
<b>Bylaw 506</b>	<b>CSSA Rules Committee</b>

**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.**

**Bylaw 107. Definitions**

*(new)*

**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.

**Fee Schedule:** A list of all CSSA fees, required by these bylaws or by stated policies, or incurred by teams for disciplinary reasons.

**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”

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**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:**

- The applicant shall specify the category of Organization Member being applied for.

The applicant shall include, with the application:

- copies of its charter or articles of incorporation
- bylaws, rules, or regulations
- any rules of play
- any other governing documents appropriate to understanding the structure and activities of the organization.
- 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 the Federation.

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

- have at least six (6) teams **or 40 registered players;**
- 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.

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

**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.

**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;

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***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 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, **designated officer** or Administrator shall notify the member of suspension and the date on which membership will be terminated if the fees remain unpaid.

***Bylaw 311. Annual General Meeting***

Section 1. **The Association** shall have an Annual General Meeting that is comprised 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;
- c. election of all officers of the Executive Board;
- d. approval of fees;
- e. approval of applications for membership;
- f. adoption and amendment of policies adopted by the Executive Board.
- g. approval of grants to Executive Board officers and committee chairpersons

***Bylaw 312. Regular Meetings***

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

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 ~~prior to the next meeting~~ **within one month after the meeting date.**

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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.**

***Bylaw 401. Executive Board***

The Executive Board will consist of the President, the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, **the Registrar**, and the **Secretary/Treasurer**. 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.

***Bylaw 404. Responsibilities of Officers***

Section 4. The Registrar

The Registrar shall perform the following registration tasks:

- 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.**
- make final, binding decisions pertaining to dates of registration, eligibility or qualifications of players, subject only to appeal by proscribed procedures.
- 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.**
- **perform any other registration-related tasks as instructed by the President.**

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Section 5. The Treasurer/Secretary

The Treasurer shall (see USASA) 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.**

*(new section):*

**Section 8. 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.”**

**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.”**

**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.~~

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