



Updated October 1, 2021

# Kimberly Area Soccer Association, Inc.

## By-Laws

### Article I - Name

The name of this organization shall be “Kimberly Area Soccer Association, Inc.” and will be referred to as KASA in these by-laws.

### Article II - Mission

To promote the sport of soccer, providing an opportunity for players of all ages to develop confidence, skills, teamwork, cooperation and respect for the game of soccer through organized play.

### Article III - Membership

**Section 1.** Coaches, board members, parents of currently registered players and individuals designated by the board as active volunteers interested in furthering the stated mission of the club shall be members with full rights and privileges.

**Section 2.** Membership rights shall be as follows.

- a) To attend all general membership meetings.
- b) To make recommendations presented by the Directors and to initiate motions to the Board of Directors.
- c) To elect the Board Directors of the Club.
- d) To propose and vote on changes to the by-laws as presented by the Board of Directors.

### Article IV - Organization

**Section 1.** The Board of Directors consists of an Executive Committee and Directors which are empowered to direct the operation of the Club.

**Section 2.** The Executive Committee consists of President, Past President, Vice President, Secretary, and Treasurer.

- a) The positions of President and Secretary shall be elected at the fall general meeting of the odd numbered years.
- b) The positions of Vice President and Treasurer shall be elected at the fall general meeting of the even numbered years.
- c) Any member elected to the Executive Committee shall have served one year on Board of Directors within the last six years.
- d) The position of past president is intended to provide executive leadership to the board during the transition of the president role. It is an honorary role of the Executive Committee and will have voting rights. The person filling this role is expected to serve at least one term of two years.



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**Section 3.** The number of KASA Board Members will be determined by the KASA BOD every year at the AGM, but the total number of board members will not exceed a total of 20 (5 Executive committee and 15 Directors).

- a) The maximum number of members may be changed by a motion and majority vote at KASA's fall general meeting (AGM).
- b) Directors will be elected to a two year term.
- c) Directors will be elected at the fall general meeting.
- d) When more than one Director is being elected, the multi-voting ballot method will be used.



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**Section 4.** Any vacancy will be filled by appointment of the Board of Directors to fill the remainder of the term.

**Section 5.** If any Board member is not present for at least 2/3 of the Board meetings in any twelve month period, they shall be considered automatically resigned from the Board. This section may be waived upon a vote of the rest of the directors.

**Section 6.** Termination of membership

- a) Membership will be terminated by voluntary withdrawal or expulsion.
- b) Members may be expelled for cause by the majority vote of the Board of Directors
- c) Primary cause for expulsion may be but is not limited to conduct detrimental to the association.

**Section 7.** The term of each board member shall commence immediately following the fall annual meeting in which they are elected.

## **Article V - Officers**

**Section 1.** All officers shall be on the Board of Directors.

**Section 2.** President

- a) Shall preside at meetings of the Board of Directors and appoint special committees, subject to Board approval, and prepare the agenda for each meeting.
- b) Shall be required to present an annual report to the membership at its fall annual meeting, such report may be supplemented by any other Board Member.
- c) Will be responsible for verification and implementation of all bylaws and policies.

**Section 3.** Vice President

- a) The Vice President shall assume the powers and duties of the President when the President is absent and shall perform such other duties and assignments as delegated by the president.

**Section 4.** Past President

- a) Shall serve two years following holding office of President.
- b) Shall be assigned duties by the President
- c) Provides support and continuity to the association

**Section 5.** Secretary

- a) The secretary shall handle executive correspondence, record the minutes of the meetings of the Board of Directors and maintain a current and accurate record of all voting members of the KASA. Minutes of all Board meeting will be distributed within fourteen days of the meeting and be available at a public location.
- b) The secretary shall notify members of the Board of special meetings.



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**Section 6. Treasurer**

- a) The treasurer shall maintain current financial records of the KASA, deposit all funds on a timely basis, maintain accurate records of such transactions and make all records of income and expenditures available upon request.
- b) In addition, the treasurer shall prepare or oversee the preparation of any income or tax reports required by any federal, state or municipal government
- c) Submit a cash flow report at each regular meeting.
- d) Prepare a proposed budget for approval at the fall general meeting.

**Section 7. Directors**

These are some of the general expectations of all the directors:

- a) Focus on day to day operations and building the club.
- b) Acts as coordinators, leaders and support members for one or more of the committees.
- c) Recommend policy and by-law changes.

These are the specific director positions to run the club effectively

- a) Commissioners - Classic and Recreational
- b) Registrars - Classic and Recreational
- c) Operations
  - a) Sponsor
  - b) Fundraising
  - c) Uniform
  - d) Equipment
  - e) Scheduling – fields, gyms and referees
  - f) East Central district representative
- g) Communications
  - a) Newsletters
  - b) Scholarship
  - c) Pictures and Plaques
  - d) Web administration

**Article VI - Meetings**

**Section 1.** Regular Board of Directors meetings will be scheduled on a monthly basis, with the September meeting being considered the fall annual general meeting. Monthly meeting(s) may be canceled by the president if it is deemed unnecessary.

**Section 2.** A meeting may be called at the request of three (3) board members. Said request, must be in writing with an appropriate agenda.

**Section 3.** Meetings are open to the general membership.

**Section 4.** Agenda items must be in writing and received by the president one week prior to the meeting. Items not on the agenda will be heard only if time permits. The agenda will be available 48 hours prior to meeting time.



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## **Article VII - Voting**

**Section 1.** Consensus will be used as often as possible.

**Section 2.** General membership votes on officers, board of directors and by-law changes. General membership can recommend by-law, policy and procedure changes. All policy and procedures are approved (voted on) by the board of directors.

**Section 3.** Board of Directors shall be elected by a simple majority of the members present at the fall general meeting.

**Section 4.** A quorum shall have been formed when fifty percent plus one of the Board members are present. All general membership can vote. No voting will take place if a quorum is not present.

**Section 5.** Voting at all meetings will be in person.

**Section 6.** Changes to the by-laws must be presented to the Board of Directors at least two months prior to being presented for a vote at the fall annual meeting.

**Section 7.** Voting for the by-laws at the annual general meeting will require a 2/3 approval to become official. All other voting will require a simple majority of those present.

## **Article VIII – Expenditures and Borrowing**

**Section 1.** Authorized expenditures could be paid by means of a check drawn on the official depository of the club and signed by the Treasurer, President or Vice President. Approved expenditures could also be paid by using the club's credit card.

**Section 2.** Any expenditure over \$200.00, unless approved by 2/3 majority of the board, will become the sole financial responsibility of the individual incurring the debt.

**Section 3.** Checks. The treasurer shall be authorized to sign checks where the amount of the check is \$1,000 or less. For checks of more than \$1,000, two signatures shall be required that of the Treasurer and President/Vice President.

**Section 4.** Credit Card. The treasurer, President and the Vice President shall be authorized to obtain and use a credit card for the purposes of borrowing money. The maximum credit is limited to \$2,500.

## **Article IX - Fiscal Year**

**Section 1.** The fiscal year of KASA shall be from the first day of August to the last day of July the following year.

## **Article X - Teams**

**Section 1.** KASA will offer as many recreational and classic teams as practical from ages under 6 through adulthood. Teams can be single gender or coed.



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### **Article XI - Salaries**

**Section 1.** No monetary payment shall be made to officers, directors, or committee chair persons.

### **Article XII - BY-LAW Amendments**

**Section 1.** Amendments can be made only at the fall general meeting by 2/3 majority vote.

### **Article XIII - Dissolution**

In the event of dissolution of the Kimberly Area Soccer Association, Inc., any assets remaining after paying all or adequately providing for the debts or obligations of the Kimberly Area Soccer Association, Inc. shall be distributed by the Board of Directors as set forth in the Articles of Incorporation with a preference given to a non-profit area organization(s).

Adopted September 08, 1996

Amended September 14, 1997

Revisions made April 15, 1999

Revisions Approved September 12, 1999

Revisions Approved September 9, 2007 (article II, article X, section 1 and article XIII)

Revisions Approved September 14, 2008 (article VIII section 3)

Revisions Approved January 13.2013 (Article VIII – Expenditures and Borrowing)