

NEWTON AREA SOCCER ASSOCIATION BY-LAWS

ARTICLE I: TITLE

This association shall be known as the Newton Area Soccer Association, a nonprofit corporation of the State of Iowa, hereinafter referred to as “NASA.”

ARTICLE II: PURPOSE

The purpose of NASA shall be to develop, promote and administer a progressive soccer program. The goals of the soccer program are to:

- A. Provide a fun, recreational and competitive experience by means of organized soccer.
- B. Provide USYSA/ISA membership to team members who would otherwise be independent.
- C. Develop individual skills in all facets of the game of soccer.
- D. Promote good sportsmanship, positive self-esteem and competitive team play through soccer practice and game situations.
- E. Develop responsibility and decision-making skills.
- F. Acquaint all participants with the rules, tactics and strategies of soccer.
- G. Promote soccer as a family activity.
- H. Promote good health of participants.

ARTICLE III: MEMBERSHIP

NASA shall have one class of members. All coaches active in NASA and any parent who has a child registered as a player playing with a team associated with NASA for the current year shall be considered a member and eligible to hold office and to vote on all matters to be decided by the general membership of NASA. For voting purposes, each biological parent will receive one vote regardless of the number of children participating in NASA. (possible two votes per family)

ARTICLE IV: ORGANIZATION OF THE GOVERNING BOARD

- A. Governing Board: NASA shall be governed by the following officers and directors: President, Vice-President, Secretary, Treasurer, Director of Registration, Director of Fields & Equipment, Director of Publicity, Director of Referees, Director of Coaches, Director of Small-Sided Games, Director of Concessions, Director of Website, and Director of U6 Program. As a joint body, these officers shall be designated as the NASA Governing Board. The Governing Board shall have general supervision of the affairs of NASA and shall perform such other duties as are specified in these By-Laws:
 - 1. The NASA Governing Board, hereinafter referred to as the “Board,” shall meet 10 times per calendar year, at the minimum.
 - 2. Persons elected to the offices of President, Vice-President, Secretary, Treasurer and the Director of Registration shall not be members of the same family unit.

3. Dues and fees shall be set by the Governing Board.
4. Financial commitments and/or contractual agreements shall only be entered into by the authority of the Executive Board and in conjunction with a majority vote of the Governing Board.
5. One-half of the Governing Board members shall constitute a quorum. A majority vote of the board members present shall govern. The presiding officer shall only vote in case of a tie.
6. Non-Board members of the association may request of the presiding board member a chance to speak at the Governing Board meeting.
7. Nominations for Officer and Board member positions shall occur during the February, March and April meetings and from the floor during the May meeting.
8. Open Board positions will make the stated nomination and election of Officer and Board members null and void whereby volunteers will be accepted and approved into the open positions by a majority of the attending Governing Board.
9. Elections of Officers and Board members shall be by ballot.
10. Officer and Board members shall be elected at the May Board meeting and assume full responsibilities of their two (2) year term effective June 1st of that same year.
11. Upon three (3) consecutive absences from Board meetings, an officer or director may be asked to resign. The Board may remove an officer or director who is no longer in good standing and declare a Board position vacant upon a two-thirds vote after notice to the officer or director of the action for removal. A Board-approved replacement shall assume all responsibilities of that office.
12. To receive board registration reimbursement for the year, board members must sufficiently fulfill the duties of their position. This will be decided by a majority vote of board members present during the June meeting.

B. Executive Board: The President, Vice-President, Secretary, Treasurer and Director of Registration constitute the Executive Board. The Executive Board shall provide general overall leadership, administer league relations, and perform such other duties as specified in the By-Laws.

1. The Executive Board shall meet two times a year at minimum.
2. The Executive Board shall make recommendations regarding dues, fees, and administrative policies.
3. Financial commitments and/or contractual agreements shall only be entered into with a majority vote of the Governing Board.
4. A majority of the Executive Board members shall constitute a quorum. A majority vote of members present shall govern.
5. Governing Board members of the association may request of the presiding board member a chance to speak at the Executive Board meeting.
6. Shall make recommendations to the Governing Board concerning proposed rule changes.
7. Shall be responsible for handling any complaints filed against the coaches, fans and players of NASA.
8. Shall be responsible for representing the best interest of NASA at the regional and state level and at associate organization meetings and functions.

9. Appoint at least bi-annually or upon change of Treasurer, an audit committee consisting of two Executive Board members, other than the Treasurer, and two Governing Board members, if requested by the Executive Board.

C. Officer and Director Duties and Responsibilities:

1. President

- a. Shall supervise all activities of NASA.
- b. Shall preside over Governing and Executive Board meetings.
- c. Shall appoint special officers/committees as required.
- d. Shall call for regular meetings of NASA.
- e. Shall represent NASA in regard to associate organizations.
- f. Shall have co-signature authority for disbursement of funds.
- g. Shall take prudent and reasonable action in cases not covered by NASA by-laws.
- h. Shall oversee the long-term planning for NASA.
- i. Attend monthly board meetings.
- j. Shall be elected to a term of two (2) years, term to start on June 1st of odd-numbered years.

2. Vice-President

- a. Shall assume the duties of the President in his/her absence.
- b. Shall serve as a member of the Executive Board.
- c. Shall be responsible for overseeing the duties and responsibilities of each committee.
- d. Shall review the monthly financial statements from the Treasurer for accuracy and accountability.
- e. Shall preside over the Disciplinary Committee.
- f. Shall perform other duties as may be assigned by the President.
- g. Shall have co-signature authority for disbursement of funds.
- h. Attend monthly board meetings.
- i. Shall be elected to a term of two (2) years, term to start on June 1st of even-numbered years.

3. Secretary

- a. Shall serve as a member of the Executive Board.
- b. Shall keep, record and distribute the minutes of all meetings.
- c. Shall attend to all correspondence.
- d. Shall keep the records of NASA.
- e. Shall be responsible for coordinating Governing Board meetings and Executive Board Meetings.
- f. Shall be responsible for communication to all members, parents, coaches and referees, as appropriate.
- g. Shall have co-signature authority for disbursement of funds.
- h. Attend monthly board meetings.

- i. Shall be elected to a term of two (2) years, term to start on June 1st of odd-numbered years.

4. Treasurer

- a. Shall serve as a member of the Executive Board.
- b. Shall receive, disperse and account for all funds of the association.
- c. Shall keep financial records on all monetary transactions involving NASA.
- d. Shall maintain a checking account and have co-signature authority.
- e. One signature is required to disperse funds under \$200; amounts over \$200 require two signatures.
- f. Shall be responsible for collecting all receipts from registration of participants.
- g. Shall work closely with directors concerning needed purchases.
- h. Shall be responsible for the coordination and development of a budget.
- i. Shall submit, as part of the Treasurer's Report, a Financial Summary at the close of each season.
- j. Shall submit a financial report at the annual meeting.
- k. All financial records shall be available for financial audit upon request.
- l. Attend monthly board meetings.
- m. Shall be elected to a term of two (2) years, term to start on June 1st of even-numbered years.

5. Director of Registration

- a. Shall serve as a member of the Executive Board.
- b. Shall be responsible for preparing registration forms for each season.
- c. Shall be responsible for processing paper registration forms and placing players as per NASA Registration Policies and Rules.
- d. Shall be responsible for processing online registrations and placing players as per NASA Registration Policies and Rules.
- e. Shall be responsible for providing board members, coaches, and committee chairpersons with team rosters, schedules, and field locations.
- f. Shall maintain registrations, file forms, rosters and player profiles.
- g. Attend monthly board meetings.
- h. Shall be elected to a term of two (2) years, term to start on June 1st of odd-numbered years.

6. Director of Fields and Equipment

- a. Shall chair and recruit the Fields and Equipment Committee. (if applicable)
- b. Shall be responsible to keep inventory of all equipment owned by NASA and where it is presently located.
- c. Shall issue all equipment to team coaches.
- d. Shall make recommendations concerning purchases of all equipment (new or replacement).

- e. Shall inventory returned equipment, then prepare a list of needed replacements and give to the Board for approval.
- f. Shall be responsible for maintaining and lining fields.
- g. Shall be responsible for maintaining and repairing of goals and nets.
- h. Shall be responsible for final determination of field suitability for play without damage to property. Notification shall be reported to Director of Coaches and Director of Referees at least two hours prior to scheduled game time.
- i. Attend monthly board meetings.
- j. Shall be elected to a term of two (2) years, term to start on June 1st of even-numbered years.

7. Director of Publicity

- a. Shall be responsible for all posters, pictures, banners and newspaper articles.
- b. Shall be responsible for contacting sponsors for renewal fees and contacting new sponsors.
- c. Shall be responsible for and serve as chairperson of NASA fundraisers.
- d. Attend monthly board meetings.
- e. Shall be elected to a term of two (2) years, term to start on June 1st of odd-numbered years.

8. Director of Referees

- a. Shall chair and recruit the Referees Committee. (if applicable)
- b. Shall be responsible for organizing and conducting referee clinics, training and other activities.
- c. Shall be responsible for scheduling of referees and linemen for all home games.
- d. Shall report to the Treasurer the amount due to the referees.
- e. Shall handle all complaints against the referees in conjunction with the Executive Board.
- f. Shall be in charge of recruitment of all referees.
- g. Attend monthly board meetings.
- h. Shall be elected to a term of two (2) years, term to start on June 1st of even-numbered years.

9. Director of Coaches (U11 and Above)

- a. Shall chair and recruit the Coaches Committee. (if applicable)
- b. Shall be responsible for organizing and conducting coaching clinics, training and other activities.
- c. Shall handle all complaints against the coaches in conjunction with the Executive Board.
- d. Shall be in charge of recruitment of all coaches.
- e. Shall be responsible for submitting final season score sheets to the associate organization.
- f. Attend monthly board meetings.

- g. Shall be elected to a term of two (2) years, term to start on June 1st of odd-numbered years.

10. Director of Small-Sided Games (U8 and U10)

- a. Shall be responsible for organizing and scheduling U8 and U10 teams with associate organizations.
- b. Shall be responsible for organizing and conducting coaching clinics, training and other activities
- c. Shall handle all complaints against the coaches in conjunction with the Executive Board.
- d. Shall be in charge of recruitment of all coaches
- e. Attend monthly board meetings.
- f. Shall be elected to a term of two (2) years, term to start on June 1st of even-numbered years.

11. Director of Concessions

- a. Shall be responsible for stocking and maintaining the proper inventory and equipment to run the concession stand.
- b. Shall be responsible for scheduling the staffing of the concession stand.
- c. Attend monthly board meetings.
- d. Shall be elected to a term of two (2) years, term to start on June 1st of odd-numbered years.

12. Director of Website

- a. Shall be responsible for maintaining and updating the NASA website.
- b. Attend monthly board meetings.
- c. Shall be elected to a term of two (2) years, term to start on June 1st of even-numbered years.

13. Director of U6 Program

- a. Shall be responsible for coordinating teams, practices, and scrimmages.
- b. Shall be responsible for ordering T-shirts.
- c. Attend monthly board meetings.

ARTICLE V: MEETINGS

A. BOARD OF DIRECTOR MEETINGS:

- 1. A quorum shall consist of one-half of the voting Officers and Directors, provided that vacant positions on the Board are not counted for purposes of determining the necessary quorum. A majority vote of those Board members present shall decide motions. The Board member presiding over the meeting shall not vote unless necessary to create a majority vote to decide a question before the Board.

2. Each Board meeting shall include, at a specified time, an open forum at which any NASA member may speak. At the discretion of the presiding Board member, or by motion or approval of the directors, time limits may be imposed upon speakers at this forum.
3. Voting. Each member of the Board shall have one vote. No vote shall be cast by proxy. When authorized by the President or three members of the Board, voting may occur by telephone, mail ballot, email, or other reliable methods. A minimum of forty-eight (48) hours shall be allowed for voting outside of a meeting.
4. Board meetings shall be open to the public except that the Board may, upon a two-thirds vote of those Board members present at the meeting, meet in closed session to discuss personnel matters, pending or potential litigation, disciplinary matters, or removal of a Board member.
5. At the discretion of the presiding officer, each meeting agenda item may be assigned a suggested time limit to facilitate meeting efficiency. Such suggested time-limits may be exceeded at the discretion of the Board.

B. ANNUAL MEETING

1. The annual meeting shall be held in May of each year. One-month notice of this meeting will be given to the membership. The meeting is open to all members of NASA.
2. Nomination for Officers and Directors for the forthcoming calendar year shall be presented by the nominating committee if applicable. Additional nominations may be made from the floor. Nominees for all offices must have given prior approval for such nomination. A majority vote of those NASA members present will govern the election of Officers and Directors.
3. The presence of a quorum of Officers and Directors of the Club shall be required for the transaction of business. Majority vote will decide all motions unless these by-laws or Parliamentary Authority otherwise require a supermajority.

C. PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order (newly revised) shall govern NASA in all meetings for which applicable and to the extent they are not inconsistent with these by-laws or any other special rules which NASA may adopt.

D. ORDER OF BUSINESS

1. The order of business for Board and NASA meetings shall be as follows:
 - a. Call to Order
 - b. Minutes of the Previous Meeting
 - c. Officer/Committee Reports
 - d. Unfinished Business – Old Business
 - e. Proposals – New Business
 - f. Election of Officers (if applicable)
 - g. By-law changes (if applicable)
 - h. Comments for the good of the club

- i. Adjournment

ARTICLE VI: TEAM INFORMATION

A. Board meetings are USUALLY the fourth (4th) Monday of each month.

B. Teams

1. All teams must wear proper apparel.
 - a. Jerseys must be NASA selected white, red, grey, or black. Contact a board member for ordering information.
 - b. Team shall have matching color shorts on all players.
 - c. No player will be allowed to play or practice without shin guards.
 - d. Shoes may not have a cleat on tip of toe.

2. Any coach/team wishing to be considered a Select team* must submit in writing, to the registrar, the names of the players prior to that season opening registration date.

* Select teams are teams that use tryouts, invitations, recruiting or any like process to register players selectively to any team on the basis of talent or ability.

Tryouts-selection based on evaluation of a player's skill level

Invitations-a representative of a given team (i.e coach, parent, player) extending a request to a player to participate on that team.

Recruiting-actively seeking a player/players to participate on a given team.

C. Coaches

Any coach who will not be coaching the next season is asked to give notice to the present team members, parents, and the club registrar, four (4) weeks prior to the end of the current season.

D. Scholarship consideration will be given by the Executive Board based upon need defined by use of the Newton Financial Assistance Application. This application will be available at the Fall and Spring registrations. Approved scholarships must have a parent/guardian volunteer with NASA during the season.

ARTICLE VII: FIELD INFORMATION

A. Agnes Patterson fields are for games only, unless no other practice field is available and only upon approval of the Governing Board. Teams who fail to comply with this by-law may be removed from NASA upon approval of a majority of the Governing Board and all registration fees will be forfeited.

B. Scrimmages are allowed on Agnes Patterson fields if approved by a majority of the Governing Board.

- C. It is the responsibility of the coach of the first game of the day to put out the corner flags for their field.
- D. It is the responsibility of the coach of the last game of the day to put away the corner flags for their field.
- E. Practice fields are to be shared with all teams present. Teams are to be considerate of other teams competing for practice space.
- F. Teams will sign up for practice fields at the February Board meeting for the spring season and at the July Board meeting for the fall season. A representative from each team present will draw a number. The representative who draws the lowest number (one) will select one practice time and day for their team. The representative with the next lowest number (two) will then select one practice time and day for their team. When every representative has selected one practice time and day, the process will continue in reverse order, starting with the highest number, until each representative has selected two practice times and days.

ARTICLE VIII: BY-LAW CHANGES OR AMENDMENTS

These by-laws may be amended, repealed, or altered in whole or in part by a majority vote of the Board then in attendance at any meeting of the Board, provided that the proposed changes or amendments to the by-laws must be submitted in writing or email to the Board two weeks before the meeting at which they are to be considered. Changes or amendments approved shall be effective immediately and shall not be retroactive.

ARTICLE IX: OTHER

- A. Should NASA teams/players scrimmage, compete, and/or practice with any teams and/or players that are not affiliated with ISA such activity will null and void any NASA and ISA liability.
- B. All members shall abide by the Articles of Incorporation and By-laws of NASA, all rules and regulations as set forth by the Board of Directors and all applicable rules and regulations of any association with which NASA is affiliated.
- C. Donations—(Charitable donations, donations to non-profit organizations, have to be made to the organization or club as a whole. It is then up to the club or organization to decide what it does with the donation.) ((part in parenthesis cannot be changed, it is the legal definition)). The club as a whole is not responsible for anything other than the transfer of finances per board approval. An itemized receipt must be received and reviewed by the board for approval.

ARTICLE X: DISSOLUTION

Upon dissolution of NASA, assets shall be distributed by action of the Board in compliance with Iowa law concerning the dissolution of non-profit corporations. No member shall be entitled to any distribution or division of any property in NASA or its proceeds, and the balance of all money or other property received by NASA from any source, after the payments of all debts and obligations of NASA, shall be used or distributed exclusively for purposes within the intent of

Section 501(c) of the Internal Revenue Code as the same now exists or as it may be amended from time to time.

ARTICLE XI: PROTESTS AND APPEALS

- A. Protests: The NASA President shall appoint, at the beginning of each seasonal year, a Disciplinary Committee of three (3) persons to hear cases that may require disciplinary action. The Committee shall include the Vice-President, who shall preside at Committee meetings, and two (2) other NASA members. In the event that any of these members have a conflict with an individual case, the President may appoint an alternate for that case. A Committee meeting will be called whenever required by the President and a report shall be made to the President immediately after a decision has been reached. Implementation of the Committee's recommendations shall begin immediately upon notification of the President. A report of the Committee's actions shall be made by the Vice-President or the Executive Board member who presided over the Committee at the first subsequent meeting of the Executive Board. Any case that cannot be resolved by the Committee shall be referred automatically to any appeals committee as described in Article XI, Section B.

The level of discipline implemented by the committee will depend upon the circumstances of each case, with the lowest level of discipline being a verbal warning from the NASA Board and the highest level of discipline being permanent removal from NASA. The discipline will be documented and kept in NASA records. This will include notes from the conversation, the written notice, or any other description of the steps taken.

A party wishing to file a complaint must do so in writing and must sign the complaint. The complaint will be forwarded to the President or, in the case of a complaint against the President, to any other Executive Board member. The President or other Executive Board member will forward the complaint to the Disciplinary Committee.

- B. Appeals: A player, coach or referee wishing to appeal any NASA disciplinary action must notify the NASA President in writing within seven (7) days of the decision of the Disciplinary Committee. The President shall then appoint an Appeals Committee of five (5) persons to adjudicate the appeal. This Committee shall include two (2) Executive Board members other than the President and Vice-President (or the Executive Board member who presided over the Disciplinary Committee for the case) and three (3) additional NASA members other than the two NASA members serving on the Disciplinary Committee. None of these NASA members shall have a conflict, apparent or implied, with the case to be decided. The decisions and recommendations of the committee must be approved by the Executive Board prior to implementation. Any case that cannot be resolved by the Appeals Committee shall be referred to the next level of authority within the organizations with which NASA is affiliated.

Director of Referees

Description of Position

The Director of Referees heads up the group of referees for the club. The director has to be a certified referee and be at least 21 years of age. This is so the director can fill into games that a referee couldn't be assigned to. The director has to be a registered assignor. This is a four-hour class taken with USSF. This class is required so that the director will know how to properly assign referees to games.

Duties of Position

1. Assign a center referee to U-8 games.
2. Assign a center referee and two assistant referees to games of U-10 and above.
3. Put up postings at soccer fields with game information and referees assigned to games.
4. Keep track of payments due to referees for games done, then make sure the treasurer of the club gets this information.
5. Mediate problems that occur between referees and the participants of a game, whether it is the players, coaches, or parents of the teams.
6. Recruit additional people to become referees.
7. Setup classes for the new people to become certified referees and existing referees to be re-certified for the next year.
8. Monitor-evaluate-mentor referees for first couple games of each age group to make sure they are a positive experience.
9. Attend Iowa Soccer Referee meetings and any other meetings needed to keep the club up to date and to input the club's needs for referees.
10. Attend monthly NASA meetings to keep club informed of status of referees.
11. Make sure referees are informed of any new rules or any rule changes.
12. Provide an updated list of referees to teams of the club, **for purposes of tournaments only.**

Time Commitments of Position

Spring Season: 4-6hrs per week

Fall Season: 6-8hrs per week

Referee assignment meetings: 1-2hrs per season

Referee Class: 12 hours

Monthly Soccer Meetings: 1-2hrs per month

Total possible time requirement per year: 100-150 hours

Salary: \$700 per season or \$1400 per year

**Above time and salary does not include if have to referee games. Games will be paid at current referee pay rates.