

**BYLAWS**

**OF THE**

**UNITED STATES ADULT SOCCER**  
**ASSOCIATION, INC.**

**2005-2006**

**Effective March 12, 2005**

<b>PART I—GENERAL .....</b>	<b>1</b>
Bylaw 101. NAME.....	1
Bylaw 102. PURPOSES AND STATUS.....	1
Bylaw 103. SLOGAN, USE OF NAME AND LOGO, AND COLORS .....	1
Bylaw 104. FEDERATION MEMBERSHIP .....	1
Bylaw 105. SEASONAL AND FISCAL YEAR.....	2
Bylaw 106. ROBERT'S RULES OF ORDER .....	2
Bylaw 107. DEFINITIONS .....	2
 <b>PART II—ORGANIZATION AND MEMBERSHIP .....</b>	 <b>4</b>
<b>Subpart A—General.....</b>	<b>4</b>
Bylaw 201. ELIGIBILITY .....	4
Bylaw 202. MEMBERSHIP CATEGORIES .....	4
Bylaw 203. REGIONS .....	4
 <b>Subpart B—Organization Members.....</b>	 <b>6</b>
Bylaw 211. ADMISSION TO MEMBERSHIP .....	6
Bylaw 212. GENERAL RESPONSIBILITIES.....	7
Bylaw 213. STATE ASSOCIATION, NATIONAL LEAGUE, AND REGIONAL LEAGUE RESPONSIBILITIES .....	7
Bylaw 214. AFFILIATE RESPONSIBILITIES.....	8
Bylaw 215. FEES.....	9
 <b>Subpart C—Individual and Sustaining Members.....</b>	 <b>9</b>
Bylaw 231. INDIVIDUAL MEMBERS.....	9
Bylaw 232. SUSTAINING MEMBERS .....	10
 <b>Subpart D—Suspensions, Fines, and Terminations .....</b>	 <b>10</b>
Bylaw 241. SUSPENSIONS, FINES, AND TERMINATIONS .....	10
 <b>PART III—NATIONAL AND REGIONAL COUNCILS .....</b>	 <b>12</b>
<b>Subpart A—Voting.....</b>	<b>12</b>
Bylaw 301. ORGANIZATION MEMBERS .....	12
Bylaw 302. OFFICERS.....	13
 <b>Subpart B—National Council.....</b>	 <b>13</b>
Bylaw 311. COMPOSITION AND GENERAL AUTHORITY.....	13
Bylaw 312. REGULAR MEETINGS .....	14
Bylaw 313. SPECIAL MEETINGS .....	14

<b>Bylaw 314. QUORUM</b> .....	15
<b>Subpart C—Regional Councils</b> .....	15
<b>Bylaw 321. COMPOSITION</b> .....	15
<b>Bylaw 322. MEETINGS</b> .....	15
<b>PART IV—OFFICERS, EXECUTIVE COMMITTEE, AND FEDERATION POSITIONS</b> .....	16
<b>Subpart A—Officers</b> .....	16
<b>Bylaw 401. OFFICERS</b> .....	16
<b>Bylaw 402. ELECTIONS</b> .....	16
<b>Bylaw 403. RESPONSIBILITIES OF OFFICERS</b> .....	17
<b>Bylaw 404. REMOVAL</b> .....	19
<b>Subpart B - Executive Committee</b> .....	20
<b>Bylaw 411. COMPOSITION AND GENERAL AUTHORITY</b> .....	20
<b>Bylaw 412. MEETINGS AND VOTING</b> .....	20
<b>Subpart C—Federation Commissioner Positions</b> .....	21
<b>Bylaw 421. PROCEDURES FOR FILLING COMMISSIONER POSITIONS</b> .....	21
<b>PART V—COMMITTEES</b> .....	23
<b>Subpart A—Standing Committees</b> .....	23
<b>Bylaw 501. STANDING COMMITTEES</b> .....	23
<b>Bylaw 502. APPEALS COMMITTEE</b> .....	24
<b>Bylaw 503. BUDGET COMMITTEE</b> .....	24
<b>Bylaw 504. COACHING COMMITTEE</b> .....	25
<b>Bylaw 505. CREDENTIALS COMMITTEE</b> .....	25
<b>Bylaw 506. MEMBERSHIP COMMITTEE</b> .....	25
<b>Bylaw 507. NATIONAL CUPS COMMITTEE</b> .....	25
<b>Bylaw 508. REFEREE COMMITTEE</b> .....	25
<b>Bylaw 509. RULES COMMITTEE</b> .....	25
<b>Bylaw 510. SELECT TEAMS COMMITTEE</b> .....	27
<b>Bylaw 511. WOMEN’S COMMITTEE</b> .....	27
<b>Bylaw 512. VETERAN'S CUP COMMITTEE</b> .....	26
<b>Subpart B—Special Committees</b> .....	27
<b>Bylaw 531. SPECIAL COMMITTEES</b> .....	27
<b>PART VI—ADMINISTRATIVE</b> .....	28

<b>Subpart A—Administrator</b> .....	28
<b>Bylaw 601. APPOINTMENT</b> .....	28
<b>Bylaw 602. RESPONSIBILITIES</b> .....	28
<b>Subpart B—Finances</b> .....	28
<b>Bylaw 611. FISCAL YEAR BUDGET</b> .....	28
<b>Bylaw 612. ACCOUNTS AND FINANCIAL STATEMENTS</b> .....	28
<b>Subpart C—Policies and Procedures</b> .....	29
<b>Bylaw 621. PUBLICATION</b> .....	29
<b>Bylaw 622. ADOPTION</b> .....	29
<b>Subpart D—Grievances, Disputes, and Appeals</b> .....	29
<b>Bylaw 631. ORGANIZATION MEMBER REQUIREMENTS</b> .....	29
<b>Subpart E—Appeals Procedures Before the Appeals Committee</b> .....	29
<b>Bylaw 641. GENERAL AUTHORITY</b> .....	29
<b>Bylaw 642. FILING PROCEDURE</b> .....	29
<b>Bylaw 643. EXHAUSTION OF REMEDIES REQUIREMENT</b> .....	32
<b>PART VII—TEAM COMPOSITION, REGISTRATION, AND GAME PLAY</b> .....	33
<b>Bylaw 701. NUMBER OF PLAYERS ON TEAMS</b> .....	33
<b>Bylaw 702. REGISTRATION OF PLAYERS</b> .....	33
<b>Bylaw 703. PLAYING RULES</b> .....	34
<b>Bylaw 704. TRAVEL</b> .....	34
<b>PART VIII—AMENDMENTS TO CHARTER AND BYLAWS</b> .....	36
<b>Bylaw 801. PROPOSING AMENDMENTS</b> .....	36
<b>Bylaw 802. ADVANCE NOTICE</b> .....	36
<b>Bylaw 803. VOTING REQUIREMENTS</b> .....	36
<b>Bylaw 804. PRIORITY</b> .....	36
<b>Bylaw 805. EFFECTIVE DATE</b> .....	36

**BYLAWS  
OF THE  
UNITED STATES ADULT SOCCER ASSOCIATION, INC.**

**PART I—GENERAL**

**Bylaw 101. NAME**

This organization shall be incorporated as the “United States Adult Soccer Association, Inc.”.

**Bylaw 102. PURPOSES AND STATUS**

**Section 1.** The purposes of USASA are—

- 1) to develop, promote, and administer the game of soccer among players, men and women, within the United States;
- 2) to provide for National Cups and Select Teams competitions;
- 3) to foster national and international amateur sports competition and to support and develop amateur athletes for national and international competition in soccer;
- 4) to develop, promote, and administer the game of soccer within the United States, as defined by USASA;
- 5) to promote soccer and physical fitness for all ages through instructional and educational programs designed to meet the needs of each age group;
- 6) to support the training and licensing of coaches and referees for soccer;
- 7) to organize and provide the necessary support for the activities referred to in clauses (1)–(6) of this section and to encourage more active public support of soccer and physical fitness and
- 8) to do any other thing consistent with the purposes stated herein.

**Section 2.** USASA is established as a nonprofit and educational institution.

**Bylaw 103. SLOGAN, USE OF NAME AND LOGO, AND COLORS**

**Section 1.** The slogan of USASA is “*Soccer. . . Your Game for Life*”.

**Section 2.** No one may use the name or initials of USASA or any of its logos except as provided under these bylaws or except with the express written consent of USASA.

**Section 3.** The colors of USASA are red, white, and blue.

**Bylaw 104. FEDERATION MEMBERSHIP** USASA is a National Association member of the Federation and will comply with the authority of the Federation.

## **Bylaw 105. SEASONAL AND FISCAL YEAR**

**Section 1.** The seasonal year and fiscal year of USASA each begin on September 1 of one calendar year and end on August 31 of the following calendar year.

**Section 2.** The seasonal and fiscal year of each State Association, National League, Regional League, and Affiliate shall be the same as that of USASA unless the Association, League, or Affiliate applies to the Executive Committee and the Executive Committee grants that Association, National League, Regional League, or Affiliate authority to have a different seasonal or fiscal year, or both.

## **Bylaw 106. ROBERT'S RULES OF ORDER**

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

## **Bylaw 107. DEFINITIONS**

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

- (1) “**Administrator**” means the Administrator of USASA as provided under Bylaw 601.
- (2) “**Affiliate**” means a multi-sport or single sport organization that independently conducts soccer programs (A) in the United States at the national or lower level, or (B) outside the United States whose members consist of members of the United States Armed Forces, the United States Foreign Service, or their dependents.
- (3) “**Amateur Sports Act**” means the Ted Stevens Olympic and Amateur Sports Act (Chapter 2205 of Title 36, United States Code).
- (4) “**Associate**” means an organization formed to advance a particular aspect of amateur or adult soccer, but not responsible for recruiting, training, fielding, and funding of players.
- (5) “**Club**” means an organization of one or more soccer teams usually playing within a geographic area.
- (6) “**Executive Committee**” means the Executive Committee of USASA established under Bylaw 411.
- (7) “**Federation**” means the United States Soccer Federation, Inc.
- (8) “**FIFA**” means the Federation Internationale de Football Association of which the Federation is the national association member for the United States.
- (9) “**Foreign game**” means any game between a United States and a non-United States team (or 2 or more non-United States teams when the game is played in the United States) that is not an international game.

- (10) “**Individual Member**” means an individual who is a member as provided under Bylaw 231.
- (11) “**International Game**” means a game arranged between the teams, which are members of the Federation and another FIFA national association or a team composed of players of more than one FIFA national association.
- (12) “**League**” means an organization that conducts competition among soccer teams.
- (13) “**National Council**” means the National Council of USASA as provided under Bylaw 311.
- (14) “**National Cups**” means those Cups provided for under the USASA policy on National Cups competitions.
- (15) “**National League**” means a league classified as a National League under Bylaw 211.
- (16) “**Nationwide Affiliate**” means an Affiliate that has adult soccer teams competing in at least 26 of the United States.
- (17) “**Organization Member**” means an organization that is classified as such a member of USASA as provided by Bylaw 202.
- (18) “**Region**” means one of the 4 regions established under Bylaw 203.
- (19) “**Regional Council**” means a council referred to in Bylaw 321.
- (20) “**Regional League**” means a league classified as a Regional League under Bylaw 211.
- (21) “**State Association**” means the administrative body within a territory determined by the National Council to carry out USASA's programs for amateur adult players.
- (22) “**Sustaining Member**” means a person that is a member as provided under Bylaw 232.
- (23) “**Team**” means a group of soccer players playing on the same side in soccer games.
- (24) “**USASA**” means the United States Adult Soccer Association, Inc.
- (25) “**USASA Affiliate**” means an Affiliate that has adult soccer teams in at least 3 states but less than 26 states of the United States or teams outside the United States, whose members consist of members of the United States Armed Forces, United States Foreign Service, or their dependents.
- (26) “**USOC**” means the United States Olympic Committee that is the corporation established under the Amateur Sports Act to oversee all amateur athletic activity in the United States.
- (27) “**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 during (A) a seasonal year is allowed to complete that season year, and (B) August of one seasonal year shall be allowed to complete all of that seasonal year.

## **PART II—ORGANIZATION AND MEMBERSHIP**

### **Subpart A—General**

#### **Bylaw 201. ELIGIBILITY**

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

#### **Bylaw 202. MEMBERSHIP CATEGORIES**

USASA has the following categories of membership:

1. Organization Members composed of the following classifications of members:
  - A. Associate.
  - B. Affiliate, consisting of either a;
    - i. Nationwide Affiliate; or
    - ii. USASA Affiliate.
  - C. National League.
  - D. Regional League.
  - E. State Association.
2. Individual Member as provided under Bylaw 231.
3. Sustaining Member as provided under Bylaw 232.

#### **Bylaw 203. REGIONS**

##### **Section 1.**

1. USASA has the following 4 administrative, geographic regions: Region I, Region II, Region III, and Region IV.
2. Each State Association shall be a member of the region within whose geographic boundaries it is located.

##### **Section 2.** Region I is composed of the following:

- (1) Connecticut State Soccer Association
- (2) Delaware Soccer Association
- (3) Eastern N.Y. State Amateur Soccer Association
- (4) Eastern Pennsylvania Soccer Association
- (5) Maine Soccer Association
- (6) Maryland State Soccer Association
- (7) Massachusetts State Soccer Association

- (8) Metropolitan D.C.–Virginia Soccer Association
- (9) New Hampshire Soccer Association
- (10) New Jersey Soccer Association
- (11) Northwestern N.Y. State Soccer Football Association
- (12) Pennsylvania West Soccer Association
- (13) Rhode Island Soccer Association
- (14) Vermont State Soccer Association
- (15) West Virginia Soccer Association
- (16) any Regional League that is a member of the region.

**Section 3.** Region II is composed of the following:

- (1) Illinois State Soccer Association
- (2) Indiana State Soccer Association
- (3) Iowa Soccer Association
- (4) Kansas Soccer Association
- (5) Kentucky Soccer Association
- (6) Michigan Soccer Association
- (7) Minnesota Senior Soccer Association
- (8) Missouri Senior Soccer Association
- (9) Nebraska State Soccer Association
- (10) North Dakota (not a current member)
- (11) Ohio Soccer Association–North
- (12) South Dakota State Soccer Association
- (13) Southern Ohio Adult Soccer Association
- (14) Wisconsin Soccer Association
- (15) any Regional League that is a member of the region.

**Section 4.** Region III is composed of the following:

- (1) Alabama Adult Soccer Association
- (2) Arkansas State Soccer Association
- (3) Florida State Soccer Association
- (4) Georgia Amateur Soccer Association
- (5) Louisiana Soccer Association
- (6) Mississippi Soccer Association
- (7) North Carolina Amateur Soccer Association
- (8) North Texas State Soccer Association
- (9) Oklahoma Soccer Association
- (10) South Carolina Amateur Soccer Association
- (11) Tennessee State Soccer Association
- (12) Texas State Soccer Association–South
- (13) any Regional League that is a member of the region.

**Section 5.** Region IV is composed of the following:

- (1) Alaska State Soccer Association
- (2) Arizona Soccer Association
- (3) California Soccer Association–North
- (4) California Soccer Association–South
- (5) Colorado State Soccer Association
- (6) Hawaii Soccer Association
- (7) Idaho State Soccer Association
- (8) Montana Soccer Association
- (9) Nevada State Soccer Association
- (10) New Mexico State Soccer Association
- (11) Oregon Adult Soccer Association
- (12) Utah Soccer Association
- (13) Washington State Soccer Association
- (14) Wyoming State Soccer Association
- (15) any Regional League that is a member of the region.

**Subpart B—Organization Members**

**Bylaw 211. ADMISSION TO MEMBERSHIP**

**Section 1.** An organization desiring to become an Organization Member must submit a written application for membership to the Administrator. 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, regulations, any rules of play, and other governing documents appropriate to understanding the structure and activities of the organization. The Administrator shall prescribe the number of copies of each document to be submitted.

**Section 2.** The Administrator shall refer an application for Organization Member to the Executive Committee for consideration. The Executive Committee 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 USASA and the Federation.

**Section 3.**

- (1) To be eligible to be a National League or Regional League member of USASA, the League must—
  - (a) have at least 6 teams;
  - (b) have teams in at least 3 State Associations; and
  - (c) comply with standards established by the Executive Committee.

- (2) A National League is a league having teams in 2 or more regions.
- (3) A Regional League is a league having teams in only one region, except that a team domiciled in a State Association immediately adjoining the one region may participate in that League with the permission of the following:
  - (a) the State Association and Regional Council in which the team is domiciled; and
  - (b) the Regional Council in which the League is located.
- (4) The classification of a league as a National League or a Regional League is subject to the approval of the Executive Committee.

**Section 4.**

- (1) An applicant may be admitted as an Organization Member by majority vote of the National Council.
- (2) The Executive Committee may provisionally recognize an applicant as an Organization Member pending a report from the Rules Committee that the organization's application and accompanying documents comply with the requirements of USASA and the Federation.

**Bylaw 212. GENERAL RESPONSIBILITIES**

**Section 1.** Each Organization Member must do the following:

- (1) comply with all bylaws, policies, and requirements of USASA and the Federation, to the extent applicable to that classification of Organization Member;
- (2) submit to USASA any amendment to its charter or articles of incorporation, Bylaws, rules, and regulations not later than 90 days after adoption of that amendment;
- (3) submit to USASA its most current annual reports and financial statements within 90 days after the start of the seasonal year;
- (4) pay fees due USASA by the required deadline; and
- (5) 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. STATE ASSOCIATION, NATIONAL LEAGUE, AND REGIONAL LEAGUE RESPONSIBILITIES**

**Section 1.** In addition to other requirements of these Bylaws, each State Association, National League, and Regional League shall comply with the following:

- (1) comply with actions of Regional Councils;
- (2) comply with rules, policies, decisions, determinations, and actions pertaining to regional, interstate, national, and international competition and other competitions approved or sponsored by USASA or its members;
- (3) register the names and addresses of its players, coaches, teams, and team and organization administrator, as well as its owners, officers and directors, with USASA at least once each seasonal year, as well as its owners, officers and directors with USASA at least once each seasonal year;
- (4) require that each member of the State Association, National League, Regional League, or Affiliate, whether in one or more State Associations, register every soccer player and team that is sponsored, financed, coached, or administered by that member;
- (5) ensure that each team, league, and player of the State Association, National League, or Regional League complies with the policy of USASA with respect to insurance; and
- (6) ensure that each member of the State Association, National League, or Regional League complies with this Bylaw.

**Section 2.** Each State Association shall comply with the following:

- (1) A State Association must set its fees for all of its members on an equal basis and may not charge any team or club additional fees except servicing fees and costs, because the team or club may play in a National or Regional League.
- (2) Subject to compliance with the Bylaws, Rules, Policies, and procedures of USASA, a State Association shall admit to its membership teams, leagues, and organizations within its jurisdiction and provide management assistance where required.

**Section 3.**

- (1) A National League shall register its players and teams with USASA.
- (2) A Regional League shall register its players and teams with USASA.

**Section 4.** The Executive Committee may suspend a State Association, National League, or Regional League for failing to enforce this Bylaw.

**Section 5.** The Executive Committee may grant an exception to this Bylaw on written request of the State Association, National League, or Regional League.

## **Bylaw 214. AFFILIATE RESPONSIBILITIES**

**Section 1.** Unless otherwise waived or modified by the Executive Committee in advance of a seasonal year, each Affiliate, whether a Nationwide or USASA Affiliate, shall comply with and be subject to the responsibilities set forth in Bylaw 212 and Bylaw 213, Sections 1, 4 and 5, except Section 1(1).

**Section 2.** The teams and players of an Affiliate have the right to enter National Cups and Select Teams competitions if all of the players within the jurisdiction of the Affiliate register with USASA, either directly or through the Affiliate and meet the requirements of the competition being entered, either directly or through an appropriate State Association.

## **Bylaw 215. FEES**

**Section 1.** Each Organization Member shall pay to USASA annual fees recommended by the Executive Committee and approved by the National Council by majority vote. The fees may include annual membership fees and team and player registration fees.

**Section 2.** An Organization Member must pay its annual membership fee and file the appropriate USASA membership form with USASA by not later than September 15th of each year. If the fee is not paid and the form not filed, the Organization Member is fined \$100. If the fee, form, and fine are not paid before October 16th of that year, an additional fine may be imposed by the Executive Committee.

**Section 3.** Organization Members shall pay a registration fee to the USASA for each of its affiliated players not later than 60 days after such teams have registered with them. If the fee is not paid within that 60-day period, the Organization Member is fined \$1 for each player. If the fees and fines are not paid within 30 days after the 60-day period, an additional fine of \$1 for each player is added. If all fees and fines are not paid within 120 days after the team has registered with the Organization Member, additional fines may be imposed on the Organization Member by the Executive Committee.

### **Section 4.**

- (1) Fifty percent of the annual membership fee paid to USASA by a National League or a Regional League shall be distributed, on a pro-rated basis, to each of the regions in which teams of the League are domiciled. The team registration fees paid to USASA by a National or Regional League shall be distributed 50 percent to the regions and 50 percent to the State Associations in which the teams are domiciled.
- (2) Notwithstanding sections 2 and 3 of this bylaw, the fees referred to in

subsection (a) of this section must be paid to USASA at least 30 days before the first League game of the year.

### **Subpart C—Individual and Sustaining Members**

#### **Bylaw 231. INDIVIDUAL MEMBERS**

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

- (1) through that individual's membership or association with an Organization Member;
- (2) as an elected officer of USASA; or
- (3) as a committee member of USASA.

#### **Bylaw 232. SUSTAINING MEMBERS**

A person may be a Sustaining Member of USASA for a year on completing a Sustaining Member application form, paying a yearly membership fee to USASA, and complying with requirements established by the Executive Committee.

### **Subpart D—Suspensions, Fines, and Terminations**

#### **Bylaw 241. SUSPENSIONS, FINES, AND TERMINATIONS**

**Section 1.** An Organization Member failing to pay any fees due USASA shall be provided notice of the delinquency by USASA. If those fees are not paid within 30 days after the date specified in the notice of delinquency, the delinquent Organization Member shall be suspended from membership in USASA. If the delinquent fees are fully paid to the Administrator within 90 days after the date specified in the notice of delinquency, the delinquent Organization Member will be automatically reinstated. Unless otherwise provided by the Executive Committee, the membership of the Organization Member shall be terminated automatically if the Organization Member has failed to pay those fees for a period of 90 days after the date specified in the notice of delinquency. In the notice of delinquency, the Administrator shall notify the Organization Member of suspension and the date on which membership will be terminated if the fees remain unpaid.

#### **Section 2.**

- (1) The Executive Committee may suspend, fine, or terminate (or any combination thereof) the membership of any Organization Member of USASA if the Executive Committee determines that
  - (a) the conduct of the Organization Member is adverse to the best interests of soccer or USASA; or
  - (b) the Organization Member has not complied with the requirements of

its membership in USASA.

- (2) The Executive Committee may act under subsection (a) of this section only after a hearing, of which the Organization Member is given reasonable notice of the time and place by the Executive Committee and during which the Organization Member is provided a reasonable opportunity to present evidence in support of the Organization 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 Executive Committee provides otherwise.

**Section 4.** Upon notice by USASA, a suspension or other disciplinary action imposed by USASA in accordance with these Bylaws shall be recognized by all members of USASA. Suspensions and other disciplinary actions imposed by members of USASA shall be recognized by USASA and all other USASA members on proper notification to USASA.

**Section 5.** Except as may be provided in Section 1 above, suspended or terminated members may apply to the Executive Committee for reinstatement.

**PART III—NATIONAL AND REGIONAL COUNCILS**

**Subpart A—Voting**

**Bylaw 301. ORGANIZATION MEMBERS**

**Section 1.**

(1) Each State Association is entitled to vote at National Council meetings, Federation National Council meetings, and that State Association's Regional Council meetings. A State Association shall have the following number of votes:

- (a) 0-44 players..... 0 votes
- (b) 45-750 players..... 1 vote
- (c) 751-1700 players..... 2 votes
- (d) 1701-3400 players..... 3 votes
- (e) 3401-8500 players..... 4 votes
- (f) Over 8500 players..... 5 votes

(2) At any National or Regional Council meeting, the number of votes (delegates) of State Associations shall be based on the number of players registered and fees paid by the State Association to the USASA. Players registered and fees paid shall be for the previous calendar year (January 1 through December 31) before the Annual General Meeting as certified by the USASA Administrator. The number of votes (delegates) determined at the Annual General Meeting shall remain in effect until the next Annual General Meeting.

**Note:** For the first transitional year (2006) only, the number of votes shall be based on players registered and fees paid during the previous calendar year (January 1 through December 31) **or** on players registered and fees paid during the twelve (12) month period as of thirty (30) days before the Annual General Meeting which ever is the greater.

**Section 2.** Each National League is entitled to vote at National Council meetings and Federation National Council meetings. A National League has the same number of votes as a State Association based on players registered with USASA. A National League shall always be entitled to at least one vote.

**Section 3.** Each Regional League is entitled to vote at National Council meetings, Federation National Council meetings, and Regional Council meetings of the region in which a majority of its players are located. A Regional League has the same number of votes as a State Association, based on players registered with USASA. A Regional League shall always be entitled to at least one vote.

**Section 4.** Each Affiliate is entitled to vote at National Council meetings and Federation National Council meetings. An Affiliate has the same number of votes as a State Association, based on players registered with USASA. Except for a USASA Affiliate, which has less than 45 players, an Affiliate shall always be entitled to at least one vote.

**Section 5.** An Associate is not entitled to vote. An Associate may only make and second motions and participate in debate as a member of the National Council.

**Section 6.** No voting by proxy is allowed.

**Section 7.** Each Organization Member shall designate its representatives and alternates to a meeting. If the Organization Member has more than one vote at a meeting, it is entitled to have representatives and alternates at the meeting, each equal to the number of its votes at the meeting, with each representative casting one of the votes. However, all votes of the Organization Member may be cast by the representatives present at the time of the vote, even if not all of its representatives are present.

**Section 8.** Alternates to representatives may attend the meetings. Alternates shall not have a vote in the presence of the representatives, but shall have the right to speak.

## **Bylaw 302. OFFICERS**

**Section 1.** The Chairman, Vice Chairman, Secretary, Treasurer, Regional Directors, Regional Deputy Directors, Regional Secretaries, and Regional Treasurers are entitled to one vote each at National Council meetings. However, they may not vote at National Council meetings for the election of officers.

**Section 2.** Regional Directors, Regional Deputy Directors, Regional Secretaries, and Regional Treasurers are entitled to one vote each at their Regional Council meetings. However, they may not vote at Regional Council meetings for the election of Regional officers.

### **Subpart B—National Council**

## **Bylaw 311. COMPOSITION AND GENERAL AUTHORITY**

**Section 1.** USASA has a National Council that is composed of representatives of Organization Members, the Executive Committee, Regional Secretaries, Regional Treasurers, Affiliates and Associates.

**Section 2.** The National Council has the following authority:

- (1) exclusive authority to amend the charter and Bylaws of USASA;
- (2) to adopt the budget of USASA;
- (3) to elect all officers, except officers of the regions;
- (4) to elect Commissioners to the Federation's Adult Council Administrative Commission and Board of Directors;
- (5) to approve fees;
- (6) to approve membership applications of Organization Members;
- (7) to adopt and amend policies and to amend policies adopted by the Executive Committee;
- (8) to approve changes in the boundaries of State Associations; and
- (9) to ratify actions of the Executive Committee.

### **Bylaw 312. REGULAR MEETINGS**

**Section 1.** The National Council shall hold an Annual General Meeting (AGM).

**Section 2.** Notice of a regular meeting shall be mailed by the Administrator to the Secretary of each Organization Member, the Executive Committee, Regional Secretaries, and Regional Treasurers at least 90 days before the date of the meeting.

**Section 3.** The order of business at the meeting shall be as follows:

- (1) Moment of Silence
- (2) Roll call.
- (3) Credentials.
- (4) Minutes.
- (5) Elections.
- (6) Communications.
- (7) Reports.
- (8) Unfinished business.
- (9) Amendments to the charter, Bylaws, and policies.
- (10) New business.
- (11) Adjournment.

**Section 4.** Any business item (other than proposed amendments to the charter, Bylaws or policies of USASA) to be presented at a regular meeting of the National Council must be submitted in writing to the Administrator at least 60 days before the meeting. In urgent cases and upon a two-thirds majority vote, the National Council may agree to consider such a business item not submitted on time.

### **Bylaw 313. SPECIAL MEETINGS**

**Section 1.** A special meeting of the National Council may be called at any time by:

- (1) the Executive Committee; or
- (2) written request to the Administrator from more than 50 percent of the Organization Members.

**Section 2.** Notice of a special meeting shall be mailed by the Administrator to the designated representatives of each Organization Member, the Executive Committee, Regional Secretaries, and Regional Treasurers within 14 days of the call. The meeting must be held within 60 days of the call.

#### **Bylaw 314. QUORUM**

A quorum at any meeting of the National Council shall be more than 50 percent of the total number of votes eligible to be cast.

### **Subpart C—Regional Councils**

#### **Bylaw 321. COMPOSITION**

Each region shall have a Regional Council composed of the Regional Director, Regional Deputy Director, Regional Secretary, Regional Treasurer, representatives from each State Association within the region, and Regional Leagues of the region. Any National League that has a minimum of six (6) teams domiciled in a region shall be entitled to be represented on the Regional Council in such region and have one (1) vote in that Regional Council.

#### **Bylaw 322. MEETINGS**

Each region shall hold at least 2 Regional Council meetings each year.

## **PART IV—OFFICERS, EXECUTIVE COMMITTEE, AND FEDERATION POSITIONS**

### **Subpart A—Officers**

#### **Bylaw 401. OFFICERS**

**Section 1.** The officers of USASA are the Chairman, Vice Chairman, Secretary, Treasurer, Regional Directors, and Regional Deputy Directors.

**Section 2.** The officers of a Region are its Regional Director, Regional Deputy Director, Regional Secretary, and Regional Treasurer.

#### **Bylaw 402. ELECTIONS**

##### **Section 1.**

(a) The Chairman of USASA shall be elected at the Annual General Meeting, for a duration of two (2) successive AGM cycles commencing in 2006, in even numbered years.

(b) If, for any reason, the position of Chairman becomes vacant, the Vice Chairman shall become the Chairman of USASA for the balance of the term of office. If the position of Chairman becomes vacant when the position of Vice Chairman is also vacant, the Executive Committee may appoint an individual to be Acting Chairman until a meeting of the National Council can be held to fill the vacancy for the balance of the term.

##### **Section 2.**

(a) The Vice Chairman of USASA shall be elected at the Annual General Meeting, for a duration of two (2) successive AGM cycles commencing in 2005, in odd-numbered years.

##### **(b)**

- (1) If, for any reason, the position of Vice Chairman becomes vacant, the Executive Committee may appoint an individual to be Acting Vice Chairman until a meeting of the National Council can be held to fill the vacancy for the balance of the term.
- (2) If an individual is appointed as Acting Vice Chairman and the position of Chairman then becomes vacant, the individual designated as Acting Vice Chairman remains as Acting Vice Chairman unless the Executive Committee acts under section 1(b) of this bylaw to appoint that individual as Acting Chairman.

##### **Section 3.**

(a) The Secretary of USASA shall be elected at the Annual General Meeting, for a duration of two (2) successive AGM cycles commencing in 2006, in even-numbered years.

(b) If, for any reason, the position of Secretary becomes vacant, the Executive Committee shall appoint an individual to be Acting Secretary, until a meeting of the National Council can be held to fill the vacancy for the balance of the term.

**Section 4.**

(a) The Treasurer of USASA shall be elected at the Annual General Meeting, for a duration of two (2) successive AGM cycles commencing in 2005, in odd-numbered years.

(b) If, for any reason, the position of Treasurer becomes vacant, the Executive Committee shall appoint an Acting Treasurer, until a meeting of the National Council can be held to fill the vacancy for the balance of the term.

**Section 5.** Each Regional Director shall be elected for a duration of two (2) successive AGM cycles. Regions I and III shall elect their Regional Directors at Regional Council meetings held during the annual general meeting of the National Council held in even-numbered years commencing in 2006. Regions II and IV shall elect their Regional Directors at Regional Council meetings held during the annual general meeting of the National Council held in odd-numbered years commencing in 2005.

**Section 6.** Each Regional Deputy Director, Regional Secretary, and Regional Treasurer shall be elected for a duration of two (2) successive AGM cycles. Regions I and III shall elect their Regional Deputy Directors and Regional Treasurers at Regional Council meetings held during the annual general meeting of the National Council held in odd-numbered years commencing in 2005, and shall elect their Secretaries at Regional Council meetings held during the annual general meeting of the National Council held in even-numbered years commencing in 2006. Regions II and IV shall elect their Regional Deputy Directors and Regional Treasurers at Regional Council meetings held during the annual general meeting of the National Council held in even-numbered years commencing in 2006, and shall elect their Secretaries at Regional Council meetings held during the annual general meeting of the National Council held in odd-numbered years commencing in 2005.

**Section 7.** An officer referred to in this Bylaw shall commence a term of office after the adjournment of the meeting at which the officer was elected or appointed, or immediately after a vacancy has occurred.

**Bylaw 403. RESPONSIBILITIES OF OFFICERS**

**Section 1.** The Chairman of USASA shall—

- (1) administer the affairs of USASA with the concurrence of the Executive Committee and ensure the proper administration of Federation, USASA, State Association, National League, Regional League, and Affiliate policies and rules;
- (2) serve as liaison between the Federation Board of Directors and USASA;
- (3) serve as the chairman of all meetings of the National Council and the Executive Committee;
- (4) establish USASA committees and appoint committee chairmen as provided by Bylaws 501 and 531; and
- (5) serve as the general representative of USASA at Regional Council meetings.

**Section 2.** The Vice Chairman of USASA shall:

- (1) assist the Chairman of USASA;
- (2) assume the chair in the absence of the Chairman;
- (3) serve (A) as a member of any committee by appointment, or (B) as designated by the Chairman, as the representative of the Executive Committee to the committee as a non-voting member;
- (4) serve as a general representative of USASA in the absence of the Chairman;
- (5) initiating a first-level attempt to solve problems submitted by National and Regional Leagues;
- (6) working directly with the leagues to help them solve institutional and administrative problems that occur within the federation, such as problems with other leagues, USASA, other Federation National Associations, and referees; and
- (7) perform other duties assigned by the Executive Committee.

**Section 3.** The Secretary of USASA shall:

- (1) Coordinate the following duties with the Administrator:
  - (a) ensure that proper notice of all USASA meetings is given;
  - (b) ensure an accurate recording and publishing of National Council and Executive Committee meeting minutes to the members;
  - (c) ensure that the minutes of the Executive Committee meetings are reviewed for accuracy by the Executive Committee and that
  - (d) the approved minutes are distributed to the membership in a timely manner; a
  - (e) ensure that the files and records of USASA are properly maintained; and
  - (f) ensure the printing and distribution of USASA materials;

- (2) serve (A) as a member of any committee by appointment, or (B) as designated by the Chairman, as the representative of the Executive Committee to the committee as a non-voting member; and
- (3) perform other duties assigned by the Executive Committee or Chairman.

**Section 4.** The Treasurer of USASA shall:

- (1) coordinate the following duties with the Administrator:
  - (a) ensure the keeping of full and accurate accounts of receipts and disbursements of USASA;
  - (b) ensure the preparation of financial statements on a monthly basis and their transmittal to all Organization Members within 30 days after the end of the reporting period; and
  - (c) in accordance with the financial policies of USASA, secure an independent review of financial accounts and transactions of USASA, including all accounts and transactions of the regions;
- (2) assist the Executive Committee in establishing a proposed budget and serve as an ex officio member of the Budget Committee;
- (3) except as otherwise provided in clause (2) of this subsection, serve (A) as a member of any other committee by appointment, or (B) as designated by the Chairman, as the representative of the Executive Committee to the committee as a non-voting member; and
- (4) perform other duties assigned by the Executive Committee.

**Section 5.** The Regional Director of each region shall:

- (1) serve as the chairman of the Regional Council; and
- (2) coordinate and represent USASA in all matters pertaining to amateur adult soccer within the region; and
- (3) be responsible for the implementation of the policies of USASA.

**Section 6.** The Regional Deputy Director of each region shall:

- (1) assist the Regional Director;
- (2) represent the region at meetings in the absence of the Regional Director;
- (3) when the position of Regional Director becomes vacant, become the
- (4) Regional Director for the balance of the term; and
- (5) perform other duties assigned by the Regional Director.

**Section 7.** The Regional Secretary of each region shall:

- (1) keep accurate minutes of all meetings of the members and officers of the region; and
- (2) perform other duties assigned to the Secretary by the Regional Director.

**Section 8.** The Regional Treasurer of each region shall, subject to the order of the

Regional Council:

- (1) have the care and custody of the money, funds, and documents of the region;
- (2) keep correct and complete books and records of accounts of the region's transactions, which shall be the property of the region;
- (3) render financial reports and statements on the condition of the region when so requested by the Regional Council or Regional Director; and
- (4) perform other duties assigned to the Treasurer by the Regional Director.

#### **Bylaw 404. REMOVAL**

Any officer referred to in Bylaw 401 may be removed from office for reasonable cause. The Chairman, Vice Chairman, Secretary, or Treasurer of USASA may be removed by a two-thirds vote at any National Council meeting. The Regional Director, Regional Deputy Director, Regional Secretary, or Regional Treasurer may be removed by a two-thirds vote at any Regional Council meeting of the region. Removal under this Bylaw also simultaneously removes that individual from all other positions of USASA.

#### **Subpart B—Executive Committee**

#### **Bylaw 411. COMPOSITION AND GENERAL AUTHORITY**

**Section 1.** USASA has an Executive Committee. The Committee is composed of the Chairman, Vice Chairman, Secretary, and Treasurer of USASA, the 4 Regional Directors, and the 4 Regional Deputy Directors.

**Section 2.** Except as otherwise provided by these Bylaws, the Executive Committee shall conduct all of the business affairs of USASA, including the following:

- (1) enforcing the Bylaws, rules, policies, and procedures of USASA;
- (2) approving the formation and travel authorization for national amateur teams;
- (3) approving all competitions under the direct auspices of USASA;
- (4) approving all promotional, educational, and training programs under the auspices of USASA;
- (5) notice of policy changes shall be provided to the membership within fifteen (15) days after adoption: and
- (6) adopting the policies of USASA except National Cup policies.

#### **Bylaw 412. MEETINGS AND VOTING**

**Section 1.** The Executive Committee shall meet at least 4 times each seasonal year. Special meetings may be called by the Chairman or a majority of the Executive Committee.

**Section 2.**

- (1) The Chairman, Vice Chairman, Secretary, and Treasurer of USASA, and the 4 Regional Directors each have one vote at all Executive Committee meetings.
- (2) Regional Deputy Directors may make and second motions and participate in debate, but may vote at Executive Committee meetings only in the absence of or in place of his/her respective Regional Director.

**Subpart C—Federation Commissioner Positions**

**Bylaw 421. PROCEDURES FOR FILLING COMMISSIONER POSITIONS**

**Section 1.** This bylaw specifies, determines, or governs the allocation and selection of USASA non-athlete Commissioner positions on the Federation's Adult Council's Administrative Commission. These Commissioners shall serve a term of two (2) successive AGM cycles, unless otherwise provided, and shall be members of the Federation's National Board of Directors.

**Section 2.** The following individuals shall fill the Commissioner positions:

- (1) the Chairman of USASA, ex officio, with terms expiring in even-numbered years.
- (2) the Vice Chairman of USASA, ex officio, with terms expiring in odd-numbered years.
- (3) the 4 Regional Directors, ex officio, with the terms of the Region I and III Directors expiring in even numbered years, and the terms of the Region II and Region IV Directors expiring in odd-numbered years.
- (4) 2 at large individuals elected by the National Council at its annual general meeting, with one individual being elected at meetings in odd-numbered years, and the other individual being elected at meetings in even-numbered years.
- (5) If, for any reason, either one or both of the at-large positions becomes vacant, the Executive Committee shall appoint (an) individual(s) to be Acting At-Large Commissioner(s) until a meeting of the National Council can be held to fill the vacancy for the balance of the term.

**Section 3.** If the allocation of positions to USASA is less than 8 positions, the following procedures apply:

- (1) If the allocation is for 7 positions, then the position of the individual elected at large whose term expires in the year the allocation is for 7 positions is not filled as long as the number of positions allocated is 7, and the term of office of that individual as Commissioner is terminated.

- (2) If the allocation is for 6 positions, then both of the positions of the individuals elected at large are not filled as long as the number of positions allocated is 6, and the terms of office of those individuals as Commissioners are terminated.
- (3) If the allocation is for 5 positions, then both of the individuals elected at large and the ex officio position of Vice Chairman are not filled as long as the number of positions allocated is 5, and the terms of office of those individuals as Commissioners are terminated.

## **PART V—COMMITTEES**

### **Subpart A—Standing Committees**

#### **Bylaw 501. STANDING COMMITTEES**

**Section 1.** USASA has the following standing committees whose members shall be appointed annually:

- (1) Appeals Committee.
- (2) Budget Committee.
- (3) Coaching Committee.
- (4) Credentials Committee.
- (5) Membership Committee.
- (6) National Cups Committee.
- (7) Referee Committee.
- (8) Rules Committee
- (9) Select Teams Committee.
- (10) Women's Committee.
- (11) Veteran's Cup Committee

**Section 2.**

- (1) The members of each standing committee shall be a chairman and one representative from each region, except that the membership of the Budget Committee shall also include the Treasurer of USASA as provided by section 4 of Bylaw 403; and
- (2) The chairman of each standing committee is appointed by the Chairman of USASA, subject to the approval of the Executive Committee. The Chairman of USASA may appoint one of the regional representatives to be the chairman of a committee.
- (3) The representatives from each region serving on standing committees are appointed by the Regional Director for the region.
- (4) An appointment may be made to a standing committee only after consulting with the President of the State Association of the individual to be appointed.
- (5) Notification in writing of all committee appointments shall be made within 30 days.

**Section 3.** Members of standing committees continue in office until removed or their successors are appointed.

A committee member may be replaced at any time for cause (i.e., non-participation or nonperformance of duties). Removal of the chairman of a committee is by the Chairman of USASA. Removal of a member, except the chairman, of a committee shall be made by the respective Regional Director. Notification in writing of any removal shall be made forthwith.

**Section 4.** Each standing committee

- (1) shall carry out its responsibilities as prescribed by this subpart;
- (2) shall make reports to the Chairman of USASA quarterly and other reports and recommendations as the committee considers appropriate;
- (3) has authority to enforce all decisions approved by the Executive Committee within the scope of the committee's responsibilities; and
- (4) may not prescribe policies, rules, and procedures without the express prior approval of the Executive Committee.

**Bylaw 502. APPEALS COMMITTEE**

**Section 1.**

a. The Appeals Committee is responsible for considering and deciding appeals pertaining to the Bylaws, policies, rules, and procedures of USASA and its members, except as otherwise provided by the Federation. The Committee shall consider appeals under procedures specified under subpart E of part VI of these Bylaws. All avenues of appeal must be exhausted at all levels below the Appeals Committee before the Appeals Committee will consider the appeal.

b. The Appeals Committee shall only consider appeals from decisions of a State Association, a National League, a Regional League, Affiliate, or any other decision-making body of USASA.

**Section 2.** Each member of the Appeals Committee has one vote, except that the chairman of the Committee may only vote to break a tied vote.

**Section 3.** No member of the Appeals Committee shall participate in any other level of appeal or discipline.

**Bylaw 503. BUDGET COMMITTEE**

The Budget Committee is responsible for

- (1) gathering all cost data for the appropriate financial requirements for USASA's programs;
- (2) acquiring, with the assistance of the Treasurer and Administrator, detailed

- cost data for the appropriate budget to be submitted to the Executive Committee and National Council; and
- (3) ranking all program requests and preparing an itemized budget to be submitted to the Executive Committee and the National Council.

#### **Bylaw 504. COACHING COMMITTEE**

The Coaching Committee is responsible for:

- (1) promoting USASA and Federation coaching programs at all levels;
- (2) coordinating and administering the USASA Coach of the Year Program;
- (3) coordinating and administering the USASA coaching scholarship program;
- (4) supervising all aspects of operating the USASA Coaching Licensing Program, including the approval of locations, dates, staff, fees, and other details, and maintaining records of coaching licenses awarded by USASA;
- (5) providing liaison with the Federation coaching staff and the Federation coaching program.

#### **Bylaw 505. CREDENTIALS COMMITTEE**

The Credentials Committee is responsible for

- (1) establishing a uniform procedure for submitting and certifying votes at National Council meetings;
- (2) reporting on the eligibility of representatives to the National Council and giving the Committee's recommendations;
- (3) ensuring that the National Council meeting delegate seating arrangements are made in advance for the delegates; and
- (4) recording and checking the authenticity of votes cast at National Council meetings.

#### **Bylaw 506. MEMBERSHIP COMMITTEE**

The Membership Committee is responsible for

- (1) developing and distributing Executive Committee approved recruiting materials to members and prospective members;
- (2) ascertaining the needs of Members, advising USASA, and facilitating the provision of those needs;
- (3) representing and promoting USASA at appropriate functions; and
- (4) identifying prospective members for future growth of USASA.

#### **Bylaw 507. NATIONAL CUPS COMMITTEE**

The National Cups Committee is responsible for administering the National Cups competitions and ensuring that the policies, rules, and procedures of the competitions are enforced.

#### **Bylaw 508. REFEREE COMMITTEE**

**Section 1.** The Referee Committee is responsible for:

- (1) receiving, helping to develop, and directing information to the Federation Referee Committee;
- (2) assisting the Federation Referee Committee in establishing and evaluating the policies and procedures for the conduct of referee courses at the national, regional, state, and local level;
- (3) identifying the referee needs and requirements to conduct soccer games approved by USASA;
- (4) developing an annual report and recommendations for possible changes;
- (5) reviewing and endeavoring to resolve problems from any interested party that will help to positively change any referee concerns pertaining to USASA;
- (6) identifying those qualified and available referees for any approved USASA tournament or cup competition to the appropriate appointing authority for that competition and to the respective State Association; and
- (7) identifying and coordinating with the appropriate State Referee Administrator the appointment of qualified referees for National and Regional League games.

**Section 2.** The representative from each region on the Referee Committee is responsible in the representative's region for the tasks specified in Section 1 of this bylaw and for assignment of referees to regional competitions.

#### **Bylaw 509. RULES COMMITTEE**

The Rules Committee is responsible for:

- (1) reviewing all proposals involving the USASA articles of incorporation, Bylaws, and policies, and giving those proposals careful consideration before submitting them to the National Council for its consideration;
- (2) timing the receipt of proposals and subsequent distribution to members as provided by Bylaw 802;
- (3) proposing normal housekeeping amendments to these Bylaws, and those proposed amendments shall be submitted and ratified as a whole at a National Council meeting; and
- (4) proposing amendments to these Bylaws, subject to section 2 of Bylaw 802

- requiring advance notice to members of the National Council; endeavoring to keep the Federation Rules Committee and the Chairman of USASA informed about proposed bylaw amendments in a timely manner;
- (5) ensuring that all applicants for membership are informed about membership requirements and of changes required in their submitted documents in order to bring them into compliance with USASA Bylaws, rules, policies, or procedures; and
  - (6) assisting the Executive Committee in the interpretation of Bylaws, policies, and rules and in the adoption of policies and procedures upon request.

#### **Bylaw 510. SELECT TEAMS COMMITTEE**

The Select Teams Committee is responsible for administering the Select Teams competitions and ensuring that the policies, rules and procedures of the competitions are enforced.

#### **Bylaw 511. WOMEN'S COMMITTEE**

**Section 1.** The Women's Committee is responsible for promoting the development of women as soccer players, coaches, referees, and administrators.

**Section 2.** The Committee shall encourage women's participation in organizations to ensure a growing role of leadership.

#### **Bylaw 512. VETERAN'S CUP COMMITTEE**

The Veteran's Cup Committee is responsible for administering the Veteran's Cup Competition and ensuring that the policies, rules and regulations of the competition are enforced.

### **Subpart B—Special Committees**

#### **Bylaw 531. SPECIAL COMMITTEES**

Subject to the approval of the Executive Committee, the Chairman shall establish special committees as the Chairman considers necessary, prescribe the responsibilities of each of those committees, and appoint members to each of those committees.

## **PART VI—ADMINISTRATIVE**

### **Subpart A—Administrator**

#### **Bylaw 601. APPOINTMENT**

USASA shall have an Administrator. The Administrator shall be appointed by the Executive Committee.

#### **Bylaw 602. RESPONSIBILITIES**

The Administrator shall:

- (1) attend all meetings and be custodian of all USASA perpetual trophies, office assets, and correspondence;
- (2) consistent with Bylaw 403(3), coordinate with the Secretary the recording and publishing of all meeting minutes and giving proper notice of USASA meetings;
- (3) compile and publish the USASA Directory and annual reports;
- (4) consistent with Bylaw 403(4), coordinate with the Treasurer in assisting the Executive Committee in establishing a proposed budget; and
- (5) carry out other administrative tasks as required.

### **Subpart B—Finances**

#### **Bylaw 611. FISCAL YEAR BUDGET**

The Executive Committee shall prepare a proposed budget for the next fiscal year. The proposed budget shall be presented to the National Council at its annual general meeting for adoption as an item of new business. The Administrator shall send copies of each proposed budget to each member of the National Council at least 30 days in advance of the annual general meeting. The budget shall require a majority vote of the National Council for its approval.

#### **Bylaw 612. ACCOUNTS AND FINANCIAL STATEMENTS**

**Section 1.** The accounts and financial records of USASA shall be maintained at the USASA office to the extent approved by the Treasurer, in accordance with the financial policies of USASA.

**Section 2.** In addition to the financial statements required by section 4 of Bylaw 403, additional financial statements may be prepared at the direction of the Executive Committee.

## **Subpart C—Policies and Procedures**

### **Bylaw 621. PUBLICATION**

USASA shall publish annually its policies and procedures. These policies and procedures shall include:

- (1) National Cups rules.
- (2) Select Teams program, policies, and procedures.
- (3) Other policies and procedures established by USASA.

### **Bylaw 622. ADOPTION**

**Section 1.** Adoption and amendment of all policies and procedures except the policy on National Cups rules shall be by majority vote of the Executive Committee or the National Council.

**Section 2.** Adoption and amendment of the policy on National Cups rules shall only be by majority vote of the National Council.

## **Subpart D—Grievances, Disputes, and Appeals**

### **Bylaw 631. ORGANIZATION MEMBER REQUIREMENTS**

**Section 1.** Each Organization Member shall have provisions for the resolution and determination of grievances, disputes, and appeals provisions in its governing documents, whether Bylaws, rules, or other document, which clearly state the procedures under which adjudication of grievances, appeals, and other disciplinary matters occur.

**Section 2.** If an Organization Member does not have those procedures required by Section 1 of this Bylaw, the following procedures apply (not inconsistent with Federation Bylaws, rules or policies):

- (1) All parties are entitled to a hearing with proper notification.
- (2) Once a grievance, dispute, or appeal has been properly filed, the chairman of the appropriate entity of the Organization Member shall notify all involved parties within 5 days of receipt of the grievance, dispute, or appeal, the nature of the grievance, dispute, or appeal, the names of all parties, of a copy of the grievance, dispute, or appeal, and the date, time, and place of the hearing.
- (3) The conduct of the hearing shall be as determined by the rules of the Organization Member.
- (4) A written record (called the “official record”) shall be kept of the

- proceedings.
- (5) A written notification of the decision shall be sent to all involved or interested parties within 7 days of the hearing. This notice shall be sent by certified mail.
  - (6) All hearings shall take place within 30 days of notice of the grievance, dispute, or appeal.

### **Subpart E—Appeals Procedures Before the Appeals Committee**

#### **Bylaw 641. GENERAL AUTHORITY**

**Section 1.** An appeal to the Appeals Committee shall be made in accordance with the policies and procedures established by the Executive Committee.

**Section 2.** The official record on appeal shall be limited to all of the material considered at the highest state or league level. No new material may be introduced, unless requested by the Appeals Committee.

**Section 3.** The line of authority for hearing an appeal from the decision of a State Association, National League, Regional League, Affiliate, or any other decision-making body within USASA shall be as follows:

- (1) to the Federation Appeals Committee as provided by part VII of the Federation bylaws, including all decisions of State Associations that are also State Associations of the Federation.
- (2) to the USASA Appeals Committee for all other appeals.

#### **Bylaw 642. FILING PROCEDURE**

**Section 1.** An appeal filed with the Appeals Committee must be in writing and submitted within 10 days from the date of official receipt of the decision by the party making the appeal.

**Section 2.**

- (1) The appeals procedure before the USASA Appeals Committee is started by submitting 6 copies of a notice of appeal, supporting documents, and a summary of the arguments to the Chairman of the Appeals Committee in care of the USASA office.
- (2) The party submitting the appeal shall mail copies of the appeal to all opposing parties and to the body whose decision is being appealed on the same day as the notice of appeal is sent to the Chairman of the Appeals Committee.

- (3) The decision-making body from whom the matter has been appealed shall, within 10 days of receipt of the appeal, mail or deliver a copy of the official record of its decision to the Appeals Committee in care of the USASA office and to the interested parties to the appeal.
- (4) Within 10 days of the receipt of the official record, all opposing parties may submit to the Appeals Committee in care of the USASA office and to the interested parties to the appeal any written arguments they wish to make in opposition to the appeal.
- (5) Within 10 days of receipt of the written arguments in opposition to the appeal, the party submitting the appeal may submit any written argument that party may wish to make in support of the appeal.

**Section 3.** The appeals fee is \$200. The fee must accompany the notice of appeal. The fee shall be paid by money order, cashier's check, or certified check made payable to "USASA".

**Section 4.** All materials previously submitted by all interested parties shall be deemed pertinent to the appeal and shall be made available to all parties involved. No party to the appeal shall be denied access to any information that could apply to the appeal.

**Section 5.** The Appeals Committee:

- (1) shall base its decision on the official record used by the body whose decision is being appealed; and
- (2) may not rehear the facts and circumstances but may remand the matter to the lower decision-making body for rehearing.

**Section 6.** The Appeals Committee may deny an appeal if:

- (1) the party submitting the appeal fails to submit the appropriate fee as specified by section 3 of this Bylaw;
- (2) the appeal goes beyond the scope of the official record or presentation of the original action or decision;
- (3) the appeal is filed by a party other than the original parties to the appeal;
- (4) the proper procedures have not been followed in appealing to the Appeals Committee; or
- (5) the information necessary to make a fair and just decision on the appeal has not been furnished.

**Section 7.** The Appeals Committee shall render its decision regarding the appeal and submit the decision in writing to all interested parties within 30 days after the date of the

last submission by the parties as provided by section 2 of this Bylaw. If a written decision is not issued within a maximum of 60 days from the date of the official receipt of the original decision by the party making the appeal, the party making the appeal may submit the appeal to the next higher authority. When the Appeals Committee fails to issue a decision within that 60-day period, the Committee loses authority to determine the appeal, and the appeal fee may be applied at the next level.

**Section 8.** A decision of the Appeals Committee, State Association, National League, Regional League, Affiliate or any other decision-making body within USASA shall stand, and be in full force and effect, until changed by a higher authority.

**Section 9.** Failure to abide by any decision of the Appeals Committee is grounds for disciplinary action by the Executive Committee.

### **Bylaw 643. EXHAUSTION OF REMEDIES REQUIREMENT**

**Section 1.** No State Association, National League, Regional League, Affiliate, official, club, league, team, coach, referee, player, or the representative of any of them, may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the appropriate soccer organization and as provided by this subpart.

**Section 2.** A party violating this Bylaw is subject to the penalties of suspension and fines, and shall be liable to the USASA, the State Associations, the National and Regional Leagues, and the Affiliates for expenses incurred by the USASA and their officers and by the State Associations, the National and Regional Leagues, and the Affiliates and their officers, as appropriate, in defending each court action, including but not limited to the following:

- (1) court costs.
- (2) attorney fees.
- (3) reasonable compensation for time spent by USASA, State Association, National and Regional League, and Affiliate officers and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.
- (4) travel expenses.
- (5) expenses for holding National Council or other meetings necessitated by the court actions.

## **PART VII—TEAM COMPOSITION, REGISTRATION, AND GAME PLAY**

### **Bylaw 701. NUMBER OF PLAYERS ON TEAMS**

The maximum number of players allowed to register for a team shall be determined by the State Association, National League, Regional League, Affiliate or other Organization Member.

### **Bylaw 702. REGISTRATION OF PLAYERS**

**Section 1.** For the purpose of player registration, the following is required:

- (1) full legal name.
- (2) date of birth.
- (3) gender.
- (4) complete address (including zip code).
- (5) (optional) phone (including area code).
- (6) (optional) e-mail address.

**Section 2.** Each Organization Member (except an Associate) shall—

- (1) register all players under its jurisdiction; and
- (2) collect all appropriate registration fees.

**Section 3.** Each Organization Member (except an Associate) shall allow a player to register on multiple teams.

**Section 4.** If a player is registered on more than one team in the same National Cup competition, the multiple-registered player must declare his or her primary team at least one week prior to the beginning of the competition. Once the primary team has been declared, the player may not change teams in that National Cup competition until after the competition has been completed.

**Section 5.**

- (1) An Organization member (except an Associate) may register individual players for indoor-only play by paying a special indoor-only fee set annually pursuant to Bylaw 215, Section 1, together with all insurance premiums set annually for all members.
- (2) Any Organization Member seeking to register players at a special indoor-only fee shall submit such request to the Executive Committee for approval. This request must include a description of the indoor program including the style of play (i.e., Futsal, reduced side, dasher board).
- (3) Players who register in an indoor-only program and pay a special indoor-only fee shall not be eligible to participate in any other competition of an

Organization Member in any capacity, including as a guest player, without having paid the fees required of USASA players in full-sided competitions.

**Section 6.**

- (1) An Organization member (except an Associate) may register individual players for play in one-time small-sided events (i.e. 3 v. 3 tournaments) by paying a special small-sided event fee set annually pursuant to Bylaw 215, Section 1, together with all insurance premiums set annually for all members.
- (2) Any Organization Member seeking to register players at a small-sided event shall submit such request to the Executive Committee for approval. This request must include a description of the event(s), including the style of play, the rules of the event, dates of the event(s) and location and information identifying the entity staging such event(s).
- (3) Players who register for such one-time small-sided events and pay a special small-sided event fee shall not be eligible to participate in any other competition of an Organization Member in any capacity, including as a guest player, without having paid the fees required of USASA players in full-sided competitions.

**Bylaw 703. PLAYING RULES**

**Section 1.** Except as provided by USASA or its members, the FIFA “Laws of the Game” apply to all competitions.

**Section 2.** An Organization Member and any of its members may not approve games or tournaments involving teams or players not properly registered and not in good standing with USASA, the Federation, or FIFA.

**Bylaw 704. TRAVEL**

**Section 1.** A member of an Organization Member wishing to host teams from another Member of USASA, the Federation, or a FIFA national association to play games must request written approval from its Organization Member. For a National League event, the Executive Committee has the authority to approve the event and, for a Regional League event, the appropriate Regional Director has the authority to approve the event.

**Section 2.** A team wishing to play in an approved competition outside its jurisdiction must:

- (1) be a registered team or comprised of registered players; and
- (2) have written approval signed by its Organization Member. For a National

League team, the Executive Committee has the authority to give the approval, and for a Regional League team, the appropriate Regional Director has the authority to give the approval.

**Section 3.** A member of an Organization Member wishing to host a tournament must request written approval from its Organization Member. On approval, the hosting member must request and receive from each participating team written approval signed by its Organization Member, except that, (1) for a National League member, the Executive Committee has the authority to give the approval, and (2) for a Regional League member, the appropriate Regional Director has the authority to give the approval.

## **PART VIII—AMENDMENTS TO CHARTER AND BYLAWS**

### **Bylaw 801. PROPOSING AMENDMENTS**

Any amendment to the charter, Bylaws, or policies of USASA may be proposed by:

- (1) an Organization Member.
- (2) a region of USASA.
- (3) the Executive Committee.
- (4) a member of the Executive Committee or a USASA officer.
- (5) a Regional Officer.
- (6) a committee of USASA.

### **Bylaw 802. ADVANCE NOTICE**

**Section 1.** Any proposed amendment to the charter, Bylaws, or policies of USASA must be submitted in writing to the Administrator at least 120 days in advance of the National Council meeting, except those proposed by the Rules Committee.

**Section 2.** Each proposed amendment received in compliance with section 1 of this Bylaw shall be sent in writing by the Administrator to the Secretary of each Organization Member, the Executive Committee, Regional Secretaries, and Regional Treasurers at least 30 days in advance of the National Council meeting.

**Section 3.** A proposed amendment to the charter, Bylaws or policies of USASA not timely submitted in compliance with Section 1 of this Bylaw may be considered by the National Council if submitted in writing from the floor of the National Council meeting and, by a 90 percent vote, the National Council agrees to consider the amendment.

### **Bylaw 803. VOTING REQUIREMENTS**

Any amendment to the charter or bylaws of USASA requires a two-thirds vote of the National Council, except an amendment to change the name of a State Association listed in Bylaw 203 only requires a majority vote and compliance with Federation Bylaws.

### **Bylaw 804. PRIORITY**

An amendment that is inconsistent with the articles of incorporation, Bylaws, policies, and requirements of the Federation may not be passed by USASA. In the event of a conflict, the articles, Bylaws, policies, and requirements of the Federation govern.

### **Bylaw 805. EFFECTIVE DATE**

Unless otherwise provided, any amendment to the articles of incorporation or Bylaws of USASA is effective immediately after the amendment is adopted.