

KAW VALLEY SOCCER ASSOCIATION

Bylaws

ARTICLE I

Name

The name of the Association, incorporated under the laws of the State of Kansas, shall be Kaw Valley Soccer Association, Inc., hereinafter referred to as KVSA.

ARTICLE II

Object

The object of KVSA shall be to provide soccer opportunities to children aged 4-18. Its mission is to foster the physical, mental, and emotional development of youth through the sport of soccer at all levels of age and competition, and to do so in a way that engages the whole family and engenders lifelong fitness of love of soccer.

ARTICLE III

Members

- Section 1. The membership of KVSA shall be unrestricted by consideration of age, color, creed, ability, sexual orientation, nationality, race, ethnicity, religion, gender or geographic location.
- Section 2. All coaches, KVSA staff members and parents/guardians of registered KVSA players shall be members of KVSA. Persons with an interest in fostering youth soccer who do not qualify by the aforementioned criteria shall be members of KVSA on payment of a membership fee.
- Section 3. The membership period shall be for one year from the date membership criteria are met or dues payment is received by KVSA.
- Section 4. The membership fee shall be set, waived or amended by the Board of Directors by a two-thirds vote.
- Section 5. Members who fail to meet membership criteria or pay dues within 60 days of the end of their membership period shall be dropped from the roll of membership in KVSA. A member so dropped from the roll may be reinstated upon meeting membership criteria or payment of dues.
- Section 6. Any member desiring to resign from KVSA shall present a resignation in writing to the Secretary of President.
- Section 7. Members shall have the following privileges:
- a. participate in all proceedings of KVSA including voting;
 - (1) no more than one vote shall be cast per dues paying member
 - (2) no more than one vote shall be cast per player family
 - b. be a candidate for KVSA elected and appointed positions; and
 - c. receive all publications and newsletters.

- Section 8. Members may be terminated or suspended from the membership roll:
- a. Should a member commit any act prejudicial to the affairs of the association or the purpose for which it is formed, the member may be suspended or expelled from membership in KVSA by a two-thirds majority vote of the Board of Directors;
 - b. The President shall notify the suspended or expelled member immediately and give him or her the time and place of the next meeting of the Board of Directors, at which time he or she shall be granted an opportunity to be heard provided he or she requests such a hearing within ten days after receipt of the notification letter from the President;
 - c. Following a hearing, the decision of the Board of Directors shall be final.
 - d. If the Board of Directors receives a membership application from someone who has committed previous acts prejudicial to the affairs of the association or the purpose for which it is formed, the Board of Directors may refuse membership of said applicant by a two-thirds vote of the Board of Directors.

ARTICLE IV Board of Directors

- Section 1. The Board of Directors shall be composed of nine Directors. Directors are elected for staggered 3-year terms at the annual membership meeting.
- Section 2. To be eligible for election to the Board, a person must be a member of KVSA and must have agreed to be a candidate to the Board.
- Section 3. Removal of any Director may be considered at any regular meeting of KVSA or the Board or at any special meeting called for that purpose. A quorum of the Board of Directors are required and a two-thirds vote shall be sufficient to remove an officer.
- Section 4. Vacancies in Board of Directors positions shall be filled by a two-thirds vote of the Board of Directors, and the Director so elected shall hold office until a successor is elected at an annual meeting or a special meeting of the members.
- Section 5. Any officer may resign at any time by giving written notice of a resignation to the President or Secretary.
- Section 6. The powers and duties of the Board of Directors shall include:
- a. to act for KVSA members between annual meetings;
 - b. to consider the annual budget, submitted by the Treasurer, and approve it;
 - c. to consider guidelines for Association staff submitted by the President and to approve guidelines to be used in the supervision of staff;
 - d. fix the time and place of the annual meeting and other meetings of KVSA;
 - e. to conduct, manage, and control the affairs and conduct of KVSA in a manner that is consistent with the incorporating documents and bylaws of KVSA;
 - f. approval of non-budgeted items over \$500; and
 - g. to establish and borrow against a line of credit to cover operating expenses.

ARTICLE V Officers

- Section 1. The officers of the KVSA shall be the President, Vice President, Secretary, and Treasurer and constitute the Executive Committee. To be eligible to an office in KVSA a person must be a Director and must have agreed to be a candidate for the office.

- Section 2. The officers shall perform the duties prescribed by the corporation code of Kansas, the bylaws, and by the standing rules of KVSA.
- Section 3. All officers shall be elected by the Board in the first formal meeting to follow the annual association meeting of the membership. No officer shall hold more than one office at a time.
- Section 4. The terms of the officers shall be two years. The term shall begin upon the election of the officer and shall end upon the election of the officer's successor.
- Section 5. No officer shall serve more than two consecutive terms in the same office unless approved by a two-thirds vote of the Board of Directors. An officer who has served more than half a term shall be considered to have served a term in that office.
- Section 6. Duties of KVSA officers may be assigned to designated KVSA staff by the Board of Directors at such times when staff have been appointed or hired by the Board to carry out those duties.
- Section 7. Removal of any officer may be considered at any meeting of KVSA or the Board or at any special meeting called for that purpose. A majority vote shall be sufficient to remove an officer.
- Section 8. Vacancies in officer positions shall be filled by a two-thirds vote of the Board of Directors, and the officer so elected shall hold office until a successor is elected at the next annual meeting or a special meeting of the members.
- Section 9. Any officer may resign at any time by giving written notice of resignation to the President or Secretary.
- Section 10. The duties of the President shall include:
- a. preside at all meetings of the membership and Board of Directors;
 - b. receive notice of any substantive business proposed by members for meetings and prepare and cause the proper notice of all meetings to be sent to the members;
 - c. make all appointments to committees;
 - d. serve as official representative of KVSA and act in that capacity in all matters for and on behalf of KVSA;
 - e. serve as ex officio member of all standing and ad hoc committees except the nominating committee;
 - f. supervise and direct the activities of KVSA staff;
 - g. cosign all checks over \$1000, excluding payroll; and
 - h. otherwise carry out duties customarily associated with the office of President.
- Section 11. The duties of the Vice President shall include:
- a. assume the duties of President during an absence or as requested by the Executive Committee;
 - b. serve on the Board of Directors, including the Executive Committee; and
 - c. perform such other duties as the President or Board of Directors requests.
- Section 12. The duties of the Secretary shall include:
- a. keep an accurate record of all annual membership meetings of KVSA, meetings of the Board of Directors, and meetings of the Executive Committee;
 - b. submit minutes for approval;
 - c. act as custodian of the official records, books, and papers of KVSA;
 - d. submit proposed amendments to the bylaws to the Board of Directors for review at least 30 days prior to any regular meeting, special meeting, or the annual membership meeting for vote;
 - e. serve on the Executive Committee; and
 - f. perform such other duties as KVSA or the Board of Directors may require.

- Section 13. The duties of the Treasurer shall include:
- a. receive and have charge of all funds of KVSA and deposit such funds in a bank designated by the Board of Directors; provide for the expenditures of such funds and sign all checks over \$1000;
 - b. discharge all financial obligations of KVSA contracted by the Board of Directors in accordance with its official acts as permitted by the bylaws;
 - c. cause an accurate set of accounts to be maintained for KVSA and give a written report of all receipts and disbursements at meetings of the Board of Directors and at the annual meeting of KVSA;
 - d. have an independent CPA firm conduct an audit every odd-numbered year;
 - e. serve on the Executive Committee;
 - f. to establish and draw against a line of credit, amounts as directed by a two-thirds vote of the Board of Directors; and
 - g. perform such other duties as KVSA or the Board of Directors may require.

ARTICLE VI

Divisions

- Section 1. A Division shall be a structure within KVSA established for the purpose of developing an identified program of KVSA.
- Section 2. A Division may be established by the Board of Directors upon evidence that a substantial number of individuals request such designation.
- Section 3. A Division may be dissolved by a two-thirds vote of the Board of Directors when there is:
- a. agreement of the Board of Directors and the Division members that there is no reason for continuance, or
 - b. failure to carry out its functions or to conform to the requirements or principles of KVSA.
- Section 4. The Board of Directors shall elect Division Chairs at the first formal meeting following the KVSA annual meeting, for a term of one year.
- Section 5. No Division Chair shall serve more than three consecutive terms in the same office unless approved by a two-thirds vote of the Board of Directors.
- Section 6. The Division Chair shall:
- a. recruit members to serve in the Division;
 - b. preside at all meetings of the Division;
 - c. serve on the Board of Directors;
 - d. provide an annual report to the Board of Directors and at the annual membership meeting; and
 - e. submit an annual budget to the Board of Directors for approval and inclusion in the KVSA budget.

ARTICLE VII

Meetings

- Section 1. KVSA shall hold an annual meeting of the membership at such time and place as determined by the Board of Directors.
- Section 2. The Board of Directors shall meet once a month and also meet in conjunction with the annual membership meeting of KVSA.

- Section 3. At least 20 days notice, by KVSA Website posting, publication in newspapers, or mail will be provided to all members for all meetings.
- Section 4. The order of business for each KVSA annual membership meeting shall be in accordance with a program adopted at the beginning of the meeting and shall include:
- Call to Order
 - Address of the President
 - Reports of Officers, including presentation of budget
 - Reports of Divisions
 - Elections of Directors
 - Other business
 - Announcements
 - Adjournment
- Section 5. Special meetings may be called by the President, by a majority vote of the Board of Directors, or upon request of 10% of the total membership. Only those matters contained in the notice for such special meetings may be acted upon at that special meeting.
- Section 6. Nine members including the President and/or Vice President shall constitute a quorum for transaction of business at any annual or special meeting of KVSA.
- Section 7. A majority of Directors including the President and Vice President shall constitute a quorum at Board meetings.
- Section 8. A majority of any Division including the Chairperson or designee shall constitute a quorum at Division meetings.
- Section 9. Should the annual meeting fail to achieve a quorum, business will be conducted at the first formal Board meeting following the annual meeting or at a date determined by the Board of Directors.

ARTICLE VIII

Committees

- Section 1. A nominating committee shall be appointed annually by the President to:
- a. cause notice of open Director positions to be announced on the KVSA Website, in county newspapers, or by mail;
 - b. receive nominations and develop a ballot by selecting two or more candidates for each position to be filled; and
 - c. present the ballot to the Board of Directors to determine compliance with the bylaws at least 30 days prior to the annual meeting.
 1. nominations may be made by members from the floor during the annual membership meeting.
 - d. The nominating committee shall serve until the close of the annual membership meeting.
- Section 2. An election committee shall be appointed by the President to count the election ballots. All elections shall be conducted by written ballot. The election committee shall serve until the close of the meeting for which they were appointed.
- Section 3. Such other committees shall be appointed by the President as KVSA deems necessary to carry on the work of KVSA.

ARTICLE IX

Fiscal Year

The Board of Directors shall have the power to fix and change the fiscal year of KVSA.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern KVSA in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order KVSA may adopt.

ARTICLE XI

Amendment

These bylaws may be amended at the annual meeting of KVSA provided the membership has been given at least 20 days notice prior to the meeting by KVSA Website posting, publication in newspapers, or mail; or at a regular meeting of the Board of Directors provided a quorum is present. Such amendments shall require an affirmative two-thirds vote.