

# **ARLINGTON SOCCER ASSOCIATION, INC.**

## **By-Laws**

*By-Laws as approved by the membership on August 25, 2009.*

*Revised April 25, 2011, June 21, 2011, June 17, 2016, June 8, 2015, April 30, 2016 and May 8, 2017*

### **Article I**

#### **Membership**

Membership in the Arlington Soccer Association, Inc. (“Association”) shall consist of each of the recreational clubs that form the Recreational Soccer Committee, as well as the Travel Soccer Committee, all as defined below.

### **Article II**

#### **Directors**

Sec 1: The governance of the Association shall be vested in a Board of Directors. The Board of Directors shall consist of the Chairpersons of the two Program Committees set forth in these By-laws (the Recreational Program Committee and the Travel Program Committee), and up to nine at-large Directors to be elected by the members.

Sec 2: The Board of Directors shall be responsible for setting policy for the Association.

Sec 3: A director shall discharge his or her duties as a director, including his or her duties as a member of a committee, in accordance with his or her good faith business judgment of the best interests of the Association.

a. Unless a director has knowledge or information concerning the matter in question that makes reliance unwarranted, a director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:

(i) one or more officers or employees of the Association whom the director believes, in good faith, to be reliable and competent in the matters presented;

(ii) legal counsel, public accountants or other professional persons as to matters the director believes, in good faith, are within the person’s professional or expert competence; or

(iii) a committee of the Board of Directors of which the director is not a member if the director believes, in good faith, that the committee merits confidence.

b. A director is not liable for any action taken as a director, or any failure to take action, if he or she performed the duties of his or her office in compliance with this section.

Sec 4: Election of the at-large members of the Board of Directors shall be by majority vote of the voting members present at the annual meeting of the Association. There shall be no voting by proxy. Each of the Clubs comprising the Recreational Program shall be represented by a Club Manager, or the Club Manager's designate, who will cast the vote of that Club at the annual meeting. The Travel Program Committee shall have one vote, which shall be cast by its Chairperson or a designate of the Chairperson. In the event a candidate is a voting member, that candidate must recuse himself or herself from the vote at the annual meeting. In the event of a tie vote between or amongst candidates, a runoff election will be held solely among the affected candidates.

Sec 5: At-large directors serve for three years. At-large directors may be re-elected but may only serve for 2 consecutive terms. Program Committee Chairperson members serve as long as they hold the position of Program Committee Chairperson up to a maximum of 6 years and will be succeeded at the next Board of Director's meeting following their replacement by a new Program Committee Chairperson. Board members may return to the Board as at-large directors after a minimum of one year's absence. For the purpose of limits on lengths of service, only service from June 2013 onward shall be considered.

Sec 6: Terms of at-large directors shall be staggered as follows. Three at-large director positions will be elected at the June 2017 annual meeting of the Association and will serve for a term of three years. Two new at-large director positions will be elected at the June 2017 annual meeting of the Association and will serve for a term of two years. The Board of Directors shall appoint a current at-large director who was elected at the June 2016 Membership meeting for a one-year term extension to expire June 2019. This appointment shall occur prior to the June 2018 annual meeting of the Association. In the event that one of these at-large directors is unable or unwilling to be appointed to a one-year term the Board will ask the membership to elect an at-large director for a one-year term at the June 2018 annual meeting of the Association. Beginning at the June 2018 annual meeting of the Association and continuing each year thereafter, the membership shall elect three at-large directors to serve for a period of three years subject to the limitations in Section 5. At-large directors who are seeking re-election and have not completed

six (6) consecutive years of service, may be elected for another term not to exceed eight (8) consecutive years of service.

Sec 7: There shall be a standing Nominating Committee with three voting members. The Chair of the Nominating Committee will be the Vice President, unless the Vice President's Board position is up for election and the Vice President intends to seek re-election, in which case the Vice President shall designate a Board member who is not up for election. The remainder of the Committee shall be comprised of two additional members—one designee of each of the two Program Committees. The Chair shall report the recommendations of the Nominating Committee to the membership no later than 15 days before the annual meeting of the Association. Additional individuals' names may be placed in nomination, with the individual's consent, from the floor at the annual member meeting for at-large Board positions. The Board shall establish criteria to guide the Nominating Committee in its recommendation of candidates.

Sec 8: Each elected at-large Board member shall take office at the first Board meeting following his or her election and serve until his or her successor takes office.

Sec 9: Vacancies of the elected at-large Board members that occur between annual meetings may be filled by a majority vote of the Board of Directors. Such appointees shall serve the remainder of the term of the individual being replaced. A vacancy in the office of President shall be filled by the Vice President until such time as the Board elects a new President.

Sec 10: Any at-large Director may be removed from office and relieved of his or her duties by a two-thirds vote of those members eligible to vote, provided ten (10) days notice of a proposed removal is given prior to the vote of the membership.

Sec. 11: The Board of Directors shall designate a registered office and appoint a registered agent, as required by the Virginia Code, whose business office shall be identical with the registered office.

### **Article III**

#### **Officers**

Each year during the first Board meeting immediately after the June Board elections, the Board shall elect from its members a President, Vice President, Secretary and Treasurer.

- a. The President shall preside at all meetings of the Association and the Board and shall have the duties and powers normally appurtenant to the office of the President in addition to those specifically outlined in these By-laws. The President, along with the Executive Director, shall be the direct liaison between the Association and officials of Arlington County and the City of Falls Church, Virginia.
- b. The Vice President shall have the duties and exercise the powers of the President in the case of the President's absence or incapacity, as well as any other duties or powers specified in these By-laws.
- c. The Secretary shall see that a record of all meetings of the Association and the Board and all matters of which a record shall be ordered by the Association is maintained and available to the members. The Secretary shall exercise such other and further duties as may be designated by the Board of Directors of these Bylaws.
- d. The Treasurer, in conjunction with the Executive Director, shall render to the Board of Directors or whenever otherwise requested, correct statements and reports showing the financial condition of the Association and together with the Executive Director, shall present the Association's budget to the Board for its approval. The Treasurer shall exercise such other and further duties as may be designated by the Board of Directors or these By-laws.

## **Article IV**

### **Meetings**

Sec 1: There shall be an annual meeting of the Association, held during June of each year. The purpose of this annual meeting shall be to conduct elections (as described in Article II), to amend the bylaws (as described in Article XIII), and to conduct other matters of interest to the general membership. Notice of the annual meeting shall be provided at least fifteen (15) days prior to the date of the annual meeting by email communications or other such means as are deemed appropriate by the Board.

Sec 2: Special meetings or electronic votes of the membership may be called by the President, a majority of the Board of Directors or a written petition of at least four members. Notice of such meetings or electronic votes shall be given to the membership seventy-two (72) hours in advance.

Sec 3: Meetings of the Board of Directors shall be held at least six (6) times a year at such time and place as decided by the President. A majority of the Board of Directors shall constitute a

quorum. The President shall also convene a special meeting or electronic vote of the Board of Directors within seven days of any request for such a meeting joined by three (3) or more members of the Board.

## **Article V**

### **Programs**

Sec 1: The Association shall offer at least the following Programs: Recreational Program and Travel Program.

Sec 2: The Recreational Program will be open to all youth soccer players, regardless of ability, through high school (subject to any limitations established on the number of select players who may participate in the Program or on teams within the Program). The Recreational Program will be organized by groups as established by the Board of Directors in consultation with the Recreational Committee (established in Article VI).

Sec 3: The Travel Program will be open to all players who qualify based upon their athletic ability and soccer skills as determined in a try-out or other selection process as established by the Travel Committee (as established in Article VI).

Sec 4: The Association may establish and conduct additional activities, including but not limited to programs, clinics, camps, exhibitions, tournaments and classes, as it sees fit to further the mission, vision and purposes of the Association. Any such activities shall be carried out under the direction of the Executive Director or the direction of such staff as the Executive Director may designate, or some other management structure or form as designated by the Board of Directors.

Sec 5: The Recreational Program and the Travel Program will be governed by their respective charters and these By-laws. All changes to the charters must be approved by the Board of Directors.

## **Article VI**

### **Program Committees**

Sec 1: The Association shall have two permanent Program Committees, as set forth below.

a. Recreational Program Committee. The Recreational Program Committee shall consist of the Manager of each recreational club as established by the Board in consultation with the Recreational Program Committee.

i. There shall be thirteen recreational clubs.

ii. Each recreational club shall designate an individual to serve as the Club Manager. In the event of an unfilled Club Manager position, the Executive Director may appoint an interim Club Manager.

iii. Each Club Manager shall serve as a member of the Recreational Program Committee. The Club Managers serving on the Recreational Program Committee shall elect one of them as the Chairperson of the Recreational Program Committee. The Chairperson of the Recreational Committee will serve on the Association Board of Directors for as long as he or she is the Chairperson of the Recreational Program Committee, subject to the limitation in Article II, section 5.

iii. Each Club Manager shall exercise the vote of the recreational club in any meeting or vote of the membership of the Association. A Club Manager may designate someone else to cast the Club's vote at such a meeting or vote if the Club Manager is unavailable.

iv. The Recreational Program Committee shall meet at the request of the Executive Director, the Chairperson of the Committee, or three members of the Committee, and shall include at its meetings the Executive Director and any other Association staff deemed necessary to the meeting by the Executive Director.

v. The Recreational Program Committee shall be responsible for advising the Executive Director as to the management of the Recreational Program of the Association, including playing rules, competition formats, disciplinary procedures, organizational structure, and operating procedures, subject to these By-laws and the policy direction of the Board.

b. Travel Program Committee. The Travel Program Committee shall consist of voting and non-voting members, as defined in the Travel Program Charter.

i. Each travel team shall designate an individual to serve as the Team Manager. The Team Managers shall, together, form the Travel Program Council. The Travel Program Council shall have, at a minimum, an annual general meeting, and such other meetings as may be called by the Chairperson of the Travel Program Committee. The voting members of the Travel Program Committee will be elected by a majority vote of the Travel Program Council, with each Team Manager having one vote. Such elections to be conducted

at the Fall Program Council meeting. All elected committee members shall serve terms of two years.

ii. Other, non-voting committee members, will be appointed by a majority vote of the elected committee members. Such representatives shall be appointed at the first meeting of the Travel Program Committee following the Fall Program Council meeting and shall serve a period of one year, subject to unlimited re-appointment.

iii. The Travel Committee may, by majority vote, invite other persons, to join the Travel Committee as non-voting members.

iv. The Chairperson of the Travel Program Committee will be a member of the Association Board of Directors for as long as he or she is the Chairperson of the Travel Program Committee, subject to the limitation in Article II, section 5, and shall exercise the vote of the Travel Program Committee in any meeting or vote of the Association membership.

v. The Travel Program Committee shall meet at the request of the Executive Director, the Committee Chairperson, or three members of the Committee, and shall include at its meetings the Executive Director and any other staff deemed necessary by the Executive Director.

vi. The Travel Program Committee shall be responsible for advising the Executive Director as to the management of the Travel Program of the Association, subject to these By-laws and the policy direction of the Board.

Sec. 2: Each of the Program Committees may, in its discretion, appoint sub-committees, which may include non-members of the Program Committees, to assist in its duties and responsibilities. Each such subcommittee must be approved by a majority of the relevant Program Committee and must be provided with a written description of its charter.

## **Article VII**

### **Standing and Temporary Committees**

Standing Committees may be established by the President with approval of the Board of Directors. The charter of any standing committee shall be set forth in writing. The Board may also establish additional committees of temporary duration as it deems necessary. Any such temporary committee shall be given a written description of its charter.

## **Article VIII**

### **Executive Director**

The Board shall employ an individual to serve as Executive Director of the Association. This person shall become an employee of the Association and shall be responsible to the Board of Directors for the management of the Association, its Recreational, Travel and other programs and activities, as well as its employees, contractors and volunteers, subject to these By-laws and the policy direction of the Board. The Executive Director shall perform such additional duties as may be assigned by the Board of Directors. The Executive Director may employ, contract with, or appoint other persons to work for or assist the Association, provided sufficient funds for the salary of the person are included in a budget submitted to and approved by the Board, or such hires are otherwise approved by the Board. The Executive Director, or his or her designee, shall collect and receive all monies due or belonging to the Association. The Executive Director, or his or her designee, shall deposit same in a bank designated by the Board of Directors in the name of the Association. The Association's books at all times shall be open to inspection of the Board, and the Executive Director shall report at every Board meeting the condition of the Association's finances. The Executive Director shall be responsible to the Board for all receipts and disbursements of Association funds. In consultation with the Program Committees, and together with the Treasurer, the Executive Director shall prepare and present the Association's annual budget to the Board for its approval.

## **Article IX**

### **Non-Voting By Association Employees and Their Families**

No employee of the Association, or immediate family member of any employee aged 21 and older of the Association, may hold a voting position as a member of the Association, director of the Association or member of a Program Committee. Employees of the Association and immediate family members may serve in an advisory capacity to a Program Committee and may vote in a subcommittee of a Program Committee, or a standing or temporary committee of the Board, provided that the charter of such subcommittee, standing committee or temporary committee expressly allows such vote. For purposes of this paragraph, immediate family member shall include the employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, and sons-in-law. Adopted, half and step members of a family are also included in this definition.

## **Article X**

### **Rules of Order and Methods of Communication and Voting**

Sec. 1: Roberts Rules of Order, Revised, shall govern the proceedings of all meetings of The Association and its constituent parts, except as provided in these By-laws.

Sec. 2: Communications with Association Directors, Officers, Program Committee Members, the Executive Director and other employees of the Association may take place via email or other electronic means, including all official notices and other communications within these By-laws. Votes of the Board of Directors, members and Program Committees may be taken by email or other electronic means. Every Director, Officer, member, and Program Committee member must maintain a valid email address and furnish such address, and any changes to such address, to the Executive Director for purposes of communicating Association business.

## **Article XI**

### **Delegations**

Delegations or special committees, as may be necessary, may be appointed by the President to represent the Association in any convention or meeting, subject to the approval of and/or direction of the Board of Directors. Such delegations shall be free to vote on all matters unless specifically instructed by the Board of Directors.

## **Article XII**

### **Audit**

The Executive Director shall provide for an annual independent audit of the financial accounts of the Association, the results of which will be made available to the Association's members.

## **Article XIII**

### **Amendments**

These By-laws may be amended by a two-thirds (2/3) or more vote of the members present at any regular or special meeting, provided that the members shall be given written notice

of the proposed amendment(s) at least fifteen (15) days prior to the meeting at which the amendment(s) shall be acted upon. Publication of a general notice of proposed By-law changes on the Association website and via electronic distribution to members shall constitute adequate notice.

## **Article XIV**

### **Corporate Records**

Sec 1: The Association shall keep as permanent records minutes of all meetings of its members and Board of Directors, a record of all actions taken by the members or Board of Directors without a meeting, and a record of all actions taken by a committee of the Board of Directors in place of the Board of Directors on behalf of the Association.

Sec 2: The Association shall maintain appropriate accounting records that are available for review upon request of members.

Sec 3: The Association shall maintain a record of its members, in a form that permits preparation of a list of the names and addresses of all members, in alphabetical order.

Sec 4: The Association shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

Sec 5: The Association shall keep a copy of the following records:

- a. Its articles or restated articles of incorporation, all amendments to them currently in effect, and any notices to members regarding facts on which a filed document is dependent;
- b. its By-laws or restated By-laws and all amendments to them currently in effect;
- c. the minutes of members' meetings, and records of all actions taken by members without a meeting, for the past three years;
- d. all written communications to members concerning official business of the Association within the past three years;
- e. a list of the names and business addresses of its current directors and officers; and

f. its most recent annual report filed with the State Corporation Commission.

Sec 6: All documents described in sections 1 through 5 of this Article will be maintained pursuant to a document retention policy established by the Board.

## **Article XV**

### **Dissolution**

The Association may be dissolved at any time by a vote of two-thirds (2/3) or more of the members present at any regular or special meeting, provided that the members shall be given written notice of the proposed dissolution at least fifteen (15) days prior to the meeting at which the dissolution shall be acted upon. Publication of a general notice of proposed dissolution on the home page of the Association website and via electronic distribution to members shall constitute adequate notice.