

Arlington Soccer Association

Travel Program



CHARTER

Adopted March 3, 1991
Amended November 7, 1996
Amended May 13, 1998
Amended September 2, 1998
Amended March 19, 2002
Amended August 21, 2007
Amended, March 12, 2010
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1.0 Purpose of the Arlington Travel Soccer Program

The purpose of the Arlington Travel Soccer Program (“Travel Program”) is to develop, administer, and promote a program for providing Arlington and surrounding area youths with the opportunity to acquire and develop superior soccer skills through higher levels of competition and greater coaching expertise.

As a standing program of the Arlington Soccer Association (“ASA”), the Travel Program is open to all players, regardless of residence, who qualify based upon their athletic ability and soccer skills as determined in annual Travel Program try-outs, or other selection process as defined by the Travel Program Committee and ASA’s senior technical staff.

2.0 Membership in ASA

As a standing program of the ASA, membership in the Travel Program shall be granted to those Travel Program teams in good standing which:

- Agree to be affiliated with the Travel Program and the ASA by adhering to the provisions of this Charter and the rules, guidelines, and policies of the Travel Program.
- Agree to join and abide by the rules and policies of the leagues Travel Program teams compete in.
- Agree to be current in, and in compliance with, all financial and volunteer obligations to the Travel Program.

Each Team shall collaboratively designate an individual to serve as the Team Manager, who will be responsible for representing the Team as a Member of Travel Program Council.

2.1 Application for Membership

Any travel team not currently affiliated with the Travel Program may apply to join the Travel Program by submitting a written memo of interest addressed to the Travel Program Committee Chairperson. Such requests will be reviewed with the Travel Program Committee and ASA Staff. Should such requests be recommended for acceptance at a regularly scheduled Travel Program Committee meeting, an interested team can be accepted with a simple majority approval of the Travel Program Committee.

Such requests and approvals / denials will be reported to the full ASA Board on an ongoing basis.

3. Travel Program Committee

The Travel Program Committee shall be responsible for advising the Executive Director of the ASA as to the management of the Travel Program subject to the by-laws of ASA and the policy direction of the ASA Board of Directors. The Travel Program Committee shall consist of voting and non-voting members. The voting members shall consist of the Chairperson of the Travel Program Committee, a U9-U12 Age Group Commissioner, a U13-U14 Age Group Commissioner, a U15-U19 Boys Age Group Commissioner, a U15-U19 Girls Age Group Commissioner, the Secretary, and the Chairperson of the Travel Program Finance Subcommittee. The non-voting members shall consist of the Travel Program representatives for each of the leagues Travel Program teams compete in, and such other persons as shall be appointed by a majority of the voting members of the Travel Program Committee.

Voting Members of the Travel Program Committee shall be elected by the Travel Program Council (“Program Council”). The Program Council shall have, at a minimum, one annual Program Council Meeting held at the beginning of the fall soccer season and such other meetings as may be called by the Chairperson of the Travel Program Committee. Voting members of the Travel Program Committee will be elected by a majority vote of the Program Council, each Team Manager having one vote, such elections to be conducted at the annual Program Council Meeting as set forth in section 4.1 below. All elected Travel Program Committee members shall serve terms of two years.

Immediately following the adjournment of the annual Program Council Meeting, the Travel Program Committee shall convene a Committee Organizational Meeting for purposes of electing a Vice Chairperson. Any of the Voting Members of the Travel Program Committee, excluding the Chairperson, shall be eligible to serve as Vice Chairperson. Such Vice Chairperson shall serve a term of one year, subject to unlimited re-appointment, and shall be elected by majority vote of the Travel Program Committee. Such Vice Chairperson shall perform the duties outlined in Section 7.1 of this Charter.

All non-voting committee members will be appointed by a majority vote of the Travel Program Committee. Such representatives shall be appointed at the first meeting of the Travel Program Committee following the annual Program Council meeting and shall serve a term of one year, subject to unlimited re-appointment. The Travel Program Committee may, by majority vote, invite other persons to join the Travel Program Committee as non-voting members at their discretion.

The Chairperson of the Travel Program Committee shall be a member of the ASA Board of Directors and shall exercise the vote of the Travel Program Committee in any meeting or vote of the ASA membership.

The Travel Program Committee shall meet at the request of the ASA Executive Director, the Travel Program Committee Chairperson, or three members of the Travel Program



Committee, and shall include at its meetings the ASA Executive Director and any other staff deemed necessary by the Travel Program Committee or the Executive Director.

4. Meetings of the Travel Program Council

4.1 Annual Travel Program Council Meeting

The Travel Program shall hold one Program Council Meeting each year at the beginning of the fall soccer season.

4.2 Special Program Council Meetings

Special Program Council Meetings may be convened at the call of the Travel Program Committee Chairperson, at the request of at least three (3) voting members of the Travel Program Committee, or as petitioned by a representative of at least fifty percent (50%) of the travel teams.

4.3 Notice of Program Council Meetings

All Members of the Program Council shall be given at least ten (10) business days notice of any Program Council Meeting. Notice shall only be required to be given via electronic means up to and including posting on the ASA website. Team Managers, or other designated Team Representatives, are expected to attend Program Council Meetings. Program Council Meetings are open to all interested parties. Any interested party desiring to address the Program Council must submit a written request five (5) business days in advance of the Program Council Meeting. Such requests must be addressed to the Travel Program Committee Chairperson with a copy to the Travel Program Committee Secretary and may be delivered via letter mail or email.

4.4 Rules of Order

Roberts Rules of Order, Newly Revised, shall govern the proceedings of all Program Council Meetings.

4.5 Voting

No voting may be taken at a Program Council Meeting unless a quorum is present. A quorum shall be defined as a simple majority of the Travel teams in good standing with ASA. All voting by the Program Council will occur in person at designated meetings. The Program Council shall conduct voting for the election of Travel Committee voting Member positions, and other proposals brought before the Program Council by the Travel Program Committee, as provided for in the ASA Bylaws, and via this Charter. The Program Council may also receive reports from the Travel Program Committee, ASA's Executive



Director, or other ASA Staff, and conduct other such business as may be provided by the ASA Bylaws or be brought before it by the Travel Program Committee.

4.6 Minutes

Minutes are required to be taken at all duly convened and noticed Program Council Meetings. Minutes will be taken by the Secretary of the Travel Program Committee (or other designated staff or Travel Committee Member). Minutes shall be approved by a simple majority of those Travel Team Managers, or other designee, in attendance via electronic voting (email). Minutes shall be electronically posted within 60 days of the duly convened and noticed Member Meeting.

5.0 Role of the Travel Program Committee

The Travel Program Committee is a standing Committee of the ASA Board of Directors and performs, as support to the ASA Board of Directors, the governance and oversight functions of the Travel Program. The Travel Program Committee is responsible for (among other tasks and duties):

- Ensuring that the business of the Travel Program is conducted in accordance with established rules, guidelines, and policies of the ASA and the Travel Program.
- Maintaining current and establishing new rules, policies, and guidelines for the effective management and operations of the Travel Program.
- Responding to Travel Program Team Manager or Travel Program Parent inquiries on an as needed basis.

6.0 Travel Program Committee Meetings

6.1 Travel Program Committee Meetings

Meetings of the Travel Program Committee shall be held no less than bi-monthly at such time and place as decided by the Travel Program Committee Chairperson.

6.2 Special Travel Program Committee Meetings

At the request of the Travel Program Committee Chairperson, or at the request of any three (3) Travel Program Committee voting Members, special or ad-hoc meetings may be held on an as needed basis.

6.3 Notice of Travel Program Committee Meetings

Notice of Travel Program Committee Meetings, both regular and special, shall be posted on the ASA website 7 days in advance of the meeting. Travel Program Committee Meetings are open to any interested parties. Any interested party desiring to address the Travel Program Committee must submit a written request



15 days in advance of the Travel Program Committee Meeting. Such request must be addressed to the Travel Program Committee Chairperson with a copy to the Travel Program Committee Secretary and may be delivered via letter mail or email.

6.4 Rules of Order

Roberts Rules of Order, Revised, shall govern the proceedings of all meetings of the Travel Program Committee and its constituent Subcommittees.

6.5 Voting

No voting may be taken at a Travel Program Committee Meeting unless a quorum is present. A quorum shall be defined as a simple majority of the Voting Travel Program Committee Members. Votes of the Travel Program Committee may be held via email or other electronic means, provided a quorum of Voting Travel Program Committee Members registers a vote.

6.6 Minutes

Minutes are required to be taken at all duly convened and noticed Travel Program Committee Meetings. Minutes will be taken by the Secretary of the Travel Program Committee (or other designated staff or Travel Program Committee Member). Minutes shall be approved by a simple majority of those Travel Program Committee Members in attendance at either the next regularly scheduled Travel Program Committee Meeting or via electronic voting (email). Minutes shall be electronically posted within 30 days of the duly convened and noticed Travel Program Committee Meeting.

6.7 Executive Session

Upon the vote of the majority of those Travel Program Committee Members present, meetings may be conducted in Executive Session for the purpose of considering matters of a sensitive or confidential nature. Attendance at Executive Sessions shall be limited to Travel Program Committee Members (voting and non-voting).

7.0 Travel Program Committee Members

The Travel Program Committee shall consist of the Chairperson of the Travel Program Committee, the U9-U12 Age Group Commissioner, the U13-U14 Age Group Commissioner, the U15 – U19 Girls Age Group Commissioner, the U15 – U19 Boys Age Group Commissioner, the Chairperson of the Travel Program Finance Subcommittee, and the Secretary. These voting Travel Program Committee Members shall be elected and serve terms as provided for in the ASA Bylaws and this Charter. Additionally, nonvoting



Travel Program Committee Members shall include the Travel Program League Representatives.

As defined in Section 3 of this Charter, the Travel Program Committee shall elect a Vice Chairperson. Any of the Voting Members of the Travel Program Committee, excluding the Chairperson, shall be eligible to serve as Vice Chairperson.

7.1 Responsibilities

Chairperson - Supervise and direct the governance function and business affairs of the Travel Program. Preside over Travel Program Committee and Program Council Meetings. Serve as Chairperson of the Executive Subcommittee of the Travel Program Committee. Lead and direct the work of the Nominating Subcommittee. Lead the Travel Program Subcommittees in organizing and developing proposals for Travel Program rules and policies. Serve as a standing Director on the ASA Board and exercise the vote of the Travel Program Committee in any meeting or vote of the ASA membership. Represent the Travel Program in meetings with county, ASA, and other organizations. Serve as spokesperson for the needs and interests of the Travel Program and serve as a conduit of communications to and from the Travel Program community.

Vice Chairperson – Assist the Chairperson in the execution of his / her duties. In the absence of the Travel Program Committee Chairperson, serve as Chairperson at Program Council Meetings and Travel Program Committee Meetings.

Age Group Commissioners - Assist the Chairperson in developing proposals for rules and policies to govern Travel teams. Serve as Co-Chairpersons of the Rules and Discipline Subcommittee. Lead the Rules and Discipline Subcommittee in organizing and developing proposals for Travel Program rules and policies. Ensure that all teams are aware of and in compliance with all applicable ASA, Travel Program, and league policies. Facilitate communication between teams and Travel Program management, serving as a resource for ongoing team management / operations issues. Assist with the coordination of team formation and the development of age-group interaction and coordination. Help resolve disputes within and between teams.

League Club Representatives – Serve as principal liaison between ASA’s Travel Program and the leagues Travel teams participate in. Assist the ASA Staff in ensuring administrative requirements are met for obtaining permission to play and registering Travel Program teams. Assist the ASA Staff in serving as a liaison between team managers and respective registrars for team registration and roster changes. Communicate league policies, rules and procedures to Team Managers. Train new Team Managers in preparation of documents and other administrative tasks required by the league. Serve as the main point of contact to leagues in such areas as communicating multiple team coaching schedules, and other special



issues. League Representatives are non-voting Travel Program Committee Members.

Secretary – Assist the Chairperson in the efficient management of all Travel Program Committee Meetings. Distribute monthly Travel Program Committee agendas. Record, distribute, and store Travel Program Committee and Membership Meeting minutes. Maintain master records of Travel Program Committee governance and operational documents and policies. Maintain list of member teams in good standing. Administer and provide for tabulation of all balloting and recorded voting.

Finance Subcommittee Chairperson – Assist the ASA and champion the Travel Program by overseeing and guiding the annual Travel Program budgeting process and setting of Travel Program player fees. Serve as the Chairperson of the Travel Program Finance Subcommittee and serve as a standing member of the ASA Finance Committee. Lead the Finance Subcommittee in organizing and developing proposals for Travel Program rules and policies. Through the work of leading the Travel Program Finance Subcommittee, contribute to the sound and transparent management of the Club.

7.2 Code of Conduct

A Travel Program Committee Member shall discharge the Member's duties, including duties as a Subcommittee Chairperson or Subcommittee Member:

- in good faith,
- with the care an ordinarily prudent person in like position would exercise under similar circumstances, and
- in a manner the Member reasonably believes to be in the Travel Program's and ASA's best interests, and not from personal agendas.

In discharging a Member's duties, including duties as a Subcommittee Chairperson or Subcommittee Member, an Member may rely upon information, opinions, reports, or statements, including financial statements and other financial data prepared or presented by:

- A member of staff or employee of ASA whom the Member reasonably believes to be reliable and competent in the matters prepared or presented,
- Legal counsel, public accountants, or other individuals regarding matters the Member reasonably believes are within the individual's professional or expert competence, and
- Other ASA Committees regarding matters within the ASA Board Committee's jurisdiction, if the Member reasonably believes a Board Committee of which the Member is not a member, merits confidence.

8.0 Election and Removal of Travel Program Committee Members

8.1 Nominations

- At least sixty (60) days prior to the end of the term of any elected Travel Program Committee Member (as provided for via the ASA Bylaws and this Travel Program Charter), the Travel Program Committee Chairperson will designate a Nominating Subcommittee Chairperson to form a Nominating Subcommittee consisting of representatives from three member teams. Such representatives will not include any current member of the ASA Board of Directors or any current member of the Travel Program Committee. ASA and Travel Program Staff shall not serve in any capacity as part of the Nominating Committee.
- The Nominating Committee shall advise all prospective candidates of the duties and obligations of the applicable position, and shall ascertain the candidates' willingness to serve before submitting their names to the Program Council.
- The Nominating Committee shall report its nominations to the Travel Program Committee and the Program Council at least two weeks (14 days) before the end of the applicable term.
- Additional nominations may be made from the floor of the Program Council Meeting immediately preceding the elections, provided said additional nominees are present at the meeting.
- In the event of a vacancy in the office of Travel Program Committee Chairperson, an Interim Travel Program Committee Chairperson shall assume the duties of the Travel Program Committee Chairperson. In all instances, the Vice Chairperson shall serve as Interim Travel Program Committee Chairperson. This interim Member shall serve until the next Program Council Meeting, when an election shall be held to complete the remainder of the term.
- In the event of a vacancy in the offices of the Age Group Commissioners, the Secretary, or the Finance Subcommittee Chairperson, the Travel Program Committee Chairperson shall designate an Interim Travel Program Committee Member, subject to the approval via majority vote of the Travel Program Committee. This interim Member shall serve until the next Program Council Meeting, when an election shall be held to complete the remainder of the term.

8.2 Elections

- As contemplated via the ASA Bylaws, terms of Travel Program Committee Members shall commence immediately upon election.
- Election of all Voting Members of the Travel Program Committee shall occur at the Program Council's annual meeting.
- All Voting Members of the Travel Program Committee shall be elected to terms of two years.

8.4 Removal of Members

Any member of the Travel Program Committee may be removed by a vote of two-thirds (2/3) of the total number of Travel Team Managers, or other

designated Team Representative, certified by the Secretary as eligible to vote at a meeting of the Program Council appropriately noticed and held. Such votes shall be conducted by secret ballot.

9.0 Travel Program Committee Member Compensation and Expenses

The Travel Program functions in large part due to the collaborative nature of travel soccer and the efforts of current parents. Travel Program Committee Members serve, in an elected and appointed capacity, as volunteers.

No compensation is paid to any Travel Program Committee Member for their work as part of the Travel Program Committee, Travel Subcommittees, nor any special Working Groups.

Travel Program Committee Members may submit expense reports for extraordinary expenses incurred in the fulfillment of their roles and responsibilities as Members. Such expenses should, whenever possible, be pre-approved by the Chairperson of the Travel Program Committee. Such expense reports should be submitted to the Chairperson of the Finance Subcommittee for approval and reimbursement. Such approvals will be reported to the Travel Program Committee on a monthly basis.

10.0 Subcommittee Structure

10.1 Standing Subcommittees

The Travel Program Committee shall have permanent Standing Subcommittees as set forth below:

Subcommittee	Subcommittee Chairperson(s)
Executive	Travel Program Committee Chairperson
Nominating	Designated by Travel Program Committee Chairperson
Rules and Discipline	One or more Age Group Commissioners
Finance Subcommittee	Chairperson of the Finance Subcommittee
Communications Subcommittee	One voting member
Tryout Subcommittee	One voting or non-voting member

10.2 Ad-hoc Subcommittees

Additional Ad-hoc Subcommittees or Working Groups may be established by the Travel Program Committee Chairperson with majority approval of the Travel Program Committee.



10.3 Committee Dissolution

The Chairperson of the Travel Program Committee may, at any time, recommend to the Travel Program Committee the dissolution of any standing or ad-hoc committee. Such dissolution would require a majority vote of the Travel Program Committee.

11.0 Arlington Soccer Association

The Travel Program Committee is a standing committee of the ASA and travel soccer is a standing Program of the ASA. As such, this Charter is a guiding document that works in conjunction with and support of the ASA Bylaws. The Travel Program Committee shall have the power to make and adopt such policies, rules, and regulations not inconsistent with law, the ASA Articles of Incorporation, the ASA Bylaws, or other ASA Policies as it may deem advisable for the governance and management of the business and affairs of the Travel Program.

In the event of any conflict between this Charter and the ASA Bylaws, the ASA Bylaws shall prevail.

12.0 Amendments

This Charter may be altered, amended, or repealed by the Travel Program Committee at any regular or special meeting, provided: notice of such meeting shall have contained a copy of the proposed alteration, amendment, or repeal; such notice is sent electronically to the Program Council; and must pass by an affirmative vote of at least two-thirds of the voting members of the Travel Program Committee. Approved amendments to this Charter are required to be submitted to the ASA Board of Directors for final approval.

