

# **CHARTER –RECREATION SOCCER COMMITTEE**

*Adopted by the ASA Board on October 28, 2014*

## **Purpose of the Arlington Recreational Soccer Committee**

The purpose of the Arlington Soccer Association’s Recreation Soccer Committee (“RSC”) is to develop and manage affordable, quality recreational soccer experiences for recreational soccer players in kindergarten through 8th grade, and to serve as the governing body for those age group in ASA.

### **1.0 Recreational Soccer Committee**

The Recreational Soccer Committee shall consist of the managers of the neighborhood recreational clubs or their designee.

The Recreational Soccer Committee shall be responsible for advising and directing ASA staff as to the management of the Recreational Soccer Programs; subject to the by-laws of ASA and the policy direction of the ASA Board of Directors.

The Chairperson of the Recreational Soccer Committee shall be a member of the ASA Board of Directors.

The Recreational Soccer Committee shall meet at the request of the ASA Executive Director, the Recreational Soccer Committee Chairperson, or three members of the Recreational Soccer Committee, and shall include at its meetings the ASA Executive Director, the ASA Recreational Technical Director and any other staff deemed necessary by the Recreational Soccer Committee or the Executive Director.

### **2.0 Role of the Recreational Soccer Committee**

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

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



### **3.0 Recreational Soccer Committee Meetings**

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

#### **3.1 Special Recreational Soccer Committee Meetings**

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

#### **3.2 Rules of Order**

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

#### **3.3 Voting**

No voting may be taken at a Recreational Soccer Committee Meeting unless a quorum is present. A quorum shall be defined as a simple majority of the Recreational Soccer Committee Members. Votes of the Recreational Soccer Committee may be held via email or other electronic means, provided a quorum of Recreational Soccer Committee Members registers a vote. Each Recreational Club shall have one vote. Motions are approved by a simple majority of clubs participating in the vote.

#### **3.4 Minutes**

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

### **4.0 Recreational Soccer Committee Responsibilities**

The Recreational Soccer Committee shall consist of the managers of each of the ASA neighborhood clubs (see attachment I) or their designee.

#### **4.1 Responsibilities**

**Chairperson** - Supervise and direct the governance and business of the Recreational Soccer Program. Preside over Recreational Soccer Committee meetings. Lead the Committee in organizing and developing proposals for Recreational Soccer Program rules and policies. Serve as a standing Director on the ASA Board. Represent Recreational Soccer Program in meetings with County, ASA, and other organizations. Serve as spokesperson for the needs and interests of the Recreational Soccer Program and serve as a conduit of communications to and from the Recreational Soccer Program community.



## **4.2 Code of Conduct**

A Recreational Soccer Committee member shall discharge the member's duties, including duties as a Subcommittee Chairperson or Subcommittee Member:

- In good faith,
- civilly,
- 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 Recreational Soccer 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, a 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
- Another ASA Committee (or subcommittee or of the Recreational Soccer Committee) regarding matters within that committee's jurisdiction, if the member reasonably believes that Committee merits confidence.

Members of the Recreational Soccer Committee may be given access to sensitive information regarding salaries and other similarly personal data. All committee members must keep all such information (in any form, including aggregated data) strictly confidential unless given express permission by the Committee Chair and the Executive Director to do otherwise.

## **4.3 Meeting Attendance**

- Members of the committee should attend or send a designee to each meeting. In the event a member is unable to attend, the Chairperson should be notified.

## **5.0 Elections and Removal of Recreational Soccer Committee Officers**

- Annually, the Recreational Soccer Committee will select one of its members to serve as Chairperson.



### **5.1 Removal of Officers**

- The Chairperson of the Recreational Soccer Committee may be removed by a simple majority vote of the members attending a meeting at which a removal motion is made.

### **6.0 Recreational Soccer Committee Officer Compensation and Expenses**

Recreational Soccer Committee members serve, in an elected and appointed capacity, as volunteers.

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

Recreational Soccer 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 Recreational Soccer Committee. Such expense reports should be submitted to the Chairperson of the Recreational Soccer Committee/ ASA Executive Director for approval and reimbursement. Such approvals will be reported to the Recreational Soccer Committee on a monthly basis.

### **7.0 Subcommittee Structure**

#### **7.1 Ad-hoc Subcommittees**

The Recreational Soccer Committee Chairperson with majority approval of the Recreational Soccer Committee may establish additional Ad-hoc Subcommittees or Working Groups. The Charter of any Subcommittee shall be set forth in writing and given to the Ad-hoc Subcommittee to describe and direct its work.

### **8.0 Committee Dissolution**

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

### **9.0 Arlington Soccer Association**

The Recreational Soccer Committee is a standing committee of the ASA and Recreational 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 Recreational Soccer 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 Recreational Soccer Program.

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

### **10.0 Amendments**

This Charter may be altered, amended, or repealed by the Recreational Soccer 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 Recreational Soccer Committee; and must pass by an affirmative vote of at least two-thirds of the voting members of the Recreational Soccer Committee.

