



**ELIZABETH FORWARD SOCCER
ASSOCIATION BY-LAWS**

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ARTICLE 1: GENERAL:

- Section 1. **NAME**
The organization shall be known as ELIZABETH FORWARD SOCCER ASSOCIATION. Hereafter to be referred to as EFSA.
- Section 2. **GOVERNING BODY**
The EXECUTIVE COUNCIL is the governing body of EFSA.
- Section 3. **GEOGRAPHICAL BOUNDARIES**
The geographical boundaries of EFSA are comprised of Elizabeth Township, Forward Township and Elizabeth Borough of Allegheny County in the state of Pennsylvania. Players from outside these geographical boundaries may play for EFSA.

ARTICLE 2: MEMBERSHIP:

- Section 1. Valid membership can only be obtained by active participation in the administrative, coaching, fund raising, refereeing, child participation, and/or other areas of the program.
- Section 2. Members who are current on dues and fundraising, are 18 years of age or older, and have attended at least two (2) of the four (4) previous general meetings are eligible to vote. Rostered managers or coaches who are current on dues and fundraising, and are 18 years old or older are also eligible to vote even if they do not meet the meeting attendance requirements.
- Section 3. Any member acting in violation of the by-laws of EFSA is subject to revocation of membership. The Executive Council, by a two thirds vote, shall act as the deciding body whose decision will be final.
- Section 4. Players will be expected to participate in fundraising functions each season. If not, they will be assessed the sum of \$30.00 and expected to pay prior to future participation.

ARTICLE 3: PURPOSE:

- Section 1. EFSA is subject to and will abide by the by-laws of the Pennsylvania West Soccer Association.

ARTICLE 4: OFFICERS:

- Section 1. The officers in the EFSA organization shall be President, Vice-President, Secretary, and Treasurer. A person may hold only one of these offices at a time. Two members of the same family can not hold elected office simultaneously. However, in the event that a position cannot be filled in the usual nomination/election process, the Executive Officers could appoint a person to fill the vacant seat with an unanimous vote, regardless of possible family connections to other council members with the exception of President and the Treasurer.
- Section 2. Election of officers shall take place at the October general meeting. Newly elected officers shall take office at the beginning of January. The newly elected President and Treasurer shall work with the incumbents prior to taking office in January.
- Section 3. All officers and Executive Council members shall serve a one (1) year term.



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Section 4. Incumbent officers and Executive Council members may be re-elected and become officers for the ensuing year, provided that they remain in good standing and on active status. However, no officer can be re-elected to a third consecutive term of any office.

ARTICLE 5: DUTIES:

Section 1. The President shall preside at all meetings of the organization. The President or his/her designate shall represent the EFSA at all committees and organizations.

Section 2. The Vice-President shall assume the duties of the President in the absence of the President. He/she shall assist the President in all areas and assume all duties delegated to him/her by the President.

Section 3. The Secretary shall perform all duties in relation to correspondence as required by the EFSA. Copies of all correspondence shall be kept on file and made available at all meetings. The Secretary shall take and record minutes of all EFSA meetings, and be responsible for passing an attendance sheet to be signed by all officers and members present at the meetings. The minutes of every meeting shall be kept in permanent form and have the initial of the President when approved as written by the membership.

Section 4. The Treasurer shall have charge of all funds of the EFSA and shall keep an accurate account of all moneys received and disbursed. The Treasurer shall provide a written Treasurer's report consisting of an income and expense report accompanied by a copy of the previous months bank statement either in person or in written delivery at each meeting of the general membership and to the Executive Council.

Section 5. The Treasurer shall pay no bill without a pre-approved purchase requisition number. Authority to purchase anything over \$250.00 must be obtained from the Executive Council and under \$250.00 from the In-House Coordinator or the Traveling Coordinator. All checks to pay bills must be signed by two of the following officers: President, Vice President and Treasurer. All checks must have the vendors name written in before being signed.

Section 6. Between seasons, two members elected by the general membership, shall audit the financial report of the Treasurer. This shall be performed every six months.

ARTICLE 6: EXECUTIVE COUNCIL:

Section 1. In addition to the officers (President, Vice-President, Secretary, and Treasurer), the Executive Council shall be comprised of six other members of the association, not of the same family, to be elected to the council by the general membership at the May meeting. Those six other members shall be the U-6, U-8 and U-10 age group commissioners, the Traveling and In-House Coordinators, and Registrar. In the event a position cannot be filled in the usual nomination/election process, the Executive Officers could appoint a person to fill the vacant seat with a unanimous vote, regardless of possible family connection to other Council members with the exception of the President and Treasurer.

Section 2. The President shall not have a vote on items before the Executive Council. The President can and must vote in the event of a tie.

Section 3. The Executive Council shall act as the Trial Tribunal for the EFSA regarding any dispute concerning a violation of these By-Laws and its decision shall be final, subject to appeal by the



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individual or individuals in its decision effects. Any Council member who fails to attend at least five (5) of the ten (10) scheduled meetings or is absent for three (3) consecutive meetings may

be dismissed from the council and filled by an individual appointed by the President. Any Council member or officer who resigns from service creates a vacancy which shall be filled by appointment of the President. Any Council member or officer who is deemed by a two thirds majority of his fellow Council members to be insubordinate and derelict in his duties shall be removed and his/her vacancy shall be filled by appointment of the President.

Section 4. The President shall establish and chair a disciplinary committee of at least three, the President being one of the three and the other members in good standing on the association. The committee shall hold disciplinary hearings regarding the behavior of adults and players within the association. Anyone who assaults, harasses or intimidates in person or by phone any officer, Council member, coach, player, parent of player, or referee while participating in or attending association events or with respect to association activities shall be subject to the following action of the committee acting on behalf of the association:

First offense: Adult, player or players suspended from any and all participation in association activities for one (1) week.

Second offense: Suspension for the remainder of the season or subsequent playing season if conduct occurs at year ending tournament or final game.

Third offense: Suspension for life.

In the case of the second and third offenses, the Executive Council shall approve the decision of committee by two-thirds majority before implementation.

Hearings to be conducted in accordance with Article 17.

ARTICLE 7: TEMPORARY COMMITTEES

Section 1. The President shall appoint such temporary committees as are deemed appropriate.

Section 2. The In-House Coordinator shall have three age group commissioners responsible for their respective groups. They shall be nominated by their respective age groups and elected by the general membership at the May meeting.

ARTICLE 8: MEETINGS

Section 1. A regular general meeting should be held in May and October.

Section 2. Meetings can be called by the President as often as required provided notification is given by the Secretary at least 48 hours in advance of such meetings.

Section 3. Meetings shall be conducted by the President and shall be run according to "Robert's Rules of Order". Order of business shall be as follows:

1. President brings the meeting to order.
2. Roll call of officers and validation of attendance sheet.
3. Minutes of the previous meeting read by the Secretary.
4. Treasurer's Financial Report.



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5. Reading of any correspondence.
6. Reports of committees.
7. Old business.
8. New business.
9. Good of the organization.
10. Adjournment.

Section 4. The Executive Council will hold a closed meeting on the third Tuesday of every month except in June and January.

Section 5. Special meetings of the Council shall be called by the President as often as necessary with five (5) days notice prior to the meeting date being given the members by phone or in writing by the Secretary or President.

ARTICLE 9: ELECTION OF OFFICERS

Section 1. Nominations for all offices will be opened at the last meeting prior to the elections. At least one week before such nominations, public notice will be given that nominations will be accepted.

Section 2. Nominations shall be made at the General meeting by the entire membership or in writing to the secretary. Only members meeting voter eligibility requirements and active status can nominate or be nominated.

Section 3. Nominations shall be closed one week before the election. The proposed ballots shall be read the night of the election and shall be made part of the secretary's minutes.

Section 4. The Executive Council shall appoint two tellers who shall be approved by the general membership. Tellers will prepare a voting summary to be presented to the secretary for filing.

Section 5. Election of officers shall be held at the October meeting. Election of remaining six council members shall be held at the May meeting.

Section 6. Executive Council shall be the judge of the elections and shall settle any dispute concerning same.

ARTICLE 10: AMENDMENTS AND PROCEDURES

Section 1. Amendments to these By-Laws shall be made in the following manner:

- A. Proposed amendment shall be drawn and submitted in writing to the Secretary and Executive Council.
- B. The amendment shall be read in its FINAL form at the next two general meetings and then voted upon. Two-thirds vote is required to pass.

Section 2. Five (5) members of the Executive Council shall constitute a quorum to transact business of EFSA. Majority rule shall apply in all cases except amendments. No proxy voting is permitted.

Section 3. Ruling of any point of procedure shall be settled in accordance with "Robert's Rules of Order and Parliamentary Procedure".



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ARTICLE 11: FINANCE AND PROCEDURE

- Section 1. A petty cash fund may be established for the President, In-House Coordinator, Treasurer, and Traveling Coordinator in the amount of \$50.00 each. It shall be replenished as needed. Validation of prior expense by receipt.
- Section 2. Refund Policy: No refunds shall be made for fundraising contributions. Refunds for registration requested prior to EFSA submitting rosters to PA West for the playing season shall be granted the full sum paid for registration. Refunds shall only be paid to the individual that originally paid for registration. Once the EFSA rosters have been submitted to PA West, no registration refunds shall be granted. If the player has a medical condition or family situation that prohibits the player from participating for the season, a refund may be granted with Executive Board approval.

ARTICLE 12: EQUIPEMENT

- Section 1. All coaches will be issued the playing equipment necessary for soccer. This equipment will be the financial responsibility of the coach. First-aid kits will be supplied. These kits, as well as the equipment, will be checked at the beginning of each season by the Age Group Commissioners.
- Section 2. In addition to the officers of the Executive Council, only the In-House and Traveling Coordinators have the authority to purchase equipment, or add equipment to an existing bill. Equipment being: shorts, socks, jerseys, shin guards, goalie jerseys, and vests, goalie gloves, nets and balls.

ARTICLE 13: ADVANCEMENT

- Section 1. Under no circumstances do we deviate from the rules of PA West Soccer.
- Section 2. Coaches will be required to maintain the minimum roster.
- Section 3. During the course of the season, if players are injured, drop out, or leave the team for any reason, the coach may add an equal number of players provided PA West rules are abided by. Replacement player assignment shall take place by a lottery selection of late sign-up requests supervised by the President and In-House Coordinator and/or Registrar.
- Section 4. Late sign-ups for traveling teams shall be assigned only if roster spots are available for that particular age group.
- Section 5. A child may not play for two In-House teams simultaneously because of insurance regulations (Revised entirely on May 2, 1994).
- Section 6. A child within the In-House program may be moved up in age group provided the following procedure is followed:
1. The child's parents submit a letter to the Age Group Commissioner giving the association permission for the child to move up in age group.
 2. The child has played at least one full season in their assigned age group (a fall or spring season).
 3. The Age Group Commissioner must make a recommendation to the Council requesting the child move up in age group.