

Colorado Springs Soccer Club (CSSC) dba  
Colorado Springs Adult Soccer League (COSASL)

**By-laws**

Revised and Adopted by Board Majority Vote June 9<sup>th</sup>, 2023

**Article I – Rules and Procedures**

The Board of Directors shall formulate all rules and procedures of the CSSC. Rules and procedures shall be submitted to the Board of Directors for approval. The Board of Directors are responsible for implementing approved rules and procedures according to the by-laws and Constitution of the League. All votes shall be conducted at board meetings or via electronic communication so long as all votes are able to verified and documented. This can include but is not limited to, the use of applications, website technology, or email such as the Board has agreed upon.

**Article II - Board of Directors**

The Board of Directors shall be comprised of 7 active members of CSSC as defined by the Constitution and structured as follows:

- Director (three)
- Secretary
- Treasurer
- Vice President
- President

Additional Directors may be voted upon and approved by the board but shall maintain an odd number for voting purposes.

Executive officers shall be elected for two (2) year terms, except Directors who shall be elected for three (3) year terms. Two (2) officers shall be elected each year. The President and Secretary shall be elected in odd numbered years and serve concurrent terms and the Vice-President and Treasurer shall be elected in even numbered years and serve concurrent terms. One (1) Director shall be elected each year. Term limits do not apply; however, officers seeking reelection shall be included in the vote at the Annual General meeting as described in the scheduled above.

Should a vacancy occur among the Executive Officers, a new Officer shall be elected by a two-thirds (2/3) vote of the Executive Board.

Any Executive Officer may be removed from office by a 2/3 majority vote of those attending a General Membership Meeting. A meeting for this purpose may be called by a two-thirds (2/3) vote of the Executive Board.

Any member of the Executive Board appointed by the Executive Officers may be removed from office by a two-thirds (2/3) vote of the Executive Officers.

### **Article III - Committees**

The President shall define and appoint committees.

### **Article IV – Fiscal Year**

The fiscal year of the CSSC will be January 1 to December 31.

### **Article V – Amendments**

Any proposed amendments to these By-laws must be approved by a two-thirds (2/3) vote of the Executive Board or a two-thirds (2/3) vote of those attending a General membership Meeting.

### **Article VI – Adoption of the By-laws**

The amendments to the June 6, 1983 By-Laws were adopted by the board on June 9th, 2023.

### **Article VII - Duties of the Executive Officers**

#### **A) President**

1. Preside over all meetings to ensure procedures and compliance.
2. Appoint committees to assist him/her and the Board in the administration of the CSSC. Assign duties and tasks to Board members and committees as necessary.
3. Oversee the activities of the club. Includes all operations, recommendations to the board to maintain rules compliance and integrity, and veto power for any action that contradicts the adopted rules and procedures or bylaws.
4. Cast the deciding vote in case of a tie vote if necessary.
5. Define the duties of any Appointed Officers and Committees.
6. Perform such duties as may be assigned to him/her by the Executive Board.
7. Work closely with the Vice President, Treasurer, Secretary, and all committees to ensure collaborative leadership and league vision is achieved.
8. Complete oversight of the League wellbeing and strategic direction with support and buy-in from the Board of Directors and General Membership.
9. Prepare and submit annually to the Board of Directors for approval Rules and Procedures for the operation of the league, such as per United States Soccer Federation, United States Amateur Soccer Association and Colorado State Soccer Association Rules and regulations.
10. Supervise the team and player registration process through the Registration Committee or an Organization or individual (Registrar) approved by the Executive Board.
11. Schedule, or assist the scheduler, all games for the league and ensure that the program is conducted in accordance with the approved Rules and Procedures.
12. Coordinate with the Referee Assignor all game scheduling.
13. Coordinate with the Disciplinary Committee on all disciplinary actions.

#### **B) Vice-President**

1. Succeed to all powers and privileges of Office of the President in the absence of same.
2. Responsible for coordination of all fields used by the league. Shall review with the Board any contractual concerns, draft documentation to protect the League's best interest.
3. Coordinate with the President and Treasurer for field costs, invoices, and payments.

4. Coordinate with the referees or field liaisons for access and opening/closing of the fields in time for games and all league activities.
5. Maintain and monitor field rule compliance by all league members. Bring all infractions to the Board for awareness and potential disciplinary actions.
6. Perform such duties as may be assigned to him/her by the President and/or Board.

#### C) Secretary

1. Maintain accurate records for all meetings to include meeting minutes and disseminate agendas upon request by the Board.
2. Keep all required documents up to date and uploaded for public review on the COSASL website.
3. Distribute accurate meeting minutes within 48 hours of board approval in addition to uploading said documents to the public website.
4. Send meeting agendas at least one (1) week prior to the scheduled meeting.
5. Be custodian of the CSSC records, and generally perform all duties incidental to
6. the office.
7. Perform such duties as may be assigned to him/her by the President and/or Executive Board.

#### D) Treasurer

1. Have charge and custody of, and be responsible for, all funds and securities of the CSSC.
2. Receive and give receipts for all moneys due and payable to CSSC from any
3. source, and deposit all such moneys in the name of the CSSC in such
4. depositories as the Executive Board may determine.
5. Make disbursement for all financial obligations legally contracted by Executive
6. Officers and authorized by the Executive Board.
7. Keep full and accurate accounts of the receipts and disbursements of CSSC, and
8. be prepared to render these accounts to the Executive Board whenever needed.
9. Prepare and submit an annual report at the Annual General Meeting.
10. Perform such duties as may be assigned to him/her by the Executive Board.
11. Prepare and submit bi-annually (before Fall and Spring seasons) to the Executive
12. Board for approval, a budget for the operation of the league. Set the
13. Registration fee required of each team to participate in league play each season

#### E) Directors

1. A director shall participate in all Executive Board meetings of the CSSC and help formulate and carry out Club policies.
2. Help ensure that the CSSC operates in the best interest of the community it serves.
3. Serve on committees as directed by the President.
4. Perform such duties as may be assigned to him/her by the Executive Board.

#### F) Referee Liaison/Coordinator

1. Keep the CSSC informed about USSF.
2. Assist the CSSC in discipline interpretation of the Laws of the Game.
3. Assist the CSSC by providing officials for both indoor and outdoor tournaments.

4. Assist in coordination of tournament dates so as to preclude any conflicts with other tournaments so as to insure availability of qualified referees.
5. Provide input for the smooth operation of the CSSC, officiating.
6. Handle any complaint of an official submitted by the CSSC.