



**East Tennessee Soccer Federation**  
**Bylaws**

**Approved May 24, 1999**

**Web Address: <http://www.etsfsoccer.com>**

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## **1. ARTICLE 1 - NAME**

- 1.1. The name of this organization shall be EAST TENNESSEE SOCCER FEDERATION, INC., a non-profit organization, hereinafter referred to as, The Federation, or ETSF.

## **2. ARTICLE 2 - LEGAL AND TAX EXEMPT STATUS**

- 2.1. The purposes for which The Federation is organized are exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

## **3. ARTICLE 3 - AREA OF SERVICE**

- 3.1. The area served by The Federation shall be Northeast Tennessee.

## **4. ARTICLE 4 - PURPOSE**

- 4.1. The purpose of The Federation is to develop the youth athlete into the best possible soccer player while fostering teamwork, sportsmanship, and commitment, and to promote soccer in Northeast Tennessee.

## **5. ARTICLE 5 - COLORS**

- 5.1. The official colors of ETSF shall be Navy Blue and White.

## **6. ARTICLE 6 - TEAM NAMES**

- 6.1. ETSF teams shall include "ETSF" and "Falcons" in their official team name.
- 6.2. ETSF teams shall use their official team name when registering in tournaments or leagues.
- 6.3. Independent teams registered through ETSF shall not use "ETSF" in their team name.

## **7. ARTICLE 7 - BASIC POLICIES**

- 7.1. The Federation shall be non-sectarian and non-partisan.
- 7.2. The name of The Federation and the names of any members in their official capacities shall not be used for any purpose not appropriately related to the promotion of the purposes of The Federation.
- 7.3. The Federation may cooperate with other organizations and agencies that develop, promote, advance and administer the sport of soccer.
- 7.4. The Federation shall be governed by its Charter, Bylaws, and Policies and Procedures, except when these provisions are superseded by the governing authority of the Tennessee State Soccer Association (TSSA), United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), United States Amateur Soccer Association (USASA), or Federation Internationale de Football Association (FIFA), with whom The Federation is affiliated.
- 7.5. The governing authority of The Federation, whose powers shall be delegated by these Bylaws, shall be vested with the Board of Directors of The Federation.
- 7.6. All A-Level members and B-Level members of The Federation shall be governed by the policies set forth in the ETSF Policy and Procedures Manual. Failure to comply with the policies may result in disciplinary action including but not limited to expulsion, denial of registration and any other actions deemed appropriate by the Board of Directors.
- 7.7. Changes and additions to the ETSF Policy and Procedures Manual may be proposed by any A-Level member or B-Level member. The policy proposal must be presented to the Board of Directors by the originator or by their designee. The vote for approval of the policy proposal must occur at the Board of Directors Meeting at which the proposal was presented, unless at least one-third (1/3) of the Board of Directors present at the Meeting agree to table the proposal. If

tabled, the proposal must be voted on at the next Board of Directors Meeting, unless the proposal is withdrawn by the originator.

- 7.8. Approval of a policy proposal requires a two-thirds (2/3) affirmative vote of the Board of Directors present at any Board of Directors Meeting satisfying quorum requirements.

## **8. ARTICLE 8 - MEMBERS**

- 8.1. The membership of The Federation shall be divided into A-Level members and B-Level members.
- 8.1.1. A-Level members
- 8.1.1.1. One parent/guardian for each minor player listed on the TSSA team roster of an ETSF team.
- 8.1.2. B-Level members
- 8.1.2.1. The coach, each assistant coach, and the manager listed on the TSSA team roster of an ETSF team, unless already an A-Level member.
- 8.1.2.2. Each person holding an ETSF Officer position, unless already an A-Level member.
- 8.2. A member is in good standing if not in arrears to ETSF or an ETSF team and not under any disciplinary action imposed by the Board of Directors.
- 8.3. Independent adult and youth teams may register with TSSA through ETSF upon approval by simple majority of the ETSF Board of Directors, but do not have membership privileges.  
(Approved AGM 30 April 2006)

## **9. ARTICLE 9 - ETSF TEAM**

- 9.1. An ETSF team is a youth soccer team that:
- 9.1.1. was formed from players selected at an ETSF open tryout, and
- 9.1.2. has been accepted by the Board of Directors, and
- 9.1.3. has registered with TSSA

## **10. ARTICLE 10 - BOARD OF DIRECTORS**

The Board of Directors shall consist of:

- 10.1. the Federation Officers as set forth hereafter
- 10.1.1. an elected representative from each ETSF team. The team representative shall be an A-Level or B-Level member from the team, but cannot be a Federation Officer. The team representative must agree to either attend each meeting of the Board of Directors or to ensure that the team is represented by another A-Level or B-Level member from the team
- 10.1.2. The Board of Directors shall set the annual budget and establish policies, procedures, and guidelines to manage and administer the affairs of the Federation.
- 10.2. The Board of Directors may hire such paid staff as they deem proper and necessary for the operations of the Federation. The powers and duties of the paid staff shall be as assigned or as delegated to be assigned by the Board. Paid staff may serve on the Board of Directors.  
(Approved AGM 30 April 2006)
- 10.3. Whenever a member of the Board of Directors has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from lobbying and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. (Approved AGM 30 April 2006)

## **11. ARTICLE 11 - OFFICERS**

- 11.1. The Officers of The Federation are:
- 11.1.1. President

- 11.1.2. President-Elect
- 11.1.3. Director of Coaching and Player Development
- 11.1.4. Commissioner
- 11.1.5. Secretary
- 11.1.6. Registrar
- 11.1.7. Treasurer
- 11.1.8. Referee Administrator
- 11.1.9. Communication Coordinator
- 11.1.10. Fundraising Coordinator
- 11.2. The management and administration of the affairs of The Federation shall be conducted by the Officers when the Board of Directors is not in session.
- 11.3. The President and Treasurer shall be bonded.
- 11.4. The President and Treasurer shall have signature authority on all accounts.
- 11.5. All Officer positions, except President, are elected positions. The person serving as President-Elect shall be installed as President at the Annual General Membership Meeting.
- 11.6. The term of service for all Officers is one (1) year.
- 11.7. Officers shall be elected by a simple majority of A-Level members in good standing present at the Annual General Membership Meeting.
- 11.8. Vacant Officer positions, except for President, shall be filled by a simple majority vote at a Board of Directors Meeting. If the Office of President is vacated then the President-Elect shall perform the duties of the President.
- 11.9. An Officer may be removed from office without cause by a two-thirds affirmative vote of the full membership of the Board of Directors. The vote for removal must occur at a Board of Directors Meeting.

## **12. ARTICLE 12 - DUTIES OF THE OFFICERS**

- 12.1. The President shall:
  - 12.1.1. preside at all Board of Directors Meetings of The Federation
  - 12.1.2. establish meeting dates of the Board of Directors
  - 12.1.3. oversee all communications to the general public
  - 12.1.4. coordinate the work of the Officers and committees of The Federation, in order that its purposes may be promoted
  - 12.1.5. perform such other duties as may be prescribed by these Bylaws or assigned to him by the Board of Directors
  - 12.1.6. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting. This summary presentation by the President shall also cover the progress made over the past year toward reaching The Federation's long-term goals
- 12.2. The President-Elect shall:
  - 12.2.1. act as an assistant to the President and shall perform the duties of the President in the absence or disability of that Officer to act
  - 12.2.2. act as parliamentarian for The Federation
  - 12.2.3. be responsible for keeping the ETSF Policy and Procedure Manual current
  - 12.2.4. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.3. The Director of Coaching and Player Development shall:
  - 12.3.1. be responsible for the appointment of coaches and trainers to ETSF teams, subject to the final approval of the Board of Directors
  - 12.3.2. have overall responsibility for the training of coaches
  - 12.3.3. have overall responsibility for the training of players
  - 12.3.4. have overall responsibility for ETSF tryouts
  - 12.3.5. be responsible for communication between The Federation and ETSF team coaches
  - 12.3.6. be responsible for resolving conflicts between ETSF team coaches and The Federation
  - 12.3.7. be responsible for resolving conflicts between ETSF team coaches and the parents/guardian of a minor player

- 12.3.8. be responsible for maintenance of all pertinent player and coaching records
- 12.3.9. ensure that all ETSF team coaches meet the minimum ETSF requirements and TSSA certification/licensing requirements
- 12.3.10. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.4. The Commissioner shall:
  - 12.4.1. be responsible for communication between The Federation and other soccer organizations
  - 12.4.2. be responsible for promulgating and enforcing league rules and regulations
  - 12.4.3. be chairman of any rules committee which The Federation shall create
  - 12.4.4. serve as Federation Representative to any league in which The Federation participates
  - 12.4.5. be responsible for assigning practice fields for all ETSF teams
  - 12.4.6. be responsible for coordinating soccer activities between The Federation and the Johnson City Department of Parks and Recreation
  - 12.4.7. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.5. The Secretary shall:
  - 12.5.1. record the minutes of all meetings of the Board of Directors
  - 12.5.2. maintain a mailing list of all ETSF members
  - 12.5.3. assist with the maintenance of ETSF outdoor tournament mailing lists
  - 12.5.4. perform such other duties as may be delegated by the President
  - 12.5.5. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.6. The Registrar shall:
  - 12.6.1. be responsible for registering teams with TSSA and for all other administrative duties pertaining to that registration, such as, drop/add functions, remitting fees to TSSA and maintaining communication with TSSA in regard to registration/membership matters
  - 12.6.2. perform such other duties as may be delegated by the President
  - 12.6.3. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.7. The Treasurer shall:
  - 12.7.1. have custody of all the funds of The Federation
  - 12.7.2. keep a full and accurate account of receipts and expenditures
  - 12.7.3. make disbursements in accordance with the approved budget as authorized by the Board of Directors
  - 12.7.4. present a financial statement at every meeting of the Board of Directors
  - 12.7.5. be responsible for the maintenance of such books of account and records as conform to the requirements of the Bylaws
  - 12.7.6. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.8. The Referee Administrator shall:
  - 12.8.1. be responsible for communication between The Federation and the Tri-Cities Soccer Referees Association
  - 12.8.2. be responsible for arranging for referees at all home games
  - 12.8.3. hold a current USSF referee license and a current assignor certificate
  - 12.8.4. maintain a mailing list of all Johnson City area referees
  - 12.8.5. be responsible for coordinating referee training for Johnson City area referees
  - 12.8.6. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.9. The Communication Coordinator shall:
  - 12.9.1. be responsible for disseminating information to the A-Level and B-Level Federation membership. This responsibility also includes distribution of bylaws amendment proposals and notification of the Annual General Membership Meeting
  - 12.9.2. be responsible for developing and supporting public relations programs
  - 12.9.3. be responsible for disseminating information from The Federation to public/private agencies or to the public at large

- 12.9.4. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting
- 12.10. The Fundraising Coordinator shall:
  - 12.10.1. be responsible for developing and implementing fundraising programs
  - 12.10.2. be responsible for the development of grant applications
  - 12.10.3. provide a written report of the activities of the past year and give an oral summary at the Annual General Membership Meeting

## **13. ARTICLE 13 - MEETINGS**

- 13.1. Board of Directors Meetings
  - 13.1.1. Regularly scheduled meetings shall occur monthly. Meetings shall be held at 6:30 PM on the first Monday of each month unless changed by a simple majority affirmative vote at the Board of Directors meeting of the prior month. (Approved AGM 30 April 2006)
  - 13.1.2. Written notice of a regularly scheduled meeting shall be given to the full membership of the Board of Directors at least five (5) days prior to the date of the meeting. Written notice shall consist of one or more of the following: posting to the home page of the ETSF website, electronic mail notification to individual members, electronic mail notification to all members of the Board of Directors and team managers and coaches. (Approved AGM 30 April 2006)
  - 13.1.3. Special meetings may be called by the President or upon written request by any five members of the Board of Directors. Notice of any special meeting shall be communicated to the full membership of the Board of Directors at least five (5) days prior to the date of the meeting.
  - 13.1.4. One-third (1/3) of the Board of Directors must be present to constitute a quorum. A quorum must be present to conduct business.
  - 13.1.5. At the June Board of Directors Meeting, the new Officers shall be installed as the first order of business. The budget for the next fiscal year will be presented by the Budget Committee for consideration and approval by the Board of Directors.
  - 13.1.6. Prior to the August Board of Directors Meeting, each ETSF team shall have elected a team representative to serve on the Board of Directors.
  - 13.1.7. Any member of the Board of Directors who fails to attend three consecutive meetings, or who fails to make arrangements for standing at those meetings, is subject to removal from office. A two-thirds (2/3) affirmative vote of the full membership of the Board of Directors is required to remove said member.
- 13.2. Annual General Membership Meeting
  - 13.2.1. The meeting shall be held in April at least one (1) day after the April Board of Directors Meeting. (Approved AGM 30 April 2006)
  - 13.2.2. Written notice of the meeting must be distributed to the A-Level membership at least forty-five (45) days prior to the date of the meeting.
  - 13.2.3. The agenda at this meeting is: (1) Call meeting to order, (2) Guest speakers, (3) Annual Report from each Officer, (4) Consideration of Bylaws amendment proposals, (5) Officers Election, (6) Adjournment.
  - 13.2.4. Procedure for Consideration of each Bylaws amendment
    - 13.2.4.1. Time shall be provided for statements from members regarding the proposal under consideration.
    - 13.2.4.2. Voting for amendment proposals may be performed using a "show-of-hands" vote. However, if a single A-Level member makes a motion for a secret ballot, then the voting must be performed by secret ballot.
    - 13.2.4.3. Marked ballots shall be placed in a secure box, which shall not be opened until voting is completed.
    - 13.2.4.4. Upon completion of the voting, three (3) A-Level members who are not currently Officers or candidates for office shall be chosen to tally the vote. The votes shall be counted and the result announced.
  - 13.2.5. Procedure for Officers Election
    - 13.2.5.1. Time shall be provided for statements by the candidates for office.

- 13.2.5.2. Voting shall be performed by secret ballot. Members of the Election Committee shall distribute ballots to the A-Level members eligible to vote.
- 13.2.5.3. Marked ballots shall be placed in a secure box, which shall not be opened until voting is completed.
- 13.2.5.4. Upon completion of the voting, three (3) A-Level members who are not currently Officers or candidates for office shall be chosen to tally the vote. The votes shall be counted and the result announced.
- 13.2.5.5. In the event a majority vote is not received for a candidate on the first ballot, a runoff between the two candidates receiving the most votes will be held immediately. The runoff shall also be performed by secret ballot. The same three A-Level members shall count the votes and announce the result.

## **14. ARTICLE 14 - COMMITTEES**

### **14.1. Election Committee**

- 14.1.1. There shall be an election committee composed of the following four Officers: the President, the President-Elect, the Registrar, and the Secretary. The chairperson of this committee shall be the President-Elect.
- 14.1.2. The A-Level and B-Level members of The Federation shall be notified of the names and phone numbers of the Election Committee and its chairperson no less than forty five (45) days prior to the Annual General Membership Meeting to allow sufficient time for the submission of nominations for Federation Officers.
- 14.1.3. The Election Committee shall accept all nominations for each office to be filled. There are no restrictions on the number of nominees for each office. Any A-Level or B-Level member can submit a nomination. The deadline for the acceptance of nominations shall be one (1) week prior to the April Board of Directors Meeting.
- 14.1.4. All nominees submitted to the Election Committee must be verified by the Election Committee as eligible for office and must give their consent to serve if elected.
- 14.1.5. The list of candidates qualified by the Election Committee shall be presented to the Board of Directors at the April Board of Directors Meeting.
- 14.1.6. The Election Committee is responsible for the preparation of a sufficient quantity of ballots prior to the Annual General Membership Meeting.
- 14.1.7. The Election Committee is responsible for distributing ballots to the A-Level members eligible to vote at the Annual General Membership Meeting.

### **14.2. Budget Committee**

- 14.2.1. There shall be a budget committee composed of the Officers and the Officers-Elect. The chairperson of this committee shall be the President.

### **14.3. Long-Term Planning Committee**

- 14.3.1. There shall be a long-term planning committee composed of Officers and interested parties. The purpose of this committee is to define long-term goals for The Federation.

- 14.4. The Board of Directors may create ad hoc committees as required to promote the purposes and carry out the work of The Federation.

- 14.5. The President shall be a member ex officio of all committees.

## **15. ARTICLE 15 - FEES**

- 15.1. The Federation may assess fees through player registration, specific fund raising functions, tournament registration and advertising. All contributions received and funds raised shall be used to further the specific purposes of The Federation.

## **16. ARTICLE 16 - CONTRACTS**

- 16.1. The Board of Directors may authorize an Officer or Officers, agent or agents of The Federation, in addition to the Officer so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of The Federation, and such authority may be general or confined to specific instances.

## **17. ARTICLE 17 - CHECKING ACCOUNTS**

- 17.1. All checks, drafts and orders for payment of moneys in amounts greater than \$500.00 shall be signed in the name of The Federation and shall be countersigned by such Officers or agents as the Board of Directors shall, from time to time, designate for that purpose.

## **18. ARTICLE 18 - FISCAL YEAR**

- 18.1. The Fiscal year for the purposes of conducting the Business and Administration of The Federation shall begin on September 1 and end on August 31 of the following year.

## **19. ARTICLE 19 - PARLIAMENTARY PROCEDURES**

- 19.1. Current edition of Robert's Rules of Order shall govern the deliberation at meetings of the members and the Board of Directors, except so far as they have been modified by the specific provision of these Bylaws.

## **20. ARTICLE 20 - AMENDMENTS**

- 20.1. Approval of Amendments
- 20.1.1. Consideration of and voting for changes or additions to the Charter or the Bylaws of The Federation shall be made at the Annual General Membership Meeting.
  - 20.1.2. Amendments to the Bylaws shall be approved by two thirds (2/3) of the A-Level members in good standing present at the Annual General Membership Meeting.
  - 20.1.3. Voting by proxy is not permitted.
- 20.2. Amendment Proposals
- 20.2.1. Proposals shall be in writing and include the text of the current rule, the text of the proposed rule and the rationale for the change.
  - 20.2.2. Amendment proposals may be submitted to the Board of Directors by any A-Level or B-Level member.
  - 20.2.3. The deadline for submitting amendment proposals to the Board of Directors is no later than thirty (30) days prior to the Annual General Membership Meeting.
  - 20.2.4. Amendment proposals shall be published and distributed to the A-Level membership at least fifteen (15) days prior to the Annual General Membership Meeting.

## **21. ARTICLE 21 - DISSOLUTION**

- 21.1. In the event of dissolution, the residual assets of The Federation shall be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purposes.

## **REVISION HISTORY**

24 May, 1999 Bylaws approved

30 April 2006 Bylaws changes to 8.3, 10.3, 10.4, 13.1.1, 13.1.2, and 13.2.1 approved