

By-Laws

of the Casa Soccer League

Article 1: Name

This corporation shall be known as the Casa Soccer League, also hereinafter referred to as "Casa".

Article 2: Purpose

The Casa Soccer League corporation is a qualified amateur sports organization organized exclusively for charitable, literary, scientific, religious, and educational purposes provided for under Section 501(c)3 of the Internal Revenue Code of 1986 and does not contemplate pecuniary gain or profit, incidental or otherwise.

Article 3: Vision & Mission Statements

Section A: Vision

The vision of the Casa Soccer League is to expand and enrich the participation of the United States of America and its residents in the national and international arenas of competitive soccer.

Section B: Mission:

The mission of the Casa Soccer League is to foster and conduct affordable adult soccer in the Philadelphia area.

Objectives include:

1. Providing an enjoyable and competitive environment for participants to play the game of soccer.

2. Organizing soccer activities such as regularly recurring seasons consisting of a determined number of games and a championship series amongst multiple teams (hereafter the use of the word "season" in this document refers to this period of time).
3. Working with local community organizations such as parks and cultural centers to improve local soccer fields and recreational centers.
4. Developing a regional soccer network to further improve playing opportunities in the area.
5. Keeping individual participant costs as low as possible to ensure maximum eligibility and inclusiveness.
6. Including all willing participants without discrimination of race, creed, religion, national origin, ethnic group, social class, sexual orientation, or sex.

Article 4: Governing Body

Section A: Board of Officers

Casa shall be administered by the Governing Board of Officers, including, but not limited to, a President, Vice President, Treasurer, Director of Communications, Director of Women's Soccer. In addition to the aforementioned officers, other officer positions and their duties shall be created by the Board of Officers to meet the needs of the growing organization. The Board of Officers shall have no more than 30 officers and no less than 5 officers at any one time. The Board of Officers shall be responsible for the direction and policies of the league, as well as the appointment of league personnel. All officers shall be volunteers who are appointed to both the general duties of the Board of Officers, as well as duties specific to their position on the Board. Any board officer can nominate a person to the Board of Officers and present in writing the nomination to the Executive Committee. The Executive Committee will then vote to approve the nominee. If the vote is in favor of the nominee, the nominee will become a member of the board effective immediately.

1. Any references in this document to "the board" or to "officers" refers to the Board of Officers and not to only the Executive Committee, unless otherwise specified.

Section B: Duties

The duties of the Board of Officers include authorizing and approving:

1. All budgets, programs, and expenditures of Casa.
2. All policies and rules of Casa.

3. The creation of new officer positions.
4. The appointment of new officers and the replacement of resigned officers to the Board of Officers.
5. The creation of employee positions and appointment to these positions should paid employees become necessary to the league's function.
6. The determination of fees, wages, and/or salaries paid to independent contractors and/or employees.
7. Determination of fees of teams and/or individual participants in the league.
8. The carrying out of policies and league functions.

The duties of the President include:

1. Representing Casa at any and all sporting events, government or community meetings, or other assemblies.
2. Giving final authorization to all participating teams; game schedules; field usage; referee hires; equipment purchases; donations to local parks, recreational centers, or cultural centers for the betterment of playing conditions and environment; and the payment of insurance premiums, publicity costs, and any other expenses necessary for the facilitation of the soccer league.
3. Ensuring the commencement, continuation, and completion of each regular season and championship series.
4. Making the final decision in all disputes or actions not specifically covered under the By-Laws of the Casa Soccer League.
5. Overseeing the duties of all other officers.
6. Appointing officers to assume the duties of an officer who is absent, unable to perform his/her duties, or has vacated his/her post until an election fills that officer's position.

The duties of the Vice President include:

1. Assisting the President with any and all duties.
2. Acting as President in the President's absence; when the President is under the Board's review as discussed in Article 5, Section 8; or in the case of the President's vacation or early resignation of post until an election reinstates a new President.
3. Ensuring that minutes of all Casa Board meetings are recorded and filed.

4. Chair special committees as appointed by the Board.
5. Coordinating the duties of all other officers.
6. Acting as President in the President's absence; when the President is under the Board's review as discussed in Article 5, Section B; or in the case of the President's vacation or early resignation of post until an election reinstates a new President.

The duties of the Treasurer include:

1. Receiving and depositing team and/or player fees and any donations.
2. Making payments for league expenses, including but not limited to, independent contractors, fields, and athletic equipment.
3. Keeping records of all financial transactions.
4. Providing financial records upon request.
5. Maintaining a balance of the budget.

The duties of the Director of Communications include:

1. Maintain the communications email for the league
2. Maintain the messaging on the league Facebook account

The duties of the Director of Women's Soccer include:

1. Coordinating with the President for field usage
2. Coordinate with the Treasurer for the purchase of trophies/equipment needed for the Women's Division
3. The coordination of all women events
4. Ensuring the commencement, continuation, and completion of each Women's regular season and championship series.
5. Oversee and aid the women's division commissioner in communication with captains

Section C: Relationships between Officers

Familial relationships by blood or marriage between officers, and between officers and players are allowed. However, officers must disclose familial relationships to the Board. The Executive Committee discussed in Article 9: Section B, must include at least one officer that is not related by blood or marriage to the other two officers.

Article 5: Elections of the Governing Body

Section A: Terms of Officers

The Executive committee members shall serve two-year terms, but are eligible for re-election. Other Board of Officer members do not have term limits.

Section B: Early Vacancies, Resignations, and Terminations of Officer Positions:

Officer positions may also be vacated early upon written resignation submitted by the officer at least two weeks prior to their official resignation date. The forced resignation or termination of an officer position may be achieved by a two-thirds (2/3) majority vote by the Board of Officers should an officer be charged by the President with not carrying out their officer duties or having acted contrary to the principles of the organization. When a vacancy on the Board exists, the President shall appoint an officer(s) to assume the duties of the vacant position until an election has reinstated an officer to fill that position.

Section C: Election of Officers

Upon the vacation of an existing Executive Committee position or creation of a new position, the remaining Executive Committee members shall specify and administer an election for the open position within 3 months of the date of resignation of the officer. Each member of the Board of Officers shall be entitled to one (1) vote. Candidates for the position may nominate themselves for the position or accept the nomination of another officer or league participant. The candidate to receive the majority of votes shall be awarded the position. In the event of a tie, the President will make the decision.

Section D: Annual Accounting Period:

The annual accounting period shall end on December 31st of each year.

Section E: Executive Board Changeover:

When a new Executive Committee member is elected or appointed, the following information will be provided to the new executive board member within 72 hours.

1. Any account login information required by the new Executive Committee member to function in their new role (including but not limited to League Apps higher level access, platforms/software applicable for their position).

2. Any contact information required by the new Executive Committee member to function in their new role (including but not limited to CASA board contact list and miscellaneous vendors).
3. Any other information deemed vital to their individual role within the Executive Committee as determined by the Executive Committee at the time of their election.

When an Executive Committee member resigns or is not re-elected, the below should be done within 72 hours of the completion of the election, or of the effective date of their resignation to ensure that the former Executive Committee member no longer has access to internal information. If the board member is removed due to a disciplinary hearing or resigns during a disciplinary hearing, the below should be done within 24 hours of the hearing completion, or resignation.

1. Any account login information (including but not limited to League Apps higher level access, platforms/software applicable for their position) held by the executive board will be changed. Any access to league accounts will be removed.
2. Any credit card or other financial information held by the executive board member will be deactivated or otherwise changed so that the former board member no longer has access (both to online accounts and card numbers).
3. Any forms, files or websites which include private contact information for individuals associated with the league (including but not limited to captains, players, field directors, referees etc.)

When an Executive Committee member resigns or is not re-elected, but retains an advisory or emeritus role, they will retain access to league accounts and files as deemed appropriate by the executive committee.

Article 6: Meetings

Section A: Board of Officers Meetings

The Casa Board of Officers shall meet once per league season in preparation for the coming season. Seasonal reports are required to be submitted to the Board of Officers showing income, expenditures, and projected income and expenditures. Casa policies and rules shall be reviewed, changed, and augmented for the coming season by the Board at these meetings. Elections for open officer positions, as well as voting on forced resignations, shall also take place at these meetings. There must be a quorum of officers present at the meeting for any changes to be made to the policies or rules of the league. The date, time, and place of the seasonal meetings shall be set by the Board of Officers.

Section B: Team Captains Meetings

CASA officers shall hold at least two Captains Meetings annually to review league policies, rules, events, and plans. Team and player questions, preferences,

feedback, and requests shall be shared with the officers at this meeting. Each team participating in the Casa Soccer League shall be invited to send at least one representative, preferably the Captain, to this meeting.

Section C: Special Meetings

Officers on the Board of Officers may also schedule special meetings as needed by the league to address specific, urgent issues. Special meetings must be approved by a simple majority of the Board of Officers.

Section D: Notice

Notice of each meeting shall be given to the Board of Officers and/or Team Captains by **email or messaging application** no less than seven days before the meeting. If an officer or captain requests notification of the meeting by mail or telephone rather than **email**, this request shall be met.

Article 7: Amendments and Changes

Any amendments and changes to the By-Laws of the Casa Soccer League must meet approval by two-thirds (2/3) vote of the Board of Officers. Any amendments and changes made to any rules or policies not discussed in the By-Laws must meet approval by a majority vote of the Board of Officers. A quorum must be attended by at least forty percent (40%) of the officers of the Board before motions can be passed.

Article 8: Disputes and Participant Discipline

Section A: Board Officer Disputes and Discipline Committee (Off-field incidents)

An officer on the Board of Officers will be appointed the duty of mediating disputes and carrying out player discipline for the league by the Board of Officers. A Board Officer Disputes and Discipline Committee, composed of the appointed officer, President, and Vice-President, shall be created for each arising dispute. During the active season, any disputes about off field behavior, independent contractors, employees, or officers must be submitted in writing to the appointed officer by a concerned league participant, official, or officer. The appointed officer shall gather the relevant data regarding the incident from the parties involved and shall communicate his/her findings to the President and Vice-President. The President, Vice-President, and appointed officer shall review the dispute in a timely manner and each recommend a decision of action. The Dispute and Discipline Committee shall vote upon the recommended courses of action. Each officer on the committee shall be entitled one (1) vote. The final recommendation shall be submitted to the appointed officer, who will then have the authority to act on that recommendation. Should the

recommendation involve any changes to rules or policies, the Board of Officers shall be asked to vote on the proposed changes. If the board decides that a dispute involves a member of this committee, the board will replace that member with another temporary appointment for that individual dispute. Following the resolution of a dispute, the committee will write up a ½-1 page summary of the incident and resolutions to be stored in the CASA Soccer League dispute database for future reference.

Section B: Participant Discipline Committee (Gameday disputes):

By the first Board meeting of the fiscal year, the Participant Discipline Committee will be formed. The Participant Discipline Committee shall be made up of the division commissioner, Vice President and an appointed officer by the Executive Committee. The appointed officer shall gather the relevant data regarding the incident from the parties involved and shall communicate his/her findings to the relevant division commissioner and Vice-President. The division commissioner, Vice-President, and appointed officer shall review the dispute in a timely manner and each recommend a decision of action. The Participant Discipline Committee shall vote upon the recommended courses of action. Each officer on the committee shall be entitled one (1) vote. The final recommendation shall be submitted to the appointed officer, who will then have the authority to act on that recommendation. The Participant Discipline Committee reserves the right to carry out this discipline, which may include suspension or expulsion from the league without refunding participant fees, or placing the participant on probation. Each participant in the league will be required to sign a statement testifying to their understanding of this by-law prior to participating in league activities. If the Executive Committee decides that a dispute involves a member of this committee, the Executive Committee will replace that member with another temporary appointment for that individual dispute. Following the resolution of a dispute, the committee will write up a ½-1 page summary of the incident and resolutions to be stored in the CASA Soccer League dispute database for future reference.

Article 9: Committees

Section A: Committees in general

The Board may create committees to carry out a specified task as needed to perform the functions of the organization. These committees may include, but are not limited to, fundraising, public relations, event planning, and personnel. Each committee shall be chaired by an officer on the Board of Officers appointed by the Board. The other members of the committee may include other officers and/or league participants. There shall be two standing committees: Executive and Dispute & Discipline Committees.

Section B: The Executive Committee

The Executive Committee shall be composed of the President, Vice-President, Director of Communications, Director of Women's Soccer, and Treasurer. The Executive Committee shall have all the powers and authority of the Board of Officers in the intervals between the seasonal meetings of the Board of Officers, subject to the direction and control of the Board of Officers.

Section C: Board Officer Disputes and Discipline Committee (Off-field incidents)

A Board Officer Disputes and Discipline Committee, composed of the appointed officer, President, and Vice-President, shall be created for each arising dispute. The Board Officer Disputes and Discipline Committee shall have the powers and duties discussed in Article 8.

Section D: Participant Discipline Committee (Gameday disputes):

The Participant Discipline Committee shall be made up of the division commissioner, Vice President and an appointed officer by the Executive Committee. The Participant Discipline Committee shall have the powers and duties discussed in Article 8.

Article 10: Fundraising

Casa shall participate in fundraising activities to obtain funds to carry out the purpose of the organization. Fundraising shall be carried out within the constraints for non-profit corporations dictated by section 501(c)(3) of the Internal Revenue Code. The fiscal year shall be the calendar year. Each team and/or individual participant partaking in official Casa Soccer League activities shall pay a fee per season or activity as determined by the Executive Committee. Additional funds shall be used to foster and conduct amateur sports competition, and shall be sought through activities including, but not limited to, grant proposals, requests for charitable donations from other organizations and individuals, and event fundraising. Casa will maintain and provide documentation to those making charitable contributions as delineated by the Internal Revenue Code. The financial records of the Casa Soccer League are public information and shall be made available to the Board, league participants, and the public upon request.

Article 11: Nonpartisan Activities

Casa shall be a nonprofit and nonpartisan organization. No part of the net earnings of the corporation shall be used for the benefit of, or be distributable to its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in furtherance of the purposes set forth in its Constitution and By-Laws. No substantial part

of the activities of Casa shall be the carrying on of propaganda, or otherwise attempting to influence legislation. Casa shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, Casa shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article 12: Dedication of Assets

Upon the dissolution of Casa, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.