

# NEW HAMPSHIRE SOCCER ASSOCIATION

## BYLAWS

### NEW HAMPSHIRE SOCCER ASSOCIATION YOUTH AND ADULT DIVISIONS

Affiliated with USYSA, USASA, USSF, FIFA, and the United States Futsal Federation



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# 1. ARTICLE I EXECUTIVE BOARD

## 1.1. Composition

- a) The officers of this Association shall be the President, Executive Vice President, Vice President of the Youth Recreational Division, Vice President of the Youth Competitive Division, Vice President of the Adult Division, Vice President of the Indoor Division, Secretary and Treasurer. These officers shall constitute the elected members of the Executive Board. The other member of the Executive Board will be the Immediate Past-President.
- b) The Past-President shall have the right to vote.
- c) No Executive Board member may be an officer of an organization affiliated with this Association. The exceptions shall be the Immediate Past-President and Life Members.
- d) No elected Executive Board member shall serve simultaneously in two elected positions and may not be appointed to fill the vacancy of an elected position.

## 1.2. Responsibility and Authority

The Executive Board shall transact the business of the Association.

- a) The Executive Board shall have the authority for the following:
  - 1) To enforce the laws of the game
  - 2) To enforce and interpret NHSA's Articles of Agreement, Bylaws and Rules.
  - 3) To make decisions on matters not covered by the Constitution, Bylaws or rules.
  - 4) To fill any vacancy among its officers during the season, with the exception of the position of the President whom, if unable to perform his/her duties, the Executive Vice President shall succeed until the next election or the President is able to resume his/her duties.
  - 5) To settle all disputes, protests, or appeals from decisions of affiliated organizations.
  - 6) To represent this Association on all matters and to conduct all necessary business of the Association.
  - 7) To add such rules and regulations, which serve to improve the administrative efficiency of this Association.
  - 8) To add rules and regulations, which effect more than one Division within this Association.
  - 9) To incur liabilities on behalf of the Association.
  - 10) To be bonded. Bonding to be paid for by the Association and on file with the Association.
- b) The Executive Board shall have the responsibility for the following:
  - 1) No member shall represent the Association without authority from the Executive Board. Such authority shall be issued in writing from the office of the Secretary.
  - 2) To make copies of the NHSA Articles of Agreement, Bylaws and other governing documents available to its members.
  - 3) To maintain a database of association members.
  - 4) To register all its players, coaches, teams, referees and administrators with the USSF.
  - 5) To pay all dues and fees of the USSF, USYSA, USASA, and USFF in a timely manner.

- 6) To provide to the Secretary General of the Federation an annual report on the activities of the NHSA and most current annual financial statements within 90 days after the start of the USSF seasonal year.
- 7) Provide annually to USSF copies of the NHSA Articles of Agreement, bylaws and other governing documents and submit changes to those documents to USSF for approval no later than 90 days after adoption.
- 8) Adopt policies prohibiting sexual and physical abuse, which meet the criteria of USSF and New Hampshire State law.
- 9) To allow USSF to review the documents and procedures of the NHSA, on request of USSF not less than once every four years to determine compliance with USSF Bylaws

### 1.3. Meetings

#### a) Location

An Executive Board Meeting shall be held on the first Wednesday of every month at a general location to be determined. The meetings of the Executive Board, Committees, and special meetings of the Association or its divisions shall be held in a location that is central to the expected attendees as decided by the Executive Board.

- **Meetings.** It is acceptable to have meetings conducted by phone, web based conference call or video based conference call.

#### b) Voting

- 1) At all meetings of the Executive Board, one-half (1/2) of the eligible votes, 9 votes, shall constitute a quorum. If a board position is vacant, then that position is not counted as an eligible vote. i.e., one vacant position reduces the eligible votes to 8, thus a quorum would be 4 members present.
- 2) The normal method for reaching decisions to accept or reject motions within Association meetings shall be by a majority vote of the Executive Board.
- 3) The President shall cast the deciding ballot for ties.
- 4) The Division Vice Presidents shall NOT be entitled to vote with the Executive Board on Association issues concerning a Division for which they are not representatives. They vote on all matters concerning the Association as a whole.

#### c) Special Meetings

Special Meetings of the Association shall be called by the President, upon written request of three (3) members of the Executive Board or upon written request of one-third (1/3) of the member clubs, leagues, facilities or teams giving detailed reasons for such a meeting.

## 2. ARTICLE II OFFICERS

### 2.1. Election of Officers

- a) The officers of the Association, except the Immediate Past President shall be elected at the Annual General Meeting for a term of two years.
- b) The President, Vice President Youth Competitive, Vice President Adult, and Treasurer shall be elected in odd numbered years. The Executive Vice President, Vice President Youth Recreation, Vice President Indoor and Secretary shall be elected in even numbered years.
- c) All voting members can vote for President, Executive Vice President, Treasurer, and Secretary. The numbers of votes for voting members shall be determined as described in Article VI Section 4 of The Articles of Agreement.

- d) Only Youth Competitive clubs and the Executive Board can vote for the Vice President of Youth Competitive.
- e) Only Youth Recreational Leagues and the Executive Board can vote for the Vice President of Youth Recreation.
- f) Only Adult Teams and the Executive Board can vote for the Vice President of Adult.
- g) Only Indoor Facilities, Futsal league presidents, Club presidents, teams, and the Executive Board can vote for Vice President of Indoor
- h) They shall be voted for separately by ballot and shall receive the majority of votes cast to be elected. The exception shall be when by the majority vote of those present the rules are suspended and the Secretary casts one vote.
- i) Thirty (30) days prior to each Annual General Meeting the Secretary will inform the Youth Recreational Leagues, Youth Competitive Clubs and Leagues, Indoor Facilities, and Futsal clubs of the number of votes each will be entitled to at the AGM and will inform Adult Teams of their right to vote.

## 2.2. Duties of Officers

### a) PRESIDENT

The President shall do the following:

- 1) oversee and direct all activities of NHSA
- 2) supervise the State Administrator and oversee State Referee Administrators
- 3) preside at all meetings
- 4) appoint all committees and positions in the Association not required to be elected with approval by a majority vote of the Executive Board
- 5) cast the deciding vote in the event of a tie vote
- 6) represent this Association in all matters that require state representation
- 7) serve ex-officio on all committees
- 8) submit an annual report to this Association at the Annual Meeting

### b) Executive Vice President

The Executive Vice President shall do the following:

- 1) exercise all the powers of the President in his/her absence
- 2) Assist President in his/her duties
- 3) supervise the State Registrar in the registration of all players, coaches, teams, administrators managers and trainers
- 4) serve as Executive Board representative for the State Coach and Director of Coaching
- 5) chair the boys and girls ODP Committee
- 6) succeed to the position of president, who, if unable to perform the duties of president or resigns, has vacated that position for the remainder of the term

### c) Vice President of Youth Recreation

The Vice President of Youth Recreation is responsible for the following:

- 1) promote the interests of recreational soccer within the Association
- 2) act as coordinator in the assignment and conduct of Youth Recreation Division activities

- 3) chair the Youth Recreation Rules and Regulation Committee
- 4) coordinate the management of players with the Executive Vice President and State Registrar
- 5) organize the American Cup Tournament, U10 Festival

d) Vice President of Youth Competitive

The Vice President of Youth Competitive is responsible for the following:

- 1) promote the interests of competitive soccer within the Association
- 2) act as coordinator in the assignment and conduct of activities of the Youth Competitive Division
- 3) chair the Youth Competitive Rules and Regulations Committee
- 4) organize the Fall State Tournament
- 5) coordinate the management and release of players with the Executive Vice President and State Registrar
- 6) organize the Youth State Cup Tournament
- 7) organize the NHSA Youth Presidents Cup tournament

e) Vice President of Adult

The Vice President of Adult is responsible for the following:

- 1) promote the interests of Adult soccer within the Association
- 2) act as coordinator in the assignment and conduct of activities of the Adult Division
- 3) chair the Adult Rules and Regulations Committee
- 4) organize the Select Teams
- 5) coordinate the management and release of players with the Executive Vice President and State Registrar
- 6) organize the State Adult Tournament

f) Vice President of Indoor

The Vice President of Indoor is responsible for the following:

- 1) promote the interests of Indoor and Futsal soccer within the Association
- 2) act as coordinator in the assignment and conduct of activities in the Indoor and Futsal Divisions
- 3) chair the Indoor and Futsal Rules and Regulations Committees
- 4) organize the Indoor and Futsal State Tournaments
- 5) coordinate the management of players with the Executive Vice President and State Registrar
- 6) promote and administer Futsal

g) Secretary

The Secretary shall do the following:

- 1) Record and maintain records of all business transactions of the Association.
- 2) Attend to the Association correspondence.
- 3) Keep records of the Association, including minutes of meetings.
- 4) Maintain inventory of all properties of the Association.

- 5) prepare the annual report
- 6) receive proposed changes to the Articles of Agreement and Bylaws and arrange for distribution to members
- 7) All communications pertaining to Association business, except business concerning the registration or release of players, financial business and committee business must be transacted through the office of the Secretary.

h) Treasurer

The Treasurer shall do the following:

- 1) be in charge of all monies of the Association;
  - 2) keep an accurate, timely detailed and verifiable account of income and expenditures for the Association
  - 3) keep separate records for each division and program
  - 4) disburse funds for authorized purposes in accordance with authorized procedures
  - 5) prepare and submit an annual budget for approval by the voting membership at the AGM
  - 6) complete a yearly audit and submit a formal report to the membership at the AGM
  - 7) submit a statement of financial condition at regular and Executive Board meetings
  - 8) report value of all association owned inventories
  - 9) prepare and submit any and all papers required to meet government, (local, state, and federal), laws and regulations including those related to NHSA's Articles of Incorporation and Tax Exempt Status
  - 10) arrange for yearly bonding of Executive Board members
- i) The duties and powers of all elected officers shall cease at the end of the Annual General Meeting of the second year of their two-year term or upon their resignation or removal from office.
- j) The duties and powers of all appointed positions shall cease after they have made their annual reports to the Annual General Meeting. The new officers have the duty to fill appointed positions in a meeting following the Annual General Meeting.
- k) No elected Executive Board members shall serve simultaneously in two elected positions and may not be appointed to fill the vacancy of an elected position.

### **2.3. Removal from Office**

- a) Members of the Executive Board may be removed from office for failure to perform assigned duties.
- b) Any officer absent from two (2) consecutive meetings or four (4) meetings in a year without cause shall be considered unable to fill the duties of his/her office.
- c) A two-thirds (2/3) majority of the Executive Board shall be required to remove the elected member from their position.

### **2.4. Vacancies**

The President shall appoint, subject to the approval of the Executive Board, replacements to fill vacancies on the Executive Board arising from removal, resignation or departure of the incumbent for any other reason. Upon approval by the NHSA Executive Board, the appointee shall fill the remainder of the term with full voting rights.



## 2.5. Conflict of Interest

As required per NH RSA 7:19II

- a) Each Director, prior to taking his position on the Board, and all present Directors shall submit in writing to the Chairman of the Board a list of all businesses or other organizations of which he is an officer, director, trustee, member, owner (either as a sole proprietor or partner), shareholder, employee or agent, with which the Corporation has, or might reasonably in the future enter into, a relationship or a transaction in which the Director would have conflicting interests. The Chairman of the Board shall become familiar with the statements of all Directors in order to guide his conduct should a conflict arise.
- b) At such time as any matter comes before the Board in such a way as to give rise to a conflict of interest, the affected Director shall make known the potential conflict, whether disclosed by his written statement or not, and after answering any questions that might be asked him, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither the affected Director nor any other Director with a pecuniary benefit transaction with the Corporation shall vote on it.
- c) The Board will comply with all the requirements of New Hampshire law where conflicts of interest are involved, including but not limited to the requirements of a two-thirds vote where the financial benefit to the director or trustee is between \$500 and \$5,000 in a fiscal year, and to the requirement of a two-thirds vote and publication in the required newspaper where the financial benefit exceeds \$5,000 in a fiscal year. The New Hampshire statutory requirements are incorporated into and made a part of this conflict policy.

## 3. ARTICLE III PROGRAMS AND COMMITTEES

### 3.1. Programs

#### 3.1.1. Types of Programs

The New Hampshire Soccer Association shall administer the following programs:

- a) Referee Program
- b) Coaching Program
- c) Olympic Development Program
- d) Adult Select Program
- e) State Registrar

When a program is largely focused to the activities of one division, it shall be the practice to have that division administer the program.

#### 3.1.2. Administration of Programs

Administrators appointed by the President and approved by a majority vote of the Executive Board shall direct the Association's programs.

The responsibility of a program administrator will be to define, document, and have approved by the Executive Board the details of his/her program. The responsibilities of the administrator are defined by the Executive Board and are required to be included in the program details.

No program shall be in conflict with rules and policy set forth by the Association or any national body with which the Association is affiliated.

Program administrators may propose rules and regulations to the Executive Board or appropriate Rules and Regulation Committee but does not have the authority to make or change rules.

## **3.2. Committees**

### **3.2.1. Standing Committees**

Standing committees shall be established by the President where necessary to meet the commitments of the Association. At a minimum they shall include:

- a) Player Application and Registration Committee
- b) Rules and Regulations Committees
- c) Protests and Appeals Committee
- d) Emergency Committee
- e) Nominating Committee

### **3.2.2. Player Application and Registration Committee**

The President shall appoint a State Registrar who will administer the process for registration and release of players.

The State Registrar will chair a committee consisting of the State Secretary and League Registrars to communicate and make the process of player and team registrations responsive to division schedules. This committee does not have to physically meet as a body if its functions can be accomplished without it. The Secretary will be responsible for maintenance of an Association database of members and mailing lists.

### **3.2.3. Youth Recreation Rules and Regulations Committee**

Youth Recreation Rules and Regulation Committee

The Vice President of Youth Recreation and at least 10% of the affiliated league presidents or their representatives will comprise the Youth Recreation Rules and Regulations Committee. This committee will make every attempt to receive input from league presidents prior to making changes in rules. A majority vote of committee members is needed to make or change rules.

### **3.2.4. Youth Competitive Rules and Regulation Committee**

The Vice President of Youth Competitive, Youth Competitive League Presidents, or their designated representatives, and two (2) Club Presidents or team representatives from within each League, at least one of whom shall represent boys' teams and one of whom shall represent girls' teams, will comprise the Youth Competitive Rules and Regulation Committee.

Each league in a manner that insures that one represents boy's teams and the other represents girl's teams shall select the two (2) Club Presidents or team representatives from within each league.

The Committee will give notice to and receive input from Competitive Club and League Presidents, and other impacted individuals or organizations, when proposing rule changes. The VP Youth Competitive will convene and chair the Committee, and shall vote only in the case of a tie. A majority vote of Committee members is needed to propose or initiate changes. All such proposals, whether new or changes to current rules, will be forwarded by the VP Competitive to the Executive Board of NHSA for review at the next scheduled NHSA monthly meeting following the date of the Committee's meeting.

The Youth Competitive Rules and Regulations Committee will meet, at minimum, quarterly, based on the identified NHSA seasonal year.

### 3.2.5. State Sponsored Youth Competitive League

State League Youth Competitive Rules and Regulation Committee for a league that is run by the NHSA. Section 3.2.4 covers the rules and regulation committee for an or all affiliated leagues.

The Executive Board will hire/appoint a League Director. The association President will put forth potential candidate(s) for review to the executive board. Approval and appointment of a League Director is made by a majority vote of the executive board. The League Director will report to the Vice President of Competitive. The VP of Competitive is responsible for the League Directors contract, any changes, performance to the contract and are subject to review and approval of the Executive Board.

#### League Director

The League Director responsibility is to oversee all responsibilities pertinent to operating the said league. The League Director will sit as the chair of a League Operating Committee (LOC).

The LOC shall be comprised of a minimum of five (5), to a maximum of nine (9) operating members. Each member of the LOC will be appointed on a volunteer basis by the League Director, representing a different club within the same league.

- a) A club that has entered at least two (2) teams in the league for a minimum of two (2) consecutive seasons is eligible to have a representative on the League Operating Committee.
- b) Any member of the LOC has the ability to propose a change to league policies and procedures to the League Director.
- c) The League Director shall review the proposed change(s) to the league's policies and procedures with the balance of the LOC, casting a tiebreaking vote, or final decision when necessary.
- d) Proposed changes must be accompanied with a document that outlines the reasoning for the requested change, timeframe if approved for the change to become effective and any financial impact the change(s) may have on the League budget.
- e) All changes will be forwarded to the VP of Youth Competitive, who sits on the NHSA board, for final approval.
- f) Any proposed changes may not be in conflict with the NHSA Articles of Incorporation or Association By-Laws.
- g) The VP of Youth Competitive has 7 days to either reject or approve the said changes.
- h) If approved, the VP of Competitive Youth will put changes forth to the Executive Board for review and either approval or rejection.
- i) If the VP of Competitive Youth rejects the LOC's proposed changes, the League Director may forward an appeal to the NHSA Executive Board for review - and a final vote at the next scheduled NHSA monthly meeting.
- j) All proposed changes or appeals must be submitted to the Secretary 2 weeks before the next scheduled monthly meeting to be added to the agenda. Otherwise, it will be scheduled for the following board meeting.

### 3.2.6. Adult Rules and Regulation Committee

The Vice President of the Adult Division, the President of each Adult League and a representative from each Division participating in the Leagues will comprise the Adult Rules and Regulation Committee. A majority vote of committee members is needed to make or change rules.

### 3.2.7. Indoor Rules and Regulation Committee

The Vice President of the Indoor Division and a representative from each affiliated facility will comprise the Indoor Division Rules and Regulation Committee. Agreement by a majority of members is needed to make or change rules.

### 3.2.8. Futsal Rules and Regulations Committee

The Vice President of Indoor and a minimum of five Futsal Club Presidents or Recreation League Presidents will comprise the Futsal Rules and Regulations Committee. This committee will give notice to and receive input from Futsal members (coaches, clubs, leagues), when proposing rule changes. A majority vote of committee members is needed to make or change rules.

The Executive Board has the authority to overturn a Rules and Regulations Committees' proposal after review for compliance to NHSA, USYS, USASA, USFF and USSF guidelines. The Executive Board has the authority to overturn a Rules and Regulations Committee proposal if in their view such a proposal is contrary to the spirit of the game or best practices of the sport of soccer in New Hampshire, such a decision requires a two-thirds majority vote of the Executive Board.

### 3.2.9. Protests and Appeals Committee

The President, with approval by a majority vote of the Executive Board shall appoint from among members of the Association a Protests and Appeals Committee comprising four members and a chairman.

The Committee shall hear and decide on protests, appeals, and allegations of misconduct. The Committee members shall have no conflict of interest in the matters being heard, and have no association with the principal parties in the matters. No person shall adjudicate a matter at more than one level.

Appeals must follow USSF, USYSA, and USASA rules.

### 3.2.10. Emergency Committee

Any two of the following officers in the order of preference shown shall constitute the Emergency Committee to represent the Executive Board on matters demanding immediate attention when it is impractical or impossible to call a full Executive Board meeting or no other standing committee has been designated. The presiding officer of the Association must chair the committee.

<b><u>Preference</u></b>	<b><u>Officer</u></b>
First	President
Second	Executive Vice President
Third	Vice President of Division with Most Members
Fourth	Vice President of Other Divisions

Fifth Secretary

Sixth Treasurer

For matters involving a specific division, that division's Vice President shall represent the division as a member of the Emergency Committee member, otherwise the order of preference for Vice Presidents will determine the appropriate Committee member.

Their actions shall be subject to the approval of the full Executive Board within 14 days of the decision, which, if withheld, shall invalidate their actions insofar as they were executed. If time expires without full Executive Board approval the decision shall be invalid.

### 3.2.11. Nominating Committee

The President prior to September 30th shall appoint a nominating committee made up of five (5) members of the General Membership and chaired by the Immediate Past President.

The nominating committee shall meet with the Executive Board not less than 60 days prior to the AGM to present a list of eligible candidates for the officers of the association.

Information about each candidate shall be distributed to the General Membership not less than 30 days prior to the AGM.

### 3.2.12. Special Committees

The President may establish ad hoc committees with the approval of the Executive Board to accomplish a special purpose. The membership and structure of these committees will be determined at the time they are formed.

## 4. ARTICLE IV AFFILIATION AND MEMBERSHIP

### 4.1. Affiliation

Affiliated Youth Competitive Leagues and Clubs, Youth Recreational Leagues, Indoor Facilities and Adult Leagues shall abide by the Articles of Agreement, Bylaws and Rules of NHSA and shall always act in a manner consistent with the interests of NHSA. Their Constitutions, Articles of Agreement, Bylaws and Rules shall be consistent with those of NHSA and USSF and where appropriate USYSA, USASA, and Futsal.

### 4.2. Admission to Membership

- a) A league, club, or indoor facility desiring to become an affiliated member of NHSA may submit a written application to the State Association office. The applicant shall specify the category of affiliation being applied for. The applicant shall include with the application copies of its charter or articles of incorporation, constitution, articles of agreement, bylaws, rules, regulations, rules of play and other governing documents appropriate to understanding the structure and activities of the organization. The Secretary shall prescribe the number of copies of each document to be submitted.
- b) The Division Vice President shall refer an application for affiliation to the Executive Board for consideration. Such affiliation is contingent on compliance with the Constitution, Articles of Agreement, Bylaws and Rules of NHSA, USSF, USYSA, USASA, and USFF and determination that the change would be beneficial to the game of soccer within the state.

### **4.3. General Membership**

Except for officers of the Association, shall be for the seasonal year.

### **4.4. Categories**

Membership in this Association shall be in the following categories:

- a) Affiliated Members
  - Adult Teams
  - Adult Leagues
  - Youth Competitive Clubs
  - Youth Competitive Leagues
  - Indoor Facilities
  - Youth Recreational Leagues
  - Futsal Teams
  - Futsal Clubs
  - Futsal Leagues
  
- b) General Individual Membership
  - Players and Coaching Staff
  - League and Club Administrators
  - Association and Program Administrators
  - Life Members
  - Honorary Members
  - Referees, Assessors and Instructors
  
- c) Soccer Enthusiasts
  
- d) Partnership – open to public entities such as Parks & Recreation Departments, Boys & Girls Clubs, YMCAs, YWCAs, etc.

### **4.5. Description of Categories**

- a) Affiliated Members

Once accepted for membership an Adult Soccer Organization, Youth Competitive League, Youth Competitive Club, Youth Recreational League or Indoor Facility will be considered a member of the Association when the appropriate affiliation fees have been paid to the Association and a Roster of League or Club Administrators has been received by the Secretary
  
- b) General Members

1) Players and Coaching Staff

Players and active coaching Staff, to include team trainers and team managers will be considered members of the Association when the Association has received Team Rosters, Player Applications, and appropriate fees. The registration date shall be the postmark date when the application has been received. Applications for team membership must be accompanied by the annual dues, which shall be returned if not admitted to membership.

2) League and Club Administrators

League and Club Administrators will be considered members of the Association when the League Affiliation fees have been paid to the Association and a Roster of League or Club Administrators has been received by the Secretary. Every member league and club is required to notify the Secretary of changes to its Administrators. Every member league and club is required to provide the Secretary with any changes to their Constitution and Bylaws.

3) Association Officers and Program Administrators

Association Officers and Program Administrators will be considered members of this Association upon election or appointments as outlined in these Bylaws.

4) Life Members

Life Memberships may be awarded to those persons who are or have been active members of this Association and have distinguished themselves in the interests of soccer. Membership shall be approved by a majority of the Executive Board. They shall have full benefits and shall enjoy all rights and privileges of Executive Board members, including the right to vote at the Annual General Meeting. They shall not pay dues. Current elected officers of the Executive Board cannot vote themselves Life Memberships.

5) Referees, Assessors and Instructors

Referees, Assessors and Instructors will be considered members of the Association when they have fulfilled the required application and fee requirements for the USSF registration within New Hampshire.

6) Honorary Membership

Honorary members shall be those individuals who the Executive Board of NHSA wishes to recognize for their contributions to the game of soccer. Insurance benefits are not included in this membership category.

7) Soccer Enthusiast

Any person interested in contributing to the development of soccer in New Hampshire and interested in the activities of the NHSA may be awarded membership upon payment of a soccer enthusiast membership fee. Insurance benefits are not included in this membership category.

8) Partnership

Any public entity such as a Parks & Recreation Department, Boys & Girls Club, YMCA, YWCA, etc. who for a nominal fee maintains a partnership with NHSA for mutual communications and limited activities to be agreed upon between the partners. Partnerships foster recognition of NHSA and develop relationships with the community. Partnerships may lead to future full memberships. Liability coverage is not included in this membership category.

## 4.6. Membership Privileges

a) General Membership

Membership in this Association shall entitle players, coaches, officials, league administrators, club administrators, association administrators, program administrators and life members to the following:

1) NHSA Newsletter

- 2) Insurance programs
- 3) Access to NHSA programs
- 4) A reduced fee at NHSA sponsored classes/clinics

Membership in this Association shall entitle soccer enthusiasts and honorary members to the following:

- 1) NHSA Newsletter
- 2) Access to NHSA programs
- 3) A reduced fee at NHSA sponsored classes/clinics

b) Voting Membership

The following general and affiliated members shall have voting privileges. Association Officers, Lifetime Members, Adult team coaches, competitive club presidents, competitive league presidents' indoor facility owners/directors, recreation league presidents, Futsal club presidents, and Futsal league presidents shall be considered voting member.

#### **4.7. Membership Fees**

The fee for membership in this Association shall be determined by the Executive Board six months prior to the start of each fall season and shall be sufficient to cover those expenses necessary for the operating of this Association.

The annual budget, which is the basis for established member rates, will be presented annually to the Executive Board at this time for approval.

Membership fees will be assessed on the basis of:

- a) League Affiliation Fee
- b) Team and or registration Fee for Youth Competitive Leagues
- c) Registration Fee for each individual player for Youth Recreational Leagues
- d) Registration Fee for each individual player for Select Team candidates and special categories
- e) Referee, Assessor and Instructor registration fees as defined by the USSF
- f) Indoor Facility affiliation fee
- g) Indoor player fee
- h) Soccer Enthusiast membership fee
- i) Team registration fee for Futsal
- j) Registration fee for each individual player fee Futsal League
- k) Club application fee
- l) Partnership fee

#### **4.8. Suspension of Membership**

Any member may be determined to be in bad standing for good cause and by a two-thirds (2/3) majority vote of the Executive Board. Good cause shall be defined as the following:

- a) failure to pay registration fees



- b) failure to pay fees or fines assessed against the member for conduct violations
  - c) serious violations of NHTSA Articles of Agreement, Bylaws, Rules or Coaches code of conduct
  - d) Failure to provide appropriate paperwork as required by Article IV, Section 4.2.
- 
- i. A member in bad standing may not receive any of the benefits of membership.
  - ii. A member in bad standing may go through a hearing to determine if they will be suspended or expelled.
  - iii. Any suspension or expulsion shall be subject to appeal as outlined in these Bylaws.

## 5. ARTICLE V BUSINESS AFFAIRS

### 5.1. Headquarters

The headquarters of this Association shall be the location of the State Office of the Association. Current address of 1600 Candia Road, Suite #3, Manchester, NH 03109.

The State Office address shall be the address at which the business of the corporation is carried on.

### 5.2. Seasonal Year

The seasonal year of this Association shall begin on September 1st and end on August 31st of the following year.

### 5.3. Fiscal Year

The Fiscal Year of the Association shall begin on September 1<sup>st</sup> and end on August 31<sup>st</sup> of the following year.

### 5.4. Tax Exempt Status

The NHTSA shall maintain its tax-exempt status under the Internal Revenue Code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except as identified under Article VIII of the Articles of Agreement and as necessary to pay reasonable compensation for services rendered and to make distributions and payments in furtherance of the purposes set forth in Article I of the Articles of Agreement.

### 5.5. Expenditure of Funds

All checks issued by the Association must have a minimum of two signatures regardless of the amount. Only the President, Executive Vice President, Secretary, Treasurer, and Division Directors will be authorized to sign checks for the Association.

If the occasion arises where it is necessary to delegate limited power to incur non-budgeted liabilities to accomplish the functions and goals of a division, committee, or program then the person given those powers shall have the specific conditions and extent of their ability to incur liability defined in a letter approved by the Executive Board. Without this approval on record with the Secretary, the Association can exercise its option to NOT reimburse said persons for their expenditures.

No NHTSA Officer may incur non-budgeted liabilities without written approval of the Executive Board.

## 6. ARTICLE VI APPEALS AND DISCIPLINARY HEARINGS

### 6.1. Definitions

#### a) PROTESTS

Protests are usually related to a specific game or administrative action, and are filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Protests, on a specific game, cannot be filed by third parties, such as coaches from other teams or league/state administrators.

Protests submitted to a competition authority (league, tournament, etc.) must be filed in accordance with the protest procedure and rules of that competition. The protest must be based upon violation of the published rules of the competition or NHTSA Rules and Regulations, or FIFA Laws of the Game.

The rights of protest and appeal within the rules of the competition must be exhausted before proceeding to the next level of authority defined herein.

#### b) APPEALS

Appeals arise as the result of an adverse decision from a protest hearing, administrative action, disciplinary hearing, or lower-level appeal. All grievances involving the right to participate and compete in activities sponsored by the Federation, the State Association, and its members, may be appealed to the Federation's Appeals Committee that have final jurisdiction to approve, modify or reverse a decision. Only those parties to the original action, who are impacted by such decision, shall be allowed to appeal. An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in force, pending the result of the appeal.

#### c) DISCIPLINARY HEARINGS

Disciplinary hearings result from allegations of misconduct.

Such misconduct must be a violation of a published rule, regulation, or procedure.

A disciplinary committee shall only hear allegations of misconduct that are lodged against individuals or entities within the jurisdiction of the convening authority.

Only the elected and/or appointed officials of duly constituted clubs, leagues, tournament committees, or NHTSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.

#### d) GENERAL GRIEVANCES

A "grievance" is a complaint of a general nature, which is not based on specific rule violations, or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal, or disciplinary hearing processes.

Grievances may be heard on an informal basis by the appropriate competition authority and/or the NHTSA Executive Board.

### 6.2. Lines of Jurisdiction

The lines of jurisdiction, in ascending order shall be:

#### 6.2.1. LEVEL 1

Clubs, Leagues, and Tournament Committees shall hear original protest, appeals, or allegations of misconduct filed by persons, clubs, leagues, or tournaments under their jurisdiction. This is the first level of appeal and matters should not be raised to the next level unless appeals and protests at the first level are exhausted.

### 6.2.2. LEVEL 2

The Protests and Appeals Committee shall hear original protest arising from games administered by NHSA, allegations of misconduct arising from games administered by NHSA and appeals filed by persons, clubs, leagues, or tournaments under their jurisdiction. Matters arising from game protests will not be heard at Level 2 until Level 1 protest and appeals procedures have been exhausted.

In the case of an appeal, NO REHEARING IS POSSIBLE. Only an appeal hearing, and a review of written evidence and testimony and lower level decisions, will be conducted at this level.

### 6.2.3. LEVEL 3

The USSF Appeals Board will hear all appeals of Level 2 decisions. All such appeals must be filed in accordance with USYS rule 4020.

## 6.3. Mandatory Conditions

- a) No Level 1 Authority shall hear or adjudicate an allegation of an assault on a referee or assistant referee. An allegation of assault on a referee or assistant referee shall be immediately submitted to the Level 2 NHSA Protests and Appeals Committee.
- b) The hearing and adjudication of any protest or allegation of misconduct shall be completed within thirty (30) days of the filing of the cause of action. If a decision is not reached within this thirty (30) day period, the matter may be submitted to the next higher level without determination, and the fee submitted will be applied at the next level.
- c) At all levels of the appeal process, if a decision is not reached within thirty (30) days of receipt of the written appeal, the party filing the appeal may submit the appeal to the next higher level without determination, and the appeal fee submitted will be applied at the next level.
- d) The decision and/or disciplinary sanctions imposed as the result of a hearing of any protest, appeal, or allegation of misconduct, shall be binding at all levels, and shall be recognized by affiliated organizations (leagues, tournaments, etc.). The filing of an appeal shall not "stay" the execution of such decisions and/or disciplinary sanctions.

## 6.4. Filing Procedure

- a) All Level 1 authorities must establish well-defined protest, appeal, and disciplinary hearing procedures within their own earnestness. Such procedures shall be published to their membership prior to the start of each competition season or sub-season and shall include notification of the right to appeal and the procedures for doing so.

A protest, appeal, or allegation of misconduct must be filed in writing, and should include the following:

- 1) The nature and specifics of that complaint.
- 2) A listing of the rules or procedures that have been violated.
- 3) A statement of the desired resolution.
- 4) The appropriate filing fee.

Failure to include each of these items may cause the protest, appeal or allegation of misconduct to be rejected. An incomplete protest, appeal or allegation of misconduct that is rejected, may cause the subsequent proper filing to be untimely.

- b) Filing shall be as follows:

The original document of the protest, appeal, or allegation of misconduct, along with all supporting documents shall be forwarded by Registered U.S. Mail, or Certified U.S. Mail- Return Receipt Requested.

In the case of appeal, the appeal must be placed in the Registered or Certified U.S. Mail within forty-eight (48) hours of the receipt by the appellant of the prior adverse ruling (Sundays and holidays excluded, unless the rules of the competition state otherwise.)

LEVEL 1 - As defined by the Level I Authority

LEVEL 2 - To the NH Association President; one (1) copy.

LEVEL 3 - To the NH Association President; six (6) copies.

Additionally, in an appeal of a lower-level decision, one (1) copy shall be sent to the Chairman of the lower-level hearing board. This copy shall serve as notice of the filing of an appeal. Upon such notice, the Chairman of the lower-level hearing shall submit all retained evidence and documentation to the next-higher level. This submittal shall also be by Registered or Certified U.S. Mail.

## 6.5. Filing Fees

Filing fees shall be:

Level 1 - As established by the appropriate Level 1 Authority

Level 2 - \$50.00 (Money Order or Cashier's Check)

Level 3 - As established by the USSF

## 6.6. Documentation Processing

Upon filing of a protest, appeal, or allegation of misconduct, the receiving authority shall institute the following procedures:

- a) Conduct a "validation/review" of the following:
  - 1) Is the request for action timely?
  - 2) Identifying the principal parties involved and determine if NHSA has jurisdiction
  - 3) Determining if they are in good standing.
  - 4) In the case of a protest, determining the protester's right to lodge a protest.
  - 5) In the case of an appeal, determining if the appeal is directly related and germane to the decision of the next-lower authority. (If not, the appeal must be rejected and returned.)
  - 6) Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, phone numbers, minutes of previous hearings, applicable rules, referees game reports, etc.)
  - 7) Determining whether the matter has been filed with the proper authority.
  - 8) Determining that specific charges are made, the rules allegedly violated are cited, and the desired resolution has been stated.
- b) Upon completion of the "validation/review", if all the information and documentation necessary to reach a decision are available, the principal parties are to be IMMEDIATELY notified of receipt of protest, appeal or allegation of misconduct.

- c) This notification shall also include the date, time, and place of the hearing. If notification of the receipt of the protest, appeal or allegation of misconduct and of the date, time and place of the hearing cannot be accomplished at the same time, two (2) separate notifications will be required.
- 1) The notification of the receipt of a protest, appeal, or allegation of
  - 2) Misconduct, and of the date, time, and place of a hearing, shall be communicated to the principal parties at the same time and by the same method.
  - 3) The notification can be by telephone or in person, but must have written follow-up sent by Registered or Certified U.S. Mail.
  - 4) Notifications shall contain the following:
    - i. A condensed restatement of the cause of action.
    - ii. The date, time, and place of the hearing.
    - iii. The type of hearing to be held.
    - iv. What limits or restrictions (if any) will be imposed on testimony.
    - v. Whether or not testimony must be in written form, and the date by which such written testimony must be received.
    - vi. Any other special requirements.
- d) A copy of the NHTSA and USSF Rules for Protests and Appeals shall accompany the Notification of Hearing sent to the principal parties.

## 6.7. Procedures for Hearings

The method of holding a hearing may vary due to distance, time, and the level of appeal. There are of two types of hearing

- a. OPEN HEARINGS shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members of the hearing committee

Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties shall be present for all proceedings except the deliberations of the Hearing Committee.

Deliberation may occur and decisions may be reached, in either open or closed sessions.

- b) CLOSED HEARINGS require that all testimony and evidence (including rules) be submitted in writing.

Testimony and evidence may be considered by committee members on an individual basis, with a decision reached by mail or conference call (except for Level 3 hearings when the Board is actually in session).

The principal parties must submit all evidence, testimony, and arguments in written form, as specified by the notification.

The original hearing of any protest or allegation of misconduct must occur in open hearing. Subsequent appeal(s) may be heard in either open or closed hearings.

## 6.8. Agenda

1. All parties, including witnesses, will be brought into hearing chamber. The following items will be described by the Chairman:

- a) Statement of the case to be heard.
  - b) Names of parties involved, (including team, league, etc.) Event involved
  - c) Date of occurrence
  - d) Rules numbers and description or rules allegedly violated
  - e) Procedure for the hearing.
  - f) How and when the decision will be made.
2. All witnesses will be asked to wait outside the hearing chamber. Plaintiffs and defendants will be allowed to remain in the hearing chamber. The hearing will commence with statement and questions as directed by the Chairman.
  3. Once all evidence and testimony has been heard the open hearing will be adjourned and parties not part of the committee, excused. The board will then deliberate.

## **6.9. Evidence and Testimony**

1. All evidence, such as identification cards, team rosters, referee's game reports, etc. and other sources of written or printed information, shall be original or official only. No copies (e.g., photo, xerographic, or other reproductions) shall be acceptable. Proof of age documents shall conform to the rules of the competition and NHSA Rules.

Notarized documents shall attest only to the validity of the signatures thereon, and shall not attest to the validity of the information contained in the document.

2. All testimony shall be limited to the principal parties, eyewitnesses, and recognized authorities on the subject (such as registrar on registration matters).

If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the hearing authority, but only if such requirement was communicated in the notification of the hearing.

Character witnesses and other third-party witnesses shall not be allowed.

In the case of open hearings, testimony may be restricted with respect to time.

3. A document directory listing all documentary evidence shall be established at the first hearing level and maintained throughout the process. The minutes of the proceeding and a copy of the notification of decisions shall be listed as the final documents for the hearing.

## **6.10. Decisions**

- 1) The committee hearing a protest, appeal, or allegation of misconduct shall decide each issue arising from the hearing. The chairman shall vote only when necessary to break a tie.
- 2) The decisions of the committee, and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint as filed.

Any other issue and/or rule violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or a lower-level authority, except for those required to a higher authority by USYSA rules. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

- 3) Decisions shall be reduced to written form and shall be forwarded to the principal parties within forty-eight (48) hours of the conclusion of the deliberations (Sundays and Holidays excluded). If a suspension is imposed upon an affiliated player or administrator (or on appeal, a suspension is overturned), the NHSA President and Secretary shall also receive a copy of the decision.

- 4) Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate Level of Jurisdiction including the identity and address of the person and/or office to which the appeal must be directed, in accord with the following:
  - a) Level 1: Appeals shall be directed to Level 2, the NHSA Protests and Appeals Committee.
  - b) Level 2: Appeals shall be directed to the USSF Appeals Committee

## 7. Appendix A      Revision History

March 2000	AGM	Restated Articles	18-March-2000
March 2005	AGM	Restated Articles	12-March-2005
March 2012	AGM	Restated Articles & Bylaws	26-March-2012
March 2020	AGM	Approved Bylaws	7-March-2020
February 2021	AGM	Approved Bylaws	6-February-21



8. 6-Feb-2021 AGM Bylaws Board Approval & Signature Document

**\*\*Due to COVID Bylaws were reviewed and approved by video conference call at the March Executive board meeting**

## NHSA Executive Officers

<u>PositionName</u>	<u>Signature</u>	<u>Date</u>
President	William Wightman	_____
Exec. VP	Trevor Fox	_____
VP. Competitive	Cullen Madden	_____
VP Recreation		_____
VP Adult	Steven Hepburn	_____
VP Indoor	Mark Chagnon	_____
Treasurer	Lisa Davidson	_____
Secretary	John Ferreira	_____
Past President	candia Campbell	_____