



Brownsville Officials Soccer Association

- TASO CHAPTER – BY-LAWS

ARTICLE – I NAME

This organization shall be known as the “Brownsville Officials Soccer Association” (BOSA).

ARTICLE – II OBJECTIVE

The objective of the Brownsville Officials Soccer Association is to promote the sport of Soccer by striving to improve the quality, efficiency, consistency, and uniformity of Soccer in our geographic area by providing a group of experienced, active, and capable Soccer officials. These officials will foster high standards of ethics, encourage fair play and sportsmanship by closely working together and having a better understanding between officials, school administrators, athletic directors, coaches, players, and enthusiasts. The Association will continually recruit outstanding individuals to serve as qualified Soccer officials and improve Soccer officiating knowledge/skills through training experiences for both new and experienced officials.

ARTICLE – III GEOGRAPHIC AREA

The Geographic Area served by the Association shall include Cameron County and its surrounding areas.

ARTICLE – IV GOVERNMENT

The Business of the Association shall be conducted by the Executive Committee, Committees appointed by the President with the approval of Board, and the membership of the Association as provided by the Bylaws and stated policies. The fiscal year for the business of the Association will run from August 1st to July 31st. Communications between the Executive Committee and the Members will be conducted via Association meetings, postings to the Association’s website, and emails sent to the email addresses on file of members.

ARTICLE – V BOARD

The Executive Committee of the Association, hereinafter called the “Board” shall be elected at a designated meeting and shall be composed of the following:

President, Vice-President, Secretary, Treasurer, Assignor, Parliamentarian, & Sergeant-at-Arms. Therefore, there shall be seven (7) voting members in the Board. Past President is a board member with no vote.

The Board may officiate Soccer matches, provided they meet the same requirements as the other Association Members. **The Board shall not be financially compensated to perform their duties, with the exception of the Assigning Fees that are paid to the Assignor.** Please keep in mind that the Board may be rewarded by getting more games **than any other members** or **receive a stipend** for their services and time. **Stipend must be approved by majority of Board and reported in Treasurer's Report.**

An **Election Committee** shall be appointed by the President with approval of the Board prior to the Election Date and such committee shall submit a list of candidates for consideration. Such list must be made available to the Association via **the Association's website and/or** email 48 hours prior to the campaigning meeting which is to take place one meeting prior the Election Day Meeting (nominees may campaign the day of election). Nominations may be submitted from the floor by the Association up to, and shall be requested by the President on the day of elections. Those nominated and receiving majority of those eligible voters present shall be considered elected to the office and shall serve terms of office as follow:

- a. President (Two-Year Term - elected every odd year)
- b. Vice-President (Two-Year Term - elected every even year)
- c. Treasurer (Two-Year Term - elected every even year)
- d. Secretary (Two-Year Term - elected every odd year)
- e. Assignor (Two-Year Term - elected every odd year)
- f. Parliamentarian (One-Year Term)
- g. Sergeant-at-Arms (One-Year Term)

The term will be served in full effect unless or until terminated by resignation or any other circumstances. If a vacancy should occur in the Presidency, the Vice-President will assume the duties of the President for the unexpired term.

If a vacancy should occur in any other office, it will be announced by email and nominations may be submitted during the next meeting. The vacancy will be filled by a majority of the eligible voters present on the next meeting after the nominations meeting. No person may simultaneously hold more than one position in the Board. (Refer to Section Article VI, Section V regarding Assigning secretaries)

ARTICLE – VI

DUTIES OF BOARD

SECTION I - PRESIDENT

Duties and Responsibilities of the President:

- a. Be the chairperson, prepare the agenda, and preside over all meetings of the Association and the Board. The tentative agenda should be provided to the Secretary 48 hours prior the meeting so that it may be posted on the Association's website within a minimum of 24 hours prior to each regularly scheduled meeting.
- b. Appoint any committee necessary to assist in performing the duties of the President and serve as Ex-Officio of such committees.
- c. Be responsible to attend meetings of the State Association to represent the Brownsville Officials Soccer Association or appoint a representative in the event the President is not able to attend such meetings.
- d. Acts as the representative of the Association in any negotiations with any outside groups and/or school districts (may assigned task to any Board Member).
- e. Be responsible for appointing any vacancy on the Board in the event the Vice-President, Secretary, Treasurer, Assignor, Parliamentarian, and/or Sergeant-at-Arms resigns, is recalled or suspended before or during the Soccer season, until a nomination and election process can be conducted.

SECTION II – VICE PRESIDENT

Duties and Responsibilities of the Vice-President:

- a. Perform the duties of the President in the event the President is absent.
- b. Be responsible for coordination of all aspects of Training Officials or can appoint a Trainer(s) with approval of the Board; conduct classroom and on-field training sessions for officials and coaches.
- c. Reserve facility for Association Meetings.
- d. Provide explanation or clarification of rules and regulations in accordance with UIL, TASO, TAPPS, and NFHS Soccer guidelines.

SECTION III – SECRETARY

Duties and Responsibilities of the Secretary:

- a. Record and report the minutes of all Association and Board meetings. An official version of the minutes should be posted on the Association's website within five (5) days of conclusion of each meeting.
- b. Responsible for any Association correspondence or refer it to the proper Association Board Member; responsible for any outgoing correspondence, **including Scrimmage Fees, except Scrimmage Fees.**
- c. Ensure that records of business and attendance at all regular and called meetings of the Association is maintained.
- d. Receive, maintain current, and complete personnel records of all Association members.
- e. Send email reminders to all members about meetings.
- f. Make complete and current Association's By-Laws and state policies available to all members through the Association's website.

SECTION IV – TREASURER

Duties and Responsibilities of the Treasurer:

- a. Receive, record, and deposit all dues and fees, including **assigning &** scrimmage fees, into the Association's Bank Account.
- b. Record the payment of expenses authorized by the President and disburse Association funds by means of checks which shall require two (2) Board Members' signatures.
- c. Submit to the Board an itemized financial statement of income, expenditures, and an account balance on a monthly basis.
- d. **Must submit a list of paid and delinquent members by the second meeting of the year and an updated list thereafter every time payments are made.**
- e. Maintain complete records to show the financial condition of the Association at all times. These records shall be available to any member within 48 hours upon request.
- f. Present to the Board a yearly financial statement for the fiscal year ending July 31st. After the financial statement has been accepted by the Board, copies shall be made available to each retiring and newly elected Board Members.
- g. **Submit copies of the monthly statements to the Secretary for record keeping purposes.**
- h. **Inform members of any late fee fine to be charged to each official who has not paid their Association and/or assignor fees on or before December 25th of each year. Be responsible for maintaining a current record of all Local fees. Report to the Board and members any members who have outstanding Local fees throughout and at the end of the season. i.** If any official ends the **year season** with an outstanding debt (**Association or assignor dues Local fees**), the official will have to pay a **\$30 fine** established by the Board and will be classified in bad standing; he/she will not be allowed to register with any **Association TASO Chapter** until all debts and fines are paid.

SECTION V – ASSIGNOR

*Over the past years, the BOSA Association has seen tremendous growth in the number of soccer teams and games. To handle this increase, the Association will have one Assignor and two (2) Assigning Secretaries. They will split the duties of Middle School, Junior Varsity, and Varsity Games. NOTE: Assigning Secretaries **may be a Board Member or any other member, but are not considered part of the Board.***

Duties and Responsibilities of the Assignor:

- a. Be responsible for the assignments of all soccer games serviced by the Association; this duty may be delegated if assignor is temporarily unable to make assignments.
- b. Appoint, with approval of the Board, two (2) Assigning Secretaries, who will assist in the assignments of soccer games.
- c. Serve as liaison with Coaches in regards to game assignments.
- d. Keep a written record of all assignments, cancellations, and scratches **that is to be submitted to the Board as deemed necessary for record keeping.** Such records are to be available to any member at any meeting within 48 hours upon request.
- e. Be responsible for maintaining an accurate listing of coaches & Athletic Directors.

- f. Will coordinate with the Association's Secretary and Treasurer in maintaining an accurate listing of current and in-good standing members.
- g. Be responsible for maintaining a current record of all assigning fees. **and Reporting** to the Board and members any members who have outstanding assigning fees throughout and at the end of the season.
- h. Attend draft meetings (if needed) for selection of officials; **must assign someone if he/she can't attend.**
- i. **If any official ends the season with an outstanding debt (Assignor dues), the official will have to pay a fine established by the Board and will be classified in bad standing; he/she will not be allowed to register with any TASO Chapter until all debts and fines are paid.**

NOTE: Assignor will may unassigned game(s) to those that do not accept their game(s) within 48 72 hours of contest.

SECTION VI – PARLIAMENTARIAN

Duties and Responsibilities of the Parliamentarian:

- a. Maintain a current file of Association's By-Laws and TASO policies.
- b. Observe that all Robert's Rules of Order are being followed.
- c. Provide explanations or advice on the Association's By-Laws and TASO policies and ensure that Association's By-Laws and TASO policies are being followed.
- d. **Act as usher.**

SECTION VII – SERGEANT AT ARMS

Duties and Responsibilities of the Sergeant-at-Arms:

- a. Under the direction of the presiding Board, shall maintain order and proper formality among the members and all persons present at the meeting.
- b. Ask and/or direct disruptive person(s) to leave a meeting.
- c. **Be responsible for admitting only eligible persons approved by the Board.**
- d. Act as usher.
- e. Secure all sign-in sheets and assist with meeting set-ups.

SECTION VIII – BOARD

The duties and responsibilities of the Board shall be to take initiative and oversee the day-to-day operations of the Association in regards to the following:

- a. Time, place, length of regular meetings & training sessions, will be determined by the Boards taking in consideration its Association's members.
- b. **Approval of all new members.**
- c. The enforcement of State Association regulations regarding uniforms, required equipment, appearance, and code of ethics.
- d. Hear all grievances and make recommendations to the Association.
- e. Review the financial reports of the Treasurer.
- f. Review and maintain up to date the Association's stated By-Laws.
- g. Propose new ideas for the improvement of the Association's operation.
- h. **Annual appointment of Association's Trainer(s).**
- i. Serve as mentors to other Soccer officials.
- j. Provide assessments to officials, **if possible.**
- k. Enforcement of payment of dues and fines of members.
- l. Attend the Annual State Meeting.

The Board shall be empowered to investigate any alleged violation of the By-Laws committed by any member and require full cooperation of that member in such investigation. Failure by any member to cooperate with an investigation shall be considered as a resignation from the Association, with no fees refunded to that member. Accused member shall be notified in writing within five (5) days of the action.