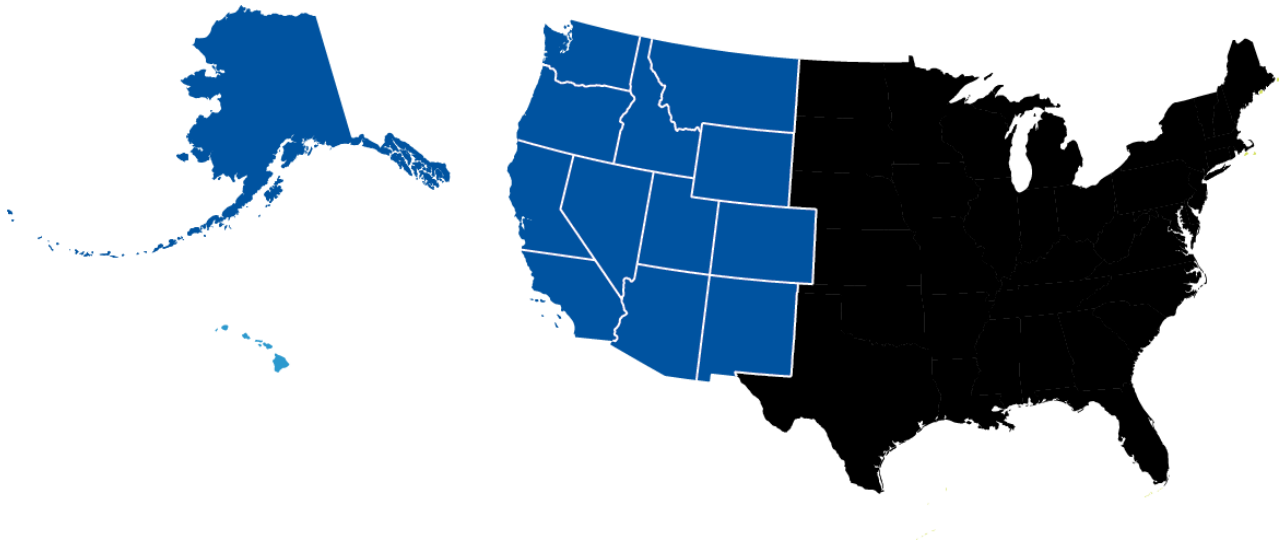




USASA REGION IV

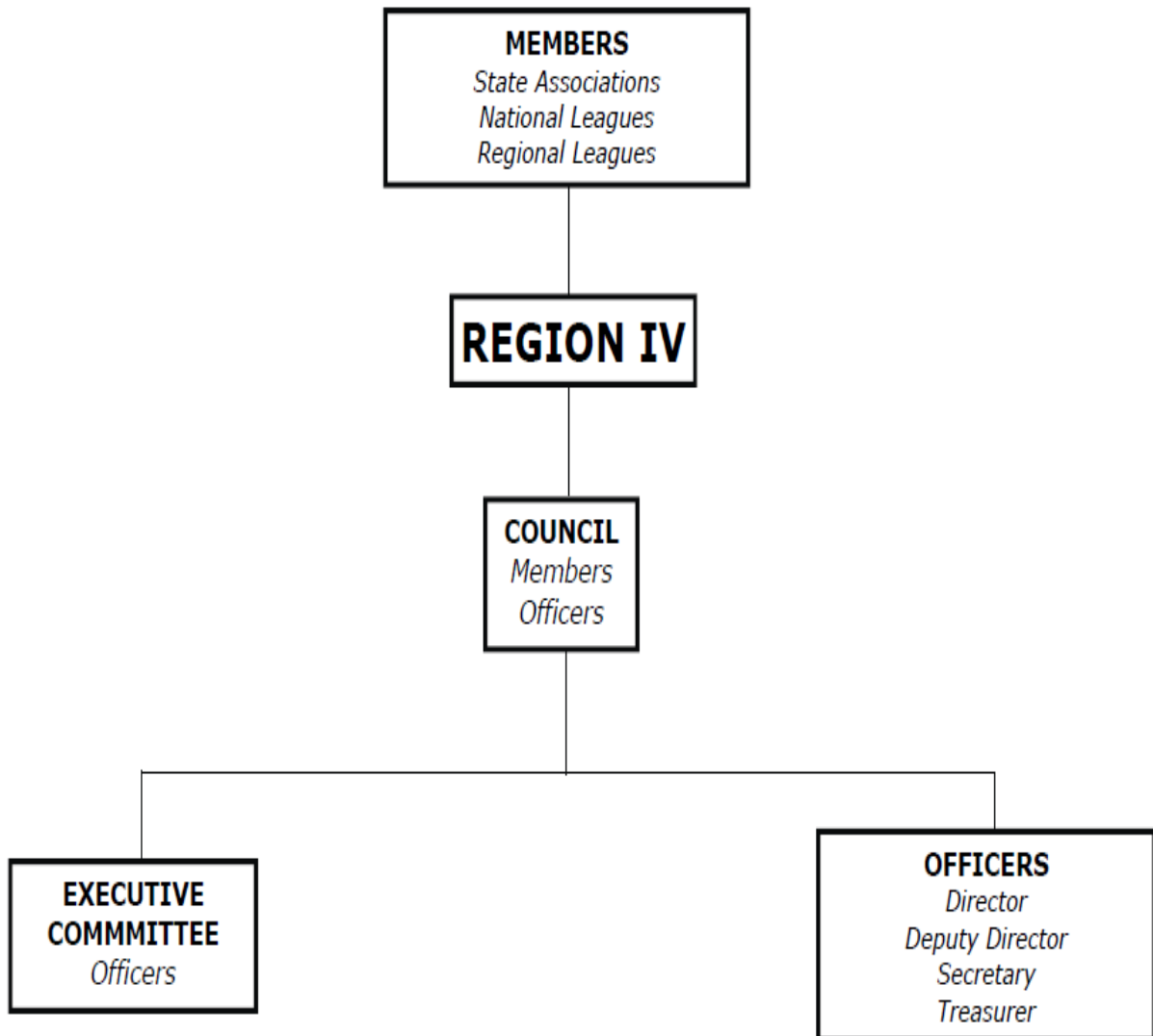
Administrative Handbook



Introduction

The primary goal of this Administrative Handbook is to help Members of USASA Region IV, and especially new ones, understand the organization of USASA Region IV and how it is supposed to operate. It also is designed to help newly elected Regional Officers understand their roles and duties.

With that in mind, it is important to know that USASA Region IV is an unincorporated division of United States Adult Soccer Association, Inc. To the extent that the USASA Bylaws and Policies specify how USASA Region IV is to operate, those Bylaws and Policies as they may be adopted or modified from time to time do have to be honored completely. To the extent that they are silent on various things, however, USASA Region IV can and sometimes will fill in those gaps.



Region IV Council

Voting

- The number of votes for State Associations, National Leagues and Regional Leagues are as provided in the USASA Bylaws.
- Except in elections for Regional Officers, each Regional Officer has one vote.
- Voting by proxy is not permitted.
- The quorum at any meeting of the Regional Council is a majority of the total number of votes eligible to be cast.
- Normally all actions of the Regional Council require a simple majority vote.

Meetings

- These will be held each year in person (when possible):
 - At the USSF Annual General Meeting (AGM)
 - At the USASA Annual Meeting (formerly the Mid-Year Meeting)
 - In January following the Region IV Workshops (if held)
- With approval of the Regional Council and 15 days prior notice, additional meetings can be held in person or through use of any means of communication by which all Regional Council Members participating can simultaneously hear each other during the meeting, such as by telephone conference call or Internet conferencing (e.g., Zoom).
- All meetings of the Regional Council will be conducted informally and in accordance with Rosenberg's Rules of Order when needed.

Action Without a Meeting

- Any action required or permitted to be taken at a Regional Council meeting (other than amending this Administrative Handbook, electing and removing Regional Officers and adopting the Region IV budget) may be taken without a meeting if the action is approved by a majority of all Regional Council Members.
- The approval process may be implemented via email, Internet survey site or the like.

General Authority

- All governing powers of Region IV are to be exercised by or under the authority of the Regional Council.
- The affairs of Region IV are to be managed under the overall direction of the Regional Council.

Sole Authority

- Amend this Administrative Handbook (any proposed amendment requires at least 30 days' notice to Regional Council Members in advance of voting unless at least 90% agree to waive the notice period and a two-thirds vote to pass).
- Elect Regional Officers.
- Remove Regional Officers (requires a two-thirds vote).
- Adopt the Region IV budget.
- Approve fees.
- Approve major contracts to be entered into by Region IV.
- Reinstate a suspended Regional Council Member.
- Approve admission of Regional Leagues to Region IV membership.
- Review and ratify minutes of meetings of the Regional Council and the Executive Committee.

Failure to Pay

- Any Member which fails to pay any fees due to Region IV will be provided notice of the delinquency.
- If not paid within 30 days after the date specified in the notice, the delinquent Member will be automatically suspended from membership in Region IV.
- If fully paid within 90 days after the date specified in the notice, the delinquent Member will be automatically reinstated.
- After the 90-day period, the delinquent Member will be reinstated only as determined by the Regional Council.

Executive Committee

Organization

- Its membership is all of the Regional Officers.
- With 5 days prior notice, the Executive Committee will meet from time to time as determined by the Region IV Director or as requested by any 2 of the other Executive Committee members, in person or by any means of communication by which all Executive Committee members participating may simultaneously hear each other during the meeting, such as by telephone conference call or Internet conferencing (e.g., Zoom).
- Each Member has 1 vote.
- A quorum will be a majority of the total number of Executive Committee members then in office.

Authority

- Conduct all of the normal Region IV business affairs.
- Implement and enforce this Administrative Handbook.
- Adopt, amend, implement and enforce other Region IV policies, rules and procedures.
- Approve all competitions under the direct auspices of Region IV.
- Approve all Region IV promotional, educational, and training programs.
- Approve minor contracts to be entered into by Region IV.

Officers

Positions

- Region IV Director
- Region IV Deputy Director
- Region IV Secretary
- Region IV Treasurer

Elections

- All elections for Regional Officers normally will be conducted at Regional Council meetings held at the time of the USASA Annual Meeting.
- Elections for the Region IV Director and the Region IV Secretary will be held in odd-numbered years.
- Elections for the Region IV Deputy Director and the Region IV Treasurer will be held in even-numbered years.
- The same individual may not simultaneously hold more than one office.

Term of Office

- Each Regional Officer will be elected for a duration of 2 successive USASA Annual Meeting cycles, with the term beginning immediately after the adjournment of the meeting at which the Regional Officer was elected.
- Each Regional Officer will hold office until a successor has been duly elected or until the Regional Officer's resignation or removal.

Resignation & Removal

- A Regional Officer may resign at any time by delivering written notice to the Region IV Director or the Region IV Secretary.
- A resignation is effective when the notice is delivered unless the notice specifies a later effective date.
- Any Regional Officer may be removed by a two-thirds vote at any Regional Council meeting.

Vacancies

- If for any reason the Region IV Director position becomes vacant, the Region IV Deputy Director will automatically become the Region IV Director for the balance of the term.
- If for any reason any other Regional Officer position becomes vacant, the Executive Committee, after notifying all Regional Council Members of the vacancy and soliciting replacement candidates, will appoint an individual to fill the vacancy temporarily until a meeting of the Regional Council can be held to fill the vacancy for the balance of the term.

Region IV Director

- Administer the affairs of Region IV with the concurrence of the Regional Council and the Executive Committee and ensure the proper administration of Region IV policies, rules and procedures.
- Serve as chair of Regional Council and Executive Committee meetings.
- Coordinate and represent USASA in all matters pertaining to amateur adult soccer within Region IV.
- Be responsible for the implementation of the policies of USASA which are relevant to Region IV.
- Nominate individuals from Region IV to serve on USASA committees after soliciting Regional Council Members for candidates.
- Appoint individuals from Region IV to serve on Region IV committees after soliciting Regional Council Members for candidates.
- Distribute, or arrange for the distribution of, summaries of all meetings of the USASA National Council and USASA Board of Directors within 15 days after the meetings.

Region IV Deputy Director

- Assist the Region IV Director.
- Serve as chair of Regional Council and Executive Committee meetings any time the Region IV Director is absent.
- Represent Region IV at meetings in the absence of the Region IV Director.
- Perform other duties assigned by the Region IV Director.

Region IV Secretary

- Prepare minutes of each meeting of the Regional Council and each meeting of the Executive Committee and distribute them to all Regional Council Members at least 15 days prior to the Regional Council meeting at which they will be on the agenda to be approved.
- Maintain copies of all approved minutes of meetings of the Regional Council and the Executive Committee.
- Prepare and distribute brief summaries of all meetings of the Regional Council and the Executive Committee, including summaries of any new or amended Region IV policies, to all Regional Council Members within 15 days after the meeting.
- Ensure that adequate notice of all Regional Council meetings is given to all Regional Council Members.
- Maintain current contact information for all Regional Council Members and distribute updated contact information to all Regional Council Members on a regular basis.
- Perform other duties assigned by the Region IV Director.

Region IV Treasurer

- Be responsible for the money, funds and documents of Region IV.
- Keep correct and complete books and records of accounts of Region IV transactions.
- Develop and implement appropriate financial policies and fiscal controls.
- Prepare and distribute to all Regional Council Members, at least 15 days prior to each regular Regional Council meeting, financial statements and reports covering the year to date (including a balance sheet, profit and loss statement and performance against budget report)
- Prepare and distribute to all Executive Committee members, within 30 days after the end of each calendar quarter, financial statements and reports covering that calendar quarter and the year to date (including a balance sheet, profit and loss statement and performance against budget report).
- Annually prepare a proposed budget for the following fiscal year.
- Provide other financial information reasonably requested by individual Regional Council Members.
- Perform other duties assigned by the Region IV Director.