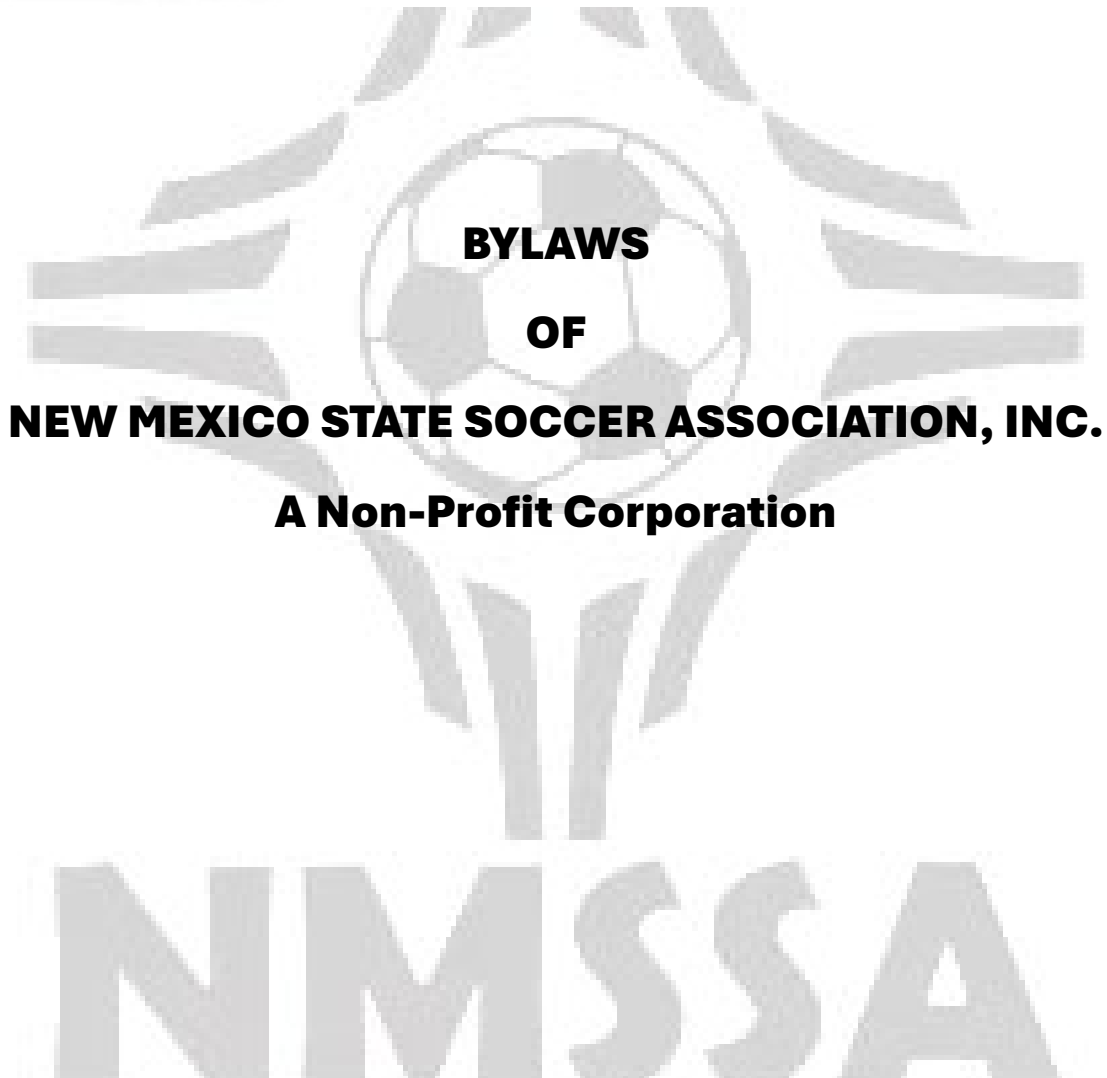




NEW MEXICO

STATE SOCCER ASSOCIATION



BYLAWS

OF

NEW MEXICO STATE SOCCER ASSOCIATION, INC.

A Non-Profit Corporation

NMSSA

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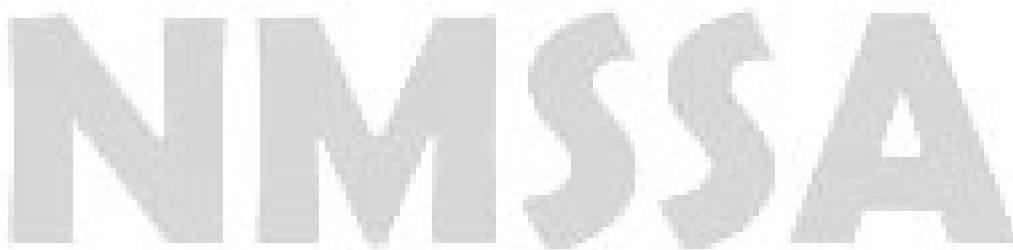
President NMSSA: Audrey Wilson

(As Revised and Amended, Effective 6 December 2024)

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PART I: GENERAL PROVISIONS

Bylaw 101: NAME

This organization shall be incorporated and known as New Mexico State Soccer Association (NMSSA), Inc.

Bylaw 102: PURPOSES

NMSSA is organized and incorporated under the laws of the State of New Mexico to conduct a community service organization for charitable and educational purposes within the meaning of Section 501 (c)(4) of the Internal Revenue Code, without profit to any officer or director, and is primarily dedicated to the following:

1. To develop, promote and administer the game of soccer among players within New Mexico and all states adjoining New Mexico.
2. To provide for state and national cup competitions and select team programs.
3. To foster amateur sports competition and to support and develop athletes for national and international competition in soccer.
4. To develop, promote and administer the game of soccer with New Mexico, as defined by the United States Soccer Federation (Federation) and the United States Amateur Soccer Association (USASA).
5. To promote soccer and physical fitness for all ages through instructional and educational programs designed to meet the needs of each age group.
6. To support the training and licensing of coaches and referees for soccer.
7. To organize and provide the necessary support for the activities referred to 1 through 6 of these bylaws 102 and to encourage more active support of soccer and physical fitness; and to do any other thing consistent with the purposes stated in the articles of incorporation of NMSSA and these bylaws.

Bylaw 103: FIFA LAWS OF THE GAME APPLY

The "Laws of the Game" as issued by the International Football Association Board apply to soccer games.

Bylaw 104: EQUAL OPPORTUNITY

NMSSA shall provide equal opportunity to athletes, coaches, trainers, managers, officials, and administrators to participate in amateur soccer competitions. NMSSA and its members shall not discriminate based on race, color, religion, national origin, disability, age, sex, sexual orientation, gender identity, or veteran status; except that NMSSA and its members may have rules for team formation and soccer competitions that classify players and teams based on age, sex, citizenship, disability, amateur status, competitive ability, or as otherwise mandated by FIFA.

Bylaw 105: FISCAL YEAR

The fiscal year of NMSSA begins 1 January to 31 December of the calendar year.

Bylaw 106: AUTHORITY TO SIGN CONTRACTS AND CHECKS

The persons authorized to sign contracts and to sign, endorse, and otherwise execute checks, drafts, notes, orders or other instruments for the payment of money issued by or to NMSSA shall be designated by appropriate resolutions of the Board of Directors.

Bylaw 107: LOANS

No loans shall be contracted on behalf of NMSSA unless authorized by the Board of Directors

Bylaw 108: DISSOLUTION

Upon dissolution of NMSSA, the Board of Directors shall, after paying and making provision for the payment of all liabilities of NMSSA, and dispose of all the assets of NMSSA, exclusively for the purposes of NMSSA to the Federation.

PART II: MEMBERSHIP

Bylaw 201: NATIONAL MEMBERSHIP

NMSSA is a State Association as provided by the bylaws of the Federation and USASA for adult amateur soccer in the State of New Mexico.

Bylaw 202: STATE MEMBERSHIP

The membership of NMSSA is open to all soccer organizations and all soccer players, coaches, trainers, managers, administrators and officials.

Bylaw 203: FEDERATION PRECEDENCE

The articles of incorporation, bylaws, policies and requirements of the Federation shall take precedence over the governing documents of NMSSA to the extent applicable under the laws of the State of New Mexico. NMSSA shall join no organizations that have requirements that conflict with the Federation’s articles of incorporation, bylaws, policies and requirements. NMSSA will comply with the Amateur Sports Act, to the extent applicable.

Bylaw 204: ANNUAL REGISTRATION

NMSSA shall register all players, coaches, teams, referees and administrators with the Federation at least once each year and timely pay all dues and fees of the Federation.

Bylaw 205: BOARD ELECTIONS

NMSSA shall have a Board of Directors as provided in Part III of these bylaws. The Board of Directors shall be elected by an open and democratic process at the annual state council meeting outlined in Part IV.

Bylaw 206: ANNUAL REPORTS

Actions and policies adopted by NMSSA’s Board of Directors, and Officers shall be reported to the NMSSA league members at least once per year at its Annual Meeting.

Bylaw 207: REPORTS TO FEDERATION

NMSSA shall provide all annual reports required of the Federation in a timely manner. NMSSA shall submit annually to the Federation copies of the NMSSA bylaws and other governing documents. NMSSA shall submit to the Federation within 90 days any amendment to its articles of incorporation, bylaws, rules and regulations.

Bylaw 208: GOVERNING DOCUMENTS

NMSSA shall provide copies of its bylaws, rules, regulations, and policies to all members annually. Copies shall also be made available publicly via electronic posting.

Bylaw 209: TAX-EXEMPT STATUS

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

Bylaw 210: POLICY

NMSSA shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the Federation (subject to any contrary requirements of state or local law of New Mexico). All Member League Board of Directors are required to take US Soccer Safe Sport training annually.

Bylaw 211: REVIEW OF DOCUMENTS AND PROCEDURES

NMSSA will allow the Federation to review its documents and procedures, on reasonable and timely request, at least once every 4 years, to determine compliance with Federation bylaws.

PART III: BOARD OF DIRECTORS, OFFICERS, AND COMMITTEES

Bylaw 301: BOARD OF DIRECTORS

Section 1: Management

The Board of Directors shall have the general management and control of the activities and affairs of NMSSA and shall exercise all the powers that may be exercised or performed by NMSSA under the laws of the State of New Mexico, the United States, these Bylaws, USASA Bylaws, US Soccer Bylaws, and the articles of incorporation.

Section 2: Number and Tenure

The Directors shall be elected every 2 years at the Annual Meeting of the State Council. The Board of Directors shall consist of not less than 3 or more than 12 members. Each Director shall assume his/her duties as a Director, immediately following the meeting at which the Director is elected and hold office for a term of two years or until his/her successor shall have been elected and qualified. Directors need not be residents of New Mexico or members of NMSSA.

Section 3: Vacancies

Any vacancy or vacancies created by the death, removal, resignation, or incapacity to act of any Director before the expiration of such Director's term, may be filled at any meeting of the Board of Directors by a majority vote of the Directors present. A Director elected to fill a vacancy shall hold office until the next Annual Meeting of the State Council.

Section 4: Resignations and Removal

Any Director may resign at any time by giving written notice of such resignation to the Secretary of NMSSA. Unless otherwise specified in the notice, such resignation shall take effect on receipt thereof by the Secretary. Any Director may be removed at any time by a majority vote of the remaining Directors. If there is a tie in the voting, then a special State Council meeting will be called to vote on the removal. A vote can be conducted over a zoom meeting of the State Council. A Director who fails to attend 3 consecutive regular meetings of the Board may be removed by a majority vote of the remaining Directors.

Section 5: Compensation

The Directors shall not receive compensation for their services as such, but the Board of Directors may authorize payment for expenses incurred by Directors in connection with the performance of their duties.

Bylaw 302 OFFICERS

The Officers of NMSSA shall be the President, Vice-President, Secretary, Treasurer, and Director of Committees who shall be members of the Board of Directors. The Officers shall be elected and qualified as provided by Bylaw 302 of these bylaws. Any Officer may succeed himself or herself. If the office of any of the Officers should become vacant for any reason, the Board shall, by a majority of those present at any regular or properly called Special Meeting, elect a successor to fill the vacancy for the unexpired term. Any Officer may be removed by the affirmative vote of the majority of all the Directors of NMSSA present at any regular or properly called Special Meeting of the Board. Any two or more offices may be held by the same person. President and Secretary can't hold any other position. If at any time you hold more than one position on the Board of Directors, you may only cast one vote during any voting situation. If a proxy is given because a Board Member can't attend, then the voting Board Member may vote more than once. Proxy must be giving in a formal letter with a wet, or digital signature and sent to the Secretary for record keeping.

Section 1: President

The President of NMSSA shall preside at all NMSSA meetings and will be elected on every odd year at the annual meeting. They shall have the following powers and duties:

1. Monitor the performance and results of all committees
2. Appoint delegates to any meeting of Member Leagues.
3. Be an ex-officio member of all committees.
4. Submit an annual report in writing to each Annual Meeting of the State Council and the report shall become a part of the minutes of such meeting.
5. Shall represent NMSSA in all matters related to the Federation and USASA.

Section 2: Vice-President

The Vice-President shall succeed to the powers of the President in the absence of the President and will be elected on every even year at the annual meeting. They shall have the following powers and duties:

1. Chair the NMSSA Policy Committee and shall report on the functions of that committee.
2. Shall act as Parliamentarian using the most current edition of "Robert's Rules of Order" as a user's guide but not required.
3. Shall oversee the Competition Committee.

Section 3: Secretary

The Secretary shall succeed to the powers of the President in the absence of the President and Vice-President. They will be elected on every odd year at the annual meeting. The Secretary shall have the following powers and duties:

1. Record the minutes of all meetings
2. Attend to all correspondence
3. Keep the records of NMSSA
4. Shall maintain a list of Member Leagues in good standing and their official delegates
5. Shall maintain a list of disciplinary actions taken against players, coaches, managers, referees, teams and Member Leagues and promptly advise all members of changes in these lists
6. Shall send written notice of meetings to members
7. Shall be responsible for appointing Assistant Secretaries as needed.
8. Shall maintain all registration records as submitted by the Member Leagues

Section 4: Treasurer

The Treasurer shall succeed to the powers of the President in the absence of the President, Vice-President and Secretary. They will be elected on every even year at the annual meeting. The Treasurer shall have the following powers and duties:

1. Collect all dues, fees and assessments
2. Have charge of all moneys of NMSSA
3. Shall keep a detailed account of income and expenditures
4. Shall submit a written report of income and expenditures at each regular meeting of the NMSSA State Council, board of Directors and Executive Committee
5. Shall pay bills properly passed upon and approved by the Executive Committee
6. Shall have full charge of all property of NMSSA
7. Must be bondable
8. Shall also serve as Chairman of the Budget and Finance Committee
9. Shall provide a receipt for all funds received, which shall be deposited in a recognized bank in the name of the Corporation
10. Shall keep the accounting records current and properly balanced and produce the records for inspection whenever the Executive Committee or Audit Committee requires it.

Section 5: Director of Committees

The Director of Committees shall succeed to the powers of the President in the absence of the President, Vice-President, Secretary, and Treasurer. They will be elected on every odd year at the annual meeting. The Director of Committees shall have the following powers and duties:

1. Appoint all committees' chairs.
2. Shall coordinate and supervise all committees except for the Executive Committee.

Section 6: Director of Competition

The Director of Competition shall succeed to the powers of the President in the absence of the President, Vice-President, Secretary, Treasurer, and Director of Committees. They will be elected on every even year at the annual meeting. The Director of Competition shall have the following powers and duties:

1. Oversee the review and implementation of Laws of the Game.
2. Oversee the competition program for NMSSA. All leagues and tournaments that NMSSA hosts.
3. Provides support to all member leagues.

Section 7: Communication Director

The Communication Director shall succeed to the powers of the President in the absence of the President, Vice-President, Secretary, Treasurer, Director of Committees and Director of Competition. They will be elected on every odd year at the annual meeting. The Communication Director shall have the following powers and duties:

1. In charge of social media for NMSSA.
2. Keeping up to date information on all websites for NMSSA.
3. Creating flyers, logos and ensuring consistent branding across all platforms.

Section 8: Registrar

The Registrar shall succeed to the powers of the President in the absence of the President, Vice-President, Secretary, Treasurer, Director of Committees, Director of Competition and Communication Director. They will be elected on every even year at the annual meeting. The Registrar shall have the following powers and duties:

1. Shall coordinate and supervise registration of players and teams of the Member Leagues
2. Shall submit a report, in writing, to the Executive Committee notifying them of any Member League's failure to register its players or teams as required by the policies and procedures adopted by the Board of Directors
3. Shall timely forward all player and team registration to the Federation and USASA.

Section 9: Subordinate Officer and Agents

The Board of Directors may appoint or may authorize the President to appoint subordinate officers and agents who shall have such powers and duties as may be prescribed by the Board.

Section 10: Compensation of Officers

Compensation of the Officers of NMSSA, if any, shall be fixed by the Board of Directors and shall be commensurate with the duties performed and the time devoted to the affairs of NMSSA by said Officers. A member of the Board of Directors shall not participate or vote in fixing his or her compensation as an Officer of NMSSA.

Section 11: Vacancies

Any vacancy which may occur in any of the elective offices shall be filled by election of the Board of Directors to serve until the next Annual Meeting of the Board or until his successor shall have been duly elected and qualified.

Section 12: Resignation and Removal of Officers

Any Officer may resign by a notice in writing to the President or the Secretary. The acceptance of any such resignation, unless required by the terms thereof, shall not be necessary to make the same effective. Any Officer may be removed at any time with or without cause by a majority vote of all the Board of Directors at a special meeting or monthly meeting. The said person will be given at least 10 days before the meeting.

Bylaw 303: MEETING OF THE BOARD OF DIRECTORS

Section 1: Annual and Special Meetings

An Annual Meeting of the Board of Directors shall be held in the month of January each year for the purpose of the State Council electing Directors and Officers and for the transaction of such other business as may come before the meeting. After the annual meeting the Secretary will send out meeting minutes to all member league by email. Only the annual, removal or filling of a Board Members require meeting minutes. Special Meetings of the Board may be called by the President, the Secretary, or majority of the Board with no less than 10 days' notice, given by mail, text, email, or telephone. Notice of Special Meetings shall state the purposes therefor. All meetings of the Board shall be held at such place within or without the State of New Mexico, as shall be designated in a notice of the meeting.

1. Roll Call
2. Approval of minutes of previous meeting
3. Reports of Officers and Committees
4. Reports of Delegates for Member Leagues (if required)
5. Unfinished business
6. New business
7. Adjournment

Section 2: Quorum

At any meeting of the Board of Directors of NMSSA, the presence of majority of the Directors shall be necessary to constitute a quorum for all purposes, and the act of a majority of the Directors at which there is a quorum shall be the act of the full Board of Directors.

Section 3: Participation by Telephone

Any one or more members of the Board of Directors may participate in a meeting of the Board by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Bylaw 304: COMMITTEES OF THE BOARD OF DIRECTORS

Section 1: Executive Committee

Each member of the Board of Directors who is also an Officer of NMSSA shall be a member of the Executive Committee. Between meetings of the Board of Directors, the Executive Committee shall have and exercise the authority of the Board of Directors and the management NMSSA. Except as to the election or removal of Officers or Directors, the amendment or repeal of these bylaws or any matters concerning which the Board of Directors is required to act by law or by the articles of incorporation or by these bylaws. The Officers comprising the Executive Committee shall be elected for a term of two years and may succeed themselves in office.

Section 2: Meetings

The Executive Committee shall hold meetings as called by the President during the month of August. Member Leagues can request an in-person or virtual meeting. The Executive Committee meeting can also be held in conjunction with the state's annual meeting. Member Leagues will be notified at least 15 days prior to the meeting. Member Leagues can request a meeting by notifying the NMSSA Secretary.

Section 3: Duties

The Executive Committee shall consult with and advise the Board of Directors on all matters pertaining to the affairs of NMSSA and shall have and exercise such specific duties as prescribe by these bylaws or as the Board of Directors shall from time to time prescribe or direct. The Executive Committee may act by a majority of its members at a meeting. All action taken by the Executive Committee shall be reported to the Board at its next meeting and shall be subject to ratification by the Board. The Executive Committee shall transact all business of NMSSA and shall have the power to enforce the Laws of the Game, bylaws of the Federation, and the articles of incorporation, bylaws, rules and regulations of NMSSA.

Section 4: Vacancies

Vacancies on the Executive Committee shall be filled by a majority vote of a quorum of the Board of Directors, and in accordance with Bylaw 303, section 3, within 30 days after said vacancy has occurred. The person so chosen shall serve in such capacity until the next Annual Meeting at which the office is scheduled for election.

Section 5: Rules and Regulations Committee

The Rules and Regulations Committee shall be chaired by the Vice President. It shall be responsible for annually reviewing NMSSA bylaws, rules and regulations reporting to the Board of Directors within 7 days of the annual January meeting. Any proposed changes to the bylaws, rules and regulations will be voted on by the Board of Directors. This Committee and Secretary of NMSSA shall maintain correct copies of the NMSSA bylaws, rules and regulations. The Committee and/or the Secretary of NMSSA shall provide all Member Leagues with a copy of such bylaws, rules and regulations after it has been approved by the Board of Directors.

Section 6: Policy Committee

The Policy Committee will be chaired by the Vice President. The purpose of the committee is to create policy for member leagues to follow. The committee will be notified by the Vice President by email to review the policies. It shall be responsible to report to the Board of Directors within 7 days after notification. All policies will be voted on by the Board of Directors.

Section 7: Other Committees

The President or the Director of Committees may appoint other committees with the concurrence of the Board of Directors, as may be deemed desirable for the proper administration and operation of NMSSA. Each such committee shall be subject to the control and direction of the Board of Directors. All actions by any such committee shall be subject to revision and alteration by the Board of Directors provided that no rights of third persons shall be adversely affected by such revision or alteration. Any action or authorization of an act by any such committee within the authority delegated to it by the resolution establishing it shall be as effective for all purposes as the act or authorization of the Board of Directors. Each Member League shall furnish the Secretary of NMSSA with a list of

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names, addresses and telephone numbers of all officers, and official delegates to allow appointment to NMSSA committees. If there are changes to these persons, notify the Secretary of NMSSA no later than 30 days following any changes.

The following standing committees shall be composed of members as specified and shall be selected by the Director of Committees. Not all committees below need to be filled. Only when situations call for the committee will person be appointed.

Section 7.1: Appeals Committee

The Appeals Committee shall be composed of a Chairman and four members appointed by the Chairman of the Committee and approved by the Executive Committee. The Chairman shall call all meetings of the Committee and shall vote last. A majority of this Committee shall constitute a quorum. The Chairman shall notify the Secretary of NMSSA immediately, in writing, of the rulings of this Committee. All appeals to the Appeals Committee will be subject to the latest rules and regulations of such Committee, which will be approved by the Board of Directors of NMSSA at each Annual Meeting and given to all Member Leagues subsequent to such adoption. All actions undertaken by the Appeals Committee shall be considered final actions by NMSSA.

Section 7.2: Competitions Committee

The Competitions Committee shall be composed of the Vice-President as Chairman and the League Representative from each Member League. The Chairman shall call all meetings of the Committee and in matters requiring a vote shall vote last. This Committee shall approve and administer all rules and regulations of all tournament play sponsored by and under the sole jurisdiction of NMSSA.

Section 7.3: Budget and Finance Committee

The Budget and Finance Committee shall be composed of the Treasurer as Chairman and two members appointed by the Executive Committee. It shall submit a proposed budget for the upcoming fiscal year at the January meeting of the Executive Committee each year. It shall report the status of the budget at each regular meeting of the Board of Directors.

Section 7.4: Referee Committee

The Referee Committee shall be jointly appointed and administered with the New Mexico Youth Soccer Association (NMYSA). Membership on and the functions of the Referee Committee shall be as established in a memorandum of understanding between NMSSA and NMYSA. Such memorandum of understanding empowering the Referee Committee shall be approved by the Board of Directors and shall follow the bylaws, rules, policies and procedures of the Federation.

Section 7.5: Public Relations Committee

The Public Relations Committee shall be composed of a Chairman appointed by the President, or the Director of Committees and members shall be selected by the Chairman as needed. It shall handle all matters pertaining to publicity in the media. It may publish a newsletter for Members of NMSSA covering all areas of soccer news.

Section 7.6: League Development Committee

The League Development Committee shall be composed of a Chairman appointed by the President, or the Director of Committees and the League Representative from each Member League. It shall handle all liaison matters dealing with the formation of new leagues throughout the State of New Mexico. It shall be responsible for assisting new leagues by all means possible and will call upon other committees as deemed necessary for assistance.

Section 7.7: Auditing Committee

The Auditing Committee shall be appointed by the President, or the Director of Committees. It shall review the accounts and accounting of NMSSA and shall submit if required, report annually at the Annual Meeting held in December and at other times as directed by the President or the Board of Directors.

PART IV: STATE COUNCIL

Bylaw 401: STATE COUNCIL MEMEBERSHIP

Any properly constituted soccer league that operates within the physical boundaries of the State of New Mexico and other surrounding areas to the State of New Mexico that is provisionally a member of NMSSA or any predecessor in interest to NMSSA may become a member of the State Council if all requirements of membership are met and the State Council approves such membership by a majority vote of those members present at a meeting of the State Council. Each application for membership must be accompanied by a copy of the applicant League's articles of incorporation or constitution, bylaws rules and regulations. Each application must also be accompanied by such new members fees (unless waived by the State Council pending membership approval) and quarterly dues as shall be set annually by the State Council. Both amounts, if paid, shall be returned if the applicant is denied membership.

Bylaw 402: MEMBER LEAGUES

A properly constituted league shall be defined as a soccer organization consisting of 4 or more teams (hereinafter referred to as a "Member League").

Section 1: Good Standing Requirement

To be in good standing with NMSSA and to remain a member of the State Council, and have voting rights at the annual meeting, a Member League must meet all the following requirements:

1. All members of NMSSA shall be registered annually. This includes tournament players. Membership expires 1 year from the date of registration.
2. Leagues shall register their members in one of the following ways:
 - a. The website at nmssa.net that is synced directly to the USASA and US Soccer database. This means, no more data lists and no more payment collections from your league. Player payments and data goes directly to the appropriate parties.
 - b. Collect payments through your league and turn in the data list and payment quarterly to NMSSA. These dates are predetermined by USASA. The league will need to turn in both on the following dates: January -March (April 5th), April - June (July 5th), July -September (October 5th), October -December (January 5th). This is to ensure that the data can be compiled and organized in the proper format for USASA and to guarantee that the money is deposited in time. Data will be turned into the Secretary and payment will be delivered to our Treasurer.
3. Abide by any USSF and USASA policies as set forth in their respective bylaws. These will be provided to your league annually, in addition to, any updates throughout the year that are released by USSF and USASA.
4. Provide a copy of the league's current Board of Directors, Rules & Regulations, and Bylaws/ Amendments to NM SSA annually, which shall be sent and filed with the Secretary.
 - a. Member Leagues will provide the league bylaws 10 days before the Annual State Council meeting. If new a constitution, bylaws, rules and regulation are enactment or adoption, will be filed with the Secretary of NMSSA within 5 days.
5. Provide a copy of the league's playing schedule to NMSSA by the start of the current season. This shall be sent and filed with the Secretary of NMSSA.
6. Provide a copy of a player's registration date and personal information in the event an insurance claim is submitted to USASA. (If the player is registered through the nmssa.net website, NMSSA has the information needed to verify their membership.) In the event, members are registered outside of the state website, the following pieces of information are needed to verify membership for insurance purposes: *Name, *DOB, *mailing address, *registration date, *gender, and *email address. *These are USASA requirements for validating insurance claims. This information shall be sent to the Secretary of NMSSA.
7. Safe Sport Certification -All Board Members of Leagues must provide a copy of their Safe Sport Certificate to NMSSA annually. In addition, any team that has a player under the age of 18 must complete Safe Sport Training. This means that ALL players registered to that team must be Safe Sport Certified, not just the team representative or coach. This is a US Soccer policy. These certificates will be filed with the Rules and Regulations Chair and the Secretary of NMSSA.

Section 2: Probations NMSSA

A Member League failing to meet any requirement of Section 1 could be subject to 30-to-60-day probations. Under probations the member league will have no voting rights on the State Council.

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Section 3: Removal from NMSSA

A Member League failing to meet any requirement of Section 1 shall be subject to removal as a member of NMSSA. Such removal shall be accomplished by a majority vote of the State Council.

Section 4: Notice of Rules

Each Member League shall be furnished a copy of the Federation bylaws and the articles of incorporation, and current rules and regulations of NMSSA.

Bylaw 403: JURISDICTION

The State Council shall have jurisdiction over all Member Leagues, referees, coaches, trainers, managers, and players that are members or provisional members of NMSSA. Each Member League shall abide by the articles of incorporation, bylaws and rules and regulations NMSSA and shall comply with its authority.

Bylaw 404: ANNUAL AND SPECIAL MEETINGS

The Annual Meeting of the State Council shall be held on the first Saturday in December each year for the purpose of electing the Board of Directors and Executive Committee of NMSSA and for the transaction of such other business as may come before the meeting. A Special Meeting of the State Council may be called at any time by the President, a majority of the League Representatives, or by a majority of the Board of Directors.

Bylaw 405: LEAGUE REPRESENTATIVES

Each Member League shall be responsible for submitting to the Secretary of NMSSA, the name, address and phone number of its League Representative, an Alternate League Representative and each director of the board of directors of the Member League. The Secretary of NMSSA shall maintain a current list. In the absence of the League Representative at any meeting, the Alternate League Representative shall have all authority vested in the League Representative.

Section 1: Voting

The League Representative or Alternate League Representative shall, in addition to any other duties or rights specified by the bylaws, articles of incorporation, and rules of regulations of NMSSA, will have one vote if they are in good standing, in elections for the Board of Directors and the Executive Committee. If there is a tie the rest of the Board of Directors will vote on the appointment. Approving membership applications, setting fees, and removing members, shall be voted on by the Member League. No individual will have more than one vote.

Section 2: Representation

No individual may represent more than one Member League.

Bylaw 406: NOTICE OF MEETINGS

At least 30 days prior to the holding of the Annual Meeting of the State Council, written notice of the date of such meeting shall be mailed/mailed to each Member League Representative and the Alternate League Representative entitled to vote at such meeting. At least 5 days prior to the annual meeting the Secretary of NMSSA will mail/email the date, time, location and the agenda to Member Leagues.

At least 5 days prior to the date fixed for the holding of any Special Meeting of the State Council, written notice of the time, place and purpose of such meeting shall be mailed/mailed to each Member League Representative and the Alternate League Representative entitled to vote at such meeting. No business not mentioned in the notice shall be transacted at such meeting.

1. Roll Call
2. Approval of minutes of previous meeting
3. Reports of Officers and Committees
4. Reports of Delegates
5. Unfinished business
6. New business
7. Adjournment

Bylaw 407: QUORUM OF MEMBERS

Presence in person or by proxy of Member League Representatives representing a majority of the voting rights of NMSSA shall constitute a quorum at any meeting of the State Council.

Bylaw 408: VOTING PROXIES

Except as these bylaws otherwise provide, each Member League Representative or the Alternate League Representative of NMSSA shall, at every meeting of the State Council, be entitled to one vote in person or by proxy upon each subject properly submitted to vote. No proxy shall be deemed operative unless and until signed by the member and filed with NMSSA, 2 days prior to the meeting. No proxy will be given to another Member League. The proxy can be given to anyone in your own Member League Directors if the Member League Representative or the Alternate League Representative cannot make the meeting to vote.

PART V: GRIEVANCES, DISPUTES AND APPEALS

Bylaw 501: MEMBER LEAGUE PROCEDURES

Each NMSSA Member League shall have grievances, disputes and appeals provisions in its bylaws, rules, or other documents that clearly states the procedures under which adjudication of appeals and other disciplinary matters shall occur.

Bylaw 502: MEMBER LEAGUE HAS NO PROCEDURES

If a Member League or other organization member does not have those procedures required by Bylaw 501 of this Part V, the following procedures shall apply:

1. All parties are entitled to a hearing with proper notification.
2. Once a grievance, dispute or appeals has been properly filed, the chairman of the appropriate entity of the Member League shall notify all involved parties within 5 days of receipt of the grievance, dispute or appeals, the nature of the grievance, dispute or appeal, the names of the parties, a copy of the grievance, dispute or appeal and the date, time and place of the hearing.
3. The conduct of the hearing shall be as determined by the rules of the Member League or NMSSA.
4. A written record (called the official record) shall be kept of the proceedings.
5. A written notification of the decision shall be sent to all involved parties within 7 days of the hearing.
6. All hearings shall take place within 30 days of notice of the grievance, dispute, or appeal.

Bylaw 503: DIRECT JURISDICTION OF THE NMSSA APPEALS COMMITTEE

The NMSSA Appeals Committee shall have original jurisdiction over disciplinary matters related to conduct of players, referees, managers, coaches, trainers and other event staff at events directly organized and administered by NMSSA, including all state cup, select team activities and/or tournaments. In such actions the Appeals Committee shall have the authority to request information regarding the conduct of players, teams, coaches, managers, and trainers from Member Leagues in which they are registered or otherwise participate and may incorporate such report into actions taken. Any actions taken by the NMSSA Appeals Committee under Part V of these Bylaws. They shall follow the procedures for notification, hearings and due process outlined in Part V.

Bylaw 504: REFEREE ASSULT AND ABUSE ADJUDICATION

Adjudication of reports of referee abuse and referee assault shall follow the procedures outlined in this Part V, as modified by Federation policies on referee assault and referee abuse. From the list of approved individuals, the President shall select a Chairman and a hearing panel of not less than three NMSSA members to hear referee assault and referee abuse cases. Refer to attached PDF for more guidance on [Policy 531-9](#) which lays out the process for referee assault/abuse. This policy is from Referee Abuse Prevention (RAP) and US Soccer. If you need a copy of this policy, please notify NMSSA. Policy is also on <https://www.ussoccer.com/governance/bylaws>.

Bylaw 505: AUTHORITY OF THE NMSSA APPEALS COMMITTEE

The NMSSA Appeals Committee shall have the authority to impose suspensions, fines, and bonds on individual members and teams. On suspension longer than 2 years, any fine greater than \$ 500, and any bond greater than \$ 500 shall require the approval the Executive Committee. Any requirements for the posting of a bond shall include the terms and conditions under which the bond is being posted and the performance required for the return of the bond.

Bylaw 506: GENERAL AUTHORITY

An appeal to the NMSSA Appeals Committee shall be made in accordance with the policies and procedures established by the Executive Committee.

The official record on appeal shall be limited to all of the material considered at the league or organization member level. No new material may be introduced at NMSSA Appeals Committee level.

Bylaw 507: NMSSA FILING PROCEDURES

An appeal filed with NMSSA must be in writing and submitted within ten (10) days from the date of official receipt of the decision by the party making the appeal.

1. The appeals procedure before the NMSSA Appeals Committee is started by submitting 6 copies of a notice of appeal, supporting documents, and a summary of the arguments to the chairman of the Appeals Committee in care of NMSSA.
2. The party submitting the appeal shall submit copies of the appeal to all opposing parties and to the body whose decision is being appealed on the same day as the notice of appeal is sent to the Chairman of the Appeals Committee.
3. The decision-making body from whom the matter has been appealed shall, within 10 days of receipt of the appeal, submit a copy of the official record of its decision to the Appeals Committee in care of NMSSA and to the interested parties to the appeal.
4. Within 10 days of the receipt of the official record, all opposing parties may submit to the Appeals Committee in care of NMSSA and to the interested parties to the appeal any written arguments they wish to make in opposition to the appeal.
5. Within ten (10) days of receipt of the written arguments in opposition to the appeal, the party submitting the appeal may submit any written argument that party may wish to make in support of the appeal.

Bylaw 508: NMSSA APPEALS FEES

The appeals fee is \$ 200. The fee must accompany the notice of appeal. The fee shall be paid by Venmo, money order, cashier's check, or certified check made payable to NMSSA

Bylaw 509: EVIDENCE

All materials previously submitted by all interested parties shall be deemed pertinent to the appeal and shall be made available to all parties involved. No party to the appeal shall be denied access to any information that could apply to the appeal.

Bylaw 510: APPEALS COMMITTEE

1. Shall base its decision on the official record used by the body whose decision is being appealed; and
2. May not rehear facts and circumstances but may remand the matter to the lower decision-making body for rehearing.

Bylaw 511: APPEALS COMMITTEE DENIAL

The Appeals Committee may deny an appeal if:

1. The party submitting the appeal fails to submit the appropriate fees specified in Bylaw 508; or
2. The appeal goes beyond the scope of the official record or presentation of the original action or decision; or
3. The appeal is filed by a party other than the original parties to the appeal; or
4. The proper procedures have not been followed in appealing to the Appeals Committee; or
5. The information necessary to make a fair and just decision on the appeal has not been furnished.

Bylaw 512: APPEALS COMMITTEE DECISION

The Appeals Committee shall render its decision regarding the appeal and submit the decision in writing to all interested parties within 30 days after the date of the last submission by the parties. If a written decision is not issued within a maximum of 60 days from the date of the official receipt of the original decision by the party making the appeal, the party making the appeal may submit the appeal to the next higher authority. When the Appeals Committee fails to issue a decision within that 60-day period, the Committee loses authority to determine the appeal, and the appeal fee may be applied at the next level.

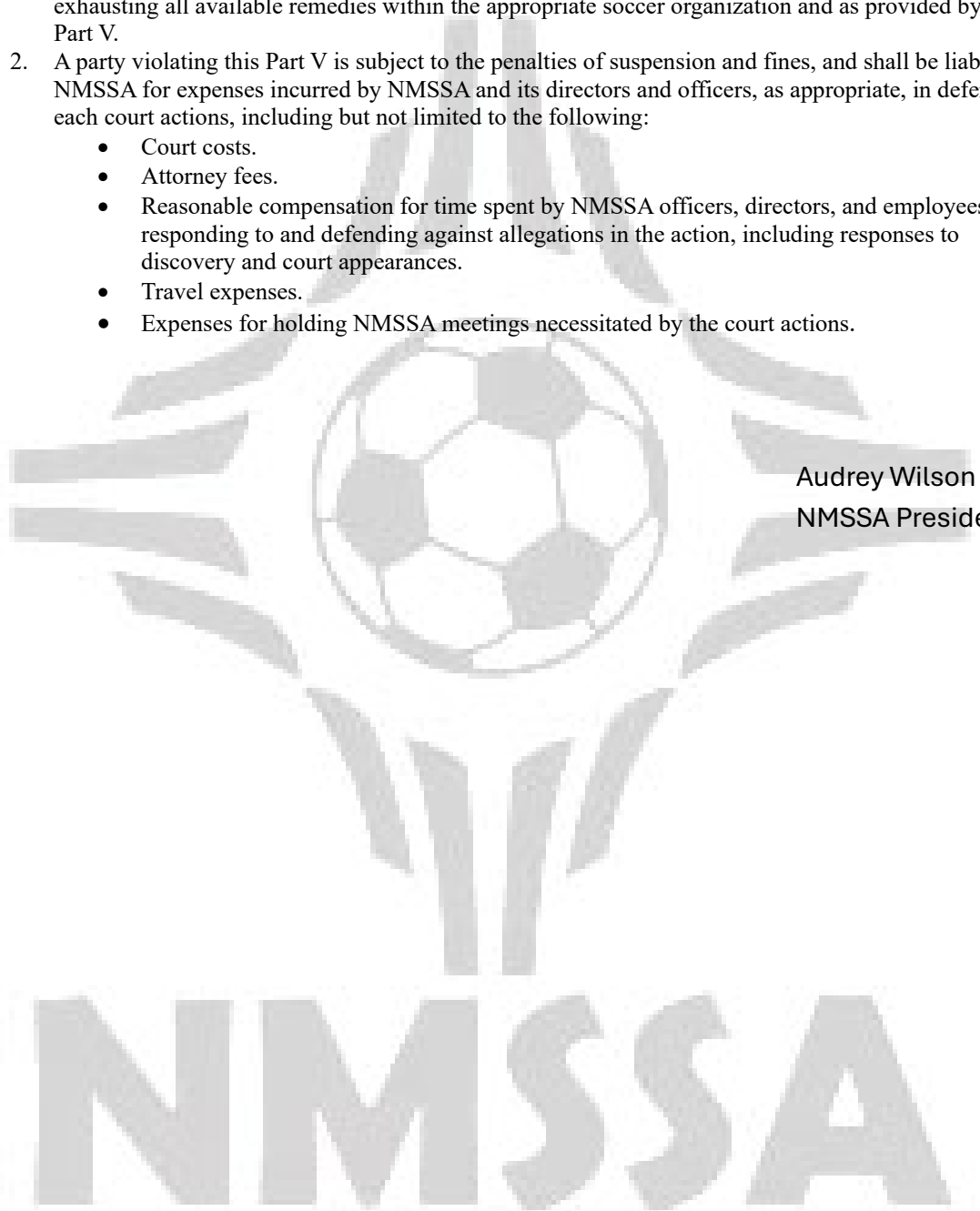
A decision of the Appeals Committee shall stand, and be in full force and effect, until changed by a higher authority.

Failure to abide by any decision of the Appeals Committee is grounds for disciplinary action by the NMSSA Executive Committee.

Bylaw 513: EXHAUSTION OF REMEDIES REQUIREMENTS

1. No Member League, organization member, club, team, coach, referee, player, or the representative of any of them, may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the appropriate soccer organization and as provided by this Part V.
2. A party violating this Part V is subject to the penalties of suspension and fines, and shall be liable to NMSSA for expenses incurred by NMSSA and its directors and officers, as appropriate, in defending each court actions, including but not limited to the following:
 - Court costs.
 - Attorney fees.
 - Reasonable compensation for time spent by NMSSA officers, directors, and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.
 - Travel expenses.
 - Expenses for holding NMSSA meetings necessitated by the court actions.

Audrey Wilson
NMSSA President



NMSSA