



KENTUCKIANA SOCCER OFFICIAL ASSOCIATION



Procedure Number I

OFFICE: PRESIDENT

SELECTION: ELECTION BY KSOA, ACCORDING TO BY-LAW B-14

TERM OF OFFICE: TWO (2) YEARS, BEGINNING AT THE YEAR FOLLOWING THE ELECTION.

DUTIES:

Summary:

The President is the Executive Officer of the KSOA and has general supervision of its affairs under the direction of the KSOA. The President shall perform the duties usually pertaining to the President of the KSOA.

DETAILS:

- A. Preside at all KSOA Board Meetings and arrange for an adequate replacement should the President-Elect not be able to preside in his absence.
- B. Direct the Secretary to issue proper notice for both regular and special meetings.
- C. Be familiar with the Constitution and By-laws and see that they are followed in the operation of the KSOA.
- D. Appoint regular committees and any special committee authorized by the Board. The President shall appoint all of these committees immediately after his election.
- E. Be an ex-officio member of all committees.
- F. Maintain contact with all committees and check on progress of committees' activities and programs through the President-Elect.
- G. Prepare meeting addenda and have it sent out with the meeting notice for all KSOA meetings.
- H. Hold periodic, informal, planning, discussion sessions with other officers for all KSOA meetings.
- I. Perform special duties assigned by the KSOA.
- J. Fill vacancies in any office, in accordance with the Constitution.

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- K. Serve as chairman of the Executive Board.
- L. The President, Secretary and Treasurer shall cause a fiscal report to be submitted to the Commonwealth by March 1st of each calendar year. This is in compliance to retain our non-profit status.

Procedure Number II

OFFICE: PRESIDENT-ELECT

SELECTION: ELECTION BY KSOA, ACCORDING TO BY-LAW B-14

TERM OF OFFICE: TWO (2) YEARS, BEGINNING AT THE YEAR FOLLOWING THE ELECTION.

DUTIES:

Summary:

The President-Elect shall assist the President in his duties and shall perform the duties of the President in his absence. The primary responsibility of the Office is the Assessment Program at all levels of officiating and certification.

DETAILS:

- A. In the absence of the President, preside at all meetings.
- B. Be a member of all KSOA Committees and be responsible for reporting to the President.
- C. Learn all the responsibilities of the President by assisting in every way possible.
- D. Be a member of the Executive Board.



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Procedure Number III

OFFICE: SECRETARY

SELECTION: ELECTION BY KSOA, ACCORDING TO BY-LAW B-14

TERM OF OFFICE: TWO (2) YEARS, BEGINNING AT THE YEAR FOLLOWING THE ELECTION.

DUTIES:

Summary:

Serve as both corresponding and recording secretary, working closely with the President, regarding the needs of the KSOA. The Secretary shall perform all of the functions normally pertaining to the office of the Secretary of the KSOA.

DETAILS:

- A. Record and publish all transactions at Board meetings; keep minutes of each meeting; read minutes of previous meetings; and mail copies to all Board members. Report on correspondence received and sent.
- B. Write letters, as directed by the Board; relay correspondence to designated person or persons.
- C. Properly maintain book of minutes of KSOA meetings; correspondence files; Constitution files.
- D. Maintain an up-to-date mailing list with members' names, addresses and telephone numbers. Distribute this list to all members each year.
- E. At the direction of the Treasurer, send a statement of dues to each KSOA member.
- F. Retain and be responsible for the official copy of the KSOA Constitution and By-laws.
- G. Retain and be responsible for the official copy of the KSOA procedure manual
- H. Notify applicants of their acceptance or rejection of membership and add their names to the KSOA roster.



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- I. At termination of office, or within four (4) weeks, turn over all records, files, etc., to successor (or the President if termination is prior to end of regular term) and instruct new secretary as fully possible.
- J. Be a member of the Executive Board.
- K. Post minutes of the monthly meeting within seven (7) days of the meeting on the KSOA web site.
- L. Be reimbursed for expenses connected with cost necessary to inform the membership for or on behalf of KSOA. This covers, but not limited to mailings and other notifications of the membership. He/she will submit receipts to the Treasurer for reimbursement.
- M. The President, Secretary and Treasurer shall cause a fiscal report to be submitted to the Commonwealth by March 1st of each calendar year. This is in compliance to retain our non-profit status.



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Procedure Number IV

OFFICE: TREASURER

SELECTION: ELECTION BY KSOA, ACCORDING TO BY-LAW B-14

TERM OF OFFICE: TWO (2) YEARS, BEGINNING AT THE YEAR FOLLOWING
THE ELECTION.

DUTIES:

Summary:

The Treasurer is the chief fiscal officer of the KSOA and as such assumes all related financial responsibilities normally pertaining to the Treasurer of the KSOA. The treasurer shall be a member of the Finance Committee, but not serve as its chairman. The Treasurer shall be bonded at the expense of the KSOA.

DETAILS:

- A. Receive, from predecessor, all record books, check books, deposit books, financial statements and audit sheets within four (4) weeks following election to office. Transfer these documents, likewise, to the newly elected Treasurer at the termination of the term.
- B. Transfer funds, if necessary, and provide for proper signature cards and account statement procedure.
- C. Receive dues and income from other activities and deposit them.
- D. Write checks and pay all authorized bills of the KSOA.
- E. Submit current financial statements (income, expense and balance) at each Board meeting.
- F. Prepare Annual Report and avail books and files for audit.
- G. Be a member of the Executive Board.
- H. Keep the President advised of any delinquent members.
- I. The President, Secretary and Treasurer shall cause a fiscal report to be submitted to the Commonwealth by March 1st of each calendar year. This is in compliance to retain our non-profit status.

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Procedure Number V

OFFICE: EXECUTIVE BOARD

SELECTION: CONSTITUTION, ARTICLES VI AND VII; BY-LAWS B-14

TERM OF OFFICE: AS ESTABLISHED IN BY-LAWS B-14

DUTIES:

Summary:

The Board, acting within the authority of their individual officers, shall conduct the affairs of the KSOA.

DETAILS:

- A. Whenever necessary, develop plans and recommend policies to the KSOA.
- B. Act as an advisory group to the President of the KSOA.
- C. Be willing to serve on all committees appointed by the President; serve as an elected officer.
- D. Board members are encouraged to attend all activities sponsored by the KSOA.
- E. Promote the value of the KSOA.
- F. Maintain a copy of the Procedures Manual and pass it on to presiding Board.



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Procedure Number VI

OFFICE: VICE PRESIDENT

SELECTION: ELECTION BY KSOA, ACCORDING TO BY-LAW B-14

TERM OF OFFICE: TWO (2) YEARS, BEGINNING AT THE YEAR FOLLOWING THE ELECTION.

DUTIES:

Summary:

The dissemination of officiating techniques and rule changes to the general membership to enhance professional on and off the soccer field.

DETAILS:

- A. Arrange interesting and educational programs for the improvement of officiating techniques.
- B. Keep up-to-date and inform all members of any changes in the rules and regulations of officiating.
- C. Arrange for spotlight speakers and guest speakers.
- D. Arrange and maintain an on-going training and educational program for KSOA members.
- E. Be a member of the Executive Board.

Procedure Number VII

OFFICE: PAST PRESIDENT

SELECTION: IMMEDIATE PRIOR PRESIDENT

TERM OF OFFICE: TWO (2) YEARS

DUTIES:

Summary:

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Advise the President and the Executive Board on any matters coming before the committee.

DETAILS:

- A. Be the chairman of any AD HOC committees appointed by the President.
- B. Be a voting member of the executive committee with all privileges.