



**NORTH CAROLINA ADULT SOCCER ASSOCIATION SPECIAL COUNCIL MEETING  
November 7, 2022**

**Minutes**

**Special Council Meeting to discuss new board positions and what year the election will be for each position.**

**Call to Order: 7:05pm**

**Roll Call**

**NCASA Board Members**

- **Present:** Sam Cohen, Donna Langdon, Chad Garber, Bob Kepner, Alex Vidaurri, Scott Eisenbraun, Vance Carlisle, Matt Friedman, Laura Collins, Paul James
- **Not Present:** Jeremy Mikell, Emmanuel Sarkorh

**Member Leagues**

- **Present:** CVASA (Matthew Tremblay), FFL (Yacouba Niandou), MASL (Jeff Jager), PASL (Sep Domenech as proxy for Siler Southerland), PGASA (Willie Nelms), SSL (Dennis Felipe), TASL (Steve Swift), WASC (Cem Canel), WSASL (Sep Domenech)
- **Not Present:** ABASA, CISC, CPSL, SSAAL

Also Present (non-voting) – Darius Ejlali, NCASA Executive Director

**Quorum determination**

- Quorum was present

**Officer & Staff Reports**

- President – Thanked all Board members and Member League representatives for attending.

**New Business**

- NCASA Board of Director Elections Policy – President Sam Cohen presented the proposed new policy. There were no objections to the proposal and no proposed amendments to the new NCASA Board of Director Elections Policy.
- There were 30 out of the 40 allowable votes present at the meeting.
- Motion to approve the new policy was passed unanimously. (See text of motion below.)

**Adjourn**

- Motion to adjourn approved unanimously

**New NCASA Board of Director Positions**

Whereas, the recent amendments to the NCASA Constitution & Bylaws required the NCASA Board positions to be defined pursuant to a policy approved by the Board and Council; and

Whereas, the NCASA Board desires to update the titles, roles, and responsibilities for members of the NCASA Board of Directors in time for the next NCASA elections to be held at the Annual General Meeting in January 2023;

Be it resolved that NCASA approves the following “NCASA Board of Director Elections Policy”:

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**North Carolinas Adult Soccer Association  
NCASA Board of Director Elections Policy**

NCASA is committed to electing its volunteer Board of Directors through an open and democratic process. This policy is intended to provide transparency in the operations of the NCASA elections process and to provide insight into the responsibilities of each officer on the NCASA Board of Directors.

**Holding of Elections**

NCASA will have a volunteer Board of Directors elected through an open and democratic process. The officers of the NCASA Board of Directors will be elected in the manner prescribed in the NCASA Constitution and Bylaws and this NCASA Board of Director Elections Policy. Officers of the NCASA Board of Directors will hold office for two (2) years or until their successors have been elected and installed. (NCASA Constitution, Article VII, Section 1)

The election of officers to the Board of Directors for a 2-year term will take place at the AGM. Officers will take office on the day after their election. (NCASA Bylaws, Article V, Section 1 & 2) Individuals in good standing may be nominated for a NCASA Board of Director position by the Nominating Committee or by nomination from the floor at the time of the election for any Board of Director position. (NCASA Bylaws, Article V, Sections 5-7.) A nominee must receive a majority of the votes cast to be elected to office. (NCASA Bylaws, Article V, Section 8)

**NCASA Board of Director Positions**

The NCASA Board of Directors will have 12 voting members, consisting of 11 elected positions plus the State Referee Administrator.

The elected positions on the Board of Directors are:

President. The President of NCASA will preside at all meetings. He or she will have one vote in each committee. He or she will render a written report at the AGM each year. The President will appoint the State Referee Administrator (SRA) with the agreement of the Board of Directors and jointly with North Carolina Youth Soccer Association (NCYSA). The President will appoint the Discipline and Appeals Chair and the State Registrar, with the agreement of the Board of Directors. The President will appoint the delegation of attendees to USSF and USASA Meetings. (NCASA Bylaws, Article VII, Section 1)

Executive Vice President. The Executive Vice President will assume the duties and responsibilities of the President in the absence of the latter. In the event the President resigns or is unable to complete his or her term of office, the Executive Vice President will succeed to that position and will with the Board of Director's approval appoint another person to fill the unexpired term of the Executive Vice President. (NCASA Bylaws, Article VII, Section 2)

Secretary. The Secretary will record the minutes of all meetings and provide said documentation to the Executive Director for distribution. The Secretary will also serve as Chairman of the Board of Directors in the absence of the President and the Executive Vice President. He or she will also assume such additional duties as the President will assign that are not in conflict with the Constitution and Bylaws. (NCASA Bylaws, Article VII, Section 3)

Treasurer. The Treasurer will: (i) Keep records of all property and income of NCASA; (ii) Maintain a detailed account of the income and expenditures of NCASA; (iii) Assure all NCASA funds are properly handled either by depositing them upon receipt in a bank account in the name of NCASA or by making required transfer to the USSF; (iv) Submit a full report of all financial transactions of NCASA and of the balance that is in hand; and (v) Perform any other duties normally expected of the treasurer of similar organizations. (NCASA Bylaws, Article VII, Section 4)

Vice President – League Support. The Vice President – League Support will be responsible for interacting regularly with existing Affiliates to identify and address operational or other issues facing the Affiliates and to facilitate their access to services and membership benefits provided by NCASA, USASA, USSF, and the US Soccer Foundation.

Vice President – Men’s Competition. The Vice President – Men’s Competition will be responsible for helping to oversee the organization, administration, and marketing of all NCASA-sponsored competitive and recreational tournaments and other events, with a focus on the Men’s events and/or Men’s divisions at these events.

Vice President – Women’s & Coed Competition. The Vice President – Women’s & coed Competition will be responsible for helping to oversee the organization, administration, and marketing of all NCASA-sponsored competitive and recreational tournaments and other events, with a focus on the Women’s & Coed events and/or Women’s & Coed divisions at these events.

Vice President – Membership & Development. The Vice President – Membership & Development, in coordination with the Vice President – Women’s Membership & Development, will be responsible for recruiting non-affiliated adult soccer leagues in North Carolina to affiliate with NCASA and for identifying, recruiting, and working with interested individuals to form new leagues affiliated with NCASA. The Vice President – Membership & Development also will assist NCASA and its Affiliates with efforts to grow the number of players, teams, divisions, and members affiliated with NCASA and its existing Affiliates.

Vice President – Women’s Membership & Development. The Vice President – Women’s Membership & Development will be responsible for encouraging the growth of the number of women players, teams, and leagues participating in NCASA, as well as for growing women’s participation in NCASA-sponsored competitive and recreational tournaments and other events. The Vice President – Women’s Membership & Development also will work with the Vice President – Membership & Development on his or her other membership and development responsibilities.

Vice President – Marketing & Communications. The Vice President – Marketing & Communications will be responsible for promoting NCASA and its events, communicating to current NCASA members, and providing outreach to potential members through public communications. The Vice President – Marketing and Communication’s responsibilities will include coordinating NCASA branding efforts, maintaining the NCASA website, promoting NCASA and its events through social media and other means, publishing the NCASA newsletter, and overseeing email communications to members. The Vice President – Marketing &

Communications also will provide guidance and assistance to Affiliates with their marketing and communications efforts.

Vice President—Community Development. The Vice President – Community Development will be responsible for raising funds for NCASA’s operations and events from sources other than league affiliation, player registration, and tournament fees, including through solicitation of sponsorships, applying for grants, and other methods of fundraising. The Vice President – Community Development also will work to develop partnerships with other organizations and to conduct volunteer outreach.

The State Referee Administrator (SRA) will be a voting member of the Board of Directors and serve as the Referee Liaison. The President of NCASA and the SRA may jointly appoint another person to serve as Referee Liaison. (NCASA Bylaws, Article IV, Section 3)

### **Staggered Terms for the Board of Directors**

Half of the Board of Director positions will be up for election each year. For the sake of clarity – because there are 11 elected Board of Director positions, “half” will refer to either five or six positions, depending on the year, as described below.

The following NCASA Board of Director positions will be elected in odd number years:

- President
- Secretary
- Vice President – Men’s Competition
- Vice President – Women’s Membership & Development
- Vice President – Marketing & Communications

The following NCASA Board of Director positions will be elected in even number years:

- Executive Vice President
- Treasurer
- Vice President – League Support
- Vice President – Women’s & Coed Competition
- Vice President – Membership & Development
- Vice President – Community Development

(NCASA Bylaws, Article V, Sections 4)

### **Filling Vacant Positions Between Elections**

Any NCASA officer absent from two consecutive meetings, including those of a committee or AGM at which the officer’s presence would normally be required, may forfeit the right to hold the office for the unexpired term. If a vacancy occurs, for any reason, in any office other than that of President, the NCASA President may appoint a temporary successor, with the concurrence of the Board of Directors, until the next meeting of the Council. The Council will then fill the position in the manner prescribed for the election of officers at the Annual General Meeting. (NCASA Constitution, Article VII, Sections 7 & 8; NCASA Bylaws, Article IV, Sections 7 & 8) If the President resigns or is unable to complete his or her term of office, the Executive Vice President will succeed to that position and will, with the Board of Director’s

approval, appoint another person to fill the unexpired term of the Executive Vice President. (NCASA Bylaws, Article VII, Section 2)