



CLEBURNE SOCCER ASSOCIATION
POST OFFICE BOX 255
CLEBURNE, TEXAS 76033

IN REPLY, REFER TO
CSA Policy
20140601-01

From: President, Cleburne Soccer Association
To: Board of Directors, Cleburne Soccer Association

Ref: (a) Cleburne Soccer Association Bylaws

Subj: MEETING & EVENT ATTENDANCE

1. Purpose. This letter provides guidance and policy concerning attendance at association meetings and events.

2. Meeting Policy. Reference (a) establishes the policy for the Cleburne Soccer Association.

a. Duly elected members of the Board of Directors shall attend all regular scheduled meetings during their term of office.

b. A regular meeting is defined as any meeting in which the member is required to be at in order for business to be conducted in accordance with (IAW) association bylaws. This includes, but is not limited to:

- (1) Monthly Board Meetings
- (2) Coaches Meetings
- (3) Registration Events
- (4) Annual General Meeting

c. Members of the Board of Directors may have their non-attendance excused by the Board of Directors if notification has been made to the Secretary prior to the meeting.

d. The Secretary shall report any notifications of absences to the Board of Directors at the beginning of each meeting.

e. Any member of the Board of Directors that has missed two or more consecutive meetings, excluding committee meetings as defined in 2.7 of Reference (a), have this office declared vacant. The office shall then be filled IAW reference (a).

f. The President will initiate action at the end of the 2nd consecutive meeting in which member of the Board of Directors has missed without excuse.



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g. This policy does not apply to Special Called Meetings, Emergency Meetings, or Committee Meetings.

3. Field Marshal Duty.

- a. All members of the Board of Directors are expected to serve as a Field Marshal during the league playing dates and tournaments sanctioned by the association. Members will report to the concession area and sign in upon assuming the duties of Field Marshal and sign out upon leaving.
- b. Any member of the Board of Directors that does not serve as a Field Marshal for at least half of the playing dates in a season, may have their office declared vacant by the Board of Directors.
- c. Field Marshal duty shall be considered serve when a member of the Board of Directors has spent at least two (2) hours acting in that capacity on any given playing date.
- d. Members of the Board of Directors are not allowed to act as a Field Marshal if they are coaching, officiating matches, or have not signed in as required.
- e. Members of the Board of Directors are not allowed to wear any clothing or identification that designates them a member of the Board of Directors if they are coaching or officiating matches.
- f. The President may substitute duties for any member of the Board of Directors as needed by the association. Members are still required to log their time the same as if they were serving as a Field Marshal.

4. Registration Events.

- a. All members of the Board of Directors are expected to work all registration events each season.
- b. Members of the Board of Directors may have their non-attendance excused by the Board of Directors if notification has been made to the Secretary prior to the registration event.



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5. Cumulative Total.

- a. All members of the Board of Directors are expected to participate when needed by the association.
- b. Any member that misses half or more (50%) of the required attendance at meetings or events in the preceding six (6) months shall have their office declared vacant regardless if their absence has been excused by the Board of Directors previously or not.
- c. The President of the association may excuse members from their duties on a case-by-case basis. However, there is no requirement for this consideration by the President.

G.W. WEINSCHENK