



Swansboro Soccer Association

PO Box 104
Swansboro, NC 28584
Federal Tax ID: 56-2097147
Swansborosoccerassociation.com

SSA BYLAWS

September 08, 2025

SWANSBORO SOCCER

BYLAWS – AMENDMENTS & REVISION HISTORY

This page is used to record all changes made to the Swansboro Soccer Bylaws, including additions, deletions, and edits approved by the appropriate authority.

Document Information

Document Name: SSA Bylaws
Original Date: March 01, 2025

Instructions

1. Each time the bylaws are amended, complete a new entry in the Revision History table below.
2. Attach copies of all approved amendments to the end of the bylaws or maintain them in a separate appendix, as required.
3. Ensure the Current Version Number above is updated with each approved change.

Revision History

Revision No.	Date Approved	Section(s) Affected	Description of Change	Approved By
1	6/9/25	Section III Title membership	Membership definition	Zoza, Gilmour, Kutz
2	9/8/25	Article VII meetings	Monthly meeting schedule	Zoza, Gilmour, Kutz, Messina



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ARTICLE I (NAME)

This organization shall be known as Swansboro Soccer Association Inc. (SSA) from its inception.

ARTICLE II (MISSION & PHILOSOPHY)

MISSION -

Swansboro Soccer Association will strive to develop players and nurture a valuable soccer learning experience. To achieve this goal, we will make every effort to ensure that well-educated coaches develop the skills, teamwork and sportsmanship. We will foster and perpetuate these qualities at all levels of their soccer development to empower our players with a life-long passion and love for the game of soccer. The intent of SSA is to cultivate a climate that is optimal for player development.

PHILOSOPHY -

We will strive to foster an environment free from the “fear of failure”, where our players can explore and be creative without the fear of making mistakes. We believe that an environment with no limitations is where our players can develop the most and realize their potential as players. No goals count and no games matter, individual player development is the measure of success. We will develop the individual player by implementing the player development initiatives established by the US Soccer Federation. In addition to the technical training, we encourage small sided free play and allow the game to allow the player to learn the game. We will continue to assess and evaluate the development of players and mentors to determine the overall health of the club.

ARTICLE III (MEMBERSHIP)

Membership is defined as, children playing on SSA soccer teams, their parents, Executive Board members, Board of Directors, active alumni of SSA, all coaches paid or non-paid.

Voting membership is defined as, parents, players over the age of 18 years old, Executive Board members, Board of Directors, all coaches paid or non-paid. No member of a household can vote for another member of a household. Example: A spouse cannot cast a vote for an Executive Board position if the other spouse is a candidate.

Non-voting membership is defined as, players under the age of 18 years old and alumni of SSA.

Membership may be terminated for any player and their parents who have initiated player release or signed commitment letters with another association. If the previous occurs, members shall notify the Executive Board immediately. The Executive Board may approve a waiver for membership retention if the member wishes to continue contributing to SSA, example would be a coach. Each waiver will be handled on a case-by-case basis. SSA reserves the right through a vote of the Executive Board to terminate any membership and remove a player and parent from membership. Voting will be conducted

by the Executive Board as per defined in Article VI section 4 of these bylaws. This rule shall be used judiciously and shall apply to any forms of verbal or physical abuse or



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threatening behavior towards any individual or any destruction or property, personal or asset of SSA at any SSA sponsored event or the SSA Complex. This rule shall apply to anyone found to be a convicted sex offender, murderer, or convicted of any other heinous crime.

ARTICLE IV (PUBLICITY)

All publicity or use of the association name and or logo must be approved by the Executive Board prior to any news release or the use of that name or logo. Only official SSA public domain media accounts that incorporate in part or in whole, Swansboro Soccer Association (SSA), will be included in the information flow. SSA will not endorse any public domain media accounts without SSA administrative access and oversight for the content of that site.

ARTICLE V (OFFICERS & DIRECTORS OF THE ASSOCIATION)

Section 1: PRESIDENT:

- a. The President shall be the senior officer of the association and shall always act in good faith and always in the best interest of the association in cases where there are opposing views.
- b. The President shall be responsible for calling all meetings as well as designating the time and place.
- c. The President is the presiding member over all SSA meetings when present.
- d. The President may call a special meeting (General or Executive), but there must be prior verbal or electronic approval from the Executive Board.
- e. The President will vote as the majority of the Association desires and shall vote using discretion and considering the best interest of the Association.
- f. Establish guidelines and policy for the SSA Disciplines & Appeals process.
- g. Responsible for training and education standards of coaching and player development.
- h. Establish guidelines and policy for all levels of play.
- i. Responsible for the issuance of SSA policy by any instance not covered in bylaws.
- j. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 2: VICE PRESIDENT:

- a. The primary function of the Vice-President shall be to serve in the capacity as the President in his/her absence.
- b. Establish the guidelines and policy for the SSA registration process.
- c. Responsible for Risk Management of all official SSA members.
- d. Establish the guidelines and policy for the SSA, Eastern Carolina Soccer Association (ECSA) representative and ensure SSA is represented at all ECSA meetings and events. The ECSA representative will serve as the primary contact with ECSA league participation.
- e. Responsible for the coordination, participation and distribution of ECSA information (Schedules, Season starts and stops).



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- f. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 3: SECRETARY:

- a. Keep and record accurate minutes of all meetings.
- b. In case of any special meetings held by the Executive Board, the secretary will present the results to the Association at the next general meeting.
- c. Prepare and transmit all association correspondence.
- d. Act as primary Information officer for SSA (social media, Website, Postal address, etc.).
- e. Coordinate the notification of all appropriate members of the SSA of meetings or other necessary functions.
- f. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 4: TREASURER:

- a. Establish and maintain accurate and current records of all accounts payable and receivable in a quarterly financial report. This report will be due by the first General meeting of each quarter and include that quarter's financial forecast.
- b. Establish and maintain guidelines and policy for SSA financial health. Ensure that all expenditures are approved and all debts are offset with revenue.
- c. Establish and maintain SSA IRS policy and ensure that SSA sustains a current contract with an official tax filing agency.
- d. Establish guidelines and policy for official sponsorship, fundraising, scholarships, grants, and donations.
- e. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 5: COMMISSIONER:

- a. Responsible for SSA safety and security.
- b. Establish guidelines and policy for SSA and Swansboro Soccer Complex safety and security.
- c. Responsible for field maintenance, equipment maintenance, facilities maintenance, and project manager for Swansboro Soccer Complex.
- d. Responsible for coordinating with all programs in scheduling of practice and game venues.
- e. Act as primary contact for facilities availability and external facility support.
- f. Establish guidelines and policy for external event support. SSA Youth events will ALWAYS serve as the highest priority for facility use.
- g. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 6: EXECUTIVE BOARD:

The Executive Board consists of members elected to the following offices and are extended special meeting voting:

- 1) President
- 2) Vice-President



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- 3) Secretary
- 4) Treasurer
- 5) Commissioner

Section 7: BOARD OF DIRECTORS:

The Board of Directors are members with specific roles and responsibilities. The responsibilities of the Board of Directors will be defined by the Executive office listed. The Board of Directors are responsible for managing the functional programs within SSA.

- 1) Classic Director (Secretary)
- 2) Recreation Director (Vice President / Commissioner)
- 3) Academy Director (President / Vice President)
- 4) Sponsorship Director (Treasurer)

ARTICLE VI (ELECTIONS)

Section 1: NOMINATIONS:

Elections for President, Secretary, and Commissioner will be held on even years. Vice President and Treasurer will be held on odd years. Solicitation for nominees will be taken in January of the voting year. Solicitations and nominee eligibility will be announced via all electronic means and at January's monthly board meeting. All eligible nominees, as defined in section 3b of this article, will be announced no later than February 1st, and voting will occur for all voting members at February's general meeting. The Executive Board shall exhaust all attempts to ensure the Executive Board consists of a diverse panel made up of members from each club, Micro, Rec, Academy and Classic. The majority vote will not be altered or compromised to accommodate this diversity but it is the responsibility of the Executive Board to have all clubs represented and the best interest of all clubs considered.

- a. Nominations will be open and balloting will be in secret.
- b. The ballots shall be counted by the officers that are not up for re-election or individuals appointed by the board to count the ballots. The officers not running for election will announce the newly elected officers.
- c. All nominations must be seconded.
- d. Election is determined by a majority vote.

Section 2: VOTING ELIGIBILITY:

Voting eligibility will be verified by two SSA members not subject to election.

- a. Any voting member of SSA can vote in open elections (only one per household). Proof of membership must be verified at time of vote.
- b. Only one vote per authorized person present.
- c. Must show valid proof of ID. Any form of current government issued identification.

Section 3a: TERMS OF OFFICE:



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Terms of office for all Executive members are two consecutive terms in the same office. All elected terms will begin with the NCYSA club renewal date. All elected terms will end thirty days following the NCYSA club renewal date.

Section 3b: EXECUTIVE BOARD ELIGIBILITY:

Eligibility to be nominated and elected to the SSA Executive Board. The following requirements must be verified prior to being accepted to ballots.

- a. Must be a voting member of Swansboro Soccer Association for greater than one year.
- b. Must have demonstrated volunteerism in SSA in an observable and verifiable manner.
- c. Must have attended at least three general meetings in the last six months leading into the election (waiverable with interim appointment).
- d. Must review the roles and responsibilities of the position and provide a written, see acknowledgement that this nominee is willing to uphold the requirements of this position (enclosure 1).
- e. Must not have a conflict of interest as defined in the SSA Conflict of Interest policy.
- f. No prior misconduct violations at SSA or other association within the past five consecutive years.

Section 4: REMOVAL:

If a member of the Executive Board fails to carry out the duties of his/her office or, in any manner that violates the ethics and standards of SSA, that officer may be removed from his/her office in the following manner:

- a. The remaining Executive Board members must unanimously decide to make a recommendation to the Disciplinary Board that the officer in question be removed. The Disciplinary Board will act in accordance with the Discipline and Appeals policy.
- b. Once the Executive Board receives a recommendation from the Disciplinary Board the Executive Board will call for a special meeting for only the Executive Board and Board of Directors. During this special meeting all members will be given a copy of the Disciplinary Board's finding for review. No electronic or paper copy will be distributed in advance and no electronic or paper copy will be distributed to the general membership. Any distribution outside of these guidelines, unless stated in another governing policy, will be considered misconduct. This is to protect all members' privacy and reputation. A vote will occur to determine whether the officer is removed. No Executive Board member or Board of Directors will vote if there is a conflict of interest.
- c. All documentation will be afforded to the officer in question. The officer will have 30 calendar days to appeal the determination.

Section 5: RESIGNATION:

If a member of the Executive Board resigns, is removed from his/her office or no one is nominated that meets the eligibility requirements for nomination, an interim official will be appointed by the President to complete the remainder of that officer's term not to exceed more than 90 days. Prior to the end of this 90 days, the Executive Board must confirm the appointee or, the position will be reopened for nomination on day 91. If the President chooses to appoint an individual for a position due to conditions



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in this section the President shall observe the eligibility requirements of Section 3b when appointing candidates.

ARTICLE VII (MEETINGS)

Section 1: General meetings are scheduled monthly. "Meetings shall be held within the first fourteen (14) days of each month to allow for maximum participation and an appropriate forum size. No more than six (6) weeks shall pass between meetings. Notice of each meeting, along with the agenda, shall be provided to the membership at least seven (7) days in advance. Any concerns from members should be submitted in writing at least seven (7) days prior to the meeting to allow the Board adequate time to prepare a response. Issues raised during the meeting without prior written submission may be deferred for consideration at the following meeting." All general meetings will be open to any SSA member, but it is highly recommended that Coaches, Directors, Managers, and Administrators attend or provide representation in order to provide input for planning purposes.

- a. Meetings shall be called to order by the President.
- b. Minimum of three Executive Board members must be available to hold a general meeting.
- c. Secretary shall coordinate notification of all persons regarding meetings, to include the location and time.
- d. The Vice-President will preside in the absence of the President.
- e. Meetings will be documented in SSA Meeting minutes.
- f. All meeting will allow for open member comments. These comments will be provided in writing or verbally and will be managed in a manner to maintain respect and order. Time limits may be applied and at any time the President or Vice President may suspend comments to avoid or dissolve inappropriate behavior.

Section 2: Special meetings may be called by any Executive Board member only. Special meetings are intended to, but not limited to, planning event support, address specific tasks by committee, address D&A reports, and emergency management. Executive Board notification is required prior to the meeting being held with an agenda and meeting minutes upon completion.

ARTICLE VIII (DISCIPLINE AND APPEAL PROCESS)

Section 1: The Executive Board may remove any member immediately for dangerous or threatening behavior. Any other forms of misconduct will be evaluated by the Executive Board and managed in accordance with Article XIII of these bylaws. In the case the misconduct involves removal of a director or Executive Board member, a Disciplinary Board will be established and will evaluate the violation in accordance with the Disciplines & Appeals policy.

Section 2: The Disciplinary Board will consist of a list of volunteers. This list will be a continuous solicitation of ideally 12 members, three from each club (Classic, Rec, Micro, Academy). When an incident occurs, the non-involved Executive Board members will evaluate the volunteer list and select 4 members to establish the Disciplinary Board. This board shall consist of members who do not have conflicts of interest and represent the diverse interests of SSA. The Disciplinary Board will complete all discoveries and recommendations within 30 days unless extenuating circumstances prevent this deadline. During



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this period the non-involved Executive Board members will determine whether the member in question will carry out his/her roles and responsibilities.

Section 3: All members determined to have committed misconduct have the right to appeal. A written request will be submitted within 30 days of notification (enclosure 2).

ARTICLE IV (VOLUNTEER PROGRAM)

Section 1: SSA recognizes the key role our volunteers have in the overall success of the club. They have the power to impact each program or event. The energy brought forward by the volunteer staff can refresh activities, and new ideas have the potential to enrich and improve programs. Volunteer roles and responsibilities will align with the mission and philosophy of SSA. SSA will provide clear guidance and expectations for all Volunteers through the SSA training and education program. All members of the SSA Executive Board and Board of Directors must continuously recruit, organize, train, recognize

and promote volunteers to support the mission. Volunteer incentive programs may be implemented at any time by the Executive Board to increase interest or need. SSA will recognize all volunteers by hosting a volunteer appreciation event, annually. In addition to this event, SSA will issue a letter of appreciation for all volunteers for their individual service.

ARTICLE IX (RECREATION PROGRAM)

Section 1: The SSA Recreation program aligns to the office of the Vice President aided by the Commissioner. Operations of the recreation program will be managed by appointing a Recreation Director based upon NCYSA Recreation program requirements, guidelines, and policies.

Section 2: The Recreation Director's core requirements are as follows:

- a. Represent SSA during all NCYSA and ECSA meetings.
- b. Implement SSA Training & Education standards for the SSA Recreation program.
- c. Responsible for recruiting, training, and managing all staff assistants necessary to support the SSA Recreation program. All staff assistants must be positively risk managed.
- d. Responsible for reporting the financial health of the Recreation program no less than seasonal or by request of the Treasurer.
- e. Oversee and manage administrative and event support
- f. Must provide representation to all SSA General Meetings.

ARTICLE X (ACADEMY PROGRAM)

Section 1: The SSA Academy program aligns to the office of President aided by the Vice President. Operations of the academy program will be managed by appointing an Academy Director based upon NCYSA Academy program requirements, guidelines, and policies.

Section 2: The Academy Director's core requirements are as follows:

- a. Represent SSA during all NCYSA Academy meetings.
- b. Implement SSA Training & Education standards for the SSA Academy program.
- c. Serve as an advisor for the SSA Training & Education standards within the SSA Recreation program.



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- d. Responsible for recruiting, training, and managing all staff assistants necessary to support the SSA Academy program. All staff assistants must be positively risk managed.
- e. Responsible for reporting the financial health of the Academy program no less than seasonal or by request of the Treasurer.
- f. Oversee and manage administrative and event support.
- g. Must provide representation to all SSA General Meetings.

ARTICLE XI (CLASSIC PROGRAM)

Section 1: The SSA Classic program aligns to the office of Secretary. Operations of the Classic program will be managed by appointing a Classic Director based upon NCYSA Classic program requirements, guidelines, and policies.

Section 2: The Classic Director's core requirements are as follows:

- a. Represent SSA during all NCYSA Classic meetings.
- b. Implement the SSA Training & Education standards for the SSA Classic program.
- c. Serve as an advisor for SSA Training & Education standards within the SSA Recreation program.
- d. Responsible for recruiting, training, and managing all staff assistants necessary to support the SSA Classic program. All staff assistants must be positively risk managed.
- e. Responsible for reporting the financial health of the Classic program no less than seasonal or by request of the Treasurer.
- f. Oversee and manage administrative and event support.
- f. Must provide representation to all SSA General Meetings.

ARTICLE XII (SPONSORSHIP PROGRAM)

Section 1: The SSA Sponsorship program aligns to the office of Treasurer. Operations of the Sponsorship program will be managed by appointing a Sponsorship Director based upon NCYSA requirements and sponsorship or financial management experience.

Section 2: The Sponsorship Director's core requirements are as follows:

- a. Organize, coordinate, and manage all SSA sponsorship events.
- b. Research, develop, and implement a sponsorship schedule of available fundraising opportunities for all SSA programs no less than seasonal or by request of any program director.
- c. Research and submit for review any appropriate grants SSA may be eligible.
- d. Responsible for processing candidates for the SSA player scholarship fund.
- e. Responsible for reporting the financial health of the Sponsorship program no less than seasonal or by request of the Treasurer.
- f. Must provide representation to all SSA General Meetings.

ARTICLE XIII (MEMBER CONDUCT)

Section 1: The intent of SSA to fully support the club mission requires all members, participants, and spectators to cultivate a climate that is optimal for player development. All conduct and behavior should



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promote good sportsmanship, teamwork, excellence, self-confidence, safety, and fun. The conduct of coaches, family members, and spectators is critical to this process. With an environment short on resources, the effect of negative conduct depletes the youth of critical functions in order to neutralize the adverse behavior. All efforts should be made to eliminate any distractions to the mission of SSA.

Section 2: Any instance that distracts the staff of SSA from its mission, will adhere to the following process:

- a. **FIRST OFFENSE:** SSA Staff will make contact with member, participant, or spectator and remediate the SSA member conduct and record the event.
- b. **SECOND OFFENSE:** SSA Executive member will make contact with member, participant, or spectator and remediate the SSA member conduct and record the event.
- c. **THIRD OFFENSE:** SSA Executive Board will review and determine the official course of action. At this point, the member, participant, or spectator should be given limited or suspended access to facilities and resources until the final report is released.
- d. **FOURTH OFFENSE:** Upon a fourth event, member, participant, or spectator will be suspended from ALL SSA property and activities indefinitely.

ARTICLE XIV (SWANSBORO SOCCER COMPLEX)

1202 HAMMOCKS BEACH ROAD

SWANSBORO, NC 28584

Section 1: The Swansboro Soccer Complex (SSC) is a privately owned facility intended to provide direct support for SSA Youth soccer functions. SSC will also provide indirect support by facilitating external events. All events must be coordinated and approved by the SSA Executive Board and reported to the SSA Commissioner. SSA Executive Board will assess and determine feasibility of support. The following criteria must be met in order to support any event:

- a. Events must completely offset operational and support costs.
- b. Events must allocate revenue toward SSC maintenance.
- c. Events must NOT install, park, or set up in any way that is permanent at SSC.
- d. Events must provide proof of insurance.
- e. Events must provide a primary point of contact responsible for all parties conduct.
- f. Events must be appointed SSA staff to host and assist with support requirements.
- g. Events must request support within 30 days of the date of the event.
- h. Only the SSA Executive Board may repeal or waive these requirements.

Section 2: SSA Executive Board will ensure that all records of SSC are current, compliant, and on file with the Onslow County Clerk of Court.

Section 3: SSC is designated for NO SMOKING, NO ALCOHOL, NO DRUG, NO PETS, & NO OVERNIGHT STORAGE. SSA staff reserve the right to have anyone removed from SSC at any time. Approved and displayed service animals will be allowed with animals secured at all times and any sanitation, violence, or damage caused by the animal is the direct responsibility of the owner.



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ARTICLE XV (POLICIES)

Section 1: Any functional area not explicitly defined within the bylaws will be outlined by policy and presented to the Executive Board for review.

Section 2: All SSA policies will be reviewed and approved annually no later than the club renewal date established by NCYSA.

Section 3: Upon a formal request (enclosure 3), a policy will be reviewed, revised if needed, and approved. This request and revision, if any, will be announced to all members of SSA.

Section 4: All SSA policies will be recorded, maintained and available to all members for quick review.

Section 5: The following policies must be recorded and maintained

- a. Financial Health policy
- b. Training & Education policy
- c. Discipline & Appeals policy
- d. Risk Management policy
- e. Conflict of Interest policy
- f. SSA Weather policy

Section 5: The following enclosures must be recorded and maintained

Enclosure 1: Acknowledgement of roles and responsibilities

Enclosure 2: Appeal template

Enclosure 3: Request for bylaw revision



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Enclosure 1

Swansboro Soccer Association (SSA) Nominee Acknowledgement of Roles and Responsibilities.

Position applying for: _____ ("Secretary, Rec Director")

Name of Nominee: _____

1. Position and Purpose

All leadership positions within SSA are responsible for overseeing, managing, supporting and executing policies and practices outlined in SSA Bylaws. The purpose of these bylaws are to ensure the effective implementation of programs, player development, and adherence to the club's mission and vision.

2. Responsibilities and Duties

In addition to the description outlined in the bylaws. Positions may be asked to perform the following:

A. Executive Board: Program Development and Management

1. Develop and implement a comprehensive soccer development program for all age groups.
2. Establish training programs, coaching curriculums, and best practices aligned with the club's philosophy.
3. Organize tryouts, player evaluations, and team selections.
4. Oversee league registrations and competition scheduling.
5. Ensure compliance with local, state, and national governing bodies.

B. Directors: Coaching Oversight and Development

1. Recruit, train, and oversee coaching staff.
2. Conduct regular coaching education programs and mentorship.
3. Monitor coach performance and provide feedback.
4. Ensure all coaches are certified and meet required licensing standards.

C. Coaches: Player Development

1. Establish player development pathways from youth to senior levels.
2. Monitor player progress and provide feedback to parents, players, and coaches.
3. Organize player development clinics and special training sessions.
4. Encourage player participation in external development opportunities such as camps and showcases.

4. Acknowledgement

By signing below, both parties acknowledge that they have read, understood, and agree to the terms outlined in SSA bylaws.

Signature: _____

Date: _____



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Enclosure 2

[Your Name]
[Your Email]
[Your Phone Number]
[Date]

Subject: Appeal Request Regarding Misconduct Allegation

Dear SSA Executive Board,

I hope this letter finds you well. I am writing to formally appeal the decision made regarding the misconduct allegation against me, which was communicated to me on [date of decision]. I respectfully request a review of this decision, as I believe there are important factors that were not fully considered or understood.

First and foremost, I take this matter very seriously and want to express my commitment to upholding the values and standards of SSA. I understand the gravity of the situation, and it is important to me that my perspective is heard and fairly evaluated.

The basis of my appeal is as follows:

1. **Clarification of Events** – I would like to provide additional context regarding the situation in question, as I believe that some aspects may have been misinterpreted.
2. **Lack of Sufficient Evidence** – I respectfully request a review of the evidence presented in support of the allegation and an opportunity to submit any additional relevant information.
3. **Mitigating Circumstances** – There were certain circumstances that may not have been considered, which I believe would provide a clearer picture of my actions and intentions.

I sincerely appreciate your time and effort in reconsidering this matter. I remain open to any further discussions or meetings to provide clarification. Please let me know if there are any specific steps I need to take as part of this appeal process.

Thank you for your time and attention. I look forward to your response and the opportunity to resolve this matter in a fair and just manner.

Sincerely,

[Your Name]



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Enclosure 3

[Your Name]
[Your Email]
[Your Phone Number]
[Date]

Subject: Request for Bylaw Revision

Dear SSA Executive Board,

I hope this letter finds you well. I am writing to formally request a revision of the bylaws governing SSA. As a member of this organization, I believe that updating certain provisions will better align with our current needs, objectives, and best practices.

The specific bylaw(s) I propose for revision are as follows:

1. **[Bylaw Section and Title]** – [Provide a brief explanation of the current bylaw and the proposed revision, including the reasoning behind the change.]
2. **[Bylaw Section and Title]** – [Repeat for any additional proposed revisions.]

I believe these revisions will enhance the efficiency, transparency, and effectiveness of our organization's operations. I respectfully request that this matter be included in the agenda for discussion at the next scheduled meeting or that a special session be arranged to review these proposed changes.

I appreciate your time and consideration of this request and welcome the opportunity to discuss this matter further. Please let me know if there are any formal procedures or additional steps required to proceed with this request.

Thank you for your attention and dedication to the betterment of our organization. I look forward to your response.

Sincerely,

[Your Name]