

# BYLAWS OF THE MISSISSIPPI SOCCER ASSOCIATION, INC.

(As Revised and Amended, Effective February 3, 2024)

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1 ARTICLE I: NAME

This organization will be known as the Mississippi Soccer Association, Inc. a non-profit organization incorporated under the laws of the State of Mississippi.

**ARTICLE II: PURPOSE** 

The purposes of this organization shall be as stated in the Articles of Incorporation of the Mississippi Soccer Association, Inc., hereinafter referred to as MSA. The organization is a state association member of the United States Soccer Federation, Inc. hereinafter referred to as Federation, the United States Adult Soccer Association, Inc. hereinafter referred to as USASA, and the United States Youth Soccer Association, Inc. hereinafter referred to USYSA.

### **ARTICLE III: MEMBERSHIP**

# Section 1. Eligibility.

- A. The membership of MSA is open to all youth and adult soccer organizations and all soccer players, coaches, trainers, managers, administrators, and officials without discrimination on the basis of race, color, religion, age, sex, or national origin.
- B. Membership in MSA shall be organizations or individuals interested in advancing soccer within Mississippi. Such organizations or individuals may apply for affiliation with MSA.

# Section 2. Authority.

- A. The governing authority of MSA will be vested in the Membership and the council as provided in these Bylaws.
- B. Each member organization or individual shall recognize the authority, rulings, Articles of Incorporation, Bylaws, Policies, Rules and Regulations of MSA, USASA, USYSA, and the Federation.

# Section 3. Categories. MSA shall have the following membership categories:

- A. **Full Members.** Full Members are voting members of MSA who are domiciled and operating within the legal boundaries of the State of Mississippi. Only soccer organizations, including, but not limited to, clubs, leagues, or associations, which directly register players, form teams, and coordinates competition between teams are eligible. Full Members shall be designated as Youth or Adult Members.
- B. **Associate Members.** To qualify for associate membership, an organization may be formed to advance a particular aspect of soccer, subject to all requirements Section 4 of this Article, in the following categories:
  - 1. Competitive I; or
  - 2. TOPSoccer.
- C. **Affiliate Members.** An individual or an organization not fitting a member category as provided by this Article may be an affiliate member of MSA for one year upon completing an affiliate member application form, paying a yearly membership fee to MSA, and complying with requirements established by the council.

# Section 4. Admission to Membership.

- A. Membership in MSA will be member organizations or individuals interested in advancing soccer within Mississippi. Such organizations or individuals may apply for affiliation with MSA.
- B. The council of MSA will determine all requirements for membership in MSA.
- C. An organization desiring to become an organization member of MSA must submit a written application for membership to the Executive Director, for approval as provided by this Section 4 of Article III, which includes the following:
  - 1. the classification of organization membership being applied for; and
  - 2. copies of its charter, articles of incorporation, bylaws, rules, regulations, any rules of play, and other governing documents appropriate to understanding the structure and activities of the organization.
- D. Membership may be granted by the council as follows:
  - 1. The council may grant to, deny or withdraw provisional membership.
  - 2. An applicant granted provisional membership has all the rights and responsibilities of that classification of member granted except that an affiliate member may not vote.
  - 3. Membership may be granted after one (1) year, or sooner, at the discretion of the council or, at the request of the council, by the Executive Director, on determination that the applicant has met all requirements for membership as provided in clause 2 of Section C of this Article and all other MSA requirements.

**Section 5. Territories.** Each full member shall operate within an MSA approved boundary as specified in the member's governing documents.

- A. All boundaries must be physical features, for example, rivers, streets, highways, and other similar elements.
- B. Any change to a full member's boundaries must be submitted on an MSA approved form. No revision is applicable until approved by the council in writing.
- C. MSA may form political and playing districts and sub-districts as needed to accomplish its objectives and in its sole discretion. When possible, district boundaries shall follow county boundaries and reflect relatively equal player registrations among the established districts and deviations are acceptable when approved by the council.
- D. Restrictions.
  - Each full member has an established territory and boundaries in which it shall operate.
  - 2. No other member may establish programs or operations within existing, approved territory without first receiving written approval from the existing member and the council.
  - 3. Council approval shall be recorded in the approved public minutes of the Council meeting.

**Section 6. Good Standing.** The term of membership is for one seasonal year. However, if the member is admitted and the membership is effective before the beginning of the next seasonal year, the initial term of membership for that member is for the balance of the seasonal year.

Membership automatically renews each seasonal year as long as the member remains in good standing with MSA, which includes:

1. Must be current with all dues, fees, and assessments owed;

- 2. Must have on file with MSA a copy of the member's Articles or Certificate of Incorporation, Bylaws, Rules and Regulations, and any amendments to those documents;
- 3. Must register all players, referees, coaches, assistant coaches, team managers, organization officers, directors, and any other individuals in a timely manner as set by the Council.
- 4. Must follow all other such rules or procedures as the council may direct.
- 5. If a member fails to meet any of these qualifications, the council may suspend, fine, terminate or impose any other penalty on the member subject to the provisions of these bylaws.

**Section 7. Reinstatement.** A suspended member of MSA may submit a written request for reinstatement. The council may reinstate the membership of a suspended member on reasonable terms that the council considers appropriate.

**Section 8. Resignation.** Any member may resign by giving written notice to the Council at its offices. The resignation will take effect at the time specified therein or immediately if no time is specified. Unless specified therein, the acceptance of such resignation will not be necessary to make it effective.

# **ARTICLE IV: FEES AND FINANCE**

**Section 1. Fees.** The fees for full members shall be established by the membership. The council will establish the amount and due date of associate and affiliate member fees which shall include the cost of insurance, any player registration fees required by USASA, USYSA, or the Federation, and any other fee as determined by the council.

**Section 2. Failure to Pay Fees.** Any member failing to pay any fees due MSA shall be provided written notice of the delinquency. If those fees are not paid within 15 days after the date of the notice of delinquency, the delinquent member may be suspended from membership in MSA in accordance with these bylaws.

**Section 3. Budget.** The council shall cause an annual budget to be prepared for distribution to the membership.

**Section 4. Audit.** The MSA financial records will be audited annually. This audit shall be accomplished by independent auditor. The audit shall include all records and require the submission of a written report and recommendations. The secretary/treasurer shall distribute the audit to the council and all members.

**Section 5. Fiscal Year.** The fiscal year shall be as determined by the council.

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132			ARTICLE V: OFFICERS AND DIRECTORS
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134	Section	on 1. O	fficers and Directors.
135	A.	The el	ected officers of MSA shall be the president, the vice president, the member-at-
136		large,	the secretary/treasurer, and the referee representative.
137	В.	The el	ected directors shall be the four (4) district directors.
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139	Section	on 2. Qı	ualifications. The candidates for elected office shall:
140	A.	be in g	good standing with MSA;
141	В.	be 19	years of age prior to August 1st of the seasonal year of election;
142	C.	be a le	egal resident of the State of Mississippi;
143	D.	not be	a paid employee of MSA, or of any member; and
144	E.	with re	espect to the referee representative, be (or have been) a member of the State Referee
145		Comn	nittee (SRC).
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147			erm of Office.
148	A.	An off	icer or director will serve for a period of two years and (except as otherwise noted
149			n) may succeed themselves.
150	В.		ed officers and directors shall assume office immediately following the membership
151			ng during which he/she is elected. All officers and directors shall serve for a term of
152		-	ears or until their successors are elected or appointed. If the individual is fulfilling a
153		vacan	cy, the term of office or position begins immediately after being elected to fill the
154		vacan	cy.
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156			uties of Officers and Directors. The officers and directors shall perform the duties
157	-		nis section and such other duties as are prescribed for the office in these bylaws, by
158			or in the adopted parliamentary authority.
159	A.		s of the President. The president:
160			shall serve as chair of all meetings of the membership and the council;
161			may execute instruments for MSA that the council authorizes to be executed;
162		3.	oversee the activities of the executive director and act as the liaison between the
163			council and the executive director; and
164			shall perform other responsibilities assigned by the council.
165	В.		s of the Vice President. The vice president shall:
166			assist the president;
167		2.	assume the responsibilities of the president when the president is absent, cannot
168		_	act, or refuses to act;
169		3.	be an advocate for <u>ALL</u> levels of soccer programming, emphasizing member growth
170			and retention; and
171			perform other responsibilities assigned by the council or the president.
172	C.		s of the Member-at-Large. The member-at-large shall:
173			assist the president and vice president;
174		2.	assume the responsibilities of the president when the president and vice

president are absent, cannot act, or refuses to act;

- be an advocate for <u>ALL</u> levels of soccer programming, emphasizing member
  satisfaction; and
  - 4. perform other responsibilities as assigned by the council or the president.

# D. **Duties of the Secretary/Treasurer.** The secretary/treasurer shall:

- 1. record and transcribe the minutes of all meetings and advise the executive director on distribution;
- 2. provide oversight to the management of all MSA funds and act as a signatory on assigned accounts;
- 3. in accordance with the financial policies of MSA, cooperate in such a manner as to enable timely completion of an independent audit of the financial accounts and transactions of MSA when requested by the council; and
- 4. perform other responsibilities assigned by the by the council or the president.

# E. **Duties of the Referee Representative.** The referee representative shall:

- 1. promote soccer and MSA;
- represent referees on matters of interest or concern in consultation with the SRC on all matters associated with referee growth, retention, satisfaction, and development;
- 3. inform the council of the requirements outlined in the Federation policies; and
- 4. perform other responsibilities as assigned by the council or the president.

# F. Duties of the District Directors. The district directors shall:

- 1. promote soccer and MSA;
- 2. represent the membership on matters of interest or concern; and
- 3. perform other responsibilities assigned by the council or the president.

### Section 5. Removal from Office.

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- A. Officers and Directors may be removed from office by majority vote of those present and voting at a meeting of those entitled to vote for that office.
- B. A member of the council who does not attend two (2) consecutive meetings of the council may be removed by a majority vote of the council unless such absences are excused by the president.
- C. Any officer or member of the council may resign by giving written notice to the council. The resignation will take effect at the time specified therein or immediately if no time is specified. Unless specified therein, the acceptance of such resignation will not be necessary to make it effective.

# Section 6. Vacancy in Elected Office.

- A. If the office of president becomes vacant for any reason, the vice president shall become the president for the balance of the term.
- B. If the office of any other officer or director becomes vacant for any reason, the president may appoint an individual to the office or position to fill the vacancy subject to approval by the council until the next membership meeting.
- C. However, if a vacancy is caused by an election during a membership meeting, the election to fill the vacancy for the balance of the term shall occur during that meeting.

UPDATED | FEBRUARY 2024 220 **ARTICLE VI: ELECTIONS** 221 222 Section 1. Nominations from the Floor. Nominations from the floor are not allowed unless there 223 are no candidates for an office to be elected. 224 225 Section 2. Elections of Officers and Directors. 226 A. At the Annual General Meeting, the following officers and directors will be elected in odd-227 numbered years: President, Secretary/Treasurer, North District Director, and the South 228 District Director. 229 B. At the Annual General Meeting, the following officers and directors will be elected in even-230 numbered years: Vice President, Member-at-Large, Referee Representative, Central 231 District Director, and the West District Director. 232 C. Any individual seeking a position on the council shall submit notice to MSA on a form 233 approved by the council electronically, by certified mail, or commercial delivery service 234 with signature verification at least 45 days prior to the Annual General Meeting. 235 D. Members of the council, except the district directors, shall be elected by majority vote of 236 the members. 237 E. Each district director shall be elected by majority vote of those members eligible to vote for 238 a respective district director. 239 240 **ARTICLE VII: MEETINGS** 241 242 Section 1. Annual General Meeting. Annual general meetings of MSA shall be held in January or 243 February at a time and place determined by the council. 244 A. Notice of Meeting. MSA shall provide to each organization member and the council: 245 1. no more than ninety (90) days but no fewer than forty-five (45) days before the date 246 of the meeting, notice of the annual general meeting, giving the date, time, and 247 location of the meeting; and 248 2. at least fifteen (15) days before the date of the meeting, a proposed agenda with 249 copies of reports of officers and any items proposed to be considered at the 250 meeting. B. Business Items. Any business item (other than proposed amendments to the articles of 251 252 incorporation or bylaws of MSA) to be presented at an annual general meeting must be 253 submitted in writing to MSA at least forty-five (45) days before the meeting. 254 C. Voting Body. 255 1. The voting body shall be composed of one or more representatives designated in writing by the governing authority of the member organization. 256 257 2. Full Members shall be accorded votes based on the number of players registered 258 with MSA during the current seasonal year according to the following system: 259 a. up to and including 300 players (1 vote) b. up to and including 600 players (2 votes) 260 261 c. and so forth up to a maximum of 10 votes

3. Associate and affiliate members shall have one (1) vote in those matters which

either or both are eligible to vote.

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- 4. Each member of the council, except the individual chairing the meeting, is entitled to one vote each at meetings. The individual who is chairing a meeting may vote only when the vote is by ballot or, in all other cases, to affect the result of the vote.
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- 5. Each member shall register its primary and alternate delegates to the AGM with the secretary/treasurer or the secretary/treasurer's delegate no later than thirty (30) days prior to the meeting. No member may vote for more than one organization.

6. Quorum. A quorum for any membership meeting shall be established with 50% plus

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  - D. Agenda.
    - 1. Roll Call.
    - 2. Minutes of the Previous Meeting.
    - 3. Communications.
    - 4. Report of the President and Other Council Members.

1 of the votes eligible to be cast represented.

- 5. Financial Report of the Secretary/Treasurer including approval of the budget.
- 6. Reports of Other Committees.
- 7. Organizational Reports.
- 8. Unfinished Business.
- 9. New Business.
- 10. For the Good of the Game.

# Section 2. Special Meetings.

- A. Special meeting of MSA may be called at any time by the president, a majority of the council, or on the request of one-third (1/3) of full members eligible to vote.
- B. Notice of a special meeting shall be provided no less than ten (10) days nor more than thirty (30) days prior to the meeting and shall state the place, day and hour of the meeting
- as well as the purpose or purposes. C. The procedural clauses C and D of Section 1 of this Article VII apply to Special Meetings.

# Section 3. Standing Policies.

- A. The secretary/treasurer, or the secretary/treasurer's delegate, shall give written notice to all concerned parties. In the case of a Special Meeting, the reason for the meeting shall be expressly provided in the required notice and no other matter shall be considered at the
- meeting. B. The president, or in the case when the council disagrees with the president, a majority of
- the council, may allow guests to attend and address the council. C. The parliamentary authority is as provided in Article XV.
- D. The president shall appoint a Parliamentarian only for the AGM to serve as an advisor on parliamentary procedure.
- **Section 4. Cancellation.** In the event of a national or local emergency, the council may cancel a meeting of MSA by mail, electronically, or by other form of wire or wireless communication. All members shall be notified and the meeting shall be reasonably rescheduled.

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308	Section	on 1. Composition. The members of the council shall be:
309	A.	the president;
310	В.	the vice president;
311	C.	the member-at-large;
312	D.	the secretary/treasurer;
313	E.	the referee representative;
314	F.	four (4) district directors; and
315	G.	the executive director, ex officio, non-voting.
316	Н.	Each member of the council may hold only one position on the council at a time.
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318	Section	on 2. Duties of the Council. Except as otherwise provided in these bylaws, the council
319	shall:	
320	A.	enforce the bylaws, rules, policies, and procedures of MSA;
321	В.	approve a budget for each fiscal year to be distributed to the membership;
322	C.	establish membership requirements for each category of membership;
323	D.	adopt the report of the auditor when applicable;
324	E.	set the place, date, and time of meetings as prescribed in these bylaws;
325	F.	establish fees as prescribed in these bylaws or MSA policies and procedures;
326	G.	establish or create geographic divisions, called Districts, within the state of Mississippi
327		with clearly defined boundaries;
328	Н.	establish and manage all territorial designations for members;
329	l.	fill vacancies as provided in these bylaws;
330	J.	make employment and compensation decisions concerning the MSA Executive Director;
331	K.	adopt policies regarding the management, compensation, and fringe benefits provided to
332		MSA personnel; and
333	L.	exercise such other duties as prescribed for the council in these bylaws, by the
334		membership, in the MSA policies and procedures, or in the adopted parliamentary
335		authority.
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337	Section	on 3. Meetings.
338	A.	<b>Regular Meetings.</b> The council shall hold at least four (4) regular meetings, at least once
339		per each calendar quarter, each year. The president shall establish the time, place, and
340		location of the meetings. Notice of a regular meeting must be given at least fifteen (15)
341		days prior to the date of the meeting.
342	В.	<b>Special Meetings.</b> The council may hold special meetings called by the president or by
343		any four (4) members of the council. Notice of a special meeting shall be provided to all
344		members of the council not less than five (5) days prior to the date of the meeting.
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346		on 4. Voting. Each voting member of the council has one vote, except that the individual
347	-	ling at a council meeting may vote only when the vote is by ballot or, in any other case, to
348	affect	the result of the vote.

**ARTICLE VIII: COUNCIL** 

UPDATED | FEBRUARY 2024 349 Section 5. Quorum. A quorum for any council meeting shall be at least six (6) members of 350 the council. 351 352 **Section 6. Proxies.** Proxies are not permitted at meetings of the council. 353 354 **ARTICLE IX: COMMITTEES** 355 356 Section 1. Standing Committees. MSA shall have the following standing committees: 357 A. Bylaws and Policies Committee; 358 B. Disciplinary and Appeals Committee; and 359 C. Rules and Revisions Committee. 360 361 Section 2. Duties of Standing Committees. Except as otherwise provided in these bylaws, the 362 president and executive director shall prescribe the responsibilities of any standing committee 363 with the approval of the council. 364 365 Section 3. Composition of Standing Committees. 366 A. Each standing committee shall consist of a minimum of three (3) members. 367 B. The president shall appoint the chair and members of the Bylaws and Policies Committee 368 and the Disciplinary and Appeals Committee with the approval of the council. 369 C. Members of the Bylaws and Policies Committee, Disciplinary and Appeals Committee, and 370 the Rules and Revisions Committee shall be appointed annually. A committee member 371 continues to serve until a successor has been appointed. 372 373 **Section 4. Special Committees.** Subject to approval of the council, the president may establish 374 special committees, appoint the members and chair of each of those committees, and prescribe 375 the responsibilities of each. 376 377 Section 5. Restriction. No member of a committee may receive compensation (except 378 reimbursement for expenses) for services performed as a committee member. 379 380 **ARTICLE X: ELECTRONIC COMMUNICATION AND MEETINGS** 381 382 Section 1. Meetings. The council and all committees shall be authorized to meet and may vote 383 on matters by telephone conference or through other electronic communications media so long 384 as all the members can simultaneously hear each other, participate during the meeting, be 385 included in all communications media, and a quorum is established. 386 387 Section 2. Communication. Unless members indicate otherwise to MSA, all communication 388 required in these bylaws, including meeting notices, may be sent electronically. 389 390 ARTICLE XI: GRIEVANCES, DISPUTES, AND APPEALS

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Section 1. General Requirements.

- A. MSA and its members will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by MSA, USYSA, USASA and the Federation may be appealed to the respective organization.
- B. Each member shall have grievances, disputes, and appeals provisions in its bylaws, rules, or other document that clearly states the procedures under which adjudication of appeals and other disciplinary matters shall occur.

# Section 2. Appeals.

- A. Except as otherwise provided by Federation Bylaw 705 or other Federation bylaw or policy, appeals of MSA matters shall be as provided by the council.
- B. The council shall prescribe a policy to carry out this bylaw, including the amount of the appeals fee.

### Section 3. Exhaustion of Remedies.

- A. No member of MSA, official, league, club, team, player, coach, administrator or referee may invoke the aid of the courts of the United States or of a state without first exhausting all available remedies within the appropriate soccer organizations, and as provided within USYSA, USASA, and the Federation.
- B. For a violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to MSA for all expenses incurred by MSA and its officers and members of the council in defending each court action, including the following:
  - 1. court costs;
  - 2. attorney's fees;
  - 3. reasonable compensation for time spent by MSA officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;
  - 4. travel expenses; and
  - 5. expenses for holding special meetings necessitated by court action.

# **ARTICLE XII: EXECUTIVE DIRECTOR**

**Section 1. Appointment.** The executive director shall be appointed by the president subject to the approval of the council.

**Section 2. Duties.** The conduct of business and the management of affairs of MSA shall be under the direction of the executive director.

- A. Accountability. The executive director shall report to the president.
- B. Duties. The executive director shall:
  - 1. be responsible for the complete management of the operations of the organization;
  - 2. be responsible for the employment of such personnel as required to carry out the operations of MSA provided that such employment falls within the constraints established by the budget and personnel policies established by the council;

- establish committees and committee members as needed, in consultation with the president and in accordance with the provisions of these bylaws;
  - 4. serve as an ex-officio member of all committees, except the nominating committee; and
  - 5. perform such other duties as may be stated in these bylaws and other MSA governing documents, the policies and procedures, and the personnel policies established by the council, and as may be directed by the president or the council.

### **ARTICLE XIII: ADMINISTRATION**

**Section 1. Equal Opportunity.** MSA shall provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in soccer competitions. Individuals serving on the council or any committee of MSA shall be selected without regard to that individual's race, color, religion, national origin, or sex. MSA may not have eligibility criteria

relating to amateur status more restrictive than those of the Federation.

- **Section 2. Seasonal Year.** The seasonal year shall be from September 1 through August 31.
- **Section 3. Operating Procedures.** MSA operating procedures will be described in the Administrative Manual which will be reviewed and updated as necessary. In the event of a conflict between the charter and bylaws of the Federation, USASA, or USYSA, the articles, bylaws, policies, and requirements of the Federation govern.
- **Section 4. Accounts, Books, and Records.** MSA shall maintain adequate and correct accounts, books, and records of its business and properties. All of those accounts, books, and records shall be kept at the office of MSA. All accounts, books, and records of MSA are open for inspection by members of the council and members of MSA in the manner provided for in the Mississippi Nonprofit Corporation Law.
- **Section 5. Penalties, Debts, and Assessments.** Any member debt to MSA shall be paid within fifteen (15) days of such notification. Any member who fails to comply with this time deadline shall forfeit all benefits of membership until the next AGM.
- **Section 6. Proper Notification.** Proper notification of any or all notices, actions, meetings, suspensions, penalties, and any other communication will be deemed to have been delivered when such notice has been deposited with the United States Postal Service addressed to the appropriate party as it appears in the records of MSA.
- **Section 7. Suspensions.** Suspensions or other disciplinary actions imposed by USYSA, USASA, or the Federation in accordance with its respective bylaws shall be recognized by MSA and its member organizations upon notification by the above mentioned organizations. Suspensions and other disciplinary actions taken by members of USYSA, USASA, and the Federation shall be recognized by these organizations, MSA and its member organizations upon proper notification to these organizations and determination by these organizations that the party subject to the action

received hearing and procedural rights substantially similar to those set forth in the USYSA, USASA, and the Federation bylaws.

**Section 8. Saving Clause.** If any word, phrase, sentence, or other provision of these bylaws or its application to any person or circumstances is held invalid, this finding shall not affect the other words, phrases, clauses, sentences, or provisions or applications of these bylaws, and to this end, the provisions of these bylaws are declared to be severable. In the event that any provision of the constitution, bylaws, policies, procedures, or rules shall be deemed in illegal or contrary to or amended by the Federation, USASA, or USYSA such portions shall be changed administratively.

# **ARTICLE XIV: INDEMNIFICATION**

To the extent not inconsistent with the laws of the State of Mississippi, MSA shall indemnify every governing person or former governing person against reasonable expenses actually incurred by the person in connection with a proceeding in which the person is a respondent because the person is or was a governing person if the person is successful, on the merits or otherwise, in the defense of the proceeding, or any claim, issue, or matter in the proceeding, notwithstanding that he or she was not successful on any other claim, issue, or matter in the proceeding.

# **ARTICLE XV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern MSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that MSA may adopt. The parliamentary authority of MSA shall be adopted by each of its members.

#### ARTICLE XVI: AMENDMENT OF ARTICLES AND BYLAWS

**Section 1. Proposing Amendments.** Any proposed amendment to the articles of incorporation or bylaws of MSA may be made by: (1) a full member; (2) the council; (3) a member of the council; (4) the executive director; (5) a committee of MSA; or (6) a member of a committee of MSA.

# **Section 2. Advance Notice.**

A. Any proposed amendment to the charter or bylaws of MSA must be submitted in writing to the executive director at least forty-five (45) days in advance of a meeting at which the amendment is to be considered by no later than 4:00 p.m. Central Time.

B. Each proposed amendment received in compliance with section 2A of this Article shall be sent in writing by MSA to each member and the council at least 14 days in advance of the meeting at which the amendment is to be considered.

**Section 3. Voting Requirement.** Any amendment to the charter or bylaws of MSA requires a two-thirds vote of the members.

- 522 **Section 4. Priority.** In the event of a conflict between the articles of incorporation and bylaws of 523 MSA and the articles of incorporation, bylaws, policies, and requirements of the Federation, the articles, bylaws, policies, and requirements of the Federation govern.
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  526 Section 5. Effective Date. Unless otherwise provided, any amendment to the charter or bylaws of
  527 MSA is effective on conclusion of the meeting in which the amendment is adopted.