



2017-2018
Constitution and By-Laws

Confidential

April, 2015

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Revision History

Date	Author	Description of Changes
April 2015	PBrightbill	<ul style="list-style-type: none">• Ch1, Sec 1.7, Letter B
07.01.14	PBrightbill	<ul style="list-style-type: none">• Converted this document from old Word format.• Re-numbered and deleted unused numbers throughout.
Start – 2013	Various BOD members	<ul style="list-style-type: none">• Reformat document.

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1. ASSOCIATION IDENTIFICATION AND AFFILIATION

1.1. PURPOSE

The purpose of the Association shall be to provide non-profit, publication education competition, to promote good sportsmanship for and from all involved in youth soccer, to encourage the conducting of courses of instruction and clinics of training for the purpose of increasing the knowledge and efficiency of those involved in youth soccer, regardless of race, color, national origin, religion or sex.

1.2. NAME

This organization shall be known as the Gulfcoast Youth Soccer Association, Incorporated, a non-profit public education organization incorporated in the State of Florida, (hereinafter referred to as the GYSA or the Association).

1.3. COLORS

The representative colors of this Association shall be orange, white and blue.

1.4. AFFILIATION

Association shall be affiliated with the United States Youth Soccer Association - (USYSA) through the Florida Youth Soccer Association - (FYSA). The area represented by GYSA is located in District 2, Region C of the FYSA

1.5. CONSTITUTIONAL POWERS

The Association shall be governed by its Constitution, By Laws, Rules and Regulations except when these provisions are superseded by the governing authority of the USYSA or the FYSA, with whom this Association is affiliated.

A. Authority

The governing authority of the GYSA whose powers shall be delegated in the By-Laws, shall be vested with the Board of Directors and/or Executive Committee of the Association.

B. Directors and Officers

The Board-Of-Directors shall be comprised of the President, Vice-President, Secretary, Treasurer, and member Club Commissioners. If elected an Officer of the Executive Committee, the incumbent Club Commissioner shall resign his/her Commissioner position.

C. Executive Committee

The Executive Committee of the Board of Directors shall be comprised of the President, Vice President, Secretary and Treasurer. The immediate Past President shall be member ex-officio.

D. Decisions of the Executive Committee:

All decisions of the Executive Committee shall be subject to the Approval of the Board of Directors.

1.6. FINANCIAL OBLIGATIONS

No elected officer, appointed official, committee chairman, special agent, or GYSA representative may obligate any funds on behalf of the Association for any reason or cause without the approval of the Executive Committee and/or Board of Directors.

1.7. MEMBERSHIP

Membership in the GYSA shall be by affiliated Club, with all recreational program teams (U-6 – U19) must be registered with GYSA, in-house or traveling.

A. Membership Procedures:

The Board of Directors will annually recommend to the membership the procedures, rules and fees required for GYSA affiliation, to be ratified at the Association annual meeting.

B. Adherence to Rules:

All members shall abide by the Constitution and By-Laws of the Association, and all existing Rules and Regulations, as well as those established in the future, and applicable Rules and Regulations as may be required by the USYSA and the FYSA, with which the Association is affiliated.

- The EC will send out letter to the club identify the violation.
- The club will have 15 days to respond.
- The EC will make a ruling on the rule violation

Any Affiliate membership violating GYSA Constitution, By-laws, or Rules is subject to a \$250-\$500 fine. This fine will be determined by the Executive Committee based on the severity of the offense or previous offense history.

C. Mandatory Registration

All member Clubs that affiliate with the GYSA must register all their recreation players and coaches with the FYSA.

All teams must register with the GYSA through their respective clubs.

D. Associate Membership

A club not within the GYSA District 2, Region C of the FYSA may apply for membership as an Associate subject to the approval and review annually by the Board of Directors. This Associate Club may attend meetings and have voting rights on specific issues affecting only its membership.

1.8. ANNUAL GENERAL MEETING

The annual General Meeting shall be the third Monday in March for the purpose of electing officers. Procedures, Rules and Fees for membership in the GYSA shall be ratified at this meeting. All officers are elected on an alternating 2 year term: President and Secretary, then Vice President and Treasurer. Thereafter, alternate years for all positions of a two year term.

Reason for change: State Corporation Annual Report filing is due May 1st. Present election date is too late and would cause late charges and penalties to the State.

1.9. VOTING

- A. Each affiliated Club in good standing shall receive one (1) vote. Each club may exercise its vote when applicable i.e., to vote on matters affecting the Girls program, it must have girls' teams under its jurisdiction. In order to vote on any age group must have that age group registered.
- B. Individual Vote:
Each member of the Executive Committee shall be entitled to one (1) vote. The President may vote only in case of a tie.
- C. Proxy
A Club Commissioner may assign his vote by written proxy which must be submitted to the Secretary before voting.
- D. Elected Officers
The newly elected officers will assume office immediately following the adjournment of the Annual General Meeting at which they are elected.

1.10. AMENDMENTS

Amendments to the Constitution, By-Laws, Rules or Regulations of the GYSA will be made at the March General Meeting of the membership, unless otherwise specified in the By-Laws of this Association. An Amendment shall be deemed adopted by an affirmative vote of 2/3 of the voting membership as defined in the By-Laws. Proposals to amend the Constitution, By-Laws, Rules and Regulations shall be submitted to the BOD 30 days in advance of the March meeting. When the President determined that an emergency situation exists, he/she may entertain motions to amend the Constitution, By-Laws, Rules and Regulations. After twenty calendar days, these motions may be voted upon.

2. BY-LAWS

2.1. AFFILIATION PROCEDURES

A. Minimum requirements for Affiliation:

To apply for affiliation in the GYSA a club shall submit to the President:

1. Properly completed affiliation form
2. Payment of all required fees
3. Documentation of the following:
 - a. Constitution and By-Laws of the Club
 - b. Officers and Directors of the Club.
 - c. Sufficient number of qualified referees to adequately officiate Club games.
 - d. Field sizes refer to Rules and Regulations RULES OF PLAY.

B. Annual Requirements for Affiliation:

A club Affiliation applicant must annually submit/attested to the Executive Committee the following (late fees, fines, and/or play restriction may be imposed as deemed necessary and approved by GYSA affiliates when a team/club is not in compliance with affiliation requirements):

1. GYSA affiliation form and required fee *as approved by GYSA affiliates) by 7/31.
2. At a predetermined date each year, GYSA team applications and required team fees (as approved by GYSA affiliates). A \$2.00 fee from each team registered with GYSA will be put into the Gregory Parker Foundation Fund.
3. For GYSA traveling & GYSA Cup teams, 100% participation in the blind draft and a copy of the rosters from the blind draft to be turned in by draft proctor.
4. Sent to the Vice President by 10/31 updated rosters on all teams which have added players to their roster after the initial draft was completed. Any player additions to a team after 10/31 must be sent to the Vice President listing player name, date of birth, team number and player pass number if applicable.
5. Member clubs must register and provide birth verification for 100% of their GYSA players with FYSA.
6. Member clubs must register 100% of their coaches and assistant coaches with FYSA.
7. Member clubs must include GYSA in their parental liability waiver on all player registration forms.
8. Member clubs affiliated with GYSA, all teams (U6 – U19) of the recreational program must be registered with GYSA.

2.2. METHOD OF PAYMENT TO GYSA

All bank checks, drafts, and money orders submitted to the Association shall be made payable to the Gulfcoast Youth Soccer Association. No cash transactions nor third party checks will be accepted. Check must be a Club check from properly affiliated Clubs. No personal checks will be accepted.

2.3. SEASONAL YEAR

For purposes of administration, the seasonal year GYSA operations and activities has been established as commencing September 1st and ending August 31st annually.

2.4. OFFICERS

Member Club Commissioners shall annually elect an Executive Committee to be comprised of the President, Vice President, Secretary and Treasurer. Alternate years for all positions are for a two year term. The EC committee must be representative of a different club and there should not be two members from the same club sitting on the EC Committee.

2.5. DUTIES, RESPONSIBILITIES AND CONDUCT

The duties and responsibilities of the officers shall be

A. President

To be elected President, someone must be a member of the GYSA Board for a year, prior to being elected. This person has to be a member of the Executive Committee or a commissioner in good standing. This will help insure the knowledge of the workings of the board before taking leadership of it.

May vote only in case of a tie, shall appoint standing committees and their chair-persons annually; shall submit an annual report, in writing, to the membership at the GYSA ANNUAL MEETING. Immediate past-president of the Association shall remain as an ex-officio member of the Executive Committee for one (1) year, unless that past-president holds an executive position with FYSA.

B. Vice-President

Shall in the absence of the President, or in the event of his/her inability to act, perform all duties of the President, and when so acting, assume all the powers of, and be subject to all restrictions upon the President, shall act as the President and preside at all meetings, and shall perform such other duties as from time to time may be assigned to him/her by the President or by the Executive Committee: Shall appoint one assistant who will be the Chairman of the GYSA Cup.

C. Secretary

Shall maintain an accurate record of all meetings, handle correspondence, provide notice of all meetings and maintain files of the Association; shall mail/email copies of the meetings minutes to members within 48 hours of the next monthly meeting.

- D. Treasurer:
Shall work with a paid accountant firm to maintain records and receipts of all monies to be deposited in a recognized bank in the name of this Association; shall assure that all accounts are paid by check and shall bear two (2) signatures as designated by the Executive Committee; shall obtain the specific approval of the Executive Committee for an non-budgeted expenditure in excess of \$500.00; shall produce all financial records when required by the Executive Committee to be properly balanced and to reflect the current financial status of the Association; shall submit in writing at each scheduled general meeting a financial report summary statement; shall be responsible for preparing any and all documents pursuant to the Articles of Incorporation and the Tax Exemption status of the Association.
- E. Resignation, Demise, Removal
In the event of the resignation, demise, removal or permanent incapacitation of any officer except the President, the Executive Committee will appoint an interim individual to fill that office.
- F. Adverse Conduct:
Conduct prejudicial to the best interests or objectives or the Association, or nonfeasance, misfeasance, or malfeasance with regard to official GYSA duties will be cause for removal of a member of the Board of Directors/Executive Committee, providing that such allegations are brought to the Board of Directors in writing, by another member of the Board of Directors/Executive Committee, and that member so charged is notified of the allegations, in writing by letter or telegram postmarked at least fourteen (14) days in advance of a regularly scheduled general meeting, or in advance of any meeting called for the express purpose of reviewing such allegations. Removal of a member of the Board of Directors/Executive Committee shall require a two-thirds vote of the members present at two (2) consecutive meetings of the Board of Directors/Executive Committee, providing the date of a second meeting is scheduled at least fourteen (14) days from the initial meeting held for such purposes
- I. Executive Committee Restriction:
No member of the Executive Committee of GYSA shall serve concurrently as a member Club Commissioner

2.6. MEETINGS

- A. Regular Meetings:
Regular meetings of the GYSA shall be held as required and agreed to by the Board of Directors or upon written request of at least six (6) Board Members within thirty (30) calendar days. Each Club Commissioner on the Board of Directors has the responsibility to attend all general meetings or, in the event of occasional absence, have another representative (President or Vice President) from his club attend with a written proxy signed by the Club Commissioner to vote. A list of non-attending Commissioners shall be sent to the Club Presidents and/or posted on GYSA web Site. A proxy could be used for three absences from the regular meetings by an affiliated club during the fiscal years, which are unexcused as determined by the Executive Committee. Thereafter shall result in the club being in bad standings and ineligible to vote as it pertains to GYSA. The club can regain good standing by paying a fine of \$250.00 for the missed absences.
- B. Annual Meeting
The annual meeting shall be held the third Monday of March each year for the purpose of receiving annual reports and to elect officers for the next season.
- C. Executive Committee Meeting
The Executive Committee shall meet on a regular basis, whenever the President deems it necessary or whenever the president is specifically instructed, in writing, to do so by at least two members of the Executive Committee.
- D. Quorum
At all meetings of the Board of Directors, a quorum shall be a majority of the affiliated clubs.
- E. Rules of Order:
Robert Rules of Order shall be the parliamentary authority for all meetings of the Association unless otherwise agreed to by the membership

2.7. STANDING CHAIRMANSHIPS AND COORDINATORS

- A. Appointment:
The president shall annually appoint the following subject to approval by the Executive Committee, once the appointment is made the Club Commissioners need to ratify the appointment:
1. GYSA Cup Chairperson
 2. Player Discipline Coordinator
 3. Referee Assignor-Independent Contractor
 4. AGM Rules, Regulations & By-Law proposal Chairperson
 5. Website Liaison
 6. GYSA Season & Cup Scheduler-Independent Contractor
- B. Rules, Regulations and Protest Committee, members
With respect to the Rules, Regulations and Protest Committee, when the President deems it necessary or is instructed to do so by the Executive Committee and/or the Board of Directors, he will appoint ad hoc members to the Committee and instruct the chairperson to convene the Committee within then (10) days to consider the issue at hand. When the Committee has reached a decision on the issue that required it to convene, they will make a recommendation to the Executive Committee, and the ad hoc members will be excused. The Rules, Regulations and Protest Committee shall serve the following functions
1. Disciplinary hearings
 2. Protest hearings
 3. Appeal hearings
 4. Interpretation and review of the Rules and Regulations of the Association.
- C. Discharge:
Each standing Committee Chairperson and Coordinator shall be discharged annually at the end of the administrative year and may be reappointed under the provisions of this section for a second or more year (s), but only for one (1) year at a time.

2.8. APPEALS

- A. **Restriction:**
In the manner of protests and appeals relating to the By-Laws, Rules and Regulations of the Association; to disciplinary actions imposed; or to the results of competitions sanctioned by the Association; no organizations, commission, official league, club, team, player or referee may invoke the aid of the courts, without first exhausting all available remedies within the regularly established channels of organized soccer, including a final appeal to the Annual General Meeting of the USSF Council
- B. **Sanctions:**
For violations of this rule, the offending party shall be subject to the sanctions of suspension, fines, and shall be liable to the GYSA for all expenses incurred by the Association, and its officials in defending each court action, including, but not limited to the following.
1. Court costs and/or attorney fees.
 2. Reasonable compensation for the time spent by GYSA officers in responding to and defending against allegations in the action, including responses to discovery and court appearances.
 3. Travel expenses
 4. Expenses for holding any special Board of Directors/Executive Committee meetings necessitated by an action.
- C. **Responsibility for Legal Costs:**
Whenever a member or an affiliate of a member of this Association, makes a ruling or renders a decision which is in violation of or conflicts with a rule of this Association, and which results in litigation involving the GYSA as defendants, that member or affiliate shall be responsible for the legal costs incurred by the Association in defending the lawsuit.
- D. **Channels:**
The established channel for appeals is:
1. Player/team/club to affiliated league (GYSA)
 2. GYSA to FYSA Region Appeals Panel
- E. **Procedure and Fee:**
All such appeals shall be in writing. A check or money order in the amount of fifty (\$50) payable to the GYSA must accompany each appeal, such monies to be refunded in full upon a favorable decision to the player/team/club or league representing the appeal or hearing.

2.9. AMENDMENTS

Amendments to the By-Laws or Rules and Regulations of this Association must be approved by a two-thirds (2/3) majority vote of the delegates attending a formal meeting of the GYSA. A formal notice to delegates of the voting meetings must be made at the time of the motion to amend. A quorum shall be required at meetings wherein motions to amend the By-Laws or Rules and Regulations of this Association are made, or voting on amendment motions are performed.

2.10. EXECUTIVE COMMITTEE RESPONSIBILITIES AND AUTHORITY

- A. The executive Committee shall have the vested responsibility, right and authority to reprimand, suspend, bar completely or otherwise discipline any player, coach, team, manager, or assistant, and/or affiliated team or club for violations of the GYSA Constitutions, By-Laws or Rules and Regulations until such time as the full Board of Directors acts to uphold, modify or rescind the disciplinary measures.
- B. Interpret and enforce the GYSA Constitution, By-Laws, Rules and Regulations.
- C. Review the affiliation application of prospective member Clubs and recommend acceptance or rejection to the Board of Directors.
- D. Budget for and administer the funds of the Association.
- E. Adopt temporary Rules and Regulations for situations not provided for by the Constitution, By-Laws or existing Rules and Regulations, or deemed necessary and desirable in order to serve the best interests and objectives of this Association

2.11. DISSOLUTION

Should the Gulfcoast Youth Soccer Association be dissolved, all assets remaining after payment of all debts shall be transferred to an appropriate 501(c)(3) tax exempt organization for the express purpose of developing and promoting amateur youth soccer.