

BASTROP YOUTH SOCCER ORGANIZATION CONSTITUTION AND BYLAWS

SECTION I

Revised and adopted **Enter new date**

Article 1—Name

The name of this organization is the BASTROP YOUTH SOCCER ORGANIZATION, a Texas non-profit organization, hereinafter referred to as “BYSO”. BYSO is subject to the laws of the state of Texas and to its own Constitution and By**laws**

Article 2—Purpose

The purpose of BYSO is to provide the opportunity for all who wish to participate in youth soccer activities within BYSO’s territory. BYSO shall teach good sportsmanship, educate youth participants and their parent(s)/guardian(s) in the fundamentals of the game of soccer, promote the game of soccer through sponsorship of regularly scheduled soccer competition, and conduct such other educational activities as deemed appropriate to the promotion of youth soccer.

Article 3—Affiliation

BYSO and its members shall affiliate and comply with the authority of the Capitol Area Youth Soccer Association, hereinafter referred to as “CAYSA”, **Western District Designated Operations Association, hereinafter referred to as “WDDOA”**, which **are both** affiliated with South Texas Youth Soccer Association, hereinafter referred to as “STYSA” and the United States Youth Soccer Association, hereinafter referred to as “USYS”.

Article 4—Seasonal & Fiscal Year

The “seasonal year” of BYSO shall be the same as STYSA (which currently is September 1 through August 31). The “fiscal year” of BYSO shall be August 1 through July 31.

Article 5—Territory

BYSO shall have primary jurisdiction over all members that reside within Bastrop County and anyone else wishing to play or affiliate with the organization.

Article 6—Definitions

- A. “Player” means a minor age three to eighteen for the current year. **Player group age is determined by the birth year and aligned with CAYSA guidelines.**
- B. “Recreational Team” means a Division III or Division IV team that participates in a recreational league.
- C. “Recreational League” means an interclub/intraclub league in which:
 - 1. the use of tryouts, invitations, recruiting, or any similar process to roster players to any team on the basis of talent or ability is prohibited;
 - 2. the club administering the league accepts as participants in the league any eligible youths (subject to reasonable terms of registration);

3. a system of rostering players is used to establish a fair or balanced distribution of playing talent among all teams participating; and

4. league rules require that each player must play at least one-half of each game except for reasons of injury, illness, or discipline.

D. "Recreational Plus Team" means a team that participates in a recreational plus league.

E. "Recreational Plus League" means an interclub or intraclub league in which:

1. the use of tryouts, invitations, recruiting or any similar process to roster players selectively to any team on the basis of talent or ability is prohibited;

2. the club or clubs administering the league accept as participants in the league any and all eligible youths (subject to reasonable terms of registration); and

3. the league does not otherwise meet the definition of a recreational league.

F. "Tournament Team" means a team that includes guest players and is put together for the sole purpose of playing in a tournament or other approved non-league competition.

G. "Interclub Tournament Team" means a tournament team whose roster includes players who are members of more than one club.

H. "Intraclub Tournament Team" means a tournament team whose roster includes players who are members of only one club.

I. "Select or Premier Team" means a team that participates in a select or premier league.

J. "Select or Premier League" means an interclub league in which no rule restricts the manner in which players may be selected for participating teams, except for rules that:

1. define and prohibit unethical recruiting behavior; or

2. limit the participation of players previously rostered to another team.

K. "Team Parent" means any volunteer who agrees to oversee any administrative tasks necessary for the management of a specific team. This may include but is not limited to, handling fundraisers, phone calls, snack schedules, etc.

L. "Governing Board Meeting" means the monthly business meetings.

M. "Coach" means any volunteer who agrees to oversee any team registered under BYSO.

N. "Assistant Coach" means any volunteer who agrees to assist the coach in overseeing any team registered under BYSO.

O. "Sponsor" means any individual, group or business that provides financial support, services, or in-kind goods for the benefit of BYSO.

P. "Region" is defined as a geographic location with a Governing Board approved (by a majority vote) practice location, and of sufficient size to field a minimum roster size team. At the present the approved regions are Bastrop, Smithville, Cedar Creek, Giddings, La Grange and Rockne.

Article 7—Membership

General Membership. Membership in BYSO shall consist of duly registered players, the players' parents and/or guardians, Coaches, Assistant Coaches, Team Parents, Board Members, and **Sponsors** within BYSO's defined territory. Each "member" will adhere to the BYSO, CAYSA, **WDDOA**, STYSA, and USYS Constitution, Bylaws and Rules pertaining to all matters within BYSO's jurisdiction.

Voting Membership. The voting membership shall consist of one vote for each registered player. One parent/guardian of each registered player shall be considered the voting member. Each registered player and family must be in "Good Standing" with BYSO in order to vote during any election.

Good Standing. Any member who: 1) is delinquent in the payment to BYSO of any registration fees, fines or other fees, or 2) fails or refuses to comply with the authority of BYSO, shall be considered in "bad" standing, and will have voting rights automatically suspended until such rights are reinstated by a **simple** majority vote of the voting officers on the Governing Board. Any member who is not in good standing as a result of 1) or 2) above will not be allowed to compete in any competition sponsored by BYSO, CAYSA, **WDDOA**, STYSA, or USYS.

Article 8—Governing Board

The Board of Directors, composed of the officers of the Organization as designated in this Constitution, and shall govern BYSO. The duties and responsibilities of the Board shall be to:

- 1) interpret and enforce the BYSO Constitution, Bylaws, Rules, and decisions of the Governing Board;
- 2) establish all BYSO fees and charges;
- 3) establish and administer all BYSO Rules;
- 4) resolve all disputes, protests, and appeals, except when BYSO's authority to do so is superseded by CAYSA, **WDDOA**, STYSA, or USYS;
- 5) establish, coordinate or approve all BYSO games, tournaments **and other BYSO-sanctioned special events**;
- 6) adopt a budget and approve all expenditures not budgeted;
- 7) **Keep an accurate account of all monies received and disbursed in the name of the organization and to make a monthly report on the financial status of the organization. Disbursements will be made only at the direction of the organization. Papers such as approved bills, paid bills, cancelled checks, bank statements, and any other instruments and correspondence pertaining to the financial entries should be retained.**
- 8) attempt to have a Board Member available during BYSO activities and games to help in whatever capacity may be needed; and
- 9) carry out all other duties and responsibilities as specified in this Constitution, the Bylaws, and any Rules of BYSO.

Article 9—Governing Board Officers

Positions. The Governing Board shall consist of the below voting and non-voting members as officers of BYSO. The * officers shall be elected during even numbered years. Voting positions shall be elected by the Voting Membership and non-voting positions shall be appointed by the Governing Board Officers.

- a. President (votes only in the event of a tie)*
- b. Vice President (voting)
- c. Secretary (voting)*
- d. Treasurer (voting)
- e. Registrar (voting) *
- f. Sponsorship Coordinator (voting)
- g. Recreational Commissioner (voting)
- h. Select Director & Director of Training (voting)
- i. Academy Director (voting)
- j. Fields Commissioner (voting)*
- k. Scheduler (voting)*
- l. CAYSA Liaison (non-voting)
- m. WDDOA Liaison (non-voting)
- n. STYSA Liaison (non-voting)
- o. Tournament Coordinator (voting)*

Governing Board Officer Elections. No later than January 1 the Election Committee will determine how the current year's election will be carried out and provide written instructions at that month's Governing Board Meeting. New officers shall be elected in April of each year. Installation shall be held at the May meeting with tenure beginning immediately for the upcoming Season. (Ex: Elect Apr 2018, Install new membership May 2018, Membership coverage August 2018 through May 2019).

Illegal Votes: Election Ballots shall be deemed illegal and not counted if:

- 1) received after the voting period has closed;
- 2) any one position has more than one name;
- 3) voting ballot doesn't match current year's ballot or
- 4) the ballot is altered in any way, other than having a "write-in" vote.

Election Committee: Shall consist of a Chairperson and two members with two alternates in the event one or more of the members of the committee is unable to serve on the election committee. During the even numbered years the committee membership shall consist of the Registrar (serving as Chairperson), the Recreational Commissioner and the Sponsorship Coordinator. The Vice President shall serve as first alternate and the Scheduler shall serve as second alternate. During the odd numbered years, the committee membership shall consist of the Secretary, (serving as the Chairperson), the Recreational Division Commissioner and the Academy Director. The Field Commissioner shall serve as the first alternate and the Director of Training shall serve as second alternate.

Election Committee Responsibilities: The Election Committee shall work as a group, led by the chairperson, to ensure that the election process follows the predetermined course as set by the Election Committee. The Committee shall:

1. create all ballots electronically;
2. ensure the legality of each vote;
3. ratify the election;
4. provide an oral and written Teller's Report at the April Governing Board Meeting;
5. meet on the day of the nomination deadline to verify the nominations;
6. shall contact all nominees;
7. meet on Election Day to ratify the ballots;
8. contact the committee to schedule an additional meeting (in person, via telephone or email) to ratify any valid ballots received via US mail after the Election Day.

Ratification of the Election:

1. On Election Day the Committee members will ratify the election. This may be done at the field or moved to another location to be determined by the Committee Chairperson. The Committee Chairperson or their designee will notify the people that were elected and determine if they are still willing and able to accept their elected position. Should they not be willing or able to fulfill this obligation another election will be held for said position the following Saturday via electronic ballot and notice shall be given to the voting membership via electronic means. The Chairperson shall be responsible for both a verbal and written report to the Governing Board during the April Board Meeting.
2. In the event the regularly scheduled April Governing Board meeting does not take place on the second Monday of April, an emergency meeting must be called per proper protocol to ratify the election.
3. Teller's Report is the report given at the April Governing Board Meeting which is to be read aloud and turned into the Secretary to be placed in the minutes of this meeting. See sample tellers report inserted below.

Season _____ 20__

Election Teller's Report

Election Voted on _____

Number of ballots cast: XXX

Absentee/Early Ballots: XX

Regular Ballots: XX

Illegal Ballots: XX

President: _____ received xx votes

Vice Pres: _____ received xx votes

_____ received xx votes

_____ received xx votes

Secretary: _____ received xx votes

Treasurer: _____ received xx votes

_____ received xx votes

_____ received xx votes

Field Comm: _____ received xx votes

Registrar: _____ received xx votes

_____ received xx votes

_____ received xx votes

Select Director/Director of Training:

Scheduler: _____ received xx votes

_____ received xx votes

_____ received xx votes

_____ received xx votes

Academy Director:

Recreation Commissioner:

_____ received xx votes

_____ received xx votes

_____ received xx votes

_____ received xx votes

Sponsorship Coordinator:

_____ received xx votes

_____ received xx votes

Posting of Election Results: Committee Chairperson or their designee shall post the election results on the bulletin board at the Highway 95 Fields by 7:00 pm as well as on the BYSO website the day after the April Governing Board Meeting and they have been entered into the minutes.

Contest of Election: Any person wishing to contest an election of the Governing Board may do so in written or typed form, signed, and postmarked via the US Postal Service (certified and return receipt) within 24 hours of the "posting" of the election results on the bulletin board at the Hwy. 95 fields.

Qualifications: The officers, when elected, must have a player registered with BYSO unless approved by unanimous vote of the existing Governing Board. Any person wanting to hold a position on the Governing Board must be in good standing with the organization for the entire year prior to holding a Board position. They may succeed themselves in office. No previous officer may run for election without

the Governing Board's approval, after having resigned from the Board entirely, vacated, or having been removed, for a period of four (4) years.

Term: The officers shall be elected for a two-year term beginning with the first regular or special meeting held after the election results entered into the Governing Board Meeting minutes and ending with same. They may succeed themselves in office.

Attendance. Any elected Governing Board Officer who is absent two (2) consecutive Governing Board meetings, without a reasonable excuse, may have his/her position declared vacant by the voting Governing Board Officers with a simple majority vote. Any elected Governing Board Officer may create a simple agreement with the Governing Board to be absent from any and/or all meetings prior to taking office provided they are represented at said meetings.

Vacancy. In the event any position becomes vacant and for the positions that are vacant at the adoption of this Constitution, an officer may be appointed by simple majority vote of the officers on the Governing Board at any duly constituted meeting.

Removal. The elected officers of the Governing Board shall have the power to remove any Governing Board Officer for reasonable cause. Except for vacancy (as explained above) for non-attendance, a two-thirds (2/3) vote of a quorum of elected officers in attendance at any duly constituted meeting shall be required to remove any officer.

Resignation. Any officer wishing to resign should submit a written resignation to the Governing Board.

Article 10—Meetings

Regular Meetings. The regular meetings of BYSO shall be held once monthly, location and day to be predetermined by a majority vote of the Governing Board prior to each calendar year. [Nonseason months are excluded from meeting expectations.](#)

Special Meetings. Special meetings may be called by written request to the BYSO Secretary by the President or one-third (1/3) of the voting officers of the Governing Board. Special meetings require a three (3) day notice to the Governing Board, in writing, by e-mail. The three-day notice may be waived by a simple majority agreement, via e-mail, of the voting officers of the Governing Board.

Time and Place of Meetings. The Governing Board will specify the time and place, within the boundaries of BYSO, as the place for any regular or special meeting. The Governing Board should attempt to select a time and a central location, which takes into consideration the distance and convenience of the officers who are able to attend.

Notice. Notice shall have been accomplished when the Secretary or their designee submits notification via the:

- 1) U. S. Postal Service,
- 2) e-mail, or
- 3) orally

to each Governing Board officer. All non-regularly scheduled Governing Board meetings shall require three (3) days written (mail or e-mail), or oral notice, unless specifically stated otherwise, or notice is waived.

Order of Business. The order of business shall be as follows:

- 1) Meeting called to order
- 2) Adoption of Agenda (if not previously distributed to officers)
- 3) Guest Speakers (if applicable)
- 4) Reading (if not previously distributed to officers) & approval of minutes of previous meeting
- 5) Monthly financial reports reviewed (if not previously distributed) & approved
- 6) Correspondence (if applicable)
- 7) Report of Officers
- 8) Report of Standing Committees (if applicable)
- 9) Report of Special Committees (if applicable)
- 10) Unfinished Business
- 11) New Business
- 12) Executive Session
- 13) Adjournment

The Presiding Officer may modify the order of presentation of any meeting's business to accommodate guests, Governing Board Officers, or to bring about the efficient handling of matters to be presented. All meetings of BYSO shall be conducted in accordance with Roberts Rules of Order, latest edition.

Appearance. Any individual wishing to speak at a BYSO regular scheduled meeting may sign in with the secretary before the meeting. Appearance will be in order of the sign-in. Each speaker will have three (3) minutes to speak. All speakers will have a combined total of thirty (30) minutes to speak at the beginning of the meeting. Any speakers who do not get to speak will have to return and sign-in at the next regularly scheduled meeting or ask the Secretary to be placed on the Agenda.

Any individual requesting to be placed on the Agenda must contact the BYSO Secretary one (1) week prior to the regular scheduled meeting they wish to attend.

Quorum. A majority of the total officers' present shall constitute a quorum at said meeting.

Loss of Quorum: The officers present at any duly organized meeting may continue to transact business until adjournment, but motions may not be taken.

Article 11—Amendments

Any proposals or motions to amend this Constitution must be made in writing to the Secretary for distribution to BYSO Governing Board Officers. In addition, not less than ten (10) and not more than forty (40) days written or e-mail notice to each Governing Board member of a meeting to amend this Constitution shall be required. Such notice shall contain the amendments proposed, as well as the date, time, and place of the meeting. Amendments to this Constitution may be approved at any duly constituted meeting by a two-thirds (2/3) vote of a quorum of the elected Governing Board.

Article 12—Dissolution

In the event that BYSO ceases to function or dissolves and after paying or making the provision for payment of all just liabilities, the Governing Board shall transfer all of the net assets to any successor organization which has similar purposes as specified in this Constitution; provided, however, such successor organization qualifies under Section 501c(3) of the Internal Revenue Code (or any corresponding provision). Should no successor organization exist, then the net assets shall be distributed to CAYSA and WDDOA, provided CAYSA and WDDOA qualify under Section 501c(3). IF CAYSA and WDDOA does not exist or does not qualify, then the Governing Board may distribute the net assets to any youth organization it designates so long as the organization qualifies under Section 501c(3).

Article 13—Compensation

No part of the net earnings of the Organization shall be for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the BYSO Constitution and Bylaws. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate or public office. Notwithstanding any other provisions of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by an Organization exempt from federal income tax under Section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an Organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future tax code.

Article 14—No Action Contrary to Non-profit Purpose

The Governing Board Officers, and anyone else involved with the Organization, will take no action which will violate the prohibited transactions cited by Section 501c of the Internal Revenue Code of 1986.

Notwithstanding any other provision of these articles, this Organization is organized and operated exclusively for charitable and educational purposes. BYSO does not and will not discriminate because of sex, race, creed, color, religion, age or disability.

SECTION II BASTROP YOUTH SOCCER ORGANIZATION BYLAWS

Enter new date

Article 1—Offices

Principal Office. The principal office of BYSO shall be in the State of Texas and within the boundaries of BYSO. **Should there be no principal office each officer is responsible for maintaining and presenting, when requested, valid records in accordance with their duties. If a new officer is elected the previous officer is required to turnover all documents, discs, drives, etc. to the newly elected officer.**

BYSO shall have and continuously maintain in the State of Texas a registered office and a registered agent whose office is identical with such registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time.

Article 2—Discipline of a Member

Complaint Against a Member. Any member may file a written complaint against another member with BYSO requesting an investigation, review, and/or disciplinary action or other action by the Governing Board for any violation of the BYSO Constitution, Bylaws, or Rules. Each “member” shall adhere to the BYSO, CAYSA, **WDDOA**, STYSA, and USYS Constitution, Bylaws and Rules pertaining to all matters within BYSO’s jurisdiction.

Physical Contact or Abuse. Nothing in the BYSO Constitution, Bylaws, or Rules shall be construed to restrict or prohibit the BYSO Governing Board’s right upon written request from any member to BYSO, to utilize the hearing procedures listed in these Bylaws, to investigate and hold a disciplinary hearing for any situation involving violent physical contact, abuse or threatened abuse between players, coaches, referees, and/or spectators.

Complaint and Appeal Hearing Procedures. A complaint shall be in writing and provided to the BYSO **Governing Board** within ten (10) days of the incident, giving rise to the complaint. The complaint shall contain a statement of facts, the complainant’s position, and the action requested of the BYSO Governing Board. Other statements supporting the complainant’s position may also be provided with the complaint. If there is a complaint, BYSO shall provide a synopsis of the complaint with the notice of the hearing to the person(s) complained of, hereinafter referred to as the “respondent”. **An officer** of BYSO **may** call a special meeting, if necessary, or allow the complaint to be heard at a regular meeting of the BYSO Governing Board; however, the complainant(s) and respondent(s) are to be provided five (5) days written notice of any hearing by **a member of the BYSO Governing Board**. In the notice of any hearing, the BYSO **Governing Board** shall designate a reasonable time period for presentation by the complainant, respondent, and their respective witnesses. The notice provided for herein may be waived by the respondent in writing.

Discipline of Members. The Governing Board by affirmative vote of two thirds (2/3) of a quorum of the voting officers on the Governing Board at any duly constituted hearing, may censure, place on probation, suspend, expel, or provide any appropriate punishment to a member or member

organization for any violation of the BYSO, CAYSA, **WDDOA**, STYSA, or USYS Constitution, Bylaws, or Rules.

No Conflict with Rules Progressive Discipline System. To prevent duplicate hearings by BYSO, this Article shall not apply to any situation, which is handled through the Progressive Discipline System as provided for in the CAYSA, **WDDOA** or STYSA Rules.

Article 3—Voting

Voting. Eligible Governing Board Officers shall have one vote on each matter put to a Governing Board vote, excluding the President who shall vote only in the event of a tie. A simple majority vote of a quorum of the elected Governing Board shall be required for the election of any person or to decide any matter, which requires a vote, unless otherwise specified in the BYSO Constitution, Bylaws or any BYSO Rules. Any elected Governing Board Officer who receives financial compensation for performing any job will have to abstain from voting on any subject pertaining to said job.

Proxy. To be valid, a proxy must be submitted in written form, signed and dated by the Governing Board member not in attendance, or via e-mail submitted to the BYSO **Governing Board**. It must be presented to the BYSO Secretary, **or another officer should the Secretary be absent**, prior to the vote in which it will be utilized. The proxy must designate which vote it is to be used for, designate the individual appointed to vote for the absent member, and designate the powers of the proxy holder. It shall be viable only for the meeting immediately after the date of the proxy and will be viable only for old business. A proxy may not be cast by a Governing Board Member who is not in good standing.

Veto. Any veto issued by the presiding officer may be overturned by a simple majority vote of the elected Governing Board Officers. Any decision made by the Governing Board may be overturned by a 51% majority of the vote from the general membership.

Ties. In the event of a tie the presiding officer shall cast the deciding vote or waive the right to do so. Should the presiding officer abstain from casting the deciding vote, a written ballot shall be taken. In the event of a second tie, more discussion shall occur followed by a second written ballot. This method shall continue until there is no longer a tie.

Article 4—Officers

General Provisions. All officers of BYSO shall carry out the decisions of the Governing Board and shall uphold and enforce the provisions of the BYSO, CAYSA, **WDDOA**, STYSA, and USYS Constitution, Bylaws, and any Rules.

All Governing Board Officers shall have but are not limited to the following duties and responsibilities:

- 1) shall carry out the decisions of the Governing Board and shall uphold and enforce the provisions of the BYSO, CAYSA, **WDDOA**, STYSA and USYS Constitution, **Bylaws** and Rules.
- 2) shall assist in the management of day to day operations of BYSO;
- 3) shall attend the monthly Governing Board meetings;
- 4) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum) choose the uniform selection for use in the upcoming Fall and Spring seasons for all teams;
- 5) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), choose the awards for the **DIII & DIV teams**;

- 6) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), choose the Photography Company for all teams and individual pictures;
- 7) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), set fees for the Referees and the Registered Referee Assignor;
- 8) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), select, negotiate and hire a Referee Assignor to coordinate and assign referees for all BYSO games (if applicable);
- 9) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), appoint a person (from the voting membership) to serve as the CAYSA Liaison to which this person shall attend the CAYSA meetings, (on the behalf and in the best interest of BYSO), report back to the BYSO Governing Board at the next immediately scheduled Regular Meeting following the CAYSA meeting and shall supply minutes from the previous CAYSA meetings to all Governing Board Officers;
- 10) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), appoint a person (from the voting membership) to serve as the WDDOA Liaison to which this person shall attend the WDDOA meetings, (on the behalf and in the best interest of BYSO), report back to the BYSO Governing Board at the next immediately scheduled Regular Meeting following the WDDOA meeting and shall supply minutes from the previous WDDOA meetings to all Governing Board Officers;
- 11) shall, in conjunction with the other elected Board Officers (by majority vote of a quorum), appoint a person (from the voting membership) to serve as the STYSA Liaison to which this person shall attend the STYSA meetings, (on the behalf and in the best interest of BYSO), report back to the BYSO Governing Board at the next immediately scheduled Regular Meeting following the STYSA meeting and shall supply minutes from the previous STYSA meetings to all Governing Board Officers;
- 12) shall work the registration table prior to each season for a total of not less than two (2) hours or find another Board Member willing to work in your place;
- 13) shall assist with the registration process, as the Registrar deems necessary;
- 14) shall serve as "Board Member on Duty" and be at the field on game day as needed at least two times per season or find another Board Member willing to work in your place;
- 15) shall assist with Special Events as the Academy Director deems necessary;

President (votes only in the event of tie /elected position)*. The President shall be the Chief Executive Officer of BYSO and have but are not limited to the following duties and responsibilities:

- 1) shall preside at BYSO regular and special Governing Board and Executive Committee meetings;
- 2) shall serve on the Scholarship Committee along with the Registrar and Secretary;
- 3) shall submit a written, annual report, which shall become part of the minutes, to all Governing Board Officers at the June regular meeting;
- 4) shall appoint, at the June regular meeting, an auditing committee consisting of not less than 3 Board Officers and excluding the presiding officer, to inspect the Treasurer's books to certify their accuracy and report back to the Governing Board Officers at the July regular meeting;
- 5) may appoint committees;

6) shall cast the deciding vote in the event of a tie at any meeting in which he/she presides or waive the right to do so;

7) shall serve as “signee” for contracts (on behalf of BYSO) after prior approval from the BYSO Governing Board Officers;

8) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Vice President (voting/elected position). The Vice President shall succeed to the powers of the President in his/her absence and, in addition, have but are not limited to the following duties and responsibilities:

1) shall research and present a comprehensive comparison on uniforms available with prices on jersey only and package deals to the Governing Board;

2) shall, **with the Registrar**, order uniforms for all BYSO Players, after prior approval (by majority vote of a quorum) of the Governing Board;

3) shall research and present a comprehensive comparison on awards available with prices and recommendations to the Governing Board;

4) shall order all awards, after prior approval (by majority vote of a quorum) of the Governing Board;

5) shall research and present a comprehensive comparison on photographers available with prices and recommendations to the Governing Board;

6) shall function as Chairperson of the Discipline and Protest Committee, unless a matter involves his/her child or team then the first alternate shall be the Secretary, the second alternate shall be the treasurer;

7) **shall share in the duties of the Treasurer and Registrar in the paying of bills, collection of funds and control of monies, BYSO’s income and expenditures.**

8) shall (in the absence of the President) serve as “signee” for contracts (on behalf of BYSO) after prior approval from the BYSO elected Governing Board;

9) shall assume responsibility for all insurance matters, including but not limited to informing the Governing Board Officers about the insurance coverage, handling claims (including follow-up) and dealing with any insurance problems that might arise;

10) shall, with the Registrar, conduct a coach’s clinic prior to the start of each season; and

11) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Secretary (voting/elected position)*. The Secretary shall succeed to the powers of the President in his/her and the Vice President’s absence and, in addition, have but are not limited to the following duties and responsibilities:

1) shall serve on the Scholarship Committee along with the Registrar and President;

- 2) shall maintain a complete mailing list of all Governing Board Officers and notify the Secretary of CAYSA of any changes to the list;
- 3) shall provide notice, as required in the BYSO Constitution, Bylaws, and any Rules of all meetings;
- 4) shall record the minutes of all meetings, attend to all correspondence, and keep the records of BYSO;
- 5) shall provide minutes of BYSO meetings to all officers of the Governing Board prior to the next scheduled BYSO meeting;
- 6) shall maintain the BYSO Constitution, Bylaws, and Rules; and

Treasurer (voting/elected position). The Treasurer shall have but are not limited to the following duties and responsibilities:

- 1) shall, **with the Vice President and Registrar**, collect all dues and fees owed to BYSO; control all monies of BYSO's income and expenditures;
- 2) shall, **with the Vice President**, pay all BYSO bills approved by the elected Governing Board Officers;
- 3) shall, with the **Vice** President, prepare and oversee all BYSO budgets and financial reports;
- 4) shall submit, **to the Governing Board**, monthly financial reports based on the budget and expenditures with current balances at the Regular Meeting to the Governing Board;
- 5) shall prepare and submit a yearly financial report of income, expenditures, current assets, and liabilities to the Governing Board at the July meeting; and
- 6) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Registrar (voting/elected position). The Registrar shall have but are not limited to the following duties and responsibilities:

- 1) shall supply any interested individuals with proper registration information and materials;
- 2) shall serve as Chairperson and work with the Secretary and President on the Scholarship Committee, provide a written report, to the board, regarding the allocation of scholarship funds received, notify the recipient of approval and provide them with volunteer opportunities as they arise. The Chairperson shall maintain a list of volunteer hours worked by scholarship recipients in consideration for future scholarship eligibility;
- 3) shall serve on the Team Formation Committee along with the **Recreational** Division Commissioner;
- 4) shall maintain and prepare registration statistics of each season and present a report of such statistics of the Governing Board at the next meeting after Fall Registration **closes** and at the next meeting after Spring Registration **closes**;

- 5) shall receive (from CAYSA) and distribute (to the **Recreational** Commissioners) all Kid Safe Badges,
- 6) shall insure that all CAYSA, **WDDOA**, STYSA, and USYS registration forms are timely filed with the proper authorities **and serve as liaison to these entities should another person not currently serve in this position;**
- 7) shall maintain the Player Database and provide regular updates to the Governing Board as needed;
- 8) shall maintain communication with all coaches throughout the season and distribute awards to all appropriate recreational coaches;
- 9) shall coordinate and assist Recreational Commissioner with any assigned duties necessary.
- 10) shall attempt to create enough teams so that all eligible, registered players may play each season; shall obtain coaches for each team created;
- 11) shall be in charge of purchasing “coaches bag” contents, distribution of “coaches bags” and distribution of uniforms;
- 12) shall be in charge of updating and maintaining information on the website;
- 13) shall, with the Vice President, conduct a coach’s clinic prior to the start of each season;
- 14) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Sponsorship Coordinator (voting/elected position). The Fundraising Coordinator shall have but are not limited to the following duties and responsibilities:

- 1) shall be responsible for research of possible fundraiser ideas and presenting those ideas (with samples if possible) to the Governing Board.
- 2) shall be responsible for all fundraising activities of BYSO after prior approval (by majority vote of a quorum) from the Governing Board Officers.
- 3) shall be responsible for obtaining **Sponsors** for the organization;
- 4) shall be the liaison between BYSO and the **Sponsors**;
- 5) shall be responsible for mailing “Thank You” notes (on behalf of BYSO) to all **Sponsors**, within thirty (30) days of receipt of the donation;
- 6) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Recreational Commissioner (**all** Recreational Teams) (voting/elected position)*. The **Recreational** Commissioner shall have but are not limited to the following duties and responsibilities:

- 1) shall coordinate and administer all Division activities, including acting as liaison with other associations for inter-association play;

- 2) shall prior to each Fall and Spring seasons the Team Formation Committee: The Registrar and the Recreational Commissioner, shall place all registered players on teams to participate in recreational (Division III & IV) competition while attempting to balance the male/female ratio and the younger/older age level ratio according to the CAYSA, WDDOA & STYSA guidelines. The Team Formation Committee will determine how each season's teams will be formed;
- 3) shall have the responsibility for new area development and promote activities for coaches and players in their respective divisions;
- 4) shall collect pictures-and general information on teams to be given to the Web Designer throughout the seasons; and
- 5) shall assist with the formation of teams; and
- 6) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Select Director (U11 & above Select Teams) (voting/elected position)*. The Select Director shall have but are not limited to the following duties and responsibilities:

- 1) shall coordinate and administer all Select Division activities, including acting as liaison with other associations for inter-association play;
- 2) shall, with the Team Formation Committee, attempt to create enough teams so that all eligible, registered players may play each season;
- 3) in conjunction with members of the Governing Board & Select Trainers, shall serve as committee chairperson and assist in organizing the players, and conducting tryouts for each age division, and forming teams according to age level and ability
- 4) shall assist with the formation of Select teams;
- 5) shall obtain and/or assign coaches for each team created;
- 6) shall have the responsibility for new area development and promote activities for coaches and players in their respective divisions;
- 7) shall collect pictures, scores and general information on teams to be given to the Registrar throughout the seasons; and
- 8) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Academy Director (voting/elected position)*. The Academy Director shall have but are not limited to the following duties and responsibilities:

- 1) shall coordinate and manage all Academy teams and their players;
- 2) shall attend the BYSO and other organization/clubs U10 age division and above both seasonal and tournament games to observe players and possibly recruit qualified players for the BYSO Academy, Select and Tournament teams;

- 3) shall obtain and/or assign coaches for each team created;
- 4) shall serve as Tournament Director for all BYSO Academy home and away tournaments; and
- 5) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Field Commissioner (voting/elected position)*. The Field Commissioner shall have but are not limited to the following duties and responsibilities:

- 1) shall determine the playability of BYSO fields;
- 2) shall procure and maintain all necessary equipment and supplies to maintain BYSO fields;
- 3) shall inventory any and all equipment and supplies of BYSO within thirty (30) days of the last game of each season, and present such inventory to the BYSO Governing Board at the next immediately scheduled regular meeting;
- 4) shall coordinate the procurement of new field facilities, if needed, and shall maintain existing facilities;
- 5) shall, **with the Registrar**, maintain and update rain out message (beginning at 6:30 am) on an as needed basis and
- 6) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Scheduler (voting/elected position). The Scheduler shall have but are not limited to the following duties and responsibilities:

- 1) shall, **with the Registrar**, coordinate practice times with each coach on all recreational and select teams;
- 2) shall create game schedule all U4, U5, U6, U8 and U10 (non-traveling teams) recreational;
- 3) shall work with **coaches**, CAYSA and other clubs to schedule games for traveling teams;
- 4) shall reschedule any games that were cancelled due to inclement weather **or may choose not to reschedule those games**, according to the BYSO Constitution, **Bylaws** and Rules, and coordinate referees for those game with the Referee Assignor;
- 5) shall work with the ~~Registered~~ Referee Assignor to coordinate referees for all necessary games;
- 6) shall schedule dates for the photographer to be at the BYSO fields, and assign time slots to the teams for team and individual pictures;
- 7) shall create a field maintenance schedule, that includes all teams, so that the first team (in each age division on any given field) is responsible for hanging the appropriate nets on their perspective fields, the last team (in each age division on any given field) is responsible for removal and storage of nets in the appropriate container;

8) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Director of Training (voting/elected position)*. The Director of Training for Recreational, Select, and Academy training shall have but are not limited to the following duties and responsibilities:

- 1) shall function as the BYSO coordinator and contact for all CAYSA Select activities (“select” shall mean Division I, Division II, and Super II), and Academy play;
- 2) shall assist in Select & Academy Director in locating and securing coaches and insure they are qualified to coach at the Rec+ and Select level;
- 3) shall **assist with the organization** off-season conditioning and other soccer related activities, such as, goalie training, soccer fun nights, and other soccer related activities;
- 4) shall **assist with the organization** of season 3v3 teams for interested parents and offer instructional coaching as needed;
- 5) shall assist with the formation of Select teams;
- 6) shall create and supervise coaching education for all coaching levels as needed, and
- 7) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

CAYSA Liaison (non-voting/appointed position). The CAYSA Liaison shall have but are not limited to the following duties and responsibilities:

- 1) shall attend the CAYSA meetings, representing the best interest of BYSO, report back to the BYSO Governing Board and supply minutes from the previous CAYSA meeting to all Governing Board Officers on a monthly basis; and
- 2) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

WDDOA Liaison (non-voting/appointed position). The WDDOA Liaison shall have but are not limited to the following duties and responsibilities:

- 1) shall attend the WDDOA meetings, representing the best interest of BYSO, report back to the BYSO Governing Board and supply minutes from the previous WDDOA meeting to all Governing Board Officers on a monthly basis; and
- 2) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

STYSA Liaison (non-voting/appointed position). The STYSA Liaison shall have but are not limited to the following duties and responsibilities:

- 1) shall attend the STYSA meetings, representing the best interest of BYSO, report back to the BYSO Governing Board and supply minutes from the previous STYSA meeting to all Governing Board Officers at the Board Meeting that directly follows the STYSA meeting; and

2) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Tournament Coordinator – The Tournament Coordinator shall have but are not limited to the following duties and responsibilities:

- 1) shall, serve as the point of contact to communicate with coaches, managers and administrators to identify and offer the proper tournaments based on coach/trainer specifications.
- 2) shall, assist team coaches, managers and administrators with registration of teams into the agreed upon tournament by gathering required details by team for submission.
- 3) shall, maintain record of tournament payments (debits/credits) by team to track parent versus league paid events, gaining agreement on terms and communicate with coaches, managers and administrators accordingly.
- 4) shall, initiate and manage communication with tournament directors regarding concerns or cancellation. Including coordination of refunds, through to payment accounted for by the Treasurer.
- 5) shall, advise coaches, managers and administrators of any changes in the tournament scheduling prior to the tournament date.
- 6) shall, provide coaches, managers and administrators of tournament details, medical releases, rules and any other necessary information to help the team be prepared before attending.
- 7) shall, assist as needed with identifying room blocks for teams attending an out of town tournament and provide to team coaches and managers.
- 8) may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.

Article 5—Notice

Notice in these Bylaws shall have been accomplished when the BYSO Secretary or their designee delivers written notice via the U.S. Postal Service (in a properly addressed envelope, with sufficient postage), by e-mail, or personally handing to the Governing Board Officers.

Article 6—Amendments

Any proposals or motions to amend this Constitution must be made in writing to the Secretary for distribution to BYSO Governing Board Officers. In addition, not less than ten (10) and not more than forty (40) days written or e-mail notice to each Governing Board member of a meeting to amend this Constitution shall be required. Such notice shall contain the amendments proposed, as well as the date, time, and place of the meeting. Amendments to this Constitution may be approved at any duly constituted meeting by a majority vote of a quorum of the elected Governing Board.

Article 7—Discipline and Protest Committee

What may be protested:

- 1) Player eligibility and misinterpretation or misapplication of the rules of play. A protest based on the alleged ineligibility of a player may be made at any time.

Protests and complaints must be made in writing to the BYSO Governing Board. If the actions accused are severe a special Board meeting may be posted and called otherwise the Board will invite all parties to the next scheduled Board meeting and the matter will be addressed at that time.

Article 8—Scholarships

Scholarship Deadline: All paperwork must be received on or prior to the close of registration.

Consideration: In order to be considered for a Scholarship all paperwork must be complete. Family requesting a Scholarship must complete the Hardship Form available through the Registrar and on the organization's website. Exceptions considered on a case by case basis. Applications may also be considered due to major life altering event which causes financial hardship. All Applicants must have completed a current BYSO Registration Form and have a copy of the player's birth certificate on file.

Frequency and Quantity of Scholarships: The scholarship committee will award scholarships as the budget allows. Applicants may be approved for scholarships for subsequent seasons as severe need is proven. Scholarship recipients shall provide BYSO with volunteer hours in exchange for their scholarship. These hours may be provided by helping with field lining, fundraising efforts, etc.

Determination of Recipients: The Governing Board shall determine which players receive a portion or all of the Registration Fee waived.

Conflict of Interest: No member may vote on a matter concerning their child. The chairperson shall appoint a substitute if this occurs.

All decisions of the Governing Board are considered final. Appeals may be made in writing to the BYSO Governing Board within fourteen (14) days.

Article 9—General

Disbursement of Funds: All disbursements of funds must be approved by the elected Governing Board, except for insurance, port-a-potties, refuse, trainer and referee / assignor fees (once an approved pay rate has been determined), by a majority of the elected Governing Board.

Purchases: All purchases must be pre-approved by a majority of the elected Governing Board. Any purchases made without pre-approval may be disallowed and not reimbursable. Every effort will be made to use local businesses for goods and services purchased by BYSO.

Registration Fees: Each spring at a Governing Board Meeting the registration fee will be evaluated to ensure sufficient funds to cover the costs of continued and sustained operation of the organization.

Registration Fee Refunds: 100% of monies will be refunded provided that the request is submitted prior to ordering uniforms and paying insurance/CAYSA fees or after uniforms are ordered in the event that a replacement player will use the same size uniform. Refunds issued after uniforms are ordered (with no

available replacement player or a different size uniform is needed) will be reflect the cost of the uniform ordered **and insurance/CAYSA fees**.

CAYSA Rules: BYSO shall adhere to all Section III CAYSA Rules, contained in the CAYSA Constitution, unless otherwise addressed in the BYSO Constitution, Bylaws, and/or Rules.

Article 10—Recreational Team Formation

Prior to each Fall and Spring seasons the Team Formation Committee: The Registrar, **Vice President and/or the Recreational** Commissioner, shall place all registered players on teams to participate in recreational (Division III & IV) competition while attempting to balance the male/female ratio and the younger/older age level ratio according to the CAYSA & STYSA guidelines.

The **Registrar, Vice President and/or Recreational** Commissioner will determine how each season's teams will be formed, **create the game and duty schedules as well as conduct coach clinics and distribute information to the coaches e.g. rosters, contact information for players, etc.** These officers will also ensure all coaches are KidSafe approved along with any other required classes and certifications are completed as required.

Further, a request will be made to all coaches that one of these officers be placed on any group thread or group communication app to ensure coach and parent accountability to prevent abuse, bullying and any other form of harassment from taking place or to ensure proper record of this activity is kept so proper actions may be taken.