

ANGELINA YOUTH SOCCER ASSOCIATION

BYLAWS

Each person having any responsibility whatsoever for any Member Club or team participating in the Angelina Youth Soccer Association is responsible for reading and understanding these Bylaws. In the event charges of infraction of any of the regulations contained herein are made against a club, team, coach or any other team representative, claims by said accused person of ignorance of these regulations will not be considered an available defense to said charges. It is each Member Club's responsibility to see to it that any person having responsibility for any team has access to a copy of these Bylaws.

MEMBER UNITED STATES SOCCER FEDERATION

Adopted December 19, 2003
Revised significantly on
August 8, 2011

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The defined terms used herein shall have the meanings ascribed to such terms in the Association's Constitution.

SECTION 1 - BOARD POWERS

- 1.1 The Board shall transact all business of the Association and shall have the power to enforce the Constitution, these Bylaws and Rules of Competition of this Association, the Sponsor and the USSF.
- 1.2 A quorum will exist if a simple majority of the votes held by the members of the Board are represented at such meeting.

SECTION 2 - DUTIES OF OFFICERS AND DIRECTORS

- 2.1 The President shall:
 - 2.1.1 Preside at all meetings of the Board;
 - 2.1.2 Appoint individuals to fill vacant offices on the Board except vacancies in the office of President;
 - 2.1.3 Supervise the activities of the Elected Officers and the Administrator;
 - 2.1.4 Provide guidance to Member Clubs regarding rules and regulations contained in the Association's Constitution and these Bylaws;
 - 2.1.5 Appoint, subject to Board approval, such committees as may be required for the proper operation of the Association;
 - 2.1.6 Represent or appoint a representative of the Association to appear at all public functions and all meetings of the Sponsor requiring Association attendance;
 - 2.1.7 Perform such other duties as may be appropriate for the office of the President.
- 2.2 The Vice President shall:
 - 2.2.1 Act in the absence of the President with the same powers and authority;

- 2.2.2 Delegate and supervise the activities of the Association relative to publicity, awards, tournaments, camps and any other activities in which the Association may participate;
 - 2.2.3 Organize and serve as chairperson of the Discipline and Protest Committee unless a matter involves his/her home Member Club, in which case he/she shall appoint a chairperson from the Discipline and Protest Committee who does not represent the Member Club in question;
 - 2.2.4 Act as chairperson of the Association scholarship committee so long as scholarships are offered by the Association;
 - 2.2.5 Attend and preside over draft of each age division throughout the Association
 - 2.2.6 Organize and coordinate the scheduling of each age division throughout the Association;
 - 2.2.7 Prepare schedules for all inter-club and Association playoff play;
 - 2.2.8 Collect game reports, verify scores, keep accurate records and distribute standings of all inter-club play on a regular basis;
 - 2.2.6 Perform such other duties as may from time to time be assigned by the President.
- 2.3 The Administrator shall:
- 2.3.1 Be the organization's Registrar and Administrator and shall perform the duties of such. He shall also perform the duties assigned to him by the Board of Directors. He shall report to the Board of Directors.
 - 2.3.2 Be responsible for and supervise all activities regarding player and adult registration in all divisions. He shall work with the Recreational Program Administrator and the Referee Administrator to schedule all recreational games.
 - 2.3.3 Maintain the organization's database(s) and current paper records of player and adult registrations.
 - 2.3.4 Have the authority to require any team, coach, adult or player to supply the necessary information in the format needed in order for him to properly perform his duties.

- 2.3.5 Be responsible for insuring that all players are registered in the correct age and playing division. He shall certify all team rosters, player's cards and Adult Participation Passes (KidSafe.)
 - 2.3.6 Act as the liaison between the Sponsor and the Association regarding matters relative to Sponsor's approved coaches' training;
 - 2.3.7 Promote Association and Member Club programs through advertising of registration dates, tournaments, tryouts, etc., as directed by the Board;
 - 2.3.8 Develop press releases and submit such press releases to local and national media to promote the Association in the community;
 - 2.3.9 Coordinate activities with the Board and Member Clubs to further the goals of the Association and the Member Clubs, including solicitation of contributions for youth soccer programs throughout the region from foundations, businesses, government agencies, and individuals through fundraising events, direct solicitations, and contracting with third parties to raise funds on behalf of the Association and the Member Clubs.
 - 2.3.10 Act as a liaison between the USSF, the Sponsor and the Association in matters relative to State, Regional and National competitions;
 - 2.3.11 Coordinate and disseminate all necessary information relating to inter-club play and play-offs to all coaches and/or Member Club schedulers;
 - 2.3.12 Coordinate the purchase of awards and/or patches to be distributed to Association teams; and
 - 2.3.13 Oversee the use of the soccer facilities
 - 2.3.14 Organize and coordinate the formation of teams for each age division;
 - 2.3.15 Perform such other duties as may from time to time be assigned by the President.
- 2.4 The Treasurer shall:
- 2.4.1 Prepare the Association budget for the coming Fiscal Year and present it to the Board for approval at the last quarterly meeting of the Association's Fiscal Year,
 - 2.4.2 Maintain all financial records of the Association;
 - 2.4.3 Provide monthly financial statements to all Officers and Directors;

- 2.4.4 Coordinate the filing of all state and federal tax returns;
 - 2.4.5 Account for all receipts and disbursements of the Association. The Treasurer shall keep the financial books and records of the Association in accordance with generally accepted accounting principles. Payment shall only be made for expenses approved by the Board pursuant to the Association's Constitution,
 - 2.4.6 Perform such other duties as may from time to time be assigned by the President.
- 2.5 The Secretary shall:
- 2.5.1 Prepare board agendas and board minutes and circulate to board members prior to its scheduled meetings.
 - 2.5.2 Be responsible for the tabulations and documentation of items voted upon by the Board.
 - 2.5.3 Perform such other duties as may from time to time be assigned by the President.

SECTION 3 - STANDING COMMITTEES

The following shall be standing committees of the Association:

- 3.1 Discipline and Protest Committee
- 3.1.1 The committee shall be appointed by the President, chaired by the Vice President and shall be composed of a total of three (3) members.
 - 3.1.2 The committee shall maintain records of all disciplinary offenses and enforcement of any sanctions of any such offenses;
 - 3.1.3 The committee shall report at each regular meeting of the Association on rulings and violations occurring since the last regular meeting;
 - 3.1.4 The committee shall investigate all formal complaints against Member Clubs, Officers or Directors, which are not in accord with the Association's purpose as set forth in its Constitution;
 - 3.1.5 The committee shall present the results of its investigation and its recommendations of sanctions relative to complaints against Member Clubs, Officers or Directors for Board approval;

- 3.1.6 The committee shall make the final ruling on all game forfeits, protests, grievances, appeals and disciplinary matters within its jurisdiction;
 - 3.1.7 The committee shall make recommendations to the Board as to the settlement of disputes between Member Clubs;
 - 3.1.8 The committee shall establish and administer a program to monitor sportsmanship of players, parents and coaches, quality of refereeing and conduct of coaches; and
 - 3.1.9 The committee shall conduct such other investigations as shall be directed by the President and approved by the Board.
- 3.2 Finance Committee
- 3.2.1 This committee shall be appointed by the Treasurer, who shall chair the committee, and shall consist of at least three (3) members;
 - 3.2.2 The Committee shall oversee all finances of the Association;
 - 3.2.3 The Committee shall compile and review financial information gathered from the Association and prepare an annual budget;
 - 3.2.4 The Committee shall make recommendations to the Board and/or other committees regarding program participation fees associated program costs and other financial matters affecting the Association.
- 3.3 Registration/Uniform Committee
- 3.3.1 This committee shall be appointed by the President, who shall chair the committee, and shall consist of at least three (3) members;
 - 3.3.2 This Committee is responsible for coordinating all registration activities. The Committee shall provide to the Board a schedule of registration. The registration schedule shall become a part of the Association's calendar for the upcoming year. The registration schedule and process shall developed in such a manner to:
 - i. provide access to as many players as possible;
 - ii. encourage the attraction of new participants and the retention of existing participants,
 - iii. The registration schedule and process shall contain provisions for early and late registration for both recreational and select participants either through concurrent or separate registration schedules;
 - 3.3.3 This committee shall oversee all registration activities that occur during the year, including but not limited to, the establishment of site(s), media

coverage, collecting fees set by the Finance Committee, the collecting necessary forms and documents, the distributing of marketing and informational materials and the staffing of the registration activities;

- 3.3.4 The Committee is responsible for establishing procedures to reconcile the payments received at each registration with the number of registrants. This report shall be presented to the Board at its next scheduled meeting along with an explanation for any variances;
- 3.3.5 The Committee is responsible for the preparation of written reports to be delivered to the Select Committee for its use in determining eligibility of players trying out for select soccer;
- 3.3.6 The Committee shall procure a sufficient number of uniforms within the cost parameters established by the Finance Committee. The procurement and distribution of uniforms will not require any Board action as long as the cost of obtaining the uniforms is within budget parameters. The ordering and distribution of uniforms shall not provide material limitation to the registration process in terms of scheduling registration times that will allow for the attraction and retention of as many participant as possible.

3.4. Select Team Committee

- 3.4.1 This committee shall be appointed by the President and shall consist of each least three members;
- 3.4.2 All members of this Committee must be active Board members, preferably with some experience with U-12 and above teams;
- 3.4.3 The Committee is responsible for oversight of all activities of select and/or tournament teams playing under the Association's name;
- 3.4.4 The Committee will operate under policy guidelines adopted by the Association and make recommendations to the Board for the approval or disapproval of any items not contemplated in the Policy;
- 3.4.5 The Committee will serve as the liaison between the Board and any select or tournament team playing in the Association.

SECTION 4 – FINANCES

- 4.1 The Association shall administer its own budget, formulated, and approved by the Board;
- 4.2 The Association shall have the authority to determine appropriate assessments to permit it to function. Assessments will cover, among

other things, such items as state registration fees, administrative expenses authorized by the Board, the cost of equipment and awards, insurance, and any other expenses that may be approved by the Board;

- 4.3 The Association shall maintain a non-profit status with the Internal Revenue Service and the State of Texas.

SECTION 5 - MEMBER CLUBS

- 5.1 Each Member Club shall adopt an official name and register such name with the Association.
- 5.2 Each Member Club shall abide by the Association rules and regulations in effect at the time of its application for membership or as may be subsequently adopted by the Association.
- 5.3 Member Clubs shall maintain and promote good sportsmanship and conduct at all games.
- 5.4 The STC is charged with the responsibility of ensuring the greatest player participation at the age group appropriate for the player. Fielding as many teams as possible across appropriate age groups is a primary objective. Consideration is given to achieving a high level of competitive play; however, this is secondary to fielding viable teams at all age levels.
- 5.5 Each year, at a date not later than the date of registration, any party wishing to form or continue to field a select team must notify the STC of their intent in writing. The written request shall include the team's age bracket, the coach's name, a primary and secondary contact, and identifying the team as newly formed or a continuing team.
- 5.6 Prior to tryouts, the STC will schedule an orientation for managers, coaches and parents of select team members. This orientation shall include information regarding travel requirements, fees, administrative requirements and other information deemed necessary for the effective formation and administration of select teams including the role of ANYSA, coaches, trainers, and administrators. Attendance at this meeting is mandatory for coaches and managers and is recommended for attendance by players and parents.
- 5.7 After formation each select team shall provide the STC, in writing, a primary and secondary contact person. These contacts will serve as the liaisons between the team and the STC for all matters. The team will be considered duly notified of any matter if either one of these contacts is served notice.

- 5.8 Teams shall be formed by a player's age as defined by USYSA and conform to STYSA rules and regulations.
- 5.1.1 Players are to be placed on the youngest team for which they qualify.
- 5.1.2 Any player wishing to be play-up to an advanced age must notify the Select Team Committee (STC) at least two (2) weeks prior to select team tryouts or at registration. Play-up criteria shall be strictly enforced and the play-up eligibility expires at the end of each seasonal year.
- 5.1.3 All requests for play-up must be received prior to tryouts or rostering to ensure the equitable and efficient formation of teams. A player making a late request late may be disqualified for consideration to play-up.
- 5.1.4 The STC has the authority to grant play-up privileges to a player without Board action under the following conditions:
- 5.1.4.1 Players with August birthdays will be eligible to play-up with their classmates;
- 5.1.4.2 Players having a sibling on the team that she/he is requesting to play-up to and the player successfully completes the try-out for this age group;
- 5.1.4.3 There is no team rostered for the player's age;
- 5.1.4.4 The team roster for the player's age group contains 18 players;
- 5.1.4.5 Any player that has been granted the privilege of playing up prior to the adoption of this policy is grandfathered for as long as they continue to play with the team that they are currently rostered. If the player opts to play-up to yet a different age group they would be subject to policy guidelines. This rule applies only to the privilege of playing up and does not guarantee a roster spot in the event of a tryout.
- 5.1.4.6 Although the STC has the express authority to grant play-up requests that meet one or more of the preceding criteria, a complete list of players granted this privilege under the aforementioned criteria must be furnished to the Board at its next regularly scheduled meeting

5.1.5 Exceptions to the above will be considered in the following situations:

5.1.5.1 The parent or guardian of any player requesting to play-up must:

- 1) complete a play-up request form before registration. The form will be provided by the STC on request.
- 2) Obtain the approval of the coach of the team that the player request play-up privilege for.

5.1.6 Any player that is granted the privilege of playing-up must play in that age bracket for the entire seasonal year.

5.1.7 After a team is formed and its roster has been finalized no additions or deletions are allowed unless approved by the STC.

SECTION 6 – AMENDMENTS

- 6.1 Any proposal or motions to amend these Bylaws must be made in writing to the Secretary for distribution to the Board. In addition, ten (10) days prior written notice to each Board member of a meeting to amend these Bylaws shall be required. Such notice shall contain the proposed amendments, as well as, the time and place of the meeting. Amendments to these Bylaws shall be approved by a majority of the Board.