

**Amended May 12, 2003**

**THE COLONY YOUTH SOCCER ASSOCIATION  
BY – LAWS**

1. This Association shall be comprised of adults and youths who have become members of the Association by application to and approval of the Executive Committee and who also adhere to the Constitution, By-Laws and League Rules of the Association. Any player may become a member of the Association upon submission to and approval by the Executive Committee of the Association of a properly executed Registration form, birth certificate and payment of all fees. Annual membership is established as being from September 1 through August 31 of the following calendar year. Any adult who agrees to abide by the Constitution, By-Laws and League Rules of the Association may become a coach upon signing of a Coach's Agreement, submission of an NTSSA background check, accompanied by a copy of a photo I.D. and the approval of the Executive Committee and may continue coaching, subject to removal for a cause by the Association.
2. Any member of the Association may be expelled and his membership canceled, forfeited, or suspended unilaterally by the Executive Committee or through its consideration of a recommendation of the Appeals and Disciplinary Committee or he may be censured by the A&D Committee and/or the Executive Committee for a violation of the Association's Constitution, By-Laws and League Rules or for conduct prejudicial to the interest of the Association. A send off shall not in itself be considered an expulsion for these purposes.
3. The Association will honor all orders of suspension of players, coaches, or referees issued by this Association or any other Association or USSF Division.
4. Any member of the Executive Committee that has check signing privileges and any paid employee of the concession stand shall be bonded.
5. Any good or service created by or used for the Association (TCYSA), that good or service becomes property of the Association. Goods include any tangible items, such as equipment or supplies, and any intangible items such as software or Internet property. Services include any activity that is performed to assist the Association in any means.
6. The Officers of The Colony Youth Soccer Association and their duties:

**PRESIDENT:** The President shall appoint all committees. He can, whenever he thinks that an officer needs to be replaced or in the event of an action not covered by the By-Laws, call an Executive Committee Meeting and present the case for a vote. The President should preside over all meetings and call the meetings to order. The President will be a signer on the checking account. Checks for payment in excess of \$250.00 require two (2) signatures. He shall cast the deciding vote in the event of a tie or he may waive the right to do so. The President is an ex-officio member of all committees. He shall appoint an Executive Committee member to represent the Association at NTSSA. He shall also appoint an Executive Committee member as liaison with The Colony PARD to handle all necessary communications and paperwork.

**FIRST VICE PRESIDENT:** The First Vice President shall succeed to the powers of the President in the event that office becomes vacant or in the absence of the President. The First Vice President shall be the Chairman of the Appeals and Disciplinary Committee and the Rules Committee. He shall act as parliamentarian at all association meetings, or with board approval, shall appoint a parliamentarian for all association meetings. The First Vice President will be a signer on the checking account. Checks for payment in excess of \$250.00 require two (2) signatures.

**SECOND VICE PRESIDENT:** The Second Vice President shall succeed to the powers of the President in the absence of the President and the First Vice President. He shall act as the Chairman of the Referee Committee, Referee Assignor and League Scheduler or may appoint someone other than himself as Referee Assignor and/or League scheduler, with the approval of the Executive Committee. The person serving as Referee Assignor shall be a NTSSA Registered Assignor, or agree to become such in accordance with NTSSA Administrative Rule 3.5.5. He shall be responsible for the training and registration of referees to support the Association. This is to include both Referees and Junior Linesmen. He may appoint someone other than himself to assist him in his role. He shall serve as an advisor to the Directors and the Appeals and Disciplinary Committee in enforcing the Laws of the Game, Constitution, By-Laws and League Rules of this Association.

**SECRETARY / REGISTRAR:** The Secretary shall be responsible for having a record taken of the minutes of all Executive and General meetings. Copies of the minutes shall be maintained. The Secretary shall have available at all meetings, copies of the minutes of all previous meetings. He shall also contact Executive Committee members for required meetings. He shall be responsible for the registration and eligibility of all players and teams within the jurisdiction of the Association. He shall keep the required registration information up to date and filed with NTSSA. The Secretary/Registrar will be a signer on the checking account. Checks for payment in excess of \$250.00 require two (2) signatures.

**TREASURER:** The Treasurer shall supervise and have the responsibility for all financial operations of The Colony Youth Soccer Association. He shall prepare and submit a monthly financial statement to the Executive Committee and the General membership at each monthly meeting. The Treasurer will be a signer on the checking account. Checks for payment in excess of \$250.00 require two (2) signatures, one of which should be the Treasurer. The Treasurer shall be the Chairperson of the Finance Committee and shall be responsible for the preparation and submitting of a budget to the voting membership for approval.

**FIELD MANAGER:** The Field Manager shall have the responsibility for the upkeep of the playing fields for the Association. He shall be in charge of the nets, flags and other physical property of the Association.

**DIRECTOR:** The Director shall not be a coach or assistant coach within the division, nor shall he have a child within the division, nor shall they have an immediate family member, including spouses, as coach or assistant coach within the division. The Director shall organize teams, rule on matters pertaining to teams and player's assignments, and team disbandments or mergers. He will assist in scheduling games and represent their division at all meetings. He shall be able to appoint Commissioners that have been approved by the Executive Committee, to assist in their responsibilities.

7. The President shall appoint other committees or positions which may include:

**TOURNAMENT COMMITTEE:** Shall have the charge of matters pertaining to Association Tournaments.

**NOMINATION COMMITTEE:** Shall present a slate of candidates, in writing, ten days prior to the annual Officer elections. It shall consist of three Association members that are not also Executive Committee members.

PUBLICITY COMMITTEE: Shall promote and publicize the Association through local and NTSSA publications.

OTHER COMMITTEES: May include Committees for fundraising, trophies, pictures, etc. as required.

8. The following standing committees shall be appointed by the Chairperson and approved by a two-thirds majority of the Executive Committee.

FINANCE COMMITTEE: Shall prepare an annual budget beginning September 1<sup>st</sup> and ending August 31<sup>st</sup> and submit it to the Executive Committee for approval during the July meeting. Conducts an annual audit of the Association's books and submits an audit report to the Executive Committee during the October meeting. Conducts an audit of the books, any time there is a change in the Treasurer's office. (This audit shall be conducted by the Outgoing and Incoming Treasurers, and the balance of the Financial Committee.) Directs all ways and means projects. The Finance Committee shall not include a salaried employee of the Association.

RULES COMMITTEE: Shall be responsible for reviewing the Association's Constitution, By-Laws and League Rules. The Committee shall propose changes as required to resolve any conflicts within the Association's own rules or with NTSSA rules.

REFEREE COMMITTEE: Shall organize the programs for instruction, registration and administration of all USSF referees within the Association in compliance with the programs and policies of NTSSA and USSF National Referee Committee.