

# BY-LAWS OF THE HUNTSVILLE YOUTH SOCCER ASSOCIATION

## ARTICLE I. GOVERNMENT

- 1.1 The officers of the Association shall be as follows:
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| 1. President                                    | 8. Director of Referees                      |
| 2. Vice President                               | 9. Director of Public Relations              |
| 3. Secretary                                    | 10. Director of Sponsorship &<br>Fundraising |
| 4. Treasurer                                    | 11. Director of Fields & Equipment           |
| 5. Registrar                                    | 12. Director of Competitive Soccer           |
| 6. Director of Coaches                          |  |
| 7. Director of Team Formations &<br>Tournaments |  |
- 1.2 The Governing Board shall manage the business of the association.
- 1.3 The Governing Board shall consist of the Officers of the Association.
- 1.4 Each member of the Governing Board may cast one vote at the Governing Board meeting. There will be no votes by proxy.
- 1.5 Any member of the Governing Board who shall be absent from three meetings during his or her term of office, unless such absence is excused by unanimous vote of the remaining body of the Governing Board will have his or her office declared vacant by the board.
- 1.6 Any member of the Governing Board not fulfilling their assigned duties will be subject to the following disciplinary actions as determined by a majority vote of the board:
- Verbal Warning
  - Loss of player discount
  - Removal from office
- 1.7 In the event of a vacancy occurring on the Governing Board, the remaining members of the Governing Board will nominate a member of the association to fill the vacancy, and the vacancy shall be filled by a simple majority vote of the remaining members of the Governing Board. If a vacancy should occur in the Presidency, the Vice President will succeed the title, duties, and powers of the Presidency for the remainder of the unexpired term. The remaining members of the Governing Board will nominate a member of the association to fill the office of the Vice President and that vacancy shall be filled by a simple majority vote of the remaining members of the Governing Board.
- 1.8 The remaining active Governing Board shall fill any vacancy not covered elsewhere through appointment until the next annual general meeting at which time the membership will elect a member to fill the vacancy.

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1.9 The President, or Vice President or Secretary, acting in the absence of President, and 1/3 of the Governing Board members including at least either the President, or Vice President, or Secretary, or Treasurer shall constitute a quorum of transacting business.

1.10 The term of office of the Governing Board members will be for two years, with no more than two full terms in the same office, unless nominated and accepted by the majority of the Governing Board, its elected members and accepted by the nominee.

1.11 The Governing Board will be elected by a majority vote of the members present at the annual general meeting.

## **1.12 DUTIES OF THE PRESIDENT**

The duties of the President shall include, but not limited to the following:

- Presiding at all Governing Board meetings.
- Representing HVYSA at meetings of STSYA.
- Presenting an annual report on the operation and condition of HVYSA at the annual general meeting.
- Supervising all negotiations on behalf of the association.
- Calling emergency meetings as deemed necessary by notifying all board members by phone, in person, or via text message.
- Assigning duties and establishing committees as necessary for the proper operation of the association.
- Providing guidance to members of the association in area concerning rules and regulations outside the "Laws of the Game".
- Serving as necessary on any committees.
- Coordinating development of league summer camps and group lessons (if needed).
- Continually correspond with each board member to ensure that board member's duties are being accomplished and if not, inquire as to what problems need assistance.
- Present to board at monthly meetings all complaints and/or concerns received.
- Serve on the team formation committee if needed.
- Other responsibilities as directed by the Board.

## **1.13 DUTIES OF THE VICE PRESIDENT**

The duties of the Vice President shall include, but not limited to the following:

- Serving as director of scheduling and standings.
- Acting in the absence of the President with the same powers and authority.
- Supervising the activities of the Director of Fields, Coaches & Referees.
- Scheduling all intra-club recreational league games.

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- Maintaining team standings for intra-club leagues as directed by the Governing Board.
- Communicating all scheduling changes, cancelations and/or notifications to the Director of Coaches and the Director of Referees.
- Coordinating all club scores and standing.
- Providing scheduling and score keeping services for any tournaments hosted by HVYSA.
- Coordinating field use with the Director of Fields & Equipment.
- Maintain a standing committee for assistance with the scheduling and standings.
- Serve on Team Formation Committee.
- Other responsibilities as directed by the Board or the Board President.

## **1.14 DUTIES OF THE SECRETARY**

The duties of the Secretary shall include, but not limited to the following:

- Record the minutes of all meetings in the league minute book.
- Present minutes for approval at each meeting.
- Establishing an agenda with recommendations by the Board.
- Attend all league meetings and/or when HVYSA business is being conducted.
- Coordinate and delegate someone to lead, per Robert's Rules of Order, at the annual general meeting each year, giving descriptions of available positions and tallying votes using Robert's Rules of Order.
- Publicize and notify all board members the week before a board meeting.
- Maintain custody of general records of the organization except for those of current year records, which are maintained by other board members.
- Serve on the team formation committee if needed.
- Other responsibilities as directed by the Board or the Board President.

## **1.15 DUTIES OF THE TREASURER**

The duties of the Treasurer shall include, but not limited to the following:

- Collect and deposit all monies of the association in the association's bank account that is maintained at a financial institution in Huntsville, Texas as the board directs.
- Pay all miscellaneous expenses, within the association budget up to \$500 without prior board approval.
- Pay all bills over \$500 as approved by the board.
- Issue check requests and purchase orders to all board members as necessary.
- Distribute and/or delegate board members to distribute any monies owed by HVYSA to persons/referees/entities where payment is due.
- Submit a written balance sheet of income and expenditures at the annual general meeting.

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- If applicable, hire or find a volunteer to run the league's concessions operations.
- If applicable, submit to the board for approval, a contract outlining duties, compensation (if any), etc. for the person running the concession operation.
- Other duties as directed by the Board or the Board President.

### **1.16 DUTIES OF THE REGISTRAR**

The duties of the Registrar shall include, but not limited to the following:

- Development and presentation of a fiscal year budget for registration activities.
- Assist the board in planning complete yearly registration dates.
- Register players in Got Soccer.
- Assistance in registration of all member players with state and national organizations.
- Collection of registration fees and the remittance of these fees to the Treasurer pursuant to the guidelines established by the Treasurer.
- Assuring that all players, upon initial registration, provide a copy of their birth certificate, or equivalent, and assuring that these documents are maintained on file for future reference.
- Print Kid Safe cards and correspond w/the Director of Coaches regarding distribution.
- Chair a committee to assist with registration of all players if needed.
- Other duties as directed by the Board or the Board President.

### **1.17 DUTIES OF DIRECTOR OF COACHES**

The duties of the Director of Coaches shall include, but not limited to the following:

- Development and presentation of a fiscal year budget for the coaching related activities.
- Development and maintenance of criteria for the selection of coaches.
- Administration of a program to recruit and select the necessary coaches' candidates, both recreational and competitive.
- Development and administration of a mandatory training program for HVYSA coaches.
- Development and distribution of a coaches code of conduct.
- Development and maintenance of permanent coaches' information files with (at a minimum) content consistent with the coaches' selection criteria.
- Development and distribution of coaches' manual.
- Chair a committee of coaches and coaches training as needed for activities related to the selection, organization, and training of HVYSA coaches.
- Establish and maintain a calling tree to allow for the rapid communication of necessary information.
- Serve on the team formation committee.
- Other duties as directed by the Board or the Board President.

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## **1.18 DUTIES OF DIRECTOR OF TEAM FORMATIONS & TOURNAMENTS**

The duties of the Director of Team Formations & Tournaments shall include, but not limited to the following:

- Development and presentation of a fiscal year budget for team formation activities.
- Maintenance and updating as necessary of recreational and competitive team formation rules.
- Submit to board a certified list of official players at the beginning of each season of play.
- Development of team rosters and submission of certified team listing for each season of play.
- Schedule skills demo as needed.
- Hear and resolve all complaints pertaining to rosters.
- Physical implementations of all registration days.
- Chair a committee on team formation & tournaments (if any). The committee shall consist of the Director of Team Formations, Director of Coaches, the President and/or the Vice President and shall be responsible for implementing all team formations as directed by the board.
- Establish a committee to assist with tournaments as needed.
- Obtain from STYSA any necessary tournament authorizations.
- Design and purchase patches, medals, trophies, as necessary, within approved budget.
- Purchase tournament t-shirts.
- Coordinate and present to the board for final approval, a work schedule, including who will operate the concessions (if applicable), shirt sales (coordinate w/Director of Fundraising & Sponsorship), tournament headquarters and scoring and referees (coordinate w/Director of Referees).
- Develop tournament rosters.
- Purchase seasonal awards as approved by the board for recreation and competitive players.
- Other duties as directed by the Board or Board President.

## **1.19 DUTIES OF DIRECTOR OF REFEREES**

The duties of the Director of Referees shall include, but not limited to the following:

- Act as liaison between the referee association and the board.
- Schedule referees to officiate at league games with at least one-week notice to referee of scheduled games.
- Coordinate substitute referees as needed to accommodate the game schedule (ex: call-ins).

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- Develop and administer a program to recruit the necessary referees to officiate HVYSA referees.
- Establish and maintain a calling tree to allow for rapid communication of necessary information.
- Develop and acquire weekly game reports forms from the referee of each game to turn in to the board at end of each week.
- During the active season, hold meetings as needed with referees to address concerns and give guidance.
- Other duties as directed by the Board or the Board President.

## **1.20 DUTIES OF DIRECTOR OF PUBLIC RELATIONS**

The duties of the Director of Public Relations shall include, but not limited to the following:

- Acquire city permits for registration notification signs and distribution of signs in the community.
- Advertise in the community during registration times (ex: put out signs, etc).
- Publication of registration dates (ex: post on the Facebook page & website, etc).
- Purchase registration signs as needed and approved by the board.
- Notify various media outlets (Huntsville Item, KSAM, etc) to run advertising of HVYSA events to begin the week prior to the first scheduled date of the event.
- Notify members (parents and players) of HVYSA important events.
- Update website to keep current with schedules and schedule changes and important dates/events.
- Other duties as directed by the Board or Board President.

## **1.21 DUTIES OF DIRECTOR OF FUNDRAISING & SPONSORSHIP**

The duties of the Director of Fundraising and Sponsorship shall include, but not limited to the following:

- Present to the board at the March meeting each year a proposal for fundraising & sponsorship for the year including written materials, brochures, and samples where appropriate.
- Order fundraising material as directed by the board.
- Distribute fundraising material to each team.
- Collect funds and return them to the Treasurer.
- Report fundraising activities and progress to the board.
- Form a committee to be approved by the board, to raise funds specifically for field acquisition and development.

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- Coordinate activities related to sponsor appreciation such as presentation of plaques, newspaper articles and ads, which mention the sponsor's name.
- Report of sponsorship with listings and filing sponsors' names and addresses for the board.
- Chair a committee to assist with fundraising and sponsorships.
- Order uniforms as directed by the board.
- Distribute uniforms to each team.
- Maintain an inventory of uniforms.
- Other duties as directed by the Board or Board President.

## **1.22 DUTIES OF DIRECTOR OF FIELDS & EQUIPMENT**

The duties of the Director of Fields & Equipment shall include, but not limited to the following:

- Purchase all equipment (with board approval): nets, goals, paint, etc. for HVYSA activities.
- Annually purchase game balls (when needed) on a bid basis. Present to the board each year at the March meeting with at least two options with samples for approval.
- Act as the liaison with the City of Huntsville to see that all fields are ready for play, including erection of goals and lining.
- See that all fields are kept in playable condition: mowed, lining, etc.
- Call a league workday prior to the season or a tournament, as necessary, to get everything in playing condition. Require a representative of each team to be present at such a workday.
- Other duties as directed by the Board or the Board President.

## **1.23 DUTIES OF DIRECTOR OF COMPETITIVE SOCCER**

The duties of the Director of Competitive Soccer shall include, but not limited to the following:

- Represent HVYSA at TSYA or other associations.
- Register competitive players in Got Soccer.
- Print player cards for all Division II & competitive players.
- Notify all eligible players of any competitive tryouts with at least one-week notice.
- Notify Division II coaches of important events and dates, including Timberline/EDDOA information in a timely manner.
- Submit proper paperwork and payment (to the treasurer) on time to register teams with STYSA/EDDOA.
- Obtain a list of candidates for Olympic Development Program from each Division II team and assist the players with entry to the ODP.
- Other duties as directed by the Board or the Board President.

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## **ARTICLE II. GENERAL MEMBERSHIP MEETINGS**

- 2.1 The annual general meeting shall be held during the last week of October at a place and time to be designated by the board.
- 2.2 Additional general meetings may be held upon call from the President.
- 2.3 Any member of the association may request, in writing, that the President call a general meeting for a specific purpose. The President shall seek the advice of the Governing Board before deciding whether to call such a meeting. If the request for a general meeting is denied, the President shall instruct the secretary to notify the requesting member, in writing of the reason(s) for the denial.
- 2.4 A quorum to transact business at a general meeting shall be twelve members in good standing in addition to the Governing board members in attendance. Resolutions and decisions by a majority vote of members present at any general meeting will be binding upon all affiliated members provided there is a quorum.
- 2.5 All general meetings shall be called by notice on the HVYSA website, Facebook & flyers if needed.

## **ARTICLE III. COMMITTEES**

- 3.1 The Governing Board shall have the power to designate standing or temporary committees, as they deem necessary in order to conduct the business and affairs of HVYSA.

## **ARTICLE IV. NONPROFIT STATUS AND FINANCES**

- 4.1 The association shall obtain and maintain nonprofit status with the Internal Revenue Service.
- 4.2 The association shall obtain and maintain exempt from Texas Sales Tax.
- 4.3 Officers of the association who are authorized to collect and disburse association funds may be bonded.
- 4.4 Upon termination of this association, all monies and equipment remaining will be donated as provided in article XI of constitution of amendments thereof.

## **ARTICLE V. AFFILIATIONS**

- 5.1 The association will affiliate and comply with the authority, rules and regulations of the South Texas Youth Association (STYSA), the United States Youth Soccer Association and United States Soccer Federation.



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**ARTICLE VI. RULES AND PROCEDURES**

6.1 From time to time, the Governing Board may approve rules and procedures for the orderly functioning, and to effectuate the purposes of this association. Any proposals or motions to amend these rules and procedures must be made in writing to the secretary. The secretary shall give each Governing Board member notice in writing of the proposed amendments and their purpose and the proposed amendments shall be placed on the agenda of the next meeting. Amendments to the rules and procedures of HVYSA may be made at any meeting by a majority vote of the Governing Board members present. No votes may be made by proxy. Amendments shall include an effective date.

**ARTICLE VII. AMENDMENTS**

6.2 Any proposals or motions to amend these By-Laws must be made in writing to the secretary. The secretary shall give each Governing Board member notice in writing of the proposed amendments and their purpose and the proposed amendments shall be placed on the agenda of the next meeting. Amendments to the rules and procedures of HVYSA may be made at any meeting by a majority vote of the Governing Board members present. No votes may be made by proxy. Amendments shall include an effective date.

**CERTIFICATION**

We, the undersigned officers of Huntsville Youth Soccer Association, do hereby certify that the Governing Board of The Huntsville Youth adopted the foregoing By-Laws Soccer Association at a regular meeting of the Board of said Association on the \_\_\_\_\_ (date) \_\_\_\_\_ (month) of \_\_\_\_\_ (year).

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Jenny Lopez, President

Attest:

Edwin Nieto, Secretary