

# **Big Spring Youth Soccer Association**

**(BSYSA)**

**By-Laws**

Amended 06/23

## **ARTICLE 1: Name**

This organization shall be known as the **Big Spring Youth Soccer Association**. Also the organization may be referred to as **BSYSA**.

## **ARTICLE 2: Mission**

Big Spring Youth Soccer Association is committed to providing an opportunity for youth to participate and develop to their potential in a high quality and competitive soccer program that allows individual goals to be achieved. All players shall be treated with respect and equality regardless of their personal characteristics, race, ethnicity, creed, religion, or gender.

The purpose is as follows: The Big Spring Youth Soccer Association strives to provide a fun, safe, and educational environment to youth through soccer opportunities while instilling a love for the game and developing its' players for the future.

## **ARTICLE 3: Affiliation**

The Big Spring Youth Soccer Association is an affiliated member of any league sanctioned by Central Pennsylvania Youth Soccer League as governed by Eastern Pennsylvania Youth Soccer Association, Inc. and US Club Soccer. The Big Spring Youth Soccer Association will maintain membership in good standing within these organizations, and comply with their constitution and by-laws and the rules and regulations.

## **ARTICLE 4: Governing Authority**

The governing authority of the Big Spring Youth Soccer Association shall be the Board of Directors. The powers of the Board of Directors are delegated by the club by-laws as approved or amended by the club's general membership. The members of the Board of Directors are the club's Officers and shall be elected by the club's general membership. The association's Trustees are the President, Vice President, and the Director of Coaching.

## **ARTICLE 5: Board of Directors**

### **SECTION 1: Board of Directors Members**

**The Board of Directors consist of the President, Vice President, Treasurer, Secretary, Director of Coaching. A quorum of the board of directors is required for an official meeting.**

### **Section 2: Responsible of Board of Directors**

**The Board of Directors may meet to decide on emergency and special club situations.**

### **Section 3: Board Meetings**

The Board of Directors shall conduct an official business meeting on a monthly basis and have the ability to call to order additional meetings and or cancel said meetings due to weather or any unforeseeable situation. This meeting is open to the general membership. A simple majority of the Board of Directors shall constitute a quorum; a quorum is required for an official business meeting. Meetings shall be conducted according to the form prescribed in Robert's Rules of Order in so far as they may apply. Official business meetings may also be called by the President or a simple majority of the Board of Directors for the sole purpose of discussing official Big Spring Youth Soccer Association business.

### **SECTION 4: Term of Office**

The term of office for each President, Vice President, Treasure, and Secretary shall be for two fiscal years, beginning July 1<sup>st</sup> after election. All other Board positions will be of one year term. The President may serve for no more than two, two year terms consecutively. After at least one (1) fiscal year out of office, a former President may again serve as President of BSYSA.

### **SECTION 5: Elections**

The Board of Directors shall be elected by the general club membership at the annual membership meeting. Approximately half of the Board of Director positions shall be open for election in one year, with the remaining positions open for election in the succeeding year. To maintain continuity the President and Treasurer will be elected on even numbered years with the Vice President and Secretary on odd numbered years. The Past President position is not an elected position.

1. Candidates for election must be members in good standing and equates to one vote per family.
2. Candidates for the position of president must have been a club member for at least one year.
3. Voting may be by voice vote, roll call vote or written ballot as determined by the Board of Directors.
4. A person may not hold more than one Board of Directors position simultaneously.
5. No more than one family member may participate as part of the Board of Directors. General Board positions (Rec Coord, Ways and Means, Equipment Coord, Field Coord, any member at large, and Registrar) may be members of the same family.

### **SECTION 6: Temporary Board Positions**

From time to time a Board position may be vacated or open. The President has the authority to appoint a temporary board member to fill the position until the next election date with the approval from board members by way of voting. At the next general election, the vacated/open position shall be filled by election for either the remaining year of the current term, or for a new two year as appropriated.

### **SECTION 7: Responsibility and Authority**

All actions of the Board of Directors require the affirmative vote of a simple majority at an official business meeting. The Board of Directors shall have the following responsibilities and authority:

1. Implement and enforce all provisions of the club's by-laws, policies, and procedures. In addition, the Board of Directors shall recommend changes and/or amendments to the by-laws to the general membership.
2. Conduct the ongoing day-to-day operations of the club. To this end personnel actions, operating rules, policies, and procedures may be implemented upon approval of a simple majority of the board members present at an official Board of Directors meeting. All actions, rules, policies, and procedures must be consistent with all provisions of the club's by-laws.
3. Represent the club at meetings of any affiliated organizations.
4. The Board of Directors is responsible for developing coaching licensing levels, training criteria, performance requirements and evaluation criteria. The Board of Directors approves the appointment of head coaches and assistant coaches of the member teams. Coaches and assistant coaches are appointed for terms of one seasonal year. This authority includes the authority to remove and/or replace a coach or assistant coach at any time. These actions must be voted on at an official Board of Directors meeting.
5. The Board of Directors has the right and authority to suspend, bar completely, or otherwise discipline any player, coach, assistant coach, manager or adult member for due cause. Due cause includes, but is not limited to; failure to comply with rules and regulations, failure to fulfill membership requirements, any violent or abusive action / language or any action that is disruptive to club operations or hinders the fulfillment of club objectives. These actions must be voted on at an official Board of Directors meeting.
6. Once elected, a board member may only be removed from office via a two-thirds vote of the Board of Directors.
7. Any executive member absent from two consecutive meetings of the Board, without satisfactory reason could be replaced by way of number 6 in this section.
8. Approve the formation of member teams. This includes determining the number of makeup (age groups and specific members) of member teams.
9. Approve the applications of all youths desiring participation in the club programs.

10. Develop the club's budget, approve budgeted operating expenditures and determine registration fees and special assessments. All of these actions must be approved at an official board meeting. With regard to expenditures, the President may authorize non-budgeted expenditures up to \$200 without a vote by the Board of Directors. The President is responsible for reporting such an action to the Board of Directors at the next regularly scheduled meeting of the Board of Directors.
11. Maintain the Problem Resolution Procedure handling any adverse decision.

## **SECTION 8: Positions and Specific Assignment of Duties**

The Board of Directors shall be made up of the President, Vice President, Secretary, Treasurer, Director of Coaching, Equipment Director, Registrar, Ways and Means Director, Fields Director, Recreational Program Coordinator, and the Past President. Coaching staff is invited to be part of the caucus in addition to their two required meetings. There are also three four members' at large positions available, one two from each age level, to be part of the caucus. The specific duties and responsibilities assigned to each position follows:

### **President:**

- A. Organizes and presides at official Board of Directors meetings, Board meetings and general member meetings.
- B. Responsible for the overall management of the club's operations. May make operational decisions with respect to specific situations, including the authority to temporarily suspend any appointed Club official or player, when it is impractical to solicit full Board of Directors approval. Any such action must be reported to the Board of Directors in a timely manner and is subject to their review and approval. Only the Board of Directors has the authority to make permanent policy, personnel or operational changes.
- C. Overall responsibility for the implementation of decisions by the Board of Directors.
- D. Signs checks as an alternate for the Treasurer.
- E. Appoints temporary Board of Directors members.
- F. Acts as the club's primary representative at mandatory affiliate meetings.
- G. Participates in the evaluation of coaches.
- H. During the fall/spring seasons, in coordination with the Fields Director, verifies that game fields are in a safe and playable condition.

- I. Overall responsibilities for club public relations.
- J. Liaison with local government and school officials on various matters affecting the Club.
- K. President may only vote to break deadlock.
- L. The President is a Trustee of the Association.

#### **Vice-President**

- A. Assumes all powers of the President in their absence and presides on the Board of Director.
- B. Represents the club at monthly League meetings and functions as League Contact.
- C. Participates with the Director of Coaching and President in coaching evaluation.
- D. Performs responsibilities as assigned by the President.
- E. Act as Trustee.
- F. Ensure all clearances are acquired from all required parties.

#### **Secretary**

- A. Takes and maintains the minutes of all meetings of the Board of Directors and Board. Upon approval of the Board of Directors, these minutes become the official record of actions taken by the Board of Directors.
- B. Maintains the by-laws, policies and procedures.
- C. Handles correspondence not otherwise assigned.
- D. Maintain files of all official club correspondence, generated by any member of the Board of Directors.
- E. Sends out meeting notifications and other official correspondence as assigned.

#### **Treasurer**

- A. Presides on the Board of Directors.
- B. Develops the annual club budget and submits the same to the Board of Directors for approval. The budget is developed to coincide with the club's fiscal year.

- C. Maintains a record of all club expenditures. Keeps the Board of Directors advised of the status of expenditures against the budget.
- D. Manages all of the club's checking accounts and any other money accounts.
- E. Maintains the club's financial and tax records and documents.
- F. Files and maintains the articles of non-profit organizations with the Commonwealth of Pennsylvania.

#### **Direct of Coaching**

- A. Presides on the Board of Directors.
- B. Develops and manages programs that improve and enhance the knowledge and skill of the club's coaches. Ensures coaches meet league and club licensing and training requirements.
- C. Act as the coaches' representative to the Board of Directors. Communicates policy decisions, procedures and general information to the coaches from the Board of Directors.
- D. Coordinate the distribution of information on tournaments, coaching clinics and licensing courses.
- E. In association with the President and Vice President, evaluates coaches and recommends appointment, developmental actions or removal of individual coaches. Recommendations are made of the full Board of Directors for approval.
- F. Organizes and manages tryouts as required. and any given time.
- G. Maintains coaches' licenses and all other required certifications.
- H. Acts as a Trustee.

#### **Fields Director**

- A. Ensures that the game and practice fields are in safe and playable condition.
- B. Coordinates all activities associated with maintaining and preparing fields/equipment for games and practices.
- C. Prepares an annual budget for field maintenance and submits same to the Treasurer, to be included in the annual club budget.

- D. Schedules all practice and game locations with all Township/Municipalities and League Contacts with President, Vice President and/or Registrar..

#### **Ways and Means Director**

- A. Responsible for coordinating and managing all club fund raising activities.
- B. Coordinates publicity for club activities and accomplishments within the community.
- C. Plans and organizes fall and spring picture days.
- D. Prepares the annual budget for fundraising activities and submits to the Treasurer to be included in the annual club budget.
- E. Will oversee Spiritwear and Rec shirts.

#### **Equipment Director**

- A. Manages accounts for all club equipment, uniforms, and accessories.
- B. Responsible for timely procurement of club equipment, uniforms, and accessories.
- C. Collects all equipment at the end of each season for inventory and replacement purposes.
- D. Prepare an annual budget for club equipment and submits same to the Treasurer, to be included in the annual club budget.

#### **Registrar**

- A. Manages and coordinates player and team registration. This includes working directly with league officials and League Contacts to ensure all registration activities are completed in a timely and thorough manner.
- B. Maintains official player and team registration documents and records. This includes the status of non-district residents currently playing with the club.
- C. Collects ALL player passes and score cards at the conclusion of each playing season.

#### **Recreational Program Coordinator**

- A. Responsible for running the Recreational Program and activities. and Smart Start Soccer Programs. This includes but is not limited to Rec Registrations and Open Soccer events. Smart Start Soccer Program registration.

- B. Acquiring coaches and all clearance for Rec coaches must be sent to Vice Presidents.
- C. Maintaining fields and equipment provided for programs.
- D. Acquiring t-shirts for above mentioned programs, in coordinating with Ways and Means.

#### **Past President**

- A. Acts as an advisor to the Board of Directors.

#### **Members at Large**

- A. Represent an appropriate age group at all meetings, presenting all concerns and/or questions from general club members.

#### **Head Coach**

- A. Will coach his/her team per Big Spring Youth Soccer Association's guideline Code of Conduct and bylaws.
- B. Will determine his/her assistant coach(s) and their responsibilities.
- C. Shall hold regularly scheduled practices as weather permits.
- D. Shall be held at a high standard of commitment, being a positive role model for his/her team.
- E. Must hold a preseason parent meeting.
- F. Established clear communication via club approved platform.

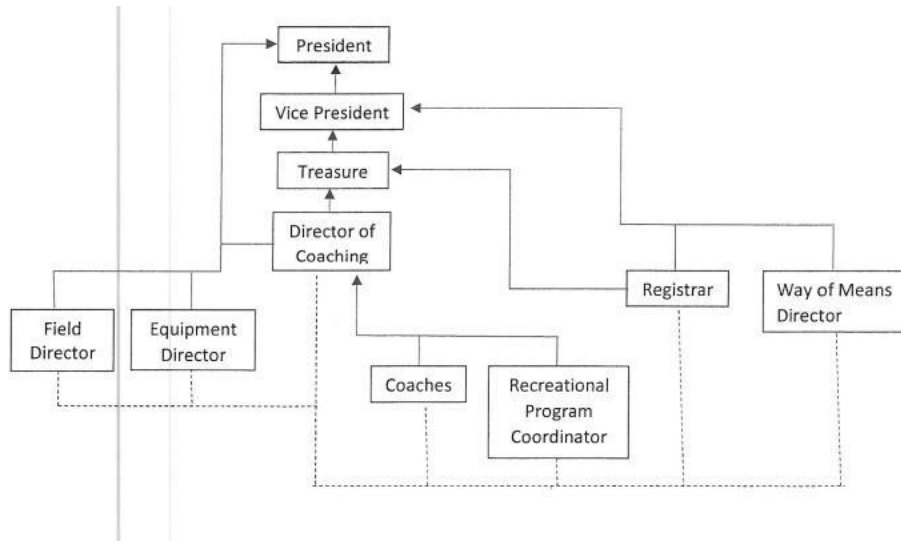
#### **Assistant Coach(s)**

- A. Will follow the Big Spring Youth Soccer Association's guidelines Code of Conduct and bylaws.
- B. Performs responsibilities as assigned by the head coach.
- C. In the absence of the Head coach will assume his/her responsibilities.
- D. Shall be held at a high standard of commitment, being a positive role model for his/her team.

#### **The Hierarchy of Big Spring Youth Soccer:**

Is as follow:





## ARTICLE 6: Membership

### SECTION 1: Extending Membership

Membership in the Big Spring Youth Soccer Association shall be by invitation of the Board of Directors. Membership shall be extended to youth players and their parents or guardians, via the invitation to play on one of the teams sponsored by the club. The Board of Directors may extend membership to other individuals at its discretion. Coaches, and Referees may be asked to join the organization as well. The final authority for membership rests with the Board of Directors.

### SECTION 2: Voting

Voting privileges are extended to members who are at least 18 years of age. One vote per member of a family.

### SECTION 3: Eligibility

Extension of membership shall in no way be influenced by an individual's race, sex, creed, or national origin. The ability of a youth player to safely play the game must be taken into consideration.

### SECTION 4: Affiliate Leagues

Youth players must fulfill the registration requirements of the affiliate league(s), Central Pennsylvania Youth Soccer League, United States Youth Soccer Association and the Big Spring Youth Soccer Association. This includes the timely payment of all registration fees and assessments associated with these organizations.

## **SECTION 5: Registration Fee**

The registration fee is determined by calculation from the annual budget. The fee is intended to cover the cost of running the program and meet the clubs financial obligations to the affiliate organizations. For one child of Board members, Head Travel Coaches, and Head Recreational Coaches will not have to pay the player registration fee. To be eligible for the discount – Board members, Head Travel Coaches, and the Head Recreational Coaches must attend at least 5 meetings in the seasonal year (July 1 – June 31) and must include the March and August Meetings. This is a nonprofit organization.

To be eligible for the registration fee discount. Head coaches must attend all scheduled coaches meetings during that season. Head coaches are responsible for returning all equipment and paperwork at the end of the season, to receive a refund.

## **SECTION 6: Conduct**

Membership is contingent upon compliance with the by-laws/constitutions, policies and procedures of the Big Spring Youth Soccer Association and its affiliates. Members accept the responsibility to review and understand such by-laws/constitutions, policies and procedures. In addition, members are expected to conduct themselves in a sporting like manner as outlined in the Code of Conduct and a Zero tolerance policy. at all times; exhibiting respect for the game, officials, players and spectators. Any abusive or violent behavior by a player or adult member may constitute grounds for the cancellation of membership.

## **ARTICLE 7: Fiscal and Seasonal Year**

### **SECTION 1: Fiscal Year**

The fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **SECTION 2: Seasonal Year**

There shall be two seasons offered to all players. One in the spring and one in the fall. For travel teams, the term of the season is defined with the Central Pennsylvania Youth Soccer League.

### **Section 3: Fees**

All fees must be paid in full. The Board of Directors will, annually, recommend to the membership, the policies and fees required for affiliated teams at the Annual General Meeting.

For travel teams: Once the registration fee has been paid, players will then be placed on teams according to age. The organization is responsible for informing the affiliated league of the number of players playing for the said season. The fee that is acquired from said league affiliation is a non-refundable fee, therefore a nominal fee could be returned if a player is pulled from playing for any medical reason, and ONLY a medical reason could warrant such an occasion.

For Recreational teams: Once the registration fee has been paid, players will then be divided into teams. ONLY a medical reason would warrant a return in registration fees.

#### **SECTION 4: Weather Related**

Any practice, game, or meeting may be called canceled, delayed, or postponed due to weather conditions. Any Board member, Coach, or facility caretaker(s) has the right to make that decision for recreational programs. As for our clubs travel teams, we will follow the weather guidelines set forth and established with the Central Pennsylvania Youth Soccer League.

#### **SECTION 5: Players and Teams**

- A. Divisions of players may comprise of any or all of the following age groups:  
U-6, U-7, U-8, U-9, U-10, U-11, U-12, U-13, U-14, U-15, U-17, U-19  
Duration of game and ball size will be determined by CPYSL and USYSA.
- B. The above league groups depend upon registration and may be altered upon an executive decision.
- C. Our policy states that all players who practice regularly and who are not disciplinary problem are entitled to significant playing time.
- D. All players must be registered with Big Spring Youth Soccer prior to any participation. As for any travel team, all players and coaches must be registered with CPYSL as well.
- E. The Executive Board must approve all assigned teams.
- F. Teams will be gender specific unless unanimous Executive Board approval has been granted to form a co-ed team. Co-ed teams will be primarily reserved for the creation of a new team to our association. When a gender specific team is available, the players shall try out/be placed on such a team.
- G. All players will have equal opportunity for placement on a traveling team.
- H. All players must abide by the Code of Conduct and Zero Tolerance policy rules and regulations of the league.
- I. No team may play any tournament outside the area without notifying the Board of Directors. Funding for tournaments must be approved by the majority vote of the Board of Directors.
- J. Any individual serving as a secondary rostered player must play their primary game on each given game day to be eligible to play on their secondary team.
- K. The Board of Directors will strive not to place any player on a team more than 2 age brackets higher than the true age based on CPYSL. EX. – The Board will not place a “true U10” player on a U13 team.

#### **ARTICLE 8: Annual and Other Official Membership Meetings**

There shall be an annual membership meeting, usually held during June of each year. The Board of Directors must provide the membership with 45- 90 days prior notice of this meeting. Other special official membership meetings may be called at any time during the year by the Board of Directors, with at least two weeks prior notice to the membership. The order of business will be agreed upon by the Board of Directors, election of new officers will commence at the end of the annual meeting. One vote is equivalent to one family during voting opportunities. Each family is eligible for one vote during voting opportunities.

#### **ARTICLE 9: Amending the By-Laws**

Amendments to the by-laws require the approval of a simple majority of all the voting members present at the annual membership meeting. Any member can submit a proposed amendment to the by-laws requesting a vote by the general membership at the annual membership meeting. Any such proposal must be submitted to the club Secretary, in writing, at least 60 days before the annual membership meeting. All proposed amendments to the by-laws must be circulated to the general membership at least 30 days prior to the annual meeting.

#### **ARTICLE 10: Disbandment**

In the event that the BSYSA were to disband or become defunct, all assets, equipment and funds shall be turned over to the Big Spring School District specifically first and foremost for the development of a Middle School Youth Soccer Program for both boys and girls. Should there be a Middle School Program already in place, the assets will be designated to all school soccer programs to be allocated to both Middle School and High School, Boys and Girls equally.