

CONSTITUTION and BY-LAWS



UVALDE YOUTH SOCCER ASSOCIATION

“Where Kids Come First”

REVISED, EDITED AND APPROVED

JULY 2003

2008 ELECTED OFFICERS

PRESIDENT: BRYAN HERNANDEZ
VICE-PRESIDENT: VACANT
SECRETARY: SAMANTHA MCQUEEN
TREASURER: AUDREY JONES
REGISTRAR: VONNA MARTINEZ

2008 APPOINTED OFFICERS

COACH COORDINATOR: JAIME RODRIGUEZ
FACILITIES MANAGER: ISIDRO ESCAMILLA
SCOREKEEPER: ROLAND RODRIGUEZ
REFEREE COORDINATOR: ADRIAN GONZALES
CONCESSION CHAIR: VACANT
FUNDRAISING CHAIR: ALEX GONZALEZ

BY-LAWS COMMITTEE

VACANT

Section I - UYSA CONSTITUTION

Article 1 - Name and Operating Calendar

- 1.1 The name of this organization shall be the Uvalde Youth Soccer Association (hereinafter called the Association or UYSA).
- 1.2 The Association shall be subject to the rules and provisions presented in its Constitution and Bylaws.
- 1.3 The fiscal year of the Association shall begin on July 2 and end on June 30 of the following year.

Article 2 - Purpose and Tax Status

- 2.1 It shall be the purpose of this Association to foster and promote youth soccer within its area of jurisdiction. UYSA shall teach good sportsmanship, educate youth participants in the fundamentals of the game of soccer, promote the game of soccer and conduct such other educational activities as shall be deemed appropriate to the promotion of youth soccer.
- 2.2 The Association shall be a non-profit organization, incorporated in the State of Texas and as authorized under section n501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

Article 3 - Affiliation, Objectives and Territory of Jurisdiction

- 3.1 UYSA shall be affiliated with the South Texas Youth Soccer Association (hereinafter called STYSA) and the United States Youth Soccer Association (hereinafter called USYSA). It shall comply with the authority of said organization.
- 3.2 The principles governing competition among the teams of its members shall include development of physical fitness, mental alertness, leadership and good sportsmanship; permitting all players who faithfully attend and adhere to team rules to have maximum participation in team competition; recognition that manner of play outweighs a victory; encouragement of courtesy, good conduct and respect for constituted authority by players, officials and spectators.

- 3.3 The Association shall govern and promote the game of soccer for youth players in Uvalde and surrounding areas.

Article 4 - Membership (Eligible to Vote)

- 4.1 Members eligible to vote include the Board of Directors, elected and Referees and Coaches of record. Each member of the Board of Directors, elected or appointed, is entitled to one vote in the General meetings. No vote may be cast by proxy at any regular, called or special meeting of the Association. The team representative eligible to vote in the General meetings shall be the coach of the team or an individual designated by him in written form addressed to the Association Secretary and given to the Secretary prior to the start of the meeting.

Article 5 - General Meetings and Special Meetings

- 5.1 The Association shall hold two general meetings annually. The First General Meeting of the Association shall take place during the first full week in December after the conclusion of the fall seasonal play. The Second General Meeting shall take place during the first full week in June.
- 5.2 Notification of the location, date and time of each General meeting shall be made to each team and, when possible, published in a local newspaper. All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order.
- 5.3 Election of officers shall take place at the First General Meeting.
- 5.4 Changes to the Constitution and Bylaws may be considered at the Second Annual Meeting.

- 5.5 The normal order of regular business at General Meetings shall be as follows:
1. Call to order, vote accreditation and roll call
 2. Approval of minutes of previous meeting(s)
 3. Introduction and/or hearing of guests
 4. Treasurer's report
 5. President's report
 6. Unfinished business
 7. New business
 8. Reports by Elected and Appointed Officials
 9. Committee reports
 10. Election of Officers (The First General Meeting)
 11. Adjournment
- 5.6 The President may modify the order of presentation of any meeting's business to accommodate guest or Board members or to bring about the efficient handling of matters. All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order unless specified otherwise elsewhere in this Constitution or Bylaws of STYSA or USYSA rules of order.
- 5.7 Special General meetings of the Association may be called by the President, any three members of the Board of Directors or a simple majority of the coaches by placing notice by mail to all Board members at least ten (10) days prior to such special meeting. A special meeting may only attend to the specified business for which the meeting was called.
- 5.8 The Association shall adopt and publish such regulations for youth players as may be required by the STYSA or the USYSA and/or the needs of the Association to operate an orderly soccer program. All competitions sponsored by the Association shall be planned and administered in cooperation with the STYSA and USYSA rules and regulations.
- 5.9 The books of the Association shall be available for inspection by any Association member with five (5) days notice and at a time agreeable to the Treasurer.

- 5.10 A quorum for a meeting of the Board of Directors shall be a simple majority of its members and a simple majority of the quorum shall decide all issues unless otherwise provided in this Constitution and Bylaws.
- 5.11 A quorum for the purpose of conducting ordinary business and election of officers at a meeting of the General Membership of this association shall be a number equal to 25% of the number of teams which are officially rostered in the previous Fall season. If a quorum is not met, the members present shall determine a new date for another meeting at least one week after the originally scheduled meeting. All voting members must be notified of the rescheduled meeting in writing. If a quorum is not met at the rescheduled meeting, the Association's business shall be conducted with 2/3 of the eligible voters in attendance deciding all issues.
- 5.12 At General Meetings, the Secretary will record those present with voting privileges and those with voting privileges who are absent. The Secretary will also record the names of any guests with business before the body.

Article 6 - Officers of the Association

- 6.1 The officers of the Association shall consist of:
- ELECTED:
- a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Registrar
- APPOINTED
- a. Coach Coordinator
 - b. Facilities Manager
 - c. Scorekeeper
 - d. Referee Coordinator
 - e. Age Group Commissioners
 - f. Concessions Chair
 - g. Fund Raising Chair

- 6.2 Elected officers of the Association, in order to provide continuity of experience, shall be elected to terms of two (2) years. In order to promote a continuity of service, the offices will be elected on a rotating basis. The President, Secretary and Registrar shall be elected on even numbered years. The Vice-President and Treasurer shall be elected on odd numbered years.
- 6.3 Officers shall assume their duties the following April 1.

Article 7 - Board of Directors

- 7.1 The governing authority of this Association whose powers shall be delegated in this Constitution shall be vested with the Board of Directors. The Board shall be composed of individuals duly elected to titled offices by the Association and all other individuals appointed to positions of authority.
- 7.1.1 Quorum-Regular meetings: At least one-half of the members of the Board of Directors must be present in order to decide on any issue requiring a vote.
- 7.1.2 Quorum-Special/Called meetings: At least one-third of the members of the Board of Directors must be present to decide any issue requiring a vote. No issue shall be decided at a called or special meeting, except that which was identified in the announcement for the meeting.
- 7.2 The Board of Directors shall administer the affairs of the Association, make recommendations at general meetings of the Association and be responsible for:
- Conducting the election of officers
 - Establishing and administering all Association rules
 - Establishing such committees as may be required by this Constitution or as may be deemed necessary by the Board
 - Interpreting and enforcing the Associations Constitution, Bylaws and Local Rules, Regulations and Procedures and levying fees and assessments

- From time to time, making rules or regulations for specific cases or occasions not provided for in the Bylaws or other rules, regulations and procedures which are deemed necessary by the Board to carry out the objectives of the Association
- Establishing the method whereby players are assigned to teams
- Establishing the method whereby guest players are assigned to teams traveling to tournaments
- Adopting a budget and approving all expenditures not budgeted

- 7.3 The Board of Directors shall meet at least once each calendar quarter and all meetings shall be open to any member of the Association. When deemed necessary, special meetings of the Board of Directors may be called by the President or any three (3) members of the Board.
- 7.4 Board members must be present at any meeting to vote. On all matters, each board member shall have one (1) vote.
- 7.5 A majority vote of a quorum of the Board of Directors shall decide on all matters except for the suspension of any officer.
- 7.6 The Board of Directors may, for cause, and with at least a two-thirds (2/3) majority vote (not quorum), suspend the powers of any officer, elected or appointed.
- 7.6.1 Any elected or appointed Board member may be removed from their office for gross neglect of assigned Association duties or misconduct. This action shall take place only after appropriate counseling with the individual, and after a hearing by the Board. A two-thirds (2/3) majority of a quorum of the Board is required to remove such officer or director from their position
- 7.6.2 Any elected or appointed Board member with two (2) consecutive unexcused absences from regular or called Board meetings shall have vacated his/her elected or appointed office. Such vacancy shall be filled for the unexpired term in such manner as if she had formally resigned.

7.6.3 When an officer of the Association or a member of the Board of Directors resigns or is unable to complete his term of office, the Board of Directors shall be empowered to fill the vacancy.

7.7 In the event of an appeal of a decision regarding a grievance involving a team in which a member of the Board has a vested interest, said Board member may not act in its behalf nor shall be entitled to vote on the grievance appeal.

Article 8 - Executive Board

8.1 The Executive Board shall consist of those persons elected to titled offices by the Association.

8.2 The authority of the Executive Board shall be limited to actions specifically identified in the Constitution, Bylaws and Local Rules, Regulations and Procedures.

8.3 A quorum shall be three (3) of the elected officers.

Article 9 - Election of Officers

9.1 Election of officers shall take place at the First General Meeting.

9.2 The Association Present shall appoint a Nominating Committee in years in which his/her office is up for election and the Vice-President will appoint the Nominating Committee in years in which that office is not up for election, at least 60 days prior to the First General Meeting to find qualified candidates for those elected offices scheduled to become vacant due to expiring terms of office or by resignations. The Nominating Committee shall be composed of no less than five (5) Association members and may include not more than two (2) Board members. Association members are not required to possess voting privileges to serve on this committee. No member of the Nominating Committee who is an elected officer may serve on this committee if his/her term is expiring. The Nominating Committee shall report its results to the Association Secretary and the proposed slate of officers shall be mailed to all team coaches and all members of the Board of Directors no less than two weeks prior to the First General Meeting.

9.3 Nominations from the floor may be made during the elections with the provision that any person nominated from the floor shall be present and affirm their willingness to serve if elected, or such person shall have submitted in writing to the President their willingness to serve if elected

Article 10 - Amendments to the Constitution

10.1 Any proposals or motions to amend this Constitution must be made in writing to the President at least sixty (60) days in advance of the Second Annual Meeting.

10.2 Amendments to the Constitution shall be made at the Second General Meeting and only by a simple majority vote of the eligible voters present. Each member eligible to vote shall be given thirty (30) days notice in writing of the purpose of the amendment(s). Votes must be cast in person.

10.3 Amendments to this Constitution shall become effective immediately following the adjournment of the meeting at which they were approved.

Article 11 - Enactment

11.1 This Constitution and Bylaws shall supersede all previous Constitutions and Bylaws of the Association.

Article 12 - Dissolution

12.1 In the event that the Association is dissolved or ceases to function, the Executive Board shall make provisions to pay all Association liabilities. Assets of the Association shall be disposed of to pay Association liabilities and any balance remaining after payment of all known Association liabilities shall be disbursed to such organizations established exclusively for charitable, educational, religious or scientific purposes as the Executive Board shall determine which at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue law).

Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the Association is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section II - UYSA BY-LAWS

Article 1 - Elected Offices and Duties

- 1.1 President - The President is the general representative of the Association and shall supervise all activities of the Association and work of the officers, elected and appointed. The President shall be a cosigner of checks for expenditures. The President will appoint committees as needed. The President shall represent the Association at STYSA meetings.
- 1.2 Vice-President - The Vice-President shall be responsible for creating and coordinating game schedules in conjunction with the Scheduling Committee, will oversee the use of any facilities and equipment, and shall keep the Referee Coordinator informed of any game schedule changes. The Vice-President shall order uniforms or will delegate the responsibility of ordering uniforms to another member. The Coach Coordinator, Referee Coordinator, and Facilities Manager will report to this officer. The Vice-President shall serve as chairman of the Discipline and Protest Committee. The Vice-President shall serve as President in the President's absence.
- 1.3 Secretary - The Secretary shall attend to all correspondence, shall record the minutes of all General Meetings and Board Meetings, and shall be custodian of all correspondence initiated by the Association or the Board of Directors. The Secretary shall give notice of all meetings. The Secretary is also responsible for all Public Relations to the local news media and to schools for information concerning the soccer program or special soccer events. At all meetings, the Secretary shall provide an agenda and minutes of previous meetings, have available a current copy of the Constitution, By-Laws and Local Rules, Regulations & Procedures and a copy of the most recent edition of Roberts Rules of Order.

- 1.4 Treasurer - The Treasurer shall receive, disburse, and account for all of the funds of the Association and present reports of current finances at General Meetings and regular meetings of the Board of Directors. Funds shall be deposited in a chartered bank in the name of the Association. All checks shall be signed by both the President or other designated Board Member and the Treasurer. Except for budgeted items, any disbursement of more than Four Hundred Dollars (\$400.00) shall be first authorized by the Board of Directors. The Treasurer shall keep financial records of accounting in compliance with generally accepted accounting practices. The Treasurer will secure team sponsors, handle all bid processes, and be responsible for filing any IRS tax forms. At the end of the fiscal year, the Treasurer shall present an annual report of the current year and a proposed budget for the coming year.

- 1.5 Registrar - The Registrar shall supervise and assist in all matters pertaining to the registration of players and adults in all divisions. The Registrar shall be custodian of all registration forms and computer data pertaining to registration. The Registrar shall have the authority to require any team to supply necessary information in the format needed in order for him/her to properly perform their duties. The Registrar shall be responsible for assuring that all players are registered in the correct age division. The Registrar shall certify all team rosters and Association Membership Cards and Player Passes. The Registrar will establish game schedules in conjunction with the Scheduling Committee and will provide the final game schedules to the Referee Coordinator prior to the beginning of the season.

Article 2 - Appointed Offices and Duties

- 2.1 Coach Coordinator - The Coach Coordinator shall supervise all Age Group Commissioners. He, with the assistance of the Age Group Commissioners, shall secure candidates for coach for all teams. Candidates for coach for each team must be approved by the Board of Directors before assuming duties with a team. The Coach Coordinator shall arrange for training clinics for new coaches and experienced coaches who wish to obtain license in higher classifications. The Coach Coordinator shall be a member of the Discipline and Protest Committee and shall chair the Scheduling Committee.

2.2 Facilities Manager - The Facilities Manager shall assist the Vice-President in coordinating the use of the facilities and the equipment. This officer shall initiate, coordinate and supervise maintenance of all playing fields assuring that each field is in proper condition for any scheduled game. The Facilities Manager will work with the Referee Coordinator in assuring that all scheduled games have the appropriate equipment and that fields are playable.

2.3 Scorekeeper - The Scorekeeper shall obtain game scores from coaches and keep a record of points and standings for all teams in appropriate age divisions. This officer shall also keep an accurate and timely record of penalty points for all players and all teams. The Scorekeeper will provide all statistical information to the local newspaper for publication.

2.4 Referee Coordinator - The Referee Coordinator shall be responsible for providing referees for all Association games and scheduling referees for said games. He will be responsible for keeping referees informed concerning matters relevant to them and shall work with the Board of Directors in scheduling and coordinating referee clinics in the Uvalde area. The Referee Coordinator shall be a member of the Disciplinary and Protest Committee and Scheduling Committee and shall serve as a liaison between the officers of the association and the referees. The Referee Coordinator reports to the Vice-President.

2.5 Commissioners of Coaches - These offices shall be appointed by the Board of Directors with the advice and consent of the Coach Coordinator.

2.5.1 Commissioners of Coaches may be the coach of a team in an age group other than in the age group in which he serves as Commissioner of Coaches. Additionally, the Commissioner cannot serve in an age group in which their child participates.

The following age levels will be represented by a Commissioner:

1. Commissioner of Coaches of Boys Under 5
2. Commissioner of Coaches of Boys Under 6
3. Commissioner of Coaches of Boys Under 8
4. Commissioner of Coaches of Boys Under 10
5. Commissioner of Coaches of Boys Under 12 and Older
6. Commissioner of Coaches of Girls Under 5 and Under 6
7. Commissioner of Coaches of Girls Under 8 and Under 10
8. Commissioner of Coaches of Girls Under 12 and Older

2.5.2 It shall be the responsibility of Commissioner of Coaches to secure coaches for teams in the appropriate age groups. All Association coaches are subject to the approval of the Board of Directors. All Commissioners shall work with the Registrar to determine the number of teams to be formed in each age division based upon registration totals. The Age Commissioner shall conduct the player draft for that age group.

2.5.3 The appropriate Commissioner of Coaches shall serve as liaison between the Officers of the Association and the coaches in that age division. He shall be responsible for keeping coaches informed of all matters relevant to their duties. He may call meetings of the coaches as he deems it necessary and will chair such meetings. The appropriate Commissioner of Coaches shall serve in his capacity on the Disciplinary and Protest Committee and Scheduling Committee. Commissioners of Coaches in each division shall report to the Coach Coordinator.

2.6 Concessions Chair - The Concession Chair shall be appointed by the Board of Directors and is responsible for the operation of a concession service at all regularly scheduled games including tournaments.

2.7 Fund Raising Chair - The Fund Raising Chair shall be appointed by the President with the approval of the Board of Directors and shall coordinate all activities pertaining to the particular fund raising project.

Article 3 - Scheduling Committee

- 3.1 The Vice President shall chair this committee. Other members of this committee will be the Coach Coordinator, Registrar and Referee Coordinator.
- 3.2 This committee shall be responsible for developing a schedule for regular season games and rescheduling games which have necessarily been postponed.

Article 4 - Disciplinary and Protest Committee

- 4.1 The Disciplinary and Protest Committee shall be composed of the Vice-President (acting as chairman), the appropriate Age Group Commissioner, Coach Coordinator, the Referee Coordinator and a minimum of two adults not involved in the program as coaches or referees; these shall be appointed by the chairman and approved by the Board of Directors.
- 4.2 The committee shall rule on all disciplinary or grievance actions brought before it involving member representatives, coaches, referees, players or fans. All disciplinary or grievance action request to be reviewed by this committee shall be submitted in writing to the President and shall be accompanied by a fee of \$50.00 in the form of cash, cashier's check or money order payable to UYSA prior to submittal to the committee for a decision.
- 4.3 A member of this committee who has a vested interest or a direct or indirect involvement in the action before the committee shall be replaced by an adult nominated by the Vice-President and approved by the Board of Directors for the term of the action in question.
- 4.4 All decisions made by this committee are final and shall be submitted in writing to the President of the Association for dispensation. Notification of actions shall be sent by certified mail.
- 4.5 Any decision by this committee resulting in suspension or expulsion may be appealed in writing to the Board of Directors within five (5) days of the announcement of such decision. The appeal shall be addressed to the President and must be accompanied by a protest fee of \$50.00 and sent by certified, return receipt requested, mail or delivered in person. If the decision is waived and found in favor of the protestor, his/her money will be refunded.

If the decision is denied, the protestor may appeal to the STYSA Appeals Committee.

- 4.6 All actions of the Committee will be in accordance with STYSA's rules and policies regarding discipline and protests.

Article 5 - Rules of Conduct

5.1 League Officials

1. It is the responsibility of all league officials to conduct themselves in a manner which will bring respect to this organization.
2. Actions and decisions by a league official for self interest purposes or for monetary gains will not be allowed. A league official who finds themselves in a self-interest situation will disqualify themselves from any decision involving that situation.
3. All decisions made by league officials will be in the best interest of the youth in this program.
4. Elected or appointed officers shall receive no monetary or other type of compensation for their services toward the management and general operation of this Association. This provision shall not prohibit the Board of Directors from duly contracting with any company or any individual for supplies or services.

5.2 Coaches

1. Coaches are responsible for the following:
 - a. Conduct in a manner becoming a member of this organization
 - b. Encouragement of clean competition and good sportsmanship
 - c. Training and coaching to the best of their ability
 - d. Continuous upgrading of their coaching skills.
 - e. Enforcement of Constitution, Bylaws and Rules and Regulations of this Association
2. Coaches and assistant coaches are responsible for their own actions before, during and after games and at practice. Coaching from the sidelines between the penalty box lines is permitted. Coaching must be done in a positive and constructive manner. Profanity, name-calling, or degrading of a player, team, coach, or referee will not be permitted. Questioning of a referee's calls by a coach, player or spectator during a game will not be allowed.

3. Coaches are responsible for the conduct of themselves, their players, and their parents and spectators before, during and after games. The referee is authorized to eject any coach, player, parent or spectator from a game for misconduct. Failure of the ejected party to leave the field within a reasonable time will result in termination of the game at that point by the referee. Any game so terminated will be subject to review by the UYSA D&P Committee.

5.3 Referees

1. All referees are responsible for the following:
 - a. Encouragement of clean competition and good sportsmanship
 - b. Primary concern for the safety and well being of players during the game
 - c. Officiating of games in a fair and impartial manner
 - d. Continuous upgrading of their knowledge of the game and their ability to perform as a competent referee
2. All referee conversations with coaches, players and spectators will be held to the minimum necessary to conduct the game in a professional manner.

5.4 Players

1. All players are responsible for the following:
 - a. Clean competition and good sportsmanship
 - b. Regular attendance at both practice and games
2. Any player who engages in profanity, name calling, fighting or any action detrimental to the spirit of the game may be subject to disciplinary action. This applies to before, during and after a game.

5.5 Compliance - Failure to comply with any of the "Rules of Conduct" may subject an official, coach, referee or player to possible disciplinary action by the league Board of Directors.

Article 6 - Rules and Regulations

6.1 At the beginning of each seasonal year the Board of Directors shall adopt those "Rules and Regulations" necessary for the operation of the Association for that seasonal year.

Article 7 - By-Laws Changes

7.1 If a member desires a change in the Bylaws, such request for change shall be submitted in writing to the President at least sixty (60) days prior to the Second General Meeting. It will be placed on the agenda for voting by the general membership. A two-third (2/3) vote of those present is necessary for the passage of any changes to those Bylaws.