

Schuylkill County Youth Soccer Association
CONSTITUTION & BY-LAWS

Article I – Name

The name of the organization shall be the Schuylkill County Youth Soccer Association

Article II– Purpose

The purpose of this organization shall be to promote, foster and perpetuate the game of soccer. For the accomplishment of this purpose this organization shall possess and exercise supreme governmental control and representation of the game, except in those matters reserved by or granted to FIFA, United States Soccer Federation or the Eastern Pa. Youth Soccer Association.

Article III Affiliation

- A. The Schuylkill County Youth Soccer Association (SCYSA) is affiliated with the Eastern Pennsylvania Youth Soccer Association (EPYSA) , the United States Soccer Federation (USSF) and the Federation Internationale de Football Association (FIFA).
- B. The Association will adhere to responsibilities and objectives that are inherent concomitant with such affiliation commitments.
- C. Other affiliations that may further the purpose, goals, or activities of the Association may be developed subject to approval by a two-third (2/3) majority vote of the Executive Board and the member clubs.
- D. No affiliation will be permitted which could result in or infer preference or exclusion of any race, creed, national origin or ethnic group, or which result in or infer support of any partisan political campaign, party, incumbent or candidate.

Article IV Membership and Voting

A. Membership

- 1. Membership shall consist of such clubs which have submitted written application to the Secretary and have been approved the Executive Board and by a majority of the voting delegates in attendance at the general meeting.
- 2. Membership will not be restricted by virtue of race, color, creed, religion, national origin or ethnic group.
- 3. Annual membership fees may be established by the Executive Board with the approval of two-thirds (2/3) of the member clubs. The failure of any member club to pay an established membership fees within 60 days shall cause immediate forfeiture of membership with legislative formality. The Executive Board has the right to extend the deadline.
- 4. Each and every club which is accepted for membership in the Schuylkill County Youth Soccer Association thereby agrees for itself and all it's coaches and representatives to accept, support and adhere to the purpose and regulatory authority of the Association and it's Constitution, By-Laws and Rules and Regulations.

5. **The Executive Board reserves the full right and power to administer a policy for clubs in Bad Standing. The Executive Board will maintain an “Open End Policy” on setting up past problems/incidences on an individual basis, and administering a “No Fault” disciplinary policy.**

B. *Removal*

Any member club may be removed from membership for good reason, subject to approval by a minimum of two-thirds (2/3) vote of the Executive Board and the member clubs, each at their own separate meeting.

C. *Voting*

1. **Each elected officer shall be permitted one vote.**
2. **Each member club delegate shall be permitted one vote.**
 - a. **The number of delegates per club will be calculated using total number of Players they have registered with the SCYSA, divided by eighteen (18) which will give a team count**
 - 1 to 6 teams = 1 delegate**
 - 7 to 16 teams = 2 delegates**
 - 17 teams and up = 3 delegates**
 - b. **Number of delegates is based on the previous year’s teams per club.**
 - c. **On all forms of voting, members from a given club will delegate among themselves as to whom will cast their votes (1 to 3) , and act as club delegates.**
3. **A “voting member” will be allowed only one vote. A vote member must be in attendance at the time an issue is under consideration. Proxy votes are not permitted.**
4. **The presiding officer shall not be permitted to vote except to break a vote.**

Article V *Officers and Executive Board*

A. Officers

1. **The officers of the Schuylkill County Youth Soccer Association who shall also compose the Executive Board, shall consist of the following individuals President, Vice-President, Scheduler, Secretary, Treasurer, Registrar and Public Relations.**

B. Duties

1. *Executive Board*

- a. **To authorize and approve all budgets, programs and expenditures of the Association.**

- b. To serve as an executive decision-making body on all official appeals made in regard to any decision or ruling by the executive Board, Association Officer, Committee Chairman, or any agent thereof.**
- c. To assist and advise the Association Officers and the Committee Chairman in the administration of the Schuylkill County Youth Soccer Association.**
- d. To have and to exercise all administrative and executive powers that are not otherwise specifically denied it by the Schuylkill County Youth Soccer Association Constitution and By-Laws and/or Rules and Regulations.**
- e. An Executive Board member who misses three (3) executive meetings and/or is not fulfilling duties is subject to review.**

2. *President*

- a. To preside at all Association and Executive Board meetings.**
- b. To sign all legal documents and papers and to countersign checks.**
- c. To appoint all chairmen of all standing and special committees.**
- d. To serve as “ex-officio” member (without vote) of each standing and special committee.**
- e. To perform all other duties normally associated with the office of the President.**

3. *Vice-President*

- a. To serve as the Associations games commissioner (the coordination of canceled and rescheduled games with the referee assignor.**
- b. To exercise all other authority normally associated with the “games commissioner” duties and responsibilities.**
- c. To assure the responsibility and authority of the President in the absence of the President.**

4. *Scheduler*

- a. To direct, develop and coordinate Association game scheduled, play-off, and cup game schedules.**

5. *Secretary*

- a. To establish, keep, maintain and publish a record (minutes) of all meetings of the Association and Executive Board.**
- b. To read the prior minutes at all meetings of the Association and Executive Board.**
- c. To keep a record of club and other attendance at the Association meetings and officer attendance at the Executive Board meetings.**
- d. To keep a record of the voting representatives and alternates for each club.**
- e. To maintain the official copy of the Association Constitution, By-Laws and Rules and Regulations.**
- f. To conduct all Schuylkill County Youth Soccer Association elections.**
- g. Responsible for correspondence and communications to membership.**

6. *Treasurer*

- a. To account for all expenditures and to deposit all income of the Association.
- b. To establish and maintain financial records and books.
- c. To pay all authorized obligations/bills of the Association.
- d. To present a financial report at all general and Executive Board meetings.
- e. To sign all financial documents and checks.
- f. To serve as the Association's purchasing agent.
- g. To develop an Annual Association budget, projecting all costs for the year

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7. Registrar

- a. To develop and maintain a record (roster) of all member clubs.
- b. To develop and maintain a record (roster) of all member club directors with addresses and telephone numbers thereof.
- c. To organize the registration of member club teams as specified by the EPYSA and provide the necessary forms for such registration.

8. Public Relations

- a. To maintain Association/divisional game standings and to periodically provide such to the local newspaper and the general Association membership.
- b. To coordinate Association play-off schedules with the Scheduler.

Article VI Meetings

- A. Association meetings shall be conducted at a minimum of once a month. These meetings shall be conducted on the second Tuesday of the month at a location and time as determined by the Executive Board.
- B. Special meetings of the Executive Board may be called by the President, by a majority decision of the Executive Board, or a majority of the member clubs.
- C. Official vote on business can't be taken unless a quorum of four (4) members of the Executive Board and ½ of the member club delegates is present at the meeting.

Article VII Nominations, Elections, and Filling a Vacant Office

- A. Nominations for candidates for the Executive Board shall be presented by the nominating committee at the Association meeting conducted in October of each year.
 - 1. The Nominating Committee shall consist of four (4) at large delegates appointed by the President.
 - 2. All nominated candidates must be approved members of an affiliated club in good standing.
 - 3. Any voting delegate may propose additional nominations.
 - 4. Individuals may accept nominations from more than one office: however, they may be elected to only one officer position.

B. Elections shall be conducted by secret ballot at the last Executive Board and general assembly meeting of the year.

- 1. Nominees receiving a plurality vote will be declared elected.**
- 2. In the event of a tie vote, it shall take the plurality vote of the voting members and the newly elected Executive Board to elect the Association officer in question.**
- 3. The term of the office shall be from January 1st to December 31st.**
- 4. These Executive Board positions are up for election during even numbered years: Vice-president, Treasurer, and Registrar.**
- 5. These Executive Board positions are up for election during odd numbered years: President, Scheduler, Secretary, and Public Relations.**

Article VIII *Committees*

- A. Special committees may be established by the President as deemed necessary to conduct Association business. Such committees will be automatically disbanded upon completion of their assignments.**
- B. Chairman of the Standing Committees will be appointed by the President, with approval of the Executive Board.**
- C. Standing Committee members will be appointed by pertinent Committee Chairman.**
- D. Duties of the Grievance Committee**
 - 1. The Grievance Committee will take prompt action on written appeals, protests, and/or from referee reports from the member clubs' authorized representatives and/or from referee reports. The appropriate fee must be attached.**
 - 2. The Grievance Committee shall consist of a chairman, plus no less than four additional members representing a minimum of five member clubs. The additional members shall be appointed as needed by the chairman, and not include any member affiliated with any of the grieving clubs.**
 - 3. The Grievance Committee shall not honor any protests, complaints, or reports, or effect any decision that would result in nay violation of the Association's Constitution, By-Laws, Rules and Procedures or in the Association's commitments or authority delegated to the EPYSA as a result of the Association's affiliation therewith.**

Article IX *Financial Administration*

- A. The financial affairs of the Association shall be administered by the Treasurer.**
- B. The Association Fiscal Year shall be determined by the Executive Board in accordance to developing and maintaining an annual budget.**
- C. An annual audit coinciding with the fiscal year shall be conducted of the Association's books and presented to the Executive Board and general membership.**
- D. A financial report shall be made by the Treasurer at all Association meetings.**
- E. All expenditures will be supported by a bill, invoice or other document signed by the Committee chairman, officer or authorized agent.**
- F. No part of the income or assets of the Schuylkill County Youth Soccer Association shall insure to the benefit of any private individual, member or member club.**

Article X *Parliamentary Procedure and Appeals*

- A. The rules of parliamentary procedure, outlined in “Roberts Rules of Order” shall govern all meetings and proceedings of the Association, except where they are in disagreement with the Schuylkill County Youth Soccer Association Constitution, By-Laws or Rules and Regulations.**

- B. Appeals (other than Grievance Committee)**
 - 1. Any ruling or decision by the Executive Board, by an elected or appointed official, or any agent thereof, may be subject to appeal by a voting member.**
 - 2. Appeals must be made in writing to the Association President within ten (10) days after a ruling or decision.**
 - 3. Appeals must be presented to the Executive Board for a decision. The Board must come to a decision in a responsive manner, no later than thirty (30) days after the receipt of an appeal by the President.**
 - 4. The Executive Board will not honor or make any decision in regard to appeals that would result in violation of the Schuylkill County Youth Soccer Association Constitution, By-Laws or Rules and Regulations.**
 - 5. All appeals must clearly state and identify the decision being appealed, the individual or group making such decision , special details or circumstances to be considered by the Board and the appellant’s desired solution.**
 - 6. Decisions of the Executive Board on appeals will be final.**

Article XI *Dissolution of Schuylkill County Youth Soccer Association*

- A. Dissolution: The Association shall be dissolved in the event it shall cease to carry out the purpose herein set forth or upon the unanimous vote of the Executive Board and the member clubs’ representatives present and voting, each at their own separate meeting.**
- B. Disposition of assets: in the event of dissolution, all property and assets of the Association shall be distributed to a similar non-profit charitable organization, as may be selected by the Executive Board, so that the property and assets of the Association shall in such event be used for and devoted to a youth-oriented organization.**

In no event shall any of the assets or property of the Association go to or be distributed to any individual member(s) or member club(s) either for the reimbursement of any sums subscribed, donated or contributed, or for services rendered or for any other such purpose.

It being the intent that in the event of dissolution, the property and assets, then owned by the Association, shall be donated to carrying on the functions

and purposes of such non-profit youth oriented organization, so the Executive Board shall determine and direct.

Article XII *Amendments to the Constitution and By-Laws*

A. Proposing of Amendments

Amendments may be proposed by any qualified voting member at any time. Proposed amendments must be submitted in writing to the Association President, who shall present such proposals to the Executive Board.

C. Adoption of Amendments

- 1. A quorum vote of the Executive Board present and voting, shall be required in order to indicate Board approval of a proposed amendment(s).**
- 2. Upon approval of the Executive Board, proposed amendment(s) shall be read for a second time and voted upon at the next Association meeting subsequent to the first meeting.**