

# **CONSTITUTION and BY-LAWS**

“Fundamentals, Focus, and Fun”

REVISED, EDITED AND APPROVED NOVEMBER 2019 BY WIMBERLEY YOUTH SPORTS ASSOCIATION

## **2019-2020 OFFICERS/BOARD OF DIRECTORS**

### **EXECUTIVE BOARD MEMBERS**

**APPOINTED BY WIMBERLEY YOUTH SPORTS ASSOCIATION**

COMMISSIONER: TERRANCE HARRISON

### **ELECTED**

DEPUTY COMMISSIONER: TIMOTHY BABB

SECRETARY: MOLLY JESSE

TREASURER: RACHEL GRUMBLES

REGISTRAR: AMANDA CLEAVINGER

### **NON-EXECUTIVE BOARD MEMBERS**

**APPOINTED BY THE COMMISSIONER**

COACH COORDINATOR: MIKE HARLIN

SCOREKEEPER: BECKY SHORT

REFEREE COORDINATOR: DANIEL HUGHES

CONCESSION CHAIR: JAYCIE PARKER

FUNDRAISING CHAIR: VACANT

BY-LAWS COMMITTEE: TIMOTHY BABB

FIELDS COORDINATOR: VACANT

## **Section I – WYSC CONSTITUTION**

### **Article 1 – Name and Operating Calendar**

1.1 The name of this organization shall be the Wimberley Youth Soccer Club (hereinafter called the Club or WYSC).

1.2 The Club shall be subject to the rules and provisions presented in its Constitution and Bylaws.

1.3 The fiscal year of the Club shall begin on August 1 and end on July 31 of the following year.

### **Article 2 – Purpose and Status for Tax Purpose**

2.1 It shall be the purpose of this Club to foster and promote youth soccer within its area of jurisdiction. WYSC 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 Club shall be under the total control and authority of the Wimberley Youth Sports Association, which is incorporated in the State of Texas and as authorized under section n501(c)(3) of the Internal Revenue Code, as a non-profit organization, of 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

### **Article 3 – Affiliation, Objectives and Territory of Jurisdiction**

3.1 WYSC shall be affiliated with the Capitol Area Youth Soccer Association (hereinafter called CAYSA) 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 Club shall govern and promote the game of soccer for youth players in Wimberley and surrounding areas.

### **Article 4 – Membership (Eligibility to Vote)**

4.1 Members eligible to vote include the WYSC Board of Directors, elected and appointed, 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 Club. The team representative eligible to vote in the General meetings shall be the coach of the team or an individual designated by the coach in written form addressed to the Club Secretary and given to the Secretary prior to the start of the meeting.

### **Article 5 – General Meetings and Special Meetings**

5.1 The Club shall hold two general meetings annually. The First General Meeting of the Club shall take place as soon after the conclusion of the fall seasonal play as deemed possible. 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.

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. Commissioner'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 Commissioner 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.

5.7 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 CAYSA or USYSA rules of order.

5.8 Special General meetings of the Club may be called by the Commissioner, 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.

5.9 The Club shall adopt and publish such regulations for youth players as may be required by the CAYSA or the USYSA and/or the needs of the Club to operate an orderly soccer program. All competitions sponsored by the Club shall be planned and administered in cooperation with the CAYSA and USYSA rules and regulations.

5.10 The books of the Club shall be available for inspection by any Club member with five (5) days' notice and at a time agreeable to the Treasurer.

5.11 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.

5.12 A quorum for the purpose of conducting ordinary business and election of officers at a meeting of the General Membership of this Club 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 Club's business shall be conducted with 2/3 of the eligible voters in attendance deciding all issues.

5.13 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.

5.14 A record of all Club business shall be given to the Wimberley Youth Sports Association Secretary within 10 business days of the Executive, General or Special Meeting of WYSC, by the WYSC Secretary.

Article 6 – Officers of the Club

6.1 The officers of the Club shall consist of:

APPOINTED BY WYSA:

a. Commissioner

ELECTED:

a. Deputy Commissioner

b. Secretary

c. Treasurer

d. Registrar

APPOINTED BY THE COMMISSIONER

a. Coach Coordinator

b. Facilities Manager

c. Scorekeeper

d. Referee Coordinator

e. Age Group Commissioners

f. Concessions Chair

g. Fund Raising/Sponsorship Chair

6.2 The Commissioner of the Club will be elected by the Wimberley Youth Sports Association (WYSA) on even numbered years and serve a two (2) year term in order to provide continuity of experience. The Commissioner will not be elected by WYSC, but by her governing body WYSA. The Commissioner will need to have served on the WYSC Board of Directors for at least 2 years before being eligible to be considered as a candidate for WYSC Commissioner.

6.3 Elected officers of the Club, 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 Secretary and Registrar shall be elected on even numbered years. The Deputy Commissioner and Treasurer shall be elected on odd numbered years.

6.4 Officers shall assume their duties the following April 1 unless filling an immediate vacancy.

Article 7 – Board of Directors

7.1 The governing authority of this Club 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 Club and all other individuals appointed to positions of authority, with the exception of the Commissioner.

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 Club, make recommendations at general meetings of the Club and be responsible for:

a. Conducting the election of officers

- b. Establishing and administering all Club rules
- c. Establishing such committees as may be required by this Constitution or as may be deemed necessary by the Board
- d. Interpreting and enforcing the Club's Constitution, Bylaws and Local Rules, Regulations and Procedures and levying fees and assessments
- e. 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 Club.
- f. Establishing the method whereby players are assigned to teams
- g. Establishing the method whereby guest players are assigned to teams traveling to tournaments
- h. 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 Wimberley Youth Sports Association. When necessary, special meetings of the Board of Directors may be called by the Commissioner 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 Club 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 he/she had formally resigned.

7.6.3 When an officer of the Club 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 Club, in addition to the Commissioner.

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 any three executive officers gathered for an Executive Board Meeting.

#### Article 9 – Election of Officers

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

9.2 The Club Commissioner shall appoint a Nominating Committee each year, 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) Club members and may include not more than two (2) Board members. Club 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 Club Secretary and the proposed slate of officers shall be mailed or emailed 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 Commissioner 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 Commissioner 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 Club.

#### Article 12 – Dissolution

12.1 In the event that the Club is dissolved or ceases to function, the Executive Board shall make provisions to pay all Club liabilities. Assets of the Club shall be disposed of to pay Club liabilities and any balance remaining after payment of all known Club liabilities shall be forfeited entirely to the Wimberley Youth Sports Association.

### Section II – WYSC BY-LAWS

#### Article 1 – Elected Offices and Duties

1.1 Commissioner – The Commissioner is the general representative of the Club and shall supervise all activities of the Club and work of the officers, elected and appointed. The Commissioner will appoint committees as needed. The Commissioner shall represent the Club at CAYSA meetings.

1.2 Deputy Commissioner – The Deputy Commissioner shall be responsible for creating and coordinating game schedules in conjunction with the Scheduling Committee, will oversee the use of any facilities and equipment, in association with the Facilities Coordinator of WYSA, and shall keep the Referee Coordinator informed of any game schedule changes. The Deputy Commissioner shall order uniforms or will delegate the responsibility of ordering uniforms to another member. The Coach Coordinator, and Referee Coordinator, will report to this officer. The Deputy Commissioner shall serve as

chairman of the Discipline and Protest Committee. The Deputy Commissioner shall serve as Commissioner in the Commissioner'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 Club 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 Club and present reports of current finances at General Meetings and regular meetings of the Board of Directors. It is important that the Treasurer and the WYSA Treasurer have open and free-flowing communication of budget, income and expenditures relating to the Club. 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 Club Membership Cards and Player Passes. The Registrar will establish game schedules in conjunction with the Scheduling Committee, and the Deputy Commissioner 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 a license in higher classifications. The Coach Coordinator shall be a member of the Discipline and Protest Committee and shall chair the Scheduling Committee.

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 Club 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 Wimberley 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 club and the referees. The Referee Coordinator reports to the Deputy Commissioner.

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 Club 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 Club and the coaches in that age division. He/She 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 this 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 Commissioner 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 Deputy Commissioner 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 Deputy Commissioner (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 Commissioner and shall be accompanied by a fee of \$50.00 in the form of cash, cashier's check or money order payable to WYSA 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 Deputy Commissioner 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 Commissioner of the Club for dispensation. Notification of actions shall be sent by certified mail and copies provided to the WYSA President.

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 Commissioner 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 CAYSA Appeals Committee.

4.6 All actions of the Committee will be in accordance with CAYSA'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 the Club.

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 Club. 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 the Club

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 Club.

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 WYSC 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 Club 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 Commissioner 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.