



Missouri Youth Soccer Association, Inc.
926 Hemsath Road, Suite 102, St. Charles, MO 63303
(636) 946-0958 / Fax (636) 946-0939
www.moyouthsoccer.org

The following information is taken directly from the
[Missouri Youth Soccer Association Bylaws:](#)

Bylaw 314. RESPONSIBILITIES OF THE EXECUTIVE BOARD

Section 1. The President of MYSA

- 1) is the chief executive officer of MYSA;
- 2) shall administer the affairs of MYSA with the concurrence of the Board of Directors;
- 3) shall serve as chairman at all General Membership meetings and Board of Directors;
- 4) shall establish MYSA committees and make committee appointments as provided by bylaw 319.
- 5) shall sign, with the Secretary, all contracts and documents of this Association when duly authorize by the Board of Directors or the General Membership;
- 6) is an ex-officio member of all committees;
- 7) shall submit a written report to the General Membership at the annual general meeting;
- 8) provide to the Secretary General of the USSF an annual report on the activities of the Association and the most current annual financial statements of the Association, within 90 days after the start of the seasonal year of the USSF;
- 9) perform other responsibilities assigned by the Board of Directors;
- 10) shall serve as the State Association's representative for all US Youth Soccer and US Soccer functions.

Section 2. The Vice-President of MYSA shall

- 1) assist the President of MYSA;
- 2) assume the responsibilities of the President when the President is absent, cannot act or refuses to act and;
- 3) submit a written report to the General Membership at the annual general meeting and;
- 4) perform other responsibilities assigned by the Board of Directors or the President.





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Section 3. The Secretary of MYSA shall

- 1) give proper notice of all MYSA meetings;
- 2) ensure that the minutes of meetings of the General Membership and the Board of Directors are taken and published;
- 3) shall submit a written report to the General Membership at the annual general meeting;
- 4) shall compile a Book of Reports for the annual general meeting;
- 5) ensure the proper custody of the records of MYSA;
- 6) shall sign, along with the Association president, all contracts and documents on behalf of this Association as authorized by the Board of Directors or General Membership;
- 7) maintain this Association's Tax Exempt status under the Internal Revenue Code;
- 8) ensure that a record is kept of the name and address and other information of each Member, Director, officer, and employee of MYSA; and
- 9) perform other responsibilities assigned by the Board of Directors or the President.

Section 4. The Treasurer of MYSA shall

- 1) direct the keeping of full and accurate accounts of receipts and disbursements of MYSA, with the accounts being maintained at the Association office to the extent approved by the Treasurer in accordance with the financial policies of MYSA
- 2) oversee the preparation of the financial statements on a monthly basis and send them to the Organization members after the end of the reporting period, with additional statements being prepared as directed by the Board of Directors;
- 3) in accordance with the financial policies of MYSA, secure an independent audit of the financial accounts and transactions of MYSA;
- 4) assist the Board of Directors in reviewing a proposed annual budget for MYSA;
- 5) prepare papers regarding the tax-exempt status of MYSA; and
- 6) perform other responsibilities assigned by the Board of Directors or the President.

Section 5. The Member-at-Large of MYSA shall

- 1) perform such duties and have such responsibilities as provided in these bylaws;
- 2) have such duties and/or powers which the Board of Directors or the Council may, from time to time, assign to him/her; and
- 3) serve on at least one (1) standing MYSA Committee.

