

CITY OF SAN MARCOS
YOUTH SPORTS COUNCIL

DRAFT #1

A COUNCIL DESIGNED TO ASSIST YOUTH SPORTS
OFFICERS IN THE CITY OF SAN MARCOS

Revised
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BY-LAWS OF THE CITY OF SAN MARCOS
YOUTH SPORTS COUNCIL

TABLE OF CONTENTS

Page 1	Statement of Purpose
Page 2	Overview of the Youth Sports Council
	Council Purpose
	Council Composition
	Allocation Committee
	Appeals Committee
	Discipline Committee
Page 3	Presidents Committee
	Council meetings
	Field Allocation Procedure
Page 4	Field requests
	Field allocation
	Appeal process
Page 5	Allocation agreement
	San Marcos Unified School District
Page 6	How Can a League receive City support
	By membership in the YSC the City will:
Page 7	By membership in the YSC the leagues will:
	Good Neighbor policy
Page 8	Inclement weather policy Conditions rendering a field unplayable

Procedure in determining an unplayable field

BY-LAWS OF THE CITY OF SAN MARCOS
YOUTH SPORTS COUNCIL

TABLE OF CONTENTS

Page 9 Procedure for notification of unplayable field
Use of School District fields

Page 10 The agreement between the City of San
Marcos and the Youth Leagues

Page 11 Priority Policy for use of City facilities

Page 12 **BY-LAWS SAN MARCOS YOUTH
SPORTS COUNCIL**

Article I Name

Article II Purpose of the Council
Sections I – IV

Article III Membership
Sections I – III

Purpose of the Youth Sports Council

Page 13 General Membership requirements

Page 14 General Liability Insurance

Definition of Active member

Definition of Associate member

Page 15 Amendment to Membership (moratorium)

Termination of Membership

Page 16 Delinquency of Dues

Section V. Dues/fees

BY-LAWS OF THE CITY OF SAN MARCOS
YOUTH SPORTS COUNCIL

TABLE OF CONTENTS

Page 17	Team registration fees
	Damage / Service / Cleaning Deposit
	Community Services representative to the Council
	Article IV – Membership meetings Sections I - VI
Page 18	Article V – Officers and their election Sections I – V
	Article VI – Officers and their duties Sections I – IV
Page 19	Article VII – Board of Directors
	Article VIII – Amendments to By-Laws
	Article IX – Roberts Rules of Order

STATEMENT OF PURPOSE

The San Marcos Public Works, Parks Division and Community Services has the responsibility of working with a variety of youth sports leagues to assist them in accomplishing their goals.

The Youth Sports Council has been developed to coordinate City youth sports programs and the use of City and designated school facilities. It shall be the policy of this Council to prioritize facility use according to seasonal priority. Seasons are defined as February to July (Baseball, Softball, Lacrosse), and August through January (Soccer, Football).

The Council will provide an organized forum for open communication and cooperation between the City and the youth sports organizations. The Community Services Department will play an important role in this process by facilitating the use of various public facilities for sports activities, and to serve as the liaison between member organizations.

It is the aim of the Youth Sports Council to work as a unified group to better serve the youth of this community.

OVERVIEW OF YOUTH SPORTS COUNCIL

Council Purpose

The purpose of the Youth Sports Council is to provide coordination among, and support for, organized youth sports activities in the City of San Marcos.

It further promotes youth sports and recreation activities in San Marcos. **THE COUNCIL IS COMPRISED OF PEOPLE WITH COMMON GOALS WORKING TOGETHER TO DO A JOB, AN IMPORTANT JOB!**

Council Composition

The Youth Sports Council shall consist of representatives of organizations in the City of San Marcos, which sponsor organized youth sports programs. Participation in the affairs of the council shall be achieved through the president of each organization or his/her designee. **An organization applying for membership in the council must be approved by a vote of two-thirds of the Active membership.** The Youth Sports Council shall create four committees. The duties and responsibilities of these committees are listed below:

1. Allocation Committees – There shall be two Allocation Committees set up by the Council, one for fall and winter sports and one for spring and summer sports. Each committee shall consist of at least one officer of the Youth Sports Council and one member of each group requesting fields that season.
2. Appeals Committee – There shall be an Appeals Committee set up by the Youth Sports Council. The YSC President shall select the appeals committee, in the event the President's organization is part of that appeal or sport, the President shall defer the selection of the committee to a second Board member that is not associated with the appeal or sport in season. This Committee shall be comprised of one representative from the Community Services Department and three members of the Youth Sports Council. All three YSC members must be from a sport not in season. The representatives from the YSC must have at least one current YSC officer on the committee. The City representatives shall be on the committee only in an advisory capacity regarding policy and shall have no input on any appeal recommendation or decision.
3. Discipline Committee – There shall be a Discipline Committee set up by the Youth Sports Council. This Committee shall be comprised of one representative from the Community Services Department and a member of a sport in season and one member of a sport not in season. This committee shall hear any complaints involving Youth Sports Council members and make recommendation to the voting membership.

4. Presidents Committee

There shall be a Presidents Committee to review the current by-laws and Operational guidelines/policies/procedures. The Committee would be comprised of:

- a. The Past YSC President
- b. The Current years Board: President, First Vice President, Second Vice President, and Secretary unless the position of Secretary is held by a City Representative of the Council.
- c. One YSC member at large, to be appointed by the YSC membership in December.
- d. City staff would participate, by invitation only, in a non-voting capacity, providing information as required by the Committee.
- e. The Committee would submit any recommendations for changes to the YSC for consideration and adoption per existing by-laws.

Youth Sports Council Meetings

The Council shall meet once a month, 12 months each year. Meetings shall be held at the Corky Smith Gym, 274 Pico Avenue, on the third Thursday of the month at 6:30pm.

Persons directly associated with the league/organization must sign the monthly meeting attendance sheet. Each league/organization shall provide a list of acceptable persons able to sign in as a representative. It is the responsibility of each league/organization to keep this list up to date.

Field Allocation Procedure

The City of San Marcos's athletic fields are available for use and subject to a formal request and allocation procedure. Information on field availability is provided to the Sports Council by Department staff. During the scheduling process, priority will always be given according to seasonal priority. Seasonal priority is defined as February through July (Baseball/Softball, Lacrosse), and August through January (Soccer/Football).

The following procedure has been established by the Youth Sports Council for allocating the use of the fields.

- A. Once a field has been allocated there shall be no brokering between the memberships for fields. Allocated fields that are not needed shall be returned to the membership for re-allocation.

Field request applications that were not approved or the requested fields was not awarded to the requesting organization shall become void immediately after the allocation has been approved by the membership. If a field becomes available at a later date, organization must resubmit a field request application.

- B. Any private agreement to change the allocation is outside the purpose of the Youth Sports Council field allocation. There shall be no trading or exchanges of fields. There shall be no relocating of games or practices on fields between members unless the fields involved have been officially allocated to the parties involved and the City representative to the Youth Sports Council has been notified and approves the request.

The City shall reserve the right to adjust the placement of teams regarding practice sites and game fields if circumstances warrant such action. Cause for this type of action would be, but not limited to, the unforeseen closure of a field, or unsafe conditions.

1. Field Requests – All field requests shall be completed on the Facility Request Form for use of City Facilities and equipment and submitted to the Community Services Department. This material shall then be forwarded to the Youth Sports Council’s field Allocation Committee. The requests shall include all pertinent information concerning the proposed use, times of use, numbers of users, and anticipated and other fields used by the applicant.
2. Field Allocation – The appropriate Allocation Committee shall meet to review and recommend action on all requests. The Committee’s recommendation shall then be submitted to the Youth Sports Council for approval, before the fields are allocated. Appeals shall be made at this point.
3. Appeal process
 - a. If the organization filing the appeal is not represented at the June/December meeting that organization forfeits their ability to file a protest.
 - b. Appeals can only be filed on fields that were formally requested for use by that organization at the allocation meeting.
 - c. The appeal must be stated at the allocation meeting, (June or December allocation meeting**) the organization making the appeal will then have three working days from the date of the meeting to file the official appeal with the Community Services Department representative to the Youth Sports Council. The groups will still be encouraged to get together and work on a solution rather than making an appeal. The appeal committee will meet and have a recommendation to make to the YSC membership at the next scheduled YSC meeting. The active membership shall vote on the appeal, a simple majority vote shall decide the outcome.

** Any field still pending after the June/December meeting, the appeal can be made at the next scheduled meeting for that allocation period. The adjusted above timeline will follow.

- d. In the event of a tie in the voting from the active membership the recommendation from the appeals committee will stand. There is no procedure to file an appeal after the original appeal has been voted on. The ruling will stand.
 - e. Appeals will not be considered in advance of the allocation meeting.
 - f. Each organization will have only one vote. In the event one person is representing more than one league, that person will only have one vote. You must be present to vote.
4. Allocation Agreement – The actions taken by the Youth Sports Council regarding field allocation is not a permit to use a facility. The Community Services Department must approve the facility use permit before use begins.

San Marcos Unified School District

Allocation of San Marcos Unified School District (SMUSD) fields shall be part of the allocation process conducted by the San Marcos Youth Sports Council. Leagues at the time of the allocation meeting will submit their request for SMUSD fields to the allocation committee. Once approved, leagues/teams are bound to follow the approved allocation of these fields. *Any league or individual that approaches and receives a permit for any SMUSD field not on that leagues approved list of fields shall be subject to disciplinary action from the Youth Sports Council.* It is understood that the individual school principals are bound by the existing 10 year MOU agreement. There is always the possibility that space will not be available at the schools requested by YSC members. Any SMUSD field requested after the allocation meeting must go through the YSC membership for approval. The YSC appeal process must be followed for any disagreements involving allocation of SMUSD fields.

Youth Sports Council members are allowed to approach individual schools in January for field use beginning the following February (February 1-July 31 Spring/Summer Allocation Period) and in July for use beginning the following August (August 1-January 31 Fall/Winter Allocation Period). Final allocation of SMUSD fields will be approved by SMUSD facilities and operation. Permits and insurance will have to be submitted to SMUSD before any use of school fields.

How Can We Receive Support?

In order for a youth league to be eligible to use City Facilities and support, the following criteria must be met:

1. The league must be a tax-exempt 501(C) (3) non-profit organization.
2. The league must work in a close cooperation with Youth Sports Council, the Community Services Department and Parks Division.
3. The League must be regularly represented at 10 of the previous 12 consecutive YSC meetings. If a member fails to attend 10 of the last 12 consecutive YSC meetings that member will still be eligible for allocation but will not be eligible to receive City support. Youth Sports Council members failing to meet the attendance requirement will be charged the "Classification 4" rate as outlined in the Master fee schedule.
4. The league must be located within the City limits of San Marcos.
5. At least 80% of the participants in the league must reside within the City limits of San Marcos. League rosters/registration forms may be required for verification. Spot checks may be conducted and any falsified registration forms will cause that league to lose field allocation space.

By Membership in the Youth Sports Council, the City will:

1. Assist in assigning and locating fields for youth leagues.
2. Mow and water all City fields on a year round basis.
3. Maintain sprinkler system on all City fields.
4. Fertilize and aerate City fields as needed.
5. Provide trashcans at City fields and dump on a weekly basis or as needed.
6. Repair fences and backstops that are City owned.
7. Repair and paint bleachers that are owned by the City.
8. Pending availability, provide a room for league *meeting and registration at no charge during normal operating hours at a City Community Gymnasium facility. During non-operational hours Youth Sports Council members will be charged an hourly staff fee of \$15 an hour as outline in the Master fee schedule will be charged. Cancellations for reservations Monday-Friday will require 24 hour notice. Failure to provide notice may result in being charged the full rental rate. Weekend reservations must be cancelled the Friday prior to your reservation. Failure to provide notice of cancellation for space reserved during non-operational hours will result in the minimum staff fee being charged and may result in the full rental rate being charged.

***NOTE:** Item number 8 pertains only for YSC members using the facilities for General membership meetings, Board meetings, and league registration. Use of the meeting rooms for any other function, standard rental rates will be charged.

By Membership on the Youth Sports Council, the leagues will:

1. Maintain fields and facilities that are not maintained by the City. All facilities should be kept in a safe, attractive condition, and remain free of litter by a thorough litter pick-up following each day's activities.
2. Perform necessary repairs to league-owned facilities resulting from vandalism. Whenever possible, the City will temporarily secure buildings in emergencies, but permanent repair work must be performed by the leagues.
3. Furnish keys to the Community Services Department for league-used facilities on City property. The league must supply all locks. The City will not perform services when access is not available.
4. Maintain concession stands in a condition, which meets all health department rules. The league should contact the County department of Public Health for rules, standards, and inspections.
5. Request permission in writing from the Public Works, Parks Division and Community Services Department prior to adding, altering or modifying structures (*or fields**) located on City property.
6. Update the Department on new league officers. The league must submit a list of their officers to the Community Services Department. This list should be updated whenever any changes occur, within one week of the change.
7. Adhere to the City's policy of requiring that field lights must be turned on no later than 10:00pm. In addition, no new innings shall be started after 9:30pm. Practices and games must not start before 8:00am.
8. Require that all league / team volunteer coaches and Board members have had background checks by local authorities or have been fingerprinted and screened by local authorities or the Department of Justice.
9. Abide to all City of San Marcos Municipal codes and ordinances.

Good Neighbor Policy

The league should be aware of the Department's "Good Neighbor" policy and respect the property and needs of schools, nearby residents, other teams and the City. Building constructive working relations with the property owners bordering our athletic fields is essential. The City has established a policy that cancellation of ball field use may occur if there are numerous community complaints. This would limit field use to specific leagues and specific seasons, and deny field space to supplement users.

Being a good neighbor includes maintaining clean and attractive facilities, supervising the conduct of players and spectators, and respecting the interests of property owners. In addition, when there are several leagues using the same field, it is important for each league to stay within their assigned time limits. Courtesy and consideration given to each league makes living with crowded field conditions much easier, and makes it possible for each league wanting field time to get it.

Inclement Weather Policy

During inclement weather, fields should be inspected prior to use to determine feasibility of play. Safety of players and damage to the field should both be considered. Grass fields sustain a great deal of damage if they are used when wet or soggy. At City maintained fields, the Public Works, Parks Division and Community Services Department is the final authority on field conditions and playability. If the City's Public Work Department determines that the field is too wet to use, the Director will be notified. A representative from the Athletic Section will then notify the scheduled user. As much advance notice as possible will be given.

CONDITIONS RENDERING A FIELD "UNPLAYABLE"

The following weather-related conditions will result in designating a playing field as "unplayable":

- 1) The temporary accumulation of water on specific areas of turf rendering the surface slippery and unsafe for play.
- 2) The temporary accumulation of water on specific areas of the infield dirt area rendering the surface soft, muddy, slippery, and unsafe for play.
- 3) The prolonged accumulation of water on turf areas rendering the surface slippery, soft, and unsafe for play, and subject to permanent damage.
- 4) The prolonged accumulation of water on the infield dirt area rendering the surface soft, muddy, slippery, and unsafe for play, subject to permanent damage.

PROCEDURE IN DETERMINING AN "UNPLAYABLE" FIELD

The following steps shall be taken each time a field(s) may be considered to be unplayable:

- 1) Personnel will go out on the day of any scheduled game to inspect and evaluate the condition of each individual field.
- 2) If feasible, personnel will make attempts to remove standing water from all turf areas and all infield dirt areas. They will also attempt to rake, turn, and otherwise dry the infield dirt areas by mixing dry soil with the wet soil.
- 3) If a field is deemed to be not playable by game time, personnel will contact the league, to notify them to postpone games.

DEFINITION OF “Personnel”

The term “Personnel” as used in this document shall be defined as Youth Sports Council organization members, Community Service employees and Parks Division employee’s permanent or part time. The input of Parks Division staff responsible for the maintenance and upkeep of ball fields will be solicited to assist in evaluating field conditions.

PROCEDURE FOR NOTIFICATION

In all YSC conducted leagues, officials must be notified one hour prior to the first scheduled game on any field. With that in mind, the following timetable shall be followed for all leagues:

- 1) Personnel shall evaluate the condition of playing fields by 7:00 am weekends and Holidays.
- 2) Personnel who close a field shall notify leagues of postponements one hour prior to first scheduled game for the field or fields that they closed.
 - a) Cancellations are announced.
 - b) Field conditions are noted.
 - c) Notification of possible postponements are conducted, if weather conditions appear to be deteriorating.

If field conditions deteriorate prior to the start of the first scheduled game, the following steps shall be taken:

- 1) If field preparation crew has already started preparing the fields, they will evaluate the playability of the field they are working on. League officials on site will then recommend whether the field will be playable.
- 2) If the first scheduled game has started, the game officials and league officials will provide the final decision on the playability of the games for that individual field.

If the leagues are notified by the field preparation crew that the fields are no longer playable less than one hour prior to the start of the first scheduled game or after the start of the first scheduled game, the following steps will be taken:

- 1) League officials will notify team managers as soon as possible to attempt to prevent players from making unnecessary trips to the field.

Use of School District Facilities

The Community Services Department conducts after school activities at various School sites. This is a joint use program with the San Marcos Unified School District. The Department will have first priority over all field use requests at school sites.

The Department will act as a liaison between the school districts and the Council for the coordination of school field use schedules. Once a school field is assigned, it will be the responsibility of the league President to contact the appropriate school directly to complete necessary paperwork, and to obtain a field use permit.

To help with the allocation process with the San Marcos Unified School District, the following procedure will take place when fields are allocated.

1. The Community Services Director or their representative will receive information from the School District regarding fields available for allocation.
2. The field availability information will be made available at the field allocation meeting.
3. One week after the allocation meeting the representative of the Community Services Director will prepare a calendar showing the allocation sites, any disputes will be premeditated after the calendar is out.
4. The calendar will be faxed to schools and distributed to the groups.
5. The San Marcos Unified School District will have three weeks (specific due date provided) to contact schools to sign contracts and make proof of insurance available.
6. At the end of three weeks the schools will notify staff regarding what groups have not contacted them.
7. At the fourth week the groups not contacting the schools will lose their allocation, which will be given to other groups requiring fields.

Groups are responsible for the condition in which they leave the premises, and should take extraordinary measures to maintain cleanliness and protect the premises from damage and mistreatment. In cases of facility abuse, the organization may be liable for the cost of repair. The school site administrator may suspend the use of school district facilities if carelessness or abuse is determined.

THE AGREEMENT BETWEEN THE CITY OF SAN MARCOS AND THE YOUTH LEAGUES

THE SUPPORT AGREEMENT

The support agreement is an agreement between a Youth League and the City of San Marcos. It is renewable yearly. The support agreement covers the period from July 1 through June 30 annually. Agreements are reviewed and signed by the Community Services Director or their representative and the Youth League President or their representative. The League is obligated to comply with all decisions reached by the League and City representatives. The agreement indicates specific functions and responsibilities for the City and the League.

PRIORITY POLICY-CITY FIELDS

1. The facilities under the jurisdiction of the Community Services Department are available for recreation activities under the following order of priority:
 - a. Department programs
 - b. Youth Sports Council Member Organizations.
 - c. Resident groups
 - d. Non-profit City organizations
 - e. Non-resident groups
 - f. Commercial enterprise.
2. Facilities are available to other groups only when City conducted recreation programs are not scheduled.
3. The Community Services Department and Youth Sports Council will make facility assignments. It shall be based on the size of the group and availability of facilities.

BY-LAWS OF THE CITY OF SAN MARCOS
YOUTH SPORTS COUNCIL

ARTICLE I. NAME

This council shall be known as the City of San Marcos Youth Sports Council.

ARTICLE II. PURPOSE

- Section I. To advise San Marcos Public Works, Parks Division and Community Services Department of athletic and sports concerns.
- Section II. To unite all youth athletic organizations within the City of San Marcos.
- Section III. To provide coordination among and support to organizations with sports and recreation activities in the city of San Marcos.
- Section IV. To assure that policies and ethics of high standards govern the Athletic programs at all times, bearing in mind the aims and ideals of each organization.
- Section V. To assure development of a program of good sportsmanship, good Character, citizenship, and physical and mental well being for the athletic participants in youth sports programs.
- Section VI. To act as a coordination body between each of the member leagues and the City of San Marcos.

Article III. MEMBERSHIP

- Section I. The membership of this organization shall consist of a voting representative or appointed member of each youth sports organization. Associate members do not have voting privileges.
- Section II. A member organization in good standing shall be determined by regular attendance. They must meet the 10 meeting requirement at Youth Sports council meetings and payment of dues or any fees.
- Section III. Membership requirements.

PURPOSE OF THE YOUTH SPORTS COUNCIL

The purpose of the Youth Sports Council is to allocate available ball fields within the City of San Marcos for recreational purposes. Due to the increased number of club and travel teams requesting Youth Sports Council membership, it is important to establish set criteria for new members. Club and travel teams extend beyond the definition of “recreational” in that they are traditionally made up of select players; membership on club and travel teams is not always open to the unskilled or new player to the sport and this deviates from the recreational philosophy of “everyone plays.”

The purpose of this by-law proposal will be to form two categories for membership. There are currently twelve (12) member organizations in the Youth Sports Council. It is not the intent of this proposal to change the status of current members. All organizations that are members as of February 1, 2013 and have maintained continuous membership from this date forward shall be grand fathered in and will receive Active Member status.

Active members as of February 1, 2013

San Marcos Resident Youth Sports Groups	SM Community Services Dept.
SM AYSO 127	San Marcos Unified School District
San Elijo AYSO 1505	San Marcos Resident Youth Club Sports Groups
SM Youth Soccer (SMYS)	FC SOL
SM Pop Warner	SM Softball Clubs (So Cal Breakers)
SM Youth Baseball	SM Youth Lacrosse Club (Propel)
SM Girls Softball	SM Eagles Lacrosse (Girls)
SM Youth Basketball	
SM AYF	

GENERAL MEMBERSHIP REQUIREMENTS

1. The league must be tax – exempt 501 (c) (3) non-profit organizations or registered State/Federal Tax exempt.
2. The league must be located within the City limits of San Marcos.
3. Membership is restricted to youth serving, non-profit leagues, organizations and club teams that are not affiliated with public or private schools.
4. At least 80% of the participants in the league must reside within the City limits of San Marcos. League rosters may be required for verification.
5. The City is to be named as an additional insured on a public liability and property damage insurance policy, the liability under such insurance to be single limit liability of not less than \$1,000,000. The league/organization agrees to keep said policy in force so long as “City” continues to permit “League” / “organization” to use fields or facilities located within the City.

All members must maintain Commercial General Liability Insurance in the amount of \$1 million per occurrence. Coverage must be issued with a company with an A.M. Best rating of “A”, “V”, or better and be licensed to do business in the State of California. An additional insured endorsement must be provided naming the City of San Marcos, its officers, officials, employees and volunteers as additional insured’s. The insurance provided shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City shall be excess of the Member’s insurance and shall not contribute to it. The policy shall be endorsed to stat that coverage shall not be cancelled by the insurer except after thirty (30) days written notice has been given to the City. Any organization applying for membership in the Youth Sports Council must be approved by a vote of two-thirds (2/3) of the active member organizations present. The City shall establish objective standards for approval.

6. Require that all league / team volunteer coaches and Board members have had background checks by local authorities or have been fingerprinted and screened by local authorities or the Department of Justice.
7. All members must abide to all City of San Marcos Municipal codes and ordinances.

GENERAL LIABILITY INSURANCE

Any league or organization failing to provide the proper Certificate of Insurance along with the additionally insured endorsement shall be restricted from use of City facilities until proper documents have been submitted and approved by the City of San Marcos.

Spring/Summer insurance due date: due at the January YSC meeting.

Fall/Winter insurance due date: due at the July YSC meeting.

ACTIVE MEMBER

Is open to individuals and organizations that meet the general membership requirements.

Key Characteristics

- Individuals and organizations are responsible for coordination or implementation of a youth sports program.
- These programs/teams are comprised of youth where membership is open to all youth who meet age and boundary restrictions.
- Teams are formed by a common draft.
- Teams are not all-star in nature or comprised of only elite players.
- Teams are open to the unskilled player and new players to the sport.
- Coaches, staff and board are made up mostly of parent volunteers.
- League play is within the organization.

The voting rights of Active members shall not be restrictive. They shall be eligible to hold any elective or appointive office on the Youth Sports Council.

ASSOCIATE MEMBER

Is open to individuals and organizations that meet the general membership requirements.

Key Characteristics

- Individuals and organizations are responsible for coordination or implementation of a youth sports program.
- These programs/teams are comprised of youth where membership is not restricted by boundaries.
- Teams are not formed by a common draft. These programs are comprised of youth chosen by invitation or by an organized tryout where only the highly skilled and elite players are placed on teams. Teams are all-star in nature or comprised of only elite players.
- Coaches, staff and board may be paid for their services; the organization is business in nature.
- Games typically involved teams from outside the organization/ area and routinely include travel outside the area.

No Associate Member shall be eligible to hold any elective office on the Youth Sports Council nor shall have the right to vote on any matter brought before the general membership or be appointed as a chairperson or member of any committee. Associate members shall be allocated fields during each successive allocation period only after the needs of the Active Membership have been met. Associate members in season will have seasonal priority for fields over out of season active members. During the scheduling process, priority will always be given according to seasonal priority.

AMENDMENT TO MEMBERSHIP

A membership moratorium is necessary to maintain the current allocation of fields in a manner that best serves the YSC membership and the general public in keeping the Cities sports fields in good condition. During allocation of fields there is the need to provide for the closures of fields for maintenance or rest. Due to the increasing demand for sports fields any additional membership will strain the allocation and place a greater amount of stress on already stressed fields.

Changes to this amendment can occur by motion of any active member and voted on by the active membership. A vote of two-thirds (2/3) of the active member organizations is required. Any organization voted in as an associate member during this time can reapply for membership as an active member after _____ or at the date this amendment has been removed by the membership.

Applications for membership in the YSC will not be approved, and will be placed in a pending file in the order they were received. Applicants will not have any membership rights or privileges, and will not be allocated field space at City facilities. Any new membership application submitted for approval and is approved shall be taken only as an Associate member. If any new member qualifies for active membership they may apply for active status after the moratorium has ended.

This restriction will be in effect until such time as additional City facilities are made available for allocation, current membership needs are met, and the YSC amends the By Laws.

Section IV. TERMINATION OF MEMBERSHIP, YOUTH SPORTS COUNCIL

Any Active or Associate member who shall cease to have connection with a youth sport as is required to be an Active or Associate member shall be automatically terminated as a member. Any member organization whose conduct is inconsistent with the aims and objectives of this Council shall be subject to termination of membership.

1. Inappropriate display of sponsorships.
2. Continued use of fields when those fields have been closed for maintenance or due to weather conditions.
3. Failure to handle continuing discipline issues within your organization that affect other Youth Council members or community interests.
4. Failure to abide by the youth Sports Council BY-Laws.
5. Failure to abide by decisions/direction given from the Youth Sports Council or City of San Marcos.

Any member who has been inactive for a period of one calendar year, no meeting attendance or allocation requests, shall be subject to termination of membership. The Youth Sports Council President or their representative shall notify organizations or individuals in writing that their membership has been terminated. That organization or member will have thirty days from the dated letter to submit a written appeal regarding their membership status. The appeal is to be mailed/delivered to the City of San Marcos Community Services Department to the attention of the Youth Sports Council. The Youth Sports Council Active membership shall vote on any appeal. A two thirds (2/3) vote shall determine the appeal.

DELINQUENCY OF DUES/FEES

Any member who is delinquent in the payment of dues/fees upon written notice shall have 14 days to make payment in full of all delinquent fees. *Youth Sports Council fees for team registration (see Classification and Fee Schedule) and use of lights must be paid prior to the start of the next allocation period. Failure to make payment shall cause the organization to be placed on an inactive status with no voting or allocation privileges until all fees have been paid.

Section V. DUES/FEES

To finance the Youth Sports Council's operation, member organizations may be assessed an annual membership fee by a majority vote of Council.

Youth Organization League Fees – Fall/Winter Allocation: August – January – will be billed quarterly by the City of San Marcos Sports Department. Any unpaid per player/lighting fees may cause an organization to lose field space and/or lighting privileges.

Youth Organization League Fees- Spring/Summer Allocation: February – July – will be billed quarterly by the City of San Marcos Sports Department. Any unpaid per player/lighting fees may cause an organization to lose field space and/or lighting privileges.

DAMAGE/SERVICE/CLEANING DEPOSIT

Any member organization conducting any tournament or special activity/event will be required to pay a fully refundable damage/service deposit. The fee will be due at the beginning of the field allocation period. The amount of the deposit will be in accordance with the current City of San Marcos and Community Services Department fee/staff payroll structure. This deposit will remain on account with the City of San Marcos for the length of the current allocation period. If during the allocation period it is necessary to deduct from the organizations deposit, that organization shall pay the necessary fees to balance the deposit to its original total. The deposit may be used in part or in full to cover any costs incurred by the City as a direct result of an organization's use of City facilities for a special activity. The deposit may also be retained by the City if the organization conducts any activities or events that have not been pre-approved by the City of San Marcos. Any remaining fees on account at the end of the field allocation period will be reimbursed to that Youth Sports Council organization.

Section VI. The Community Services Director or his/her representative shall be an ex-officio member without a vote.

ARTICLE IV. MEMBERSHIP MEETINGS

- Section I. Regular membership meetings of the Youth Sports Council shall be held monthly or more often as determined by the officers of the council.
- Section II. Special membership meetings may be called at any time by a majority of the officers of the council.
- Section III. Reasonable notice of any regular or special membership meeting shall be given to each representative of each member organization.
- Section IV. Every active member organization of the Youth Sports Council in good standing shall be entitled a vote at any membership meeting. Voting by proxy is expressly prohibited.
- Section V. The election of officers for the Youth Sports Council shall be held at the regular November meeting of each year. New officers shall assume their duties in January. All candidates for office must be members in good standing.
- Section VI. Representation from a majority of the member organizations and minimum of one Council officer at all regular and special meetings shall constitute a quorum for the transaction of business.

ARTICLE V. OFFICERS AND THEIR ELECTION

- Section I. The officers of the Youth Sports Council shall be President, 1st Vice President, 2nd Vice President and Secretary.
The make-up of the Youth Sports Council officers shall consist of at least one representative from a spring sport and at least one representative from a fall sport.
- Section II. Nominations for officers shall be made by a nominating committee of three or more representatives appointed by the President prior to the annual election. The President shall not serve as a member of the nominating committee.
- Section III. The 1st Vice President shall also be designated President Elect for the subsequent year. Upon a confirmation vote of the membership at the regular annual of officers, the 1st Vice President shall move up into the office of President for the subsequent one-year term.
- Section IV. All other officers shall serve for a term of one year or until their successors have been elected.
- Section IV. Any vacancy of an office shall be filled by a vote of the representative of the member organizations, except as otherwise hereinafter provided for.

ARTICLE VI. OFFICERS AND THEIR DUTIES

- Section I. President: The President shall be the chief of executive of the organization and shall, subject to the control of the representatives, have general supervision, direction, and control of the business and affairs of the Youth Sports Council. The President shall preside at all meetings of the council, and shall have the power to appoint such committees as deemed necessary. In the event the President's organization is part of an appeal or there is a conflict of interest, the President shall defer the selection of the committee to a second board member that is not associated with the assignment of the committee.
- Section II. 1st Vice President/President Elect: In the absence of the President, the 1st Vice President shall perform all the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The 1st Vice President shall have other duties as assigned by the President. In case of a vacancy in the office of President, the 1st Vice President shall automatically succeed to that office and serve for the unexpired term. The 1st Vice President shall also be the designated President Elect for the subsequent year as herein above provided.

Section III. 2nd Vice President: In the absence of the President and 1st Vice President, the 2nd Vice President shall perform all the duties of the President and when so acting, shall have all the powers of, and be subject to the restrictions upon, the President. The 2nd Vice President shall have other duties as assigned by the President.

Section IV. Secretary: The Secretary shall keep and send out all notices of meetings, bulletins, minutes, and in general, all correspondence of/or pertaining to the Youth Sports Council.

ARTICLE VII. BOARD OF DIRECTORS

The officers of the Youth Sports Council shall constitute a board of Directors. The representatives may delegate the authority to the board of Directors to take action in achieving fulfillment of the policies and objectives of this Council.

ARTICLE VIII. AMENDMENTS

Proposed amendment of these by-laws shall be presented in writing at a regular or special meeting, but action on such proposed amendment may be taken only on a second reading at a following or special meeting, and the affirmative vote of two-thirds of the member organization present shall be necessary for amendment adoption.

ARTICLE IX. RULES

Roberts Rules of Order shall be used to conduct all meetings insofar as they are consistent with these by-laws.