

***Constitution and By-laws LaGrange Youth Soccer Association***  
Revision Adopted August 2017

***Article I. Name and Status***

- A. The name of this organization shall be LaGrange Youth Soccer Association, hereinafter refined to as LYSA.
- B. LYSA shall be affiliated with the Ohio Youth Soccer Association North (OYSAN), Ohio Travel Soccer League, Lorain County Soccer League, US Club and through them, the US Youth Soccer and United States Soccer Federation (USSF).
- C. LYSA shall be a non-profit organization, conducting its business in a manner that will qualify for tax exempt status under relevant federal and Ohio laws.
- D. LYSA shall be non-partisan and apolitical. It will not be involved in or participation in political campaigns, or attempt to influence legislation, other than legislation directly pertaining to the game of soccer. Unless the Board determines it benefits the LaGrange Youth Soccer Association.

***Article II. Purpose***

The purpose of LYSA is to:

- A. Provide youth the opportunity to participate in organized soccer as a way of promoting improved health, physical fitness, good sportsmanship and emotional growth.
- B. Provide the facilities, equipment, coaching, training and support required for participation and the development of skills and abilities.
- C. Promote soccer as a community, inter-community, national and international sport opportunity.

***Article III. Membership***

- A. Membership shall be comprised of all players (whose representation shall be through their parents and legal guardians), all coaches, and all other volunteers whose activities have been approved by the LYSA Board or its designated committees. (Players have the membership rights as granted in the National Sports Act of 1978)
- B. Membership entitles each person, (through the parents and at the discretion of the parents for members under age 18), to vote in elections and on Constitution changes, to hold elected office (unless accepted by provisions of this Constitution), and to participate with other members in the benefits of membership. Only one vote per family.
- C. The current president of LYSA shall have the deciding vote in the case of tie.

***Article IV. LYSA Board***

- A. A Board consisting of the following Officers and Managers shall govern the LYSA:
- Officers:**  
 President  
 Vice President  
 Treasurer  
 Secretary  
 Registrar
- Managers:**  
 Fundraiser manager  
 Social media manager  
 Fields manager  
 Equipment manager  
 Uniform manager  
 Schedule manager  
 Coaches' manager  
 In-house manager  
 Web master manager  
 League representatives: Travel rep, travel manager and recreation rep.
- B. Officers and Managers shall be a minimum age of 18.
- C. The Board shall be elected by majority vote at a meeting of the general membership.
- D. All business of the Board will be conducted at Board Meetings.
- E. A majority of Board members will constitute a quorum for the transaction of business at any Board Meeting.
- F. It is the Board member's responsibility to attend scheduled meetings.
- G. Each member of the Board shall have voting privileges at all meetings. Each member of the board **shall have only one vote**. Board members who serve in more than one capacity shall have only one vote. No proxy votes will be permitted; however if a Board member is unavailable to be present he/she may call or text his/her vote.
- H. The Board shall have no power to take any action not specified in this Constitution.
- I. The responsibilities and duties of each of the Board members shall be as outlined below.

**President**

- Responsible for overall management of LYSA
- Preside over meetings of the board and general membership
- Serve as ex-officio member of all committees
- Appoint special committees as needed
- Provide policy direction for LYSA

- Represent or designate a representative at meetings with which LYSA is affiliated or has a business concern

#### Vice President

- Assist President and fulfill responsibilities in the absence of the President
- Responsible for notifying Board members of all meetings.
- Responsible for purchasing and distributing medals/trophies to coaches to give to players.
  - We give medals to players for in-house wildtots and pee-wee.
  - We give trophies for participation to U7/U8 rec. players
  - We give trophies to any travel team that wins their division.

#### Treasurer

- Serve as chief financial officer of LYSA, with responsibility for all funds
- Maintain records of all income and expenses authorized by the Board
- Prepare financial reports using Generally Accepted Accounting Principles (GAAP) to be presented at Board and General Membership Meetings
- Present an annual financial statement to the Board after year-end December 31.
- Recommend fees for in-house and travel registration to the board for adoption
- Responsible for insuring that all federal and state forms are filed in the specified time frames
- Responsible for ref fees for all teams and ensure that each coach receives his/her funds

#### Secretary

- Record minutes and attendance of meetings of LYSA Board Meetings
- Present minutes at the beginning of each LYSA meeting
- Maintain a calendar of events for all LYSA functions
- Reserve location for all Board meetings
- Communicate with any person or organization as directed by the Board
- Publish all proposed amendments to the constitution and by-laws
- Announcements can be done by newspaper, mail or electronically through e-mail and webpage

#### Registrar

- Determine eligibility for all LYSA players and coaches and assure compliance
- Maintain registration records for all players and coaches
- Coordinate all aspects of registration process with assistance by the Board
- Register all players and teams as required by individual leagues
- Register all players not registered through other leagues with the OYSAN (for insurance purposes)
- Maintain updated contact information for all LYSA players and coaches
- Receives compensation as approved by the Board on an annual basis

#### Fundraising Manager

- Coordinate all fundraising efforts for LYSA
- Maintain records of income and expenses and provide to LYSA Treasurer
- Coordinate team photo sessions

### Social Media Manager

- Serve as liaison with the social media and other organizations supporting the purpose of LYSA
- Provide publicity for LYSA activities
- Maintain Facebook at the discretion of the Board

### Fields Manager

- Maintain fields for all events, including lining, nets, and flags
- Maintain inventory of equipment and supplies for all fields
- Insure competitive selection of equipment with Board approval
- Insure continued development and improvement of fields
- Receives compensation as approved by the Board on an annual basis for maintaining the fields

### Equipment Manager

- Maintain inventory of equipment and first-aid supplies for in-house and travel teams
- Insure competitive selection of equipment with Board approval
- Assign equipment and supplies to all travel and in-house teams

### Uniform Manager

- Determine uniform requirements for in-house and travel teams
- Insure competitive selection of uniforms with Board approval
- Manage the inventory and distribution of all team uniforms

### Schedule Manager

- Arrange for the use of home fields for all LYSA authorized events (practice, games, training, events)
- Develop field schedule for all LYSA, in-house and travel team home games
- Develop field schedule for all team practice sessions
- Coordinate schedules for other games and events as directed by the Board (i.e. tournaments)
- Coordinate all reschedules for home games

### Coaches Manager

- Recruit, screen, and assign volunteer coaches
- Recommend to the board for appointment of all coaches
- Insure that coaches meet training and background check requirements for each league affiliation and OYSAN, including filing of KidSafe forms with OYSAN
- Parents who have issues with coaching should contact Coaches Manager first
- In the event a referee does not show, Coaches Manager should be contacted

### In-House Manager

- Develop rules and requirements for in-house teams
- Prepare game schedules for each in-house season
- Coordinate all aspects of in-house program within LYSA

### League Representative(s)

- Serve as liaison between assigned league and LYSA

- Attend all meetings of assigned league
- Represent LYSA in all discussions and voting at league meeting
- Assign travel try-outs and team rosters
- Schedule travel games

*Webmaster*

- Maintain website

***Article V. LYSA Funds***

- A. The fiscal year of the association shall be the calendar year, beginning January 1 and ending December 31 of each year.
- B. All LYSA funds shall be deposited to the account(s) of LYSA as determined by the Board.
- C. The board must approve all requests for expenditures in excess of \$250.00.
- D. Anyone at any time from the Board may request to review financial statements or other financial records.

***Article VI. Candidates and Elections***

- A. When a position becomes vacant on the Board, willing participants need to be voted on by the Board.
- B. Each Board member shall be elected on rotating two-year terms one-year terms, with no limit to the number of terms served. The rotation for election of officers shall be as follows: President and Treasurer shall be elected in even-numbered years; Vice President, Secretary and Registrar shall be elected in odd-numbers.
- C. Each manager and reps shall be elected on one-year terms, with no limits to the number of terms any manger can serve.
- D. Officers and managers will assume responsibilities on the LYSA Board immediately following election.

***Article VII. Meetings***

- A. Board meetings will normally be held monthly at a date, time and place to be determined by the Board. Board meetings will be open to the general membership.
- B. The President shall have the authority to schedule special meetings of the Board as deemed necessary, providing five (5) days advance notice is given to all officers and managers.
- C. The order of business at Board Meetings shall be:
  - Roll call
  - Reading of minutes of previous meeting
  - Open Participation

- Reports of Officers and Managers
- Old Business
- New Business
- Date of next meeting
- Adjournment

***Article VIII. Termination of Membership***

- A. Membership by registered players and coaches for the seasonal year can be terminated by a League Disciplinary Hearing which follows the rules of USSF. A Disciplinary Hearing will be held, according to the rules of USSF and OYSAN, in the matter of removing players and coaches from membership. These hearings may be appealed to the OYSAN.
- B. Any officer, manager or member of LYSA other than players and coaches may lose his membership if he indulges in conduct detrimental to the interest of LYSA or violates the provisions of this constitution. Charges of misconduct under this article shall be submitted in writing to the President of LYSA within 30 days of such misconduct. The outcome of this hearing may or may not be appealable to OYSAN and OHTSL, depending on the situation.
- C. The Board shall examine all formal written charges for those other than players and coaches. If considered detrimental, the Board shall provide a list of alternative disciplines as recommendations.
- D. The Vice President shall notify all interested parties of date, time and place of the Board meeting.
- E. A two-thirds affirmative vote of the Board shall be necessary to determine the level of discipline as recommended and decided by the Board. This may result in a declaration of ineligibility for continued membership in LYSA and/or participation in its activities.

***Article IX. Amendments***

- A. Amendments to this Constitution and By-laws may be made purposed and voted on at any meeting of the Board.
- B. A two-thirds (2/3) majority vote by the Board meeting will be required for passage of any proposed changes to the constitution.
- C. A written revision of the LYSA Constitution and By-laws, including any changes voted by the membership, shall be prepared by the Secretary and ready for distribution one month following the Board meeting which voted on changes.

***Article X. Liability***

- A. LYSA Board members, coaches and volunteers shall not be personally liable for any legal or financial action taken against the LYSA or its representatives, as long as they have acted in good faith in what is considered the best interest of the association and are not guilty of negligence or misconduct.

***Article XI. Dissolution***

- A. Dissolution of LYSA may be declared, for cause, by a three-fourths (3/4) vote of all officers and managers at an official meeting of the Board.
- B. In the event of dissolution, and after payment of all debts, the assets of LYSA shall be donated to an organization that benefits the youth of LaGrange and/or Keystone School District. The LYSA Board shall determine the specific organization at the time of dissolution.

Adopted October 1994

Revised January 2003

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