

SOUTH TANGI YOUTH SOCCER ASSOCIATION

(Henceforth referred to as “STYSA” or “the Association” in following document)

STYSA BYLAWS

Revision Date: December 20, 2017

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ARTICLE I - NAME AND MISSION STATEMENT

SECTION 101 - Name: The name of this organization shall be "South Tangi Youth Soccer Association (STYSA)", an organization chartered in the State of Louisiana.

SECTION 102 - Mission Statement: South Tangi Youth Soccer Association (STYSA) is a non-profit organization designed to foster the growth and promotion of soccer in the Tangipahoa Parish area. We provide our members, through recreational and competitive leagues, the opportunity to develop positive self-esteem and build character by learning the virtues of hard work, respect, honesty, discipline, team work, and sportsmanship. STYSA provides a safe environment where everyone enjoys the game of soccer.

ARTICLE II - NON-PROFIT OPERATION

SECTION 201 - Property Interest of Members: No member of the Association shall have any right, title of interest in or to any property or assets of the Association either prior to or at the time of any liquidation or dissolution of the Association, all of which properties and assets shall at the time of liquidation or dissolution vest in any other association holding a charter from the State of Louisiana for purposes not of individual profit, first providing for association debts.

SECTION 202 - Non-Liability for Debts: The private property of members shall be exempt from execution or other liability for any debts of the Association and no member shall be liable or responsible for any debts or liabilities of the Association.

ARTICLE III: PHYSICAL OFFICES

SECTION 301 - Principal Offices: The principal offices of the Association shall be as determined by the STYSA Board of Directors, and shall use as its mailing address: P.O. Box 3013, Hammond, LA 70404.

ARTICLE IV - FISCAL AND SEASONAL YEAR

SECTION 401 - Fiscal Year: The fiscal year of the Association shall be August 1 through July 31 of each year. The Board shall use all possible efforts to operate the Association in such a manner that the results from operations before other additions and deductions will not be a loss. If the Association is not operated in such a manner, the Board shall call a Special Meeting. At the time of Special Meeting, the Board will recommend an assessment to the members that will be sufficient to place the year on a current operating basis. All rules and regulations set forth by the Association Bylaws are in effect for the full duration of each Fiscal Year.

SECTION 402 - Seasonal Year: The seasonal year for the Association shall be August 1 through July 31 of the following year. The seasonal year shall follow the rules and regulations set forth by LSA, USYSA and USSF with regard to participatory age groupings, as well as for cut-off dates determining the various age groups. The Association shall modify the established dates for the seasonal year, should LSA, USYSA and USSF modify those dates. All rules and regulations set forth by the Association Bylaws are in effect for the full duration of each Seasonal Year.

ARTICLE V - GOVERNING BODY

SECTION 501 - Government: The Government of the Association shall be vested in a five (5) member Board of Directors. The election of Directors for the Association shall be held each April during the Annual General Membership Meeting, and according to the following schedule:

Director Term	Duration	Election Period
President	Two Year	Even Year
Vice-President	Two Year	Even Year
Secretary	Two Year	Odd Year
Recreational Commissioner	Two Year	Odd Year
Competitive Commissioner	Two Year	Odd Year
Referee Assignor		Appointed by Board
Past President	Two Year	Not Elected

The five (5) member Board of Directors shall act as the Governing Body of the South Tangi Youth Soccer Association, and as such, it shall be empowered to administer all its affairs, as well as to draft and approve guidelines and policies to operate all Association business in accordance to the established and approved Association Bylaws. However, the Board shall have the power to temporarily modify the Association Bylaws, in case of emergencies, provided that proper notification has been given to all the Association coaches.

A simple majority of the board members shall constitute a quorum for all meetings. Each elected Director will have one vote at board meeting and general membership meetings. The President will only vote in case of a tie.

STYSA shall be affiliated with the Louisiana Soccer Association (LSA), and follow all the Rules, Regulations, Guidelines and Precepts as established by LSA, United States Youth Soccer Association (USYSA), and United States Soccer Federation (USSF).

SECTION 502 - Proxy vote: A member on the Board of Directors may have their vote cast by proxy. The Director must notify the whole board at least twenty four (24) hours before the meeting. The email shall state the date time of the meeting and the name of the Director that will cast the proxy vote.

SECTION 503 - Vacancies: With the Board approval, the President shall fill all/any vacancy caused by death, resignation, and disability of any board member for the remainder of the term of said board member.

SECTION 504 - Removal of Directors: Should a member of the Board of Directors be absent for two (2) consecutive meetings without proper notification, such member may, at the discretion of the Board, be dropped from the membership of the Board and the vacancy shall be filled by the President, with the approval of the Board, for the remainder of the term of said Board member. A Director may be removed for cause, by a majority vote of the Board of Directors.

SECTION 505 - Board Meetings: Regular monthly meetings of the Board shall be held at such time and place as determined by the Board. Motions presented during Board Meetings will pass by a positive vote of the simple majority, provided that a quorum is present. Robert's Rules of Order will apply if procedural disputes arise at either Board of Directors meetings, at Regular Meetings or Special Membership meetings.

SECTION 506 - Association Checking Accounts: All checks or demands for money and notes of the Association shall be signed by the Association Treasurer, and either the President, or the Vice-President of the Association.

ARTICLE VI - POWERS OF THE BOARD

SECTION 601 - Powers of The Board: The Board of Directors shall have the entire charge of the property, assets, interests, business affairs and transactions of the Association, with full power and authority to manage, control, regulate and conduct the same, and with full power and authority to define and limit the powers and duties of all officers, agents, employees and others not otherwise provided for by the Bylaws and not inconsistent therewith. The Board shall have the power to fix penalties for violations of Bylaws and rules of the Association. The Board shall have the power to make and amend association rules, receive and address any complaints, and enter into legal contracts. The Board shall have charge of the regulation and control of all income of the Club from all sources and to set fees.

ARTICLE VII – DIRECTORS

SECTION 701 - President: The President shall be the Chief Executive Officer of the Association, and his/her duties shall consist of, but not be limited to:

1. Handle the daily operations of the club, including hiring and firing of contracted employees.
2. Establish Goals and Objectives for the Association's upcoming year.
3. Assign Committees.
4. Coordinate the work, and follow up on the implementation of the work of the Association and Executive Board.
5. Establish the agendas for all Board and General Membership Meetings.
6. Preside over all the Board, General Membership, and Special Meetings following the formats established in the Association Bylaws.
7. Review, present to the Board, and sign (after Board approval) any legal document between the Association and any legal entity outside the Association.
8. Represent the Association in all matters with outside organizations.
9. Communicate and direct as needed with contracted Treasurer; Secure and review quarterly financial reports for presentation to Executive Board; Act as Association's liaison between Treasurer and Association.
10. Establish, with the assistance of the Treasurer, a budget for each upcoming season for board approval each May.
11. Coordinate registration process prior to each fall and Spring season, with assistance from Executive Board.

12. Oversee proper care of practice facilities as needed; to ensure fields are in good, safe condition and marked properly as necessary.

13. Represent the Association at all H.A.R.D (Hammond Area Recreation District) sports council meetings and Board Liaison to Chappapeela Sports Park.

SECTION 702 - Vice President: Vice-president Duties shall consist of, but not be limited to:

1. Assume the presidency if vacated either by voluntary abandonment, or by any unforeseen circumstances.
2. Work with the President to establish, support, coordinate, and implement the work of the Association.
3. Assist the President in the coordination and follow up of any special committee established with the Board's consent.
4. Represent the Association in any meetings with any organization, not part of the Association, when requested by the President.
5. Coordination of all tournaments scheduled during the operating year including by not limited to the following duties:
 - (a) Obtain from various League Directors all the volunteer listings provided by all coaches, and form a Tournament Committee to plan and oversee all activities necessary to properly run a successful tournament.
 - (b) Provide all documents required by LSA, and obtain from treasurer necessary checks required to pay all invoices on all budgeted items for tournaments.
 - (c) Act as Association's Point of Contact for all tournaments and correspond as necessary with all participating teams, associations, and outside organizations that may be supporting, sponsoring or participating in said tournament.

SECTION 703 - Secretary: The Secretary's duties shall consist of, but not be limited to:

1. Prepare and send out all Association correspondences.
2. Present for Board Approval uniform vendor(s), selected uniform styles and associated pricing in May for the following Fall Season.
3. Work with the Recreational and Competitive committees on uniform orders and distribution.
 - a. Act as Association's Point of Contact with selected uniform vendor(s), ensuring necessary account information is in order, proper logos/graphics are provided and when applicable, vendor's order portal is properly set up to reflect Competitive League player information.
4. Maintain and update the Association website and Facebook page.
 - a. Post on Association website by team name, age group and coach game schedules, practice schedules and field locations.
5. Maintain all records of proposals and budgets approved by the Board.
6. Maintain all records of all agendas and minutes approved by the Board.

7. Update the Association records once a new season is started, providing all necessary registration of the membership (coaches, players, managers, and teams) with LSA, and USYSA.

8. Provide the Board with an updated list all board members' contact information.

9. Present for Board Approval photographer/company to contract for team pictures each fall and coordinate scheduling, with the assistance of Recreational and Competitive committees.

SECTION 704 - Recreational Commissioner: Duties shall consist of, but not be limited to:

1. Oversee all recreational leagues of the Association.

2. Chair the Recreational Committee, comprised of volunteers recruited by the Commissioner in accordance with Association bylaws.

3. Attend all state recreational committee meetings.

4. Work with Secretary and Recreational Committee to oversee uniform orders and distribution, as well as player medals in the spring.

5. Provide and update Secretary with current rosters for all recreational teams, including contact information on each team's coach and team manager.

6. With help from the Recreational Committee, provide Secretary with game schedules, practice schedules and field assignments for the various recreational leagues.

7. Conduct evaluations of coaches/players at the end of each Spring Season.

8. Coordinate process for creating team rosters including, but not limited to draft days, tryouts for older teams or other methods as agreed upon by the Recreational Committee.

SECTION 705 - Competitive Commissioner: Duties shall consist of, but not be limited to:

1. Oversee the Competitive League of the Association.

2. Chair the Competitive Committee, comprised of representatives from each competitive team, preferably but not required, their team manager in accordance with Association bylaws.

3. Attend all state Competitive Committee meetings.

4. Work with the Secretary and competitive committee to oversee uniform selection and ordering process.

5. Provide and update Secretary with current rosters for all competitive teams, including contact information for each team's head coach and team manager.

6. Work with various competitive teams and the referee assignor to ensure all reschedules happen in a timely manner.

7. Conduct Player and Coach Evaluations following the end of the Spring Season.

8. Coordinate competitive league tryouts including but not limited to:

- a. Announcing each age group's tryout period and guidelines of how players will be evaluated
 - b. Securing qualified personnel to conduct and evaluate players
 - c. Oversee team selection process with assistance of competitive committee, coach's evaluations and tryout evaluators.
 - d. Proper player notification, adhering to LSA guidelines, of tryout results. Present for Board Approval the Competitive Committee's head coach recommendations for each competitive team.
9. Ensure all STYSA and LSA policies, guidelines and bylaws are communicated to and abided by each competitive team, and updated should changes occur within a season.

SECTION 706 - Director of Coaching (ED/DOC): Duties, salary, employment terms and deliverables shall be specified in a contract, approved by the Association's Board of Directors and signed off on by the President. At any point the Board has an ED/DOC on staff, the contract shall be included with the Association's policies and guidelines. No duties can be assigned to ED/DOC that would violate the Association Bylaws. This contract can only become null and void by a 2/3 majority of the STYSA Membership convened at a Special Meeting for the purpose of cancelling said contract. The STYSA Board cannot void or cancel this contract on their own without due approval of said Membership at the Special Meeting.

SECTION 707 - Past President Advisor: The Past President Advisor shall serve in an advisory position only. The Past President Advisor shall help the Board to clarify, or interpret policies, actions, rules, or any Association affairs where he/she might have been involved with during his/her presidency, and/or in any advisory function helpful to resolve any pending issues during the present administration.

The Past President advisor is a non-voting member. If this position should become vacated due to assuming another Board position, or any other mitigating circumstances, the Past President Advisor position will remain vacant.

The Past President presides over the Nominating Committee.

SECTION 708 - Referee Assignor: The Referee Assignor shall serve in an advisory position only, helping the Board and the Association with issues related to the recruitment, development, improvement, scheduling, and management of all referee support needed for regular league and tournament play. The Referee Advisor shall work in direct relationship with the Vice-President and shall be responsible for all issues related to:

1. Development and implementation of a plan for the recruitment, training and licensing, evaluation and upgrade of all referees working with STYSA during the regular seasons, and/or tournament.
2. Develop and implement a referee-scheduling plan presented for a season and/or a specific tournament.
3. Collect all "game report sheets" properly signed by all coaches, and prepare invoices to be turned in to the Vice-President for review and approval, and submitted to the Treasurer for payment.

The Referee Assignor is a non-voting member. If this position should become vacated due to mitigating circumstances, the Board will work with LSA to identify a new Referee Advisor.

SECTION 709 - Treasurer: The Treasurer is a subcontracted, non-voting position who works at the direction of the Board of Directors and reports to the President. The Treasurer's salary is voted on by approval of the upcoming season's budget. Duties include but are not limited to the following:

1. Proper bookkeeping for the Association
2. Proper tax preparation and assistance in the filing of taxes for the Association
3. Timely payment of Association bills
4. Collection and documentation of payments made to the Association
5. Preparation of quarterly budgets for Executive Board review.

ARTICLE VIII - STANDING COMMITTEES

SECTION 801 - Permanent Standing Committees: There shall be four (4) permanent standing committees of the Association. They shall be the Nomination Committee, Recreational Committee, Competitive Committee, and Tournament Committee. All recommendations from the Recreational, Competitive, and Tournament committees must be approved by the Board of Directors.

Recreational Committee: The Recreational Commissioner shall be the Chair of this committee. The committee shall meet to oversee team formation, scheduling, and in conjunction with the Secretary, uniform ordering for all recreational leagues.

The following members shall comprise the Recreational Committee:

- Recreational Commissioner
- 4-6 members from the recreational leagues

Competitive Committee: The competitive Commissioner shall chair this committee. This committee shall oversee all aspects of the competitive league including by not limited to head coach selections, tryout process, player notifications, and in conjunction with the Secretary, oversee uniform selection and ordering process for competitive teams.

The committee shall be comprised of the Competitive Commissioner and one representative from each competitive team. If a team fails to provide consistent representation to the Competitive Committee meetings, the Association has the right to revoke their eligibility to participate in LCSL, following a recommendation by the Competitive Commissioner and approval by the Board.

Tournament Committee: The Vice President shall chair this committee. This committee shall oversee all aspects of club sponsored or run tournaments.

This committee shall be comprised of:

- Vice President
- Recreational Commissioner
- Competitive Commissioner
- Referee Assignor
- Past President Advisor (if this position is vacant, an at large member will be selected for the committee).

Nominating Committee: The Past President Advisor shall chair this committee. The Committee shall coordinate and oversee the nomination and election process to the Association's Board of Directors.

The Committee shall review list of nominees as proved by the Secretary and slate them for appropriate positions on the Board. Committee shall recruit additional nominees for consideration in the event enough eligible nominations were submitted by the General Membership.

In the event there are not enough candidates that meet all the qualifications prescribed in the Association Bylaws, the Nomination Committee shall have the authority to slate candidates for positions when the candidate possesses similar qualifications, has willingness to service and in the committee's judgment, has the ability to carry out the necessary duties of that position.

This committee shall be comprised of:

- The Past President Advisor
- A Representative from the Recreational Committee
- A Representative from the Competitive Committee

SECTION 802 - Appointment and Powers: The President, subject to the ratification and approval of the Board of Directors, may create any standing or ad hoc committee necessary for the operation of the club. The Committees shall have such authority and such duties as the Board of Directors may from time to time, confer upon them, except a Committee may not adopt, amend or repeal Bylaws.

SECTION 803 - Meetings: Meetings of committees shall be held on call of the respective chairman thereof, or by the President.

SECTION 804 - Eligibility: All Association members in good standing are eligible to serve.

SECTION 805 - Rule-Making Power of Committees: Subject to the approval of the Board of Directors, all committees shall have power to make rules proper and necessary to the functioning of the facilities in their respective jurisdiction.

ARTICLE IX – MEMBERSHIP

SECTION 901 Any person or family registered for soccer with the Association and current in paying the registration fee shall be a member in the Association.

ARTICLE X – MEMBERSHIP MEETINGS AND ELECTIONS

SECTION 1001 - General Membership Meeting: General Membership Meetings shall be held each April. Special meetings may be called by the President, or by any three (3) members of the Board with five (5) days minimum notice to each and all Board Directors.

At General Membership Meetings ten percent (10%) of the Association membership entitled to vote, represented by the head coach of each team or team representative, shall be requisite and shall constitute a quorum for the transaction of business at a general membership meeting.

At all Special Meetings a quorum shall consist of a simple majority of all Board members. Motions presented during General Membership or Special Meetings will pass by a positive vote of the simple majority, provided that a quorum is present.

Each Association Team is allowed one (1) vote. The head coach of each team or a representative from each team shall execute the allowed one vote per team during each General Membership Meeting.

Coaches that head coach more than one team will be allowed to cast one vote per team. Each team's delegate represents the number of members on their official team roster when considering the percentage of members present to establish quorum.

The General Membership Meeting shall be held at such place and time as determined by the President and approved by the Board of Directors. The full membership shall be properly informed at least two weeks prior to the meeting, on all particulars of the meeting's Agenda, location, time and date of meeting.

The order of business of any meeting of the Association Membership shall be:

- Call to Order
- Introduction and Opening Remarks
- Reading of Minutes of Last Membership Meeting
- Report of the President/Annual Report
- Unfinished Business
- New Business
- Announcement of election results
- Adjournment

SECTION 1002 - Nomination for Board of Directors: Any member in good standing may nominate any other member, or themselves, to serve on the Board of Directors. Nomination forms will be available on the website thirty (30) days prior to the general membership meeting and can be submitted via email, no later than fourteen (14) days prior to the general membership meeting.

All Nominees will be contacted by the Association Secretary to ensure they are willing and able to serve and in what capacity, as well as, ensure they are in good standing. The approved listing will be provided to the Past President who will preside over the Nomination Committee.

Section 1003 - Nomination Procedure. The Nomination Committee shall review list of nominees as provided by the Secretary and slate them for appropriate positions on the Board. Committee shall recruit additional nominees for consideration in the event enough eligible nominations were not submitted by the General Membership.

In the event there are not enough candidates that meet all the qualifications prescribed in the Association Bylaws, the Nomination Committee shall have the authority to slate candidates for positions when the candidate possesses similar qualifications, has willingness to serve and in the committee's judgment, has the ability to carry out the necessary duties of that position. The slate of officers will be compiled on an election ballot and submitted to the Secretary who will furnish the necessary ballots at the General Membership Meeting. Voting will take place at the General Membership meeting as the first topic under New Business. In the event votes must be counted, the Nomination Committee shall do so and report the final results prior to the General Membership Meetings dismissal.

Section 1004 - Qualifications:

President:

- Committed to serve a two (2) year term, followed by an additional two year (2) term as Past President in an advisory role
- Must be able to attend both the LSA summer and winter meetings
- Must have served on the Board of Directors or a Standing Committee for at least a year

Vice President:

- Committed to serve a two (2) year term
- Must have been actively involved in STYSA

Secretary:

- Committed to serve two (2) year term
- Must have internet access and computer skills to manage the Association website and Facebook page
- Actively involved in STYSA

All other Directors:

- Committed to serve a two (2) year term
- Must have been actively involved in STYSA

SECTION 1004 - Term Commencement: The Board members elected at the General Membership Meeting shall take office on May 31, however they will begin their transitional duties in conjunction with the outgoing Directors immediately following their election.

SECTION 1005 - Special Meetings: Special meetings may be called by the President, or by any three (3) members of the Board with five (5) days minimum notice to all board members. Business transacted at all Special Meetings shall be confined to the objects stated in the notice of the meeting.

ARTICLE XI- AMENDMENTS

SECTION 1101 - Amendments: These Bylaws, or any part thereof, may be altered or amended, or new Bylaws adopted, by a (2/3) majority vote of the entire Board of Directors at any regular meeting, or at any Special Meeting called for that purpose, subject always to the power of the Full Membership to change such action by 2/3 majority vote at any regular meeting, or at any special meeting duly convened after a notice of the proposed change.

Notice shall be placed on Association website.