

ROSWELL YOUTH SOCCER ASSOCIATION, Inc.

BYLAWS

TABLE OF CONTENTS

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1. Constitution

1.01 Name

1.02 Purpose

1.02.01 Mission Statement

1.02.02 Goals

1.03 Boundaries

1.04 Affiliation

1.05 Colors

1.06 Authorities

1.06.1 RYSA Governing Authorities and Documents

1.06.2 Board of Directors

1.07 Membership

1.07.1 Requirements of Members

1.08 Annual General Meeting

1.08.1 Meeting Notice

1.08.2 Order of Business

1.08.3 Votes and Voting Procedures at AGM

1.08.4 Recommendation for and Approval of Changes to the Constitution,
Bylaws, General Procedures, and Specific Rules

1.08.5 Proposed Changes from Members

1.08.6 Amendments/Changes

1.08.7 Adoption of Amendments/Changes

1.08.8 Implementation of this Constitution

2. By-Laws

2.01 Board of Directors Offices

2.01.1 Board of Directors Offices

2.01.2 Responsibilities and Authority

2.01.3 Duties of the Board of Directors

2.01.4 Signatory Authority

2.01.5 Reimbursements

2.02 Election of Board of Directors

2.02.1 Election Requirements/Terms of Office

- 2.02.2 Removal of Board of Directors
- 2.02.3 Resignation of Board of Directors

2.03 Meetings of Board of Directors

- 2.03.1 Call for Special Meetings of Board of Directors
- 2.03.2 Voting
- 2.03.3 Quorum

2.04 Protests and Appeals

- 2.04.1 Appeals
- 2.04.2 Protests

2.05 Members Responsibility

- 2.05.1 Members
- 2.05.2 Falsification of Records
- 2.05.3 Pleas of Ignorance
- 2.05.4 Seasonal Year Requirements
- 2.05.5 Payments of Fees
- 2.05.6 Bank Checks and Drafts
- 2.05.7 Team Membership (Select/Travel Teams)

2.06 Temporary Changes/Additions to the General Procedures, Specific Rules

2.07 Dissolution

1. **CONSTITUTION OF RYSA**

1.01 NAME: The name of this Association will be the Roswell Youth Soccer Association, Inc. (hereinafter referred to as “RYSA”). The RYSA shall be a member of the New Mexico Youth Soccer Association and the United States Youth Soccer Association.

1.02 PURPOSE: The purpose of this Association shall be to develop, promote, teach and administer the game of soccer for youth (boys and girls under the age of nineteen (19) and a minimum age four [4]) within the boundaries of the Association. The principles of sportsmanship, participation, player enjoyment, and development shall guide the Association. This Association shall offer its soccer program without restriction to race, color, sex, religion, age, (inclusive of definition of “youth”) physical limitation, or national origin.

1.02.01: **MISSION STATEMENT:** To provide quality soccer for youth of Chaves County, New Mexico, the opportunity to play soccer that is fun and developmentally appropriate. To build players character, while emphasizing skills development, teamwork and sportsmanship in a safe and positive environment.

1.02.02: **RYSA GOALS!:** To play soccer while enhancing play, training, education and sportsmanship of players, coaches and referees, families and fans for the enjoyment and betterment of all!

1.03 BOUNDARIES: The territory of this Association shall include Chaves County, New Mexico. Residents of Chaves County may play soccer under the sanction of the New Mexico Youth Soccer Association and shall be registered and in good standing with RYSA.

1.04 AFFILIATION: This Association shall be an affiliation unit of and comply with the authority of the New Mexico Youth Soccer Association (hereinafter referred to as “NMYSA”) and the United States Youth Soccer Association (hereinafter referred to as “USYSA”).

1.05 COLORS: The representative colors of this Association shall be Red and Blue.

1.06 AUTHORITIES

1.06.1 **RYSA GOVERNING AUTHORITIES AND DOCUMENTS:**
This Association shall be governed by its Constitution, By-Laws, General Rules & Procedures, and Specific Rules, except when they are superseded by NMYSA and/or USYSA. Copies of the

Association's documents shall, upon reasonable request, be made available to members.

1.06.2 **BOARD OF DIRECTORS:** The governing authority of this Association shall be vested in the Board of Directors. The members of the Board of Directors and the powers and responsibilities of each member are designated in paragraph 2.02 of the By-Laws.

1.07 MEMBERSHIP: Membership in this Association is by registered player, parent(s) or guardian(s) of registered players in good standing, approved coach registration and elected board membership.

1.07.1 **REQUIREMENTS OF MEMBERSHIP:** All members of this Association shall abide by the Constitution, By-Laws, and General Rules & Procedures and Specific Rules set forth by the Board of Directors and all applicable rules and regulations set forth by NMYSA and USYSA. Failure to follow this direction may result in loss of good standing.

1.08 ANNUAL GENERAL MEETING (AGM)

1.08.1 **MEETING NOTICE:** The AGM shall be held at the end of each Fall season at a time and place, which encourages maximum participation of members. Notification of this meeting will be provided to all members at least fifteen (15) days prior to the meeting.

1.08.2 **ORDER OF BUSINESS:** The order of business at the AGM shall be the following:

- A. Call to Order
- B. Roll Call (of Officers)
- C. Credentials
- D. Introduction of Guests
- E. Acceptance of Minutes from previous AGM
- F. Reports:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Coach Director
 - Referee Director
 - Team/Scheduling Director
 - Field/Equipment Director

- Directors at large

G. Old Business

H. Proposals for changes in the Constitution, By-Laws, General Rules & Procedures, and/or Specific Rules.

I. Election of Officers

J. New Business

K. Items for the Good of the Game

L. Adjournment

- 1.08.3 VOTES AND VOTING PROCEDURES AT AGM: Each registered head coach, parent/guardian of a registered player in good standing, and director in good standing shall be entitled to one vote. Proxy votes are not allowed. The President shall cast a vote only in the case of a tie.
- 1.08.4 RECOMMENDATION FOR AND APPROVAL OF CHANGES TO THE CONSTITUTION, BY-LAWS, GENERAL RULES & PROCEDURES, AND SPECIFIC RULES: The Board of Directors will annually recommend to the membership any changes in the Constitution, By-Laws, General Rules & Procedures, and Specific Rules to be required during the twelve months at the AGM. The proposed changes in the Constitution, By-Laws, General Rules & Procedures, and Specific Rules being recommended by the Board of Directors or by other RYSA member(s) shall be forwarded to all members at least fifteen (15) days prior to the AGM, generally at the same time as the announcement of the AGM is made public.
- 1.08.5 PROPOSED CHANGES FROM MEMBERS: Each member shall submit changes to the existing Constitution, By-Laws, General Rules & Procedures, and Specific Rules to the Board of Directors no later than October 1 for consideration at the AGM. Proposals for temporary changes to the General Rules & Procedures and Specific Rules may be submitted to the Board for their consideration at anytime. (See 2.06)
- 1.08.6 AMENDMENTS/CHANGES: Amendments to the Constitution, By-Laws, General Rules & Procedures, and Specific Rules shall be made at the AGM, except in such cases as specified in the By-Laws of this Association. (See 2.01.02 G)
- 1.08.7 ADOPTION OF AMENDMENTS/CHANGES: Amendments/changes to the Constitution, By-Laws, General Procedures, and Specific Rules shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the members present at the AGM.

1.08.8 IMPLEMENTATION OF THIS CONSTITUTION: This Constitution replaces in total the By-Laws of the Roswell Youth Soccer Association and becomes effective upon approval.

2. **BY-LAWS OF RYSA**

2.01 BOARD OF DIRECTORS

2.01.01 BOARD OF DIRECTORS OFFICES: The Board of Directors of RYSA shall consist of the following:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Registrar (only hired position)
- F. Directors at Large (Seven (7) Board positions)
 - 1. Coach Director
 - 2. Referee Director
 - 3. Team/Scheduling Director
 - 4. Field/Equipment Director
 - 5. Three (3) other Director positions
- G. Other Advisors as Needed/Identified

2.01.02 RESPONSIBILITIES AND AUTHORITY: The Board of Directors shall be responsible for and have sole authority for the following:

- A. Establishing policies, enforcing and interpreting the Constitution, Bylaws, General Rules and Procedures and Specific Rules.
- B. Approving the registration of all players.
- C. Approving the registration of all coaches, assistant coaches, managers; for both recreational and select/travel teams.
- D. Setting procedures for the creation of and approval of all teams and sponsors, coaches, assistant coaches and managers.
- E. Setting procedures for and approving the participation of all teams in all games.
- F. The formation and/or operation of all tournaments within the defined territory.
- G. From time to time, make temporary rules, procedures or regulations for the specific cases on occasions not provided for in the Bylaws, General Rules and

- Procedures and/or Specific Rules but which are deemed necessary by the Board of Directors to carry out the objectives of this Association.
- H. For just cause to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, league officer or other persons who are affiliated or associated with RYSA.
 - I. Participate in the election of the District Commissioner and have the authority and responsibility to remove the District Commissioner if he/she fails to represent the needs of RYSA at state meetings.

2.01.03 DUTIES OF THE BOARD OF DIRECTORS

- A. President: Shall, subject to the control of the Board of Directors, exercise general supervision, direction and management control over the business activities of the Board of Directors. The President shall preside over all meetings of the Board of Directors. The President shall only vote in the event of a tie. The President shall appoint, at the beginning of each season or as the need arises and subject to approval by a majority of present board members, the members of and/or the chairperson of all committees and other members as needed. The president is responsible for the day-to-day activities of RYSA and shall have such other power. The President shall be primary authority for contracting with the City of Roswell for use of the soccer complex.
- B. Vice President: Shall, in the absence of the President, preside over and conduct meetings of the Board of Directors, and assumes responsibilities of the President in his/her absence. The Vice President is responsible for, coordinates, and directs all RYSA teams sponsored tournaments. Coordinates competition for RYSA teams beyond that scheduled among RYSA teams. This includes games, fields, travel, referees, meals, lodging, etc. (when appropriate). Coordinates RYSA representation to all RYSA approved away tournaments. Assists Referee Director in setting up clinics and scheduling. The Vice President will also be responsible for conducting a financial review once within 60 days of the end of every fiscal year. The Vice President will chair the review and present their findings to the Board of Directors. The Board of Directors will appoint two (2) RYSA new (who must be different members from the previous year) members to assist with the review each year. The review findings will be provided in a written report to the RYSA Board of Directors

within the first ninety (90) days of the beginning of the fiscal year.

- C. Secretary: Shall maintain and keep the minutes of all meetings, and maintain the files of RYSA. The Secretary shall be responsible for communications within RYSA, give notice of meetings and shall be responsible for the preparation of the Annual Report to be submitted at the Annual General Meeting. The Secretary shall assist in fund raising activities with the President and Treasurer. Shall assume the responsibilities, in the absence of the Treasurer.
- D. Treasurer: Shall maintain all financial records, make bank deposits and present the financial report at all meetings. All checks over \$500.00 shall bear two (2) signatures, which are recognized signatures on the bank account of RYSA. RYSA will require three (3) (President, Vice President and Treasurer, or in the case of a vacancy any other board member as appointed by the President) signatures on the bank account signatory card, at all times. The Treasurer shall also be responsible for preparation of all papers pursuant to and maintenance of the Articles of Incorporation, tax-exempt status of the Association and other governing agencies. The Treasurer shall assist in fund raising activities along with the President and Secretary.
- E. Registrar: (Hired Position) Shall be responsible for the registration of players and teams. The Registrar shall assign players and coaches to teams and assign teams to divisions with approval of the Board. The registrar's other duties include working closely with the Coach Director to ensure Risk Management is accomplished to assist coaches with tournament and/or credentials for competitive teams, and to hold regular business hours as the only paid Director on the Board.
- F. Director's At Large: Directors are assigned specific duties based on interest level and are able to exchange their responsibilities with the approval of the Board of Directors.
 - 1. Coach Director: Shall assist and train coaches in each age group. The Coach Director advises coaches on Board decisions affecting coaches of NMYSA and intrastate rules and regulations on travel, conduct, etc., and responsibilities to their team and the Association. The Coach Director will coordinate and conduct seasonal coaches' clinics, provide learning

materials (*such as films and/or books*), help with practice issues and will keep coaches of RYSA informed, educated and coaching.

2. Referee Director: Shall be responsible for recruiting, training, and scheduling of referees. This includes make-up games outside the normal day of play as well as ensuring proper paperwork is completed so referees will be paid timely by the Treasurer. The Referee Director shall maintain an inventory of all the equipment RYSA provides to referees and be responsible for ordering and maintaining the inventory. Shall be the first person of contact when a complaint on the field is made and assist the complaint process to resolution. Equipment specific to the Referee Director shall consist of Soccer balls, whistles, shirts, stopwatches, and player cards.

3. Team/Scheduling Director: Shall schedule RYSA games in each age group based on the approved seasonal calendar, assign the field for each match, and assists the Referee Director to resolve scheduling conflict. Facilitate the Registrar and Coach Director to team name assignments and assign to a coach during the registration process.

4. Field/Equipment Director: Shall maintain goal posts, nets, brackets for anchoring goals, trash receptacles, vehicles and equipment storage area. May allow with board approval the use of equipment. Shall perform an annual inventory with a written report to the board thirty (30) days prior to the AGM. Shall maintain a relationship with the RYSA board member responsible for communicating with the City of Roswell Parks Department to facilitate professional maintenance of fields, buildings leased to RYSA and surrounding park areas. Shall oversee and coordinate the field set-up and take down each game day of the season. At the discretion of the Board of Directors, this position may be compensated and the rate established annually.

5. Three Other Director Positions: Shall be assigned specific duties by the Board of Directors based on need or remain at large and assist in whatever capacity they have been asked to undertake. At Large Directors will have voting responsibilities. These three (3) Directors bring the total voting board members to eleven (11).

G. Advisors as Needed and Identified:

The President may identify and bring to the attention of the

Board the need for additional members and or duties to be assigned as necessary. Individuals assigned as Advisors will be temporary in nature and not have voting responsibilities while on the board.

2.01.04 SIGNATORY AUHORITY: Unless otherwise specified in the RYSA General Procedures and Rules, or in this document, the RYSA signatory authority for persons authorized to sign documents for the Association are the President, Vice President and Treasurer.

2.02 ELECTION OF BOARD OF DIRECTORS Election of the Board of Directors shall occur at the Annual General Meeting.

2.02.01 Election Requirements/Terms of Office: The election of the Board Of Directors shall adhere to the following requirements and procedures:

- A. There is no limit upon the number of terms a Board Member may serve.
- B. Each registered head coach, parent/guardian of a registered player in good standing, and Director in good standing shall be entitled to one vote.
- C. Proxy votes are not allowed.
- D. The President shall cast a vote only in the case of a tie.
- E. Election to an office is by majority vote of those casting votes. In the event a candidate does not receive a majority of the votes cast, a run-off election of the top two vote-getting candidates will decide the election. Should the run-off not provide a majority, the presiding officer shall vote to determine a winner.
- F. The President, Treasurer, and Directors assigned the Coach Director and Team/Scheduling Director duties shall be elected for a two-year term in even numbered years. The Vice President, Secretary, Directors assigned as the Referee Director and Field/Equipment Director shall be elected for a two-year term in odd numbered years. Two of the At Large Directors will be elected during even numbered years and the remaining At Large Director will be elected in an odd numbered year.
- G. The Annual General Meeting will be held annually in mid-November and Board of Directors terms shall start and end accordingly.

2.02.02 Removal of Board of Directors: The removal of any member of The Board of Directors shall adhere to the following procedures:

- A. Shall be requested by a voting member in writing, listing the reasons for such action and filed with the President for RYSA not less than fourteen (14) days and not more than thirty (30) days after receipt of the request.
- B. Shall be voted upon by the Board of Directors not less than fourteen (14) days and not more than thirty (30) days after receipt of the request.
- C. Each Board member shall receive a copy of the request within seven (7) days of filing.
- D. A two-thirds (2/3) majority vote of the Board of Directors present shall be required to remove a member of the Board of Directors.
- E. The Board of Directors shall elect a replacement within fifteen (15) days.
- F. The officer elected in this manner shall fill the unexpired term of the removed board member.

2.03 MEETINGS OF BOARD OF DIRECTORS Election of the Board of Directors shall occur at the Annual General Meeting.

2.03.01 Board of Directors: Regular meetings of the Board of Directors shall be held each month throughout the year. The agenda of a regular meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction
- D. Acceptance of Minutes
- E. Correspondence
- F. Financial Report
- G. Committee Reports
- H. Old Business
- I. New Business
- J. Good of Game
- K. Adjournment

2.03.02 Call for Special Meetings of Board of Directors: The Board of Directors shall meet for a special meeting whenever the President deems it necessary, or if he/she is directed to do so by a majority of members of the Board of Directors.

2.03.03 Voting: Voting shall be by majority of those present. Proxy votes are not accepted. The President shall vote only in the case of a tie.

2.03.04 Quorum: At all meetings of the Board of Directors, fifty percent (50%) of the said Board shall constitute a quorum for the transaction of business.

2.04 PROTESTS AND APPEALS

2.04.01 Appeals: Every decision rendered by RYSA may be appealed as described by NMYSA through the District Commissioner.

2.04.02 Protests: Protests regarding the actions of any RYSA member may be made to the Board of Directors in writing. Upon receipt of the protest, The Vice President (or the President if no Vice President is serving) shall convene a Grievance Committee, subject to Board approval. A copy of the protest will be provided to the person subject to the protest prior to the Committee meeting. A written response to the member lodging the protest will be made within fifteen (15) days of receipt. Rules and Procedures for protests are defined in the General Procedures and Rules portion of the By-Laws under separate section.

2.05 MEMBER RESPONSIBILITY:

2.05.01 Members: All members are responsible for abiding by RYSA rules and procedures, as well as those of higher youth soccer authority.

Any RYSA member threatening harm (verbally or physically) to any other RYSA Member shall be called before the Board of Directors for appropriate sanctions. Failure to appear is an automatic admission of guilt.

2.05.02 Falsification of Records: Falsification of records shall be grounds for disciplinary action by RYSA.

2.05.03 Pleas of Ignorance: A plea of ignorance to the Constitution, By-Laws, General procedures and Rules, or Specific Rules of RYSA is not sufficient and violators may expect appropriate action by the Board of Directors.

2.06 TEMPORARY CHANGES/ADDITIONS TO THE GENERAL PROCEDURES AND RULES OR SPECIFIC RULES:

Temporary changes/additions shall be made providing a written description of the proposal(s) to the Board of Directors at least thirty (30) days prior to the effective date of the changes/additions. A majority vote of the Board of Directors is required to approve changes/additions. Temporary changes/additions may be made as described in 2.01.02 (G) by the Board of Directors.

2.07 DISSOLUTION: Upon dissolution of RYSA following payment of all debts, obligations and liabilities, all remaining property and assets of RYSA shall be set over and assigned to the Chaves County Community Foundation to be utilized for the benefit of a future not-for-profit recreational soccer association or similar organization established to serve the youth of Chaves County, New Mexico.