



BY-LAWS

Brazosport Youth Soccer Association

Table of Contents

1.	Functions of the Association.....	4
1.1.	Parent Organization.....	4
1.2.	Financial Responsibility.....	4
1.2.1.	Non-profit Tax Exempt Status.....	4
1.2.2.	B.Y.S.A. Accounts.....	4
1.2.3.	Financial Documentation.....	4
1.2.4.	Annual Budget.....	4
1.2.5.	Reserve Funds.....	5
1.2.6.	Surplus Funds.....	5
1.2.7.	Reimbursement for Personal Expenses.....	5
1.2.8.	Fiscal Year.....	5
1.3.	Registration of Players.....	5
1.4.	Rostering of Teams and Inter-club Play.....	6
1.5.	Insurance.....	6
1.6.	Referees for Seasonal Play.....	6
1.6.1.	Competitive.....	6
1.6.2.	Recreational.....	6
1.7.	Fields for Seasonal Play.....	6
1.8.	Rules of Competition.....	7
1.9.	Championships.....	7
1.10.	Registration Fees.....	7
1.11.	Inter-Club Disputes.....	7
1.11.1.	Method.....	8
2.	Meetings of the Association.....	8
2.1.	Designation of Voting Representatives.....	8
2.2.	Determination of votes.....	8
2.3.	Order of Business.....	9
2.4.	Minutes of Meetings.....	9
3.	Executive Board of Directors By-Law.....	9
3.1.	Comprised of:.....	9
3.2.	Authority:.....	9
4.	Member Clubs.....	10
4.1.	Club Territories.....	10
4.2.	Club Standing with BYSA.....	10
4.2.1.	Loss of Good Standing.....	10
4.2.2.	Appeal loss of good standing.....	10
4.2.3.	Clubs in Bad Standing.....	10
4.2.3.1.	Penalties.....	10
4.2.3.2.	Suspensions.....	11
4.3.	Club Functions.....	12
4.3.1.	Registration of Players.....	12
4.3.2.	Recruiting of Players.....	12

4.3.2.1.	DIV III and DIV IV	12
4.3.3.	Fees for Players.....	12
4.3.4.	Playing Fields and Equipment	13
4.3.5.	Conduct of Players, Coaches and other Adults.....	13
4.3.6.	Uniforms and Personal Equipment	13
4.3.7.	Promotions, Sponsorships and Fundraising.....	13
4.3.8.	Additional Club Responsibilities and Expectations.....	13
4.3.8.1	List of Officers	13
5.	Appointed Officers.....	13
5.1.	Recreational Division Managers	13
5.2.	Director of Coaching.....	14
5.3.	Scorekeeper/Scheduler - Recreational	14
5.4.	Appeals Chairperson	14
5.5.	Discipline and Protest Chairperson	14
6.	Discipline/Protest/Grievance and Appeals	15
6.1.	Protests	15
6.2.	Grievances	15
6.3.	Discipline & Protest Committee	15
6.4.	Suspensions and Probations	15
6.5.	Protest and Appeal Hierarchy	16
7.	Amendment.....	16
8.	Revision History	17

1. Functions of the Association

BYSA shall exercise the functions set forth in this article and shall have such authority as is set forth in this constitution or which may be added to this constitution by the member clubs. All functions not delineated in this constitution or specified by state or national soccer organizations to which BYSA is subject shall remain with the member clubs.

1.1. Parent Organization

BYSA shall be the parent organization for the member clubs. BYSA shall establish the requirements for membership in BYSA, admit new clubs to BYSA and assist its members or other groups wishing to become soccer clubs.

1.2. Financial Responsibility

1.2.1. Non-profit Tax Exempt Status

BYSA shall conduct itself so as to maintain its non-profit tax-exempt status. The BYSA Treasurer shall annually submit financial statements and tax forms as required by the taxing agencies. Member clubs are encouraged to obtain their own non-profit tax-exempt status.

1.2.2. B.Y.S.A. Accounts

All BYSA funds shall be maintained in accounts guaranteed by the United States Government and the balance in each account shall not exceed the limit of that guarantee. No BYSA funds shall be maintained as currency. The BYSA Treasurer and at least one other elected BYSA officer shall be authorized to make transactions for all BYSA accounts.

1.2.3. Financial Documentation

The BYSA Treasurer shall record all financial transactions. All disbursements shall be documented with receipts and/or invoices. At the end of each fiscal year, the BYSA Treasurer shall submit to the membership a full financial status report. All financial documentation shall be retained for three years after the current year.

1.2.4. Annual Budget

Prior to each fiscal year a budget shall be approved by the membership. During that fiscal year the BYSA Board may, without further membership approval, authorize any budgeted expenditures. Expenditures not included in the budget or those exceeding the budgeted amount must be approved by a majority of the membership. Each elected BYSA officer shall be budgeted an amount sufficient to cover the costs of fulfilling their office.

The annual budget should take into consideration the following:

Division IV playoffs, Eastern District Playoffs, State Playoffs, Registration Software (updates), Office supplies and equipment, Game Reports, Advertising, Association Registrar Compensation, Tax preparer, web site maintenance costs, Division II tryouts and the Winter and Summer STYSA Governing Board Meetings.

1.2.5. Reserve Funds

BYSA shall maintain reserve funds equivalent to 50%, plus or minus \$1000, of its average annual expenses not including registration fees paid to STYSA and USYSA. These funds shall be maintained in a separate, interest earning account. If withdrawals are made the fund shall be restored to the required amount no later than the end of the following fiscal year. If this reserve fund should exceed its authorized amount, the surplus shall be returned to the operating account. All D&P fines shall be deposited into the reserve fund account.

1.2.6. Surplus Funds

BYSA shall budget and operate so as to maintain its non-profit status. If, at the end of the BYSA fiscal year, income has exceeded expenses by more than \$1.00 per registered player and the amount in the reserve fund complies with By-Law 1.2.5, then the surplus shall be prorated on a per player basis and refunded to the member clubs.

1.2.7. Reimbursement for Personal Expenses

Individuals may be reimbursed for personal expenses made on the behalf of BYSA providing the BYSA Board has previously approved them. Expenses that BYSA will reimburse for include, but are not limited to, local and long distance telephone calls, postage, office supplies and use of their personal vehicle. Mileage shall be reimbursed at the rate currently authorized by the U.S. Internal Revenue Service. All reimbursement requests shall be in writing and shall be approved by at least two elected BYSA officers.

1.2.8. Fiscal Year

The fiscal year as registered with the United States Internal Revenue Service is April 1 through March 31.

1.3. Registration of Players

BYSA shall register all players and provide for any higher level of registration at state or national levels. BYSA shall furnish official identification cards for each registered player.

Date of Registration.

The player / coach will be considered registered at the point in time when:

- a. the Club / Association Registrar has in their possession a registration form of the type normally used by that STYSA Member or information submitted electronically through an on-line registration process;
- b. the birth date of the player has been verified;

- c. the players' (if a minor) parent or guardian has given permission either by signing the registration form or indicating permission electronically through an on-line registration process;
- d. the required fees have been received.

1.4. Rostering of Teams and Inter-club Play

The scheduling of inter-club regular season play shall be accomplished by BYSA, as well as make-up games, replay of disputed games, etc.

All competition and exhibition play with teams outside BYSA shall be arranged through BYSA. The member clubs may arrange competition, exhibition or practice games with teams within BYSA so long as such games do not interfere or impact regular season play or sanctioned tournaments.

1.5. Insurance

BYSA shall contract for player insurance and for liability insurance for officers, coaches and officials of BYSA and member clubs.

1.6. Referees for Seasonal Play

1.6.1. Competitive

The BYSA Referee Coordinator shall schedule referees for all home games for BYSA teams playing in HYSA. BYSA will bill member clubs for proper referees fees. The member clubs will be responsible for providing appropriately licensed referees of the correct age for these games proportional to their number of teams playing in HYSA.

1.6.2. Recreational

BYSA requires each member club to have sufficient number of appropriately licensed referees of correct age to referee their Division III and IV games during the regular season. The member clubs will be responsible for paying and scheduling these referees for all games at their home fields. Rules and regulations pertinent to referees and officials will be revised as the BYSA Governing board deems necessary.

Referees may become members of the BYSA and become eligible for coverage under BYSA liability coverage. Referees who are also coaches or officials of BYSA or one of its member clubs are already covered by BYSA liability coverage.

1.7. Fields for Seasonal Play

BYSA shall adopt standards for playing fields for the various divisions. Prior to the start of season play, clubs within BYSA shall inspect their respective playing fields according to the BYSA field inspection criteria. Required documents shall be submitted at

Recreational bracketing meeting. No games will be played on non-conformant fields until all forms are submitted to BYSA.

Sizes of fields and goals and field marking guidelines shall be according to STYSA Rules and Procedures published annually.

For inter-association play, the clubs registering traveling teams shall designate the fields to be used for such play. These clubs shall be responsible for marking and preparation of the fields for inter-association games.

At the June BYSA meeting, each club shall submit a list of fields available to the Secretary for BYSA Division III and IV play. This shall include maps (in pdf format) of the fields for the upcoming season (to be used in the BYSA website).

1.8. Rules of Competition

BYSA shall adopt STYSA's rules of competition and they will become part of BYSA's Rules and Procedures.

1.9. Championships

The BYSA Rules & Procedures shall contain the procedures for determining the championships of each age division of play. These procedures will be reviewed and revised as the BYSA Governing board deems necessary or as requested by member clubs.

1.10. Registration Fees

Registration fees cover such items as state and national registration fees for youth players; office expenses, which may be authorized by the member clubs; publicity and public relations expenses for promotion of soccer and BYSA activities; equipment furnished by BYSA; trophies and awards; liability insurance for officers, coaches and officials of BYSA and other member clubs; assessments which may be approved by BYSA. Unless otherwise stated, assessments shall be on a per capita basis, viz. a viz. number of registered players. Generally, BYSA assessments shall be determined prior to registration and collected at time of registration and due when the registrations are presented to BYSA by the member club.

1.11. Inter-Club Disputes

BYSA shall have the authority to settle all disputes between member clubs, to discipline players or coaches or officials of BYSA or to take appropriate action against member clubs found in violation of BYSA/STYSA rules and regulations.

BYSA shall also represent any member club in disputes with clubs or teams from other associations within STYSA.

1.11.1. Method

BYSA shall establish a Discipline and Appeals Committee to handle league (Association) discipline and protests when required.

2. Meetings of the Association

2.1. Designation of Voting Representatives

Each club shall provide in writing the name of its representative(s) and alternate(s) to BYSA. This notification shall be filed with the BYSA Secretary and is effective at the date filed, or at a later date if so stated in the notification. Notifications shall remain in effect until canceled by the club. Notification shall state order of service for alternates if more than one alternate is named.

When the voting representative is absent, the alternate shall inform the President during the roll call of clubs that he is representing the club at that meeting.

Only the designated voting representatives (or their alternates) of Clubs who are in Good Standing shall vote at BYSA meeting, or shall move or second motions. Discussion is open to the public, but may have time limitations set by the President.

2.2. Determination of votes

Votes shall be reapportioned at the November meeting so that each club shall have one (1) voting representative on the Governing Board per 250 players or portion thereof registered as of November 1st. i.e.

From	Through	Votes
1	250	1
251	500	2
501	750	3
751	1000	4 etc.

The seven officers of BYSA Executive Board are eligible to vote on the Governing Board except in election of officers. The BYSA President may only vote to break a tie vote. BYSA officers shall not during their period of service be a member club representative or alternate, (since they already have a vote as a BYSA officer and no one should have more than one vote). Officers and voting representatives (or their approved alternates) must be present to vote. Each club is only required to have one representative present at a BYSA Governing Board Meeting to represent their club. The clubs may have as many persons

at a meeting as they wish, but must declare at the start of the meeting who are the official representatives. One representative or alternate can cast their clubs allowed votes if they are the only one present with written permission from their club President. BYSA Officers may not cast a vote in absentia or by proxie. Clubs must have all voting members present for officer elections and rule change votes in order to cast their clubs votes.

2.3. Order of Business

The normal order of regular business meetings for BYSA shall be as follows, unless a change is moved and approved by the members:

- A. Roll call of clubs
- B. Approval of minutes of previous meeting
- C. Hear from Visitors
- D. Special Reports (written if possible)
- E. Officer's Reports (written if possible)
- F. Committee Reports (written if possible)
- G. Communications (written if possible)
- H. Old Business
- I. New Business
- J. Adjournment

2.4. Minutes of Meetings

The secretary or designated person shall record suitable minutes of each regular or special meeting and shall reproduce copies of these minutes for distribution to each member club prior to or at the next regular meeting. Such minutes shall be offered by the Secretary or designated person and any corrections, additions, and/or deletions shall be made before acceptance by the member clubs. The secretary shall preserve a complete set of minutes of each meeting as part of BYSA's records. If Secretary is not present, the presiding officer shall designate a person to fulfill his/her duties for the meeting.

3. Executive Board of Directors By-Law

3.1. Comprised of:

The six officers and the immediate Past President shall constitute the Executive Board of the association.

3.2. Authority:

The Executive Board shall have the authority to represent and conduct business for BYSA between Governing Board meetings.

4. Member Clubs

4.1. Club Territories

Each member organization (herein called club) shall have a territory within the jurisdiction of BYSA which shall be determined on joining BYSA once an area is assigned to a club, it shall not be deleted from the club's territory without the consent of the club.

4.2. Club Standing with BYSA

4.2.1 Loss of Good Standing

Any Club with no designated representative or alternate present for one BYSA Board meeting, or any Club which is delinquent in payment of its registration fees or any fine to BYSA or which has failed to comply with BYSA deadlines or requirements shall be considered to lose its good standing. Delinquent shall mean any fee or payment that is 61 days past the scheduled payment as shown on the calendar, or 61 days past the due date on an invoice.

4.2.2 Appeal loss of good standing

Any club which has lost the status of “good standing” can appeal to the Executive Board. The appeal must be entered in writing within 48 hours after the notification of loss of good standing. The executive board will evaluate the appeal and vote on the appropriate actions to be taken.

4.2.3 Clubs in Bad Standing

Any club that has lost its status of “good standing” from any of the reasons mentioned in 4.2.1 of the BYSA By-Laws, will be subject to the penalties outlined in 4.2.3.1 of the BYSA By-Laws. The BYSA President or designee will notify the affected club “48 hours” after the offense has occurred via certified mail.

4.2.3.1 Penalties

- **1st month of offense:**
 - Voting rights temporarily suspended until such rights are reinstated by a simple majority vote of the Governing Board
 - Possibility of Suspension as the Governing Board deems necessary.
- **2 continuous months of Bad Standing:**
 - Voting rights temporarily suspended
 - Possibility of All games in which club participates in are forfeited until such rights are reinstated by a simple majority vote of the Governing Board

- Possibility of Suspension as the Governing Board deems necessary.
- **3 or more continuous months of bad standing:**
 - Voting rights temporarily suspended
 - Possibility of games in which club participates in are forfeited
 - Possibility of Suspension as the Governing Board deems necessary.
 - The Governing Board will review the club's membership within BYSA, with a 2/3 vote the Governing Board can revoke the club's membership from BYSA. (If the Governing board doesn't revoke the club's membership by a 2/3 vote the Executive Board reserves the right to create an alternative penalty that will be voted on by the Governing Board and will be passed by a simple majority.)
- **Regular status (4 times out of a calendar year) of "Bad Standing" but not continual:**
 - The Executive Board reserves the right to create an appropriate penalty that will be voted on by the Governing Board and will be passed by a simple majority.
- **Clubs, Teams, and/or individuals can also be suspended as the BYSA Executive Board and/or D&P deems necessary.**

4.2.3.2 Suspensions

- **Suspension** is defined as follows:
 - a. A coach, assistant coach or trainer may not attend or observe one or more matches and may not participate in warm-up or half-time activities of the match or matches.
 - b. A player may not play in one or more matches; however, he/she may attend the next match or matches played by the team, but not in uniform.
 - c. Individual. Any other suspension of a person under these procedures is defined as: The person shall not attend or observe any BYSA sponsored event including practices, games, tournaments or any other event for the term of the suspension.
 - d. **Team.** Team suspension shall be defined as:

1. The team shall not compete in any BYSA, STYSA sponsored activity including practices, season games, friendly games, or tournament play.
 2. No travel permits may be approved.
 3. No more than five (5) players from the suspended team may transfer to or play on any one team.
 4. The coach of the suspended team may not coach any of the players of the suspended team during the suspension with the exception of his / her child.
- e. **Club.** The suspension of a club means the loss of rights and privileges including any one or all of the following:
1. Loss of right to participate in BYSA Fall Championship playoffs, including District and State Tournaments.
 2. Loss of right to participate in US Youth Soccer National Championship play.
 3. Fines.
 4. Loss of voting privilege.
 5. Loss of any other right or privilege provided by BYSA, STYSA, USYSA, USSF and / or FIFA.

4.3. Club Functions

4.3.1. Registration of Players

Each club is responsible for advertising for and registering players and adults. Registration periods shall comply with BYSA rules and bylaws, and in accordance with those rules set forth for Member Associations by STYSA. All players and coaches must be registered with BYSA through their BYSA Member club. Member clubs shall submit required registration information to BYSA in accordance with defined registration periods. Players shall not be eligible for competition until such registration with BYSA occurs.

4.3.2. Recruiting of Players

4.3.2.1. DIV III and DIV IV

Recruiting of players for Division III and Division IV is strictly prohibited. All allegations of improper recruiting will be investigated by the D&P and if proven shall result in disciplinary action against coach, team, and/or club.

4.3.3. Fees for Players

Each club shall establish its own schedule of player fees. As a guideline, player fees should include the fees for BYSA, and club expenses for the year so that payment of one fee covers all. Each member club is responsible for payment of BYSA fees and levies for its players. Such fees shall be due at the time the player is registered with BYSA

although actual time of payment may be different for the convenience of the BYSA Treasurer or the member club.

4.3.4. Playing Fields and Equipment

Each member club is responsible for providing sufficient playing fields of the required sizes to support home team scheduling for its own teams. The clubs shall be responsible for goals, nets, corner flags and marking of the fields to meet BYSA standards, and the home team shall provide a game ball.

4.3.5. Conduct of Players, Coaches and other Adults

Each member club is expected to maintain and promote good sportsmanship and good conduct at its games. Players, coaches and other adults are expected to obey the laws of the game and accept the decisions of the officials with good grace. Foul language will not be tolerated.

4.3.6. Uniforms and Personal Equipment

Each member club shall make sure that teams are in minimum uniform as specified by STYSA.

4.3.7. Promotions, Sponsorships and Fundraising

Each member club may engage in promotions, solicit sponsorships for teams and conduct fund raising projects. As a matter of policy, each member club should confine fund raising or sponsorship drives to its area of jurisdiction or members place of employment. Promotions and fund raising projects should be reported to BYSA to avoid conflicts with other clubs and to allow BYSA to benefit soccer through coordination at BYSA's level.

4.3.8. Additional Club Responsibilities and Expectations

4.3.8.1 List of Officers

Each club shall submit a list of officers and a financial report as specified by BYSA by the May BYSA Meeting. BYSA may audit the financial records of any or all clubs at its discretion.

5. Appointed Officers

5.1. Recreational Division Managers

The age-group (U-6, U-8, U-10, U-12, etc.) division managers - for all Age-Divisions for which BYSA schedules inter-club play – may be appointed by the President with approval from the Governing Board prior to June 1. They will oversee scheduling as well as the assignment of fields for all teams playing within BYSA. They will be the coordinator for all questions concerning game schedules and field assignments during the playing season.

5.2. Director of Coaching

The BYSA President shall appoint a Director of Coaching to oversee the coaches development within BYSA and the Academy team program with the approval of the Governing Board. The DoC should have a National Youth license or a National D or higher competitive license.

The DoC (and his/or her appointees) shall be responsible for:

- a. Development of coaches within BYSA including scheduling coaching clinics.
- b. Critique of coaches as requested by BYSA, including any remedial instruction deemed necessary.
- c. Participation and or chairing the Academy Team Committee.
- d. Publicity for Academy Team Organization/Participation.
- e. Help in the development of a curriculum for Academy programs.

5.3. Scorekeeper/Scheduler - Recreational

The BYSA Scorekeeper/Scheduler shall be appointed annually by the BYSA President. The Scorekeeper shall be responsible to enter any forfeit scores and also shall be responsible for keeping Division III and IV Standings and penalty point reports throughout the playing season. It shall be the responsibility of the Scorekeeper/Scheduler to notify the BYSA and STYSA Appeals Chairperson when:

1. BYSA - Players reach 9 or 18 penalty points.
2. STYSA - Any individual has accumulated 21 points
3. BYSA and STYSA – When teams have 2 (two) Non-Administrative Forfeits.

5.4. Appeals Chairperson

The President of BYSA shall appoint an Appeals Committee Chairperson as needed. The chairperson will preside over Appeals Hearings, but shall not have a vote except to break a tie. The chairperson will make arrangements for a person to record minutes at each hearing. These minutes along with the Chairperson's report shall become a part of the permanent record of BYSA kept by the Secretary. The Chairperson shall publish the results and actions of the Appeals Committee.

5.5. Discipline and Protest Chairperson

The President of BYSA shall appoint a Discipline and Protest Committee chairperson as needed. The chairperson will preside over Discipline and Protest Hearings, but shall not have a vote except to break a tie. The chairperson will make arrangements for a person to record minutes at each hearing. These minutes along with the chairperson's report shall become a part of the permanent record of BYSA kept by the secretary. The chairperson shall publish the results and actions of the Discipline and Protest Committee.

6. Discipline/Protest/Grievance and Appeals

6.1. Protests

The protest procedures are described in the Rules and Procedures. Protests of games played between two teams with a single club shall be decided by the club, and there will be no appeal of its ruling. A protest should not be viewed by any coach as a manner of obtaining a victory, but should be viewed in light of BYSA's purposes and objectives as described in Part I, Article II of this Constitution.

6.2. Grievances

A "grievance" is any complaint which is not a protest or an appeal and which does not request changing the outcome of a specific game. Grievances concern a violation of BYSA, STYSA, USYSA, or USSF Constitutions, By-Laws, or Rules and Procedures or involve disputes between members of two Clubs within BYSA.

The grievance procedures are described in the BYSA Rules & Procedures. Any member or group of members may, through their club President, present complaints to BYSA.

6.3. Discipline & Protest Committee

This committee will consist of a chairperson appointed by the BYSA President and one representative from each member club. A minimum of three members of the committee will meet with the chairperson to conduct a disciplinary or protest hearing. Its club President will appoint each club representative. In cases where a club cannot or will not provide a representative the BYSA President will appoint a person to represent the club or will allow the hearing to proceed without a representative from that club. A member will abstain and excuse himself in all actions in which his home club is one of the parties. A member will abstain and excuse himself in all actions in which he cannot be impartial. Decisions shall be made by majority vote of the committee members present at the meeting. The Chairperson may not vote.

A certified referee may assist the Discipline and Protest Committee with matters relating to the laws of the game. This position is strictly advisory and will normally be the duty of the Referee Administrator.

6.4. Suspensions and Probations

The Appeals Committee shall have final ruling on all player, coach, team, administrators, parents, spectators, or clubs suspensions and probations.

6.5. Protest and Appeal Hierarchy

All appeals shall follow STYSA's Discipline, Protest, Grievance, and Appeal Procedures. The line of authority for an appeal shall be:

- a. BYSA Appeals Committee
- b. STYSA Appeals Committee
- c. STYSA Executive Committee only in disputes between member associations or their member clubs, then
- d. USSF National Appeals Committee

A plea of ignorance to the rules and regulations is not sufficient grounds for appeals or protests.

7. Amendment

These By-Laws may be regularly amended, altered or repealed only during the months of January thru April by a two-thirds majority of the Governing Board, (not a two-thirds quorum) provided that each club has received written notice of the proposed changes fourteen (14) days prior to the meeting. Further, should any substantive change be proposed in the amendment change at this meeting, the matter must be deferred until the next regular meeting of BYSA, if any club representative present so requests, for the purpose of determining the will of his member club.

In an emergency, the constitution or its by-laws may be amended at any time in the following manner:

- a. Every club president and/or vice-president must receive a "request for emergency amendment" and the text of the amendment at least 48 hours in advance.
- b. A one-half vote of the Governing Board (not 1/2 quorum) will be required to CONSIDER an emergency amendment.
- c. A two-thirds (2/3) majority vote of the Governing Board (not 2/3 quorum) will be required for passing the amendment.

8. Revision History

The following are a summary of the changes made to the BYSA By-Laws during the past 12 months.

Date	Revised By	Changes