



# CONSTITUTION OF ALVIN YOUTH SOCCER CLUB

## ARTICLE I. NAME

This association shall be known as the Alvin Youth Soccer Club (AYSC), referred, herein as the "Club".

## ARTICLE II. PURPOSE

The purpose of the Club shall be to develop, promote, and administer the game of soccer among players under 19 years of age within the as boundaries defined by Bay Area Youth Soccer Association. This purpose shall include recruiting of players, collecting of all fees and sponsorships, and any other legitimate activity appropriate to conducting a soccer program.

## ARTICLE III. COLORS

The representative colors of the Club shall be orange, white and black.

## ARTICLE IV. AFFILIATION

The club will be affiliated with the Bay Area Youth Soccer Association and any further affiliations derived from Membership in BAYSA.

## ARTICLE V. MEMBERSHIPS AND CLUB AREA

Membership in the Club will be open to any person residing in the Alvin Youth Soccer Club area as defined by BAYSA. Members are defined as Club coaches, Board Members and guardians/parents of a registered child and/or children. No dues or fees will be charged to adults, unless they are Members of teams or belong to referees or game official organizations. Fees or dues for youth soccer players shall be established by the Club and be sufficient to defray the cost of the program. Fees or dues may be changed from time to time as warranted by expenses and experience.

## ARTICLE VI. MEETINGS OF MEMBERS

1. **ANNUAL MEETING:** An annual meeting for Members shall be held in the month of July of each year for the purpose of electing Executive Board officers and for the transaction of such other business as may come before the meeting. If the election of Executive Board officers shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Executive Board shall cause the election to be held at a special meeting of the Members as soon possible.

2. **SPECIAL MEETINGS:** Special meetings of the Members may be called by the President, or the Executive Board.

3. **PLACE OF MEETING:** The Executive Board may designate any place as the place of meeting for any annual meeting or for any special meeting called by the Board.

**4. NOTICE OF MEETINGS:** Written or Digital via Facebook or Website stating the, day and hour of any meeting of Members shall be extended not less than 4 nor more than 21 days before the date of such meeting or when required by statute or by these articles. The purpose or purposes for which the meeting is called shall be stated in the notice.

**5. INFORMAL ACTION BY MEMBERS:** Any action required by law to be taken at a meeting of the Members, or any action that may be taken at a meeting of Members, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by two percent (2%) of the Members present entitled to vote with respect to the subject matter thereof.

**6. QUORUM:** Representatives in attendance shall constitute a quorum. Each team will be allowed one (1) vote. In the case of a Member having the potential to represent more than one team, only one vote per representative shall be allowed (the Member shall designate which team they are representing).

**7. NOMINATIONS:** The President shall appoint a nominating committee at the July meeting to seek out qualified candidates for offices for the coming year. Each Member shall have the right to nominate candidates for any office. The nominating committee shall have the duty to ascertain from each nominee that if elected they be willing to serve and fulfill all duties of their nominated position as defined under Article 8. The nominating committee shall report its results at the July meeting and the results of its findings. Nominations from the floor may be made during the election held at the July meeting with the provision that persons nominated from the floor shall be present and affirm the willingness to serve if elected or such person shall have stated the intention in writing and this intent is presented to the President at the time the nomination is made.

**8. BALLOTING:** Balloting shall be by the Members with each Member casting one vote. At the request of any Member, voting shall be written secret ballot. In case of secret ballot, the President shall appoint a committee from those present to collect, tabulate, and report results of the balloting.

**9. CASTING OF VOTES:** Except as otherwise noted in Section 5 of this Article, all votes must be cast in person and may not be voted absentee, by proxy, or otherwise assigned.

**10. ORDER OF BUSINESS:** The normal order of a regular business meeting for the Club shall be as follows unless a change is moved and approved by the Members.

- a. Minutes of Previous Meeting
- b. Communications
- c. Report of Treasurer
- d. Officer Reports
- e. Any Special Reports
- f. Old Business
- g. New Business
- h. Adjournment

**11. RULES OF PROCEDURES:** Unless specifically called out in this constitution and by-laws or state or national association rules, Robert's Rules of order (current edition) shall apply to conduct business at regular or special meeting.

## **ARTICLE VII. EXECUTIVE BOARD**

1. **GENERAL POWERS:** The affairs of the Club shall be managed by its Executive Board. Executive

Board members shall be the elected officers as specified in Article 8.

2. **TERM OF OFFICE:** Each officer shall hold office until the next annual meeting of Members when the position is up for election and until his successors shall have been elected and qualified. The term for each officer is two years and a 6-month advisory position. The President, Secretary, Scheduler and Scorekeeper will be elected in odd numbered years, the Vice President, Registrar, Treasurer and Discipline and Protest Officer will be elected in even numbered years.

3. **REGULAR MEETINGS:** A regular annual meeting of the Executive Board shall be held without other notice than this section immediately after, and at the same place as the annual meeting of Members. The Executive Board may provide by resolution the time and place for the holding of additional regular meetings of the Executive Board without other notice than such resolution.

4. **EMERGENCY EXECUTIVE MEETINGS:** Emergency Executive meeting of the Executive Board may be called by or at the request of the President or any two Executive Board Officers. The person or persons authorized to call emergency executive meetings of the Executive Board may fix any place and time, within or without the State, as the place for holding any emergency executive meeting of the Executive Board called by them.

5. **NOTICE:** Notice of any emergency executive meeting of the Executive Board shall be given at least two days previous thereto by written notice delivered personally, by telephone or by electronic commutation. Any officer may waive notice of any meeting. The attendance of an officer to any meeting shall constitute a waiver of notice of such meetings, except where an officer attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at a meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these articles.

6. **QUORUM:** A majority of the active Executive Board officers as defined in Article 7 - Section 1, or 2 Executive officers and three appointed officers with voting rights as defined by Article 8 - Section 14, shall constitute a quorum for the transaction of business at any meeting of the Executive Board. If less than a quorum is present at said meeting, a majority of the officer's present at said meeting may adjourn the meeting from time to time without further notice.

7. **MANNER OF ACTING:** The act of a majority of officer's present at a meeting at which a quorum is present shall be the act of the Executive Board, unless the act of a greater number is required by this constitution.

8. **VACANCY:** Any vacancy occurring in the Executive Board shall be filled by the affirmative vote of a majority of the remaining voting officers at the present meeting, as specified in Article 8 - Sections 1 and 14, though not less than a quorum of the Executive Board. An officer elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office. Any position to be filled by reason of an increase in the number of Executive Board officers shall be filled by election at an annual meeting or at a special meeting of Members called for that purpose.

9. **COMPENSATION:** Officers as such shall not receive any stated salaries for their services, but by resolution of the Executive Board any officer may be indemnified, for expenses and costs, including attorney's fees, actually and necessarily incurred by him in connection with any claim asserted against him, by action in court or otherwise, by reason of his being or having been such officer, except in relation to matters as to which he shall have been guilty or negligence of misconduct in respect of the matter in which indemnity is sought. Board Members that attend and assist in the duties of 3 or more registration or special projects approved by the board will be able to register up 2 children for the corresponding season free of charge.

10. **REIMBURSEMENT:** Prior to any purchases made board members must provide estimate of purchase amount. All requests for reimbursement must be submitted to the Executive Board for approval. The request form is located on the Alvin Youth Soccer website. AYSC Board Members cannot reimburse themselves.

11. **BOARD OF CONDUCT:** The Executive Board may convene as a Board of Conduct to rule on matters of or pertaining to the conduct of any officer, coach, player or other matters of or pertaining to disputed decisions or actions of the officers. The ruling of the Board of Conduct on such matters can be appealed within 14 days of the board's ruling.

## **ARTICLE VIII. OFFICERS**

1. **OFFICERS:** The Executive Board officers of the Club shall be a President, a Vice President, a Secretary, a Treasurer, a Registrar, a Scheduler, a Scorekeeper and Officer of President of Discipline and Protest. The President will appoint a minimum of six (6) Officers as described in Section 14. The President as required to insure all aspects of the Club's responsibilities to the Members are duly administered may appoint additional Officers. All appointed Officers shall be confirmed by a majority of the Executive Board. The Executive Board may elect or appoint all other officials, including one or more Assistant Secretaries and one or more Assistant Treasurers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Executive Board. Such appointed officers serve as associate members of the Executive Board but without voting rights on the Board. Associate officials may be removed by action of the Executive. Any person wishing to be elected or appointed to the Executive Board must have the qualifications as listed under section 2

2. **ELECTION AND TERM OF OFFICE:** The Executive Board officers of the Club shall be elected at the regular annual meeting of the Members as specified in Article 6 - Section 1. Each Executive Board officer shall hold office until his successor shall have been duly elected and shall have been qualified. Qualifications to be nominated or appointment to the Executive board position are as follows, Any person wishing to be elected or appointed to the Executive Board must have served a minimum of 1 year (2 seasons) as a Volunteer Coach, Team Parent, Trainer or non-executive board member with AYSC prior to being considered for appointment or nominated for election. President shall have served a minimum of 1 year on the EXECUTIVE Board as a prerequisite to his/her election to the Presidency.

3. **REMOVAL:** Any officer may be removed by a two-thirds vote of the eligible voting board at special meetings called under the provision of Article 6 - Section Two. Any officer that misses three (3) consecutive scheduled Board meetings can be removed at the conclusion of the third missed meeting.

4. **VACANCY:** A vacancy in any office, because of company transfer, death, resignation, removal, disqualification or otherwise, may be filled by action of the Executive Board for the unexpired portion of the term.

5. **PRESIDENT:** The President shall be the Principal Executive Officer of the Club and shall, in general, supervise and control all of the business and affairs of the Club. He/she shall preside at all meetings of the Executive Board, represent AYSC at all BAYSA meetings and other club or public functions. He/she shall submit an annual report of the operation of the Club at the January meeting. He/she may

sign, with the secretary or any other proper officer of the Club authorized by the Executive Board, any deed, mortgages, bonds, contracts or other instruments that the Executive Board has authorized to

be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these by-laws or by statute to some other officer or agent of the Club and, in general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board from time to time.

6. **VICE PRESIDENT:** In the absence of the President or in event of his/her inability or refusal to act, the First Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions of the President. In the event the First Vice President is unavailable, another officer, previously designated, shall fill the President's vacancy. In general, he/she shall perform all duties incident to the office of First Vice President and such other duties as may be prescribed by the Executive Board from time to time.

7. **SECRETARY:** The Secretary shall keep the minutes of the meeting of the Members and of the Executive Board in one or more books provided for that purpose. He/she shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by law. He/she shall be the official custodian of the Club records, Constitution, By-Laws and of the seal of the Club and see that the seal of the Club is affixed to all documents, the execution of which on behalf of the Club under its seal is duly authorized in accordance with the provisions of these articles. He/she shall keep a register of the post office address of each Member which shall be furnished to the Secretary by such Member and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Executive Board.

8. **TREASURER:** If required by the Executive Board, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties, as the Executive Board shall determine. He/she shall have charge and custody of and be responsible for all funds and securities of the Club, receive and give receipts for monies due and payable to the Club from any source whatsoever, and deposit all such monies in the name of the Club in such banks, trust companies or other depositories as shall be selected by the Executive Board. The Treasurer will file annually or as required by law, a statement of non-profit status with the Internal Revenue Service. He/she will prepare and present a complete financial statement at the annual meeting in July. He/She will provide a monthly report of financial records, bank statements, and current expenditures. He/she is also to make deposits within 48 hours or the next business day of receiving funds. He/she will be Chairperson of Finance Committee; which shall be composed of at least two additional individuals to be appointed by the President with the consent of Executive Board and, in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time be assigned to him/her by the President or by the Executive Board.

10. **REGISTRAR:** The Registrar will be responsible for the yearly registration of players. He/she also will file the proper paperwork in a timely manner with BAYSA from these registrations. He/she will provide to the appropriate Club officers or coaches the information necessary to conduct and to assist in team formation.

11. **SCHEDULER:** The Scheduler will be responsible for all aspects of game scheduling and practice field scheduling and, in general, perform all the duties incident to the office of Scheduler will also communicate with the BAYSA Scheduler as needed and such other duties as from time to time are assigned to him/her by the President or by the Executive Board.

12. **SCOREKEEPER:** The Scorekeeper will be responsible for collecting all game cards and furnishing that information to the BAYSA Scorekeeper in a timely manner as required by BAYSA and, in general, perform all the duties incident to the office of Scorekeeper and such other duties as from time to time be assigned to him/her by the President or by the Executive Board.

**13. OFFICER PRESIDENT OF DISCIPLINE AND PROTEST:** Officer President of Discipline and Protest will be responsible for all questions relating to the qualifications of competitors, interpretation of the rules, or any dispute within the Club. He/she will advise and coordinate the filing of any dispute or protest to the BAYSA D&P committee and, in general, perform all the duties incident to the office of D&P and such other duties as from time to time be assigned to him/her by the President or by the Executive Board.

**14. Appointed officer:** The Vice-Presidents will be responsible for the management, scoping, and implementation of Executive Board policies and Club decisions in their respective areas. The titles of the Vice Presidents with a brief description of duties and responsibilities shall be decided by the Executive Board. The minimum of six Vice Presidents required for operation of the Club and their responsibilities are listed below along with other possible positions:

a. Vice President in charge of Fields - responsibilities include field acquisition, designation, development, preparation and maintenance of all soccer fields. This includes, but is not limited to, marking the fields, mowing, painting the goal posts, procurement of marking material and other duties as may be assigned by the Club.

b. Vice President in charge of Equipment - responsibilities include acquisition, distribution and return of necessary equipment for soccer team use; and acquisition and resale of old or unneeded soccer items to Club Membership. He/she shall also perform such other procurement as may be assigned him/her by the Club.

c. Vice President in charge of Concessions / Fund Raising - responsibilities include overseeing all Club fund

raising activities. He/she will coordinate and schedule any fund-raising activities that will take place. He/she will supervise the operation of the Resoft Park Concession Stand. He/she shall also perform other such duties as may be assigned him/her by the Club.

d. Vice President in charge of Coaches, Training and Education - responsibilities include all aspects of overseeing coaches including but not limited to license, clinics, appointment and training. Also responsible for player curricula by age group, player skill contests, skill training advice and player training development. He/she shall also perform other such duties as may be assigned him/her by the Club.

e. Vice President in charge of Uniforms - responsibilities include procurement of bids and samples of uniforms for the Board of Directors to select from. He/she shall also be responsible for the procurement of the uniforms, the preparation of the same and the distribution to the respective teams. He/she shall also perform such other procurement as may be assigned him/her by the Club.

f. Vice President in charge of Sponsorship - responsibilities include procurement of sponsors to obtain resources for the Club functions. He/she shall keep sponsors informed of Team progress and extend invitation to sponsors for Club events such as team games, award ceremonies, etc. He/she shall provide sponsors with Team photo. He/she shall also perform other such duties as may be assigned him/her by the Club.

Other possible positions:

g. Vice President in charge of Communications / Website - responsibilities include communications of all forms to maintain an informed Club membership and an informed interested public at large. The duties of the Communications Director shall be to organize and distribute the monthly newsletter of the club, coordinate media relations with magazines, the press, the internet, TV and radio and perform such other duties as may be assigned him/her by the Club.

h. Vice President in charge of Tournaments - responsibilities include organizing the annual tournament hosted by the Club and directs the activities of the tournament organizing committee.

i. Vice President in charge of Pictures and Awards - responsibilities include picture and awards procurement and distribution. He/she shall also perform other such duties as may be assigned him/her by the Club.

The appointed Vice Presidents may be installed as voting Members of the Board by a majority vote of the Executive Board. This right, once approved, shall be non-revocable for the term of the Executive Board. The Vice-Presidents are to ensure that a broad base support from Club membership is maintained in their particular areas and that substantial membership involvement is established and maintained.

**15. ASSISTANT TREASURERS AND ASSISTANT SECRETARIES:** If required by the Executive Board, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or the Executive Board.

**16. DIRECTOR-FOUNDER:** Don Childs is hereby named to the position of permanent Director and, furthermore, shall be recognized as the 'founder' of the Alvin Youth Soccer Club to those past, present and future Members of this organization.

## **ARTICLE IX. COMMITTEES**

**1. COMMITTEE OFFICERS:** The Executive Board by resolution adopted by a majority of the officers in office may designate one or more committees, each of which shall consist of two or more officers, which committees, to the extent provided in such resolution, shall have and exercise the authority of the Executive Board in the management of the Club; but the designation of such committees and the delegation thereof authority shall not operate to relieve the Executive Board or any individual officer of any responsibility imposed on it or him by law. A committee duly designated may perform the

functions of any officer that the function of any two or more officers may be performed by a single committee, including the functions of both President and Secretary.

**2. STANDING COMMITTEE:** Standing committees shall be formed each year to aid and assist each Vice President. Each committee will be chaired by the responsible appointed Officer with members appointed by the Vice President.

**3. OTHER COMMITTEES:** Other committees not having and exercising the authority of the Executive Board in the management of the corporation may be designated by the resolution adopted by a majority of the officer's present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, Members of each such committee shall be Members of the Club, and the President of the Club shall appoint the Members thereof. Any Member thereof may be removed by the person or persons authorized to appoint such Member whenever in their judgment the best interests of the Club shall be served by such removal.

**4. TERM OF OFFICE:** Each Member of a committee shall continue as such until the next annual meeting of the Members of the Club and until his successor is appointed, unless the committee shall be sooner terminated, or unless such Member be removed from such committee, or unless such Member shall cease to qualify as a Member thereof.

5. **VACANCIES:** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provide in the case of the original appointments.

6. **QUORUM:** Unless otherwise provided in the resolution of the Executive Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of the majority of the Members present at a meeting at which a quorum is present shall be the act of the committee.

7. **RULES:** Each committee may adopt rules for its own government not inconsistent with these articles or with rules adopted by the Executive Board.

8. **AUDIT:** An audit committee selected by the Executive Board, not to include the President or Treasurer Officers as defined in Article 8 shall be selected from their own membership to conduct an annual audit, unless an external audit is completed by a qualified firm or individual.

## **ARTICLE X. DIVISION CAPTAINS**

The President may appoint division captains and they would have the responsibility of coordination and communications with the respective divisional coaches.

- a. Captain(s) Division 4- 6U through 10U
- c. Captain Division 3
- d. Captain Division 2 & 1

## **ARTICLE XI. FINANCES**

1. **REGISTRATION FEE:** The Club shall have the authority to determine appropriate registration fees to permit it to carry out its functions. These fees will cover such items as state and national registration fees for players, office expenses which are authorized by the Executive Board, publicity and public relation expenses for the promotion of soccer activities, equipment, uniforms, trophies and awards, liability insurance for officers and coaches. Unless otherwise stated, these fees shall be determined

by the Executive Board prior to the registration of each new soccer season and will be collected at the time of registration and due when the registrations are presented to the BAYSA.

2. **GRANTS:** The Club will provide a Player Fees Grant Program for the Fall Season ONLY. Players applying for the grant program will be approved or disapproved on a case by case basis by the AYSC Board Members at their monthly meetings. Each of the Grant Players will have their registration fees / uniforms waived or reduced in exchange for Parental services and contributions. These services

will be determined by the AYSC Board Members and will be documented on the Grant Application Form. If the services are not fulfilled during the season the player applied for the grant, the player will be ineligible for future grants until services are fulfilled.

3. **NON-PROFIT STATUS:** The Club shall obtain and maintain a non-profit status with the Internal Revenue Service and shall be in accordance with BAYSA.

4. **EXEMPT STATUS FOR TEXAS SALES TAX:** The Club shall obtain and maintain exempt status from the Texas Sales Tax.

5. **BONDING OF CLUB OFFICERS:** Officers of the Club who are authorized to collect and dispense Club funds may be bonded. Such bonding may be at the request of the individual or the Club.



6. **GIFTS:** Any executive board member may accept on behalf of the Club any contribution, gift, bequest or device for general or special purpose.

7. **CEASE TO EXIST:** Should the Alvin Youth Soccer Club cease to exist, residual funds will be donated to area youth organizations.

## **ARTICLE XII. AMENDING THE CONSTITUTION**

The constitution and its by-laws may be amended, altered or repealed by two-thirds of total Members present at an annual meeting, as specified in Article 6.

## **ARTICLE XIII. CONFLICT IN CONSTITUTION AND BYLAWS**

This constitution and by-laws that the Club deems necessary to add, change, or delete should not be in conflict with the constitution and by-laws of BAYSA and STYSA where applicable. If a conflict exists between BAYSA/STYSA and AYSC, the laws/rules of STYSA, then BAYSA will prevail over AYSC laws/rules.

**AYSC CONSTITUTION REVISED DURING June 2nd Special Meeting**

ASYC Ex Board