

# PENNRIDGE YELLOWJACKETS SOCCER ASSOCIATION

## CONSTITUTION

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## BY-LAWS

### TABLE OF CONTENTS

Name.....	01
Purpose.....	01
Headquarters.....	01
Colors.....	01
Membership.....	01
Leagues, Division & Teams.....	02
Government.....	02
Legislative and Judicial Powers.....	02
Officers.....	03
Nominations.....	03
Eligibility.....	03
Elections.....	04
Duties of Officers.....	04
Meetings.....	07
Quorum.....	08
Amendments.....	08
By-Laws.....	08
Rules of Order.....	08
Standing Committees.....	08
Order of Business.....	10
Policy.....	11
Travel Team Policy.....	11

# CONSTITUTION

## ARTICLE I

### NAME:

The name of this association shall be the Pennridge Youth Soccer Association, herein after referred to as PYSA.

## ARTICLE II

### PURPOSE:

The object and purpose of this league shall be the conduct of the game of soccer:

1. For the physical and moral benefit of its players.
2. For the improvement of soccer playing standards in the area.
3. For fostering the philosophy that while always playing to win, winning is secondary to gentlemanly conduct and respect for others.
4. For the enjoyment of the game.

## ARTICLE III

### HEADQUARTERS:

The headquarters of the association shall be within the playing area of the PYSA, on the state of Pennsylvania. Local headquarters in said area shall be determined from time to time by the presiding Board of Directors.

## ARTICLE IV

### COLORS:

The representative colors of the association shall be any combination of Green, Black, Yellow and White.

## ARTICLE V

### MEMBERSHIP:

#### Section 1:

This association shall consist of individuals who are interested in the welfare of youth soccer, and who are willing to work to help the PYSA fulfill the purpose of our league.

**Section 2:**

All parents of participating children or participating adult individuals are considered members of the PYSA.

**ARTICLE VI**

**LEAGUES, DIVISIONS & TEAMS:**

**Section 1:**

The Intramural Program shall be divided into leagues, divisions, and/or teams.

**Section 2:**

The Board of Directors and their appointees shall be empowered to designate leagues, divisions, and teams.

**ARTICLE VII**

**GOVERNMENT:**

This association shall be governed by its Constitution and By-Laws as herein set forth. Should a conflict arise between the PYSA Constitution and By-Laws and those of the Upper Bucks Soccer League, Eastern Pennsylvania Youth Soccer Association, and/or the United States Youth Soccer Association to which associations the PYSA is affiliated, the PYSA Constitution and By-Laws will remain in effect, except during competition with other affiliated teams from outside the PYSA and from the aforementioned organizations.

**LEGISLATIVE AND JUDICIAL POWERS:**

The legislative and judicial powers of the association except those which herein otherwise delegated, shall be vested in the Board of Directors.

## ARTICLE VIII

### OFFICERS:

#### **Section 1 (Officers):**

The officers of this association shall be represented as follows:

- President
- 1st Vice President - Intramural Coordinator
- 2nd Vice President - Travel Team Coordinator
- Secretary
- Treasurer
- Intramural Head Coach/Referee
- Equipment Coordinator
- Registrar
- Tournament Coordinator
- Sponsorship Coordinator

They, together shall constitute the Board of Directors of this Association. If a vacancy shall occur on the Board of Directors, the Board shall fill said vacancy immediately by the appointment thereto of a person to serve out the unexpired term thereof. All vacancies shall be filled by a majority vote of the Board of Directors.

#### **Section 2 (Nominations):**

A nominating committee, consisting of three previous Board Members appointed by the President shall recruit qualified personnel for each Board position for the oncoming year. Nominations from the nominating committee will be presented at the October General Membership Meeting; additional nominations from both the committee and the floor will be accepted at the November and December General membership Meetings.

#### **Section 3 (Eligibility):**

All officers shall have been a participating member of this association for at least one year. The Head Coach/Referee must have at least an "F" State Coaching License, although an "E" license would take preference. No one shall hold more than one office.

#### **Section 4 (Elections):**

1. Election of officers shall be held at the December General Membership Meeting.
2. Nominations shall be accepted from both the nominating and the general membership.
3. Elections for individual offices shall be held sequentially by separate secret ballots in the order shown in Section 1 of this Article.
4. All officers shall be elected by a majority of the general membership.
5. The term of each office or position for which an election is held shall begin the first day of the calendar year following said election and shall continue for a period of time thereafter not to exceed one year.

#### **Section 5 (Duties of Officers):**

##### **A: The duties of the President shall be as follows:**

1. Supervise the affairs and activities of the association.
2. Represent the association within the community.
3. Preside and maintain order at all meetings
4. Appoint all committees as deemed necessary by the Board of Directors. All appointees must be approved at a general meeting. Committees shall include, but are not limited to the following:
  - a) Appoint an Audit Committee on or before the December meeting. It shall consist of at least two Board Members, excluding the Treasurer, and one non-board member. The committee shall give their report at the February General Meeting.
  - b) Appoint a Nominating Committee on or before the September Board Meeting.
  - c) Appoint a Fields Commissioner.
5. Act as Ex-Officio Member of all standing committees.
6. Appoint Upper Bucks Soccer League representatives for confirmation by the Board of Directors. One of these representatives is to be the PYSA President. Representatives or alternates are expected to attend all UBSL meetings.

##### **B. Duties of the 1st Vice President - Intramural Coordinator shall be as follows:**

1. Perform the duties of the President in his absence.
2. Represent all intramural coaches and players at all business meetings.
3. Supervise the preparation of team rosters and maintain current rosters.
4. Supervise the scheduling of make-up games.
5. Appoint coaches for the intramural teams.
6. Keep the Board apprised of the intramural program.
7. Be a member of the standing committee on finance.

**C. The duties of the 2nd Vice President - Travel Team Coordinator shall be as follows:**

1. Represent all travel team coaches and players at all business meetings.
2. Organize and administer the travel teams.
3. Appoint travel team coaches for confirmation by the Board of Directors.
4. Report scores as required.
5. Keep the Board of Directors apprised of the travel team program.
6. Be a member of the standing committee on finance.

**D. The duties of the Secretary shall be as follows:**

1. Record the minutes of all business meetings.
2. Maintain complete records of all association activities.
3. Maintain a current list of elected officials, appointed positions, and membership on standing committees. Names, addresses and telephone numbers should be included.
4. Prepare a monthly mailing of minutes to the Board of Directors and distribute at least one week prior to their regular meeting.
5. Maintain a listing of all members in attendance at all association meetings.

**E. The duties of the Treasurer shall be as follows:**

1. Assume complete responsibility for all association finances.
2. Chair the standing committee on finances.
3. Keep the books and financial records of the association.
4. Receive and be custodian of all monies.
5. Pay bills as authorized by the Board of Directors through the issuance of checks.
6. Prepare monthly written financial reports.
7. Prepare a budget for submittal at the January Board meeting.
8. Secure approval by the Board of Directors on all non-recurring normal business expenditures over \$500.
9. Coordinate all areas concerning insurance, both in selecting the types and companies. This also includes the disbursement of claim forms to those needing them.
10. If applicable, assume responsibility for preparing tax returns.

**F. The duties of the Intramural Head Coach/Referee shall be as follows:**

1. Chair the standing committee on coaches and referee's.
2. Hold at least one coaches' committee meeting per month during the regular intramural season.
3. Conduct a training seminar for coaches and referees at least once prior to the start of each year's season.
4. Promote the associations philosophy on education and enjoyment of the game.
5. Attend all meetings of the grievance committee in which a coach is involved.
6. Assume complete responsibility for securing and coordinating all referees as required.
7. Be responsible for the proper indoctrination and schooling of all referees and proper certification of coaches.
8. Encourage, stimulate and direct all referees.

**G. The duties of the Equipment Coordinator shall be as follows:**

1. Assume complete responsibility for the maintenance, procurement, distribution, repair, and storage of all the equipment owned by the association.
2. Evaluate and present for the Board of Directors authorization, the equipment needs for the upcoming season, prior to the start of the season.
3. Procure quality equipment at competitive prices. All authorized purchases in excess of \$2,000 shall be procured by at least three (3) competitive bids.
4. Replacement equipment valued at less than \$25.00 per item may be obtained without prior approval of the Board.
5. Keep records of equipment expenses and inventory.
6. Distribute equipment to coaches. Outline their responsibilities with regard to care, minor repair, and return at the end of the season.
7. Post season retrieval and storage of equipment.

**H. The duties of the Registrar shall be as follows:**

1. Be responsible for documenting all player registrations.
2. Be responsible for distribution of registration materials.
3. Collect all fees and after duly recording them, turn fees over to the Treasurer.
4. Be responsible for turning over all registration forms, broken down by age group to the 1st Vice President - Intramural Coordinator.
5. Be responsible for rostering all travel teams and all intramural players with the UBSL and EPYSA.

**I. The duties of the Tournament Coordinator shall be as follows:**

1. Schedule and administer all tournaments that association intends to host, with the Penridge School District. This includes indoor and outdoor tournaments.
2. Coordinate and secure gym time for indoor travel teams with regard to practice and games.
3. Chair the standing committee on tournament concessions.
4. Establish guidelines, rules and regulations for all tournaments hosted by association.
5. Establish guidelines for association travel teams with regard to which teams participate in PYSA tournaments and which teams the association intends to enter outside of PYSA.

**J. The duties of the Sponsorship Coordinator shall be as follows:**

1. Be responsible for securing new and existing Sponsors.
2. Be responsible for distributing all sponsorship materials.
3. Coordinate with travel teams to see that the sponsors name is used in any write-ups for newspaper print.
4. Collect all fees and after duly recording them, turn these funds over to the Treasurer.
5. Be responsible for various reports detailing any sponsorship efforts.

**ARTICLE IX**

**MEETINGS:**

**Section 1 (Annual Meetings):**

The annual meeting of the Association shall be held in January.

**Section 2 (General Meetings):**

- a) General Meetings shall be held monthly at a regular time and place as determined by the Board of Directors. Any change in time or place must have prior approval by a majority of the Board of Directors, and public notice must be given of the change.
- b) All business shall be approved at the monthly General Meeting.

**Section 3 (Special Meetings):**

All business meetings of the association and/or of the Board of Directors may be made by a call of the President or twenty-five percent (25%) of the membership upon written or other notice to all concerned.

## ARTICLE X

### QUORUM:

#### **Section 1 (Annual, General and Board Meetings):**

A Quorum shall be established by a majority of the Board of Directors.

## ARTICLE XI

### AMENDMENTS:

In order to amend the Constitution and/or By-Laws of the association, the article in question must be passed by at least seventy-five percent (75%) of the members present and voting at an annual meeting. The proposed change must be aired at two consecutive meetings and voted on at the third meeting.

## BY-LAWS

### ARTICLE I

### RULES OF ORDER:

#### **Section 1:**

Roberts Rules of Order shall govern all proceedings except as provided in these By-Laws.

### ARTICLE II

### STANDING COMMITTEES:

#### **Section 1 (Grievance Committee):**

- a) Shall consist of the President (Chairman), 1st Vice President - Intramural Coordinator, Head Coach\Referee, and the 2nd Vice President - Travel Team Coordinator.
- b) The standing committee on grievance shall have full jurisdiction over the conduct of all managers, coaches, referees, and players, and shall have power in the manner herein provided, after hearing, to suspend or expel any person under its jurisdiction, guilty of violation or breach of the Constitution, By-Laws, and/or policy of this association, and/or to impose penalties as it may deem proper.
- c) Every case which shall arise in this association shall be tried by this committee who may require all parties to be present.

**Section 2 (Finance Committee):**

- a) Shall consist of the Treasurer (Chairman), the 1st Vice President – Intramural Coordinator, and the 2nd Vice President - Travel Team Coordinator.
- b) Oversee financing to support the program.

**Section 3 (Coaches):**

- a) Shall consist of the Head Coach/Referee (Chairman), and all member coaches and referees.
- b) Organize and implement intramural coaching and referee courses.
- c) Develop recommendations for playing rules.

**Section 4 (Communications):**

- a) Shall consist of Communications Coordinator, as appointed by the President, (Chairman), and other appointees as confirmed by the Board of Directors.
- b) Maintain a membership registration.

**Section 5 (Equipment):**

- a) Shall consist of Equipment Coordinator, as appointed by the President, (Chairman), and other appointees as confirmed by the Board of Directors.
- b) Shall assist in carrying out the Equipment Coordinator's duties.

**Section 6 (Fields):**

- a) Shall consist of Fields Coordinator, as appointed by the President, (Chairman), and other appointees as confirmed by the Board of Directors.

**Section 7:**

Each committee shall record and submit minutes of all official meetings to the association secretary and report their activities at regular general membership meetings.

### **ARTICLE III**

#### **ORDER OF BUSINESS:**

The order of business at all meetings shall be as follows:

1. Roll call.
2. Minutes of previous meeting.
3. Financial report.
4. Report of the President.
5. Reports of other officers.
6. Reports of committees.
7. Unfinished business.
8. New business.

The President shall have a written agenda.

### **ARTICLE IV**

The year shall be from January 1 st through December 31 st

### **ARTICLE V**

This association will not discriminate against anyone due to their race, creed, color, or national origin.

## **POLICY**

Association policy shall be adopted and/or amended by a majority of the officers. The proposed change will be voted on at the following meeting.

### **PYSA TRAVEL TEAM POLICY**

#### **AGE GROUPINGS:**

All new players must try out for their assigned age group according to EPYSA ruling (August 1).

#### **PLAYERS PLAYING UP AN AGE GROUP:**

Qualified players playing up in an age division will be reviewed on a case by case basis, using the following criteria:

1. Mutual consent of both travel team coaches involved.
2. Travel Team Coordinators approval.
3. Board of Directors involved only if deemed necessary by the Travel Team Coordinator.
4. This policy does not apply to players already on an established travel team in the association already within their age group.

#### **SECONDARY PLAYERS:**

Qualified players within our association who wish to play up in an age division as a secondary player will be reviewed on a case by case basis, using the following criteria:

1. Mutual consent of both travel team coaches involved.
2. Travel Team Coordinators approval.
3. Board of Directors involved only if deemed necessary by the Travel Team Coordinator.

Secondary players from outside of our association will not be permitted.