

**CONSTITUTION AND BY-LAWS OF  
CANYON LAKE YOUTH SOCCER CLUB**

**SECTION 1- CONSTITUTION**

**ARTICLE I**

**NAME**

The name of this organization shall be Canyon Lake Youth Soccer Club, hereinafter referred to as CLYSC. CLYSC is and shall be a non-profit organization.

**Article II**

**MISSION STATEMENT**

The mission of the Canyon Lake Youth Soccer Club is to develop individual and team skills in youth soccer while building high self-esteem, good character, physical ability and never forgetting to have fun.

**ARTICLE III**

**PURPOSE**

The purpose of CLYSC is to provide the opportunity for all who are interested, to participate in youth soccer and to develop soccer skills to each player's potential. CLYSC govern and promote the game of soccer for youth players in Canyon Lake and surrounding areas. CLYSC shall be an affiliated division of and comply with the rules and authority of San Antonio Recreational Alliance (SARA).

**ARTICLE IV**

**MEMBERSHIP**

The membership of CLYSC shall consist of each sanctioned team. Each sanctioned team is entitled to one voting seat in the general meetings. Each team representative shall agree to abide by the Bylaws of CLYSC.

**ARTICLE V**

**GENERAL MEETINGS**

A meeting of the general membership of CLYSC shall take place at the conclusion on the fall season. Any additional meeting may be called as deemed necessary by the Board of Directors. Notification shall be made to each team of the date and location of the meeting. The information shall be posted at CLYSC facilities. All meetings shall be conducted in accordance with Robert's Rules of Order.

- A. The Board shall prepare an annual report to be distributed at the General Meeting.
- B. The soccer fiscal year of CLYSC shall be from July 1 through June 30.
- C. The Board of Directors of CLYSC shall be elected at the General Meeting held at the conclusion of fall play.

- D. The books of CLYSC shall be available for inspection by Association members (7) days prior to each General Meeting.

## ARTICLE VI

### BOARD OF DIRECTORS

**4.1 THE BOARD:** The governing authority of this association whose powers shall be delegated in this constitution shall be vested with the Board of Directors. The Board shall be composed of a minimum of seven up to a maximum of eleven individuals duly elected by CLYSC at the fall General Meeting. A majority of elected Board of Directors must be present in order to decide on any issue requiring a vote. If there are two(2) or more family members serving on the Board of Directors. And they are in attendance together at the meeting, then only one vote will be allowed for such family, with said vote being held by the higher reigning board member. If only one member of the Board of Directors of that family is present, then his/her vote will be counted.

**4.2 TERM:** The officers shall be elected for a two-year term beginning July 1 and ending June 30 two years later. Officers may succeed themselves in office.

**4.3 ATTENDANCE:** Any Board of Director who is absent two (2) consecutive monthly meetings without reasonable excuse may have his/her position declared vacant by the remaining Board Members with a simple majority vote.

**4.4 VACANCY:** In the event any office becomes vacant, a successor shall be elected by a simple majority vote of the Board of Directors at any duly constituted meeting.

**4.5 REMOVAL:** Except of a vacancy for non-attendance, a majority vote of the Board of Directors then in office at any duly constituted meeting shall be required to remove any Board Member.

## ARTICLE VII

### QUORUM

A majority (50% + 1) of the number of directors then in office constitutes a quorum for transacting business at any Board of Directors meeting. The directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough directors leave the meeting so that less the quorum remains. However, no action may be approved without the vote of at least a majority of the number of directors required for a quorum. If a quorum is never present at any time during a meeting, a majority of the directors present may adjourn and reconvene the meeting once without further notice.

## **SECTION II – BYLAWS**

### **ARTICLE I**

#### **OFFICERS**

All Officers of CLYSC shall carry out the decisions of the Governing Board and shall uphold and enforce the provisions of the CLYSC Constitution, Bylaws and Rules.

All Officers and Committee Members agree to complete a background form and authorizes the Board to perform a background check. Each Officer and Committee Member understands and agrees that in the event the background check is failed that such position shall be vacated immediately.

#### **1.1 PRESIDENT**

The President is the general representative of CLYSC. He/She shall supervise all activities of CLYSC and the work of the officers. The President shall preside at all meetings, including General Meetings and Board of Director meetings. The President shall assist the Treasurer in preparing and overseeing budgets, approve all checks for expenditures. The President may appoint committees or special task forces to study projects. At any meeting at which he/she presides, he/she shall cast the deciding vote in the event of a tie or may waive the right to do so. The President shall exercise such other duties and responsibilities which are necessary or appropriate for the proper management of CLYSC. The position of the President is to only be filled by a person who has held an Executive board position for no less than 1 full year. The position of the President shall be a two-year term elected on the even numbered year.

#### **1.2 VICE-PRESIDENT**

The Vice-President will coordinate all seasonal play for the recreational program. He/She will fill in for the President at meetings when the President is unable to attend and assist the President as alternate liaison to other organizations. The Recreational Coaching Coordinator shall report to the Vice President. He/She will coordinate coaches' clinics to assure recreational coaches' training. In addition, he/she shall ensure the distribution of coaches' manuals to all recreational coaches. The Vice-President shall investigate all complaints, inquiries or problems that may arise or received by CLYSC and report the results to the Board of Directors and to the complainant. In the event of a conflict, the Vice President will relinquish the chair to an appropriate Board Member and refrain from participating. The position of Vice-President shall be a two-year term, elected on the odd-numbered year.

#### **1.3 SECRETARY**

The Secretary shall attend to all correspondence, shall record the minutes of all General and Board Meetings and shall be custodian of all correspondence initiated by the League or Board of Directors and shall maintain or oversee the records of CLYSC. The Secretary shall give notice of all meetings. The position of Secretary shall be a two-year term, elected on the even numbered year.

#### **1.4 TREASURER**

The Treasurer shall be responsible for the financial affairs of CLYSC. The funds of CLYSC shall be deposited in a FDIC bank in the name of CLYSC. All checks shall be signed by the Treasurer and/or the President. Any non-budgeted

expenditures of more than Five Hundred Dollars (\$500.00) shall first be authorized by the Board of Directors. The Treasurer shall maintain adequate systems for controlling, recording and reporting on all income, expenses, assets and liabilities. The Treasurer will be responsible for preparing financial statements, preparing an annual budget for approval by the Board at the annual General Meeting. The Treasurer will be responsible for meeting all statutory financial requirements, including filing of Federal returns. The position of Treasurer shall be a two-year term elected on the odd-numbered year.

### **1.5 REGISTRAR**

The Registrar shall supervise and assist in all matters pertaining to the registration of players in all divisions. He/she shall maintain a file for each age division which shall include individual registration forms. He/she shall have the authority to require any team to supply the necessary information in the format needed in order for him/her to properly perform his/her duties. The Registrar shall be responsible for ensuring that all players are registered in the correct age division. The Registrar shall clarify all team rosters and provide them to the Board of Directors in a timely manner. The Registrar shall oversee information concerning annual registration procedures, will work with the Treasurer to calculate player fees owed for Insurance and Uniforms, provide the necessary information to GotSport for mandated background checks on all board members, coaches, and other individuals that will be working closely with CLYSC registered players, as determined by the Board of Directors. The Registrar will initiate registration dates and register upper age groups with the San Antonio Recreational Alliance (SARA) for scheduling by cut-off date determined by SARA. The position of the Registrar shall be a two-year term, elected on the odd numbered year.

### **1.6 FIELDS AND FACILITIES DIRECTOR**

The Fields and Facilities Director will be responsible for the acquisition, preparation, and maintenance of all fields of play and practice and CLYSC facilities. He/She may appoint whomever he/she chooses to assist in preparing and maintaining the soccer fields. The Fields and Facilities Director may manage a committee of volunteers to maintain fields, facilities, and equipment. The Field and Facilities Director will coordinate each season's needs with the field layout, reconfiguring fields as needed, ensure the safety conditions of the fields are sufficient and that all goals are securely anchored, coordinate field workdays to prepare and maintain the fields and keep up the field inventory (goals, nets, etc.) and replace items as needed. The position of the Field and Facilities Director shall be a two-year term, elected on the odd-numbered year.

### **1.7 SPONSORSHIP AND FUNDRAISING DIRECTOR**

The Sponsorship and Fundraising Director shall be responsible for raising funds for CLYSC through sponsorships and fundraisers. The Sponsorship and Fundraising Director will not solicit and/or promote any sponsors and/or fundraisers which promote or are associated with alcohol and/or tobacco products. The sponsorship funds and fundraiser projects are funds that are raised in addition to registration funds. The Sponsorship and Fundraising Director will be responsible for promoting the sponsorship levels and presenting these levels to the Board of Directors for approval. The Sponsorship and Fundraiser Director will also be responsible for presenting fundraiser ideas to the Board of Directors to be voted on by the Board of Directors. The Sponsorship and Fundraiser Director may appoint a committee to help gather and distribute orders to the player participants. The position of the Sponsorship and Fundraising Director shall be a two-year term elected on the even-numbered year

## **ARTICLE II**

## **COMMITTEE MEMBERS**

The Board of Directors shall create and empower committees as necessary to conduct the business of CLYSC. The Board shall appoint members to committees and such committee members shall report to the Board unless otherwise determined. The members of any committee may be removed by the Board of Directors whenever in its judgment it is the best interests of CLYSC shall be served by such removal.

### **2.1 COACHING COORDINATOR**

The responsibility of the Coaching Coordinator is to secure coaches for teams in the appropriate age groups. All coaches and managers must have a background check and pass such background check. The Coaching Coordinator shall work with the Registrar to determine the number of teams to be formed in each age division based upon registration totals. The Coaching Coordinator shall serve as a liaison between the Officers of CLYSC and the coaches. He/She shall be responsible for keeping coaches informed of all matters relevant to their duties. He/She may call meetings of the coaches as he/she deems necessary and will chair such meetings. The Coaching Coordinator will inform and coaches of upcoming coaching education modules/courses, and will ensure that each assigned coach as the necessary coaching education. The Coaching Coordinator shall report to the Vice-President.

### **2.2 REFEREE ASSIGNOR**

The responsibility of the Referee Assignor is to assign referees to all games where necessary, manage the resource list of referees, coordinate referee certification and recertification classes, train new referees, handle referee problems and complaints, and provide periodic reports to the Board of Directors concerning issues related to referee activities and needs. The Referee Assignor shall have provided to the Board suggested referee pay, to be approved by the Board prior to the game seasons beginning.

### **2.3 TOURNAMENT DIRECTOR**

The responsibility of the Tournament Director is to complete all necessary documents to host a tournament, organize and promote all tournaments, oversee tournaments and sponsors, coordinate referees with the Referee Assignor and all tournament logistics, and assist the Treasurer with a financial report after each tournament showing revenues and expenses. The Tournament Director shall report to the President and Treasurer.

### **2.4 CONCESSIONS COORDINATOR**

The responsibility of the Concessions Coordinator is to inventory, operate and manage the operations of the concession stand during all CLYSC sponsored events and game seasons. The Concessions Coordinator and/or Board of Director must be present at all times when the concession stand is open. The Concessions Coordinator shall report to the Treasurer.

## **ARTICLE III**

## **AMENDMENTS**

Amendments to this Constitution and By-Laws may be made at any regular CLYSC Board of Directors meeting by a majority vote.

**Canyon Lake Youth Soccer Club By-Laws are to be used in conjunction with the rules, polices and procedures as published by San Antonio Recreational Alliance (SARA).**

## **ARTICLE IV**

### **TEAMS**

#### **4.1 RECREATIONAL TEAMS:**

4.1.1 Core teams are considered core if 50% of the team returns to play consecutive seasons.

4.1.2 A core team does not need to have the same Manager/Coach.

4.1.3 If a core team is moving up an age division, a younger player on the team must be allowed to move with the team if approved by the player's parents and elective Board Members.

4.1.4 Requests to particular team rosters must be approved by a majority of the elective Board Members. Requests are only considered for the purpose of creating fair play between teams. Requests are not considered for the player's talent and/or ability.

4.1.5 Gender teams may be formed if able to play same gender teams.

4.1.6 No gender teams in U6.

4.1.7 Depending on the number of same gender players (girls) registered, players will be divided equally between gender teams for balanced play.

4.1.8 If registration does not allow for balanced team formation (age pure or gender teams), teams may be moved up one age group such that older and younger players are divided out equally on mixed teams.

4.1.9 All teams forming for tournaments or regular season play must inform the elective President of CLYSC who will then inform the remaining board members.

4.1.10 Absolutely no paid trainers for U10 and below (Division IV); All trainers must be approved by CLYSC.

#### **4.2 UPPER-LEVEL TEAMS**

Upper-level teams are for players who want to be more competitive and show the skill and ability to progress into a more competitive league.

- 4.2.1 Before the formation of an upper-level team or above, it must be approved by the CLYSC Board of Directors.
- 4.2.2 A Coordinator for each upper level of play will be elected by the CLYSC Board Members.
- 4.2.3 If no applicants for a Coordinator is agreed upon, the Vice-President of CLYSC will be the coordinator with decisions approved by the Board Members.
- 4.2.4 There will be a minimum of three (3) tryouts.
- 4.2.5 Managers and/or Coaches will bid on players after tryouts.
- 4.2.6 Bids will be given to the coordinator(s) who will then contact players after tryouts have been completed.
- 4.2.7 Players have two (2) days to respond to a bid.
- 4.2.8 No Manager, Coach, Player or anyone associated with teams may contact players during the bidding process.
- 4.2.9 Players have the right to pick a team even if bid is lower, as long as the player has tried out.
- 4.2.10 After two days, if a player has not responded to the bid, the Board will place the player. (Even if to an available recreational team.)
- 4.2.11 All players must make a general tryout.
- 4.2.12 A player who registers after tryouts and has played upper level previously may play on the lowest rostered team.
- 4.2.13 Player must have played one regular season before tryouts.
- 4.2.14 Tryout dates will be set by the CLYSC Board Members.
- 4.2.15 Drills for tryouts will be approved by managers and Coordinator.
- 4.2.16 Coaches must have two (2) years coaching experience and must be approved by CLYSC Board of Directors.
- 4.2.17 Coaches and Managers must have a background check from previous Coaches teams.
- 4.2.18 All upper-level coaches must have a minimum of an "E" License before the first tryout date.
- 4.2.19 Anyone rostered as a Coach or Assistant Coach must have a minimum of age specific modules. All upper-level coaches are encouraged to increase their knowledge of the game by continuing their education through clinics and certifications.
- 4.2.20 Managers, Coaches, Trainers, and Players represent the best of Canyon Lake Youth Soccer Club as upper-level division participants and will conduct themselves accordingly. If unapproved conduct is observed, a disciplinary hearing will be held and removal from the upper-level team will be strongly considered.

4.2.21 All upper-level teams will pay the registration fees. These fees include a standard uniform and player insurance provided by USSSA; all teams are required to participate in the league fundraisers.

4.2.22 All upper-level teams have an opportunity to participate in games and tournaments in accordance with SARA.