

BYSO BY-LAWS

ARTICLE I. ELECTION OF EXECUTIVE BOARD MEMBERS

- 1.1. The election of Executive Board members shall take place at the regular June meeting of BYSO each year.
- 1.2. Executive Officers shall be elected by a simple majority of the adult membership present at the meeting as well as all duly signed and submitted proxy votes.
- 1.3. The election of Board members and officers will be an open meeting, not closed to the public.
- 1.4. Executive Board requirements:
Either:
A. Must have been a member of the Governing Board within the past 2 years,
B. Or, must have been a coach and/or referee within the past 2 years
And
C. Must be a Member in good standing with the Board
D. A Person, in good standing with the board, may have Requirements A, B and/or C waived by a simple majority vote of present membership, if no other qualified candidates have been nominated for a position.
E. President: When electing a President, will have previously served on the Governing Board within the previous two fiscal years. This does not apply if no candidates meeting this requirement are on the ballot.
- 1.5. Upon completion of Elections, the meeting will proceed per the established Agenda. The final New Business item can be the appointment of the Director Positions if the Newly Elected Board Members are ready to proceed. Appointments can be made at a later time, prior to the next Monthly Business Meeting. The newly elected Board will assume control of all League business immediately following the Adjournment of the June Business Meeting.
- 1.6. Members may be elected to (1) Executive Board position and may be appointed to (1) additional Director Position. Directors may hold up to (2) Director positions. Any one person remains entitled to (1) vote, regardless of the number of seats held. If the President holds a Director Position, he/she will continue to abstain from voting, except in the case of a tie breaker.

ARTICLE II. VOTING

- 2.1. Each member of the Governing Board (the Governing Board is comprised of the Executive Officers plus all Directors and Member at Large Appointments) shall have one vote.
- 2.2. A majority of the voting power of the Governing Board members which are in good standing shall constitute a quorum at all meetings of the Governing Board.
- 2.3. A majority of the members of any committee or group shall constitute a quorum at such meetings.
- 2.4. The members present at any duly organized meeting may continue to transact business until adjournment, even though enough members leave which creates less than a quorum.

2.5. A majority of votes represented shall decide all questions unless specifically provided otherwise.

2.6. Proxy votes that are written, signed and dated, shall be accepted and counted.

ARTICLE III. DUTIES OF OFFICERS

3.1. PRESIDENT. The President shall be the Chief Executive Officer of BYSO and shall have the following duties and responsibilities:

3.1.1. shall preside at all meetings of the BYSO Governing Board;

3.1.2. may create committees and appoint chairpersons to head them;

3.1.3. at any meeting at which he/she presides, his or her power to vote may be exercised only when necessary to break a deadlock

3.1.4. may appoint delegates to any member association meetings;

3.1.5. shall submit an annual report in writing at BYSO June meeting to all members in attendance, prior to the election and the report shall become part of the minutes;

3.1.6. with the Treasurer, shall assist in preparing and overseeing budgets, approving all expenses for payments, and jointly signing all checks;

3.1.7. unless another officer is designated by the Executive Committee or the Governing Board, shall sign for BYSO after the contracts have been approved by the BYSO Executive Committee or the Governing Board;

3.1.8. with the Public Affairs Officer and Secretary, shall assist in representing BYSO in all public affairs matters and responding to all inquiries through official means of communication or Social Media.

3.1.9. exercise such duties and responsibilities which are necessary for the proper management of BYSO.

3.1.10. may approve or spend up to \$500 without prior authorization, per calendar month. Spending must be kept to administrative expenses, or essential needs like concession replenishment or field upkeep. Expenses must follow financial guidelines which dictate receipts are required for all reimbursements.

3.2. EXECUTIVE VICE PRESIDENT. The Executive Vice President shall succeed to the duties and responsibilities of the President in his/her absences and additionally shall have the following duties and responsibilities:

3.2.1. shall have the responsibility for:

- a. assisting the Director of Coaching and the Director of Referees in education matters;
- b. Camps and player development (including State Team and Olympic Development Programs);
- c. matters pertaining to participation in the Fall and Spring Championships;
- d. invitational tournament matters;
- e. oversee player tryouts and draft.

3.2.2. in the event either the President or Treasurer is unavailable or unable to sign checks for expenditures, the Executive Vice President may do so.

3.2.3. may appoint other individuals as needed to carry out his/her duties and responsibilities.

3.3. SECRETARY. The Secretary shall:

3.3.1. record the minutes of the Governing Board meetings;

3.3.2. attend to all correspondence;

3.3.3. maintain the records of BYSO;

3.3.4. keep a complete list of members of the Governing Board of BYSO.

3.3.5. at least thirty (30) days prior to a regular Governing Board meeting, provide written copies of any proposed amendments to the Constitution, By-Laws, and Rules and Procedures to all Governing Board members;

3.3.6. at least five (5) days before any special Governing Board, provide notice of the meeting, including the location, time and purpose of the meeting, to all members.

3.4. TREASURER. The Treasurer shall:

3.4.1. collect all funds due BYSO;

3.4.2. responsibly manage all funds of BYSO;

3.4.3. keep a detailed account in accordance with generally accepted accounting principles of income and expenditures;

3.4.4. assist in preparing and overseeing the annual budgets and other budgets pertaining to BYSO operations;

3.4.5. submit a financial report at each regular Governing Board meeting and at the request of the President;

3.4.6. with the President, review, approve and pay all bills of BYSO;

3.4.7. will cooperate in supplying promptly when requested, the financial books and records to appointed auditors, the President or Executive Board for examination, audit and/or tax related matters.

3.4.8. will submit to a detailed background check to be completed by local law enforcement, or a contracted and secure agency.

3.4.9. will issue debit cards to all board member with a pre-approved spending limit, with applicable limits set on cards and copies of tax exempt form. Will maintain tax exempt Sam's Scan and Go App for use in purchasing Concession Items.

3.5. REGISTRAR. The Registrar shall:

3.5.1. interpret registration and roster rules to insure compliance with and consistency in the application of STYSA and USYS registration requirements;

- 3.5.2. set dates and locations for player registrations for BYSO;
- 3.5.3. establish and distribute in a timely manner to the members of the organization information concerning registration and dates for BYSO;
- 3.5.4. administer the registration of players and teams with the USSF and its affiliated organizations;
- 3.5.5. maintain records of all BYSO duly registered players and teams.

3.6. DIRECTOR OF COACHING, U6 and U8. The Director of Coaching shall:

- 3.6.1. be empowered to recruit, train and place Coaches based upon their demonstrated skills, abilities and compatibility with the objective of BYSO;
- 3.6.2. set up training clinics for coaches.
- 3.6.3. Serve as the Parent Advocate, working to mediate issues between parents and coaches. If unable to resolve, the Director of Coaching will present the matter to the governing board, and will abstain from voting on the matter.

3.7. DIRECTOR OF COACHING, U11 and U15. The Director of Coaching shall:

- 3.7.1. be empowered to recruit, train and place Coaches based upon their demonstrated skills, abilities and compatibility with the objective of BYSO;
- 3.7.2. set up training clinics for coaches.
- 3.7.3. Serve as the Parent Advocate, working to mediate issues between parents and coaches. If unable to resolve, the Director of Coaching will present the matter to the governing board, and will abstain from voting on the matter.

3.8. DIRECTOR OF REFEREES AND GAMES. The Director of Referees shall:

- 3.8.1. be empowered to recruit and train Referees;
- 3.8.2. Schedule Referees for all BYSO games;
- 3.8.3. helps all BYSO Referees obtain their USSF license.
- 3.8.4. is the head Referee for all fields during BYSO games, responsible to settle any escalated disputes, in accordance with the official league laws of the game.

3.9. DIRECTOR OF FIELDS. The Director of Fields shall:

- 3.9.1. schedule work sessions and oversee the maintenance of BYSO fields;
- 3.9.2. maintain proper levels of supplies to mark the fields throughout the playing seasons. Order flags and nets when needed;
- 3.9.3. along with the Executive Board and Director of Safety, make the determination if games should be canceled due to inclement weather.
- 3.9.4. may spend up to \$500 per calendar month on field expenses, without prior approval. All receipts must be submitted to the treasurer at the next monthly meeting.

3.10. DIRECTOR OF SAFETY. The Director of Safety shall:

3.10.1. hold safety meetings on health, first aid, and equipment needed to insure the safety of the players;

3.10.2. make recommendations to the Governing Board on how fields and playing conditions can be improved to lower the risk of injuries;

3.10.3. work with Bandera EMS to assure quick response times for injuries or heat related problems;

3.10.4. along with the Executive Board and Director of Safety, make the determination if games should be canceled due to inclement weather.

3.11. DIRECTOR OF PUBLIC RELATIONS. The Director of Public Relations shall:

3.11.1 be responsible for establishing and promoting a favorable relationship with the public on behalf of BYSO;

3.11.2 ensure that the public has an understanding of the goals and purposes of BYSO;

3.11.3. organize any activities needed to ensure proper communication with the public regarding all BYSO affairs that concern the public;

3.12. DIRECTOR OF CONCESSIONS. The Director of Concessions shall:

3.12.1. ensure BYSO maintains Concession items relevant to its patrons

3.12.2. work with appropriate board members to ensure league participants and sponsors are aware of concession fundraising

3.12.3. ensure appropriate volunteers are scheduled for BYSO events

3.12.4. ensure all funds are properly collected, inventoried and transferred to the Treasurer; be responsible for maintaining an inventory of concession food and supplies.

3.12.5. will submit to a detailed background check to be completed by local law enforcement, or a contracted and secure agency

3.12.6. will be responsible for hiring a Concession Stand Operator, at the rate of \$10 an hour. Concession Operator must be at least 16 and submit to a background check if 18 years of age.

3.12.7. will be authorized to spend up to \$1,000 for each season's initial startup expenses. Will be authorized to spend up to \$275 per week for resupply.

ARTICLE IV. UNIFORMS

4.1. PLAYERS. All league players will be issued jerseys, shorts and socks which must be worn along with shin guards in all competitions, whether local or inter association.

4.2. REFEREES. All Referees officiating U8 through U15 games must be dressed in USSF approved uniforms.

**ARTICLE V.
DISCIPLINARY ACTIONS**

5.1. GROUNDS FOR SUSPENSION OR EXPULSION. Any member may be suspended or expelled from the BYSO for acts that the Governing Board may deem disorderly, injurious or hostile to the interests or objectives of BYSO. The Governing Board must give notice to such offending member of the proceedings against him or her and he or she is provided an opportunity to be heard in their own defense. No person expelled from BYSO may have a new membership considered for a period of less than two (2) years. Reinstatement must go before the Governing Board.

5.1.1. Proceedings under this section shall be initiated by resolution of the Governing Board or on complaint against any member signed by ten (10) other members and presented to the Secretary in writing. On adoption of the resolution or receipt of the complaint, whichever the case may be, the Governing Board shall schedule the matter to be heard at the next regular or a special meeting of the Board. The Secretary shall deliver to the accused member, at least five (5) days prior to the date, a copy of the time and place of the hearing.

5.1.2. The President shall preside over the hearing and shall read the charges against the member. The accused member shall be allowed to make a statement in his behalf, question opposing witnesses and call witnesses on his behalf.

5.1.3. The board may, by affirmative vote of a majority of it's members, request the offending member to resign or may suspend or expel the member. Should he or she decline to resign following such request, the Governing Board shall strike the members name from the rolls.

5.1.4. All such proceeding shall be in compliance with the requirements of STYSA, USYS and USSF.

**ARTICLE VI.
EXECUTIVE BOARD**

6.1. The five officers shall constitute an Executive Board to act on matters pertaining to the daily operation of BYSO in concert with existing Governing Board policies. An Executive Board meeting may be called by the President or by a majority of the Executive Board.

6.2 The Executive Board shall appoint the 5 Director positions to complete the Governing Board. This shall be done by simple majority vote by the Executive Board.

**ARTICLE VII.
RULES AND PROCEDURES**

7.1. The Governing Board shall have the power to approve Rules and Procedures for the orderly functioning of BYSO. Proposed changes to these Rules and Procedures can be done by a majority vote of eligible voting membership in good standing.

7.2. BYSO will maintain the following policies to assist the Leagues operations during any seasons or events. The Governing Board will conduct a review of each policy annually, following elections and before the Fall season.

#1: BYSO Rules of the Game. Policy will cover all rules that are additions to the IFAB Laws of the Games.

#2: BYSO Safety Policy. Policy will cover general guidelines for safety and specifics related to times players must not be allowed to continue play.

#3: BYSO Weather Policy. Policy will cover all aspects of inclement weather related to practice, games and tournament.

#4: BYSO Draft Policy. Policy will cover all aspects of the Draft process.

#5: BYSO Tournament Policy. Policy will cover all aspects of the Tournament process.

#6: BYSO Coach, Parent, Player Code of Conduct. Policy will cover each code of conduct.

7.3. The Governing Board will utilize Slack as the official means of communication outside of Board Meetings. All conversations held on the BYSO General Slack Board are considered part of the official records of BYSO. Day to day spending and operational decisions may be made in Slack. All decision making must follow policies outlined in the BYSO Constitution and Bylaws. Decisions made in slack will be subject to a 24-hour waiting period, or 100% voting participation by board members. Operational Minutes will be recorded by the Secretary, summarizing Slack decisions and kept with the minutes records.

7.3.1. Slack Spending Limits- Slack purchase authorizations will be limited to \$500.00 per item. Any item exceeding this value must be presented at an Open Board Meeting.

ARTICLE VIII. AMENDMENTS

8.1. Any proposals or motions to amend the By-Laws must be made in writing to the Secretary. Amendments to these By-Laws may be made at any Governing Board meeting by a 2/3 vote of the voting power of members in good standing. However, each Governing Board member shall be given at least thirty (30) days notice in writing of the proposed amendments and their purpose. Amendments to the By-Laws shall include an effective date.