

**BY-LAWS**  
**OF THE**  
**JESSAMINE YOUTH SOCCER ASSOCIATION**  
**(JYSA)**



**REVISED 08/04/16**

## **ARTICLE I. MISSION**

The mission of the Jessamine Youth Soccer Association (JYSA) is to provide a quality soccer program; to promote members' appreciation of the game of soccer; to teach the laws of the game; to encourage good sportsmanship and fair play; and to foster an environment of respect for players, coaches, referees, and spectators.

## **ARTICLE II. ORGANIZATION**

This organization shall be called the Jessamine Youth Soccer Association, hereinafter referred to by the acronym "JYSA" or the term "Association". The acronym "JYSA", and the terms "Jessamine Youth Soccer Association", and "Association" refers to the Association as whole including all divisions, subsidiaries, and affiliates. The association shall be a non-profit corporation, incorporated under the laws of the Commonwealth of Kentucky. The association shall be appropriately registered as a tax exempt, non-profit organization under the Internal Revenue Service (hereinafter IRS) guidelines for a 501© organization. The appropriate tax identification numbers are as follows:

Federal Identification Number: **Redacted**

Kentucky Exemption Number: **Redacted**

The association shall be affiliated with and under the auspices of the Kentucky Youth Soccer Association (hereinafter KYSA), the United States Youth Soccer Association (hereinafter USYSA), and the United States Soccer Federation (hereinafter USSF). The association's office shall be located in Jessamine County, Kentucky.

## **ARTICLE III. MEMBERSHIP**

### **Section I Eligibility of Membership**

JYSA will ensure that membership in the association shall be open to any soccer player, parent of a soccer player, coach, trainer, manager, administrator, official, or any other Association supporter seeking membership, and who completes, signs, and submits the official JYSA Initial Membership Application (see Appendix 1). Membership in the Association is not eligible to anyone who is subject to suspension under USSF By-Laws, or subject to suspension by any amateur soccer association in its territory (Region). JYSA will not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.

### **Section 2. Definition and Responsibilities of Membership**

The membership of JYSA is defined as anyone who completes, signs, and submits the official JYSA Initial Membership Application, and who is actively involved and in good standing with JYSA. It is the responsibility of every member of JYSA to adhere to and abide by all established JYSA By-Laws, JYSA Rules, and guidelines

### **Section 3. Term of Membership**

The term of membership for any member of JYSA shall be one (1) seasonal year (defined as September 1st through August 31st). Such membership shall automatically renew itself each seasonal year provided that the member remains actively involved and in good standing with JYSA. It is not necessary to complete, sign, and submit the official JYSA Initial Membership Application in order to automatically renew membership each consecutive seasonal year provided that the member remains actively involved and in good standing with JYSA.

#### Section 4. Termination of Membership

Membership in JYSA may be terminated for cause, as recommended to the Board of Directors by the By-Laws/Rules Committee subsequent to said committee's thorough investigation and review of the stated cause, and by a simple majority vote (defined as 50% of the votes cast, plus one vote) of the JYSA Board of Directors, provided that a quorum is present. Any member recommended for termination by the By-Laws/Rules Committee shall have the following rights afforded to them prior to the termination vote by the JYSA Board of Directors:

- A. To know said cause lodged against them, and by whom
- B. To be present at the 'Causal Hearing', which will be called for and conducted by the By-Laws/Rules Committee
- C. To be given an opportunity at the 'Causal Hearing' to speak in their defense
- D. To be represented at said 'Causal Hearing' by counsel

The decision determined by the simple majority vote (defined as 50% of the votes cast, plus one vote) of the JYSA Board of Directors will be final and without appeal, provided that a quorum is present.

### **ARTICLE IV. OFFICERS**

The Officers of JYSA shall be elected according to the procedure outlined in Section 1 of this Article, and they shall collectively constitute the Executive Committee of the JYSA Board of Directors, with the President serving as its non-voting chairman.

The Officers of JYSA shall be as follows:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

#### Section 1. Election and Term of Office

- A. On the first Monday in June of every seasonal year, the Chairman of the Nominating Committee will begin accepting nominations from the current membership of JYSA for all officer vacancies, which are scheduled to be vacant as of August 31st of that seasonal year. All nominations must be submitted to the Chairman of the Nominating Committee on the official JYSA Nominations Form (see Appendix 2), and signed by both the nominator and the nominee in order to be valid.
- B. On the first Monday in July of every seasonal year, the Chairman of the Nominating Committee will cease accepting nominations after 6:00 PM from the

current membership of JYSA for all officer vacancies, which are scheduled to be vacant as of August 31st of that seasonal year.

- C. Having received all valid JYSA Nomination Forms, the members of the Nominating Committee will convene at no less than two (2) meetings to determine nominee eligibility, to review nominee qualifications, and to ensure that every nominee accepts their nomination and fully understands the duties and responsibilities of their proposed office. Prior to the date of the elections, the members of the Nominating Committee will then recommend to the JYSA Board of Directors a valid slate of officer candidates for each office scheduled to be vacant as of August 31st of that seasonal year. The Chairman of the By-Laws/Rules Committee shall be present at these officer nomination meetings of the Nominating Committee for the purpose of interpretation of election procedures as stated in the current revision of the JYSA By-Laws.
- D. On the first Monday in August of every seasonal year, the voting members of the JYSA Board of Directors (defined as the members of the Executive Committee and the Chairmen of all standing committees), as well as the Recreational Age Group Coordinators (defined as the U4 ACG, U6 AGC, U8 AGC, U10 AGC, U12 AGC, and U14 & Older AGC), and the six (6) Select Group Coordinators selected by the Central Kentucky Storm shall elect the vacant offices of President, Vice- President, Secretary, and Treasurer, by simple majority vote (defined as 50% of the votes cast, plus one vote), from a slate of candidates recommended by the Nominating Committee, provided that a quorum of the Board of Directors is present. These officers shall serve in said capacity for two (2) seasonal years beginning at 12:01 AM on September 1st in the year in which they were elected. The President and Secretary shall be elected in even-numbered years, and the Vice- President and Treasurer will be elected in odd-numbered years. No elected officer shall serve more than three (3) consecutive terms in the same office. All Officers-Elect will mentor with their predecessor from the date of their official election until they assume their official elected office.
- E. Only those who are voting members of the JYSA Board of Directors, Recreational Age Group Coordinators, and Select Group Coordinators at the time of the elections shall be entitled to vote. JYSA Board of Director members who also serve as Recreational Age Group Coordinators or Select Group Coordinators shall receive (1) vote. Voting members of the JYSA Board of Directors, Recreational Age Group Coordinators, and Select Group Coordinators desiring to cast their vote in the election must be present at the election meeting. If a voting member of the JYSA Board of Directors, Recreational Age Group Coordinators, and Select Group Coordinators cannot be present (as a result of illness, injury, job requirements, school, family obligations, etc.), he/she shall notify the JYSA Board of Directors in writing no less than forty-eight (48) hours prior to the scheduled election meeting, who will then determine if that person may cast their vote by absentee ballot. Voting shall be by secret ballot, and the actual voting process will be administered collectively by the Chairman of the By-Laws/Rules Committee, the Chairman of the Nominating Committee, and the JYSA President in odd-numbered years or Vice-President in even-numbered years.

## Section 2. Special Elections

In the event that a vacancy shall occur in any of the elected JYSA officers for any reason, or in the event that a duly elected JYSA officer is unable to fully execute the duties and

responsibilities of their elected office, then a special election shall be held to fill the office vacancy for the remainder of the term.

The following special election process will be used:

- A. Nominations from the current membership of JYSA for special elections will be accepted by the Chairman of the Nominating Committee immediately following the official declaration of vacancy by the JYSA Board of Directors. As with general elections, all nominations must be submitted to the Chairman of the Nominating Committee, on the official JYSA Nominations Form, (see Appendix 2), and signed by both the nominator and the nominee in order to be valid.
- B. The Chairman of the Nominating Committee will cease to accept nominations from the current membership of JYSA after 6:00 PM, one week following the official declaration of vacancy by the JYSA Board of Directors.
- C. Having received all valid JYSA Nomination Forms, the members of the Nominating Committee will convene to determine nominee eligibility, to review nominee qualifications, and to ensure that every nominee accepts their nomination and fully understands the duties and responsibilities of their proposed office. Prior to the date of the special election, the members of the Nominating Committee will then recommend to the JYSA Board of Directors a valid officer candidate(s) for the declared vacancy. The Chairman of the By-Laws/Rules Committee shall be present at the officer nomination meeting of the Nominating Committee for the purpose of interpretation of election procedures as stated in the current revision of the JYSA By-Laws.
- D. The voting members of the JYSA Board of Directors, the Recreational Age Group Coordinators, and the Select Group Coordinators shall elect, by simple majority vote (defined as 50% of the votes cast, plus one vote) within thirty (30) calendar days of the official declaration of vacancy by the JYSA Board of Directors, a candidate from the Nominating Committee's recommendation to fill the declared vacancy, provided that a quorum of the Board of Directors is present. The specially elected officer shall serve in said capacity for the balance of the vacated term effective immediately after official confirmation of election by the JYSA Board of Directors.
- E. Only those who are voting members of the JYSA Board of Directors, Recreational Age Group Coordinators, and Select Group Coordinators at the time of the elections shall be entitled to vote. JYSA Board of Director members who also serve as Recreational Age Group Coordinators or Select Group Coordinators will only be allowed one (1) vote. Voting members of the JYSA Board of Directors, Recreational Age Group Coordinators, and Select Group Coordinators desiring to cast their vote in the election must be present at the election meeting. If a voting member of the JYSA Board of Directors, Recreational Age Group Coordinators, and Select Group Coordinators cannot be present (as a result of illness, injury, job requirements, school, family obligations, etc.), he/she shall notify the JYSA Board of Directors in writing no less than forty-eight (48) hours prior to the scheduled special election meeting, who will then determine by simple majority vote (defined as 50% of the votes cast, plus one vote) if that person may cast their vote by absentee ballot. Voting shall be by secret ballot, and the actual voting process will be administered collectively by the Chairman of the By-Laws/Rules Committee, the Chairman of the Nominating Committee, and the JYSA Treasurer. If the JYSA Treasurer is the subject of the vacancy, then the JYSA Secretary will assist with the collective administration of the

election.

Section 3. Removal of Officers

Any officer may be removed from their elected office from by a two-thirds ( $\frac{2}{3}$ ) majority vote of the voting members of the JYSA Board of Directors whenever in their judgment the best interest of the Association will be served, provided that a quorum is present.

**ARTICLE V. DUTIES OF THE OFFICERS**

Section 1. Duties of the President

It shall be the duties of the President to:

- A. Serve as the principal executive officer of the Association
- B. Preside at all general meetings of the Association
- C. Represent JYSA in all dealings with other soccer/youth organizations, and city/county/state organizations/agencies unless other officers or Association members are delegated/designated to do so
- D. Serve as a non-voting, ex-officio member of all standing and ad hoc committees
- E. Serve as the non-voting Chairman of the Executive Committee of the JYSA Board of Directors
- F. Sign with the JYSA Secretary, any deeds, mortgages, bonds, contracts, agreements, or business documents upon which the Board of Directors have agreed to be executed, except in cases where the signing and execution thereof shall be expressly delegated or restricted by the Board of Directors or by these By-Laws to some other officer or duly authorized agent of the Association
- G. Have expenditure authority of \$250.00 per purchase to purchase equipment, materials, office supplies, etc., without the approval of the Board of Directors provided that "split purchasing" is not utilized to purchase equipment, materials, office supplies, etc., which is in excess of \$250.00
- H. As needed in odd-numbered years, assist the Chairman of the By- Laws/Rules Committee and the Chairman of the Nominating Committee with the administration of the annual officer elections
- I. Appoint Committee Chairs and all vacancies of the Board
- J. Perform other duties as assigned by the Board of Directors

Section 2. Duties of the Vice President

It shall be the duty of the Vice President to:

- A. the event of a temporary absence of the President
- B. Assume all duties and responsibilities of the office of the President, in the event of a permanent vacancy in the office of the President, until such time that a special election can be held to elect a successor to fill the vacancy of the office of the President
- C. Upon request, assist other officers as needed
- D. Serve as a non-voting, ex-officio member of all standing and ad hoc committees, be responsible for seeing that these committees are chaired and are functioning effectively, and report the activities of these committees to the Executive Committee
- E. As needed in even-numbered years, assist the Chairman of the By- Laws/Rules

Committee and the Chairman of the Nominating Committee with the administration of the annual officer elections

- F. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 3. Duties of the Secretary

It shall be the duty of the Secretary to:

- A. Ensure that proper notification is given in a timely manner to JYSA members regarding general and special meetings of the Association
- B. Assemble the agenda items for all general meetings of the Association, and prepare the agenda for distribution
- C. Perform the roll call of attendees at all general meetings of the Association
- D. Present the minutes from the last board meeting, and after a quick review, ask for approval to accept as recorded or amended
- E. Take the minutes of all general meetings of the Association
- F. Perform the roll call of attendees at all meetings of the Executive Committee
- G. Take the minutes of all meetings of the Executive Committee
- H. Attend meetings of the Standing and Ad Hoc Committees as requested
- I. Maintain all Association files and records, except in cases where the maintenance thereof shall be expressly delegated or restricted by the Board of Directors or by these By-Laws to some other officer or duly authorized agent of the Association
- J. Attend to the general correspondence of the Association
- K. Attend to the general email account of the Association
- L. Provide to the By-Laws/Rules Committee, a copy of any amendments to the JYSA By-Laws or JYSA Rules adopted by the JYSA Board of Directors
- M. Sign with the JYSA President, any deeds, mortgages, bonds, contracts, agreements, or business documents upon which the Board of Directors have agreed to be executed, except in cases where the signing and execution thereof shall be expressly delegated or restricted by the Board of Directors or by these By-Laws to some other officer or duly authorized agent of the Association
- N. As needed, assist the Chairman of the By-Laws/Rules Committee and the Chairman of the Nominating Committee with the administration of any special elections
- O. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 4. Duties of the Treasurer

It shall be the duty of the Treasurer to:

- A. Have charge and custody of, and be responsible for all funds and securities of the Association
- B. Maintain an accurate and complete accounting of all financial transactions of the Association
- C. Pay all bills and invoices of the Association in a timely manner
- D. Pay all referee fees on a regular/timely basis during the season
- E. Receive and give receipts for monies due and payable to the Association from any source.
- F. Present an accurate and complete financial report at all regular meetings of the Association.

- G. Prepare and execute deposits in a timely manner at the preferred financial institution of the Association
- H. Prepare and deliver all IRS 1099 forms of the Association as obligated
- I. For the purpose of filing the annual taxes of the Association, compile all pertinent financial information and deliver to the preferred accountant of the Association in a timely manner
- J. As needed, assist the Chairman of the By-Laws/Rules Committee and the Chairman of the Nominating Committee with the administration of any special elections
- K. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

**ARTICLE VI. BOARD OF DIRECTORS AND ADVISORY MEMBERS**

Section 1. Board of Directors

The Board of Directors shall consist of:

- A. Elected Officers
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
- B. Standing Committee Chairmen

Section 2. Advisory Members to the Board of Directors

The advisory members appointed by the Board of Directors shall consist of:

- A. JYSA Director of Coaching
- B. JYSA Referee Assignor
- C. JYSA Field Assignor
- D. JYSA Registrar
- E. Director of the City of Nicholasville/Jessamine County Parks and Recreation

Section 3. Voting Rights

Each member of the Board of Directors has the right to one vote on business matters, which require a vote by the JYSA Board of Directors. The Advisory Members to the Board of Directors do not have a vote on any JYSA business matters.

**ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS**

It shall be the duty of the Board of Directors to:

- A. Ensure that the ‘Mission’ of the Jessamine Youth Soccer Association (JYSA) is being fulfilled
- B. Ensure that the Association continues to remain as a non-profit corporation, incorporated under the laws of the Commonwealth of Kentucky; and that the Association shall be appropriately registered as a tax exempt, non-profit organization under the Internal Revenue Service (hereinafter IRS) guidelines for a 501 © organization; and that the Association shall



be affiliated with and under the auspices of the Kentucky Youth Soccer Association (hereinafter KYSA), the United States Youth Soccer Association (hereinafter USYSA), and the United States Soccer Federation (hereinafter USSF); and that the Association's office continue to be located in Jessamine County, Kentucky.

- C. Assist in the control and supervision of all matters of the Association
- D. Oversee the election of officers, and the replacement of officer vacancies with the guidance and assistance of the Chairman of the By-Laws/Rules Committee, the Chairman of the Nominating Committee, the Recreational Age Group Coordinators, and the Select Group Coordinators
- E. Oversee the removal of officers, as stated in ARTICLE IV, Section 3, of these By-Laws
- F. Oversee the termination of membership, as stated in ARTICLE III, Section 4, of these By-Laws
- G. Provide final approval of the submitted annual operating budget and approval of all expenditures over \$250.00.
- H. By simple majority vote, provided that a quorum is present, appoint the Director of Coaching for the Association
- I. By simple majority vote, provided that a quorum is present, appoint the Referee Assignor for the Association
- J. By simple majority vote, provided that a quorum is present, appoint the Field Assignor for the Association
- K. By simple majority vote, provided that a quorum is present, appoint the Registrar for the Association
- L. Review, and Reject or Approve all amendments to the JYSA By-Laws as recommended by the By-Laws/Rules Committee
- M. Review, and Reject or Approve all amendments to the JYSA Rules as recommended by the By-Laws/Rules Committee
- N. Review, and Reject or Approve all motions brought by the standing committees

## **ARTICLE VIII. COMMITTEES**

### **Section 1. Standing Committees**

The JYSA Executive Committee appoints the chairman to all standing committees, and approves the committee members to all standing committees as recommended by the respective committee's chairman. The standing committee chairmen are voting members of the JYSA Board of Directors. The term of office for the standing committee chairmen and members shall be one seasonal year. There are no term limits for standing committee chairmen and members.

The standing committees shall be:

- A. By-Laws/Rules Committee
- B. Special Events Committee
- C. Communications Committee
- D. Facilities Maintenance Committee
- E. Finance Committee
- F. Nominating Committee
- G. Referee Committee
- H. Recreational Committee
- I. Select Committee
- J. Soccer Complex Committee

Section 2. Ad Hoc Committees

The JYSA Executive Committee shall have the authority to appoint Ad Hoc Committees shall be temporary in nature and their chairmen, who are appointed by the JYSA Executive Committee, shall not be members of the JYSA Board of Directors. The JYSA Executive Committee shall approve all Ad Hoc Committee members as recommended by the respective committee's chairman.

Section 3. Executive Committee

The Executive Committee of the JYSA Board of Directors is comprised of the following elected officers with the President serving as its non-voting chairman:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

**ARTICLE IX. DUTIES OF THE STANDING COMMITTEES**

Section 1. Duties of the By-Laws/Rules Committee

It shall be the duty of this committee to:

- A. Serve as the Association's authoritative interpreter of the JYSA By-Laws and JYSA Rules, as well as any other policies, procedures, regulations, and guidelines used by the Association.
- B. Arbitrate problems/issues/concerns brought to its attention by members of JYSA, or by members of other amateur youth soccer Associations, or by officials of KYSA/USYSA/USSF, or by officials of Jessamine County, or by any other such individuals who have a legitimate interest in the Association
- C. Investigate all manner of official complaints, grievances, appeals, match protests, and reports of misconduct by members of the Association, and make recommendations to the JYSA Board of Directors for resolution
- D. Review all manner of unsportsmanlike conduct by members of the Association, and make recommendations to the JYSA Board of Directors for resolution
- E. Review all manner of official reports pertaining to referee ejections, and make recommendations to the JYSA Board of Directors for resolution
- F. Review all manner of official reports pertaining to referee-terminated matches, and make recommendations to the JYSA Board of Directors for resolution
- G. Conduct 'Causal Hearings' as they relate to termination of membership proceedings, and make recommendations to the JYSA Board of Directors for resolution
- H. Assist the Nominating Committee at all officer nomination meetings, with the official interpretation of the JYSA By-Laws and JYSA Rules
- I. Assist with the administration of procedures for the annual election of officers, and for the replacement of officer vacancies
- J. Review all proposed amendments to the JYSA By-Laws and JYSA Rules submitted by members of the Association, and make recommendations to the JYSA Board of Directors for resolution

- K. Incorporate all amendments adopted by the JYSA Board of Directors into the existing JYSA By-Laws and JYSA Rules
- L. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 2. Duties of the Special Events Committee

It shall be the duty of this committee to:

- A. Develop fund-raising strategies for the association
- B. Plan and organize the “All Club Practice” for the select soccer program (currently known as Storm SC)
- C. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 3. Duties of the Communications Committee

It shall be the duty of this committee to:

- A. Maintain Manage the Association’s web sites
- B. Conduct general association advertising
- C. Publish and advertise information pertaining to the nominations process prior to any election
- D. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 4. Duties of the Facilities Maintenance Committee

It shall be the duty of this committee to:

- A. Monitor and maintain the condition of all field surfaces as needed by performing such tasks as: mowing, trimming, weeding, fertilizing, line striping, etc.
- B. Monitor and maintain the condition of all field equipment as needed such as: goals, nets, corner flags, team and referee benches, etc.
- C. Control and distribute all keys to the concessions stands, equipment storage buildings, etc.
- D. Control and distribute all field and/or athletic equipment owned, leased, or controlled by JYSA
- E. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 5. Duties of the Finance Committee

It shall be the duty of this committee to:

- A. Develop and maintain the Association’s annual operating budget
- B. Approve all donations to and fundraisers for teams and/or individual players
- C. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 6. Duties of the Nominating Committee

It shall be the duty of this committee to:

- A. Create and distribute the official JYSA Nominations Form
- B. With the assistance of the Communications Committee, publish and advertise information pertaining to the nominations process prior to any election
- C. Act as the repository for all nominations provided that they are submitted as per the conditions outlined in Article IV of these By- Laws
- D. Meet with every candidate who accepts a nomination for the purpose of reviewing the duties of the office for which they were nominated
- E. Present the JYSA Board of Directors with the official slate of candidates for every election
- F. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 7. Duties of the Referee Committee

It shall be the duty of this committee to:

- A. Annually evaluate and approve certified referees
- B. Create methods to retain, train, and develop existing referees
- C. Actively recruit certified referees
- D. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 8. Duties of the Recreational Committee

It shall be the duty of this committee to:

- A. Make nominations to the JYSA Executive Committee for the appointment of all recreational Age Group Coordinators, and Recreational Team Coordinators
- B. Assist the JYSA Director of Coaching in recommending recreational team coaches to the JYSA Executive Committee
- C. Verify birth records of youth members to ensure proper age group assignment
- D. Approve all special requests for player team assignments
- E. Approve all teams wishing to participate in KYSA and other post- season tournaments
- F. Cancel and reschedule recreational games in consultation with the respective Recreational Age Group Coordinator and Recreational Team Coordinator, and as needed with the JYSA Referee Assignor and JYSA Field Assignor
- G. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 9. Duties of the Select Committee

It shall be the duty of this committee to:

- A. Make nominations to the JYSA Executive Committee for the appointment of all Select Group Coordinators, and Select Team Coordinators
- B. Assist the JYSA Director of Coaching in recommending select team coaches to the JYSA Executive Committee
- C. Verify birth records of all select players to ensure proper age group assignment

- D. Annually approve all special requests for players to play up in another age group
- E. Approve all teams wishing to participate in select league play (i.e. KSSL, Buckeye Premier, etc.), USYSA pre-season/mid-season/post- season tournament play, and KYSA post-season state tournament play
- F. Cancel and reschedule select home games in consultation with the respective Select Group Coordinator and Select Team Coordinator, and as needed with the JYSA Referee Assignor and JYSA Field Assignor
- G. Approve all team fees for select team players
- H. Oversee all select team budgets for each seasonal year
- I. Approve the salaries for all select team head coaches and assistant coaches for each seasonal year
- J. Approve all special requests for player scholarships on select teams
- K. Approve and authorize each seasonal year the select team uniforms for all select teams. Approval shall include uniform brand name (i.e. Adidas, Nike, etc.), uniform style (shirts, shorts, socks, warm-ups, etc.), and uniform colors.
- L. Make recommendations to the JYSA Executive Committee for their approval for any changes to the name and or logo
- M. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

Section 10. Duties of the Complex Committee

It shall be the duty of this committee to:

- A. Oversee the general management of JYSA's Soccer Complex
- B. In consultation with the Facilities Maintenance Committee, monitor and maintain the condition of all field surfaces as needed by performing such tasks as: mowing, trimming, weeding, fertilizing, line striping, etc.
- C. In consultation with the Facilities Maintenance Committee, monitor and maintain the condition of all field equipment as needed such as: goals, nets, corner flags, team and referee benches, etc.
- D. In consultation with the Facilities Maintenance Committee, control and distribute all keys to the Soccer Complex's concessions stands, equipment storage buildings, etc.
- E. Perform other duties as assigned by the Board of Directors, or by the Executive Committee

**ARTICLE X. DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1. Duties of the Executive Committee

It shall be the duty of this committee to:

- A. Develop and update as needed the official JYSA Initial Membership Application
- B. Appoint the chairman to all standing and ad hoc committees
- C. Approve the committee members to all standing and ad hoc committees as recommended by the respective committee's chairman
- D. Appoint the Recreational Age Group Coordinators and Recreational Team Coordinators as recommended by the Recreational Committee
- E. Approve the recreational team coaches as recommended by the Director of Coaching and the Recreational Committee Chairman

- F. Appoint the Select Age Group Coordinators and Select Team Coordinators as recommended by the Select Committee
- G. Approve the select team coaches as recommended by the Director of Coaching and the Select Committee Chairman
- H. Determine the regular meetings of the Association
- I. Determine all special meetings of the Association as deemed necessary, or when requested by any three (3) members of the Board of Directors
- J. Monitor the meeting attendance of members of the JYSA Board of Directors
- K. With assistance from the Finance Committee, approve all donations to and fundraisers for teams and/or individual players
- L. Approve any changes to the name or logo of the JYSA select soccer program as recommended by the Select Committee

**ARTICLE XI. JYSA MEETINGS**

**Section 1. Annual Business Meeting**

The Annual Business Meeting of the members of JYSA shall occur on the first Monday in September of each seasonal year. It is at this meeting and this meeting only that proposed amendments to the JYSA By-Laws and JYSA Rules may be ratified.

**Section 2. Regular Meetings**

A regular meeting of JYSA shall occur at least monthly throughout the seasonal year as determined by the Executive Committee. These meetings are open to the general membership of JYSA.

**Section 3. Special Meetings**

Special meetings may be called by the Executive Committee whenever they deem it necessary, or when requested by any three (3) members of the Board of Directors. It shall be the responsibility of the Secretary of JYSA to inform all members of the Board of Directors and Advisory Members in writing at least two days prior to any special meeting, identifying the date, time, place, and purpose of the meeting. Other means of notification may also be used (e.g., telephone, email, fax, etc.), but these forms of notification may not substitute for the above provision. These meetings shall be closed sessions, open only to members of the Board of Directors, Advisory Members, and invited guests of the Executive Committee.

**Section 4. Quorum**

Fifty percent (50%) of the voting members of the JYSA Board of Directors shall constitute a quorum for the transaction of business.

**Section 5. Rules of Order**

General parliamentary rules, as outlined in the current revision of “Robert’s Rules of Order,” shall be observed in conducting meetings of JYSA

**Section 6. Orders of Business**

The following shall be the general 'Orders of Business' of JYSA. However, the 'Orders of Business' may be altered, postponed, or suspended as needed by action of the Association.

- A. Call to order
- B. Roll call of attendees
- C. Approval of minutes from previous meeting(s)
- D. JYSA officer reports
- E. JYSA committee chairman reports
- F. Unfinished old business
- G. New Business
- H. Approval of the most recent financial report
- I. Announcement of date/time/location of next meeting
- J. Adjournment

#### Section 7. Attendance

Members of the JYSA Board of Directors are expected to attend all regular and special JYSA meetings. If a member of the Board of Directors cannot attend a meeting, that member shall notify a member of the Executive Committee and inform them as to the reason for their expected absence in order to obtain an excused absence. A pattern of regular unexcused absences by a member of the Board of Directors will result in a review by the Executive Committee, and a possible removal of that member from their position on the Board of Directors. In the case of an officer's pattern of regular unexcused absences, the removal process must follow the procedure outlined in the JYSA By-Laws under Article IV, Section 3... 'Removal of Officers'.

### **ARTICLE XII. FINANCIAL SPONSORSHIP OF TEAMS / PLAYERS**

JYSA encourages and welcomes the financial backing of its organization by merchants, governmental agencies, and individuals who desire to promote youth soccer, provided that all financial backing follows the IRS guidelines for a 501© organization. All donations to and fundraisers for teams and/or individual players must be approved in advance by the Finance Committee and the Executive Committee of the JYSA Board of Directors. A full financial disclosure of all donations and fundraisers must be made available to the Finance Committee and the Executive Committee of the JYSA Board of Directors upon their request.

### **ARTICLE XIII. AMENDMENTS**

The JYSA By-Laws may be amended, in part or in whole, as recommended to the JYSA Board of Directors by the By-Laws/Rules Committee, and by a three-fourths ( $\frac{3}{4}$ ) majority vote of the JYSA Board of Directors, provided that a quorum is present. The JYSA Rules may be amended, in part or in whole, as recommended to the JYSA Board of Directors by the By-Laws/Rules Committee, and by a two-thirds ( $\frac{2}{3}$ ) majority vote of the JYSA Board of Directors, provided that a quorum is present. JYSA By-Laws and JYSA Rules amendment votes by the JYSA Board of Directors may only take place at the JYSA Annual Meeting, which is defined as the first Monday in September of each seasonal year, provided that previous notice of the nature of any proposed amendment shall have been given in writing to every current member of the JYSA Board of Directors at least thirty (30) calendar days prior to the date of the scheduled JYSA Annual Meeting, and before the action thereon shall be taken. The Chairman of the By-Laws/Rules Committee shall be present at every JYSA By-Laws and JYSA Rules amendment vote for the purpose of interpretation of all amendment recommendations to the JYSA Board of Directors by said committee.

