

**SPINDLETOP YOUTH SOCCER ASSOCIATION  
BY-LAWS**

**ARTICLE I - OFFICE**

1.1. The office of SYSA shall be located at the address of the BYSC office or if no BYSC office, then as designated by the SYSA President.

**ARTICLE II - VOTING POWER**

2.1. Governing Board members in good standing shall receive one vote.

2.2. Depending on the numbers of votes that SYSA can cast at the STYSA meetings, the following SYSA officers listed in the order of priority may cast votes: President, Executive Vice-President, Vice-President of Registration, Vice-President of Scheduling, Vice-President of Coaches, and Vice-President of Referees. Should SYSA receive more than six votes at a STYSA meeting, votes shall be distributed again in this order until all votes have been allocated. An Executive Board member may also choose to have another Executive Board member vote on his or her behalf via proxy.

**ARTICLE III - QUORUM**

3.1. A majority of the voting power of the Governing Board members who are in good standing shall constitute a quorum at all meetings of the Governing Board.

3.2. The members present at any meeting may continue to transact business until adjournment, even though members leave which creates less than a quorum.

3.3 For votes held via electronic mail, the entire membership of the Governing Board shall be assumed to be present for the purposes of determining a quorum and the success or failure of any motion.

**ARTICLE IV - ROLES AND RESPONSIBILITIES**

4.1. The President shall preside at all SYSA meetings. The President, with the approval of the Governing Board, shall appoint a Secretary, Treasurer, Scorekeeper, and Risk Management Officer. The President, with the approval of the Governing Board, shall appoint committees as may be required for the proper operation of SYSA. The President shall represent SYSA at the meetings of STYSA.

4.2. The Executive Vice-President shall act in the absence of the President with the same responsibilities and authority. The Executive Vice-President shall handle all SYSA administrative tasks assigned to him/her by the President. The Executive Vice President shall represent SYSA at the meetings of STYSA if the President is unable to attend. The Executive Vice-President shall act as chairperson of the SYSA Discipline and Protest Committee.

4.3. The Vice-President of Registration shall act in the absence of the President and Executive Vice-president with the same responsibilities and authority. The Vice-President of Registration shall maintain records of all SYSA registered players/teams and submit reports to SYSA and STYSA.

4.4. The Vice-President of Scheduling shall act in the absence of the President, Executive Vice-President and Vice-President of Registration with the same responsibilities and authority. The Vice-President of Scheduling shall act as chairperson of the SYSA Scheduling Committee.

4.5. The Vice-President of Coaches shall maintain records of all SYSA coaches to ensure certification. The Vice-President of Coaches shall coordinate with STYSA to provide training programs for all SYSA coaches. The Vice-President of Coaches shall serve on the SYSA Disciplinary and Protest Committee.

4.6. The Vice-President of Referees shall maintain records of all SYSA referees to ensure certification. The Vice-President of Referees shall develop and administer a program to recruit referees to officiate SYSA games. The Vice-President of Referees shall represent SYSA at the Referees Association meetings, and the Vice-President of Referees shall serve on the SYSA Disciplinary and Protest Committee.

4.7. The Secretary shall record minutes of all SYSA meetings and distribute copies to the Governing Board before the next meeting. The Secretary shall maintain records of all SYSA Governing Board members including name, role, address, phone, and email. The Secretary shall have the SYSA Constitution, By-Laws, Rules and Procedures available at all SYSA meetings.

4.8. The Treasurer shall maintain all SYSA financial accounts and report in detail all income and expenditures monthly to the SYSA Governing Board. The Treasurer shall ensure that SYSA is in compliance with all financial regulations and shall act as chairperson of the SYSA Finance Committee.

4.9. The Scorekeeper shall maintain records of all SYSA game cards and standings to report a list of teams advancing to STYSA playoff games. The Scorekeeper shall report all red cards, yellow cards, and injuries noted on game cards weekly through email to the SYSA Governing Board.

4.10. The Risk Management Officer shall obtain and submit all SYSA Goal Inspection forms and Insurance Request forms to STYSA. The Risk Management Officer shall have the SYSA Risk Management Policy available at all meetings.

4.11. Member Clubs shall register players and form them into teams. Member Clubs shall establish their own player fees; as a guideline, player fees should include fees for SYSA. Upon receipt, Member Clubs shall pay SYSA invoices to remain in good standing with SYSA. Member Clubs shall provide and maintain fields in accordance with STYSA standards. Member Clubs shall make sure teams are in minimum uniform as specified by SYSA. Each Member Club shall supply one (1) certified referee per U9-U19 recreational (D4 or D3) team it registers and three (3) certified referees per select (D2) team it registers.

4.12. Each club applying for membership in SYSA shall submit to the SYSA President an application for membership, which shall include copies of Constitution, By-Laws, Rules, and IRS Filing. Approval for membership in SYSA shall be by the SYSA Governing Board. Member Clubs must maintain current copies of their Constitution and By-Laws on file with the SYSA Secretary.

4.13. Members of the Governing Board shall not receive compensation for their services to SYSA. Governing Board members may be reimbursed for actual expenses on behalf of SYSA with the majority approval of the Governing Board, consistent with the annual budgeting process.

## **ARTICLE V – DISCIPLINE AND PROTEST COMMITTEE**

5.1. The Executive Vice-President, Vice-President of Coaches, Vice-President of Referees, and two Member Club Presidents shall constitute a Discipline and Protest Committee.

5.2. The Discipline and Protest Committee shall investigate all formal complaints and present in writing its findings and recommendations to the SYSA Governing Board. The Discipline and Protest Committee shall make all final rulings on all forfeits and all inter-club game protests. The Discipline and Protest Committee shall settle all disputes between Member Clubs.

## **ARTICLE VI – SCHEDULING COMMITTEE**

6.1. The Vice-President of Scheduling, Vice-President of Registration, and Member Club Schedulers shall constitute a Scheduling Committee.

6.2. The Scheduling Committee shall bracket divisions for SYSA U9 and older teams for inter-club games. Once this is completed, the Vice-President of Scheduling shall create the schedule and Member Club Schedulers shall assign home games to fields. The Scheduling Committee shall coordinate make-up games and replay of disputed games for inter-club games.

6.3. Scheduling Committee shall bracket divisions and create the schedule for SYSA games to be held on SYSA fields.

## **ARTICLE VII – FINANCE COMMITTEE**

7.1. The SYSA President shall appoint a standing Finance Committee with at least three members, one of whom must be the Treasurer.

7.2. SYSA shall have the authority to determine appropriate assessments on Member Clubs to permit SYSA to carry out its functions. Assessments shall cover player registration fees, medical and liability insurance for officers, coaches, referees, and players of SYSA, officer expenses, publicity expenses for SYSA activities, equipment and clinics furnished by SYSA, and awards furnished by SYSA. Unless otherwise stated, assessments shall be on a per capita basis (number of players registered). Generally, SYSA assessments shall be determined prior to registration and collected at time of registration.

7.3. SYSA shall obtain and maintain non-profit status with the Internal Revenue Service.

7.4. SYSA shall obtain and maintain exempt status from Texas Sales Tax.

7.5. The Treasurer shall be bonded or insured against losses due to theft or malpractice. Other officers of SYSA who are authorized to collect and distribute funds may be bonded. Such bonding may be at the request of the individual for SYSA.

7.6. All payments from a SYSA account shall be authorized in writing by two Governing Board members, at least one of whom must be an Executive Board member.

7.7. All expenditures must be approved by the Governing Board, via the annual budgeting process.

## **ARTICLE VIII – RULES COMMITTEE**

8.1. The SYSA President shall appoint a standing Rules Committee with at least three members.

8.2. The Rules Committee shall keep current rules and procedures up to date with SYSA, STYSA, USYS, and USSF rules. Rules shall be amended at any Governing Board meeting by a majority vote of the voting power in good standing.

## **ARTICLE IX – NOMINATING COMMITTEE**

9.1. The Executive Vice-President and Member Club Presidents shall constitute a Nominating Committee.

9.2. The Nominating Committee shall seek out qualified candidates for the coming year and shall report its results at the SYSA January meeting. The Nominating Committee shall nominate no more than three persons for each office. Elections of SYSA Officers shall take place at the SYSA February meeting.

## **ARTICLE X – AMENDMENTS**

10.1. Any proposals or motions to amend the By-Laws must be made in writing to the SYSA Governing Board. Amendments to these By-Laws may be made at any regular Governing Board meeting by 2/3 majority vote of the voting power in good standing. Each Governing Board member shall be given at least 45 days notice in writing of amendments and their purpose. Amendments to the By-Laws shall include an effective date.

Adopted: February 25, 1981

Amended: August 10, 1991

Amended: February 10, 1997

Amended: May 8, 2017