

Palo Cedro Youth Soccer Organization

Founded 1981

BY-LAWS

1. Board of Directors

- 1.1** The Board of Directors shall be elected at the Annual General Meeting. The terms of office shall be for one year. In the event that a director resigns, or becomes unable to serve, a replacement director shall be appointed by a majority of the Board of Directors.
- 1.2** The Executive Officers of the Board of Directors shall be the President, Vice-President, Secretary, Treasurer, and Registrar. The balance of the Board of Directors titles and job descriptions will be subject to change depending on the needs of this organization.
- 1.3** The Board of Directors may appoint all standing committees, and/or committee chairpersons, at the beginning of each calendar year.
- 1.4** In addition to the duties and responsibilities enumerated in the detailed job descriptions, the Executive Officers of the Board of Directors shall be charged with the following:
- A. President: The President shall conduct all meetings of the Board of Directors. The President shall preside at meetings of the Board of Directors.
 - B. Vice-President: In the absence of the President, the Vice-President shall preside at meetings of the Board of Directors.
 - C. Secretary: The Secretary shall keep an accurate record of all meetings, handle all correspondence, give notice of meetings, and maintain the files of the organization. The secretary shall be responsible for the preparation of the Annual Report.
 - D. Treasurer: The Treasurer shall give a receipt for all monies received which shall be deposited in the organization's bank. All accounts shall be paid by check and shall bear two (2) signatures authorized by the Board of Directors. All books and records shall be produced when required by the Board of Directors, properly balanced according to the bank book or statement, whichever is most current. The Treasurer shall be responsible for preparing any

and all papers pursuant to the Articles of Incorporation, and to maintain the tax-exempt status of this organization.

- E. Registrar: The Registrar shall be responsible for registering players, coaches, and teams per CYSA requirements. The Registrar shall be responsible for collecting registration fees and depositing the receipts with the Treasurer.

1.5 The Board of Directors shall be responsible for and have sole authority for the following:

- A. Enforcing and interpreting the Constitution, By-Laws, general procedures, and specific rules of this organization, the CYSA, USYS, and USSF.
- B. Approving procedures for formation of registered teams.
- C. Insuring proper registration of all players, coaches, and teams.
- D. Insuring proper accounting of financial transactions, and accurate reporting to the appropriate officials.
- E. Sanctioning travel of teams for any competition.
- F. Establishing a common set of playing rules for organization play.
- G. Establishing a common set of administrative rules for all teams registered to the organization.
- H. Providing appropriate levels of competition within the organization for all players.
- I. Providing opportunities of play for all youth within the organization.

1.6 The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any team, player, coach, manager, team assistant, parent, spectator, league/club official, or any other person associated with the operation of this organization.

1.7 The Board of Directors shall have the authority to remove, with cause, any member of the Board of Directors after holding a proper hearing. Notice of said hearing shall be given, in writing, at least fourteen (14) days prior to the hearing. Cause shall be deemed as not performing one's duties as set forth by the Constitution and By-Laws or being found guilty of conduct that is detrimental to the purpose of this organization.

2. Standing Committees

2.1 The following standing committees and others as needed may be appointed yearly:

- A. Rules and Revisions Committee
- B. Protest, Appeals, and Discipline Committee

3. Membership

3.1 Any applicant for membership in this organization shall submit yearly, with the appropriate fee(s):

- A. Properly completed registration form(s) for each player, team, coach, prepared in accordance with the current CYSA registration instructions and procedures.
- B. Proof of date-of-birth upon initial registration of each player.

4. Meetings

4.1 Regular meetings of the Board of Directors will be held at least every other month on the date and time as established during the preceding Annual General Meeting.

4.2 The Agenda for regular meetings may include the following:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Reading/Acceptance of Minutes
- E. Treasurer's Report
- F. Committee/Coordinator's Reports
- G. Old Business
- H. New Business
- I. Good of the Game
- J. Adjournment

5. Quorum

5.1 At all meetings of the Board of Directors, three (3) members of the Board of Directors, two of whom shall be Executive Officers, shall constitute a quorum for the transaction of business.

6. Seasonal Year

6.1 The seasonal year for membership/registration shall be from September 1, through August 31. Insurance coverage shall be for the same period of time.

7. Dissolution

7.1 Should this organization be dissolved, all assets remaining after payment of all debts shall be turned over for the express purpose of charitable causes to be determined by the Board of Directors at the time of dissolution.

8. Rules of Order

8.1 The rules contained in Robert's Rules of Order shall govern this organization in all cases to which they are not inconsistent with the Constitution, By-Laws, general procedures, and specific rules of this organization, the CYSA, USYS, and USSF.