

Revised 6/2010

CHARIHO Youth Soccer Association

Constitution

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ARTICLE I NAME

The name of this organization shall be the Chariho Youth Soccer Association (hereafter referred to as CYSA and/or the Association).

ARTICLE II PURPOSE

The purpose of this association is to promote, administer, foster, and perpetuate the game of soccer for boys and girls registered with CYSA. The Association shall exercise complete governmental control of said game, except in those matters reserved by Soccer Rhode Island (hereafter referred to as SRI or the State). CYSA shall develop and promote developmental soccer programs within and from the membership of the Association, create competitive programs from developmental teams, and maintain a referee development program.

ARTICLE III PHILOSOPHY

The philosophy of CYSA is to provide equal opportunities for all boys and girls to play the game of soccer and to have FUN. Teaching respect for players, parents and spectators, coaches and officials, as well as encouraging teamwork, safety, and sportsmanship, are the Association's ultimate goals. The Association will not discriminate against any individual on the basis of race, color, religion, age, sex, or natural origin.

ARTICLE IV AFFILIATION

The Association shall be an affiliated division of and comply with the authority of the United States Soccer Federation (hereafter referred to as USSF and/or the Federation), and/or the United States Youth Soccer Association (hereafter referred to as USYSA), and through such affiliation shall be affiliated with the respective USYSA designated state association, Soccer Rhode Island (SRI). The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the State Association and its members to the extent applicable under state law, and the State Association and its members will abide by those articles, bylaws policies, and requirements.

ARTICLE V MEMBERSHIP

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A. Non-Voting Members

1. Any properly registered youth, in good standing, shall be considered a non-voting member of the Association, shall enjoy all rights and privileges to participate in CYSA activities, and bear all obligations to abide with CYSA guidelines.

B. Voting Members

1. Any parent/guardian of a CYSA registered youth, or interested adults who have made a meaningful contribution to the Association, shall be considered a voting member of the Association and may participate in CYSA activities and Monthly Membership Meetings. Parents/guardians and/or coaches shall not vote on matters directly affecting their children and/or team.

C. Suspension

1. Any member may be suspended by a two-thirds (2/3) vote of the Board of Directors for conduct deemed inappropriate by the Board of Directors. A suspended member shall forfeit any and all fees and monies paid to the Association and shall be responsible for any fines imposed by the SRI.

D. Insurance

1. All members of the Association that participates as a player, coach, assistant coach, referee, or member of the Board of Directors must be enrolled in the SRI's Insurance Program.

ARTICLE VI TERRITORIAL LIMITS

All youths residing within the Chariho area of Charlestown, Richmond, and Hopkinton are eligible to participate within the Association. Any youth residing outside the Chariho area may register to participate in the CYSA Recreational League. A player residing outside the Chariho area may be allowed to participate on a CYSA Competitive Team if there are not enough Chariho players in the respective age group to field a team and said player, 1) registers with CYSA, or 2) provides a SRI Transfer Form and Player ID Number from the Club or Association the player is registered with.

ARTICLE VII GOVERNMENT

A. Board of Directors

1. The Board of Directors shall be the governing body of the Association. The

Board of Directors shall, except in matters otherwise delegated or reserved, transact all the business of the Association directly or by delegation of its authority to such persons whom it may from time to time designate.

2. The sixteen (16) officers of the Board of Directors shall be:
 - a President
 - a Vice President
 - a Secretary
 - a Treasurer
 - four (4) Members-at-Large
 - a Competitive Director
 - a Director of Coaches
 - a Director of Referees
 - a Director of Fund-raising
 - a Director of Equipment
 - a Director of Fields
 - a Director of Public Relations
 - a Director of Registration
3. Officers of the Board of Directors shall be nominated at the November Membership Meeting and elected by a majority vote at the December Membership Meeting.
4. The term of office for each Board Member shall be one (1) year, from January 1st to December 31st, with no limit to the number of years an officer may serve in the same position.
5. No officer may simultaneously hold more than one position on the Board of Directors, unless the additional position(s) is as an >Acting= or temporary capacity.
6. Should there be a vacancy on the Board of Directors, the Board of Directors shall nominate and elect an officer, to execute the duties of said position for the remainder of the term. The Board of Directors shall designate a CYSA Voting Member to temporarily fill said vacancy, as an >Acting Board Member', until the position can be filled by an election.
7. A position on the Board of Directors shall be considered vacant when an officer resigns. Any officer who is absent without excusable cause three (3) consecutive regularly scheduled meetings, or for any reason, a total of five (5) meetings during the term year of the Board of Directors (January 1st through December 31st) shall thereby forfeit, without formality, his/her right to hold

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his/her respective office for the unexpired term. An officer shall be deemed absent for any meeting for which he/she is not in attendance for at least half of the time of the meeting.

8. All members of the Board of Directors are volunteers and receive no compensation for their services.
9. The Board of Directors as a panel shall sit as an appellate judicial body for the determination of all appeals.
10. The Board of Directors shall have the power to ratify, alter, or reject decisions and policies of any committee or any person, except in those cases herein provided or which may be specified from time to time to the contrary by action of the membership.
11. The majority of the voting power present shall be necessary to decide affirmatively any issue which is presented to the Board of Directors.
12. All members of the Board of Directors must submit to a criminal background check as set forth in Article III of the Bylaws

B. Duties of the Officers

1. President

a. The President shall preside at all meetings of the Association; act as Chairperson of the Board of Directors and perform duties as determined and directed by the Board of Directors; appoint all committees, subject to the approval of the Board of Directors; enforce the Constitution, Bylaws, and such rules and regulations which may be enacted by the Board of Directors; call such meetings as herein provided to be called; shall not vote other than to cast a deciding vote (to make or break a tie) on all issues at any meeting; supervise the affairs of the Association; act as spokesperson for the Association as duly authorized by the Board of Directors; sign all contracts and documents of and for the Association when same are duly authorized by the Board of Directors; and perform such other duties as the Board of Directors may from time to time direct.

b. The President shall call special meetings as necessary; to act as an ex officio member of all committees; and have such other powers which

the Board of Directors may from time to time vest in him or her.

- c. The President may perform any financial transactions for the Association, however, any expenditure or investment in excess of \$750 dollars must have prior approval of the Board of Directors and requires co-signature of the Treasurer or Competitive Director.

2. Vice President

- a. The Vice President shall perform all the duties and exercise all the powers of the President during the President's absence or incapacity, and shall perform such other duties as the Board of Directors may from time to time direct.

3. Secretary

- a. The Secretary shall keep a record of all Monthly Membership Meetings and Board of Directors Meetings. The Secretary shall provide the attendees of each Monthly Membership Meeting and Board of Directors Meeting, meeting minutes of the respective previous meeting. Prior meeting minutes shall be made available to any interested person upon request with the exception of excerpts pertaining to, 1) selection of coaches, 2) disciplinary actions within the Association, or 3) decisions concerning players moving up/down an age division.
- b. The Secretary shall keep a current listing of the Board of Directors and insure the listing with pertinent information, and subsequent updates, are provided to the SRI Registrar.
- c. Any proposals or motions to amend the Constitution or Bylaws of the Association must be made in writing and submitted to the Secretary prior to the adjournment of the May Meeting to support the Annual General Meeting in June. Copies of said proposals or motions shall be made available to any interested person upon request
- d. The Secretary shall perform all the duties and exercise all the powers of the President during the President's and Vice President's absence or incapacity, and shall perform such other duties as the Board of Directors may from time to time direct.

4. Treasurer

- a. The Treasurer shall maintain current records of all financial transactions of the Association in a detailed and accountable manner.
- b. The Treasurer may perform any financial transactions for the Association, however, any expenditure or investment in excess of \$750 dollars must have prior approval of the Board of Directors and requires co-signature of the President.
- c. The Treasurer shall prepare an Annual Budget Proposal to be presented, for general membership approval, at the January Membership Meeting.
- d. The Treasurer shall present a detailed monthly Financial Report for general membership viewing at each Monthly Membership Meeting and at such other times as directed by the Board of Directors.
- e. The Treasurer shall prepare and submit all required Tax Statements.
- f. The Treasurer shall perform all the duties and exercise all the powers of the President during the President's, Vice President's, and Secretary's absence or incapacity, and shall perform such other duties as the Board of Directors may from time to time direct.
- g. The Treasurer shall prepare and submit municipal budget requests for funding.
- h. The Treasurer may be required to be bonded at the discretion of the Board of Directors. Such bond costs shall be borne by the Association.

5. Members-at-Large

- a. The four (4) Members-at-Large shall assist in governing the Association by attending meetings, helping in any area that may require assistance, and serving on committees.

6. Competitive Director

- a. The Competitive Director shall coordinate all competitive soccer activities between the Board of Directors, members of the Association, and all outside organizations and/or groups.
- b. The Competitive Director shall present a report at each Monthly

Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's competitive activities and standings.

- c. The Competitive Director may be required to serve as the Spring Competitive Coordinator for the Association.

7. Director of Referees

- a. The Director of Referees shall ensure that referees and/or assistant referees are assigned to all scheduled soccer games.
- b. The Director of Referees shall recruit new referees and provide training, assessments and upgrades for all CYSA referees.
- c. The Director of Referees shall present a report at each Monthly Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's referees' activities.

8. Director of Coaches

- a. The Director of Coaches shall coordinate all coaching activities between the Board of Directors, members of the Association, and all outside organizations and/or groups.
- b. The Director of Coaches shall provide for the Association's coaching requirements by ensuring that each team has a coach.
- c. The Director of Coaches shall assist all coaches in improving his or her coaching skills by scheduling coaching clinics, furnishing certification information, and providing soccer training materials.
- d. The Director of Coaches shall update and distribute the Coaches Handbook.
- e. The Director of Coaches shall assist the Director of Registration with the 'Blind Drafts', for rostering players to teams for the Fall Recreational Season, and shall coordinate distributing the Team Rosters to the respective coaches.
- f. The Director of Coaches shall administer the program for obtaining police background check 'Disclosure Forms' from all coaches. The

Director of Coaches is also responsible for the notification of those coaches whose background checks are returned for disqualifying information.

- g. The Director of Coaches shall present a report at each Monthly Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's coaching activities.

9. Director of Fund-raising

- a. The Director of Fund-raising shall coordinate all fund raising activities for the Association.
- b. The Director of Fund-raising shall record and transfer all income to the Treasurer.
- c. The Director of Fund-raising shall obtain sponsors for Fall Recreational Teams.
- d. The Director of Fund-raising shall present a report at each Monthly Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's fund-raising activities.

10. Director of Equipment

- a. The Director of Equipment shall compile and maintain an accurate and up-to-date inventory of all soccer equipment owned by the Association.
- b. The Director of Equipment shall ensure that each piece of soccer equipment is in good working order, is safe to use, and is stored properly when not in use.
- c. The Director of Equipment shall distribute/collect soccer equipment to/from all coaches.
- d. The Director of Equipment shall provide recommendations to the Board of Directors for purchasing new equipment so that quantities are sufficient to meet the needs of the Association.
- e. The Director of Equipment shall present a report at each Monthly

Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's equipment.

11. Director of Fields

- a. The Director of Fields shall obtain permission to use fields throughout the Chariho district, prior to soccer practice and/or game sessions.
- b. The Director of Fields shall fulfill field requirements for all CYSA recreational and competitive games by ensuring that the proper number, size, and layout of fields are provided.
- c. The Director of Fields shall provide maintenance (line striping, anchoring goals, etc.) to all fields prior to CYSA recreational and competitive games.
- d. The Director of Fields shall assist the Director of Equipment with the inventory, storage, purchasing, and setup/take-down of Field Equipment.
- e. The Director of Fields shall present a report at each Monthly Membership Meeting, and at such other times as directed by the Board of Directors, as to the Association's field utilization status.

12. Director of Public Relations

- a. The Director of Public Relations shall provide for the Association's communications requirements by ensuring that pertinent information is distributed to CYSA members, outside agencies, and/or the general public by submitting press releases, mailing newsletters, and /or providing information to the Website Manager.
- b. The Director of Public Relations shall present a statement at each Monthly Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's public relations activities.

13. Director of Registration

- a. The Director of Registration shall administer the membership records for the Association by compiling and updating the pertinent information on all players, coaches, assistant coaches, and referees. The Director of Registration shall generate and maintain the CYSA

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Registration List, the CYSA Scholarship List, and the CYSA Team Rosters / Waiting List.

- b. The Director of Registration shall coordinate registration sign-up dates and/or activities, collect and maintain Registration Forms, and record registration information to the CYSA Registration List.
- c. The Director of Registration shall provide the SRI Registrar with the CYSA Registration List and subsequent updates.
- d. The Director of Registration shall conduct the 'Blind Drafts', for rostering players to teams for the Fall Recreational Season, and shall generate and update the Team Rosters.
- e. The Director of Registration shall present a report at each Monthly Membership Meeting, and at such other times as directed by the Board of Directors, as to the status of the Association's registration activities.

ARTICLE VIII MEETINGS

A. Membership Meetings

1. Meetings of the general membership shall be held **regularly on** the first Thursday of each month. The time and place of Monthly Membership Meetings shall be determined by the Board of Directors. **At the discretion of the Board of Directors, membership meetings may be moved to accommodate holidays and meeting location scheduling conflicts. If rescheduled, the meeting announcement shall be made at the previous meeting and posted on the website.**
2. An Annual General Meeting (AGM) shall be held the first Thursday of each **March**. The time and place of the AGM shall be determined by the Board of Directors.

B. Board of Directors Meetings

1. 1. The Board of Directors will meet **regularly on** the first Thursday of each month, following the Monthly Membership Meeting. **At the discretion of the Board of Directors, membership meetings may be moved to accommodate holidays and meeting location scheduling conflicts. If rescheduled, the meeting announcement shall be made at the previous meeting and posted on the website.**

Special meetings of the Board of Directors may be called at any time by the President or upon written request of three (3) voting members of the Association, in which case a meeting shall be called by the President within one (1) week of said request, except as otherwise provided in the Association By-Laws or this Constitution. Any issue requiring action prior to the next Board of Directors Meeting, and a special meeting cannot be arranged, a telephone or e-mail vote may be conducted by the President. If a telephone or e-mail vote is required, all officers of the Board of Directors must be contacted, their vote recorded, and the voting results provided to the Secretary for inclusion into the Board of Directors meeting minutes.

C. Quorum

1. The presence of seven (7) officers of the Board of Directors shall constitute a quorum to transact business at the AGM and at the Monthly Membership Meetings. Any business conducted without a quorum being present can be subject to reconsideration.
2. The presence of seven (7) officers of the Board of Directors shall constitute a quorum to transact business at Board of Directors Meetings. Any business conducted without a quorum being present can be subject to reconsideration. If all positions on the Board of Directors are not filled, a majority of the filled positions shall constitute a quorum.
3. In order for a telephone / e-mail vote to be valid at least seven (7) officers of the Board of Directors must cast votes.

D. Rules of Order

1. The President or President pro temp (the Chairperson) shall call a meeting to order at the appointed hour if a quorum is present. After thirty (30) minutes the meeting may be declared void at the discretion of the President or the President pro temp if a quorum is not present.
2. Any member desiring to speak shall address the Chairperson, and after his/her right to speak is recognized, he/she shall confine his/her remarks to the question under debate or the business at hand.
3. Any person addressing the Board of Directors, if recognized by the Chairperson, shall be subject to the same Rules of Order as they pertain to officers of the Board of Directors. However, an officer of the Board of Directors may interrupt a speaker for the purpose of asking a question, clarifying an issue, or raising a point or rule of order.

4. The following motions shall have precedence in the order named:
 - To adjourn
 - To lay on the table
 - To postpone indefinitely
 - To commit
 - To amend

5. Any relevant petition, report, appeal, or letter addressed to the Association will be promptly acted upon by the Board of Directors and the resolution of said action shall be sent on behalf of the entire Board of Directors.

6. The President, in collaboration with the Secretary, shall prepare an agenda for Monthly Membership Meetings. Information should, whenever possible, be given to board members prior to meetings. Anyone desiring to include an item(s) on the agenda should notify the President or Secretary no less than five (5) day prior to the meeting.

7. The order of business at all Monthly Membership Meetings shall be as follows:
 - Call to Order
 - Silent Meditation
 - Secretary's Report
 - Minutes of Previous Meetings
 - Correspondence
 - Treasurer's Financial Report
 - Director's Reports
 - Competitive
 - Coaches
 - Referees
 - Fund-raising
 - Equipment
 - Fields
 - Public Relations
 - Registration
 - Old Business
 - New Business
 - Public Forum
 - Adjournment

ARTICLE IX PROTESTS AND APPEALS

A. Purpose

1. The purpose of the protests and appeals process to CYSA is to provide fair, swift, and just avenues of protests and appeals for all members of the Association. Protests and appeals should pertain to the CYSA Constitution, Bylaws, and other rules, regulations, and policies of CYSA. All CYSA avenues of appeals must be exhausted prior to any appeals to SRI.

B. Protest Procedure

1. The first level in the protest process is to notify a CYSA official within twenty-four (24) hours of the alleged incident. The CYSA official will answer questions and/or direct the matter to a member of the CYSA Board of Directors who shall explain CYSA rules, regulations, and policies pertaining to the protest.
2. If the Protestor disagrees with the Board Member's explanation or interpretation of CYSA rules, regulations or policies, pertaining to the protest, the Protestor may initiate an appeal.

C. Appeal Procedure

1. The first level in the appeal process is a committee. The Committee shall be appointed by the President of CYSA and shall be comprised of a Chairman and four (4) additional members of the Board of Directors. The members cannot be directly affiliated with either party. Each member shall have one vote excluding the committee Chairman. The Chairman shall cast a vote only to make or break a tie.
 - a. A written appeal, stating clearly all the facts, must be sent to the President within five (5) calendar days of the incident and/or decision the Appellant is challenging. Five(5) copies of the appeal shall be sent to the President accompanied by an appeal fee of twenty-five (\$25) dollars. The appeal fee shall be refunded to the Appellant if the appeal is sustained.
 - b. The operation of a decision of an affiliated subordinate CYSA official or Board Member, from whom an appeal is taken, shall be binding upon the parties pending the decision of the Committee.
 - c. All appeals to the Committee shall be heard no later than ten (10)

- calendar days from the date the written appeal is sent to the President.
- d. A written decision of the Committee shall be sent to the Appellant no later than five (5) calendar days of the hearing.
 - e. Decisions of the Committee shall be binding unless the decisions are overturned by further appeals.
2. The second level of the appeal process is the Board of Directors of CYSA. Each member of the Board of Directors, except the President, shall cast one vote. The President shall cast a vote only to make or break a tie.
- a. A written appeal, stating clearly all the facts, must be sent to the President within five (5) calendar days of the receipt of the Appeal Committee's written decision to the Appellant. Sixteen (16) copies of the appeal, and all pertinent documentation, shall be sent to the President accompanied by an appeal fee of fifty (\$50) dollars. The appeal fee shall be refunded to the Appellant if the appeal is sustained.
 - b. The operation of a decision of the Appeal Committee, from which an appeal is taken, shall be binding upon the parties pending the decision of the Board of Directors.
 - c. This appeal may be heard at the next scheduled Board of Directors Meeting or if for expediency, the Appellant may request a special Board of Directors Meeting. Should the Appellant request a special Board of Directors Meeting, the President shall call a meeting to be held for the purpose of hearing the Appeal. This special meeting will be held no later than ten (10) calendar days from the date of receipt of the Appellant's notice to the President requesting a special Board of Directors Meeting.
 - d. A written decision of the Board of Directors shall be sent to the Appellant no later than five (5) calendar days of the hearing.
 - e. Decisions of the Board of Directors shall be binding unless the decisions are overturned by a higher authority. Failure to abide by decisions of the Board of Directors shall be grounds for disciplinary action by the Board of Directors.
 - e. When it is necessary for this Association to expend monies to

entertain and adjudicate any of these appeals it may be determined by whom such expense shall be paid, and when so determined the sum fixed upon notice shall be due and payable.

- f. At all levels of the appeal process, if a decision is not reached within fifteen (15) calendar days of receipt of the written appeal, the party filing the appeal may submit the appeal to the next higher level and the appeal fee submitted shall be applied at the next level.

D. Penalties

1. No CYSA member, officer, team, coach, referee, parent or player may invoke the aid of the courts of Rhode Island without first exhausting all available appeals within the Constitution and Bylaws of CYSA and SRI.
2. For violation of this rule, the offending CYSA member, officer, team, coach, referee, parent or player shall be subject to the sanctions of suspensions and fines, as deemed warranted, and shall be liable to CYSA for all expenses incurred by CYSA and its Officers in defending each court action.

E. Hearings

1. Every case, which arises under the jurisdiction of this Association, which requires a hearing, shall be tried in the presence of all parties in interest who appear. The Board of Directors or its authorized agent(s) has the power to summon anyone under its jurisdiction to appear at any meeting relative to any matter, which comes to this Association for determination or investigation.
2. All CYSA avenues of appeal(s) must be exhausted prior to any appeal(s) to SRI.

ARTICLE X FINANCE COMMITTEE

The Finance Committee will be a permanent committee consisting of the President, the Treasurer, and the Director of Fundraising. The Finance Committee's responsibilities include, but are not limited to, preparing a proposed budget for the next fiscal year (January 1st to December 31st).

ARTICLE XI AMENDMENTS

A. Requirements

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1. The Constitution and/or Bylaws of the Association may be amended by a majority vote of two-thirds (2/3) of the attending membership at the Annual General Meeting (AGM). ~~in June.~~
2. Any voting member of CYSA may make proposals or motions to amend the Constitution and/or Bylaws of the Association.
3. Any proposals or motions to amend the Constitution and/or Bylaws of the Association must be made in writing to the Secretary prior to the adjournment of the **monthly Membership Meeting prior to the AGM.** Copies of said proposals or motions shall be made available to the membership at the Annual General Meeting (AGM) and to any interested person upon request during the thirty (30) days prior to the AGM.

The date, time, and place of the Annual General Meeting (AGM), and the requirements for amending the Constitution and/or Bylaws of the Association, must be published two weeks prior to the **Monthly Membership Meeting prior to the AGM. (ie AGM in March must be completed 2 weeks before the February Meeting).**